



A Fortunate Place

Shire of Wickepin

# Minutes

Townscape & Cultural Planning Committee  
Council Chambers, Wickepin

# 3 November 2021



## Notice of a Townscape and Cultural Planning Committee Meeting

Please note that the next Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin will be held on Wednesday 3 September at Council Chambers, Wickepin, commencing at 9.30am.

Certification: I have perused this agenda and am aware of all recommendations made to council and support each as presented.

A handwritten signature in blue ink, appearing to read "Mark J Hook", is written over a horizontal line.

Mark J Hook  
Chief Executive Officer

28 October 2021

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## Terms of Reference

### 1. Name

Townscape and Cultural Planning Committee

### 2. Members

Fran Allan  
Allan Lansdell  
John Mearns  
Libby Heffernan  
Kym Smith  
Annika Miller  
Lee-Ann Mullan  
Tracey Hodgson  
Kevin Coxon  
Veronica Stacey

### 3. Objectives

This Committee deals with issues relating to Townscape and Cultural Planning in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

1. *Receive reports from the Chief Executive Officer and appropriately delegated officers.*
2. *Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.*
3. *Formulate recommendations to the Ordinary Council Meeting.*
4. *To represent to the Council the views of the community regarding Townscape and Cultural Planning.*
5. *To represent the Council's position in regards to Townscape and Cultural Planning to regulatory bodies and interest groups/committees.*
6. *To assist the Wickepin Council in developing a Townscape and Cultural Planning strategy.*

### 4. Scope/Jurisdiction

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

### 5. Appointment of Committee Members

Council calls for written nominations for members of the Townscape and Cultural Planning Committee in October, to run in accordance with Council elections. Committee members are appointed by Council at the November Ordinary Council meeting.

**6. Appointment of Committee Chair**

A chairperson is appointed every second year at the first Townscape and Cultural Planning Committee meeting after the Local Government elections by the committee members.

**7. Meeting Frequency**

The Townscape and Cultural Planning Committee meets four times a year, on the first Wednesday of the month at 9.30am.

Meeting dates for 2021 are as follows:

| Day       | Date        | Time   |
|-----------|-------------|--------|
| Wednesday | 3 March     | 9.30am |
| Wednesday | 2 June      | 9.30am |
| Wednesday | 1 September | 9.30am |
| Wednesday | 3 November  | 9.30am |

**8. Related Policies/Bylaws:** Nil.



## QUESTIONS FROM THE PUBLIC

The Shire of Wickepin welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

## [Table of Contents](#)

|             |   |           |
|-------------|---|-----------|
| <b>1.</b>   | <b>ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....</b> | <b>8</b>  |
| <b>2.</b>   | <b>PUBLIC QUESTION TIME .....</b>   | <b>8</b>  |
| <b>3.</b>   | <b>APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....</b>                       | <b>8</b>  |
| <b>4.</b>   | <b>PETITIONS, MEMORIALS AND DEPUTATIONS.....</b>                              | <b>8</b>  |
| <b>5.</b>   | <b>DECLARATIONS OF MEMBERS' AND OFFICERS' INTEREST .....</b>                  | <b>9</b>  |
| <b>6.</b>   | <b>CONFIRMATION OF MINUTES.....</b>   | <b>9</b>  |
| <b>7.</b>   | <b>STATUS REPORT .....</b>  | <b>9</b>  |
| <b>8.</b>   | <b>NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....</b>                 | <b>10</b> |
| <b>9.</b>   | <b>RECEIPT OF REPORTS &amp; CONSIDERATION OF RECOMMENDATION .....</b>         | <b>10</b> |
| <b>11.</b>  | <b>REPORTS &amp; INFORMATION.....</b>   | <b>11</b> |
| <b>11.1</b> | <b>OTHER MATTERS RAISED BY MEMBERS.....</b>                                   | <b>12</b> |
| <b>12.</b>  | <b>URGENT BUSINESS .....</b>  | <b>15</b> |
| <b>13.</b>  | <b>CLOSURE .....</b>  | <b>15</b> |

**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,  
Wickepin, Wednesday 3 November 2021 at 9.30am**

The Chairperson declared the meeting open at 9.40 am.

