



Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

12 SEPTEMBER 2018



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 12 September 2018 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 Hook
Chief Executive Officer

5 September 2018

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

Lee Parker
Leah Taylor
Kevin Coxon
Cr Fran Allan
Sue Astbury
Ted Astbury
Cr Allan Lansdell
Kym Smith
Ammers Miley
Paige Leeson
Tim Cowcher
Spencer Davidson
Cr Sarah Hyde

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 Councils 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 at the first Townscape and Cultural Planning Committee Meeting at the beginning of each year by the committee members.

7. Meeting Frequency

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

Meeting dates for 2018 are as follows:

Day	Date	Time
Wednesday	March 7, 2018	9.30am
Wednesday	June 13, 2018	9.30am
Wednesday	September 12, 2018	9.30am
Wednesday	November 14, 2018	9.30am

8. Related Policies/Bylaws: Nil

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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin - Wednesday 13 June 2018**

The Chairperson declared the meeting open at **9.29 am**.

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

Kym Smith – Chairperson
Lee Parker - Member
Leah Taylor – Member
Cr Fran Allan - Member
Sue Astbury - Member
Ted Astbury - Member
Paige Leeson - Member

Apologies

Cr Sarah Hyde – Member
Ammers Miley – Member
Tim Cowcher - Member
Spencer Davidson - Member
Kevin Coxon - Member
Cr Allan Lansdell – Member

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

5. Declarations of Member's and Officer's Interest

6. Confirmation of Minutes - Townscape & Cultural Planning – 13 June 2018

Moved Ted Astbury / Seconded Cr Fran Allen

That the minutes of the Townscape and Cultural Planning Committee held on 13 June 2018 be confirmed as a true and correct record.

Carried 7 / 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	Date	Officer	Progress	Status	Comment

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 Recommendations

9.1 – Wickepin Shire Boundary Statements

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.206
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	5 September 2018

Enclosure/Attachments:

Under separate attachment.

Summary:

The Townscape & Cultural Planning Committee is being requested to receive and approve a concept design for boundary entry statements to be placed around major entries into the Shire.

Background

Work on the signs has run into the new financial year and Shire has not been invoiced by Element Design. The Purchase Order to the value of \$9,790 has been carried into the 2018/19 budget. An amount of \$15,000 has been placed in the 2018/19 budget estimates for manufacture of the approved designs.

Comments:

This is a Townscape and Cultural Planning committee project which the CDO and ESO have been working on for the past 12 months and it has come to production stage.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

\$15,000 has been placed into the 2018/19 budget for manufacture of the approved designs

Strategic Implications:

Nil.

Recommendation:

The CDO recommends that the Townscape and Cultural Planning committee adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries.

Voting Requirements:

Simple Majority

Moved Paige Leeson / Seconded Leah Taylor

The CDO recommends that the Townscape and Cultural Planning committee adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries.

Carried 6 / 1

9.2 – Community Development Officer’s Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker – Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	5 September 2018

Arts and Cultural	<p>Art Prize 2018</p> <ul style="list-style-type: none"> • Judge for Art Prize secured • Invitation to enter Prize sent to all past participants • Depots for art pick-up / drop-off in Mt Barker, Narrogin and Perth established • Sponsors secured • Judith Lambert exhibition in front room of Town Hall organised <p>Arty Party</p> <ul style="list-style-type: none"> • Catering confirmed. Polished Plate. • Musician booked. Jax Music – young regional singer. • Beverages, glasses, ice, containers for drinks organised • Tickets printed; and available online via trybooking • Tickets \$20 each being distributed and sold <p>Feast on Art</p> <ul style="list-style-type: none"> • Catering confirmed. Christine Hill Food. • Tickets \$40/head and posters ready for distribution <p>Other</p> <ul style="list-style-type: none"> • Sculpture Workshops with artist Kerrie Argent co-ordinated.
Community Development	<p>Townscape</p> <ul style="list-style-type: none"> • Budget discussions • Maintenance meetings • Heritage Trail bridge completed • Boundary statement entry signs: See agenda item <p>Wickepin Winter Weekend</p> <ul style="list-style-type: none"> • Campfire Country, comprising the dynamic duo David and Therese Higgins, were in town for the weekend of the 22 23 & 24 June - bringing their friends and followers from around the state with them. • Friday evening’s Old Time Dance was well attended with around 200 people dancing to the music of Campfire Country. Saturday morning dance sessions included line-dancing, new vogue and square dancing. Lunch was provided by the Wickepin Bowling Club. Saturday evening’s crowd were treated to 8 guest artists singing a range of country music. Dancers took to the floor and kept the musicians busy till midnight. An impromptu jam with the musicians went till the early hours of the morning. Wickepin Playgroup ran a successful raffle during the evening raising healthy funds for the group. Sunday, and the crowd still wanted to kick on. Campfire Country did a 3 hour session with old-time dancing and teaching new dance moves to the novices. • The Caravan Park and Wickepin Hotel were full for the 3 nights of the event – with many staying for a 4th night. • Local businesses that opened for the weekend had healthy trading. • Just over \$1400 was donated by Campfire Country for the restoration of the piano in

