



MINUTES TOWNSCAPE ADVISORY COMMITTEE MEETING

27 FEBRUARY 2024

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Townscape Advisory Committee.

Signed:

Date 27 February 2024

(CEO)

These minutes were confirmed at the Townscape Advisory Committee Meeting held

Signed:

(Presiding Member at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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Please note that meetings may be recorded for minute taking purposes.

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TOWNSCAPE ADVISORY COMMITTEE

27 FEBRUARY 2024

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

Being the inaugural meeting of the Townscape Advisory Committee (TAC) post the October 2023 Local Government elections, Torre Evans – Executive Manager Technical and Rural Services (EMTRS) presided and opened the meeting at 5:32 pm.

The EMTRS called for nominations for the position of Presiding Person to preside over the Townscape Advisory Committee until October 2025. (NOTE – The Presiding Person must be a Council Member).

The EMTRS conducted the election for the position of Presiding person.

Candidates were as follows:

- Cr C Bartron Nominated by Cr R McNab - Votes 2
- Cr R McNab Nominated by Mrs V Chadwick Ms J Early - Votes 4

Cr R McNab was elected and declared by the EMTRS as Presiding Merson of the Townscape Advisory Committee until October 2025 and took the role of Chair (Presiding Person).

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

Cr R McNab (Presiding Member)
Cr C Bartron
Ms J Early – Community Member
Ms B Fletcher – Arts Narrogin
Mr M Wray – Highbury District Community Council
Mrs V Chadwick – Community Member
Mrs D Broad – Community Member
Ms R Storey – Community Member

Staff (Non-voting)

Mr T Evans – Executive Manager Technical and Rural Services (EMTRS)
Ms S Gallagher – Executive Support Officer (Minutes)
Ms P Raworth – Manager Community Services
Ms R Razumovskaya – Community Development Officer

Absent

Nil

Members of the Public

Nil

Apologies

Mr B Seale – Narrogin Chamber of Commerce

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING OF THE TOWNSCAPE ADVISORY COMMITTEE

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Ms J Early

Seconded: Cr C Bartron

That the minutes of the Townscape Advisory Committee Meeting held on 3 October 2023 be confirmed, as an accurate record of the proceedings.

CARRIED 8/0

For: Cr R McNab, Cr C Bartron, Ms J Early, Ms B Fletcher, Mr M Wray, Mrs D Broad, Mrs V Chadwick, Ms R Storey

Against: Nil

4. MATTERS FOR DISCUSSION / INFORMATION

4.1 CEMETERY TREES AND WILLIAMS KONDININ ROAD FENCE

The EMTRS would like to enter into discussion with the TAC regarding gradual infill and replacement of trees at the Narrogin Cemetery (as they die or are declared unsafe). The current trees that were historically planted at the Cemetery are tall Eucalypts that offer little shade and are prone to a self-pruning habit where by large limbs are shed which on numerous occasions have cause damage to head stones and park furniture, and luckily no injury to visitors.

The EMTRS is proposing to plant replacement trees that are safer and offer shade. For example one species that only grows to about 8 metres and has a broad canopy is the West Australian Peppermint – *Agonius flexuosa*. This particular species is an ever green and does well in Narrogin. The TAC may favour a different broad canopy tree to consider for example those of which were planted in the NRLC car park – *Ulmus parvifolia* (semi deciduous) or *Gleditsia* shade master or *Gleditsia* sunburst (deciduous). It would be anticipated that a provision for funding for 50 trees could be included in the 2024/25 Budget for Council consideration.

The EMTRS would also like to encourage conversation around options for a new decorative fence to be installed on the border to Williams Kondinin Road. There has been previous discussion on this concept with TAC in the past and the concept also features in the adopted 10 year art program as recommended by the TAC to Council. Another far cheaper option instead of a decorative fence could be an avenue of colourful shrubs or small trees for example Bottle Brush – *Callistemon* - red flowers, Acacias – yellow flowers, *Melaleucas* – white flowers etc, all being Australian native plants and proven to grow in Narrogin.

