

A Fortunate Place

Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

1 September 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 1 September 2021 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".

Mark J Hook
Chief Executive Officer

27 August 2021

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council/committee meetings or during formal/informal conversations with staff. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council/committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wickepin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns that anyone who has an application lodged with the Shire of Wickepin must obtain and only should rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

Cr Fran Allan
Cr Allan Lansdell
Cr John Mearns
Kym Smith
Sue Astbury
Ted Astbury
Tim Cowcher
Kevin Coxon
Annika Miller

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.

Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.

| |
|--|
| NAME: |
| |
| SIGNATURE: |
| |
| ADDRESS: |
| |
| TELEPHONE: |
| |
| MEETING/DATE: |
| |
| NAME OF ORGANISATION REPRESENTING (if applicable): |
| |

[illegible]

QUESTIONS FROM THE PUBLIC

The Shire of Wickpin 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](#)

| | | |
|--------------|---|-----------|
| 1. | ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) | 8 |
| 2. | PUBLIC QUESTION TIME | 8 |
| 3. | APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES..... | 8 |
| 4. | PETITIONS, MEMORIALS AND DEPUTATIONS..... | 8 |
| 5. | DECLARATIONS OF MEMBERS' AND OFFICERS' INTEREST | 8 |
| 6. | CONFIRMATION OF MINUTES..... | 8 |
| 7. | STATUS REPORT | 9 |
| 8. | NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN | 9 |
| 9. | RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATION | 9 |
| 9.1 – | BLUE TREE - WICKEPIN | 10 |
| 9.2 – | INFORMATION BOARD - TANK ROAD..... | 13 |
| 9.3 – | INFORMATION BOARD - WOGOLIN ROAD..... | 16 |
| 9.4 – | MURAL - COMMUNITY RESOURCE CENTRE BUILDING..... | 18 |
| 11. | REPORTS & INFORMATION..... | 20 |
| 11.1 | OTHER MATTERS RAISED BY MEMBERS..... | 20 |
| 12. | URGENT BUSINESS | 21 |
| 13. | CLOSURE | 21 |

**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin, Wednesday 1 September 2021 at 9.30am**

As there was no Chairperson the CEO declared the meeting open at 9.30 am.

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

| | |
|-----------------|---------------------------|
| Fran Allan | Councillor |
| John Mearns | Councillor |
| Tim Cowcher | Member |
| Kevin Coxon | Member |
| Annika Miller | Member |
| Libby Heffernan | Observer |
| Mark Hook | Chief Executive Officer |
| Mel Martin | Executive Support Officer |

Apologies

| | |
|-------------|--------|
| Kym Smith | Member |
| Sue Astbury | Member |
| Ted Astbury | 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****Moved T Cowcher / Seconded A Miller**

The CEO called for nominations for Chairperson.

As there were no nominations for Chairperson, CEO Mr Mark Hook remain as Chairperson for this meeting and that a Chairperson be elected after the October Council Elections.

Carried 5/0

5. Declarations of Members' and Officers' Interest**6. Confirmation of Minutes**

Townscape and Cultural Planning Meeting – 2 June 2021

Moved Cr F Allan / Seconded A Miller

That the minutes of the Townscape and Cultural Planning Committee held on 2 June 2021 be confirmed as a true and correct record.

Carried 5/0

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 |
|------------------------------------|----------------|---|---------------|--------------------------|
| Proposed Gazebo at Facey Homestead | CEO | That the Townscape and Cultural Planning Committee Receive the letter from Caroline Coates. | ✓ | Letter received. |
| Lake Yealering Croquet Sign | CEO | That the Lake Yealering Croquet Club sign be put in the budget estimates to be replaced. | ✓ | In Budget sign ordered. |
| Information Board – Tank Road | CEO | That the Information board on Tank Road be restored and placed in the Wickepin Townsite. | ○ | Refer to Agenda item 9.2 |

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**

9.1 – Blue Tree - Wickepin

| | |
|------------------------------------|--|
| Submission To: | Townscape & Cultural Planning Committee |
| Location/Address: | Wogolin Road |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | CR.MEE.206 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 20 August 2021 |

Enclosure/Attachments: Nil

Summary:

Townscape & Cultural Planning Committee needs to site the Blue Tree made by the Shedder Group.

