

**SHIRE OF MANJIMUP
PEMBERTON TOWN ACTIVATION ADVISORY COMMITTEE**



Minutes from the meeting of Pemberton Town Activation Advisory Committee held at Pemberton Library Hub, in the RSL Board Room on Tuesday 5 December 2023.

1. DECLARATION OF OPENING OF MEETING & ANNOUNCEMENTS

Michael Leers declared the meeting open at 12.30pm with the Shire of Manjimup respectfully acknowledging the Noongar people as the Traditional Custodians of the lands in which we work throughout the region, and we pay our respects to their Elders past and present.

2. ATTENDANCE

Members Present

Cr Murray Ventris	Elected Member
Michael Leers	Director Works and Services
Gail Ipsen Cutts	Director Community Services
Jocelyn Baister	Proxy Director Development & Regulation
Mitchell Goddin	Community Representative
Leanne Rowe	Community Representative
Debra Mack	Community Representative
Joel Lawrence	Community Representative entered at 12.42pm
Nicole Chapman	Minute Taker

ABSENT

Ardal Nigg	Community Representative
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3. APOLOGIES

Donelle Buegge	Shire President
Brian Robinson	Director Development and Regulation
Jill Baker	Pemberton Arts Group Representative

4. GUESTS

Anna Czerkasow	Pemberton Arts Group Representative
Ken Lawrence	

5. DISCLOSURE OF INTERESTS

Nil.

6. ELECTION OF CHAIRPERSON

Michael Leers nominated Cr Murray Ventris as Chairperson of the Pemberton Town Activation Advisory Committee. Cr Ventris accepted.

MOVED: Michael Leers SECONDED: Gail Ipsen Cutts CARRIED: 7/0

7. DECISIONS BY COUNCIL ON COMMITTEE RECOMMENDATIONS**COUNCIL RESOLUTION:**

MOVED: Eiby, W SECONDED: Taylor, R

29274

That Council:

1. Receive and note the unconfirmed minutes of the Pemberton Town Activation Committee Advisory Committee meeting held on 12 September 2023 as attached at Attachment: 9.16.2(1);
2. Advise the Pemberton Town Activation Advisory Committee that it cannot accept the resolution shown under point 6 of the unconfirmed minutes, relating to the acceptance of the minutes from the 7 February 2023 Meeting on the basis that in accordance with clause 5.21(2) of the *Local Government Act 1995*, all members entitled to a vote who are present at the meeting are required to vote;
3. Advise the Pemberton Town Activation Advisory Committee that it is required to reconsider the adoption of the minutes of the 7 February 2023 meeting in compliance with clause 5.21(2) of the *Local Government Act 1995*;
4. Note that the Shire is not to proceed with further investigation into the possible relinquishing of one of the cross overs at Lot 23, the old Ampol Service Station;
5. Note that the Shire is not to proceed with formal linemarking on street adjacent the mainstreet; and
6. Note that the Shire is to install 'Cycla Pole-mounted retrofit' bicycle holders with a minimum of four to existing poles near the park opposite Brockman Street.

ADOPTED BY EN BLOC RESOLUTION: 10/0

MOVED: Ventris, M SECONDED: Omodei, P

29297

That Council:

1. Pursuant to Section 5.10 of the *Local Government Act 1995*, make the following appointments to the Pemberton Town Activation Advisory Committee for the biennial period 24 October 2023 to 18 October 2025; and

Cr Ventris	Councillor
Cr Buegge	Councillor
Michael Leers	Director Works & Services
Spencer Roberts	Manager Parks & Gardens (Proxy)
Brian Robinson	Director Development & Regulation
Jocelyn Baister	Manager Planning Services (Proxy)
Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Jill Baker	Pemberton Arts Group Representative
Ardal Nigg	Community Representative
Mitchell Goddin	Community Representative
Joel Lawrence	Community Representative
Debra Mack	Community Representative
Leanne Rowe	Community Representative

2. Confirm the Terms of Reference for the Pemberton Town Activation Advisory Committee as detailed in Attachment: 9.16.9(1) including nominations contained in point 1) above.

CARRIED: 9/0

8. ADOPTION OF PREVIOUS MINUTES

8.1 Recommendation

"That the Minutes of the meeting of the Pemberton Town Activation Advisory Committee held on 7 February 2023 to be adopted as a true record of proceedings."

MOVED: Michael Leers

SECONDED: Debra Mack

CARRIED: 7/0

ADOPTION OF PREVIOUS MINUTES

8.2 Recommendation

"That the Minutes of the meeting of the Pemberton Town Activation Advisory Committee held on 12 September 2023 to be adopted as a true record of proceedings."

MOVED: Michael Leers

SECONDED: Leanne Rowe

CARRIED: 7/0

9. MATTERS ARISING FROM PREVIOUS MINUTES

9.1 Actions from PTAAC Workshop

Immediate actions complete. Only long term matters remaining. No further reference required.

