



F160289

**NOTICE OF MEETING**

Notice is given that a meeting of the Walpole Town Activation Advisory Committee will be held at the Walpole CRC on Thursday, 25 November, 2021 commencing at 10.30am

Please send apologies to Kaylene Roberts by phone 9771 7726 or by Email to [kaylene.roberts@manjimup.wa.gov.au](mailto:kaylene.roberts@manjimup.wa.gov.au)

**Andrew Campbell  
CHIEF EXECUTIVE OFFICER  
12 November 2021**



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***The Committee's Function is to:***

1. *Identification of opportunities for space activation within Walpole townsite;*
2. *Liaison with other relevant community groups and / or service agencies over potential art or cultural projects;*
3. *Assisting Shire of Manjimup officers in drafting design guidelines to guide future developments within the Town Centre precinct;*
4. *Assist co-ordinating community participation;*
5. *Communicate and inform the local community about activities of the Committee; and*
6. *Provide advice on Tourism and Marketing Campaigns relating to the Walpole Community.*

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**AGENDA**

1. **DECLARATION OF OPENING MEETING**
2. **Acknowledgement of Country**  
The Shire of Manjimup respectfully acknowledges 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, present and emerging.
3. **ATTENDANCE / APOLOGIES**
4. **GUESTS**
5. **PRESENTATIONS**
6. **DISCLOSURE OF INTERESTS**

**7. COUNCIL DECISION ON PREVIOUS RECOMMENDATIONS**

**8. CONFIRMATION OF PREVIOUS MINUTES**

- 7.1 Minutes from the Meeting of the Walpole Townscape Committee held 16 September 2021.

**ATTACHMENT: 7.1**

**9. STANDING ITEMS**

- 8.1 Developing Age Friendly Community

**10. MATTERS ARISING FROM PREVIOUS MINUTES**

**11. NEW BUSINESS**

- 10.1 Update of Pioneer Park Grant Works;  
10.2 Update on Pioneer Park Toilets;  
10.3 Relocation of Dump Point intake;  
10.4 Appointment of Members; and  
10.5 Meeting Dates 2022.

**12. NEXT MEETING**

To be confirmed.

**13. MEETING CLOSURE**

There being no further business, the Chair closed the meeting at \_\_\_\_\_.

**DISTRIBUTION:**

*Cr Jennifer Wilcox, Brian Robinson, Michael Leers, Gail Ipsen Cutts, Evy Apeldoorn, Louise Pickett, Sarah Walker, Sheree Gray, Cherie Smith*

**ATTACHMENT  
APPENDIX**

**9.16.3 Unconfirmed Minutes of the Walpole Town Centre Revitalisation Committee Meeting held on 16 September 2021**

<b>PROPONENT</b>	Walpole Town Centre Revitalisation Committee
<b>OWNER</b>	N/A
<b>LOCATION / ADDRESS:</b>	Walpole Town Centre
<b>WARD:</b>	South
<b>ZONE:</b>	N/A
<b>DIRECTORATE:</b>	Development and Regulation
<b>FILE REFERENCE:</b>	F170457
<b>LEGISLATION:</b>	<i>Local Government Act 1995</i>
<b>AUTHOR:</b>	Kaylene Roberts/Brian Robinson
<b>DATE OF REPORT:</b>	30 September 2021
<b>DECLARATION OF INTEREST:</b>	Nil

**BACKGROUND:**

The Walpole Town Centre Revitalisation Committee is an Advisory Committee of Council, formed in accordance with Part 5 of the *Local Government Act 1995*. In accordance with the adopted Terms of Reference, the functions of the committee are:

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

A copy of the current Terms of Reference are appended.

**APPENDIX: 9.16.3(A)**

The latest meeting of the Walpole Town Centre Revitalisation Committee was held on 16 September 2021. A copy of the unconfirmed minutes relating to that meeting are shown attached.

**ATTACHMENT: 9.16.3(1)**

**PUBLIC CONSULTATION UNDERTAKEN:**

Nil.