Background:

Council staff removed the blue tree from its current location in the Main Street of Wickepin, as it was inside the construction site for the new Wogolin Road Playground area. The blue tree has been moved to the Shire of Wickepin Works Depot.



Comments:

The Shire staff removed the blue tree to the Shire of Wickepin Works Depot as it was inside the new Wogolin Playground Area. The Townscape & Cultural Planning Committee need to advise where to site the blue tree within the Shire of Wickepin.

Following is an extract from the blue tree website <https://www.bluetreeproject.com.au/our-story>

WHAT IS The BLUE TREE PROJECT?

Our mission is to help spark difficult conversations and encourage people to speak up when battling mental health concerns. By spreading the paint and spreading the message that "it's OK to not be OK", we can help break down the stigma that is still largely attached to mental health.

Spread the Paint - Spread the MESSAGE

More needs to be done to help people with mental health concerns. Stronger support of our professional health system is necessary so we can help people like Jayden - those brave enough to seek help. Tragically, Jayden took his life after being released from hospital twice in one day.

He was overlooked in an overwhelmed system which is not made for modern society mental health. With this project, we hope to raise awareness around mental wellbeing and help reduce the stigma.

Following is an article in relation to the blue tree that was printed in the Narrogin Observer on the 16th January 2020.



Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

The cost of relocating the blue tree is minimal as Council staff will do the relocating.

Strategic Implications: Nil

Recommendations:

That Council site the blue tree in the following position

Voting Requirements: Simple majority

Moved T Cowcher / Seconded Cr J Mearns

That Council site the blue tree at the Williams Kondinin Road - Wickepin Corrigin Road intersection.

Carried 5/0

NOTE: CEO to consult the Shedders Group in relation to where the Townscape and Cultural Planning Committee have recommended to site the blue tree.

9.2 – Information Board - Tank Road

| | |
|------------------------------------|--|
| Submission To: | Townscape & Cultural Planning Committee |
| Location/Address: | Wogolin Road |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | CR.MEE.206 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 20th August 2021 |

Enclosure/Attachments: Nil

Summary:

Townscape & Cultural Planning Committee needs to re-site the Tank Sign removed from Tank Road.

Background:

At the 2 June Townscape & Cultural Planning Committee Meeting the following matter was raised and voted on.

Cr Mearns raised concerns in relation to the information board and asked if it could be replaced and relocated to the Wickepin Town site.

Moved Cr J Mearns / Seconded Cr A Lansdell

That the Information board on Tank Road be restored and placed in the Wickepin Townsite.

Carried 5/0

At the 13 June 2021 Ordinary Meeting of Council, Council passed the following resolution.