The TAC is requested to discuss these two topics and come to a consensus.

OFFICER AND TOWNSCAPE ADVISORY COMMITTEE RESOLUTION

Moved: Cr C Bartron

Seconded: Ms J Early

That the Townscape Advisory Committee recommend to Council:

That Council consider in the 2024/25 Budget the funding of infill replacement trees and further plantings at the cemetery with species being *Agonus flexuosa* and *Ulmus parvifolia*.

CARRIED 8/0

For: Cr R McNab, Cr C Bartron, Ms J Early, Ms B Fletcher, Mr M Wray, Mrs D Broad,
Mrs V Chadwick, Ms R Storey

Against: Nil

TOWNSCAPE ADVISORY COMMITTEE RESOLUTION

Moved: Ms B Fletcher

Seconded: Mrs V Chadwick

That the Townscape Advisory Committee recommended to Council:

That Council consider in the 2024/25 Budget the funding of planting native shrubs along the cemetery boundary adjoining Williams Kondinin Road with those shrubs to display colourful flowers, for example *Callistemon*, *Acacia* and *Melaleuca*.

CARRIED 8/0

For: Cr R McNab, Cr C Bartron, Ms J Early, Ms B Fletcher, Mr M Wray, Mrs D Broad,
Mrs V Chadwick, Ms R Storey

Against: Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1 TAC MEETING DATES FOR 2024

The TAC is requested to consider and endorse, the following meeting dates as presented by the EMTRS. The dates nominated are in line with recent meeting dates being on a Tuesday evening and in line with the Council adopted TAC Terms of Reference stated under Role and Scope of the Committee:

4. To meet every two months or more if required to deal with matters referred to it by the Administration.

It is therefore proposed that Tuesday 27 February 2024 will be the first meeting with meetings to follow every 2 months on the last Tuesday of each month except for December due to the Christmas break:

- 27 February
- 30 April
- 25 June
- 27 August
- 29 October and
- 10 December

The EMTRS recommends that the TAC agree to and endorse these meeting dates for the remainder of 2024.

OFFICER'S AND TOWNSCAPE ADVISORY COMMITTEE RESOLUTION

Moved: Ms J Early

Seconded: Ms R Storey

That the Townscape Advisory Committee agree on the following Committee meeting dates for 2024 as presented by the Officer.

- 27 February
- 30 April
- 25 June
- 27 August
- 29 October and
- 10 December

CARRIED 8/0

For: Cr R McNab, Cr C Bartron, Ms J Early, Ms B Fletcher, Mr M Wray, Mrs D Broad, Mrs V Chadwick, Ms R Storey

Against: Nil

5.2 MURAL RFQ NRLC

MURAL ARTWORK RFQ NO.23/24-7

Introduction

During the Townscape Advisory Committee Meeting held on 3 October 2023, a recommendation was proposed to the Council. It says that the allocated \$25,000 from the 23/24 Implementation of Public Art fund, along with an additional \$25,000 from the Tourism Area Promotion Reserve, be directed towards the creation of an iconic mural on the eastern wall of the Narrogin Regional Leisure Centre. The Council resolved as follows:

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.02

Moved: Cr Bartron

Seconded: Cr Pomykala

That with respect to the implementation of the Public Art Strategy - Murals, Council:

1. Amend the 2023/24 Budget as follows;
 - a. Increase the transfer from the Tourism and Area Promotion Reserve from \$0 to \$25,000;
 - b. Increase the Capital Revenue – Other Culture from \$0 to \$25,000; and
 - c. Increase Capital Expenditure IO113 from \$25,000 to \$50,000.
2. Request that the Chief Executive Officer:
 - a. Seek quotes and concept designs from suitable professional artists, for the implementation of an iconic mural to be applied to the Narrogin Regional Leisure Centre's entire eastern wall with concept designs to be based on community spirit, local attractions, indigenous, sporting/local events and recreation; and
 - b. Present the quotes and concepts back to the Townscape Advisory Committee for discussion and recommendation on the preferred artist and design back to Council for determination.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.

