



## **TOURISM and ARTS ADVISORY COMMITTEE**

# **MINUTES**

**SECTION 5.9(2)(a) LGA 1995**

### Committee Brief

*The duties of the committee shall be:*

- a) To act as a conduit to Council for Shire of Plantagenet Tourism and Arts groups.*
- b) To make recommendations to Council with regards to the strategic direction of tourism and the arts in the Shire.*
- c) To develop, monitor and review formal agreements with Tourism and Arts organisations within the Shire of Plantagenet and the region.*

A meeting of the Tourism and Arts Advisory Committee was held in the Shire of Plantagenet Committee Room, Mount Barker at 3:00pm Tuesday 10 May 2022

**Cameron Woods  
CHIEF EXECUTIVE OFFICER**

### Committee Members:

*Cr M O'Dea (Chair) Cr A Fraser and Cr K Woltering, (Deputy Cr C Pavlovich) - (Res.No. 176/21)*

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**Membership**

Cr M O'Dea (Presiding Member)

Cr A Fraser

Cr K Woltering

Cr C Pavlovich (Deputy for any member)

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## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr O'Dea, declared the meeting open at 3:03pm.

## 2 RECORD OF ATTENDANCES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

### Members Present

Cr M O'Dea – Presiding Member  
Cr A Fraser  
Cr K Woltering

### Staff

Ms D Baesjou - Executive Manager Development Services  
Mr D Johnson - Manager Community and Recreation Service

### Visitors

Katherine MacNeil (until 3.40pm)

### Apologies

Nil

## 3 CONFIRMATION OF MINUTES

*Moved Cr Woltering, seconded Cr Fraser*

*That the Minutes of the Ordinary meeting of the Tourism and Arts Advisory Committee, held on 15 February 2022 as circulated, be taken as read and adopted as a correct record.*

**CARRIED**

## 4 DISCLOSURES OF INTEREST

Part 5, Division 6, Local Government Act 1995

Cr M O'Dea advised the Committee that she is no longer the Deputy Chair of the Mitchell House Arts Centre Inc. although she is still a member of the organisation.

Cr K Woltering advised the Committee of possible future declarations of interest due to her role on the Porongurup Festival Committee.

Cr A Fraser advised the Committee of possible future declarations of interest as a result of his role as a Mount Barker Coop Board Member as they provide funding to arts groups.

Declarations of Interest received for this Meeting Agenda items.

Cr O'Dea acknowledged that Wine Show rents space at the Visitor Centre.

## 5 PRESENTATION

Presiding member welcomed Katheryn MacNeil, Chairperson Mount Barker Tourism Inc. to address the committee regarding MBT request for funding to support the operation of the Visitor Centre.

***Moved Cr Woltering, seconded Cr Fraser***

**That standing orders be suspended.**

**CARRIED**

K MacNeil provided background regarding Mount Barker Tourism Inc. (MBT) and the visitor centre, outlined their Mission to support, promote and develop local tourism and reference to the three funding requests.

MBT has been working with Steve Grimmer to develop a strategic plan – 5 priorities all of equal importance. A key change is the creation of the role of Manager. Currently advertising to fill the position of visitor centre service coordinator.

New model and associated increase in funding support is being sought from the Shire of Plantagenet to enable expansion of service [paid staff for 7 days service, in conjunction with volunteers].

Visitor Guide – most recently published in 2012. Draft prepared in 2017 [effective framework for 2022 document.

Discussion points included the revamped Web site, presence on ABC Great Southern, tracks and trails (Yoon Trail, Pwakkenbak) and strong industry networks.

Confirmed that ticketing service for TransWA is proposed to continue.

MTB's vision for 'Mountain Country Discovery Centre' concept was presented.

Extracts from the presentation are attached.

***Moved Cr Fraser, seconded Cr Woltering***

**That standing orders be reinstated.**

**CARRIED**

## 6 REPORTS

### 6.1 MOUNT BARKER TOURISM INC

Discussion around the role of the Visitor Centre, promotion of local tourism, enhanced visitor experiences, economic benefit, funding, return on investment, reporting, base line data/statistics and long-term sustainability.

***Moved Cr Woltering, seconded Cr Fraser***

***That it be a recommendation to the Council that:***

***An amount of \$28,840.00 be considered in the 2022/23 Annual Budget to support the ongoing operation of the Mount Barker Visitor Centre.***

**CARRIED**

## **6.2 ROCKY GULLY MEMORIAL - UPDATE**

Staff have been continuing to liaise with the proponent to assist with project development and have obtained information on existing services. The group have sourced sponsorship and grant funding in excess of \$100,000.00. Revised concept plans were submitted, and Development Approval is pending.

## **6.3 WILSON PARK RECREATION MASTERPLAN**

Noted the RFQ was issued on 28 April 2022. Preliminary interest, enquires some responses have been received. Submissions close on Friday 20 May 2022.

## **6.4 MITCHELL HOUSE**

For noting:

Documents distributed with the agenda:

- Draft Conservation Strategy;
- Building Condition Assessment Report; and
- Maintenance repair schedule.