	<p>the Wickepin Town Hall, with any change to go to St Johns Ambulance.</p> <ul style="list-style-type: none"> • The Hall and grounds have been booked for the same weekend in 2019. <p>War Memorial/Anzac/Armistice</p> <ul style="list-style-type: none"> • Work is well underway on the book, 'Fallen but not Forgotten', to be published later this year. Steffie Green has been sourcing photographs of soldiers and has locals proof-reading the stories she has written. The book will be launched as part of the Armistice Day celebrations to be held on the 11/11/2018. <p>Other</p> <ul style="list-style-type: none"> • Information sent to community on events and grant opportunities
Economic Development	<p>Harrismith Cemetery</p> <ul style="list-style-type: none"> • Shire is waiting for Tony Corasaniti, builder, to begin work on the niche wall • Cr Astbury has raised the possibility of the old shelter being re-located to the site of the old Church at the corner of 104 Gate Road and Fence Road. He is prepared to do the maintenance work on the shelter to make it sound and secure. Townscape had discussed relocating the shelter to the walk trail in Harrismith but noted that it would require work to stabilise it securely. <p>Johnston Park (Healthy Communities Precinct)</p> <ul style="list-style-type: none"> • Park complete • Landscaping done <p>Facey Festival</p> <ul style="list-style-type: none"> • Planning for weekend 12 – 14 October • Checklist created for Manager of Works with regards maintenance and areas to be used for the Facey Festival • Advertising has been set in place to create community engagement with the event and to inspire locals to attend • Albert Facey Homestead committee will be organising a high tea on the verandah for midday Saturday • Lamb & Lager evening organised for Saturday. Wilson Brewery, Albany, to do a beer takeover; Yealering Progress Association to cater with lamb in a variety of ways; Wickepin Football Club to run bar • Wickepin Primary School P&C open garden day with morning tea at a local garden in town and lunch at the Community Centre • Activities planned ie chess set, quoits, sandpit • History Group to open History Room with a display • Toolseum open with historical machinery and implements • Arts & Crafts group have been approached to open and display their work • Community Resource Centre Community Markets on Saturday morning <p>Albert Facey Carriage Drive</p> <ul style="list-style-type: none"> • Planning and correspondence for the event • Armistice Parade with grant funding from DVA to include depictions of the fallen soldier, wounded and returning soldiers • Carriage driving event planned to be held on the Wickepin Primary School oval • Sheep yards for horses organised at the Community Centre • Drive to Ten Mile Tennis Courts planned for Sunday including packed lunch
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> • Albert Facey Drive Trail signs have been installed • Correspondence with newspapers and magazines re placement of advertising
Sport and Recreation	<ul style="list-style-type: none"> • Support to Department of Local Government, Sport and Cultural Industries with Kidsport within the Shire of Wickepin.

	<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 CDO Network Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	\$28,540.50	Pending Acquittal approval Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	\$4,000	Approved Council contribution in-kind

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not applicable.

Financial Implications:

Not Applicable.

Strategic Implications:

(1) To Develop and Maintain Quality Services and Infrastructure:

A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.

(2) To Ensure the Protection and Improvement of the Environment:

A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

(3) To Promote the Development of a Viable and Diversified Local Economy:

A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.

(4) To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:

A healthy, strong and connected community that is actively engaged and involved.

(5) To Provide Efficient, Effective and Accountable Governance:

Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.

(6) To Promote the Shire as a Focal Point in the Development of the Greater Region:

A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

Recommendation:

That Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 5 September 2018.