**COMMENT (Includes Options):**

As reflected within the unconfirmed minutes, the committee passed several recommendations. The following table details those recommendations requiring consideration by Council.

<b>Committee Recommendation</b>		<b>Officer's Comment</b>
1.	That the name of the Committee be changed to Walpole Town Activation Committee.	The recommendation be supported.
2.	That Tourism and Marketing be added to the functions of the Committee.	The recommendation be supported.

To assist Council in considering the above recommendations, the following advice is offered:

Change of Name

With respect to the proposed change of name, the name change is intended to reflect an adjusted role of the Committee. With town revitalisation works now largely completed, a greater level of focus is required in respect of activating the townsite.

A change of name as proposed is consistent with name changes either proposed or already approved for the Committee's associated with the Manjimup, Northcliffe and Pemberton Townscape.

Tourism and Marketing

The branding of tourism destinations is fundamental to the marketing of these destinations. The Director of Community Services and the Shires Senior Management Team support the Committee considering tourism and marketing matters relating to the Walpole community for Council consideration.

A revised draft Terms of Reference for the Advisory Committee is shown attached.

**ATTACHMENT: 9.16.3(2)**

**STATUTORY ENVIRONMENT:**

The committee is an Advisory Committee formed by Council in accordance with the *Local Government Act 1995*. Committee members are bound by the Terms of Reference and the Shire's Standing Orders.

**POLICY / STRATEGIC IMPLICATIONS:**

The Walpole Town Centre Revitalisation Committee provides the Shire of Manjimup with a vital tool and local input into planning for improvement works and space activation within the Walpole townsite.

Revitalisation of the Walpole Town Centre will ensure that the town is accessible, attractive and inviting whilst maintaining its unique character, consistent with Community Goal 4.4 as identified in the Shire's Strategic Community Plan 2021 – 2023.

**ORGANISATIONAL RISK MANAGEMENT:**

Nil.

**FINANCIAL IMPLICATIONS:**

Nil.

**SUSTAINABILITY:**

Environmental: The Committee assists the Shire in identifying future improvement works and opportunities for space activation within the town.

Economic: By addressing opportunities for space activation within the town centre, operation of the committee ensures opportunities for economic development area maximised and that local businesses will benefit.

Social: In accordance with the terms of reference, a key element of the committee's role is to ensure community involvement in future development programs.

**VOTING REQUIREMENTS:                      ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION:**

**That Council:**

- 1. That Council receive and note the unconfirmed Minutes of the Walpole Town Centre Revitalisation Committee meeting held on 16 September 2021; and**
- 2. Adopt the amended Terms of Reference as shown at Attachment: 9.16.3(2).**

**COUNCIL RESOLUTION:**

**MOVED: Eiby, W                      SECONDED: Ventris, M**

**28581**

**That Council:**

- 1. That Council receive and note the unconfirmed Minutes of the Walpole Town Centre Revitalisation Committee meeting held on 16 September 2021; and**
- 2. Adopt the amended Terms of Reference as shown at Attachment: 9.16.3(2).**

**CARRIED: 10/0**



**SHIRE OF MANJIMUP  
WALPOLE TOWN CENTRE  
REVITALISATION COMMITTEE**

Minutes of the Walpole Townscape Committee Meeting held at the Walpole Community Resource Centre, Thursday 16<sup>th</sup> September 2021.

**1. Declaration of Opening of Meeting:**

Brian Robinson opened the meeting at 10.35am.

**2. Attendance**

Members Present:

Brian Robinson (BR)	Shire representative
Michael Leers (ML)	Shire staff representative
Gail Ipsen Cutts (GC)	Shire Representative
Cr David Tapley (DT)	Councillor
Jennifer Willcox (JW)	Community Representative
Louise Pickett (LP)	Community Representative
Sarah Walker (SW)	Community Representative
Cherie Smith (CS)	Community Representative
Kaylene Roberts (KR)	Minute Taker

Apologies from Members:

Sheree Gray	Community Representative
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**3. Guests:**

Nil.

