



MINUTES
NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING

13 December 2018

Commencing at 5:30 pm

Committee Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

SHIRE OF NARROGIN

NOTICE OF NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING

Dear Committee Member

Pursuant to Item 10 of the meeting held 18 October 2018 an ordinary meeting of the Narrogin District Townscape Committee will be held on Thursday 13 December 2018 in the Shire of Narrogin Committee Room, 89 Earl Street, Narrogin, commencing at 5:30 pm.



Dale Stewart
Chief Executive Officer

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

CONTENTS

| | | |
|-----|--|----|
| 1. | OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS..... | 4 |
| 2. | RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE | 4 |
| 3. | DECLARATION OF INTEREST BY COMMITTEE MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA..... | 5 |
| 4. | CONFIRMATION OF MINUTES OF PREVIOUS MEETING | 5 |
| | 4.1 Narrogin District Townscape Committee meeting held on 18 October 2018 | 5 |
| 5. | ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION..... | 5 |
| | 5.1. Cr Ballard resignation..... | 5 |
| | 5.2. Highbury representative | 5 |
| 6. | PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS | 6 |
| 7. | MATTERS WHICH REQUIRE DECISIONS | 6 |
| | 7.1 Narrogin District Townscape Committee nominations for Community member at large..... | 6 |
| 8. | STATUS REPORT UPDATE..... | 17 |
| 9. | GENERAL BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING | 19 |
| | 9.1. Townscape achievements report..... | 19 |
| 10. | CLOSURE OF MEETING | 19 |

NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING MINUTES 13 DECEMBER 2018

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

Cr Bartron tendered his apology for this meeting and the Committee are requested to nominate a committee member to the role of Acting Presiding Member.

The Executive Manager Development and Regulatory Services opened the meeting at 5.40 pm.

Cr Fisher nominated Cr Seale to the position of Acting Presiding Member for this meeting. There being no further nominations Cr Seale was declared the Acting Presiding Member.

The Acting Presiding Member presided.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Committee Members (Voting)

Cr B Seale (Deputy) Acting Presiding Member

Cr M Fisher (Deputy)

Mr P White – Community member

Mr N Crossley – Arts Narrogin

Vacant – Community member

Vacant – Community member (Indigenous)

Vacant – Community member (disability)

Staff

Mr A Awang – Executive Manager Development and Regulatory Services (EMDRS)

Ms L Bell – Administration Support Officer (ASO)

Ms S Guy – Manager Community Leisure and Culture (MCLC)

Apologies

Cr C Bartron (Presiding Member)

Cr G Ballard

Mr M Wray – Highbury District Community Council

Absent

Mr B Steele – Narrogin Chamber of Commerce

Visitors

Nil

3. DECLARATION OF INTEREST BY COMMITTEE MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING HELD ON 18 OCTOBER 2018

OFFICERS' RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Mr Crossley

Seconded: Mr White

That the minutes of the Narrogin District Townscape Committee Meeting held on 18 October 2018 be confirmed, as an accurate record of the proceedings.

CARRIED: 4/0

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

5.1. CR BALLARD RESIGNATION

The Acting Presiding Member reported that Cr Ballard had tendered his resignation from the Narrogin District Townscape Committee.

Following a brief discussion the Committee requested that the Shire send a letter thanking him for his service to the Committee.

The Acting Presiding Member gained consensus from the Committee to proceed.

5.2. HIGHBURY REPRESENTATIVE

A letter was received from Mr Wray, President of the Highbury District Community Council in response to correspondence from the EMDRS regarding the absence of the Highbury representative at the Narrogin District Townscape Committee meetings. Mr Wray noted he was most passionate about townscape matters and extended his apologies citing family obligations as the reason for him being unable to attend. He requested the meetings be scheduled at a later time to allow him time to care for his family however, no alternate time was suggested. The ASO will email Mr Wray and seek an alternate time suggestion and update the Committee.

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

7. MATTERS WHICH REQUIRE DECISIONS

7.1 NARROGIN DISTRICT TOWNSCAPE COMMITTEE NOMINATIONS FOR COMMUNITY MEMBER AT LARGE

Attachments – Nominations received from

1. Mr Ian Fergus;
2. Mrs Vicki Chadwick;
3. Ms Geire Kami; and
4. Mrs Mary Martin.

Summary

The Narrogin District Townscape Committee are requested to review the four nominations received for the committee position of Community Member at Large, and recommend to Council a nominee for appointment to the Narrogin District Townscape Committee.

Background

At the Narrogin District Townscape Committee meeting held on 16 August 2018, it was noted that there remained two vacant positions on the Committee for a Community Member at large and an Indigenous representative. It was reported at the meeting held on 18 October 2018 that Mr Bolton had resigned from the Committee, leaving an additional vacancy for a person with expertise in the disability sector.