Clarification of expectations and respective obligations of Landlord and lessee, in regard to repairs and maintenance.

## **6.5 PLANTAGENET ARTS, CULTURE AND HERITAGE STRATEGY**

Following the TAAC recommendation from its meeting held 7 December 2021 to consider a Shire of Plantagenet Arts, Culture and Heritage Strategy, an allocation of \$20,000.00 is proposed in the draft budget.

Discussion around the purpose and rationale. Key points:

Absence of strategic direction has previously compromised eligibility for grants.

It is appropriate to have an overarching strategic direction and guidance for tourism and arts projects. Clearly established parameters and framework will enable more consistent approach for elected members and staff to determine and respond to applications, events and activities.

Further funding opportunities are likely to be available through DLGSC to assist in the preparation of the Shire of Plantagenet Arts and Heritage Strategy.

## 7 GENERAL BUSINESS

### 7.1 MATTERS FOR FURTHER CONSIDERATION

1. Development of a list of Shire of Plantagenet Tourism and Arts organisations and events/activities that would assist the TAAC to meet its objectives as per the Terms of Reference.

*Clarification was provided by the TAAC on the rationale, benefits and outcome: To understand the landscape; be aware of the calendar/schedule of events; and to assist in the preparation of our local strategy.*

*Members suggested there is also an opportunity to invite representatives to address TAAC to assist in understanding their purpose/benefit.*

2. The TAAC noted that the Shire of Plantagenet Art Collection form part of the Plantagenet Arts, Culture and Heritage Strategy.
3. Great Southern Treasures meeting held 28 February 2022 in Gnowangerup. Cr O'Dea and Executive Manager Development Services attended. *Minutes from GST meeting to be distributed attached to the Minutes of the TAAC meeting.*
4. In response to the issue of accessibility for tourism and accommodation operators raised at the TAAC meeting held 15 February 2022, officers are implementing the following:
  - a. Awareness raising to accommodation providers be delivered by the Shire in the promotion of the Tourism WA Self-Assessment Accessibility Checklist for Accommodation Operators.
  - b. Accessible Tourism be considered as a project for incorporation into the upcoming Disability Access and Inclusion Plan anticipated for review during 2022.

*TAAC acknowledges and appreciate that staff are involved, aware and have responded. Suggestions for further action:*

- A. *Possible list of individuals with 'lived experience' including Kelvin & Elanor [from video] to assist/inform tourist operators to appreciate the barriers], and*
- B. *Disability advisory group may be able to engage with visitor centre.*

### 7.2 NEW ITEMS NOTED FOR CONSIDERATION/DISCUSSION:

#### 7.2.1 COMMUNITY ART COMPETITION

There is an opportunity to participate in the WALGA annual exhibition of artwork from Local Governments in Yagan Square through the Community Art Competition #shoWcAse IN PIXELS 2022 – Embracing Change.

Expression of Interest due – 30 June 2022, Artwork/Video due – 25 August 2022.

Action: Information to be distributed to relevant clubs and organisations in the Shire Plantagenet by the Community Development Team.

### **7.2.2 BIKE FRIENDLY COMMUNITY**

Discussion around bike friendly community and furniture for bikes.

Acknowledge that there are a limited number of very conventional/basic racks at the moment. Design options can be considered through the Streetscape Working Group, especially at hubs and as the trail network develops.

*Noted:* Manager Community and Recreation Services to represent the Shire of Plantagenet on the recently formed Great Southern 2050 Cycle Strategy Project Working Group.

The draft Terms of Reference for the Great Southern 2050 Cycle Strategy Project Working Group to be distributed with the Minutes.

### **7.2.3 BLOOM FESTIVAL**

Noted: Bloom Festival 17 September – 16 October 2022

Shire of Plantagenet is hosting the opening event.

Consider possible combined event with Great Southern Treasures

The benefits include extensive publicity, potential funding and possible attendance/formal opening by the Minister.

### **7.2.4 TOURISM INVESTMENT**

General discussion around what the Shire can do to help attract investment into the tourism sector. It is acknowledged there are limitations and challenges attracting and accommodating visitors.

The regional housing crisis is exacerbating the problem, including use of 'rental' accommodation, access to short-term and holiday accommodation, key-workers housing, affordable and social housing.

The committee is supportive of actions to facilitate development and investment opportunities for short-stay accommodation within the Shire, including existing Tourism zoned sites, facilitating overflow camping during events, and other ways to address housing shortages.

## **8 NEXT MEETING**

Scheduled for August 2022 – date to be confirmed

Opportunity to invite CMS Events representative to address the meeting and provide an update on events and program.