Election of Chairperson was undertaken with David Tapley being nominated but he declined as he is retiring from Council and would prefer Jennifer Willcox to chair as the new Councillor for Walpole. Jennifer accepted.

**1. Recognition of previous Committee Decisions**

BR – adoption of Pioneer Park Management Plan/Concept Plan.

- Footpaths, seating & bins.
- Relocation of dump point.
- Revamping of the toilet block.

ML – Current layout of Nockolds Street.

- Stage 1 & 2 Completed.
- Design of Stage 3 is with Main Roads.
- Swan Street & Vista Streets major works.

ML to bring or email plans to next meeting.

BR to bring or email current Pioneer Park Plan for the new committee members.

When setting meeting dates, we need to stick to them.

ML – Grant of \$240k for jetty car park – will know about December/January



BR – Overnight RV Parking

- Signage was ignored by travellers
- Council suspended the service twice.

JW – Walpole is a tourist town not a ghost town.

BR – land to the north side of the hotel – would be ideal for a transit park.

- Application would be required.
- No response back from the hotel owner.

JW – to liaise with hotel owner to see if they are still interested.

DT – hotel land would be ideal for a dump point.

JW – The recreation oval a designated overflow area.

BR – no such areas. These areas are used for major events.

GC – email Shire when car park is full so that Council can organise overflow camping – self contained vehicles for major events.

- Work in with the caravan parks.

BR – RV friendly signage – “We Welcome RV’s”.

LP – Bins – artwork is still outstanding. Artists have been approached and are very keen.

BR – a further agenda item.

- Indicative cost for laser cut panels.

## 2. Terms of Reference

- Revisit terms of reference.
- Name of the Committee needs to be changed.

**Moved: Michael Leers      Seconded: Jennifer Willcox**

**That the name of the Committee be changed to Walpole Town Activation Committee.**

**Carried 8/0**

- GC – define the area of the Committee – townsite.
    - Clarify the townsite to include Boronia Ridge and Industrial Area.
- Discussion on merit of including Boronia Ridge to be included in the townsite.

## 3. Tenure of Committee Members

- Council elections in October.
- Nominations can be emailed through to BR or KR.
- Proxies for each of the Directors.

Functions of the Committee.

**Moved: Louise Pickett      Seconded: Cherie Smith**

**That Tourism and Marketing be added to the Functions of the Committee.**

**Carried 8/0**

- JW – Any restrictions on how Committee communicates with the Community?
- BR – can discuss issues or works with the Community.
- Meetings to be advertised in the media.
  - Guests will be welcomed but cannot contribute to the meetings.
- LP – Can the agenda be sent out earlier.

- GC – Can we set the date for the meetings once the new committee has been finalised.

#### 4. Pioneer Park Upgrade

- BR – 5 year plan review.
  - Looking at Adventure Playground.
  - Trails within the Park.
 BR to send out a copy of the Management Plan.
- DBCA have substantial \$'s for a trail hub.
  - Concept Plan
  - Renewal of signs.
 DBCA will be undertaking a review of the Concept Plan which will lead into the Management Plan.  
 Looking at a pump track in amongst the trees.  
 Holding special meetings between normal meetings – circular through emails.
- DBCA will have a Draft Concept Plan within the month.
- Upgrade of carpark with some asphalt to part of the carpark.
- New pram ramp for disabled persons to the toilet block.

#### 2. – Complete revamp of toilet block.

- New tiles.
- New ceiling & lighting.
- New pedal stools and basins.
- New partitions.
- Showers to be removed.
- Accessible toilet to get a new shower (adjacent to Tourist Centre), the other accessible toilet to get an adult change table.
- Coin or card facilities.
- Shire will be responsible for the cleaning.

#### 3. – Dump Point

- Issue with odours.
- Failures with pump.
- Issues with inappropriate materials being dumped in the dump point
- Pump has been fixed twice.
- To seal the access road will cost \$30k
- Re-allocate \$30k to relocate dump point to the long bay parking – cleaning area and screening.
- Look at installing 2 small septic tanks.
- Looking into obtaining quotes for the relocation of the dump pump.

