



**MINUTES**  
**TOWNSCAPE ADVISORY COMMITTEE MEETING**  
**10 DECEMBER 2024**

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

Signed: .....  
  
(Acting CEO)

Date: 17 December 2024

These minutes were confirmed at the Townscape Advisory Committee Meeting held .....

Signed: .....

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

### **Acknowledgement of Noongar People**

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

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

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

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**TOWNSCAPE ADVISORY COMMITTEE**  
**10 DECEMBER 2024**

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**1. OFFICIAL OPENING**

The Presiding Person, Cr Roxanne McNab, declared the meeting open at 5:10 pm.

**2. RECORD OF ATTENDANCE/APOLOGIES**

**Committee Members (Voting)**

Cr R McNab (Presiding Member)  
Mr B Seale – Narrogin Chamber of Commerce  
Ms B Fletcher – Arts Narrogin  
Mr M Wray – Highbury District Community Council  
Ms J Early – Community Member  
Mrs V Chadwick – Community Member  
Mrs D Broad – Community Member

**Staff (Non-voting)**

Mr T Evans – Executive Manager Technical and Rural Services (EMTRS)  
Ms S Gallagher – Executive Support Officer (Minutes)

**Apologies**

Ms P Raworth – Manager Community Services  
Ms R Razumovskaya – Community Development Officer

**Absent**

Cr C Bartron  
Ms R Storey – Community Member

**Visitors**

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

**OFFICER'S RECOMMENDATION**

Moved: Ms J Early

Seconded: Ms B Fletcher

That the minutes of the Townscape Advisory Committee Meeting held on 29 October 2024 be confirmed as an accurate record of the proceedings, except for page 12, 4.3 CBD footpath plaques at outcomes, the very last word 'TAC' is to be changed to 'Council'.

**CARRIED 7/0**

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

Against: Nil

#### 4. MATTERS FOR DISCUSSION / INFORMATION

Nil

#### 5. MATTERS WHICH REQUIRE DECISIONS

##### 5.1 DRAFT COUNCIL POLICY: SHIRE OF NARROGIN DIGNITARIES - CBD FOOTPATH PLAQUES

At the TAC meeting held on 29 October 2024, the item of CBD Footpath Plaques was put to the TAC for comment. The EMTRS noted at that meeting, there was consensus support from the TAC, and that the Administration would prepare a draft policy or guidelines around the concept of “Narrogin Dignitaries – Street Plaques” within the Narrogin CBD and present the draft policy or guideline back to the TAC for comment prior to consideration by the Council.

As such, a draft Council Policy - Shire of Narrogin Dignitaries – CBD Footpath Plaques, is presented to the TAC for comment and recommendation to Council (Attachment 1).

#### OFFICER’S RECOMMENDATION

Moved: Ms J Early

Seconded: Ms B Fletcher

That the Townscape Advisory Committee recommend that the Council adopt the Shire of Narrogin Dignitaries – CBD Footpath Plaques Policy, as presented at Attachment 1 with the following amendment: under the Scope at the first point, the words *on exceptional occasions only* be replaced with *or*.

**CARRIED 7/0**

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

Against: Nil

##### 5.2 2025 TOWNSCAPE ADVISORY COMMITTEE MEETING DATES

As the last meeting date for the TAC is 10 December 2024, the EMTRS is recommending to the TAC that the following dates for 2025 be agreed to by the TAC. The meeting dates are scheduled only until October 2025 due to the Council Election taking place that month.

Past meetings have been conducted on the last Tuesday of the month, every second month and with majority consensus that meetings start at 5pm.

The following 2025 dates are presented to the TAC for comment:

- 25 February
- 29 April
- 24 June
- 26 August

## **OFFICER'S RECOMMENDATION**

Moved: Mr B Seale

Seconded: Mr M Wray

That the Townscape Advisory Committee meeting dates for 2025, up to October be:

- 25 February
- 29 April
- 24 June
- 26 August

**CARRIED 7/0**

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

Against: Nil

## **6. ACTION TRACKER UPDATE**

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

## **7. GENERAL BUSINESS**

On behalf of Ms Razumovskaya, Community Development Officer, the EMTRS extended an invitation to the TAC for a member to act as Master of Ceremonies (MC) for the Narrogin Regional Leisure Centre Mural Unveiling event at 5.30pm on Friday 13 December 2024. Mrs V Chadwick accepted the invitation.

The EMTRS suggested the TAC consider the planting of advanced street trees along Federal Street, from the corner of Fortune Street to the corner of Egerton Street. The TAC were in agreement in principle, recommending consultation with business owners. The EMTRS will create a concept plan to present to the TAC at a future meeting.

Ms Fletcher commented on the Narrogin Regional Leisure Centre Mural; suggesting a continuation of colour to the right of the mural, above the glass windows. The wall is currently grey.

The EMTRS advised lighting for the Narrogin Regional Leisure Centre Mural was being investigated and a hard surface would be applied to the old garden bed in the form of concrete or brick pavers for the purpose of light installation.

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

The next meeting of the TAC will be held at 5.00pm on Tuesday 25 February 2025.

## **9. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 5.40pm.