Against: Nil

The Shire proceeded to prepare and publish a Request for Quotation (RFQ) on the Shire website: [RFQ Link](#) on 29/11/2023. The application period concluded on 29/01/2024.

The RFQ was advertised across various online channels, including professional Facebook groups and websites. Additionally, special invitations were extended to local artists, as well as non-local Australian-based artists known for their recent works or recommended by Arts Narrogin and other experts.

Two (2) on-site meetings were organised on 09/01/24 and 23/01/24 to provide interested parties with an opportunity to familiarise themselves with the site and ask attending officers any questions. Five mural artists attended these meetings, and all submitted applications.

Summary

Design Development Stage

Currently, no artist has submitted a fully developed design. Only conceptual ideas, collages, or written concepts have been provided. It's common practice to shortlist two (2) or three (3) candidates and introduce a stage where they develop designs on a paid basis. The market price for design development is approximately \$1,500 per artist. Thus, this stage might require a budget of \$3,000 to \$4,500.

Cost Proposals Assessment

It's important to note that some artists who attended the meetings included an estimated 5-10% of the costs outsourced to wall preparation providers, as indicated in the "Price (wall

preparation)" column. However, those who did not attend either omitted this detail or did not provide it explicitly. This aspect should be considered while assessing the overall cost proposals.

Artists' Portfolios

Attached are portfolios of all participating artists, providing information on their professional experience, artistic styles, and any concept designs or previous works they've completed. Committee members are encouraged to review these portfolios thoroughly for a comprehensive understanding of each artist's background and capabilities.

Compliance with Essential Checklist

All artists have met the essential requirements outlined in the RFQ; however, additional evaluation by the Administration is necessary regarding the technical documentation supplied. This evaluation will ensure that the selected artists can deliver the project effectively and meet all necessary criteria.

Budget Considerations

The RFQ did not specify budget limits, as the decision was made to assess the overall market price range for large-scale mural work. The estimated range so far, excluding wall preparation costs, is between \$33,000 and \$108,000. Committee members should consider this range while evaluating proposals and ensuring alignment with available funds.

Below is the summary table and the nine (9) submissions received for further discussion. Please also refer to the attached excel spreadsheet for detailed information on artists' submissions.

The members are requested to evaluate the information provided and determine a short list of candidates prior to the meeting and discuss and agree on a preferred artists at the meeting. It is envisaged that from here the TAC would recommend to the CEO that the administration request the preferred artist or artists to supply a concept design for further discussion at the next TAC meeting.

#	Artist Name	Contact details	On site visit	Price (wall preparation), \$	Total Price, \$ (GST inclusive)
1	Jacob Butler (Shakey)	Jacob Butler 17 Dianne St Hamilton Hill WA 6163 www.shakey.com.au/	Yes	\$7,800	\$105,144
2	Jerome Davenport	Jerome Davenport City Beach 6015 www.instagram.com/ketones6000	Yes	\$14,450	\$122,804

3	Darren Hutches & Ross Storey	Darren Hutchens Cumbor Way Samson, WA 6163 www.darrenhutchens.com	Yes	\$6,330	\$49,736
4	Olivia Robinson & Patrycja Hannagan	Olivia Robinson 51 Gunbower Road Ardross 6153 www.artworksbyliv.com.au	Yes	\$17,000	\$80,575
5	John Herne & Bec Abdy	John Herne Artist, Project Manager	Yes	\$19,800	\$101,670
6	Aisha Valenti & Lavinia Letheby	Aisha Valenti Broome & Perth WA 0433613669 avalenti92@hotmail.com www.aishavalenti.com Lavinia Letheby Townsville QLD 0414355843 artbylavinia.letheby@gmail.com www.artbylavinialetheby.com.au/	No	not stated	\$110,000
7	Juddy Roller	Juddy Roller Pty Ltd 4 BRUNSWICK PLACE, FITZROY, VIC 3065	No	no such costs included	\$65,365
8	Susan Respinger, Imogen Palmer & Hayley Smith	Susan Respinger 60A Wilkie Street Stirling 6021 www.susanrespinger.com Hayley Smith The Naval store 141 Queen Victoria Street Fremantle WA 6160 www.thehayley.co Imogen Palmer Studio at 5 Wallace Way, South Fremantle www.imogenpalmer.com.au	No	no such costs included	\$113,196
9	Jack Fran	Jack Franceschini 4B Cungenya Ave, Park Holme SA 5043	No	no such costs included	\$33,000