RECOMMENDATION

The Committee recommend that due to the actions raised from PTAAC Workshop and those items presented to the Committee are being dealt with, no further actions are needed from the PTAC workshop.

MOVED: Michael Leers

SECONDED: Mitchell Goddin

CARRIED: 7/0

9.2 Mural Walls in Pemberton

- West wall of Fox Butchers
- East walls of the “Hub” both Art wall and H&H wall
- West wall of the toilet block
- East wall of the basketball courts at the club rooms
- Front face of the RSL Library building
- Rammed earth vertical wall, left of stairwell at Pemberton Hotel.

A budget for the murals was not included in the Council approved Annual Budget for 2023/24. Costings still waiting to be obtained by the Arts Group. Guest Anna Czerkasow advised no actions have been taken by the Pemberton Arts Group.

Joel Lawrence entered 12.42pm

Southern Forest Arts Grant for the Mural on the Club building was successful. Michael Leers advised that Council consent is needed for murals on Shire Lease buildings. Concept designs to be presented to Council. Mural policy to be developed and approved by Council.

9.3 Brockman Street Park Masterplan

- The Brockman Street Park Masterplan– New playground design, Stage 1 completed. Adopted by Council pending available funding. \$68,000 - \$70,000 available in the current budget. No suitable grants are currently available however; due to continued Committee support, the Shire will keep pursuing grants that become available. Gail Ipsen Cutts to investigate Lotterywest Grants.

10. PRESENTATIONS

Nil

11. NEW BUSINESS

11.1 Terms of Reference

Director of Development & Regulation position to become vacant also administration errors to be rectified.

MOTION

Amend the Terms of Reference as per attachment 11.1 (1)

MOVED: Michael Leers

SECONDED: Jocelyn Baister

CARRIED: 8/0

11.2 Old Pemberton School Site

Debra Mack advised that she has contacted DPLH to nominate the former Pemberton School site and surrounds for Heritage listing. The Heritage Council determined that it doesn't meet the criteria. However, the Heritage Council further resolved that the place should be considered as part of the expansion to the registered curtilage for *Pemberton Timber Workers' Cottages Precinct*.

Letter from Heritage Council attachment 11.2 (1)

Michael Leers advised that it's a State Government site and the Shire has enquired about remediation works.

MOTION

That the future of the old Pemberton School site be a function of this Committee and be updated by Council, regarding the current status of the old Pemberton School site with the Shire's current proposal.

MOVED: Debra Mack

SECONDED: Mitchell Goddin

CARRIED: 8/0

11.3 Pemberton Mill Site

The community representatives enquired about the status of the Pemberton Mill site. Jocelyn Baister informed the Committee that Council have instructed the Manager of Building to seek legal advice regarding issuing a demolition order of structure.

11.4 Committee Training

Jocelyn Baister advised the Committee that Town Team Movement training is available for Committee members to support their effective participation in Committee meeting. It outlines the roles and responsibilities of Committee members and details meeting procedure in line with the Western Australian legislative requirements and accepted meeting practice. A free website can also be accessed.

9 NEXT MEETING – April 2024 date to be advised

10 MEETING CLOSURE: 1.53pm



PEMBERTON TOWN ACTIVATION ADVISORY COMMITTEE

TERMS OF REFERENCE

Status:	<u>Advisory Committee</u>
Members:	2 Elected Members Director Works and Services Director Development and Regulation Director Community Services Pemberton Arts Group Representative 5 Community Representatives (Total of 11)
Proxies:	One for Director Works and Services, one for Director Development and Regulation and one for Director Community Services
Quorum:	At least 6
Term of Appointment:	2 years to 19 October 2025
Officer Responsible:	Director Works & Services
Meeting Frequency:	Biannually
Reporting:	Direct to Council
Meeting Requirements:	Nil
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

1. Identification of opportunities for space activation within the main street or adjacent open space;
2. Liaison with other relevant community groups and / or service agencies over potential art or cultural projects; and
3. Assisting Shire of Manjimup officers in drafting design guidelines to guide future developments within the Town Centre precinct.
4. Assist coordinating community participation; and
5. Communicate and inform the local community about activities of the Committee

MEMBERS FROM 18 January 2024

Cr Murray Ventris	Elected Member
Donelle Buegge	Shire President
Michael Leers	Director Works & Services
Spencer Roberts	Manager Parks and Gardens (Proxy)
Vacant	Director Development & Regulation
Jocelyn Baister	Manager Planning Services (Proxy)

Gail Ipsen Cutts	Director Community Services
Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Jill Baker	Pemberton Arts Group Representative
Ardal Nigg	Community Representative
Mitchell Goddin	Community Representative
Joel Lawrence	Community Representative
Debra Mack	Community Representative
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