




Shire of  
**Narrogin**  
*Love the life*

## MINUTES

### TOWNSCAPE ADVISORY COMMITTEE MEETING 24 JUNE 2025

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

Signed: .....  .....

Date 25 June 2025

These minutes were confirmed at the Townscape Advisory Committee Meeting held 17 July 2025

Signed: .....  .....

(Presiding Person 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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electronic format (disk or emailed), audio or Braille**

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

## CONTENTS

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1.	OFFICIAL OPENING	5
2.	RECORD OF ATTENDANCE/APOLOGIES	5
3.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING OF THE TOWNSCAPE ADVISORY COMMITTEE	5
4.	MATTERS FOR DISCUSSION / INFORMATION	6
4.1	ENTRY STATEMENT REPLACEMENTS	6
4.2	IMAGING PROJECTORS	6
4.3	REPLACEMENT DECORATIVE STREET LIGHTING/BANNER POLES / CHRISTMAS DECORATIONS	7
5.	MATTERS WHICH REQUIRE DECISIONS	11
6.	ACTION TRACKER UPDATE	11
7.	GENERAL BUSINESS	11
8.	DATE & TIME OF NEXT MEETING	11
9.	CLOSURE OF MEETING	11

# **TOWNSCAPE ADVISORY COMMITTEE**

## **24 JUNE 2025**

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### **1. OFFICIAL OPENING**

The Presiding Person, Cr Roxanne McNab, declared the meeting open at 5:02pm.

### **2. RECORD OF ATTENDANCE/APOLOGIES**

#### **Committee Members (Voting)**

Cr R McNab (Presiding Member)

Cr C Bartron

Mr B Seale – Narrogin Chamber of Commerce

Mrs V Chadwick – Community Member

Ms J Early – Community Member

#### **Staff**

Mr T Evans – Executive Manager Technical and Rural Services (EMTRS)

Ms P Raworth – Manager Community Services

Ms R Miller – Community Development Officer

Ms S Gallagher – Executive Support Officer (Minutes)

#### **Apologies**

Mr M Wray – Highbury District Community Council

Ms B Fletcher – Arts Narrogin

Mrs D Broad – Community Member

Ms R Razumovskaya – Community & Economic Development Coordinator

#### **Absent**

Ms R Storey – Community Member

#### **Visitors**

Nil

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

#### **OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION**

Moved: Mr B Seale

Seconded: Cr C Bartron

That the minutes of the Townscape Advisory Committee Meeting held on 29 April 2025 be confirmed, as an accurate record of the proceedings, with an amendment to include images of sample entry statements as submitted by Ms J Early.

**CARRIED 5/0**

For: Cr R McNab, Cr C Bartron, Mr B Seale, Mrs V Chadwick, Ms J Early.

Against: Nil

## **4. MATTERS FOR DISCUSSION / INFORMATION**

### **4.1 ENTRY STATEMENT REPLACEMENTS**

At the Council's Monthly Briefing Session meeting held 14 May 2025, Cr McNab and Cr Bartron made presentation to Elected Members regarding the project of replacement entry statements for Narrogin and Highbury townsites. Elected Members were generally supportive of this being a priority project of the TAC however concluded that around \$25,000 maximum per entry was sufficient, which would mean one major entry statement per year unless grant funding was available.

There was also comment from Elected Members as a consensus that there should be three major entries that could be of a larger size being the two entries on Great Southern Hwy and the one on Williams Road near the Cemetery. The others could be of a smaller specification regarding size.

Highbury could possibly have either two entries, one either side of town on the Great Southern Hwy or a larger one located in the rest area somewhere central. This would need to be considered by the Highbury District Community Council (HDCC) prior to any decisions being made.

It is recommended that the TAC, through the Administration, start liaising with the HDCC and working on concept designs for the entry statements and once decided on a design, that that design and costing be presented to Council for resolution.

#### **Outcome:**

The Committee were requested by the EMTRS to submit design concepts or images for the first proposed entry statement on Williams Road (near Lefroy Street) for collation, presentation, and discussion at the 26 August 2025 meeting.

### **4.2 IMAGING PROJECTORS**

At the Council's Monthly Briefing Session meeting held 14 May 2025, whilst discussing entry statements, Elected Members discussed options around Image Projectors that could be used for lighting up the CBD for events e.g., Christmas. The discussion evolved around the TAC investigating models of commercial projectors that could shine images onto large surfaces for example the front of the Town Hall, the side of the Hordern Hotel facing Mackie Park, other buildings within the CBD etc.