Voting Requirements:

Simple Majority

Recommendation: Moved Leah Taylor / Seconded Sue Astbury

That Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 5 September 2018.

Carried 7 / 0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

Sue Astbury:

Raised concerns about the Harrismith Wildflower trails being destroyed by machinery and people trying to drive through them.

Ted Astbury:

Suggested a busy bee could be arranged to clear up trails without using heavy plant.

12. Urgent Business

13. Closure – Meeting Closed at 10.49am

Actions Requested from meeting

<i>Subject/Action</i>	<i>Officer</i>

10.2.03 – Community Development Officer’s Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker – Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	12 September 2018

Arts and Cultural	Wickepin Art Prize <ul style="list-style-type: none"> • Weekend of the 12 - 14 October 2018 • Wickepin Art Prize is a biennial event and has been running since 2008. We attract a high calibre of art from around the South West, Great Southern and Perth area. Acquisitive Prize is \$5000 with a total prize pool of just under \$12,000. Categories include Acquisitive Prize, Best Sculpture, People’s Choice, Best Landscape, Best Textile, Best Portrait, Best Local and a Packers Prize. Local schools are encouraged to enter and we have prizes allocated to school categories. Art Prize is open all weekend in the Wickepin Town Hall • Arty Party - opening night Friday. Judge, Judith Lambert, to announce awards. Jax Music providing entertainment. Nibbles and drinks available. • Facey Carriage Drive: Horse and Carriages parading through town, including an Armistice Parade simulating returned and wounded soldiers (parade funded by DVA). Avon & Hills Carriage Driving Club will be returning to Wickepin to strut their stuff in authentic type turnout. They will parade through town on the Saturday morning and do events around the town during the afternoon. On Sunday they head out for a long drive along the back roads to East Wickepin. • Open Garden day organised by the Wickepin P & C. Beautiful gardens in and around Wickepin. Ticket includes morning tea, lunch and complimentary glass of bubbles. • History and machinery displays. She Shed He Shed, a local group of sculptors, incorporating the Men’s Shed and their ideology of fixing things and making-do, will have operational vintage machines on display and their sculptures located throughout the Wickepin Heritage Trail. The History Group will have their rooms open and on display in the Wickepin Town Hall for the weekend. • Exhibition of Judith Lambert’s work, a WA artist who was born and raised in Wickepin, will be in the Wickepin Town Hall and open all weekend. Judith will be at the Arty Party to discuss her work. • Albert Facey Celebration on the Homestead Verandah on Saturday. The Homestead will be the venue for carriage drivers, the extended family of Albert Facey and the community to have a high tea-type lunch and celebrate all things Facey. • Community Markets Saturday morning, including Wilson Brewery from Albany, along the main road through Wickepin • Lamb & Lager Evening on Saturday in the Community Centre. Wilson Brewery will be doing a bar takeover in a relaxed atmosphere with a variety of tasty lamb tapas on offer. Yealering Progress will be catering. • Feast on Art -Long Table Lunch in the Wickepin Town Hall on Sunday 12.30pm. Catering by Christine Hill Food.
Community Development	Townscape <ul style="list-style-type: none"> • Budget discussions • Maintenance meetings • Boundary statement entry signs: See agenda item War Memorial/Anzac/Armistice <ul style="list-style-type: none"> • Work is well underway on the book, ‘Fallen but not Forgotten’, to be published later this year. Stefie Green has been sourcing photographs of soldiers and has locals proof-reading the stories she has written. The book will be launched as part of the Armistice Day celebrations to be held on the 11/11/2018.

