



TOWNSCAPE ADVISORY COMMITTEE MEETING MINUTES

18 FEBRUARY 2020

Commencing at 5:30 pm

Committee Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

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

Signed:
(CEO)  Date **18 February 2020**

These minutes were confirmed at the Townscape Advisory Committee Meeting held on 31 March 2020.

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.

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Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille

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

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TOWNSCAPE ADVISORY COMMITTEE MEETING

18 FEBRUARY 2020

1. OFFICIAL OPENING

The Administrative Support Officer declared the meeting open at 5.32 pm.

The position of Presiding Person was declared open and nominations to the position were invited from the Committee.

The members of the Committee nominated Cr Clive Bartron.

There being no further nominations, the position of Presiding Person was accepted by Cr Bartron.

The Presiding Person Cr Bartron assumed the Chair at 5.38 pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

Cr C Bartron - Presiding Person

Cr J Early

Mr B O'Neill – Narrogin Chamber of Commerce (left 7.57 pm)

Ms B Thomas – Arts Narrogin

Mrs V Chadwick– Community member (Disability)

Ms D Broad – Community member

Ms G Kami – Community member (left 6.30 pm)

Vacant – Community member (Indigenous)

Staff (Non voting)

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

Ms L Bell – Administration Support Officer (ASO)

Apologies

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

Mr M Wray – Highbury District Community Council

Ms J Whitford – Lions Club Narrogin

Absent

Nil

Visitors

Ms C McDougall – Lions Club Narrogin

Cr B Seale

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 OF THE NARROGIN DISTRICT TOWNSCAPE COMMITTEE

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Ms Kami

Seconded: Cr Bartron

That the minutes of the Narrogin District Townscape Committee Meeting held on 5 September 2019 be confirmed, as an accurate record of the proceedings.

CARRIED: 7/0

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. PETITIONS, DEPUTATIONS, PRESENTATIONS

6.1 PROPOSED BLUE TREE PROJECT – LIONS CLUB OF NARROGIN

Ms Carol McDougal of the Narrogin Lions Club presented to the Committee a proposal for a themed installation to recognise the national mental health initiative, Beyond Blue.

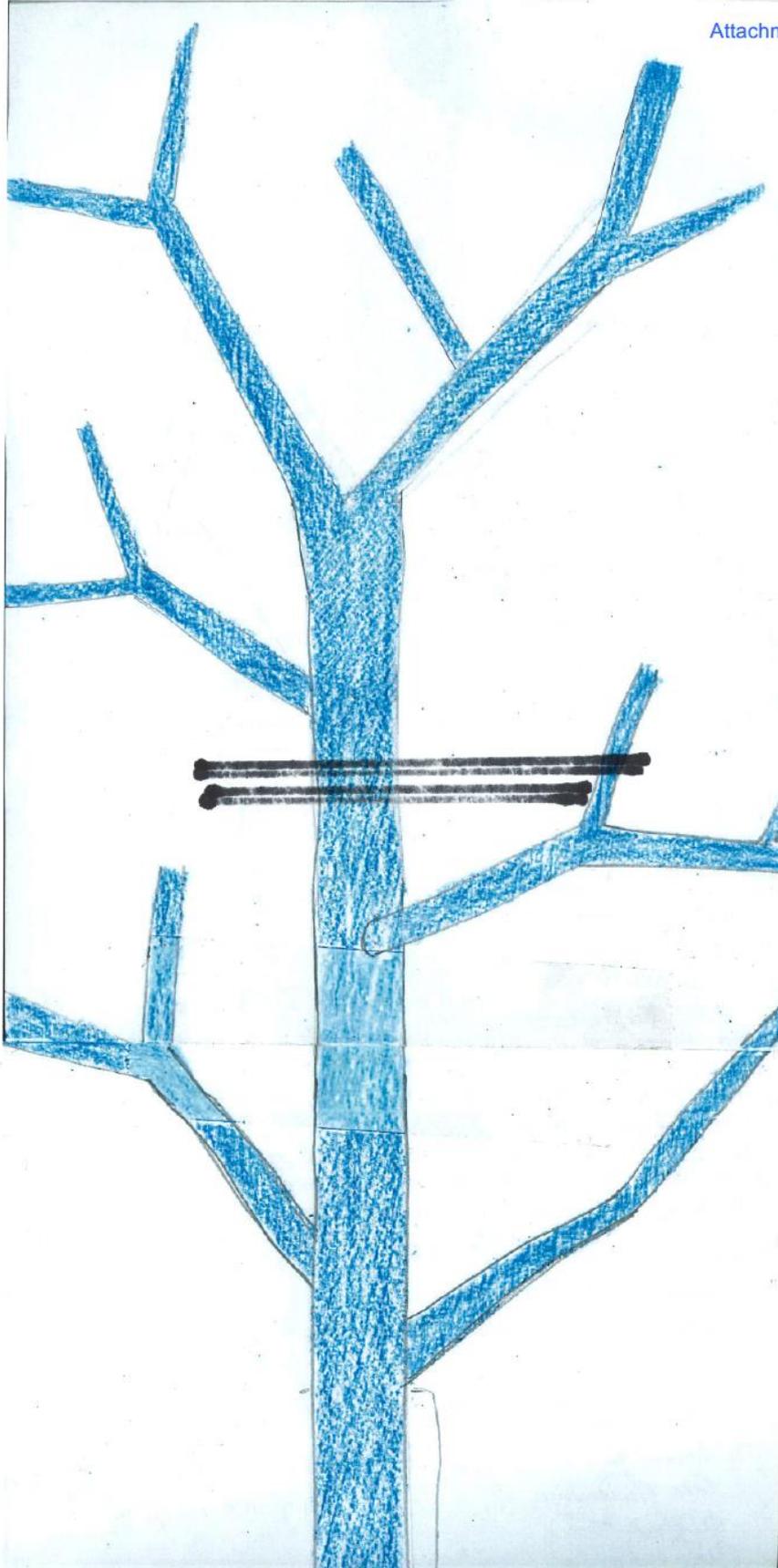
In an email to the Administration, Ms McDougal said "As representatives from the Narrogin Lions Club, they are passionate about the well-being of people in our community. We would like to invite the community of Narrogin to consider our proposal of the construction of a steel "blue tree" in recognition of the mental well-being campaign called "The Blue Tree Project." This initiative is about creating visual reminders to help spark difficult conversations, and encourage people to speak up when battling mental health concerns".

The proposal to the Committee was to consider if the "Blue Tree" could be placed in Narrogin.

At the conclusion of the presentation by Ms McDougal, the Committee members discussed the merits of the proposal in relation to the proposed location of the northern roundabout and the apparent lack of evidence to support the claims the Blue Tree Project has reduced the incidence of suicide.

The Committee members agreed they were not prepared to support the proposal at this time.

It was noted that the Administration would draft a letter to Ms McDougal thanking her for the presentation and relay the sentiments of the Committee members. However, Ms McDougal may wish to put the proposal to Council for its consideration.