Resolution No 160621-10

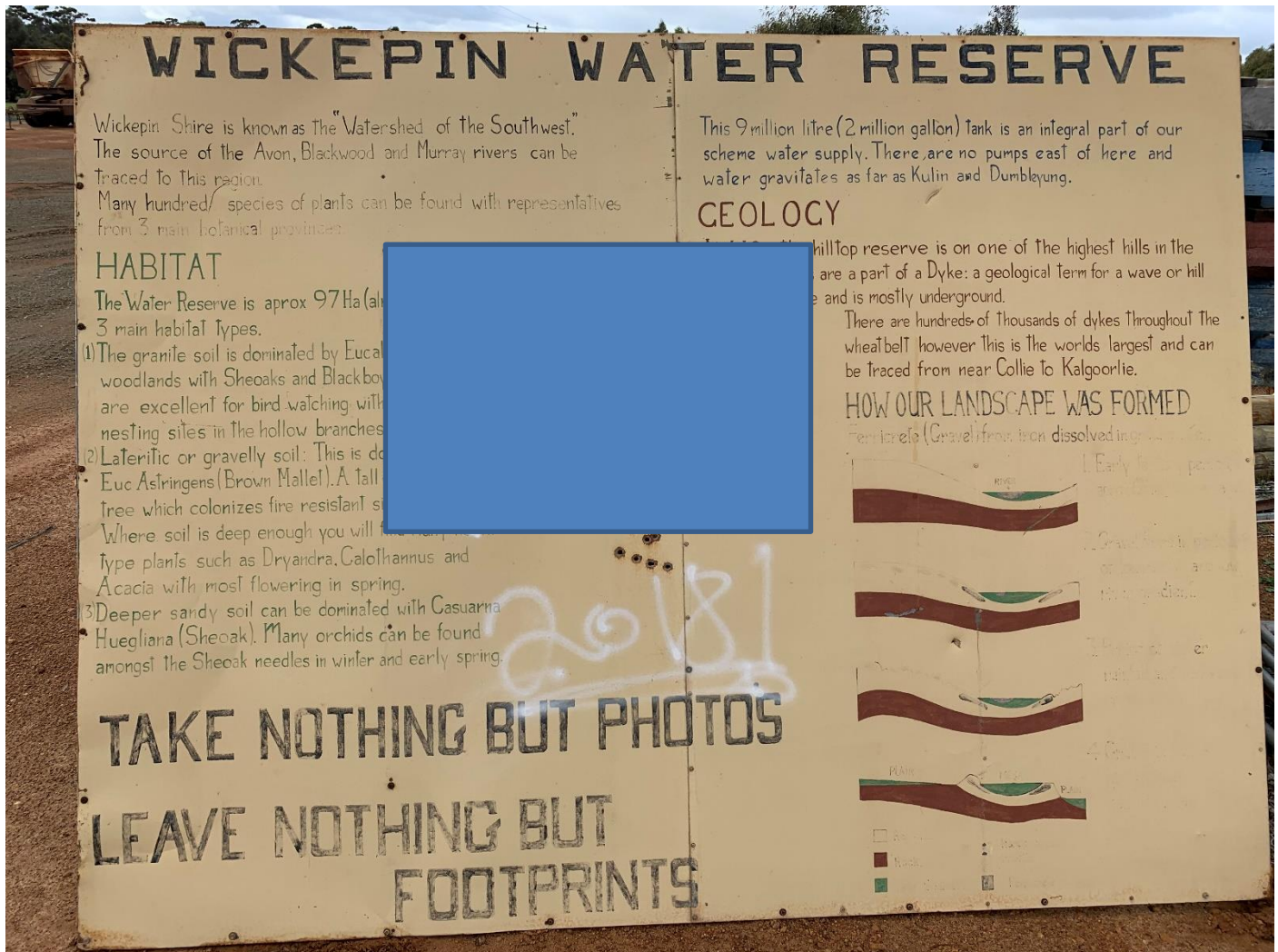
Moved Cr W Astbury / Seconded Cr Hyde

That recommendation No. 2 regarding the Information Board on Tank Road be laid on the table.

Carried 7/0

Comments:

Following is a current picture of the Tank Road sign the blue square is deleting the rude graffiti on the current sign.



The previous resolution was to site the sign in the Wickepin Town site. Council felt this was non-prescriptive and the actual siting of the sign needed to be set prior to any decision being made.

The CEO believes the best site for the sign would be to replace the sign in its original site, at the pull off bay on Tank Road.

There is some concern that as the sign has faded and the CEO is unable to read or copy the section of how our lands was formed, the CEO is unable to replicate the sign. The Wheatbelt NRM are helping the CEO with the new wording for the sign.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Cost of sign is approximately \$500

Strategic Implications: Nil

Recommendations:

1. That the CEO replace the sign as near as to the original and that the sign be placed back in the Tank Road information Bay.
2. That the CEO replace the sign as near as the original and that the sign be placed

Voting Requirements:

Simple majority

Moved T Cowcher / Seconded A Miller

That the CEO replace the sign as near as to the original and that the sign be placed back in the Tank Road information Bay.

