



A Fortunate Place

Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

2 March 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 March 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.

Mark J Hook
Chief Executive Officer

23 February 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.

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.

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

The Chairperson declared the meeting open at 9.31am.

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
Kevin Coxon	Member
Veronica Stacey	Member
Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer

Apologies

Annika Miller	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 – 3 November 2021

Moved V Stacey / Seconded Cr Allan

That the minutes of the Townscape and Cultural Planning Committee held on 3 November 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.
Wickepin History Group Plaque Request	CEO	That Council lay a plaque in the Main Street footpath to acknowledge WM Butler and Co machinery agency.	✓	Plaque ordered through Midland Monumental
Wogolin Road Playground	CEO	That Council place a green sulo bin at the Playground near the tables.	✓	Bin installed.
Skate Park	CEO	That the old skate park be moved out to Yealering with liaison with the Yealering Progress Association and Tennis Club for a suitable site.	✓	CEO liaising with the Yealering Progress Association and Yealering Tennis Club.
Yealering Town Hall	CEO	That the Yealering Progress Association be given approval to lay paving slabs at the Yealering Town Hall front entrance double doors	✓	Letter of approval sent 22/11/2021.
Allan Lansdell – Resignation	CEO	That a vote thanks to Allan Lansdell for his contribution to the Townscape committee as well as the Albert Facey Committee and Council.	✓	Resignation accepted.

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 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Karen Langford - Community Development Officer
File Reference:	CM.PLA.404
Author:	Karen Langford - Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	11 February 2022

Community Development	<p>Townscape</p> <ul style="list-style-type: none"> • Quotations have been sort for signage of the Wogolin Playground's historical water tank site for next year's budget • Townscape meeting scheduled in early March. <p>War Memorial</p> <ul style="list-style-type: none"> • Request for grant funding extension was granted. • Stainless steel silhouette soldier statues have been completed and delivered. Installation will commence mid-March. • Memorial boards are in the final stage of completion, manufacturing should be completed by mid-March. <p>Community Grants</p> <ul style="list-style-type: none"> • Awaiting feedback on the Youth Week grant for a sporting activity during the first week of April school holidays. • Awaiting feedback on the Heritage Inventory grant from Department of Planning Lands and Heritage. <p>Bushfire Impact</p> <ul style="list-style-type: none"> • CDO has been requested to attend LEMC and Recovery Committee Meetings to report back to the community with information and resources. • Mental Health and Wellbeing resources have been sourced and are available at the front desk as hard copy. Information with links provided to the community via Facebook posts. • Information on road closure and emergency information are published on social media as information comes to hand. • Theatre 180 will be collecting donations for the Wickepin Community at the 100th showing of 'A Fortunate Life' at Ace Cinemas, Midland 12th and 13th of February and will present a cheque at the production of HMAS SYDNEYII: Lost and Found at the Wickepin Town Hall, 4 March. <p>Website Events Module</p> <ul style="list-style-type: none"> • An events module has been purchased to provide information and encourage community engagement. Work is underway by Market Creations and we are expected to go live with this module by the end of February. The Community (including the CRC) will be able to include their events. Any visitors to our region will have access to all up and coming events. <p>Australia Day & Awards Ceremony</p> <ul style="list-style-type: none"> • Australia Day Breakfast and Community Awards in Yealering was a great success and was well received. Thank you to Deputy President Wes Astbury,
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	<p>Councillor Ty Miller and Councillor Lindsay Corke for cooking for the crowd and a special thank you to Councillor Fran Allan for doing such a wonderful job at coordinating the event. Congratulations to all the 2021 Award Winners. The Facebook post showcasing the celebrations attracted a high number of likes and comments.</p>
Economic Development	<p>Wickepin Playground</p> <ul style="list-style-type: none"> Nature Play solutions are currently creating an updated concept plan for the recreational area. Once completed and authorised, tender documents will be drawn up. <p>CCTV</p> <ul style="list-style-type: none"> Quotations have been received for the Main Street and Wogolin Playground CCTV. These funds will be part of the Woglin Recreational development and the LRCI grant.
Tourism and Social Media	<ul style="list-style-type: none"> HMAS SYDNEYII: Lost and Found by Theatre 180 is on Friday, 4 March 2022. Hard tickets are available to purchase from the Shire. Adults \$30, Aged Pension \$25, Children \$15, General Admission. This event is publicised through posters and social media. The Narrogin Observer will publish a story on this event. The Wickepin P & C have been invited to fundraise by providing snacks on the night. Collaboration with the Ignite Wicky committee. CDO has attended a number of meetings where possible. The Wickepin Festival team are working tirelessly on finalising their event. They expect over 1000 people to attend. The CEO has agreed to allow camping. Wickepin Astro Weekender is being launched at the end of the week. This two day event starts as an Astrophotography event at Lake Yealering on Friday, April 1st. Followed by an Astrotourism presentation including a laser guided tour and stargazing through high tech telescopes. Discussions have commenced with Wickepin and Yealering Primary Schools to have the children involved. The Shire of Wickepin's "old" Facebook page has been closed due to Facebook categorising it as a "Gray" account. A new Facebook page has been launched with a great response. Traction is gaining daily with over 200 followers thus far. Facebook has been an extremely useful tool to communicate to our community about the current emergency situation. The State Government is creating an electric vehicle fast charging network by installing charging stations at 45 locations across the stage. Installation of the charging stations is scheduled to begin in mid-2022 with the network being fully operational by January 2024. A map indicating locations for the future charging stations is attached.
Sport and Recreation	<ul style="list-style-type: none"> Information forwarded to clubs re grant opportunities.
Governance Other	<ul style="list-style-type: none"> Staff support as needed. Responded to queries from community. Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken.