Elected Members encouraged the TAC to explore options for the best model that may suit these needs and report this back to the Council in due course.

#### **Outcome:**

Mrs V Chadwick volunteered to contact suppliers for model options and pricing. Information to be presented at the 26 August meeting.



### 4.3 REPLACEMENT DECORATIVE STREET LIGHTING/BANNER POLES / CHRISTMAS DECORATIONS

#### Background

There has been ongoing community concern and disappointment regarding the limited visibility, distribution, and impact of Christmas decorations in the Narrogin town centre. The major challenges include:

- Limited access to reliable power sources on commercial or Shire-owned buildings;
- Staff unable to climb on shop front awnings due to WHS related breaches;
- The Shire's capacity to install decorations only on infrastructure it owns;
- The high cost of commercial 3D ground-level decorations, which are not only costly but also prone to vandalism.

In response, the Community Development Team, in collaboration with the Technical and Rural Services Team, have explored practical and longer-term infrastructure improvements that would enhance the capacity and impact of festive decorations in the central business district, particularly along Federal Street.



Figure 1 Map showing location of existing poles



*Figure 2 Image of existing pole suggested for replacement.*



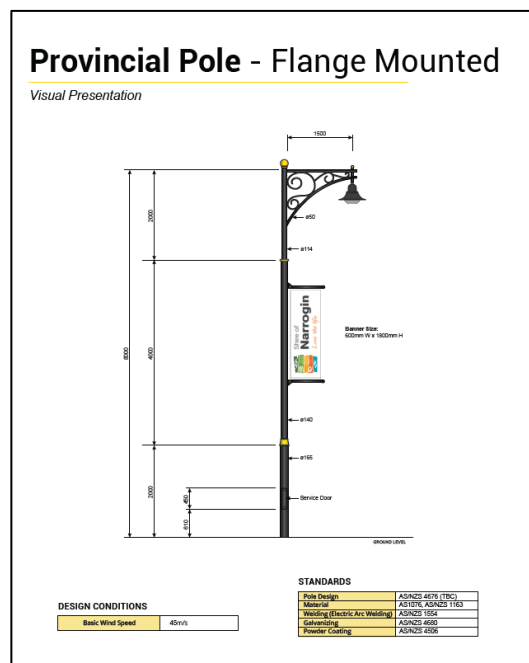
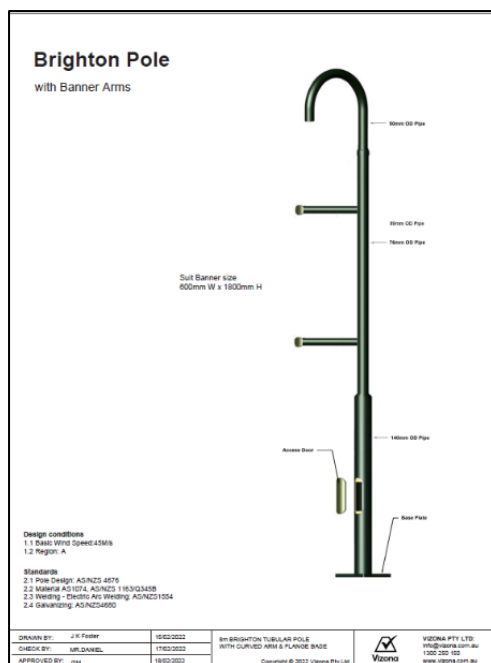
## Proposal

It is proposed that ten (10) existing black cast iron coach streetlight poles on Federal Street be replaced with modern LED poles fitted with banner arms and the ability to support overhead Christmas lighting and seasonal decorations. The existing black coach light street poles are continuously being vandalised due the lights being very low and able to be climbed or the lamps being able to be struck.

Key elements of the proposal include:

- New energy-efficient LED lighting for improved amenity and visibility at night;
- Pole infrastructure capable of supporting overhead festive lighting and seasonal decorations;
- Decorative lighting options at two key intersections, with the potential to create a diagonal lighting display between poles (Federal Street & Fortune Street; Federal Street & Egerton Street);
- Banner arms for multi-use purposes, including event promotion and civic messaging throughout the year; and
- Two pole options assessed:
  - Brighton Pole
  - Provincial Pole – preferred due to its heritage aesthetic and broader functionality

Refer to 'Attachment 1' for detailed pole specifications and quotes.