Comment

In October 2018 advertisements were placed in the Narrogin Observer, the Shire's website, Facebook page and email networks, inviting nominations for the committee positions of; Community Member at large, Indigenous representative, and disability services sector representative.

There were no nominations received for the Indigenous representative or the disability services sector representative. Four nominations were received for the position of Community Member at large.

The Terms of Reference adopted by Council on 26 September 2018 state that a number of Committees have members from specific community organisations or from the community at large.

For this Committee, Council will seek to appoint community members so that the Committee meetings will consist of members and deputy members having:

- a) demonstrated expertise and knowledge in the particular area of Committee responsibility;
- b) relevant skills and experience to provide independent advice;
- c) current participation with an organisation having similar objectives would be well regarded; and

- d) diverse backgrounds and experience, while remaining relevant to the Committee's functions.

Preference will be given to residents who have a detailed knowledge of the district, enabling Committee members to make a positive contribution towards the community. Non-residents may be appointed by Council, if suitable candidates cannot be established from the community or if it is determined there is specific need or advice that is required.

Nominations received from:

1. Mr Ian Fergus - expressed an interest in creating an economic and social benefit from and for a geographic hub in Narrogin, utilising location, history, tourism, engineering and education, in concert with initiatives relating to international relations. Ian draws experience from his involvement with China's Ministry of Machine Building and National Tourism Authority.
2. Mrs Vicki Chadwick - expressed interest in continually moving forward and improve on the town's aesthetics for future residents to move to the town and for visitors and tourists to appreciate what our community and town have to offer. Mrs Chadwick draws experience from her participation in various community groups and liaising with the Shire of Narrogin on a range of projects past and present.
3. Ms Geire Kami - expressed interest in townscape matters in her capacity as the manager of the Dryandra Country Visitor Centre (DCVC). Ms Kami draws experience from her role as the manager of the DCVC and through her studies.
4. Mrs Mary Martin - expressed an interest specifically in the Railway Dam upgrade and draws her experience from participation in committees and her interest in natural fauna and flora.

The ASO reported that contact had been made with Committee nominee Mrs Chadwick in relation to her experience in the disability sector and enquired if she was agreeable to nominate as the representative from the disability sector. The ASO invited Mrs Chadwick to nominate for the committee position of Community member at large (disability sector) to which Mrs Chadwick accepted the invitation.

The ASO explained to the Committee the purpose for this was to provide an opportunity to fill two of the three vacant committee positions from the received nominations for Community member at large. The Committee supported the recommendation to fill two committee positions and requested that the Shire seek to fill the remaining vacancy and re-advertise the position of Community member at large (Indigenous representative) in January 2019.

OFFICERS' RECOMMENDATION

That in relation to the nomination for the position of Community Member at Large on the Narrogin District Townscape Committee, the Committee recommends that Council endorse the appointment of (tba)

.....

to the position of Community Member at Large.

COMMITTEE RECOMMENDATION

Moved: Cr Fisher Seconded: Mr White

That in relation to the nominations for the positions of Community Member at large and Community member at large (disability sector representative) to the Narrogin District Townscape Committee, the Committee recommends that Council endorse the appointments of;

- 1. Ms Geire Kami – Community member at large
- 2. Mrs Vicki Chadwick – Community member at large (disability sector).

CARRIED: 4/0

NARROGIN DISTRICT TOWNSCAPE COMMITTEE NOMINATION FORM



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30 am – 4:30 pm
MONDAY- FRIDAY

MEMBERSHIP NOMINATION

The Shire of Narrogin invites nominations from individuals for positions on the Narrogin District Townscape Committee. It is desirable that nominees have expertise or experience in at least one of the areas of; Indigenous community; disability services; and community.

Please indicate your area or areas of expertise:

| | |
|----------------------|---|
| Indigenous community | |
| Disability services | |
| Community | ✓ |

The Narrogin District Townscape Committee works with the Council to:

- Ensure Townscape issues are given due consideration by Council in its planning, design, implementation and maintenance of the built and natural environment;
- Develop and promote the town's identity;
- Promote townscape issues within the wider community;
- Promote the conservation and retention of places of heritage value;
- Enhance the quality of life in Narrogin by providing safe, comfortable, environmentally sustainable and aesthetically pleasing public spaces; and
- Provide an avenue of communication and consultation between Council and the community.

| | | | |
|----------------|-------------------------------------|-----------|------------------|
| Name | IAN ROBERT FERGUS | | |
| Street Address | LOT 1281 GRANITE ROAD NARROGIN 6312 | | |
| Postal Address | PO BOX 86 NARROGIN 6312 | | |
| Telephone No | | Mobile No | 0499-088-348 |
| Email Address | futurefound@skymesh.com.au | | |
| Signature: | | | Date: 25.10.2018 |

Further information is available on the Shire's website, www.narrogin.wa.gov.au, or by contacting Lorian Bell on 9890 0900.