**9 CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 5.05 pm.

CONFIRMED: PRESIDING MEMBER M. O'Kea DATE: 20/12/22

## MBT New Service Delivery Model

Service	Overview	Service Provider	Funding
Mount Barker Visitor Centre Experience	7 day a week impartial regional information service for local visitors and community, linked with an immersive experience. This service is fully accredited by the Tourism Council of WA and includes a retail store	Operations Manager 25 hours a week Volunteers 45 hours a week	Shire of Plantagenet Volunteer Time Retail Income Grant Funding
Visitor Centre Building	Maintenance of Train Station Building and Operational Services such as electricity, internet, phone etc.	Operations Manager Volunteers	Shire of Plantagenet Volunteer Time
Business & Community Network	A network managed by Visitor Servicing Coordinator and Volunteers to obtain up-to-date information about events, local services, business opening hours, etc	Operations Manager Volunteers	Volunteer Time
Website	A digital information service as well as a MBT members gateway	Operations Manager Management Committee	Membership Income
Social Media	Dynamic promotion of our organisation, region, events, attractions, and MBT members	Operations Manager Management Committee	Membership Income
Marketing Communications	Radio, Print Media, Online Media, and hard Copy promotion of MBT, region, events, attractions and MBT Members	Operations Manager	Membership Income
Membership Program	Engages local businesses and community associations to invest in our organisation	Management Committee	Volunteer Time
Members Services	Advertising, networking, and business support opportunities for members	Management Committee	Volunteer Time Grant Funding
Trails Development Working Groups	Collaboration with Outdoors Great Southern and SoP in the development of Yoorn Bobtail Trail and Pwaakenbak Mountain Bike Trails	Management Committee	Volunteer Time
Stakeholder Network	Collaboration with partner organisations such as the Mount Barker Aboriginal Assoc., OHCG, Friends of Porongurup, PPA, MBWPA, Gondwana Link etc.	Management Committee	Volunteer Time
Industry Network	Collaboration with other tourism organisations such as Great Southern Treasures, Tourism WA, ASW etc.	Management Committee	Volunteer Time
Special Projects	Supporting special projects as they arise	Management Committee	Volunteer Time



## 2022 / 23 Strategic Plan

Strategic Priority	Action	Action	Action	Action	Action
<b>Maintain effective Face to Face Information Services</b>	Employ Operations Manager Mon-Fri	Publish new Visitor Guide	Employ weekend attendant Sat - Sun	Specialist talks, tours and workshops schedule	Recruit more volunteers / look into workplace learning options
<b>Maintain effective Digital Information Services</b>	Operations Manager to update digital platforms	Partner with local tourism organisations to recruit a social media coordinator			
<b>Maintain, improve and develop fixed assets at the Visitor Centre</b>	Redesign Visitor Centre to accommodate "information hub" layout	New carpark signs	Recruit a centre cleaner	Update Carpark Map	
<b>Effectively support local tourism businesses and organisations</b>	Design and Implement Partnership Strategy	Develop VC to become an "information hub"	Advertising opportunities in new Visitor Guide, Carpark Signs and Carpark Map	Commence Membership Drive for existing and new members	
<b>Maintain effective governance and financial arrangements</b>	Apply for SoP Community Grant to fund service in 2022/23	Apply for SoP Community Grant to fund production of Visitor Guide	Governance Audit		

**Blue = short term actions**

A person stands on a rocky peak with their arms raised in a gesture of triumph or joy. The background is a vast, golden landscape of rolling mountains under a bright, hazy sky, suggesting a sunrise or sunset. The overall mood is one of achievement and natural beauty.

# Mount Barker

## TOURISM

Bringing together community,  
businesses and stakeholders to support,  
promote and develop tourism in the  
Mount Barker Region

## Support Local Tourism

- Visitor Information Service
- Retail Store
- Visitor Centre Building
- Business and Community Network

## Promote Local Tourism

- Website
- Social Media
- Marketing Resources
- Membership Program

## Develop Local Tourism

- Trails Development
- Stakeholder Network
- Industry Network
- Special Projects

Ensure Good Governance and Reporting

# Our Vision for the Future



## Minutes

Great Southern Treasures committee meeting  
Monday 28 February 2022 - 10:30am @ Gnowangerup CRC

**Meeting opened by the Chair:** Veronica Fleay at 10.44am

### 1. Attendance and apologies:

#### 1.1. Admin, guests, and representatives:

Veronica Fleay – Chair	Sue Dowson – Rep Woodanilling
Bob Jarvis – CEO Gnowangerup	Samantha McLean – Rep Cranbrook
Julian Wills – Cr BH/T	Grant Thompson – CEO Kojonup
Lex Martin – Cr Gnowangerup	Liz Guidera – Cr Katanning
Rob Stewart – CEO BH/T	Noel Myers - Acting CEO – Jerramungup
Marie O’Dea – Cr Plantagenet	Olivia Letter – Rep Gnowangerup
Delma Baesjou – Plantagenet	Carly Watts - GST Marketing & Industry Liaison Coordinator
Peter Slater – Cr Cranbrook	

**1.2. Apologies:** Julian Murphy – CEO Katanning, Darren Gray – Cr Kent, Catrin Allsop – CEO ASW, Glen Thompson – ASW, Pippa Hepburn - GSDC, Cindy Wieringa – Cr Kojonup, Martin Cuthbert – CEO Jerramungup, Adam Majid – CEO Kent, Linda Gray – CEO Cranbrook

### 2. Confirmation of Minutes from previous meeting

**Confirm:** The minutes of the General Committee Meeting, 22 November 2021, are confirmed as a true and accurate record.