LP – what is happening to the outside of the toilet block?

BR – painting will be undertaken to the outside and will either remove or lower the bushes at the front.

BR – commitment for the outside of the toilet block to be upgraded.

New toilet block at the boat ramp.

- Single use – unisex, accessibility with shower at the rear.

Works on the boat ramp toilets to be finalised by end of the financial year. Works to commence once the toilets in Pioneer Park have been finalised.



If funds are available, can look at adding a male/female toilet to the new ablution block.

Federal grant funding potentially available.

To update the toilet block at the Recreation oval would cost \$50k.

ML – stated that there is \$150k for Footpath Slab Replacement but only available for Manjimup and Northcliffe.

- SW asked if there is any funding available for Walpole.
- BR – Shire allocate \$150k each town per financial year.
  - \$100k available annually for maintenance for those towns that have had staged development works completed.
  - Upto each Committee to seek that funding for approved projects.
  - Community grants can be sourced through Community Services.

SW left the meeting at 12.30.

\$150k Footpath Replacement Maintenance– change to Slab and Dangerous Paths.

ML – up to the Councillor to amend the motion.

LP – can some of this money be used in Walpole?

ML – New footpath, kerb and ramp – Pier and Park Streets

- \$100k – Bike Plan
- Timeframe by 30 June 2022.

CS – Signage on Banners – long bay parking and either end of town.

- Has \$17k budget.
  - Has a photographer who will take photo's of sunrise, sunsets, Right Wave etc.
  - Removal of both banner poles.
  - ML will need to see construction/engineering drawings.
  - Need to get specifications.
  - GC – budget costings.
  - Will need MRWA application.
  - Construction footing and sight.
  - Wording in Signs
- Need to liaise with DBCA District Office and Tree Top Walk office.

Work camp have offered to paint the Hall.

BR to liaise with Peter Krispyn.

GC – Action Sheet to be incorporated.

### **Next Meeting:**

To be considered after Shire elections.

### **Meeting Closed:**

There being no further business, the Chair declared the meeting closed at 1.15pm.



## WALPOLE TOWN ACTIVATION ADVISORY COMMITTEE

### TERMS OF REFERENCE

**Status:** Advisory Committee

**Members:**

- 1 Councillor
- Director Works and Services
- Director Development and Regulation
- Director Community Services
- 5 Community Representatives
- (9 in total)

**Proxies:** One for Councillor, one for Director Development and Regulation, Director Works and Services and two for Director Community Services

**Quorum:** At least 6

**Term of Appointment:** 2 years to 21 October, 2023

**Officer Responsible:** Director Development and Regulation

**Meetings:** Quarterly

**Reporting:** Direct to Council

**Meeting Requirements:** Quarterly

**Delegated Powers:** Nil

### FUNCTIONS OF COMMITTEE

1. Identification of opportunities for space activation within Walpole townsite
2. Liaison with other relevant community groups and / or service agencies over potential art or cultural projects
3. Assisting Shire of Manjimup officers in drafting design guidelines to guide future development s within the Town Centre precinct
4. Assist co-ordinating community participation.
5. Communicate and inform the local community about activities of the Committee
6. Provide advice on Tourism and Marketing Campaigns relating to the Walpole Community.

### MEMBERS FROM 21 OCTOBER 2021

Cr Jennifer Willcox	Councillor
Cr Wendy Eiby	Councillor (Proxy)
Mr Michael Leers	Director Works & Services
Mr Spencer Roberts	Manager Parks Operations (Proxy)
Mr Brian Robinson	Director Development & Regulation
Ms Jocelyn Baister	Manager Planning Services (Proxy)
Ms Gail Ipsen Cutts	Director Community Services
Ms Evy Apeldoorn	Manager Community & Recreation Services (Proxy)
Mrs Sarah Alexander	Events Administration Officer (Proxy)
Louise Pickett	Community Representative
Sarah Walker	Community Representative
Cherie Smith	Community Representative
Sheree Grey	Community Representative
Vacant	Community Representative