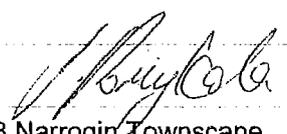
Nominations close at 4.30 pm Thursday 1 November 2018 and should be addressed to the undersigned.

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Please provide a brief outline of your interest, knowledge, experience and skills in relation to Townscape matters:

| | |
|---|--|
| Interest | |
| An interest in creating economic and social benefit from and for a geographic hub in Narrogin. Utilising location, history, tourism, engineering and education in concert with initiatives relating to international relations. | |
| | |
| | |
| Knowledge | |
| Economic planning and development and management for various projects in different legal and governmental regimes. | |
| | |
| | |
| Experience | |
| One direct personal experience in townscaping - In 2006 the 250 th year Tin Hua festival on the island of Kut O in the Hong Kong S.A.R. | |
| Prior indirect involvement through 1980s countertrade initiative with China's Ministry of Machine Building and National Tourism Authority. | |
| Those initiatives involved potential reciprocal benefits in regional tourism and investment, | |
| Skills | |
| | |
| Various connections which might be utilized in appropriate situations. | |
| | |
| | |

OFFICE USE

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|--------------------|--|-----------------------------|---|
| Synergy Record # | ICR1815636 | Records Officer's Signature |  |
| File Location | R:\26. Recreation & Cultural Services\26.3 Liaison\26.3.8 Narrogin Townscape Committee | | |
| Council resolution | | EMDRS Signature | |

NARROGIN DISTRICT TOWNSCAPE COMMITTEE NOMINATION FORM



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9511 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30 am - 4:30 pm
MONDAY - FRIDAY

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The Shire of Narrogin invites nominations from individuals for positions on the Narrogin District Townscape Committee. It is desirable that nominees have expertise or experience in at least one of the areas of; Indigenous community; disability services; and community.

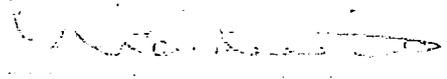
Please indicate your area or areas of expertise:

| | |
|----------------------|-------------------------------------|
| Indigenous community | <input type="checkbox"/> |
| Disability services | <input type="checkbox"/> |
| Community | <input checked="" type="checkbox"/> |

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- Provide an avenue of communication and consultation between Council and the community.

| | | | |
|----------------|---------------------------------------|-----------|--------------|
| Name | Vicki Chadwick | | |
| Street Address | 17895 Great Southern Highway Narrogin | | |
| Postal Address | PO Box 164 Narrogin | | |
| Telephone No | 9881 2329 | Mobile No | 0408 951 643 |
| Email Address | vickimchadwick@hotmail.com | | |

Signature:  Date: 26.10.2018

Further information is available on the Shire's website, www.narrogin.wa.gov.au, or by contacting Loriann Bell on 9890 0900.

Nominations close at 4.30 pm Thursday 1 November 2018 and should be addressed to the undersigned.

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145-Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Please provide a brief outline of your interest, knowledge, experience and skills in relation to Townscape matters:

| | |
|---|--|
| Interest | |
| My interest is in relation to being a resident of the Shire of Narrogin, to see our town move forward continually and improve on our aesthetic for future residents to move to our town, and for visitors and tourists alike to appreciate what our community and town have to offer. | |
| | |
| | |
| Knowledge | |
| My knowledge is only in relation to scaping my own garden on our farm, other than that is what I see visionary. | |
| | |
| | |
| Experience | |
| No actual experience in this field other than wanting to be part of the committee to improve visually the townscape, conservation of our town for the future. | |
| I've had previous and present communication with the Shire Council through various roles in community groups of the town. | |
| | |
| Skills | |
| I have very good communication and organisational skills and a hard worker for the community | |
| | |
| | |
| | |

OFFICE USE

Synergy Record #

Records Officer's
Signature

File Location

R:\26. Recreation & Cultural Services\26.3 Liaison\26.3.8 Narrogin Townscape Committee

Council resolution

EMDRS Signature

26 OCT 2018 26.3.8 1CR18/5654

NARROGIN DISTRICT TOWNSCAPE COMMITTEE NOMINATION FORM



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Please indicate your area or areas of expertise:

| | |
|----------------------|--|
| Indigenous community | |
| Disability services | |
| Community X | |

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| | | | |
|------------------------------|---------------------------------|-----------|--|
| Name | Geire Kami | | |
| Street Address | Dryandra Country Visitor Centre | | |
| Postal Address | :PO Box 74, Narrogin | | |
| Telephone No | 9881 2064 | Mobile No | |
| Email Address | dryandracountry1@westnet.com.au | | |
| Signature: As per Geire Kami | | | |
| Date: 26 October 2018 | | | |

Further information is available on the Shire's website, www.narrogin.wa.gov.au, or by contacting Lorian Bell on 9890 0900.

