



A Fortunate Place

Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

2 November 2022



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 2 November 2022 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 "Noel Mason", is written over a horizontal line.

Noel Mason
Acting Chief Executive Officer

27 October 2022

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Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

Fran Allan
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 2022 are as follows:

Day	Date	Time
Wednesday	2 March	9.30am
Wednesday	1 June	9.30am
Wednesday	7 September	9.30am
Wednesday	2 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 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.

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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin, Wednesday 2 November 2022 at 9.30am**

The Chairperson declared the meeting open at am.

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

John Mearns	Chairperson
Fran Allan	Councillor
Libby Heffernan	Member
Kym Smith	Member
Lee-Ann Mullan	Member
Tracey Hodgson	Member
Veronica Stacey	Member
Annika Miller	Member
Noel Mason	Acting Chief Executive Officer
Graeme Hedditch	Manager Works and Services
Lara Marchei	Executive Support Officer

Apologies

Kevin Coxon	Member
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Leave of Absence (Previously Approved)**2. Public Question Time****3. Applications for Leave of Absence/Apologies****4. Petitions, Memorials and Deputations****5. Declarations of Members' and Officers' Interest****6. Confirmation of Minutes**

Townscape and Cultural Planning Meeting –7 September 2022

Moved Cr Allan / Seconded L Heffernan

That the minutes of the Townscape and Cultural Planning Committee held on 7 September 2022 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 Bay – Electric Signage	CEO	That the CEO pursue media content for the Shire of Wickepin.	○	Electronic sign is to be considered as part of the Tourist Information Bay redevelopment design plan, currently being drafted.
Lake Yealering Croquet Club	CEO	That table and chairs be purchased for the Lake Yealering Croquet Club.	✓	Council did eventually get this item into Budget – ready to be utilised.
Recreational Boating Facility Scheme	CEO	Application lodged – awaiting results.	○	
Wogolin Recreation Area	CEO MWS	Amended design being assessed. Site survey has been completed. MWS has scoped alternative designs and now is preparing estimates of works and price for each of the elements.	○	Awaiting design specialists to confirm all elements of skate park can fit together in available space.
Wickepin Creek Regeneration	MWS	Working with Garden team on identifying areas for clean-up and areas for revegetation.	○	Need decision on what is to be preserved by spray season 2023.
Christmas Decorations 2022	MWS	Identify the available decorations for 2022; plan for installation etc.	○	
Wogolin Recreation Area	Libby H	Plan for decorating the Water Tower	○	
Albert Facey Homestead Park	MWS	Tidy area beneath large tree; remove poles, repair flooding reticulation and expand lawn area.	○	MWS suggested waiting for full plan – once plan agreed, only do that. Saves refixing/replacement of recent work.
Wickepin Town Signs	MWS	Agreed to seal timberwork to slow damage	○	
Update Shire Web pages	ESO	Update webpages to separate information on Yealering and Lake Yealering; add information Wogolin	○	

		Road Recreation Area information.		
Reverse side of the Honour Board	MWS CDO	Silhouette Soldiers prices for a design received – now seeking alternate options.	○	
Yealering Turn Off Sign on Hwy	MWS	Sign has been ordered – awaiting delivery	○	

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

11.1 MWS – Graeme Hedditch

- Wickepin Entrance Signage – Discussed to fix and raise the entrance sign, Drainage sump and lid required before backfill can commence on the drainage hole in front of the sign. Approximate completion date December 2022.
- Information and Rest Bay – Comments were made regarding the area i.e. Gazebo, seating, position of information signs. The feature survey is now complete, and attached. Plan E can now commence the concept plan as per the attached RFQ.
- Yealering Cemetery – A request has been made for a Cemetery Garden for the distribution of ashes, this was discussed on site with the requester. Contact with the cemeteries board is required before any action can take place. This is planned for early November 2022.
- Yealering Ablution Block – The working group met with Rosalie Pech Eva at the Yealering Tennis Club to discuss ideas and progress of project. Rosalie has recently returned the brief for approval and will be submitted into the next council meeting. CDO, Lorraine Hedditch is looking into Grant Funding for Native Gardens, Disable Ramps, Cement rendering, Painting and Pathways to provide access and ambiance to the outside of the ablution block.
- “Rural Road & Bike Safety” - Posters designed by the students from Wickepin Primary school have now been turned into road signs and displayed throughout the town of Wickepin to promote road safety and awareness on our country roads.
- Silhouette Soldiers – CDO, Lorraine Hedditch is looking into prices for a design of the silhouette soldiers for the reverse side of the honour board that is currently bare. Once received, she will look into a grant to fund, if none are available, will submit it to council for approval.
- Bird Park - Neil Elliot has been booked to do a 2 day workshop on 1st & 2nd April 2023 for the repair and revitalisation of the Bird Park.
- Harrismith Toilet Block - near completion.
- Town site building issues - The new building maintenance team will be addressing all building issues throughout the Shire of Wickepin, this will take time. The building team will be assisting the garden team when required.
- Garden Team - general clean-ups all towns within the Shire of Wickepin on a regular basis.
- Mosquito Spraying – Currently commencing the 2nd round of phase 2.
- 2016 She Shed He Shed Project – The barbed poles have been removed from private property and returned to the She Shed He Shed.
- Wogolin Road – I have contacted Main Roads WA requesting the installation of solar speed alert signs.