7 MATTERS WHICH REQUIRE DECISION

7.1 NARROGIN REGIONAL RECREATION CENTRE CARPARK TREE PLANTING

File Reference	5.4.5
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	No
Date	10 February 2020
Author	Loriann Bell – Administration Support Office
Authorising Officer	Torre Evans – Executive Manager Technical and Rural Services
Attachments	Nil

Summary

The Committee is requested to consider the proposal to plant shade trees in the carpark of the Narrogin Regional Recreation Centre (NRRC), Clayton Road as part of the carpark upgrade proposed for 2020/2021 and nominate the preferred tree species for planting.

Background

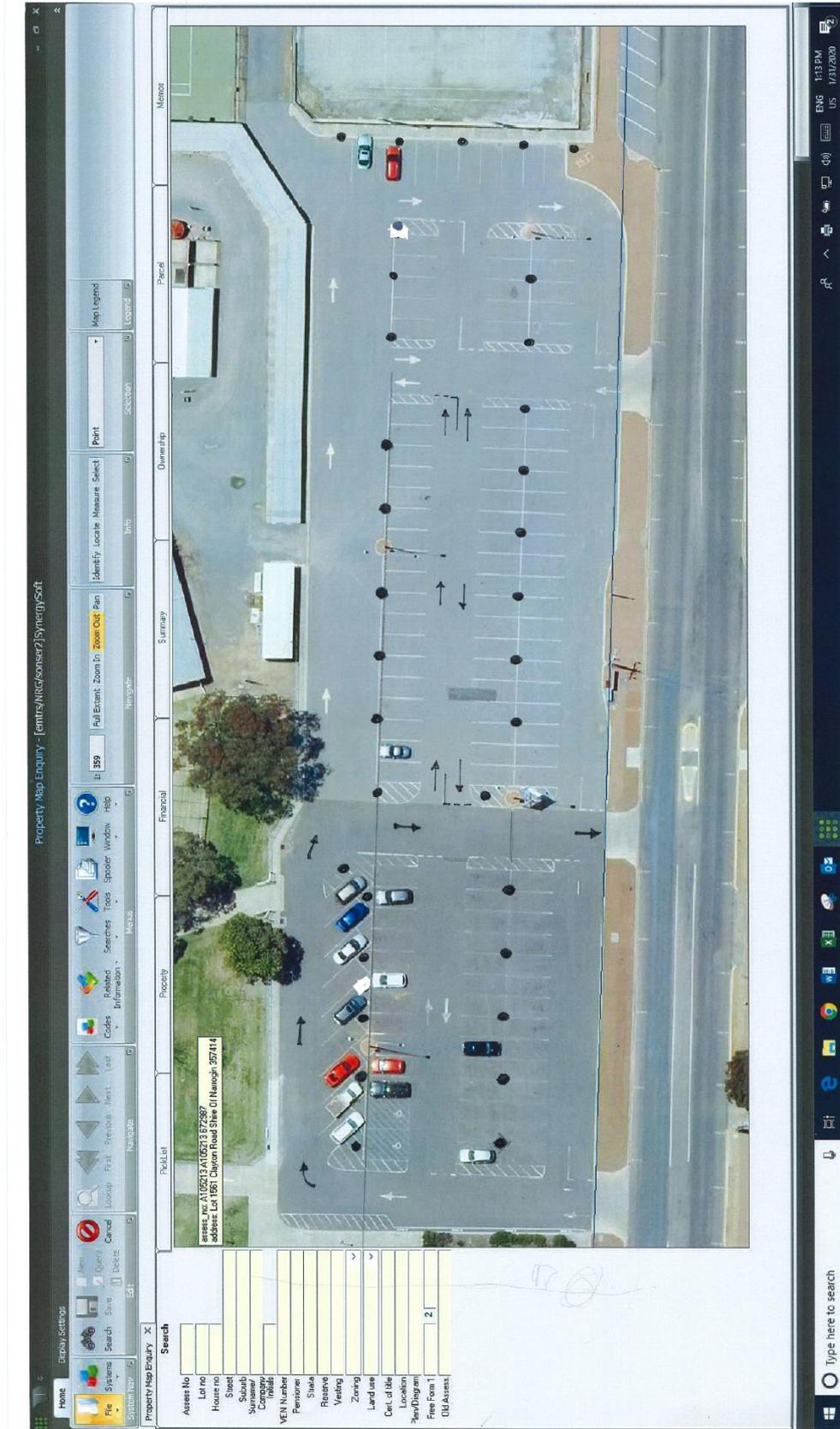
At the Narrogin District Townscape Meeting held on 7 February 2019, the Committee endorsed the Presiding Members *2019 Draft vision for the Committee* which included for consideration; planting shade trees in the middle of existing carparks.

Comment

The Administration proposes to upgrade the NRRC carpark in 20/21, the estimated cost to upgrade the NRRC carpark will be presented to Council to consider in the 20/21 Draft Budget. The proposed upgrade will incorporate a plan to plant deciduous street trees in accordance with some of the recommendations contained in the *Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018* (the Guide).

The Guide however does not nominate a species, therefore the Administration suggests *Ulmus parvifolia*, one of four deciduous trees that are found to grow well in Narrogin, worthy to be used to create shade and meet the aesthetic expectations of a shade tree.

On the pages following, images of the proposed planting locations in the carpark and the suggested street trees have been included for your information.



Currently 127 parking bays
2 Disabled.

Trees: propose 34 Options:

- Ulmus parvifolia
- Tipuana tipu
- Jacaranda mimosifolia
- Melia azedarach (cape lilac)

Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018 Page 23 of 26
 The recommendations below were documented on 31 July 2018 by Mr P White and Cr Clive Bartron of the Narrogin District Townscape Committee.

Site	Discussion points	Suggestions
West side of Clayton rd. oval, May St entrance	Over the years, many trees have been lost from around the oval, but there is an opportunity to plant some either side of the May St. gates	Species such as <i>Eucalyptus tricarpa</i> or <i>Corymbia maculata</i>
Clayton Rd from Narrakine to Federal St	Over the years, there have been many trees removed from this street and it looks forlorn for a major thoroughfare.	Revisit the 2010 plan which had suggestions for tree planting
Recreation Centre parking area	This is a major expanse of concrete and bitumen, roastingly hot in summer and bleak in winter. Whilst it would be good to keep some of the existing trees, there are a number of factors weighing against them e.g., the species are renowned for their stature, there is likely to be considerable leaf / fruit drop, all three trees show signs of previous pruning damage / stem rot or mechanical weakness, their proximity to buildings or other infrastructure.	Consider planting deciduous tree, in conjunction with porous pavement, every third or fourth parking bay
Narrogin Library		Remove the three trees and replace with the correct species in the proper location Do not damage the <i>Arbutus unedo</i>



Jacaranda mimosifolia



Melia azedarach (Cape Lilac)



Tipuana tipu



Ulmus parvifolia

Consultation

- Chief Executive Officer
- Executive Manager Technical and Rural Services
- Townscape Advisory Committee

Statutory Environment

Nil

Policy Implications

The proposal aligns with recommendations in the 2016 Townscape Study Review – Greening the CBD; Reduce the heat island effect in summer; and Improve amenities for motorists including parking under shade.