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

11.1.1 The CDO advised the committee of the following proposed projects:

- New entry signs for the Wickepin townsite incorporating electronic signage.
- New information bay in the Wickepin townsite to include video content of the shire which incorporates historical information.

Moved Cr Mearns / Seconded Cr Allan

That the CEO pursue media content for the Shire of Wickepin.

Carried 8/0

11.1.2 Yealering Concept Plan - Recreational Boat Ramp

Moved K Smith / Seconded L Mullan

That council reapply for funding under the Recreational Boating Facility Scheme for design drawings of the boat ramp replacement outlined in the Yealering concept plan.

Carried 8/0

11.1.3 Croquet Retaining Wall Yealering

Awaiting commencement of project by contractor.

11.1.4 Yealering Hall Footpath Repairs

MWS to look in to repairs once returned from leave.

11.1.5 Yealering Croquet Club Enhancement

Request for purchase of table & chairs and native plants. Yealering Progress Association to volunteer labour and machinery. Purchase of native plants to be emailed to the CEO.

Moved V Stacey / Seconded K Smith

That table and chairs be purchased for the Lake Yealering Croquet Club.

Carried 8/0

11.1.6 Railway Dam Reserve

Cr Mearns queried whether pursuing the possibility of the Railway Dam Reserve becoming a recreational area was a worthwhile project, now that the reserve status has been amended to include recreational purposes.

The CEO advised that the water is required for council's water supply. Any projects will possibly require a site survey and concept plans which will be for council discussion and consideration.

11.1.7 Acknowledgement of Evelyn Facey

Cr Mearns expressed his thoughts on the notable lack of acknowledgement of Albert Facey's wife Evelyn, and the possibility of incorporating more information about Evelyn within Wickepin's history.

11.1.8 2022/23 Budget Requests

The CEO advised that budget requests are to be emailed to him for consideration for council's 2022/23 budget.

11.1.9 2023 Yealering Regatta

Kym advised that the 2023 Yealering Regatta will be held Saturday 7 October, 2023.

11.1.10 Wickepin Caravan Park Upgrade

The CEO advised that the tender for the Wickepin Caravan Park Precinct Master Plan was awarded to Rosalie Pech Eva of Office of Regional Architecture. A site survey of the precinct is currently underway.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held on Wednesday 1 June 2022 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.33am.