## **1. Attendance, Apologies and Leave of Absence (Previously Approved)**

|                 |            |
|-----------------|------------|
| Fran Allan      | Councillor |
| Allan Lansdell  | Councillor |
| John Mearns     | Councillor |
| Libby Heffernan | Member     |
| Kym Smith       | Member     |
| Annika Miller   | Member     |
| Tracey Hodgson  | Member     |
| Veronica Stacey | Member     |

|               |                                |
|---------------|--------------------------------|
| Mark Hook     | Chief Executive Officer        |
| Erika Clement | Deputy Chief Executive Officer |

### **Apologies**

|                |        |
|----------------|--------|
| Lee-Ann Mullan | Member |
| Kevin Coxon    | Member |

### **Leave of Absence (Previously Approved)**

## **2. Public Question Time**

## **3. Applications for Leave of Absence/Apologies**

## **4. Petitions, Memorials and Deputations**

### **4.1 Election of Chairperson**

The CEO called for nominations for Chairperson.

Veronica Stacey nominated Libby Heffernan - Declined.

Kym Smith nominated John Mearns, accepted the nomination verbally.

There being now further nominations, CR John Mearns was elected as Chairperson of the Townscape and Cultural Planning Committee for the ensuing two years.

CEO Mark Hook took the chair as the Presiding Member for the remainder of the meeting.

## 5. Declarations of Members' and Officers' Interest

## 6. Confirmation of Minutes

Townscape and Cultural Planning Meeting – 1 September 2021

### Fran Allan Moved / Annika Miller Seconded

That the minutes of the Townscape and Cultural Planning Committee held on 1 September 2021 be confirmed as a true and correct record.

**Carried 8 / 0**

## 7. Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.).

| Subject/Action                             | Officer | Progress   | Status | Comment  |
|--|---------|--|--------|--|
| Information Board – Tank Road              | CEO     | That the Information board on Tank Road be restored and placed in the Wickepin Townsite.   | ○      | Still researching information for sign.  |
| Blue Tree - Wickepin                       | CEO     | That Council site the blue tree at the Williams Kondinin Road - Wickepin Corrigin Road intersection.   | ✓      | Blue tree has been relocated.  |
| Information Board - Wogolin Road           | CEO     | That the Townscape and Cultural Planning Committee recommend to Council that Council does not re-site the current information board and that a new board be redesign.  | ✓      | Council resolved the following:<br>That the current Wogolin Road information board not be re-sited and that a new board be redesigned.<br>CEO is investigating an electronic information sign. |
| Mural - Community Resource Centre Building | CEO     | That the Townscape and Cultural Planning Committee request that a mural be painted on the west side wall of the Community Resource building and that the CEO apply for a grant to cover the costs associated with the mural and the final design of the mural be | ✓      | The resolution for a mural was lost at the September Council Meeting.<br>CEO is to investigate the state of the CRC building.  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | bought back to the Townscape and Cultural Planning Committee for discussion. |  |  |
|--|--|--|--|--|

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress    ✓ = completed    ✕ =superseded

**8. Notice of Motions of Which Notice Has Been Given**

**9. Receipt of Reports & Consideration of Recommendation**

## 10. Notice of Motions for the Following Meeting

## 11. Reports & Information

### Wickepin History Group - Plaque Request

At the October Council Meeting Council resolved the following:

#### **Resolution No 201021-34**

#### **Moved Cr Mearns/Seconded Cr Thompson**

That Council lay a plaque in the Main Street footpath to acknowledge WM Butler and Co machinery agency.

**Carried 7/0**

The Wickepin History Group has requested Council to lay a plaque in the main street footpath to acknowledge WM Butler and Co machinery agency.

The Wickepin History Group forwarded the following request to the CEO.

*The Wickepin history group would like to request an additional plaque to be laid in the main street footpath to acknowledge WM Butler and Co machinery agency on Wogolin Road in Wickepin. The Butler family came to Wickepin with the New Jerusalem settlement in 1903 and the WM Butler Ford and Sunshine Machinery agency and was open from 1911-1939. In that, time the business was the biggest seller of ford machinery in Australia, and was located on the lots currently owned by Elders Wickepin. The History group is happy to supply the information for this plaque and are happy to talk further on this matter.*

The plaques in the main street were part of a trails program undertaken in 2014; attached is a copy of the Master Plan.



CEO has spoken with Libby Heffernan and once the correct wording has been received the plaque will be ordered.

## 11.1 Other matters raised by members

### **Veronica Stacey**

#### Yealering toilet block

Lakeside/ Tennis toilet block in Yealering requires urgent review.