### 3. Agenda Items

#### 3.1. Introductions

Chair discussed changes to operation of GST for benefit of newcomers including financial, MOU commitment from LG’s, SLA with ASW and Carly’s position.

Encouraged members to ensure that their CDO’s and community groups link into GST (ASW) networks to advertise & gain greater exposure.

#### 3.2. Invitation to Jerramungup Shire to join GST – Sent 28 January 2022

Jerramungup council yet to consider invite to join GST - likely at February meeting. Very supportive of the efforts of GST & Bobtail Trail project.

**Action = CW to Jerramungup for their agenda item.**

**Noel will refer Council to contact CW to arrange a meet and further info.**

#### 3.3. Current Project Updates

**3.3.1. Bloom 2022** – received Prospectus from CMS Events – CW will make recommendation to CEO Committee.

Bloom Dates 17th Sept to 16th Oct

- Discussed working/steering group to provide direction to CMS. It was agreed that the GST group can be the vehicle for this rather than a separate committee.
- Discussed altering the duration of the festival. The Group agreed to continue as usual & keep as a month-long series of events with specific Opening & Closing events.
- Plantagenet expressed interest in holding the Opening event.

- Bob spoke to the success of last year's opening event & ongoing success of Horse Power Hwy.
- **Question:** Who contacts events holders? **Answer:** CMS sends out EOI's to their database from previous years & CW will also push out through GST and ASW channels where possible.
- **Question:** What does the fee to participate give the event holder? **Answer:** The participation fee is required to contribute to the cost of set up and assistance of the event and marketing. With this fee, the event holder also receives:
  - o Dedicated Ticketing Link                      Humanitix (Paid Events only)
  - o Listing on event webpage                      7,000 monthly pageviews
  - o Facebook Post                                      3,000 followers
  - o Instagram Post                                      1,250 followers
  - o Enewsletter Inclusion                              400 subscribers
  - o Inclusion in the Event Program                4,000 distributed

**Action: CW to request CMS to include in EOI the option to host the Closing event.**

### 3.3.2. Taste Great Southern 2022 – updates

60% tickets sold – the remaining tickets will be released for sale in March.

Katanning 'Band' event planned.

There are some time slots still available for extra events.

**Action: CW to send out schedule of events with available dates.**

### 3.3.3. Great Southern Treasures Yoorn (Bobtail) Trail – Update

- **MOU** updated & currently in circulation for signing
- **GST Web to host Trails info** – Market Creations have provided quotes on possible options. Possibility of shared hosting via a member Shire as part of their WALGA Council Connect subscription as a 'multi-site option'. No budget for web development or Trails marketing. Would Shire members be open to hosting the GST website as a way to ensure all content is captured and full experience is delivered for the Trails?

**Action: CW to finish final review and research, make recommendation to Group including associated costs.**

### 3.4. Refreshed Strategic Plan for endorsement - emailed to attendees for feedback

To be reviewed by members with feedback provided to CW by 15 March.

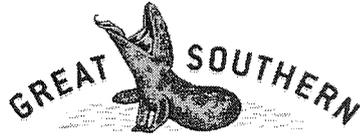
**Action: Feedback required by members by 15 March. CW to email a copy to Samantha and Peter - DONE**

### 3.5. Financial Management update – Received from Kojonup to ASW

Financial position has been clarified and an invoice for the full outstanding amount has been sent to the Shire of Kojonup for payment. A full budget will be presented to the group at the next meeting.

### 3.6. General Business

- Bob updated group on progress with the Gnowangerup Star. They should have the old linotype machine working again by 11/03 then they will be able to produce a newspaper print run. Moving well towards conducting tours of the building once funding is sought for a new roof.
- Marie O'Dea noted Porongorup Wine festival this weekend – **Now cancelled**
- Question re whereabouts of GST sea container - believed to be at Gnowangerup still – **Action: Bob to investigate location of sea container**



## TREASURES

ESTD WA 2004

- Mt Barker Tourism to be included in work partnership as much as possible. CW has met with and is happy to assist in projects where possible.
- CW in process of developing a generic Bloom Festival brochure for VC's to have available all year round. **Action: CW to distribute draft brochure to members for comment.**
- CW advised GST have bought into ASW's Winter Campaign, for further reach, more for money in a much larger scale campaign. This is open to the region to buy in – excellent opportunity to showcase for winter. CW has circulated to group for their perusal and recommends taking part.
- CW advised the Perth Caravan and Camping show scheduled for mid-March, has now been cancelled. CW will be working with ASW on alternative avenues to reach incoming traffic such as a digital Caravan and Camping campaign.