## Budget Implications

The estimated total cost of the project is between \$102,000 and \$108,000 excluding GST for the replacement of all ten (10) old cast poles on Federal Street, depending on the final choice of pole type. See the quotes attached.

While staging the project over two years (e.g., four poles in Year 1 and six in Year 2) is technically feasible, this approach is expected to increase overall costs due to repeated contractor mobilisation and higher per-unit installation expenses. Accordingly, officers recommend completing the project in a single financial year, subject to the TAC's support to Council and Council resolution. Council would also need to consider, if they were supportive of this project, funding availability of either grant funding or own source funding.

The TAC may wish to consider that this project take priority over the replacement entry statement project due to some concern from the community over Christmas decorations? Typically, the Council funds in the order of \$10,000 p.a. at present for purchase or replacement of Christmas decorations.

### **Consultation**

- Community Development
- Technical and Rural Services

### **OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION**

Moved: Mr B Seale

Seconded: Ms J Early

That the Townscape Committee:

1. Endorse in principle, the proposal to replace ten (10) streetlight poles on Federal Street with new LED poles equipped with banner arms and capacity for overhead festive lighting and event promotion;
2. Support the selection of the Provincial Pole design as the preferred option;
3. Recommend to Council that the project be considered in full, and be included in the 2026/27 financial year, ideally prior to the commencement of the 2026 Christmas season, with a total estimated budget of up to \$110,000; and
4. Endorse the Administration undertaking investigation of opportunities for external grant funding.

**CARRIED 5/0**

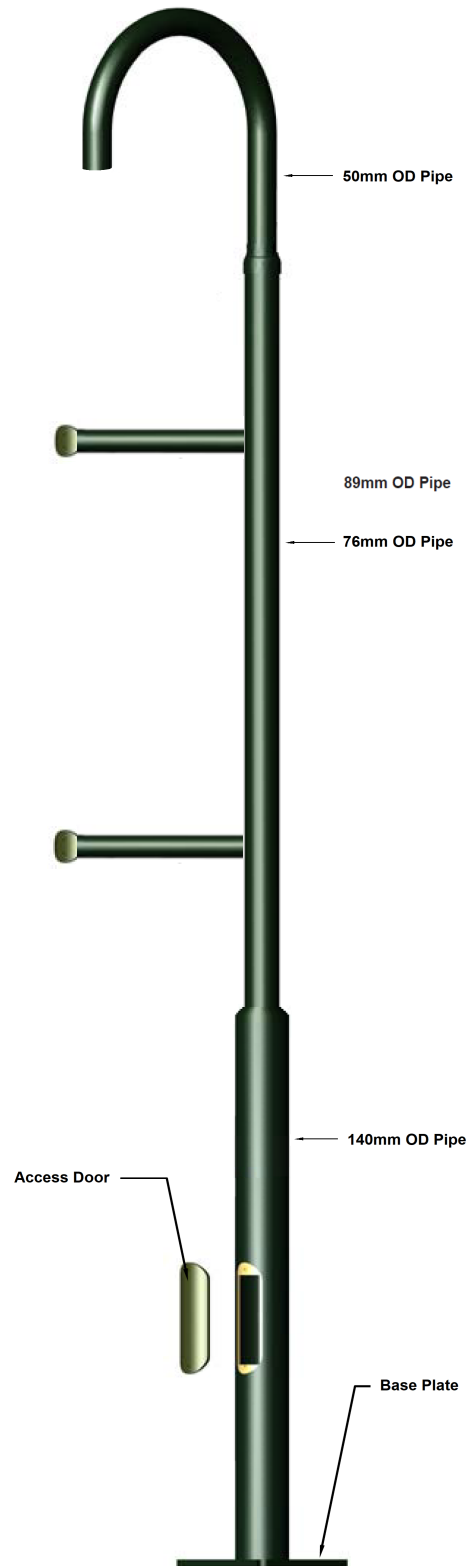
For: Cr R McNab, Cr C Bartron, Mr B Seale, Mrs V Chadwick, Ms J Early.