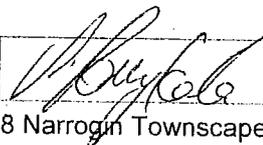
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Chief Executive Officer
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PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Please provide a brief outline of your interest, knowledge, experience and skills in relation to Townscape matters:

| | |
|---|---|
| Interest | As the manager of the DCVC I have an acute interest in townscape matters. |
| The look of the town is often criticised by tourists, and it can be concluded that the impression gleaned by visitors has an effect on visitation. The contribution of tourism dollars to the local economy was identified in the H+H plan as being highly important to the community, and can be demonstrated as one of the few ways rural towns can experience economic growth with the downturn of manufacturing and traditional industries. | |
| Knowledge | I am currently studying psychology, including environmental psychology, which is the empirical study of the way places make people feel and respond. I have a design background and have been the manager of the DCVC for four years. |
| Experience | As per above. |
| Skills | As per above. |

OFFICE USE

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| Synergy Record # | 1CR18157574 | Records Officer's Signature |  |
| File Location | R:\26. Recreation & Cultural Services\26.3 Liaison\26.3.8 Narrogin Townscape Committee | | |
| Council resolution | | EMDRS Signature | |

29 OCT 2018 26.3.8 1CR1818662

NARROGIN DISTRICT TOWNSCAPE COMMITTEE NOMINATION FORM



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30 am – 4:30 pm
MONDAY- FRIDAY

MEMBERSHIP NOMINATION

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Please indicate your area or areas of expertise:

| | |
|----------------------|--|
| Indigenous community | |
| Disability services | |
| Community | |

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- Provide an avenue of communication and consultation between Council and the community.

| | | | |
|----------------|----------------------------------|------------|------------|
| Name | MARY MARTIN | | |
| Street Address | 17936 GT. SOUTHERN HWY, NARROGIN | | |
| Postal Address | P. O. BOX 1197, NARROGIN, 6312 | | |
| Telephone No | — | Mobile No: | 0490973157 |
| Email Address | marypm108@gmail.com | | |
| Signature: | Mary Martin | Date: | 29/10/18 |

Further information is available on the Shire's website, www.narrogin.wa.gov.au, or by contacting Loriann Bell on 9890 0900.

Nominations close at 4.30 pm Thursday 1 November 2018 and should be addressed to the undersigned.

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PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Please provide a brief outline of your interest, knowledge, experience and skills in relation to Townscape matters:

| | |
|------------|------------------------------------|
| Interest | |
| | RAILWAY DAM IS UPGRADE. |
| | |
| | |
| | |
| | |
| | |
| | |
| Knowledge | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Experience | |
| | HAVE BEEN ON VARIOUS Committees |
| | OVER THE YEARS |
| | (ARTS NARROGIN, EISTEDDFOD, etc) |
| | |
| | |
| | |
| | |
| | |
| Skills | |
| | MUSIC teacher (pianist) |
| | NATURAL FAUNA + FLORA |
| | |
| | |
| | |

OFFICE USE

| | | | |
|--------------------|--|-----------------------------|--|
| Synergy Record # | | Records Officer's Signature | |
| File Location | R:\26. Recreation & Cultural Services\26.3 Liaison\26.3.8 Narrogin Townscape Committee | | |
| Council resolution | | EMDRS Signature | |

8. STATUS REPORT UPDATE

Attachment – Narrogin District Townscape Committee Status Report

The Status Report has been updated with details of the projects from October and November 2018.

At the previous meeting, held on 18 October 2018, the Committee were requested to prioritise as High, Medium or Low projects from the recommended Core Values in the;

Highbury Townscape Plan:

- 1 Enhancement recommendations;
- 2 Stopover bay development formalising vehicle access and parking areas to reduce the expanse of open gravel;
- 3 Street verge improvements; and
- 4 Entry statement upgrades.

And the 2016 Narrogin Townscape Study Review Status Update Report:

1. Central Precinct;
2. Developing a civic and cultural heart;
3. Improve visitor experience;
4. Greening the CBD;
5. Walkability;
6. Parking; and
7. Consolidation of the CBD.

The Committee are asked to share their list of prioritised projects for updating the Status Report. After which, each of the Core Values will become the focus of future budget requests and project development and planning according to the priority rating recommended by the Townscape Committee.

There was some discussion by the Committee regarding the layout of and the language used in the Status Report, in particular the interpretation of the Core Values. The Committee were advised that a representative from H+H Architects will be visiting Narrogin on 17 January 2019 to discuss the proposed Colour Palette project. The Committee requested a meeting with H+H to allow them opportunity to discuss the 2016 Townscape Study Review and to gain some clarification in regards to the intended meaning of terms such as Core Values.