Financial Implications

The cost to purchase, plant and handwater until established, the selected species is proposed to be incorporated within the 20/21 Draft Budget request. To upgrade the carpark, for Council consideration, inclusive of resurfacing the carpark and kerbing to protect the trees, the total cost is expected at \$117,548 (ex GST).

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Voting Requirements

Simple Majority

Ms Kami left the meeting at 6.30 pm

OFFICERS' RECOMMENDATION

That, with respect to the proposal for tree planting at the Narrogin Regional Recreation Centre carpark, the Committee recommend to Council the carpark upgrade project be considered in the 2020/2021 Draft Budget and that the preferred tree species be *Ulmus parvifolia*.

COMMITTEE RESOLUTION

Moved: Mrs Chadwick

Seconded: Ms Thomas

1. That, with respect to the proposed tree species to be planted at the Narrogin Regional Recreation Centre carpark, the Committee supports the choice of the following three species to be planted alternately;
 - a. Gleditsia sunburst;
 - b. Gleditsia shademaster;
 - c. Ulmus parvifolia;
2. The Committee recommends that Council consider the amount of \$20,000 in the 19/20 Budget Review to purchase trees and materials, including planting of the trees in the 19/20 financial year, to be planted in the Narrogin Regional Recreation Centre carpark; and
3. That with respect to the proposed resurfacing of the Narrogin Regional Recreation Centre carpark, the Committee recommend the estimated cost of \$97,454 be considered by Council in the 2020/2021 Draft Budget.

CARRIED: 6/0

Reason for variation:

It was the Committee's view that if there is money available following the 19/20 Budget Review, the trees should be planted in the current financial year. Furthermore, they expressed concern the proposed total project cost may not be supported in the 20/21 Draft Budget.

7.2 PIONEER DRIVE SCREENING VEGETATION

File Reference	5.4.5
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	No
Date	28 August 2019
Author	Loriann Bell – Administration Support Office
Authorising Officer	Torre Evans – Executive Manager Technical and Rural Services
Attachments	Nil

Summary

The Committee is requested to consider the proposal to plant approved species of plants at the fenceline along the western side of Pioneer Drive.

Background

At the Narrogin District Townscape Meeting held on 1 August 2019, the Committee resolved that the Administration proceed to explore partnerships, establish ownership and boundaries, and seek approval from the land owners; ARC Infrastructure and Main Roads, to develop an approved plan and species list to create a screen of vegetation on the fence on western side of Pioneer Drive.

Comment

The Administration has received approval from the land owners, Public Transport Authority (PTA) and Main Roads WA (MRWA) and anticipates planting will take place in May/June/ 2020.

This list below of recommended species was provided by MRWA Vegetation Coordinator of Narrogin as Australian native shrubs of this region that are extremely hardy, low maintenance and are available to purchase.

- *Acacia celastrifolia*
- *Calothamnus quadrifidus*
- *Grevillea hookeriana*
- *Grevillea vestita*
- *Melaleuca incana*
- *Petrophile squamata*



Acacia celastrifolia



Calothamnus quadrifidus



Grevillea hookeriana



Grevillea vestita



Melaleuca incana



Petrophile squamata

Consultation





7.3 RELOCATION OF HERITAGE DATE PALMS

File Reference	5.4.5
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	No
Date	28 August 2019
Author	Loriann Bell – Administration Support Office
Authorising Officer	Torre Evans – Executive Manager Technical and Rural Services
Attachments	Nil

Summary

In the later part of 2019 whilst the Shire of Narrogin CEO was being briefed on the Narrogin District Hospital's proposed new Heli-Pad, Hospital staff mentioned that the date palms in the roundabout together with other trees within the Hospital grounds would be removed to make way for the Heli-Pad. It was noted that the selected palms and trees were to be cut down and taken to the tip.

Background

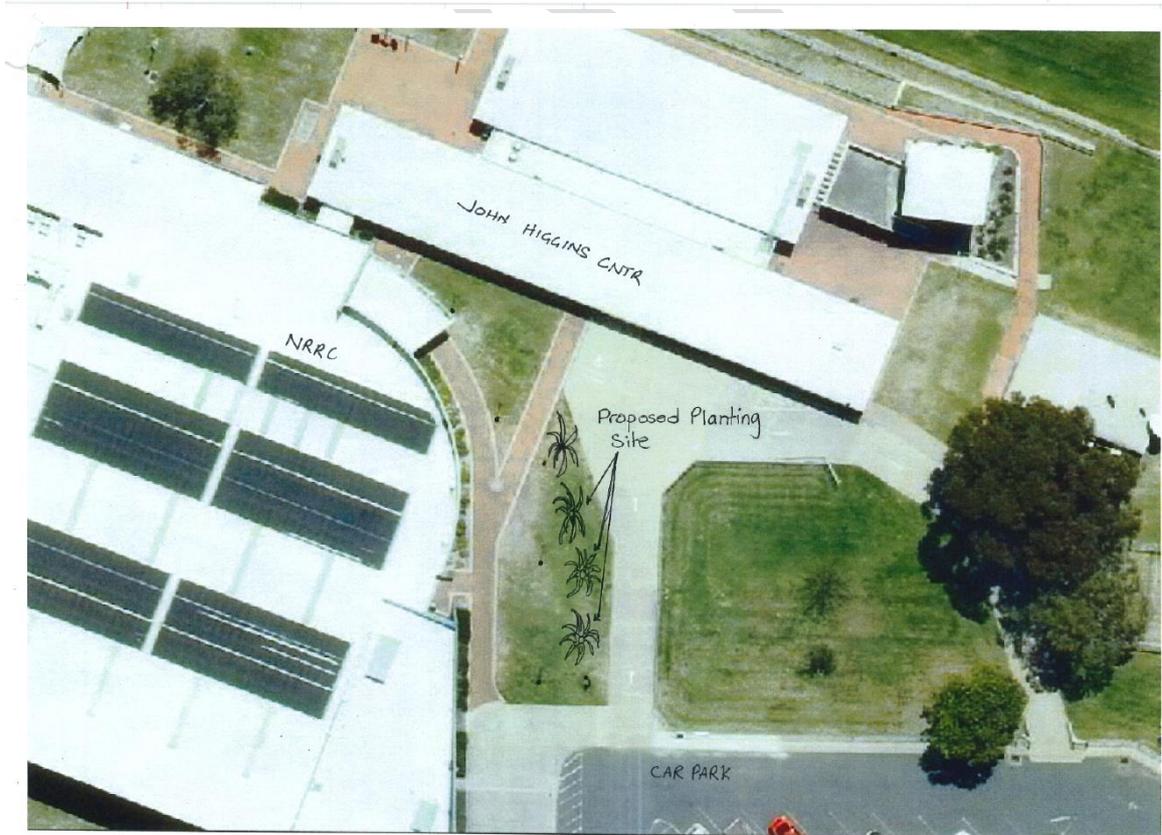
Conversations between the CEO and Hospital staff progressed whereby it was discussed that it would be great as a joint partnership, to save the four date palms, which are of heritage value and transplant them somewhere else in Narrogin. A few sites were considered and one site in particular presented as the most favourable being the Narrogin Regional Recreation Centre (NRRC).