Against: Nil

# Brighton Pole

with Banner Arms

Suit Banner size  
600mm W x 1800mm H




## Design conditions

- 1.1 Basic Wind Speed: 45M/s
- 1.2 Region: A

## Standards

- 2.1 Pole Design: AS/NZS 4676
- 2.2 Material AS1074, AS/NZS 1163/Q345B
- 2.3 Welding - Electric Arc Welding: AS/NZS1554
- 2.4 Galvanizing: AS/NZS4680

DRAWN BY: J K Foster	15/02/2022	8m BRIGHTON TUBULAR POLE WITH CURVED ARM & FLANGE BASE	 <b>Vizona</b>	<b>VIZONA PTY LTD:</b> info@vizona.com.au 1300 250 150 www.vizona.com.au
CHECK BY: MR.DANIEL	17/02/2022			
APPROVED BY: GM	18/02/2022			
		Copyright © 2022 Vizona Pty Ltd		



# QUOTE

Shire of Narrogin

**Date**  
4 Jun 2025

**Expiry**  
4 Jul 2025

**Quote Number**  
QUViz-2068

**ABN**  
48 627 272 913

Vizona Pty Ltd  
45 Burlington Street,  
Naval Base, WA, 6165  
Ph: 1300 250 150  
Email:  
accounts@vizona.com.au

## Light/Banner Poles

Location:  
Federal Street, Narrogin

Description	Quantity	Unit Price	GST	Amount AUD
Provo BT 80W-A LED Area Light	8.00	550.00	10%	4,400.00
8m Brighton Pole with Banner Arms - Hot Dip Galvanised - Powder Coat finish	8.00	1,225.00	10%	9,800.00
Holding Down Bolt Assembly: 4 x M24 Galvanized Bolts with cages to suit 600mm diameter x 1800mm deep	8.00	610.00	10%	4,880.00
Once off Delivery to Narrogin	1.00	1,370.00	10%	1,370.00
Removal of 8 Existing Cast Iron Poles & Footings. Installation of 8 new concrete footings. Setting up of 8 new poles. Connecting to existing power circuit. Reinstatement of paving. Commisioning of lights.	1.00	61,360.00	10%	61,360.00
Subtotal				81,810.00
TOTAL GST 10%				8,181.00
TOTAL AUD				89,991.00

## Terms

Please note: The above quote does not include installation.  
No additional electrical components included.  
Quote is subject to Vizona Pty Ltd's standard terms and conditions.

<https://www.vizona.com.au/terms-conditions/>

Lead time approx. 8-10 weeks from day of order.

Quotation is valid for 30 days.

25% deposit required with order and balance prior to dispatch.

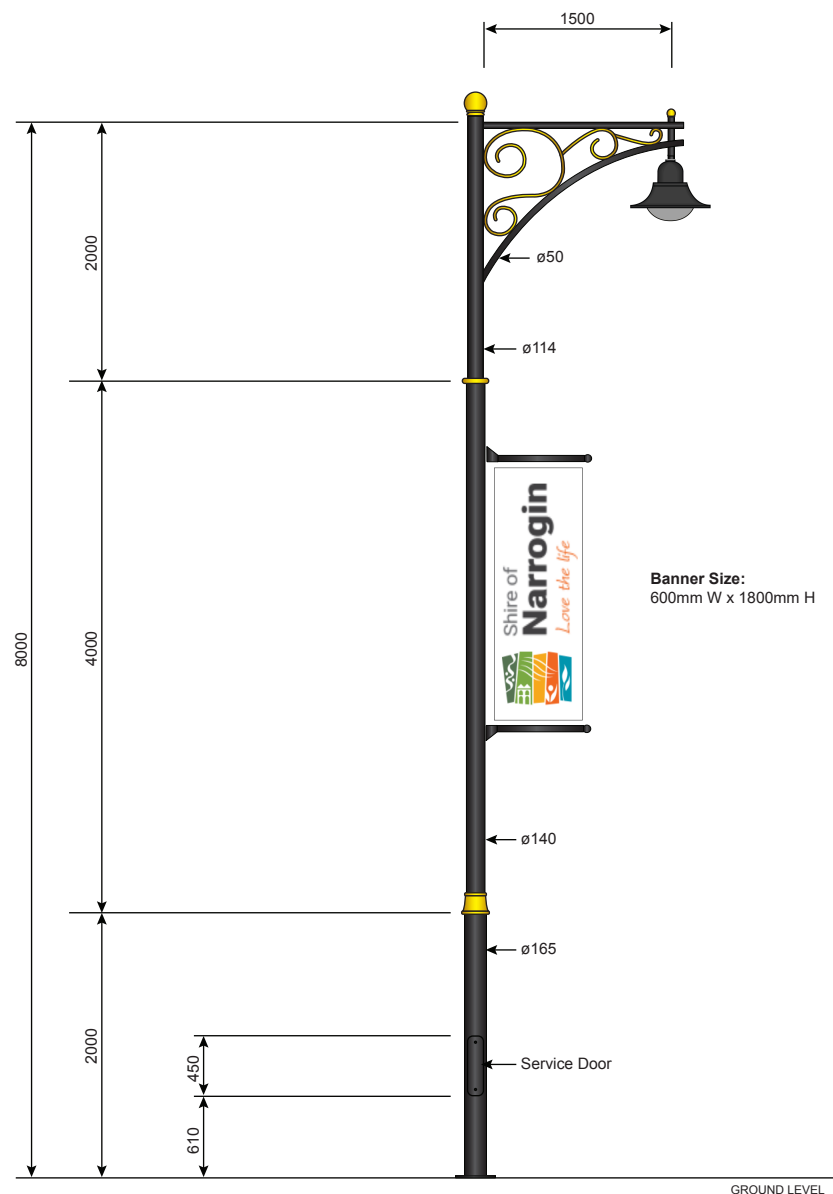
Delivery is to site only, offloading is the responsibility of the customer.