The following projects have been updated in the Status Report and attached separately for reference;

- Library landscaping
- Gnarojin Park Masterplan
- Heritage Trail
- Public Art Strategy
- Colour palette

Narrogin District Townscape Committee 2016 Townscape Study Status Update Report 13 December 2018

| Core Values | Outcomes | % Complete | Comments | Estimated Start Date | Estimated Completion Date | Status | Responsible officer | Budget | Priority |
|---|--|------------|---|----------------------|---------------------------|-------------|---------------------|-----------|----------|
| Gnarojin Park Master Plan | Seek quotes from suitably qualified agencies to develop a master plan for the future development and management of the Gnarojin creek area | | 29.3.2018 - Enlocus have been appointed to prepare a Master Plan and will undertake community consultation. The draft Plan will be presented to Council on 11 April 2018. 17.5.2018 - A site-wide draft masterplan will be developed in the next stage of the project for Shire comment before a second round of community consultations expected to take place in late July. 28.6.2018 - Enlocus will present a draft at the Monthly Briefing Session to be held on Wednesday 8 August. 18.10.2018 - The Gnarojin Park Master Plan is to be submitted to Council on 24 October 2018 for the purpose of commencing a 30 day consultation period. 13.12.2018 - The Shire of Narrogin has adopted for the purpose of seeking public comment a draft Gnarojin Park Masterplan. Comments on the draft Master Plan may be submitted to Council in writing on or before Monday 17 December 2018. | | | In Progress | MCLC | \$24,248 | |
| 2019 Proposed Library landscape Design Stage 1 | | | 17.5.2018 - Additional comments by the Committee include - Disability access is inadequate. Disagree with the sensory garden. Trees and lawns to be included. Texture and rockworks should be visible. Not limestone. 18.10.2018 - Overall project budget has been costed ready for quoting; quotes have been sourced for timber gazebo; and the RFQ for earthworks, block walls and concrete footpaths has been started and expect to be finalised ready for advertising by mid November. 13.12.2018 - RFQ posted on the Shire website. | | | In Progress | EMCCS | \$100,000 | |
| Heritage Trail | Develop a series of heritage plaques detailing the history of Narrogin's heritage buildings | 50% | 17.5.2018 - The MCLC has consulted with a heritage consultant to develop the interpretative signage for ten cast bronze heritage plaques for installation in CBD paving. In March 2018 Notre Dame and Curtin University Medical Students participated in a project identifying CBD heritage buildings they judged (as would be tourists) which required interpretative plaques. 29.6.2018 - The information for the plaques is being proofed ready to send to the plaque makers. Ten plaques will be made this financial year and ten more next financial year. 18.8.2018 - The MCLC has requested quotes from three companies to develop CBD interpretive signage. The quotes are due on 5 November 2018. There is in total, an allocated budget for work to install up to 20 CBD heritage signs in the 2018/19 budget. This has become a large and significant heritage project and the MCLC identified it now required a considerable degree of expertise, knowledge and skill to execute the following work: 1. Plan signage locations and resolve sign styles / materials / installation options etc; 2. Research (including that for QR codes); 3. Theme/narrative development; 4. Writing of content which is descriptive and entertaining; 5. Sourcing relevant images with which to illustrate each panel; 6. Graphic design; 7. Supply of signage with all requisite installation hardware (including posts/pedestals); and 8. Installation of signage. The consultant will be required to make a recommendation to the Shire as to the type of signage and its support structure(s) (i.e. pedestals / posts etc.) to be installed and the rationale for this. It is expected a contractor will be appointed by the end of November and this project should be completed by April/May 2019. 13.12.2018 - Contractor has been appointed and they will undertake a site visit in January 2019. | | | In Progress | MCLC | \$28,015 | |
| Public Art Strategy | Seek quotes from suitably qualified agencies to develop a public art policy | | 27.8.2015 - MCLC gave a brief overview of a Parks and Leisure Australia seminar she attended with the ASO on 20 August 2015. 8.10.2015 - No update 3.12.2015 - MCLC reported that contact had been made with Artsource Consulting. 17.5.2018 - Artsource was engaged to develop the Shire's Public Art Strategy. 28.6.2018 - Artsource will present a draft Public Art Policy at the next Monthly Briefing Session scheduled to take place on Wednesday 11 July 2018. 18.8.2018 - Artsource provided the Shire with a final Public Art Strategy on 17 September 2018. However the MCLC suggested and requested the document be edited to improve its structure, content and style. At the time of writing the Shire is expecting a revised document to be submitted on 5 November 2018. 13.12.2018 - The revised document has been received and will be presented to Council in February 2019. | 27/08/15 | 28/09/18 | In Progress | MCLC | \$15,000 | |
| Develop a consistent colour palette for buildings | Seek quotes from suitably qualified groups to develop a colour palette | | An allocation has been made in the 2018/2019 budget. 18.8.2018 - The Shire has contracted H&H Architects to develop the CBD colour palette and style guide for the Shire and are due to commence work in November 2018. 13.12.2018 - H&H Architects will visit Narrogin in January 2019. | | | In Progress | MCLC | \$7,000 | |