The idea was presented at the Monthly Briefing Session in late 2019, whereby attending Elected Members voiced their support for the proposal. Former Narrogin and District Townscape Committee member, Mr Peter White was also consulted and supported the proposal.

Comment

It is envisaged that the palms will be transplanted to the grassed area at the front of the NRRC thereby creating an oasis/tropical effect i.e. palms near water – pool. Furthermore it was negotiated, that the WA Health Department would contribute \$3,500 towards the cost of transplanting of the palms, estimated total cost of up to \$7,000.

The palms will be transplanted (see attachment) in late April early May to the new location as the Hospital has a dead line of 30 May 2020 to remove the palms. Advertising of this will take effect closer to the time of transplanting.



Consultation

- Chief Executive Officer
- Executive Manager Technical and Rural Services
- Elected Members (Monthly Briefing Session)
- WA Department of Health
- Townscape Advisory Committee

Statutory Environment

Nil

Policy Implications

The proposal complies with the Shire of Narrogin Council Policy Section 13 Natural Resource Management (3) Street Trees.

The proposal aligns with recommendations in the 2016 Townscape Study Review – Greening the CBD; Reduce the heat island effect in summer

Financial Implications

The proposed cost of up to \$7,000 to remove and transplant the trees will be shared equally with the Department of Health, the Shire's contribution of up to \$3,500 is proposed to be contained within the 19/20 Budget as amended at the Council Meeting of 25 February 2020.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That in relation to the relocation and transplanting of four date palms from the Narrogin District Hospital carpark to the proposed site at the Narrogin Regional Recreation centre, the Committee note the proposal.

COMMITTEE RESOLUTION

Moved: Cr Early

Seconded: Mr O'Neill

That in relation to the relocation and transplanting of four date palms from the Narrogin District Hospital carpark to the proposed site at the Narrogin Regional Recreation centre, the Committee support the proposal.

CARRIED: 6/0

Reason for variation:

The Committee wished to record their support for the project.

7.4 PROPOSED MEETING DATES

The Administration requests support from Committee members to schedule in advance the meeting dates for the Townscape Advisory Committee for 2020.

The Terms of Reference state the Committee meet quarterly, with the option that additional meetings may be convened by the Administration should the Committee be required to review and recommend to Council matters of an urgent nature.

The Administration therefore proposes the following meeting dates for the Committee to meet to discuss proposals and where required, make recommendations to Council.

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Cr Early

Seconded: Ms Thomas

That in relation to the scheduled meetings of the Townscape Advisory Committee for 2020 the Committee will meet on the dates below, commencing at ____pm.

1. Tuesday 5 May 2020
2. Tuesday 4 August 2020
3. Tuesday 3 November 2020

LOST: 0/6

COMMITTEE RECOMMENDATION

Moved: Cr Bartron

Seconded: Mrs Chadwick

1. That in relation to the scheduled meetings of the Townscape Advisory Committee for 2020, the Committee recommends Council amend the Terms of Reference from quarterly meetings to approximately every six weeks; and
2. That in relation to the scheduled meetings of the Townscape Advisory Committee for 2020, the Committee meet on the dates below, commencing at 5.30 pm.
 1. Tuesday 31 March 2020
 2. Tuesday 5 May 2020
 3. Tuesday 15 June 2020
 4. Tuesday 4 August 2020
 5. Tuesday 15 September 2020
 6. Tuesday 17 November 2020

CARRIED: 6/0

Reason for variation:

The Committee believe that the proposed quarterly meetings are too far apart and may not allow for the range of townscape matters to be presented to them for consideration, comment and where required, recommended to Council.

7.5 SMITH STREET ABLUTION BUILDING REDEVELOPMENT (COLES CARPARK) – LOT 103 SMITH STREET, NARROGIN

File Reference	5.4.5, A105165
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	27 November 2019 Item No.10.1.6
Date	13 February 2020
Author	Loriann Bell – Administrative Support Officer
Authorising Officer	Torre Evans – Executive Manager Technical and Rural Services
Attachment 1: Proposed elevation and floor plan of new modular facility as option	

Summary

The Committee supported the inclusion of Item 7.5 after it was presented as a late item by email to the Townscape Advisory Committee on Tuesday 18 February 2020, for consideration for inclusion in the meeting on that same day.

The Committee is requested to consider the development options in relation to the ablution building at Lot 103 Smith Street, Narrogin and to make a recommendation to Council which reflects best use of Council resources, demonstrated needs of the community and the surrounding retail district.

Background

Within the Narrogin CBD district, there are three public toilets. These are located at;

- Old Courthouse Museum Egerton Street;
- Mackie Park; and
- Smith Street (adjoining Coles car park).

There are also several businesses within this area that provide toilets for their patrons including; Nursery Café and Gallery; Duke of York Hotel; Shell Service Station (corner of Egerton and Earl Streets) and Narrogin RW Farr Memorial Library.

Lot 103 Smith Street, Narrogin is currently held freehold by the Shire of Narrogin. It is zoned 'Special Use – Car Park' under the Former Town of Narrogin Town Planning Scheme No.2. The subject property has a total area of 81m² and the building occupies less than 40m² total floor area.

The toilet block is located on the eastern side of the Coles carpark and it could be considered compliant in terms of accessibility as it has ramp access and ambulant cubicles.



Male – 1 x ambulant cubicle and 1 stand urinal with ramp access from the Coles carpark and steps from Smith Street entrance; and

Female – 1 x ambulant cubicle; 1 x standard cubicle with ramp access from the carpark.

Following the adoption of the 2019/2020 Budget, in which the amount of \$50,000 was allocated for the refurbishment or replacement of Smith Street toilets, the Shire's Administration obtained quotes from suitably qualified suppliers of public restrooms to supply a building which complies with *Access & Mobility Australian Standard No. 1428-2009*, for installation at the existing Smith Street public toilet site. (Attachment 1)

Quoted prices for an ablution block ranged from \$31,000 – over \$160,000. Design options were prefabricated and included a tilt up concrete and steel, and galvanised metal frames with Colorbond cladding.

The Administration sought to obtain a recommendation from the Narrogin District Townscape Committee regarding the preferred design and colour, however, the timing of the Biennial Local Government Election held in October 2019, meant the term of the Townscape Committee would expire on 19 October 2019. With no new Committee expected to be in place until early 2020, the Committee was invited by email on 17 September 2019, to review images, floor plans and colour options for the proposed new ablution building as a replacement for the Smith Street public toilet, and to respond with their preference.