**3.7. Next meeting (CEO's) Date: TBC**  
**Meeting Closed at 11.57am**

# Great Southern 2050 Cycle Strategy Project Working Group (PWG)

## TERMS OF REFERENCE

Version 1.3

### Background

The Western Australia Bike Network (WABN) Plan 2014-2031 identifies a key action to improve planning for cycling in the regions – specifically, to identify any gaps in existing networks, plan for future growth corridors, and produce strategic and operational plans for key regional centres and their surrounding areas. This action reflects the growing demand for high quality cycling infrastructure in regional Western Australia. As regional centres grow, residents and visitors expect a higher level of bicycle connectivity between work, home and key destinations. In some regions there are also opportunities to improve connectivity between towns. Cycle tourism, in its various forms, is increasingly popular and there are many opportunities in regional WA to capitalise on this industry.

This project aims to develop an aspirational cycling strategy for the Great Southern region, in partnership with local government. Positioned as a long-term strategy out to 2050, the final document will include a short-term implementation program (action plan) to prioritise future delivery of infrastructure, activation and capacity building projects through DoT's Regional Bike Network (RBN) Grants Program (and other funding sources as appropriate).

The Great Southern 2050 Cycling Strategy is one of eleven regional strategies and will follow a similar layout of strategies already published or in development. The above-mentioned regional strategies are being developed alongside the Long-Term Cycle Network for Perth and Peel. Combined, these documents will establish the long-term vision for cycling across the state. Further information is available at: <https://www.transport.wa.gov.au/activetransport/long-term-cycle-network.asp>.

Outdoors Great Southern (OGS) has been contracted by the Department of Transport (DoT) to assist in the development of a cycling strategy for the Great Southern region. To facilitate and assist with the process of developing the strategy, Outdoors Great Southern will establish and coordinate a Project Working Group (PWG).

### Purpose

The purpose of the Great Southern 2050 Cycling Strategy Project Working Group (PWG) is:

- To establish an open and frequent line of communication between Outdoors Great Southern, the Department of Transport, and the eleven local governments of the Great Southern region.
- To ensure the successful and timely delivery of the project.

The role and function of the PWG is largely advisory in nature. See **Role of PWG Members** for a detailed description of the tasks to be undertaken.

## Confidentiality

Members of the Project Working Group are requested to keep confidential and secure information related to the planning, processes, development, or procedures of the project.

## Role of Project Working Group Members

Members of the Project Working Group may contribute local and technical knowledge about issues relating to the project as well as providing representation for their local government. Specifically, the project Working Group will:

- Review and provide comment on any project planning and implementation documents, including the stakeholder engagement strategy and consultation strategy, as required.
- Participate in the development of the strategy, including: (i) identifying existing and potential cycle networks, (ii) identifying priority projects and programs; (iii) identifying Great Southern case studies; and (iv) developing a five-year action plan.
- Assist in the community consultation process, including: (i) identifying relevant stakeholder and user groups, (ii) identifying suitable consultation events or activities: (iii) assisting with venue bookings (where relevant); (iv) promoting consultation activities; (v) attending consultation sessions; and (vi) communicating back to the community where relevant.
- Review and provide feedback on the draft strategy.
- Assist DoT in securing endorsement from their local Council.

## Membership

All eleven Great Southern local governments have been invited to nominate staff to sit on the Project Working Group. The PWG is intended to have representation from across each local government to create a multidisciplinary team. In the development of previous strategies, project working groups have included representatives from engineering, works, planning, community development, community safety, communications, sustainability, tourism, and/or economic development.

Membership of the PWG is:

Outdoors Great Southern	Lenore Lyons	Project Manager	<a href="mailto:lenore.lyons@outdoorsgreatsouthern.org.au">lenore.lyons@outdoorsgreatsouthern.org.au</a>
	Simon Barras	CEO (proxy)	<a href="mailto:Simon.barras@outdoorsgreatsouthern.org.au">Simon.barras@outdoorsgreatsouthern.org.au</a>
Department of Transport	Francois Sauzier	Regional Bike Network Planning and Project officer	<a href="mailto:Francois.J.Sauzier@transport.wa.gov.au">Francois.J.Sauzier@transport.wa.gov.au</a>
	Noel Chambers	Operations Manager, Regional Services, Great Southern	<a href="mailto:noel.chambers@transport.wa.gov.au">noel.chambers@transport.wa.gov.au</a>
City of Albany	Mitchell Green	Manager, Recreation Services	<a href="mailto:mitchell.green@albany.wa.gov.au">mitchell.green@albany.wa.gov.au</a>
	Andrea Smithson	Sustainability Project Officer (proxy and observer)	<a href="mailto:andrea.smithson@albany.wa.gov.au">andrea.smithson@albany.wa.gov.au</a>
Shire of Broomehill-Tambellup	Pam Hull	Strategic Support & Projects Officer	<a href="mailto:projects@shirebt.wa.gov.au">projects@shirebt.wa.gov.au</a>