An international artist, Guido Van Helten, renowned for his work at the Collie Wellington Dam (see [his works](#)), has also expressed an Expression of Interest but hasn't sent any RFQ as he may commence a project towards the end of the year, around October or November 2024.

ATTACHMENTS

- Attachment A – Spreadsheet Summary of Artists
- Attachment B – Artist portfolios
 - Shakey portfolio
 - James Davenport portfolio
 - Darren Hutchens portfolio
 - Olivia Robinson portfolio
 - Herne & Abdy portfolio
 - Juddy Roller portfolio
 - Valenti & Letheby portfolio
 - Respinger, Smith and Palmer portfolio
 - Jack Fran portfolio

TOWNSCAPE ADVISORY COMMITTEE RESOLUTION

Moved: Ms B Fletcher

Seconded: Mrs V Chadwick

That the Townscape Advisory Committee recommends to the Chief Executive Officer that:

1. The Administration request the preferred artists, Jerome Davenport and Jacob Butler (Shakey), to supply a concept design, as per the themes already recommended by the TAC, for further discussion at the next TAC meeting. Funding for the concept design is to be expensed to the current \$50,000 within the current budget, for public art.

Note that the TAC would like a coloured concept, not just black and white.

2. The Administration investigate options for funding towards the preparation of the NRLC wall so that it decreases the cost from the artist overall of with respect to the mural.
3. The Administration investigate ongoing grant opportunities for the development and installation of public art.

CARRIED 8/0

For: Cr R McNab, Cr C Bartron, Ms J Early, Ms B Fletcher, Mr M Wray, Mrs D Broad,
Mrs V Chadwick, Ms R Storey

Against: Nil

5.3 NEW LOCATION INSURANCE MURAL

As the TAC would be aware, the irrigation tank located at Gnarojin Park was struck by a large tree branch last year rendering critical damage to the tank requiring it to be replaced. On the tank was a mural which cost the Shire \$2,500 to have it applied to the tank by local artist, Georgina Patterson.

The tank was replaced under insurance with the insurer (LGIS) agreeing to pay out the cost of the mural in addition to the tank being replaced. The new irrigation tank is constructed of a material (plastic) that cannot be painted as this may affect the structural integrity of the tank.

It is therefore recommended that the TAC discuss locations for another mural to be applied to the value of \$2,500 in total. The EMTRS suggests that a mural be applied in a nearby location in Gnarojin Park with the potential for it to go on the nearby toilet wall as pictured?



TOWNSCAPE ADVISORY COMMITTEE RESOLUTION

Moved: Ms J Early

Seconded: Cr C Bartron

That the Townscape Advisory Committee recommend to the Chief Executive Officer that the Administration be requested to engage Georgina Patterson to apply a mural to the Gnarojin Park toilet block east facing wall, more if possible, the concept similar as to that which was previously installed on the damaged tank, utilising the \$2,500 from the insurance funds from the damaged irrigation tank.

CARRIED 8/0

For: Cr R McNab, Cr C Bartron, Ms J Early, Ms B Fletcher, Mr M Wray, Mrs D Broad, Mrs V Chadwick, Ms R Storey

Against: Nil

6. ACTION TRACKER UPDATE

The Action Tracker has been updated with the current status of projects and is attached.

7. GENERAL BUSINESS

8. DATE & TIME OF NEXT MEETING 30 April 2024 5.30pm

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 6:50pm.