The Committee replied with mixed responses, so taking into consideration the timeframe for completion of the project by the end of the 2019/2020 financial year, the matter was referred to Council at the meeting held on 27 November 2019.

Comment

At the Ordinary Council meeting on 27 November, Council was requested to support the Administrations recommendation to proceed with demolishing the existing building and purchase and install the prefabricated option recommended at the indicative cost of \$34,000.

Council resolved as follows:

“That with respect to the redevelopment of the Smith Street Ablution building at Lot 103 Smith Street, Narrogin, Council defer the project from the current financial year and request the Narrogin Townscape Advisory Committee to report back on the various matters listed under the strategic implications before 30 April 2020 and the budget for the project be reviewed at that time.”

The Townscape Advisory Committee thus needs to consider and report back on the following matters:

1. Council has had commercial in confidence advice that a commercial retailer seeks to consolidate an existing CBD ablution facility to maximise patronage within a proposed establishment;
2. The Shire is awaiting advice from a retailer regarding opportunities to partner with the maintenance of or need for the ablutions as a local government asset;
3. The Shire maintains ablution's in the CBD at Mackie Park, the Museum and Smith Street and is currently building new ablution's in Memorial Park and the question could be asked whether there is an opportunity to consolidate Ablution facilities within the CBD including demolition of the existing Smith Street facility, in exchange for improving or developing another facility;
4. The Smith Street ablutions have always appeared an anomaly and whilst well utilised are in a problematic location;
5. It could be argued that the existing ablution at the Museum are underperforming and could be expanded in a sympathetic heritage manner while still in reasonably close proximity to the Smith Street retail district;
6. Is the Smith Street facility required, given the close proximity of Shire and private (business) owned facilities?;
7. That the Smith Street facility remains operational and functional and could easily survive another 12 months without major repairs or refurbishment;
8. Could the \$50,000 be better utilised, in part, to provide for a concept design of a new facility abutting the existing ablution at the Museum? A design which clearly demonstrates community engagement and acceptance of the proposal.

To date, the Administration has had no formal application for the consolidation of an existing ablution asset by a potential commercial retailer. Based on this, no further consideration has been given to this point.

The Smith Street ablutions asset is owned by the Shire and one could consider that its main patronage would be Coles customers not just from this town, but regionally as well. An option well worth considering would be to engage with Coles administration and establish if they are interested in the purchase of the freehold land and ablution block; or to purchase just the land for additional parking bays. Upon receipt of a response from Coles, the Administration could further advise the Committee.

The option to demolish the Smith Street ablution block and not replace it, but instead refurbish the Museum ablution facility into a larger more modern facility with disability access has merit. This would require refurbishing the interior and possible exterior extensions. The exterior has heritage value and retaining its existing character and style would be a priority. However this would be a significant change and there may be varied opinion from the community.

The Smith Street ablution facility, although well used, has been the target of repeated vandalism and anti-social behaviour for a number of years. The facility looks tired and run down despite a number of attempts over the years to refurbish it.

In conclusion, if the current facility was to be demolished and not replaced, public consultation would need to be undertaken prior to commencement of any works to mitigate any community concern and invite feedback. The community may insist that these facilities remain and it is prudent that the public are made aware that the Smith Street facility is owned and maintained by the Shire, and is not the property of Coles.

The Administration therefore recommends that the proposal consider options to retain, remove or replace the Smith Street facility and that these be advertised for public comment for a period of at least 30 days and that all submissions received considered by the Committee and then presented to Council for further consideration.

Consultation

- Chief Executive Officer
- Shire President
- Deputy Shire President
- Executive Manager, Development and Regulatory Services
- Executive Manager, Technical and Rural Services
- Technical Officer, Development and Regulatory Services
- Narrogin District Townscape Committee
- Shire of Narrogin Elected Members

Statutory Environment

Former Town of Narrogin Town Planning Scheme No.2.

Policy Implications

The procurement of a prefabricated ablution facility would need to be compliant with the Shire's Purchasing Policy 3.1(b).

Financial Implications

An amount of \$50,000 has been allocated for this project to be completed in the 2019/2020 financial year.

Should this project not proceed in this financial year then these funds could be transferred to the Building Reserve as a potential contributory source for funding a project in the 2020/21 or future financial year.

Disposal of property will be in accordance with provisions in the *Local Government Act 1995* s3.58.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

In summary, the Committee has several strategic thinking decision paths;

- Recommend to the Council that they simply refurbish the facility within the \$50k Budget as per existing specification; or
- Recommend to the Council that they remove the toilets and replace them with modern full accessibility modular design toilets within the \$50k Budget (attachment 1); or

- Recommend to the Council that they utilise the Budget in 19/20 financial year for design of an in-situ built facility at an estimated cost of \$70k-\$120k (including engineering, design and construction cost) based on advice of a preferred style, design and parameters determined by the Committee; or
- Recommend to the Council that they consult with Coles regarding potentially transferring the asset to that entity (or land owner) and defer a decision regarding demolition or investment in nearby ablutions until engagement with Coles has concluded.

Key points;

- Do the Committee members think that they already have a feel for what the community would think about removal of ablutions at that location? If the answer is yes, then perhaps there is no need to consult?
- Can we presuppose what Coles might come back with and therefore this may be a moot point in even asking? If the answer is yes, then perhaps there is no need to consult?
- Do we have sufficient information at this time to make a recommendation to Council on one of the above preferred decisions?

Remembering that the Committee needs to report back to the Council by no later than 30 April 2020.

To achieve this deadline, a decision or at least advice to the Council with a recommendation, needs to be made by the Council's agenda deadline of 17 April 2020.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COMMITTEE RECOMMENDATION

Moved: Ms Thomas

Seconded: Cr Early

That, with respect to the proposed redevelopment of 103 Smith Street as a Shire owned and maintained public ablution facility, the Committee recommend to Council that:

1. The Administration formally contact Coles Pty Ltd and enquire if they are interested in the purchase of the freehold title from the Shire for the purpose of:
 - I. maintaining the existing ablution facility; or
 - II. additional parking bays; and
 - III. the Administration report back to the Townscape Committee with the outcome.

CARRIED: 6/0

8. STATUS REPORT UPDATE

The Status Report is attached.

For the benefit of the new Committee members, the ASO provided a brief background on the Status Report and its purpose, and noted it would be updated prior to the next Committee meeting. Cr Early sought an update on the Williams Road Information Bay visitor information sign, and requested a copy of the design proof to be presented to the Committee before the sign is printed.

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

Mr O'Neill left the meeting at 7.57 pm.

9.1 CODE OF CONDUCT

Following a brief discussion regarding social media, the Committee members present supported a member request that the members of the Townscape Advisory Committee be provided with copies of the Shire of Narrogin Code of Conduct and Social Media Policy, noting that Elected Members, staff and members of Council's committees are bound by the Shire's Code of Conduct.

