



**TOWNSCAPE ADVISORY COMMITTEE MEETING
MINUTES**

5 MAY 2020

Commencing at 5:30 pm

Skype for Business
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 **5 May 2020**

These minutes were confirmed at the Townscape Advisory Committee Meeting held on 16 June 2020.

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

Acknowledgement of Noongar People

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

Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website www.narrogin.wa.gov.au

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

DISCLAIMER

Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Narrogin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Narrogin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Narrogin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narrogin. The Shire of Narrogin warns that anyone who has an application lodged with the Shire of Narrogin must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Narrogin in respect of the application.

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

CONTENTS

1.	OFFICIAL OPENING	5
2.	RECORD OF ATTENDANCE/APOLOGIES	5
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 OF THE TOWNSCAPE ADVISORY COMMITTEE	6
5.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	6
6.	PETITIONS, DEPUTATIONS, PRESENTATIONS	6
7.	MATTERS WHICH REQUIRE DECISION	6
8.	MATTERS FOR DISCUSSION AS REQUESTED BY THE PRESIDING PERSON	6
8.1	Verge planting	6
8.2	The Northern roundabout	7
8.3	Rebound and Recovery projects	7
9.	STATUS REPORT UPDATE	8
10.	GENERAL BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING	8
11.	CLOSURE OF MEETING	8

TOWNSCAPE ADVISORY COMMITTEE MEETING

5 MAY 2020

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 5.56 pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

Cr C Bartron (Presiding Member)	via Skype for Business
Cr J Early	via Skype for Business
Mr B O'Neill – Narrogin Chamber of Commerce	via Skype for Business
Mrs V Chadwick– Community Member (Disability)	via Skype for Business
Ms D Broad – Community Member	via Skype for Business
Vacant – Community Member (Indigenous)	via Skype for Business

Staff (Non voting)

Mr T Evans – Executive Manager Technical and Rural Services (EMTRS)	via Skype for Business
Ms L Bell – Administration Support Officer (ASO)	via Skype for Business

Apologies

Ms B Thomas – Arts Narrogin
Mr M Wray – Highbury District Community Council

Absent

Ms G Kami – Community Member

Visitors

Cr B Seale – left at 6.57 pm	via Skype for Business
Ms S Guy – Manager Community Leisure and Culture (MCLC)	via Skype for Business

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 TOWNSCAPE ADVISORY COMMITTEE

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Cr Early

Seconded: Mrs V Chadwick

That the minutes of the Townscape Advisory Committee Meeting held on 31 March 2020 be confirmed, as an accurate record of the proceedings.

CARRIED 5/0

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. PETITIONS, DEPUTATIONS, PRESENTATIONS

Nil

7. MATTERS WHICH REQUIRE DECISION

Nil

8. MATTERS FOR DISCUSSION AS REQUESTED BY THE PERSON PRESIDING

Whilst the Administration had no items for which the Committee were requested to make a decision, the Presiding Member requested the following list of items to be discussed by the Committee members.

8.1 VERGE PLANTING

In keeping with the purpose and application of the Shire's Street Tree Policy (*see attached*) adopted in July 2019, the Committee were invited to discuss initiatives that encourage residents to submit applications to the Shire for verge planting.

The members of the Committee discussed the development of gardens on verges and sought advice from the Administration in relation to existing Shire policies or guidelines. The EMTRS reported the Shire did not have any specific guidelines for verge development, but noted that residents could submit development proposals to the Shire for approval prior to any planting or development as per the Street Tree Policy.

Outcome: The EMTRS will look at verge development policies from other Shire's and report back to the Committee at a later date.

The Administration will actively promote the opportunity for residents to request trees for street tree planting on the Shire's website and Facebook page.

8.2 THE NORTHERN ROUNDABOUT

The Northern roundabout is located on the Great Southern Highway at the Kipling Street and Clayton Road intersection and is identified as one of 15 sites in Narrogin as a possible location for a public art installation in accordance with the Council adopted Public Art Strategy and Masterplan 2019 (Public Art Strategy).

The Presiding Member sought to engage the Committee members in an informed discussion regarding a public art installation on the Northern roundabout and invited the Committee Members to read the documents linked below prior to the meeting.

[Public Art Strategy and Masterplan 2019](#)

[Roundabouts](#)

[Design Principles and Procedure](#)

[Design Guidance](#)

[Clear Zones](#)

Note well: Any installations require the approval of Main Roads WA (MRWA), compliance with the Shire's Community Engagement Policy, and any required funds to be considered in Council's Budget deliberations.

Post script: The EMTRS clarified that; installations of structural artwork on MRWA assets will require MRWA approval; and grant funding may be considered.

The MCLC was invited by the CEO to attend the meeting and to provide advice to the Committee in relation to art installations on roundabouts using the guiding principles of the Public Art Strategy.

The MCLC highlighted several points in the Public Art Strategy noting the focus on themes and the importance of developing partnerships with stakeholders such as MRWA.

The MCLC provided the Committee with updates on current art projects;

- Grant application submitted for \$28,000 to extend the mosaic artwork from the entrance of the Narrogin Lesser Hall (Reception Centre) to the front of Arts Narrogin office;
- Mural on Telstra building – Telstra have approved a mural on the wall of the building in the Narrogin CBD; and
- Money has been requested in the 2020/2021 Draft Budget for two public art installations.

Outcome: The EMTRS will contact MRWA and other Shires and towns, seeking information regarding the processes required prior to the installation of art on roundabouts, (roundabouts in Bunbury, Mandurah and Katanning were noted as examples), and report back to the Committee at a later date.

8.3 REBOUND AND RECOVERY PROJECTS

The Shire is currently developing strategies to deal with the social and economic impact following the restrictions imposed during the COVID-19 crisis. This includes a public campaign seeking community feedback for projects which will support the recovery. The Committee

members were invited to discuss and suggest proposals which address the recovery needs of not for profits and the business sector.

Members of the Committee noted that recent work undertaken at the Railway Station had been well received by the community generally, and agreed by consensus that the Administration give consideration to directing some COVID-19 recovery funds to this project, thereby providing work for local contractors and creating opportunities for not for profits.

9. STATUS REPORT UPDATE

The Status Report is attached.

Updates were provided to the Committee on the following projects and have been included in the Report:

- Develop a consistent colour palette for buildings;
- New blue directional signage (Highbury);
- Install a gazebo incorporating table and seating (Highbury);
- Investigate the feasibility of a Mountain Bike and Pump Trail; and
- Smith Street toilet upgrade.

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

There was no new business.

11. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Person declared the meeting closed at 7.26 pm.

The next meeting of the Townscape Advisory Committee will be held at 5.30 pm on Tuesday 16 June 2020.

The Administration will provide written advice to the Committee members beforehand advising whether the meeting will take place via Skype for Business, or in the Committee Room at 89 Earl Street, Narrogin.