	<p>Other</p> <ul style="list-style-type: none"> Information sent to community on events and grant opportunities
Economic Development	<p>Harrismith Cemetery</p> <ul style="list-style-type: none"> Shire is waiting for Tony Corasaniti, builder, to begin work on the niche wall Cr Astbury has raised the possibility of the old shelter being re-located to the site of the old Church at the corner of 104 Gate Road and Fence Road. He is prepared to do the maintenance work on the shelter to make it sound and secure. Townscape had discussed relocating the shelter to the walk trail in Harrismith but noted that it would require work to stabilise it securely. Townscape has approved the moving of the gazebo to the old Church site. The CDO will liaise with Cr Astbury with regards relocation. <p>Johnston Park (Healthy Communities Precinct)</p> <ul style="list-style-type: none"> Park complete <p>Facey Festival</p> <ul style="list-style-type: none"> Planning for the weekend 12 – 14 October Checklist created for Manager of Works with regards maintenance and areas to be used for the Facey Festival Advertising has been set in place to create community engagement with the event and to inspire locals to attend <p>Albert Facey Carriage Drive</p> <ul style="list-style-type: none"> Planning and correspondence for the event Armistice Parade with grant funding from DVA to include depictions of the fallen soldier, wounded and returning soldiers Carriage driving event planned to be held on the Wickepin Primary School oval Sheep yards for horses organised at the Community Centre Drive to Ten Mile Tennis Courts planned for Sunday including packed lunch
Tourism	<ul style="list-style-type: none"> Correspondence with newspapers and magazines re placement of advertising
Sport and Recreation	<ul style="list-style-type: none"> Support to Department of Local Government, Sport and Cultural Industries Information forwarded to clubs re grant opportunities
Governance Other	<ul style="list-style-type: none"> Staff support as needed Responded to queries from CDO Network Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken Attended the 2018 Community Development Conference: Keynote speaker Stephen Yarwood explored key trends influencing communities. Tim Muirhead reflected on why community still matters and holding community together. The CDO attended 5 extra sessions with the key points repeating themselves: Progressive shires require innovative, driven and nimble councils. Active happy communities are created from the bottom-up ie. Local Government cannot implement change from the top down - it needs to be grass-roots based to create engagement.

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	\$28,540.50	Waiting for Acquittal approval Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	\$4,000	Approved Council contribution in-kind

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not applicable.

Financial Implications:

Not Applicable.

Strategic Implications:

- (1) **To Develop and Maintain Quality Services and Infrastructure:**
A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.
- (2) **To Ensure the Protection and Improvement of the Environment:**
A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.
- (3) **To Promote the Development of a Viable and Diversified Local Economy:**
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.
- (4) **To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:**
A healthy, strong and connected community that is actively engaged and involved.
- (5) **To Provide Efficient, Effective and Accountable Governance:**
Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.
- (6) **To Promote the Shire as a Focal Point in the Development of the Greater Region:**
A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

Recommendation:

That Council notes the report from the Community Development Officer dated 12 September 2018.

Voting Requirements:

Simple Majority

Council Decision: **Moved** / **Seconded**

That Council notes the report from the Community Development Officer dated 12 September 2018.

Carried /

10.2.04 – Peter Clarke – Old Wickepin Cemetery

Submission To:	Ordinary Council
Location / Address:	Old Wickepin Cemetery, Cemetery Road Wickepin
Name of Applicant:	Peter Clarke
File Reference:	CP.MAI.560
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	30 August 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to allow Mr Peter Clarke to request the University of WA to undertake a survey of the Old Cemetery Site to locate all unmarked graves. Mr Peter Clarke has stated that he would be happy to meet any costs associated with the survey.

Background

The Chief Executive Officer has received the following email from Mr Peter Clarke.

Thank you for returning my call regarding the Old Cemetery. I was aware there was a fire that destroyed records but I had no idea it was deliberately lit, there must be a great story attached to that incident. My interest in the Old Cemetery is that my grandfather is buried there and our family has attempted to discover his grave but were unsuccessful because of the lost records. My grandfather is James Nicholas Wearn Matthews who died in January 1929. I believe his name is on the board which is located at the cemetery. My inquiry is in regards to the Shires knowledge of the actual location of the graves. Are there any records/maps which identifies the graves? When I have visited a few graves are still evident but most seem to have returned to the bush. It has occurred to me that it would be respectful for those who are buried at this historical site to have a record of grave sites. I have no experience or knowledge on how such a survey would be carried or if the Shire and the people of Wickepin would even want this to be carried out. I assume protocols would need to be followed at such a site with supervision to ensure the site was not disturbed. I have phoned the University of WA to see if they could assist and they have suggested I write to them regarding my inquiry. I would be happy to meet any of the costs associate with a survey, if it was to occur.