9.2 VACANT LOT FEDERAL STREET

The Presiding Person reported the vacant lot at the end of Federal Street, adjacent to Makit Hardware, had been purportedly been gifted to the Shire of Narrogin and sought the Administration's support with verification of this report.

9.3 TREE PLANTING PROGRAM

The Presiding Person proposed the Administration develop a long term program for future tree planting for budgeting and implementation and sought the advice of the EMTRS. There was some discussion by the Committee members regarding the advantages of a longer term tree planting program in direct relation to future budget requests and implementing a planting program. The EMTRS supported the proposal advising that a proposed program could be drafted and made available to the Committee for comment at a future meeting of the Townscape Advisory Committee.

10. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Person declared the meeting closed at 8.18 pm.

The next meeting of the Townscape Advisory Committee will be held at 5.30 pm on Tuesday 31 March 2020 at this same venue.

Wednesday, 6 September 2017

Shire of Narrogin

MODUS AUSTRALIA
26 Wildfire Rd
MADDINGTON WA 6109
ABN: 53 147 987 095
ACN: 147 987 095
info@modusaustralia.com.au
www.modusaustralia.com.au

Scope of Supply

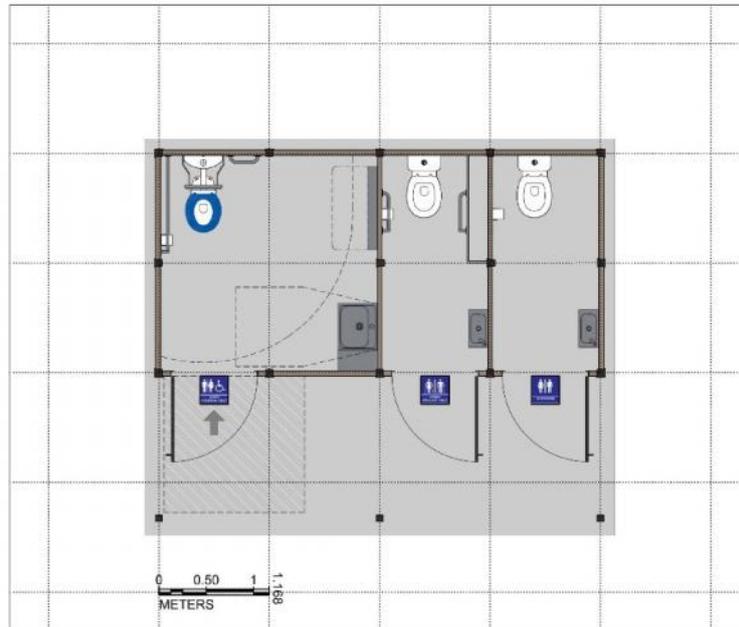
BURTON 3 Toilet Building, Universal Access

The Burton® Toilet Building delivers classic form with a traditional style gable roof and trimming, designed to integrate seamlessly with any environment, whilst beautifying its surroundings. Available in a variety of configurations; installed, or in a simply-erected, modular kit form system.



Burton-3 Toilet Building

Building Configuration



Internal Fixtures Include:

- 3 x Porcelain Toilet Pans & Cisterns
- 3 x Stainless Steel Wash Hand Basins with Time Flow Taps (1 Large, 2 Small)
- 2 x Sets of Stainless Steel Grab Rails
- 3 x Single Toilet Roll Dispensers
- 1 x Baby Change Station

Additional Fixtures Include:

- 1 x Distribution Enclosure with Main Switch and MCB/RCD
- 5 x 600mm Batten Lights

(Please Note: Only items in the above list are included in the building price. Pipes, conduits, cables, etc. are not included.)

Thursday, 7 September 2017

Shire of Narrogin

MODUS AUSTRALIA
26 Wildfire Rd
MADDINGTON WA 6109
ABN: 53 147 987 095
ACN: 147 987 095
info@modusaustralia.com.au
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Scope of Supply

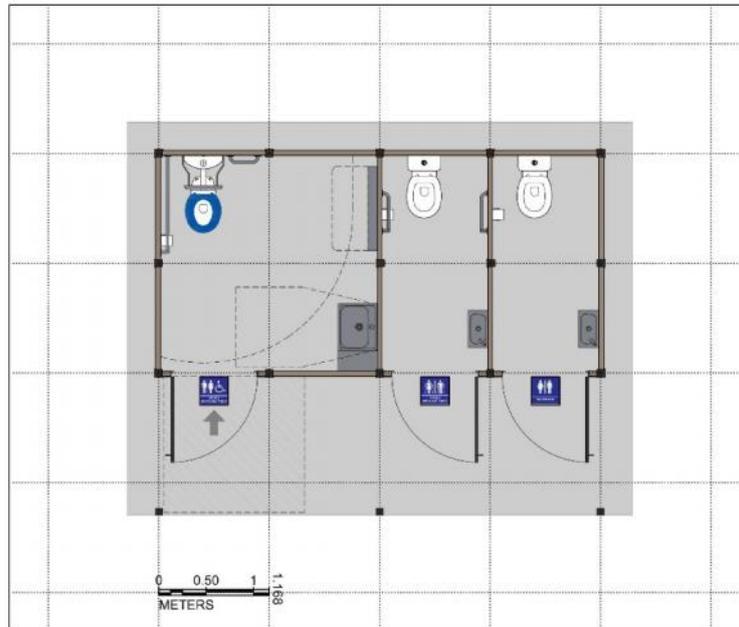
YARRA 3 Toilet Building, Universal Access

The Yarra® Toilet Building distinguishes itself from a standard toilet building with a distinctive skillion style roof line, designed to integrate seamlessly into any environment whilst adding an architectural compliment to its surroundings. Available in a variety of configurations; installed, or in a simply-erected, modular kit form system.



Yarra-2 Compact & Universal Toilet Building

Building Configuration



Internal Fixtures Include:

- 3 x Porcelain Toilet Pans & Cisterns
- 3 x Stainless Steel Wash Hand Basins with Time Flow Taps (1 Large, 2 Small)
- 2 x Sets of Stainless Steel Grab Rails
- 3 x Single Toilet Roll Dispensers
- 1 x Baby Change Station

Additional Fixtures Include:

- 1 x Distribution Enclosure with Main Switch and MCB/RCD
- 5 x 600mm Batten Lights

(Please Note: Only items in the above list are included in the building price. Pipes, conduits, cables, etc. are not included.)