11.2 Lake Yealering Progress Report

The Yealering Progress Association has had a busy few months, in particular, the revival of the CWA Hall as a smaller civic space for afternoon teas & games days. After a big clean-up & tidy of the yard, the hall is again a useable space. The weekly catch ups have seen people from Wickepin, Corrigin & Yealering come along to join in. Di Walton has organised an upcoming craft workshop and has plans for other events.

The town has also been busy with 3x town busy bees over the last 2 months which saw the cemetery given a spruce up as well as pruning, replanting & general maintenance of the towns community gardens.

Progress has also met with the architect Rosalie Eva as well as the Shire Manager of Works, Graeme Hedditch regarding the refurbishment of the lakeside ablutions and the ways in which the lakeside space is used. It's great to see this project getting started & we look forward to working alongside the shire to complete this project.

We've also sought council's permission to replace the old lattice at the hall with a more aesthetic steel screen. Designs & quotes are currently being sought & we anticipate having this project completed early next year.

Progress is in the process of updating its tourism brochure, we have again engaged Grab Creative Co and hope to have the updates & new brochures printed early in the New Year.

Planning is in progress for an event at the hall in March or early April of next year. This will be more of a social occasion than a fundraiser to entertain the local community & provide a great evening out locally-watch this space!

We have also been working on a silo light projection project, permission from CBH has been obtained and we are in the costing stages. Again, we hope to have this project underway early next year for a mid year unveiling.

Progress has also participated in the Rural Aid Community Building workshop, a suite of workshops that equipped us with tools & inspiration for increasing volunteerism as well as practical tips for identifying your towns strengths & weaknesses. It's been really interesting viewing other towns & how they tackle obstacles such as insurance for community groups & encouraging young people back to town once they've left for education or employment.

We have also been fortunate to host Peter Kenyon & his Eastern States counterparts from Rural Aid. They were really impressed with the lake as well as the beautiful town hall & golf course. Stay tuned as we hope to host a workshop with Rural Aid in the New Year.

Progress has recently signed up with the Town Team Movement, we hope this will open up additional avenues of funding for projects around our town as well as provide practical support for completing projects.

Planning for the 2023 regatta is well underway with the committee meeting monthly to coordinate this event. Fundraising is in full swing with a range of catering activities, bar service & can recycling activities that have been completed. We are hopeful this will enable us to put on an event just as fantastic as the 2021 Regatta.

We held a community meeting earlier in the year to identify our priorities moving forward. Some of the projects previously mentioned have arisen from that meeting. Long term, our goals include to upgrade the boat ramp, install chalets as part of a caravan park upgrade, kerbing to separate the lake car park from the playground, upgrade the lake side playground equipment.

11.1 Other Matters raised by members

Libby Heffernan

Yealering Turnoff Signs – Yealering directional signs have been ordered.

Wickepin Caravan Park Upgrade – Concept plans and cost estimates have been received and at this stage council will not proceed with any immediate works. This project has not been included in the 22/23 budget. Council could possibly re design and break the project down in to stages and fit within available funding.

CEO – Noel Mason

Landscaping – Independent Living Units Johnston Street – The CEO suggested to the committee of potential input into the landscaping of the ILU.

Wild Oats in Townsites – The CEO advised that letters had been sent to residents advising they need to remove and clear their properties of fire hazards and comply with council's Fire Break Notice.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held in March 2023 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.30am.