9. GENERAL BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

9.1. TOWNSCAPE ACHIEVEMENTS REPORT

The Committee members requested that the Presiding Member present a summary of achievements of the Narrogin District Townscape Committee in 2018 and include a draft vision for the Committee for 2019.

COMMITTEE RESOLUTION

Moved: Mr White

Seconded: Mr Crossley

That in relation to the achievements of the Narrogin District Townscape Committee in 2018 and a vision for the Committee in 2019, the Committee request that the Presiding Member;

- present a summary of the Narrogin District Townscape Committee's achievements in 2018; and
- a draft vision for the Committee for 2019

to be presented at the meeting scheduled for Thursday 7 February 2019.

CARRIED: 4/0

10. CLOSURE OF MEETING

There being no further business to discuss, the Acting Presiding Member declared the meeting closed at 7.43 pm.

An informal meeting of the Narrogin District Townscape Committee will be held at 5:30 pm on Thursday 17 January 2019, to consult with the representative from H+H Architects at this same venue. There will be no Agenda or Minutes for this meeting.

The next meeting of the Narrogin District Townscape Committee will be held on Thursday 7 February 2019 at this same venue.

Townscape Status Report



Narrogin District Townscape Committee 2016 Townscape Study Status Update Report 13 December 2018

| Core Values | Outcomes | Status | Estimated Start Date | Estimated Completion Date | Responsible officer | % Complete | Budget | Comments | Priority |
|---|---|----------|----------------------|---------------------------|---------------------|------------|--------|---|----------|
| Highbury Townscape Plan | 1. To provide the Committee with updates and outcomes for proposed future projects and those projects currently being undertaken. 2. Prioritise projects in accordance with the recommendations made within the 2017 Highbury Townscape Plan. | | | | | | | | |
| Enhancement recommendations | | | | | | | | | |
| Town Hall and surrounds enhancement | | | | | | 100% | | 20.11.2018 - The Shire will provide 6 established Ulmus Glabra for planting by the Highbury District Community Council committee. | |
| The ANZAC memorial needs more space and to be brought into the precinct more – rather than left isolated on the road verge. | | | | | | | | | |
| A better park to the west of the hall (Wilbur Park) would allow a variety of community events (such as outdoor movies) to be run and provide a space for locals to enjoy as a community hub. | | | | | | | | | |
| Play equipment needs to be located so tennis parents can supervise toddlers better and a separate pace and equipment for older children is needed. | | | | | | | | | |
| A small collection of adult outdoor gym equipment near the park would add fitness activities to the existing walk circuit being used in the town. | | | | | | | | | |
| Stopover bay development formalising vehicle access and parking areas to reduce the expanse of open gravel | | | | | | | | | |
| Additional tree planting for shade and to screen and soften less attractive areas | | | | | | | | | |
| Installation of a bus shelter, with the option to include information on the town and district, interpretation and/ or public artworks in the shelter | | | | | | 100% | | 20.11.2018 - The Shire will install a coloured bin surround at the Highbury Toilets | |
| New direction signage highlighting facilities at the Town Hall, and directions to the Tavern and General Store and any other town facilities or attractions. | | | | | | | | | |
| Clearer and more accessible pedestrian crossing points | | | | | | | | | |
| An RV waste dump point adjacent to the toilet (but not blocking access to the planned fire station). | | | | | | | | | |
| The adequacy of night and security lighting may also need to be considered in improvements of the bay | | | | | | | | | |
| Street verge improvements | | | | | | | | | |
| A programme of incremental street tree planting is recommended to provide shade over footpaths and help strengthen pedestrian links. Care needs to be taken when planting under overhead power lines to select low growing species. The following tree species recommendations are taken from the 2016 Narrogin Townscape Study as being suitable for local conditions and in keeping with the Study's streetscape recommendations for the Shire. Burley St South Verge (under power lines) Eucalyptus newbeyi Eucalyptus tenera Eucalyptus torquata Callistemon viminalis Eucky Dwarf (cultivar of leucoxydon) North Verge (adjacent to footpath) Eucalyptus leucoxydon subsp. Leucoxydon Eucalyptus nicholii Eucalyptus sideroxydon rosea or E. tricarpa Eucalyptus scoparia | | | | | | | | | |
| Entry Statement upgrades. | | | | | | | | | |
| Local residents would also like to see the entry statements to the town upgraded, particularly on the north and south approaches. | | | | | | | | | |
| 2016 Narrogin Townscape Study Review Status Update Report | 1. To provide the Committee with updates and outcomes for proposed future projects and those projects currently being undertaken. 2. Prioritise projects in accordance with the recommendations made within the 2016 Narrogin Townscape Study Review. | | | | | | | | |
| Central Precinct | | | | | | | | | |
| Create a central precinct incorporating the area bounded by Egerton, Federal, Fortune and Earl Streets | Egerton Street upgrade - In accordance with the recommendations made in the 2016 Narrogin Townscape Study Review, which was adopted by Council at its Ordinary Meeting on 22 February 2017, the palms on Egerton Street (outside Cabana's Café) have been identified for removal. | Complete | 01/10/18 | 14/11/18 | MO | 100% | | 18.10.2018 - Egerton Street is scheduled to undergo extensive works in September and October 2018 to replace kerbing and resal the road. The Executive Manager Technical and Rural Services is seeking comment by the Narrogin District Townscape Committee regarding the removal of the palm trees located outside Cabanas Café. The palms are proposed to be replaced with the selected trees species Pyrus calleryana (mature specimens 2.5m – 3m tall) as outlined in the 2016 Townscape Study Review. OFFICERS' RECOMMENDATION Moved: Cr Seale Seconded: Mr Crossley That in relation to the proposed removal of the palm trees located on Egerton Street, outside Cabanas Café, the Narrogin District Townscape Committee supports: 1.The removal of the palm trees and the proposed replacement with selected trees species Pyrus calleryana (mature specimens 2.5m – 3m tall) as outlined in the 2016 Townscape Study Review; and 2.Work to be undertaken in November 2018 depending upon availability of plant stock. CARRIED: 3/1 | |