Shire of Cranbrook	Samantha McLean	Community Development Officer	<a href="mailto:cdo@cranbrook.wa.gov.au">cdo@cranbrook.wa.gov.au</a>
Shire of Denmark	Damian Schwarzbach	Manager Projects	<a href="mailto:Damian.schwarzbach@denmark.wa.gov.au">Damian.schwarzbach@denmark.wa.gov.au</a>
	Karis Aplin	Recreation Services Coordinator (proxy and observer)	<a href="mailto:Karis.aplin@denmark.wa.gov.au">Karis.aplin@denmark.wa.gov.au</a>
Shire of Gnowangerup	Kirsty Buchanan	Community Development Coordinator	<a href="mailto:kirsty.buchanan@gnowangerup.wa.gov.au">kirsty.buchanan@gnowangerup.wa.gov.au</a>
Shire of Jerramungup	Noel Myers	Manager of Development	<a href="mailto:planning@jerramungup.wa.gov.au">planning@jerramungup.wa.gov.au</a>
	Martin Cuthbert	CEO (proxy)	<a href="mailto:ceo@jerramungup.wa.gov.au">ceo@jerramungup.wa.gov.au</a>
Shire of Katanning	Yvette Cheng	Manager of Projects and Assets	<a href="mailto:Yvette.cheng@katanning.wa.gov.au">Yvette.cheng@katanning.wa.gov.au</a>
Shire of Kent	Michaela Crosby	Project/Grants Officers	<a href="mailto:records@kent.wa.gov.au">records@kent.wa.gov.au</a>
Shire of Kojonup	Emily Sleight	Sport and Recreation Development Officer	<a href="mailto:SRO@kojonup.wa.gov.au">SRO@kojonup.wa.gov.au</a>
Shire of Plantagenet	David Johnson	Manager of Community & Recreation Services	<a href="mailto:mcrs@sop.wa.gov.au">mcrs@sop.wa.gov.au</a>
Shire of Woodanilling	Kellie Bartley	CEO	<a href="mailto:ceo@woodanilling.wa.gov.au">ceo@woodanilling.wa.gov.au</a>

## Frequency of Meetings

Meetings are to be held as required and requested by Outdoors Great Southern and/or the Department of Transport. The estimated project duration is nine months, commencing April 2022 to December 2022. At least five meetings of the PWG will be held during this period. Meetings may be held face-to-face or via videoconferencing.

In addition to attending PWG meetings, members are expected to meet with and communicate regularly with Outdoors Great Southern and/or the Department of Transport staff to assist with project planning and community consultation.

## Chairperson

The Outdoors Great Southern Project Manager will act as Chairperson for all PWG meetings. Should the Project Manager not be available, the next available representative shall assume the role of chairperson.

Role of the Chairperson:

1. Open the meeting.
2. Conduct the business of the meeting according to the order of the agenda.
3. Confine discussion to the items before the meeting.
4. Ensure each item is settled before passing on to the next.
5. Give all those wishing to speak an opportunity to do so.
6. Close the meeting when all matters are attended to.

## Records of Meetings

All secretariat responsibilities, unless and until agreed otherwise, will be managed, and undertaken by Outdoors Great Southern.

It is the role of Outdoors Great Southern to:

1. Call for agenda items in the lead up to each meeting.
2. Prepare and distribute the agenda and relevant attachments one week prior to each meeting.
3. Take minutes during the meeting.
4. Prepare and distribute minutes promptly after each meeting.
5. Enable and facilitate relevant communications between meetings including follow up on actions.
6. Circulate endorsed minutes to PWG for information only.

# Great Southern 2050 Cycling Strategy

## Consultation Framework

### Purpose

The purpose of this Consultation Framework is to outline strategies for capturing community and stakeholder input into the Great Southern 2050 Cycling Strategy.

### Objectives

Key consultation objectives include:

1. Raise awareness of the project.
2. Collect feedback to:
  - a. Identify any existing barriers to the uptake of cycling.
  - b. Identify initiatives that would support people to ride more often.
  - c. Confirm the themes, opportunities and projects that are most prioritised by the community.
  - d. Develop aspirational, big picture ideas for the future of cycling in the region.
3. Keep stakeholders informed

The Consultation Framework is designed to ensure that multiple opportunities are provided for community members and stakeholders to receive information and express their views.

### Evaluating Success

The following table outlines the critical success factors and Key Performance Indicators for the Communication Plan.

Critical Success Factors	Key Performance Indicators	Target
<b>Community</b>	# of completed online surveys	200
<b>Engagement Level</b>	# of participants at community consultation events	50

### Critical Assumptions

- That community members will be interested in being involved in the project.
- That the promotion strategies (media, social media, direct email) are successful in reaching as many community members as possible.