Townscape Status Report

Status Report 18 February 2020

Townscape Advisory Committee

Core Values	Outcomes	Comments	2019/2020 Budget
▣ 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			
The ANZAC memorial needs more space and to be brought into the precinct more – rather than left isolated on the road verge.		20.11.2018 - The Shire will provide 6 established Ulmus Glabra for planting by the Highbury District Community Council committee. 30.11.2018 - HDCC purchased (at their cost) and planted a quantity of native shrubs around the Memorial.	
	Additional landscaping near tennis Club	24.4.2019 - Highbury Tennis Club received \$2,500 from the 2018/2019 Community Chest to install reticulation	
	Highbury Tennis Club	6.8.2019 - Council approved \$75,000 to resurface the courts	\$75,000
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.	Install a gazebo incorporating table and seating	8.3.2019 - A request for money to cover supply and installation of a gazebo with table and chairs will be made in the 2019/2020 Draft Budget. 6.8.2019 - Budget approved \$15,000 for gazebo for Wilbur Park	\$15,000
	Modify the hall toilets	8.3.2019 - the toilet block needs to be modified by way of an additional wall at the front and flyscreens on the rear windows to reduce the volume of windblown rubbish inside. Budget requested 2019/2020. 6.8.2019 - Council approved \$1,500 for modifications to front of the hall toilets.	\$1,500
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.			
	Fire shed	6.8.2019 - Council supported a request for \$30,000 to construct a fire shed	\$30,000
▣ 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			
	Install a bus shelter incorporating information board.	8.3.2019 - Request money in the 2019/2020 Draft Budget for a suitable bus shelter incorporating a notice board. 6.6.2019 - Request for quote for the design of the information board emailed today. 6.8.2019 - Request was not supported in the 2019/2020 budget	
New direction signage highlighting facilities at the Town Hall, and directions to the Tavern and General Store and any other town facilities or attractions.	New blue directional signage	8.3.2019 - Blue signs to be requested via Shire Works Request	
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).		8.3.2019 - money to be requested in the 2019/2020 Draft Budget	
The adequacy of night and security lighting may also need to be considered in improvements of the bay	Installation of CCTV and additional lighting	8.3.2019 - Money to be requested in the 2019/2020 Draft Budget	
▣ Street verge improvements			

Core Values	Outcomes	Comments	2019/2020 Budget
<p>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 lowgrowing species.</p> <p>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.</p> <p>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</p>		8.3.2019 - request money in the 2019/2020 Draft Budget to undertake street tree planting around Highbury townsite.	
Entry Statement upgrades.			
Local residents would also like to see the entry statements to the town upgraded, particularly on the north and south approaches.	Develop artwork design for new entry statements		
	Clear the verges of fallen trees and overgrown weed from the north and south entry statements all the way into town	8.3.2019 - Work will be requested by way of a Shire Works request, possibly requires an allocation in the 2019/2020 Draft Budget. 6.8.2019 - Land is not owned by the Shire.	
2016 Narrogin Townscape Study Review Status Update Report	<p>1. To provide the Committee with updates and outcomes for proposed future projects and those projects currently being undertaken.</p> <p>2. Prioritise projects in accordance with the recommendations made within the 2016 Narrogin Townscape Study Review.</p>		
Central Precinct			
Protect the important buildings and streetscapes of this precinct			
Improve pedestrian links through the precinct	10 year Footpath program 2019-2029 (to be presented to Council at the OCM 24.4.2019)	28.3.2019 - Committee Motion - All future footpaths constructed should be finished with colours that match the existing coloured asphalt. 24.4.2019 - Council endorsed the Ten Year Footpath Construction Program subject to the following conditions: 1. Add additional cost; 2. Not guarantee a continuously same coloured footpath network; and 3. Run the risk of the network being seen as further disjointed.	
	Plant advanced street trees in the YMCA Carpark	28.3.2019 - Allocation requested in the 2019/2020 Draft Budget. 1.8.2019 - Townscape Committee will develop a priority list for planting trees in carparks	\$20,000
Developing a civic and cultural heart			
Build and enhance existing civic amenities			
	Skatepark improvements landscaping, shades and furniture.	24.4.2019 - MCLC to update at the meeting to be held 2 May 2019. 3.5.2019 - The MCLC circulated copies of the proposed draft concept design and it was noted that while the proposed design was not one of the Key Projects recommended in the Gnarrogin Park Masterplan (page 34), the proposed design, plants and park furniture are in line with recommendations made in the Gnarrogin Park Masterplan Overall Plan (Page 34). 29.5.2019 - This project will be carried over to the 2019/20 financial year to allow the Shire time to identify potential contractors and request and respond to quotes. 7.8.2019 - Anticipated completion date is June 2020.	
Create a central civic space in the CBD	Mackie Park redevelopment proposal	28.3.2019 - The Committee recommended the sum of \$15,000 be requested in the 2019/20 Draft Budget. 7.6.2019 - OCM report to Council on 26 June requesting \$30k in 2019/20 Draft Budget for detailed plan for proposed Mackie Park redevelopment. 6.8.2019	
Increase links between eastern parkland and town centre	Pioneer Drive proposed planting, enhance existing pedestrian links, develop northern roundabout and landscaping at Federal St and Clayton Road intersection.	1.8.2019 - Explore partnership opportunities with ARC Infrastructure, Main Roads WA and the Shire of Narrogin for proposed planting on the western side of Pioneer Drive and proposed development of the northern roundabout, including options for landscaping and art installations. Develop plans for proposed street tree and vegetation screening planting along the western side of Pioneer Drive north of the Railway Station including enhancing the existing pedestrian link between the railway line and the Egerton and Federal Street intersection; and proposed landscaping on the south eastern corner of the Federal Street and Clayton Road intersection and enhance the existing pedestrian link.	
Develop opportunities for cultural and community buildings			
Improve visitor experience			