Comments:

The Chief Executive Officer has replied to Mr Peter Clarke with the following email. Thank you for your email and phone conversation regarding the old Wickepin Cemetery and locating your Grandfathers grave. Sorry for the late reply but I have been doing some research myself on the old cemetery and unfortunately like yourself I have not been able to find anything. I have prepared an Agenda item for Council regarding your email and the University of WA undertaking a survey. The real issue will be how to identify the actual unmarked graves with no maps to identify who has been buried in each plot.

Statutory Environment:

Cemeteries Act 1986

Cemetery means land declared by the Governor to be a cemetery under section 4(1) or deemed to be a cemetery under this Act and so far as the context allows includes a disused burial ground and a closed cemetery;

6. Local governments to perform functions of Board

Where an order is made or is deemed to have been made under section 5 vesting the care, control and management of a cemetery in a local government, the local government shall, subject to this Act and to any necessary modifications, perform and be subject to the duties imposed on Boards under this Act and may exercise the powers conferred on Boards under this Act; and references in this Act to a Board or Boards shall be construed accordingly in relation to such a local government as the case may require.

24. Management of cemeteries

- (1) A Board shall —
 - (a) set aside areas of a cemetery for burials; and
 - (b) preserve and maintain a cemetery in a safe, clean and orderly condition.

43. Vesting control of closed cemetery

- (1) *The Governor may, by order published in the Gazette, vest the care, control and management of a cemetery closed under the Cemeteries Act 1897 or this Act, in a Board or other person.*
- (2) *Every closed cemetery the care, control and management of which is vested in a Board under subsection (1) shall be deemed to be a cemetery for the purposes of this Act, but no burial may be permitted in the cemetery except in accordance with section 4(2) or with the written approval of the Minister under section 12.*

Policy Implications:

Nil

Financial Implications:

No cost to Council

Strategic Implications:

Services and facilities provided by the Shire have been linked with the relevant strategies in the Strategic Community Plan in the following table. The table provides a connection between the services and facilities and the desired outcomes and community vision for the Shire of Wickepin.

SHIRE SERVICE	STRATEGIC COMMUNITY PLAN
Cemetery	4.1, 4.3, 4.4

GOAL 4: Maintain Shire owned facilities in a strategic manner and also to meet community needs

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
4.1 Asset Management Plan is developed and adopted	4.3 Asset Management Plan is reviewed	-Level of facility usage is maintained and increases	Asset maintenance and preservation is in line with community needs and Shire financial resources
4.2 Encourage greater usage of current Shire owned facilities	4.4 Support the improvement and maintenance of assets in a strategic manner	-Level of community investment into facilities and equipment	

Recommendations:

That council gives permission to Mr Peter Clarke to undertake a full survey of the Old Wickepin Cemetery, on Location 6008 Reserve 9641, Cemetery road Wickepin with all cost being borne by Mr Peter Clarke

Voting Requirements:

Simple Majority.

Council Decision:

Resolution No: 190918-

Moved Cr / Seconded Cr

That council gives permission to Mr Peter Clarke to undertake a full survey of the Old Wickepin Cemetery, on Location 6008 Reserve 9641, Cemetery road Wickepin with all cost being borne by Mr Peter Clarke

Carried /

10.2.05 – She Shed He Shed group - Transportable Office Crib Room

Submission To:	Ordinary Council
Location / Address:	Recycling Yard – Lot 208 Richter Street, Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CP.MAI.548
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 September 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to give the She Shed He Shed group permission to place a transportable office crib room at the Wickepin Recycling Yard currently utilised by the She Shed He Shed Group.

Background

The She Shed He Shed group requested permission to place a transportable office crib room at the Wickepin Recycling yard currently being used by the She Shed He Shed Group.

The transportable building was donated to the She Shed He Shed group on the provision that they remove the structure from its current site immediately. The CEO has given temporary permission to place the transportable at the recycling yard subject to Council approval and all building and town planning approvals.

Following is a photo of the transportable building.



Comments:

The She Shed He Shed group would like to place the transportable building permanently at the Wickepin Recycling Yard directly off the existing shed as shown in the following Photo. The structure will fit between the shed and the gate.



Councils building surveyor and the Town Planner will be liaising with the She Shed He Shed group for the required building and Town Planning requirements.

There appears to be no issues with the relocated building being placed at the Wickepin Recycling yard in the proposed space at end of the shed.