## Consultation Approach

Objectives	Information to be made available	Feedback Tools	Communication Strategy	Responsibility
Raise awareness of the project	<ul style="list-style-type: none"> <li>Project scope</li> <li>Project timelines</li> <li>Consultation opportunities</li> </ul>	<ul style="list-style-type: none"> <li>DoT website</li> <li>DoT email</li> <li>OGS email</li> </ul>	<ul style="list-style-type: none"> <li>DoT and OGS direct email to stakeholders</li> <li>LGA email to stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>DoT, OGS</li> <li>LGAs</li> </ul>
Collect feedback <ul style="list-style-type: none"> <li>Identify any existing barriers to the uptake of cycling.</li> <li>Identify initiatives that would support people to ride more often.</li> <li>Confirm the themes, opportunities and projects that are most prioritised by the community.</li> <li>Develop aspirational, big picture ideas for the future of cycling in the region.</li> </ul>	<ul style="list-style-type: none"> <li>Information sheets and draft network maps</li> </ul>	<ul style="list-style-type: none"> <li>Online and print survey</li> <li>Interactive map (DoT website)</li> <li>Community events (LGA organised)</li> <li>Drop-in sessions (LGA organised)</li> <li>Meeting/workshop with state-level and regional stakeholders and state government agencies</li> </ul>	<ul style="list-style-type: none"> <li>Media release</li> <li>LGA newsletters</li> <li>LGA Facebook pages</li> <li>OGS Facebook page</li> <li>Emails to state-level stakeholders</li> <li>Emails to local stakeholders</li> <li>Information display in LGA offices</li> <li>Print and online advertising for community events</li> </ul>	<ul style="list-style-type: none"> <li>DoT</li> <li>LGAs</li> <li>LGAs</li> <li>OGS</li> <li>DoT</li> <li>LGAs</li> <li>LGAs</li> <li>LGAs</li> </ul>
Keep stakeholders informed	<ul style="list-style-type: none"> <li>Project scope</li> <li>Project timelines</li> <li>Consultation opportunities</li> </ul>	<ul style="list-style-type: none"> <li>DoT website</li> <li>DoT email</li> <li>OGS email</li> </ul>	<ul style="list-style-type: none"> <li>DoT and OGS direct email to stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>DoT, OGS</li> </ul>

## Frequently Asked Questions

### **Q. Is each LGA expected to host a community event or drop-in session?**

No. Each LGA will determine the most appropriate method for obtaining feedback on the draft network plans and themes. It is expected that larger towns will host at least one face-to-face engagement session; and that the City of Albany will organise a range of engagement events. The format of these events will vary according to the needs of each LGA. Some may choose to organise a specific event for key stakeholders, while others may incorporate a feedback opportunity into an existing event (e.g. sporting or cultural event).

### **Q. Who will prepare the information sheets and draft network maps?**

All material used in the consultation process will be developed by Outdoors Great Southern (OGS) in consultation with each LGA. The Department of Transport (DoT) is responsible for formatting and creating digital materials.

### **Q. Who will prepare the survey?**

The survey will be developed by OGS. DoT will upload the survey to its MySayTransport website.

### **Q. Who is responsible for promoting the survey?**

LGAs are responsible for promoting the survey to their communities. They may choose to do this using a range of media, including local newspapers, local print and e-newsletters, social media, and information boards and flyers. DoT will also distribute a media release.

### **Q. Who will distribute and collect print surveys?**

The survey will be available online via the DoT MySayTransport website. A print version will be provided to each LGA to hand out to community members who request a print version. Any completed print surveys should be collected by the LGA office and then forward to OGS for uploading.

### **Q. Will promotional material be provided?**

Yes, an information sheet will be provided to LGAs containing content that they can include in their promotional activities.



# Great Southern 2050 Cycling Strategy

## “ HAVE YOUR SAY

# Shire of Plantagenet

Have your say to help shape the future of bike riding in the Great Southern region.