CEO comments - Currently there is no plan for the replacement of the toilet block, but it was raised at the October Council meeting as a possible project under Phase 3 LRCI Grant.

#### Yealering Hall

The South East corner of the hall paving is incomplete.

CEO comments - CEO and MWS will attend to this matter and repair the paving.



#### Footpath

The path south of the hall between the croquet garden is broken and a potential trip hazard.

CEO comments - MWS will investigate and if required work out a suitable plan for the replacement of the footpath. This will be incorporated when the croquet retaining wall is done.



### Yealering Concept Plan Update

CEO comments - Council has applied for funding under the Recreational Boating Facility Scheme for design drawings of the boat ramp replacement outlined in the concept plan. At this stage Council has not prioritised any other actions from the concept plan. Yealering Progress Association to look at concept plan to see if concepts are still in line with the Yealering Community.

### Budget

**Seating** - A fixed seat at the Lake playground would be beneficial.

CEO comments - Council always has amounts in the budget under parks and gardens for items such as this. Requests should be made at budget time. Council normally allocates \$35,000 to the Townscape Committee for their allocation to appropriate projects. The 2021/2022 allocation was given to the Wogolin Recreation Area.

**Plants** - Croquet garden in Yealering has had significant private/ community investment over the past 18months.

CEO comments - Council allocates amounts in the Parks and Garden budget for items such as this. Council gardeners normally attend to this when requested by Community members.

### **Libby Heffernan**

#### Wickepin Caravan Park Update

CEO comments - A request for quotation has been placed in the Narrogin Observer and the West Australian. Request for quotation closes on Friday 3 December 2021. Once Concept Plan has been received it will be brought to the Townscape Committee for review.

#### War Memorial Upgrade

CEO comments – Council are currently getting the project repriced due to an increase in materials. Funding has been granted for the project based on old prices. Council is currently out sourcing new prices to keep within budget. The stages of the final design are almost complete.

#### Sydney Lost and Found Production Update

CEO comments – The proposed date for the Sydney II: Lost and Found production is Friday 4 March 2022. ESO has been liaising with Michelle Fornasier – Theatre 180 and are currently completing the necessary regional touring application to make this proposed tour feasible.

Libby would like to congratulate the Lake Yealering Regatta Committee on their successful day and congratulate the Shire on the presentation and the completion on the Wogolin Road Recreational area.

### **Annika Miller**

Wogolin Road Playground

Rubbish Bins need to be placed at the Wogolin Road Playground as children can't leave the playground to place rubbish into bins located outside the fence.

#### **Resolution**

**Moved CR Allan Lansdell/Seconded Cr John Mearns**

That Council place a green sulo bin at the Playground near the tables

**Carried 8/0**

**Veronica Stacey**

Asked about the Skate Park that was removed from Wickepin near the new playground. Would it be possible to be relocated to Yealering?

**Resolution****Moved Veronica Stacey/Seconded Annika Miller**

That the old skate park be moved out to Yealering and be placed on the old tennis court in the interim, while a decision is being made on the new skate park at the Wogolin Recreation Playground.

**Carried 8/0****Kym Smith**

In regards to the entrance at the town hall that was discussed at the September Townscape meeting. There needs to be access to the double doors mainly when there is a funeral being held

**Resolution****Moved Kym Smith/Seconded Libby Heffernan**

That the Yealering Progress Association be given approval to lay paving slabs at the Yealering Town hall front entrance double doors

**Carried 8/0****Allan Lansdell**

Alan Advised that he would be moving on, but would like to see the Railway dam catchment completed on the West side of the dam

**Resolution****Moved Libby Heffernan/Seconded Kym Smith**

That a vote thanks to Allan Lansdell for his contribution to the Townscape committee as well as the Albert Facey Committee and Council.

**Carried 8/0****Resolution****Moved Libby Heffernan/Seconded Kym Smith**

The Townscape committee accept the resignation of Cr Allan Lansdell

**Carried 8/0****Annika Miller**

Asked about the tree removal around Wickepin. CEO advised that they were only removed when unsafe or requested by property owners as tree are causing a nuisance or are in the power lines. These are generally replaced with more suitable trees.

**Libby Heffernan**

With the Full lake at Yealering and the new Wogolin Recreation Playground and update of the Shire's social media might be a good idea.

CEO advised when the new CDO starts this will be attended to.

**12. Urgent Business****13. Closure**

The next Townscape and Cultural Planning Committee meeting will be held in March 2022 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 11.04 am.