Council needs to consider that once approval is given to the She Shed He Shed group to place the transportable office crib room on councils property council is agreeing to the care control and management of the facility, as it sits on land owned by the Council. It needs to be clearly stated to the She Shed He Shed group that if council allows for the transportable office crib room to be placed on council's property at the Wickepin Recycling Yard council may not replace the transportable office crib room once it reaches the end of its useful life. It should also be made clear that until a lease agreement is made between She Shed He Shed group and the Shire of Wickepin stating differently the maintenance and cleaning of the pre-fabricated Office Crib Room shall be at the expense of the She Shed He Shed group once it has been installed.

Statutory Environment:

Local Government Act 1995, Public Health Act 2016, Health (Miscellaneous Provisions) Act 191, Shire of Wickepin Local Government Property Local Law, Shire of Wickepin TPS 4

The Shire of Wickepin *Local Government Property Local Law* States the following:

Division 2 - Applying for a permit***PART 3 - PERMITS******Division 1 - Preliminary******Application of Part***

3.1 *This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.*

Application for permit

3.2 (1) *Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).*

(2) *An application for a permit under this local law shall -*

(a) *be in the form determined by the local government;*

(b) *be signed by the applicant*

(c) *provide the information required by the form; and*

(d) *be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.*

Division 4 - General***Agreement for building***

3.7 *Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.*

Duration of permit

3.8 *A permit is valid for one year from the date on which it is issued, unless it is -*

(a) *otherwise stated in this local law or in the permit; or*

(b) *cancelled under clause 3.12.*

Division 5 - When a permit is required***Activities needing a permit***

3.13 (1) *A person shall not without a permit -*

(a) *subject to subclause 3, hire local government property;*

(b) *advertise anything by any means on local government property;*

- (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;*
 - (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;*
 - (e) plant any plant or sow any seeds on local government property;*
 - (f) carry on any trading on local government property unless the trading is conducted -
 - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or*
 - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;**
 - (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose –
 - (i) drive or ride or take any vehicle on to local government property; or*
 - (ii) park or stand any vehicle on local government property;**
 - (h) conduct a function on local government property ;*
 - (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;*
 - (j) light a fire on local government property except in a facility provided for that purpose;*
 - (k) parachute, hang glide, absail or base jump from or on to local government property;*
 - (l) erect a building or a refuelling site on local government property;*
 - (m) make any excavation on or erect or remove any fence on local government property;
 - (m) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person; or**
 - (n) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property.*
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.*
- (3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).*

Policy Implications:

No Policy for Relocated or Transportable Office Crib Rooms, Policy only covers dwellings.

Financial Implications:

No cost to Council

Strategic Implications:

Nil

Recommendations:

1. That council give approval to the She Shed He Shed group to place a pre-fabricated office crib room at the Wickepin Recycling Depot
2. with costs being borne by the She Shed He Shed group.
3. That Approval be subject to all building and planning approvals being granted.
4. That the She Shed He Shed group be advised that the maintenance and cleaning of the pre-fabricated ablution block shall be at the expense of the She Shed He Shed group once it has been installed.
5. That Council advise the She Shed He Shed Group that Council takes no responsibility for the replacement or insurance for the pre-fabricated office crib room.

Voting Requirements:

Simple Majority

Council Decision:

Resolution No: 190918-

Moved Cr

/ Seconded Cr

1. That council give approval to the She Shed He Shed group to place a pre-fabricated office crib room at the Wickepin Recycling Depot
2. With costs being borne by the She Shed He Shed group.
3. That Approval be subject to all building and planning approvals being granted.
4. That the She Shed He Shed group be advised that the maintenance and cleaning of the pre-fabricated ablution block shall be at the expense of the She Shed He Shed group once it has been installed.
5. That Council advise the She Shed He Shed Group that Council takes no responsibility for the replacement or insurance for the pre-fabricated office crib room.

Carried /

10.2.06 – Townscape and Cultural Planning Committee Meeting Recommendations

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Townscape and Cultural Planning Committee
File Reference:	CR.MEE.208
Author:	Agatha Prior – Executive Support Officer
Disclosure of any Interest:	Nil.
Date of Report:	12 September 2018

Enclosure/Attachments:

Nil.

Summary:

Townscape and Cultural Planning Committee meeting held on Wednesday 12 September 2018.

Background

Townscape and Cultural Planning Committee meeting held on Wednesday 12 September 2018.