### About the project

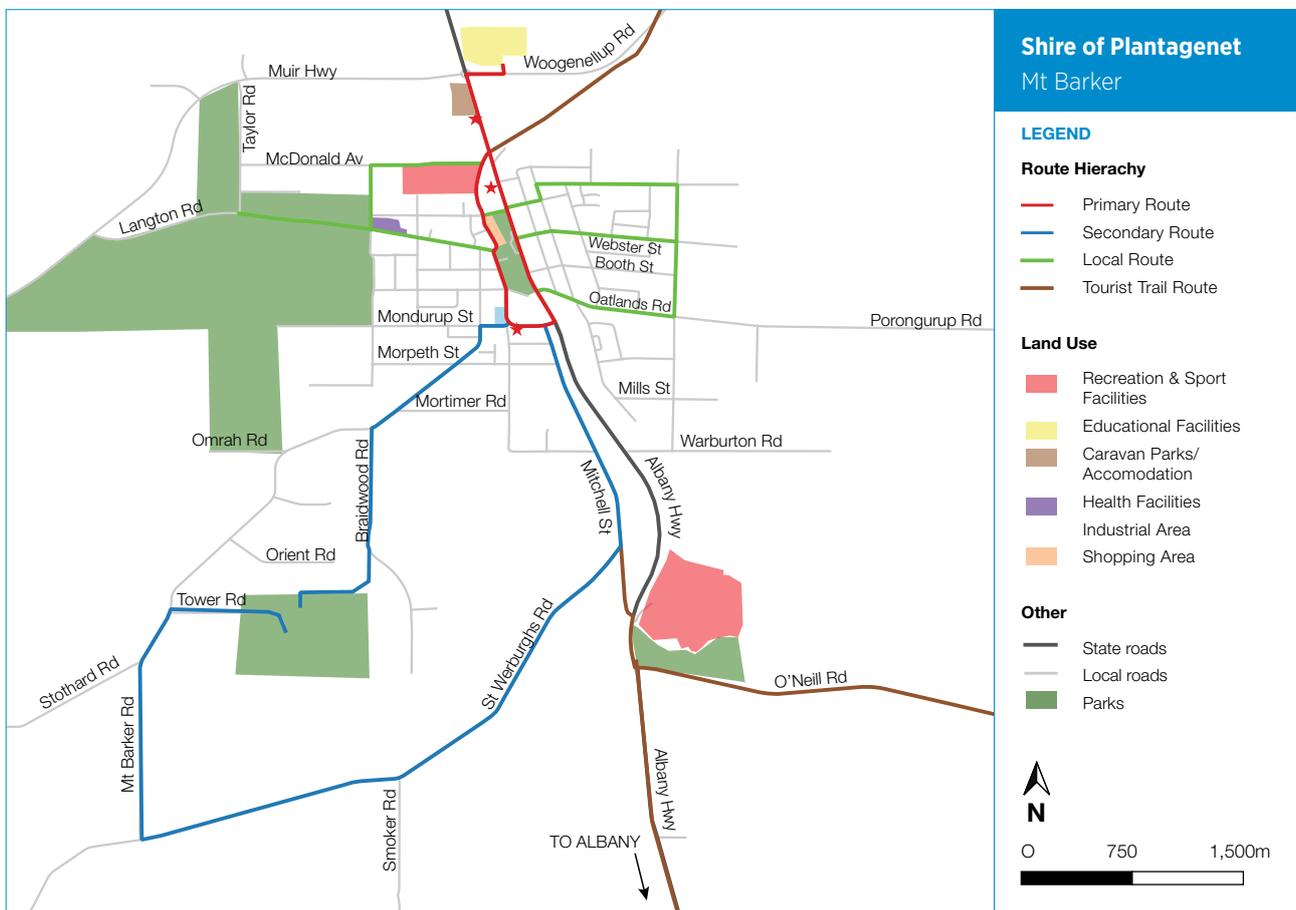
In collaboration with the City of Albany and the shires of Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling, the Department of Transport is developing the Great Southern 2050 Cycling Strategy.

The Strategy will set out a long-term vision for bike riding across the region, including an aspirational cycling network with proposed infrastructure covering key townsites and providing interregional connections.

When complete, the Strategy will be used to guide funding decisions and prioritise key bike riding projects.

To help us develop the strategy, we want to know:

- what your local bike riding needs are;
- what issues need to be addressed; and
- what opportunities you see to make riding safer, more enjoyable and convenient.



## The Draft Cycling Network

This information sheet includes maps illustrating the draft cycling network for Mount Barker and the regional hinterland surrounding the Shire.

**The draft network has been built to help achieve the following themes:**

- Connecting people to where they live, work, learn and play;
- Encouraging cycling for people of all ages, abilities and backgrounds;
- Improving planning for cycling;
- Developing unique cycle tourism experiences, including inter-regional cycle tourism routes along rail corridors;
- Improving safety for road cyclists; and
- Developing safe cycle routes in town centres

**Some of the key features of the draft network include:**

- Safer links to schools, shops and recreational facilities;
- Cycle path from Wilson Park to Pwackenbak/Mount Barker Hill;
- Connecting regional towns via rail and road reserves; and
- Potential cycle path around Porongurup National Park.



## About the Cycling Network Hierarchy

On the following maps you will see routes classified by the Western Australian Cycling Network Hierarchy. The WA Cycling Network Hierarchy identifies routes by their function, depending on the type of activities that take place on the route and not on their built form.

The route hierarchy includes:

- Primary Routes
- Secondary Routes
- Local Routes
- Road Cycling Routes
- Tourist / Transport Trails

Except for Road Cycling Routes, all levels of the hierarchy are designed to cater for bicycle riders of all ages and abilities.

## How you can have your say

- **Online Survey** – Visit [www.mysaytransport.wa.gov.au/great-southern-2050-cycling-strategy](http://www.mysaytransport.wa.gov.au/great-southern-2050-cycling-strategy) to complete a short survey and map your ideas
- **In-person Survey** – Visit the Shire of Plantagenet, 22 Lowood Road, Mount Barker, WA, 6324 to view the map and complete the survey in person.
- **Online Community Forum** – If you provide feedback you can opt in to be invited to join us online in the new year (2023) to participate and provide comment on the development of the cycle network.

## More information

To learn more about the *Great Southern 2050 Cycling Strategy*, or any of the 11 regional cycling strategies underway or completed visit:

[www.transport.wa.gov.au/activetransport/long-term-cycle-network.asp](http://www.transport.wa.gov.au/activetransport/long-term-cycle-network.asp)