Delivery will require lifting equipment on site.



# Provincial Pole - Flange Mounted

## Visual Presentation



### DESIGN CONDITIONS

Basic Wind Speed	45m/s
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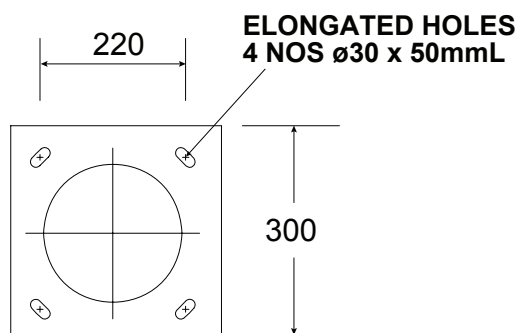
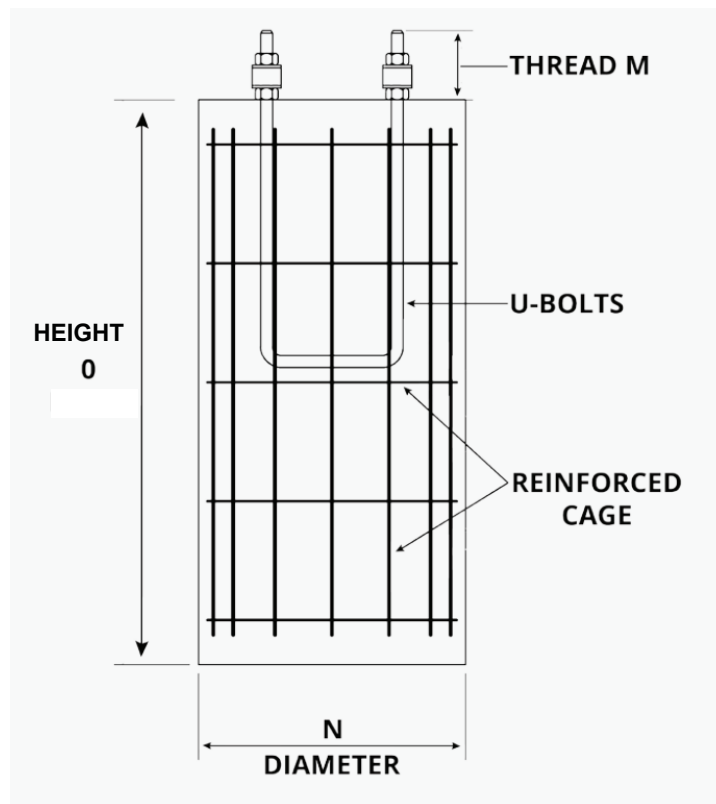
### STANDARDS

Pole Design	AS/NZS 4676 (TBC)
Material	AS1076, AS/NZS 1163
Welding (Electric Arc Welding)	AS/NZS 1554
Galvanizing	AS/NZS 4680
Powder Coating	AS/NZS 4506