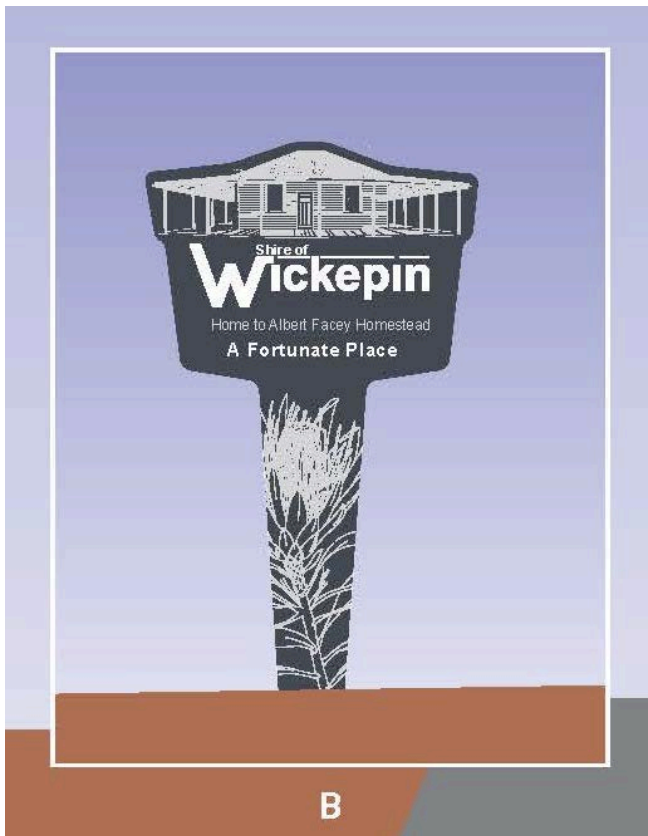
Comments:

Townscape and Cultural Planning Committee meeting was held on Wednesday 12 September 2018 and passed the following recommendation:

Recommendation: Moved Paige Leeson / Seconded Leah Taylor

The CDO recommends that the Townscape and Cultural Planning committee adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries.

Carried 6 / 1



Statutory Environment:

Nil.

Policy Implications:

Not applicable.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That council pass the following recommendation;

'That Council adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries'

Voting Requirements:

Simply majority

Council Decision:**Resolution No: 190918-****Moved Cr****/ Seconded Cr**

'That Council adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries'

Carried /

10.2.07 – Amended Shire Policy – 2.1.16 Authorisation to Purchase Goods and Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.POL.403
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 September 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to adopt the amended Policy 2.1.16 Authorisation to Purchase Goods and Services to allow for the Works Supervisor to write purchase orders.

Background

With some adjustments to the tasks being undertaken by the outside works staff the Manager of Works has requested that the Shire Works Supervisor Mr Peter Bransby be given authority to write purchase orders.

Comments:

The CEO understands the need for the Shire Works Supervisor Mr Peter Bransby to write purchase orders and recommends that the Works Supervisor Mr Peter Bransby be given authority to write purchase orders..

If Council agrees with this request the Council Policy 2.1.16 Authorisation to Purchase Goods and Services will need to be amended as follows.

2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- Deputy CEO up to \$25,000;
- Finance Officer up to \$1,000;
- Manager of Works and Services up to \$50,000;
- Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Customer Service Officer – office expenditure up to \$1,000;

- Works Supervisor up to \$2,500; and
- Mechanic up to \$2,500.

Purchase Orders

A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.
- Job Code (request code from Finance Officer if not known).
- Date Required By if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.
- Details of verbal or written quotations or tender.

Designated forms are completed as evidence of recording the quotations to ensure there is transparency in the process with reasons for selecting specific suppliers and justification for purchase decisions. Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.

Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.

On receipt of a Purchase Order the Finance Officer will check:

- The correct job or general ledger code is allocated.
- There are sufficient funds in that budget code.
- The quotation record sheet is correctly filled out.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
191016-12	19/10/2016
150317-11	15/03/2017
210617-15	21/06/2017

Statutory Environment:

Local Government Act 1995,
Local Government (Financial Management) Regulations 1996

Policy Implications:

Amendment to Policy 2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

Financial Implications:

Nil

Strategic Implications:

Nil

Recommendations:

That Council adopt the amended Policy 2.1.16 Authorisation to Purchase Goods and Services as follows

2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- Deputy CEO up to \$25,000;
- Finance Officer up to \$1,000;
- Manager of Works and Services up to \$50,000;
- Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Customer Service Officer – office expenditure up to \$1,000;
- Works Supervisor up to \$2,500; and
- Mechanic up to \$2,500.