Core Values	Outcomes	Comments	2019/2020 Budget
<input type="checkbox"/> Develop Rail heritage theme through the town centre with historic interpretation and street furniture	Proposed restoration of the old diesel located at the old railway yards	28.3.2019 - Obtain a professional assessment of the condition of the diesel with a view to sourcing funds to restore it if assessed as being suitable for restoration. Additional funds may be required to construct a shelter to protect the diesel if restoration takes place. Request made for \$5,000 in the 2019/2020 Draft Budget to cover cost of assessment. 3.5.2019 - Quote received for \$4,416 for detailed assessment of the diesel locomotive. Additional research indicates that five of these locomotives remain in WA. Awaiting more detailed account of the locomotive's history. 13.6.2019 - Ownership of the diesel locomotive has been confirmed as Hotham Valley Tourist Railway.	\$5,000
Williams Road Information Bay	Visitor Information boards Seek quotes and supporting information for the existing structure to be replaced or refurbished and the area around it tidied up	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. 18.12.2018 - MO advised that the carpark was resealed 18.3.2019 - The map containing local information has been removed for updating. 29.5.2019 - All refurbishment and ground works have been completed. Appointing a contractor to design and manufacture the map and manufacture remains outstanding. CEO to advise. 6.6.2019 - Request for quote for the design of the information content for three boards emailed to suppliers today. Design to be completed by 28 June 2019. 13.6.2019 - Jason Signmakers contracted to design the content for three boards. Boards will be installed on the Fairway St wall of the DCVC, Williams Rd Information Bay and Highbury townsite at a location to be confirmed.	\$5,000
Heritage Trail	CBD Interpretive signage Develop a series of heritage plaques detailing the history of Narrogin's heritage buildings	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. 18.3.2019 - Two panel design options presented to the Committee prior to the 21 March Townscape Meeting. 28.3.2019 - The Townscape Committee expressed their preference 4/2 for design Option 2. 18.4.2019 - Ten plaques installed in June/July 2019. The remainder of the project will take place in the 2019/2020 financial year. 1.8.2019 - 10 interpretative signage panels now installed with another 15 to be installed along with a trail head by December 2019.	\$38,500
	Public amenities Memorial Park - accessible ablution block Develop a plan for a suitable structure and submit a design to Heritage Council WA for approval.	7.3.2019 - Proposed design approved by the Heritage Council. 13.3.2019 - Presented to the MBS, comments from that meeting were incorporated into the design. 5.4.2019 - RFQ advertised, closes 24 April. 3.5.2019 - Project awarded to Michael Ranieri, due to be completed by 30 June weather permitting. 6.6.2019 - Location of the new building is to be moved closer to Fortune Street after it was identified there was insufficient gradient to fulfill plumbing and drainage requirements.	\$119,718
	Smith Street toilet upgrade	24.7.2019 - Budget allocation to redevelop public toilets located on Smith Street (Coles carpark)	\$50,000
	Foxes Lair - design and installation of trial direction markers.	2.5.2019 - A series of directional signage markers will be installed in Foxes Lair providing visitors with clear information and directions along the various walking trails throughout Foxes Lair. It is proposed that the markers and posts will be installed by Foxes Lair volunteer Mr D Sawkins.	
	Walk Trails Master Plan - explore ways in which Narrogin's natural reserves on the outskirts of town could be better showcased	24.4.2019 - Council adopted the Shire of Narrogin Walk Trails Master Plan	
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			
<input type="checkbox"/> Greening the CBD			
	Narrakine Road	1.8.2019 - Townscape Committee will develop a priority list for planting trees in carparks	

Core Values	Outcomes	Comments	2019/2020 Budget
	Williams Road - Proposed removal of Cemetery fence	18.10.2018 - Townscape Committee recommends to remove existing fence around the Cemetery and replace with material such as bollards. Did not support planting on fenceline due to poor soil suitability. Report to OCM 27 February 2019. 27.3.2019 - OCM Resolution - That, with respect to the Narrogin Cemetery boundary fence, Council endorse the intent of removal of the fence along Williams Road and the post and rail fence along Lefroy Street, and consider including in the 2019/20 Draft Budget the sum of \$7,000 for the fence removal and installation of appropriate hedging vegetation. Notation: It was noted that Officers would seek consideration of the Townscape Committee of the merits of the proposed vegetation with drip irrigation and the proposed species. 1.8.2019 - A motion to support planting on the fenceline was not supported by the Townscape Committee.	
	Clayton Road	28.3.2019 - The Committee recommended the amount of \$20,000 to plant trees (established) in the YMCA carpark. 1.8.2019 - Townscape Committee will develop a priority list for planting trees in carparks	
	Great Southern Highway North	1.8.2019 - Townscape Committee will develop a priority list for planting trees in carparks	
	Great Southern Highway South	1.8.2019 - Townscape Committee will develop a priority list for planting trees in carparks	
<input type="checkbox"/> Improve pedestrian amenities including shade and shelter			
McKenzie Park	Seek quotes for suitable shade shelter	25.5.2017 - The Committee recommended seeking quotes from local contractors to construct the approved designs to the requested specs. 3.5.2019 - Project specs emailed to contractors / suppliers for quoting. 28.5.2019 - Supply of the Skillion shelter has been awarded to Exteria. Installation of concrete slab and Skillion shelter and accessible table setting has been awarded to local builder True Aspect Homes. Completion is anticipated in early July 2019. 30.7.2019 - Completion has been delayed following a road accident involving the contractors vehicle and tool trailer. Completion expected mid August.	\$7,000
	Research the history of the park for inclusion on a plaque or other approved installation	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		1.8.2019 - Townscape Committee will develop a priority list for planting trees in carparks	
<input type="checkbox"/> Walkability			
Develop a consistent palette of materials and quality within the town centre		17.1.2019 - A consistent palette of materials will be covered in the proposed colour palette being prepared by H+H Architects. 18.3.2019 - The proposed Guideline's prepared by H+H Architects to be presented to the Committee for discussion at the 21 March 2019 Townscape meeting. 2.5.2019 - Awaiting receipt of the Visual Signage Guide, the Visual Colour Guide and the draft Local Planning Policy.	
Increased shaded pathways			
Ensuring pathways are accessible for the whole community	Develop a 10 year Footpath program 2019-2029 (to be presented to Council at the OCM 24.4.2019)	24.4.2019 - Council adopted the Proposed Ten Year Footpath Construction Program 2019-2029 as presented and did not accept the request of the Townscape Committee's to ensure that all future concrete footpaths be finished to match the existing red coloured asphalt footpaths, as it will: 1. Add additional cost; 2. Not guarantee a continuously same coloured footpath network; and 3. Run the risk of the network being seen as further disjointed. 3.5.2019 - This item will remain outstanding until the Committee appeal Council's decision.	
Develop a signage scheme throughout the town		17.1.2019 - A signage scheme will be covered in the proposed colour palette being prepared by H+H Architects	
<input type="checkbox"/> 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	Identify parking areas for long vehicle parking	18.3.2019 - the proposed Guideline's for a colour palette have been prepared by H+ H Architects and are to be presented to the Committee for discussion.	
Examine opportunities for more and better located parking			
Increase accessibility with a 'family friendly' outcome			
<input type="checkbox"/> Consolidation of the CBD			
Support the existing businesses and residents	Investigate the feasibility of a Mountain Bike and Pump Trail	7.5.2019 - Consultants Common Ground Trails have been appointed to conduct a feasibility study of providing mountain bike trails in close proximity to town and a pump track within the town site. Survey closes Monday 20 May 2019. 1.8.2019 - The Shire of Narrogin Draft Pump Track and Mountain Bike Trail Feasibility Study was adopted by Council on 24 August 2019 and will be out for public comment for 60 days.	
<input type="checkbox"/> Enhance built form and streetscape fabric			
Create a shared vision with the business community			
Reduce the number of vacant buildings			

Core Values	Outcomes	Comments	2019/2020 Budget
Develop a consistent colour palette for buildings	Develop a Colour Palette and Design Guidelines Seek quotes from suitably qualified groups to develop a colour palette. H+H Architects appointed to develop design and guidelines.	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. 17.1.2019 - H+H met with the Committee and answered questions relating to the colour palette. 15.3.2019 - The proposal will go to the Monthly Briefing Session in April for Elected Members to comment and then back to Townscape for recommendation in April/May. 2.5.2019 - Awaiting receipt of the Visual Signage Guide, the Visual Colour Guide and the draft Local Planning Policy.	
-END REPORT			