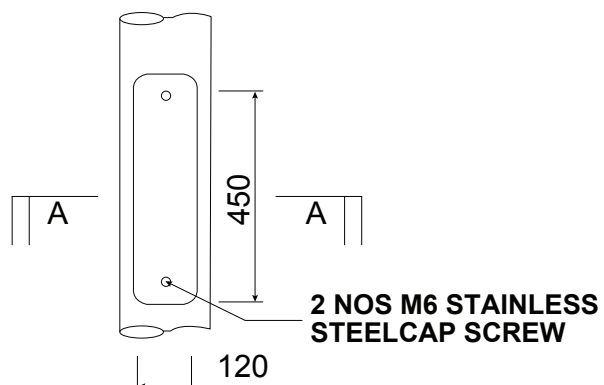


# Provincial Pole - Flange Mounted

## Technical Specification



**FLANGE PLATE**



**SERVICE DOOR DETAIL**



# QUOTE

Shire of Narrogin

**Date**  
4 Jun 2025

**Expiry**  
4 Jul 2025

**Quote Number**  
QUViz-2069

**ABN**  
48 627 272 913

Vizona Pty Ltd  
45 Burlington Street,  
Naval Base, WA, 6165  
Ph: 1300 250 150  
Email:  
accounts@vizona.com.au

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Federal Street, Narrogin

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Holding Down Bolt Assembly: 4 x M24 Galvanized Bolts with cages to suit 600mm diameter x 1800mm deep	8.00	610.00	10%	4,880.00
Once off Delivery to Narrogin	1.00	1,370.00	10%	1,370.00
Removal of 8 Existing Cast Iron Poles & Footings. Installation of 8 new concrete footings. Setting up of 8 new poles. Connecting to existing power circuit. Reinstatement of paving. Commissioning of lights.	1.00	62,310.00	10%	62,310.00
Subtotal				86,480.00
TOTAL GST 10%				8,648.00
TOTAL AUD				95,128.00

## Terms

Please note: The above quote does not include installation.  
No additional electrical components included.  
Quote is subject to Vizona Pty Ltd's standard terms and conditions.

<https://www.vizona.com.au/terms-conditions/>

Lead time approx. 8-10 weeks from day of order.

Quotation is valid for 30 days.

25% deposit required with order and balance prior to dispatch.

Delivery is to site only, offloading is the responsibility of the customer.

Delivery will require lifting equipment on site.



## Townscape Advisory Committee Action Tracker

Project/Task	Start Date	Action	Responsible Officer	Estimated Completion Date	Comments/Update
Highbury Stopover bay development	1.7.2021	Additional tree planting for shade and to screen and soften less attractive areas formalising vehicle access and parking areas to reduce the expanse of open gravel.	EMTRS		30/3/23 The EMTRS is in consultation with MRWA to seal the Rest Area at Highbury as a 50% each cost sharing arrangement. This project will be included in the 2023/24 draft Budget for Council consideration. Should this project proceed, then additional trees will be planted to compliment this area. 27/09/23 - No change to status. 16/2/24 Trees to be planted following sealing of the rest area. 25/2/25 EMTRS advised sealing and curbing to be completed in March 2025 and trees to be planted in May/June 2025.
Public Art Map	02.08.2022	A Public Art interactive map, similar to the Heritage Walk Trail, for inclusion on the Shire's website; and A whole of Shire Heritage Trail, highlighting type A & type B sites from the Local Heritage Survey 2019, as an interactive map for inclusion on the Shire's website.	MCLC/CDO	Feb-23	The CEO instructed the CD team to investigate and create a Public Art trail and a Shire Heritage trail, on the izi.TRAVEL app. This has been put on the backburner as the CD team have worked on the completion of the relocation of the Visitor Centre and the Walk Trails. It will be progressed in the new year. Jan 23 - No progress on this project at present April 23 - MCLC will progress when time permits. 27/09/23 - This item has been referred to the MCCA. 9/02/24 – No change in status at this time, Item to be hastened.

## **5. MATTERS WHICH REQUIRE DECISIONS**

Nil

## **6. ACTION TRACKER UPDATE**

The Action Tracker has been updated with the latest project statuses and is included as 'Attachment 2.'

## **7. GENERAL BUSINESS**

EMTRS advised the Committee that this was his last TAC meeting and thanked the Committee for their continued service. In response, the Committee thanked Torre for his contribution and guidance, particularly for the coordination of works at the Narrogin Caravan Park.

MCS to follow up the status of Narrogin and Dryandra Visitors Centre signage project.

## **8. DATE & TIME OF NEXT MEETING**

The next meeting of the TAC will be held at 5:00pm on Tuesday 26 August 2025.

## **9. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:50pm.



Shire of  
**Narrogin**  
*Love the life*

89 Earl Street, Narrogin

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**W** [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)