Purchase Orders

A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
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Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.

On receipt of a Purchase Order the Finance Officer will check:

- The correct job or general ledger code is allocated.
- There are sufficient funds in that budget code.
- The quotation record sheet is correctly filled out.

Voting Requirements:

Simple Majority

Council Decision: Resolution No: 190918-**Moved Cr / Seconded Cr**

That Council adopt the amended Policy 2.1.16 Authorisation to Purchase Goods and Services as follows
2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

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- Manager of Works and Services up to \$50,000;
- Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Customer Service Officer – office expenditure up to \$1,000;
- **Works Supervisor up to \$2,500; and**
- Mechanic up to \$2,500.

Purchase Orders

A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget.

The following information is to be included on the Purchase Order:

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On receipt of a Purchase Order the Finance Officer will check:

- The correct job or general ledger code is allocated.
- There are sufficient funds in that budget code.
- The quotation record sheet is correctly filled out.

Carried /

Council

11. President's Report

Council

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Chief Executive Officer – Mark J Hook
File Reference:	CM.REP.2
Author:	Chief Executive Officer – Mark J Hook
Disclosure of any Interest:	Nil.
Date of Report:	11 September 2018

Main Roads Direct Grants

The Chief Executive Officer has been advised by Main Roads that the direct Grants for 2018/2019 for the Shire of Wickepin are as follows.

Shire of Wickepin \$117,214

At the time of adopting the budget Council was advised that the 2018/2019 Direct Grants was going to be \$72,120 and that was the figure used in the 2018/2019 Budget Estimates. So Council has actually had an increase of \$45,094 on the 2018/2019 Direct Grants.

This puts the Direct Grants back to roughly the same amount prior to them being reduced by 50% in 2017/2018. The 2016/2017 allocation was \$116,741.

Mechanic

The Chief Executive Officer, after advertising and undertaking selection interviews has appointed Mr Rob Clement as Councils mechanic. Rob has been placed on a three month trial basis and has commenced work at the depot.

Finance Officer

As previously advised Amanda Smith has tendered her resignation as Finance Officer with the Shire of Wickepin effective on the Friday 14 September 2018. The CEO has commenced the advertising off a new Finance Officer. The position was offered internally and there were no takers for the current Finance Position.

Outside Staff

The MWS and CEO authorised a day trip for the outside staff to the Newdegate field day and the staff were appreciative of the field trip to Newdegate.

Congratulations to Peter Bransby who turns 65 this Month.

MEETINGS ATTENDED

August 2018	
15 th	Meeting with the Pivotal group at the Facey Group
22 nd	LGIS Work Safe Co-Ordinator regarding work safe issues
23 rd	Meeting with the new Senior EHO at the Shire of Narrogin Mr Robert Powell and Ming Zhuo Environmental Health Officer Shire of Narrogin to discuss matters with Wickepin Hotel and other Health issues in the Shire of Wickepin.
29 th	Water Corporation regarding changes to Standpipe charges
31 st	WALGA CCZ Meeting Wickepin
31 st	Pingelly PRACC opening
September 2018	
5 th	Brian and Lois Shipley
6 th	Attended Newdegate Field Day
7 th	LG Professionals Branch Meeting
12 th	WA Country Health Services Northam

Delegations to be inserted -

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO	Building Approval	August 2018	P & Leeson
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery - Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Wickepin P&C Marilyn Piper Lee Parker Lee Parker Wickepin CRC Wickepin FC	August 2018 August 2018 August 2018 August 2018 August 2018 August 2018	Wickepin P&C Avon & Hills CDO CDO Wickepin CRC Wickepin FC
A13	Hire of Community Halls / Community Centre	CEO			

Council Decision

Resolution No:

Moved Cr / Seconded Cr

That Council endorse the Chief Executive Officer's Report dated 12 September 2018.

Carried /

13. Notice of Motions for the Following Meeting

14. Reports & Information

15. Urgent Business

16. Closure

There being no further business the Presiding Officer declared the meeting closed at pm