Carried 5/0

9.3 – Information Board - Wogolin Road

| | |
|------------------------------------|--|
| Submission To: | Townscape & Cultural Planning Committee |
| Location/Address: | Wogolin Road |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | CR.MEE.206 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 20 August 2021 |

Enclosure/Attachments: Nil

Summary:

Townscape & Cultural Planning Committee needs to re-site the Information Bay.

Background:

The current information has been removed as it was in the site of the new Wogolin Road Playground Landscaping areas.

Comments:

Following is a current picture of the Information Bay in its previous location.



Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Minor cost for relocation

Strategic Implications: Nil

Recommendations:

That the CEO place the information bay in the following location

Voting Requirements: Simple majority

Moved Cr F Allan / Seconded T Cowcher

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.

Carried 5/0

9.4 – Mural - Community Resource Centre Building

| | |
|------------------------------------|--|
| Submission To: | Townscape & Cultural Planning Committee |
| Location/Address: | Wogolin Road |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | CR.MEE.206 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 26 August 2021 |

Enclosure/Attachments: Nil

Summary:

Townscape & Cultural Planning Committee are being requested to paint a mural on the west side wall of the Community Resource Centre wall.

Background:

The CEO received the following letter from Chris Moore.

CR.MEE.206

ICR20213207

07 JUL 2021

To
The Landscaping Committee
Shire of Wickepin
77 Wogolin Road
WICKEPIN WA 6370

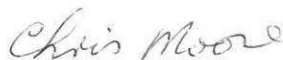
To Whom it Concerns:

I am writing to submit a request/idea for the "west wall" of the Wickepin Community Resource Centre Building.

It has recently had the vegetation removed from in front of it and would look great with a mural painted on it.

Hoping you can consider this idea.

Yours sincerely



Chris Moore
24 Johnston Street
Wickepin WA 637
0427801027

Comments:

The CEO believes that a mural painted on the west side wall of the Community Resource Centre would be an attraction and a welcoming way to enter the Townsite.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

The cost of painting a mural would be approximately \$9,000.00. There are currently no funds allocated in the 2021/22 adopted budget for this project.

Strategic Implications: Nil

Recommendations:

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.

Voting Requirements: Simple majority

Moved T Cowcher / Seconded A Miller

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 brought back to the Townscape and Cultural Planning Committee for discussion.

Carried 5/0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

Kym Smith

The front entrance of the Yealering Town Hall requires repair work / maintenance. The front entrance of the Hall cannot be accessed for funerals etc. as the paving does not extend all the way out of the garden.

I would like to see extra paving added to join up with the path out the front.



That the CEO will assess the entrance of the Yealering Hall and report the costs between paving verses concrete.

John Mearns – Signage

CR Mearns requested a sign be placed at the New Wogolin Road Recreation Area detailing the history of the water tower.

Tim Cowcher suggested this information could be incorporated in the new information board.

The CEO will investigate the history of the water tank and the possibility of placing a sign at the New Wogolin Road Recreation Area.

Annika Miller – Centenary Wall

Annika Miller commented on the disrepair of the plaques that are located on the Centenary Wall. CEO Mark Hook advised that there were funds allocated in the newly adopted budget but were removed.

CEO Mark Hook advised the Townscape and Cultural Planning Committee that they request Council to place funds in the 2022/23 budget to upgrade the current Centenary Wall.

Annika Miller also commented on the process in relation to placing a plaque on the Centenary Wall.

Note: CEO to liaise with the ESO and advertise in the Watershed and on the Shire Facebook page the opportunity to place a plaque on the Centenary Wall.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held on Wednesday 3 November 2021 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.29am.