| Core Values | Outcomes | Status | Estimated Start Date | Estimated Completion Date | Responsible officer | % Complete | Budget | Comments | Priority |
|--|---|-------------|----------------------|---------------------------|---------------------|------------|----------|---|----------|
| Protect the important buildings and streetscapes of this precinct | | | | | | | | | |
| Improve pedestrian links through the precinct | | | | | | | | | |
| Build on the leafy green character of the CBD | | | | | | | | | |
| - Developing a civic and cultural heart | | | | | | | | | |
| + Build and enhance existing civic amenities | | | | | | | | | |
| Create a central civic space in the CBD | | | | | | | | | |
| Increase links between eastern parkland and town centre | | | | | | | | | |
| Develop opportunities for cultural and community buildings | | | | | | | | | |
| - Improve visitor experience | | | | | | | | | |
| - Develop Rail heritage theme through the town centre with historic interpretation and street furniture | | | | | | | | | |
| Williams Road information bay | Seek quotes and supporting information for the existing structure to be replaced or refurbished and the area around it tidied up | Not Started | 20/08/18 | 24/08/18 | MO | | \$20,000 | 16.5.2018 - The Manager Operations advised the work will be scheduled to take place towards the end of June 2018. 18.10.2018 - MO advised works will be scheduled to take place after Christmas. | |
| Heritage Trail | Develop a series of heritage plaques detailing the history of Narrogin's heritage buildings | In Progress | | | MCLC | 50% | \$28,015 | 17.5.2018 - The MCLC has consulted with a heritage consultant to develop the interpretative signage for ten cast bronze heritage plaques for installation in CBD paving. In March 2018 Notre Dame and Curtin University Medical Students participated in a project identifying CBD heritage buildings they judged (as would be tourists) which required interpretative plaques. 29.6.2018 - The information for the plaques is being proofed ready to send to the plaque makers. Ten plaques will be made this financial year and ten more next financial year. 18.8.2018 - The MCLC has requested quotes from three companies to develop CBD interpretive signage. The quotes are due on 5 November 2018. There is in total, an allocated budget for work to install up to 20 CBD heritage signs in the 2018/19 budget. This has become a large and significant heritage project and the MCLC identified it now required a considerable degree of expertise, knowledge and skill to execute the following work: 1. Plan signage locations and resolve sign styles / materials / installation options etc; 2. Research (including that for QR codes); 3. Theme/narrative development; 4. Writing of content which is descriptive and entertaining; 5. Sourcing relevant images with which to illustrate each panel; 6. Graphic design; 7. Supply of signage with all requisite installation hardware (including posts/pedestals); and 8. Installation of signage. The consultant will be required to make a recommendation to the Shire as to the type of signage and its support structure(s) (i.e. pedestals / posts etc.) to be installed and the rationale for this. It is expected a contractor will be appointed by the end of November and this project should be completed by April/May 2019. | |
| Relocate the visitors centre to within the newly created civic and cultural heart | | | | | | | | | |
| Provide access and parking suitable for large vehicles within close proximity to visitor centre | | | | | | | | | |
| - Greening the CBD | | | | | | | | | |
| + Build on the existing leafy character within the town | Street Tree Policy including Street Tree Planning and Recommendations 2018 report to Council recommends the priority planting of tree on the five entry roads into Narrogin | Complete | | | MO | 100% | | 29.3.2018 - Street Tree Policy was recommended to Council for endorsement by Townscape Committee. 24.10.2018 - Council endorsed the 2018 Street Tree Policy | |
| | Replace the palm trees x 2 outside Cabanas Coffee Lounge with mature specimens of <i>Pyrus calleryana</i> | Complete | 01/11/18 | 30/11/18 | MO | 100% | | | |
| - Improve pedestrian amenities including shade and shelter | | | | | | | | | |
| McKenzie Park | Seek quotes for suitable shade shelter | In Progress | 30/08/18 | 30/11/18 | Loriann Bell | | \$10,000 | 25.5.2017 - The Committee recommended seeking quotes from local contractors to construct the approved designs to the requested specs. | |
| | Research the history of the park for inclusion on a plaque or other approved installation | In Progress | | | | | | 29.3.2018 - The research part of this project has not progressed. A request for funds to cover the cost of the shade shelter will be made in the 2018/2019 draft budget. | |
| Reduce the "heat island" effect in the summer months | | | | | | | | | |
| Improve amenities for motorists including parking under shade | | | | | | | | | |
| - Walkability | | | | | | | | | |
| Develop a consistent palette of materials and quality within the town centre | | | | | | | | | |
| Increased shaded pathways | | | | | | | | | |
| Ensuring pathways are accessible for the whole community | | | | | | | | | |
| Ensuring pathways are accessible for the whole community | | | | | | | | | |

| Core Values | Outcomes | Status | Estimated Start Date | Estimated Completion Date | Responsible officer | % Complete | Budget | Comments | Priority |
|--|--|-------------|----------------------|---------------------------|---------------------|------------|----------|--|----------|
| Develop a signage scheme throughout the town | | | | | | | | | |
| - Parking | | | | | | | | | |
| Undertake an audit to assess availability and location of current parking | | | | | | | | | |
| Develop a signage scheme to identify parking areas including amenities for long vehicles | | | | | | | | | |
| Examine opportunities for more and better located parking | | | | | | | | | |
| Increase accessibility with a 'family friendly' outcome | | | | | | | | | |
| - Consolidation of the CBD | | | | | | | | | |
| Support the existing businesses and residents | | | | | | | | | |
| - Enhance built form and streetscape fabric | | | | | | | | | |
| Public Art Strategy | Seek quotes from suitably qualified agencies to develop a public art policy | In Progress | 27/08/15 | 28/09/18 | MCLC | | \$15,000 | 27.8.2015 - MCLC gave a brief overview of a Parks and Leisure Australia seminar she attended with the ASO on 20 August 2015. 8.10.2015 - No update 3.12.2015 - MCLC reported that contact had been made with Artsource Consulting. 17.5.2018 - Artsource was engaged to develop the Shire's Public Art Strategy. 28.6.2018 - Artsource will present a draft Public Art Policy at the next Monthly Briefing Session scheduled to take place on Wednesday 11 July 2018. 18.8.2018 - Artsource provided the Shire with a final Public Art Strategy on 17 September 2018. However the MCLC suggested and requested the document be edited to improve its structure, content and style. At the time of writing the Shire is expecting a revised document to be submitted on 5 November 2018. | |
| Urban Art - Skatepark | Seek quotes from suitable agencies to undertake community consultation to develop artwork for a community art project at the recently extended skatepark | Complete | | 31/08/18 | MCLC | 100% | | 17.5.2018 - Chris Nixon the street artist contracted to install the skate park mural, visited the site during a Youth Week skate and BMX competition on 17 April 2018. A design concept will be delivered to the Shire in early May 2018. 28.6.2018 - The project has been rescheduled due to the recent bad weather. A completion date is not confirmed. 18.8.2018 - The installation of the artwork was shifted back from September to November 2018 due to a change in the artist's personal circumstances. The Council endorsed artwork concept has been rescheduled for the week commencing 12 November 2018 but is weather dependent. 20.11.2018 - The art project has been completed. | |
| Create a shared vision with the business community | | | | | | | | | |
| Reduce the number of vacant buildings | | | | | | | | | |
| Develop a consistent colour palette for buildings | Seek quotes from suitably qualified groups to develop a colour palette | In Progress | | | MCLC | | \$7,000 | An allocation has been made in the 2018/2019 budget. 18.8.2018 - The Shire has contracted H&H Architects to develop the CBD colour palette and style guide for the Shire and are due to commence work in November 2018. | |