




## MINUTES

### TOWNSCAPE ADVISORY COMMITTEE MEETING

**25 FEBRUARY 2025**

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

Signed:  .....

Date: 27 February 2025

(CEO)

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**  
**25 FEBRUARY 2025**

**1. OFFICIAL OPENING**

The Presiding Person, Cr Roxanne McNab, declared the meeting open at 5.00pm.

**2. RECORD OF ATTENDANCE/APOLOGIES**

**Committee Members (Voting)**

Cr R McNab (Presiding Member)

Cr C Bartron

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 (arrived at 5.33pm)

**Staff (Non-voting)**

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

Ms P Raworth – Manager Community Services

Ms S Gallagher – Executive Support Officer (Minutes)

**Apologies**

Nil

**Absent**

Ms R Storey – Community Member

Ms R Razumovskaya – Community Development Officer

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

Name	Item No	Interest	Nature
Ms V Chadwick	5.3 2025/26 TAC Project	Impartiality	Award Recipient

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

**OFFICER'S RECOMMENDATION**

Moved: Mr B Seale

Seconded: Mrs V Chadwick

That the minutes of the Townscape Advisory Committee Meeting held on 10 December 2024 be confirmed, as an accurate record of the proceedings.

**CARRIED 7/0**

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

Against: Nil

**5. MATTERS FOR DISCUSSION / INFORMATION**

**5.1 COUNCIL RESOLUTIONS – FEBRUARY ORDINARY COUNCIL MEETING (OCM) HELD 19 FEBRUARY 2025**

The following two resolutions of relevance to the Committee of Council's Meeting of 19 February 2025 are;

*"That, with respect to the Draft Revised Ten-Year Public Art Program 2025–2035, Council:*

- 1) Adopt the revised program as presented in this report, replacing the previously adopted program, and direct the Chief Executive Officer to explore alternative non-municipal funding sources - such as grants and sponsorships - to support the implementation of the program.*
- 2) Acknowledge that the estimated costs assigned to each project are indicative and aspirational, as no formal scope or design has been agreed upon. Final costs will be determined following a comprehensive project scope that includes design, labour, materials, and contractor quotes. Once this process is complete, projects will be presented to Council for further consideration and potential funding. Additionally, should grant funding become available, project timelines may be adjusted at Council's discretion to optimise funding opportunities.*
- 3) Commit to continue considering an annual municipal funding allocation of at least \$25,000 within the Annual Budget, with the intent of leveraging this contribution through grants or other external funding sources where feasible."*

and

*"That with respect to the draft Shire of Narrogin Dignitaries – CBD Footpath Plaques Policy, Council adopt the Policy as presented at Attachment 1, subject to the addition of the words 'Subject to being satisfied that the nominee (or their executor or attorney or other suitable family representative) is supportive of the intended decision of the Council' at item 1, dot point 4 of the 'Selection of Honourees' section, and consider including a provisional sum of \$10,000 in the 2025/26 Budget to install priority plaques, to be determined in accordance with the Policy."*

## 5.2 FOOTPATH PLAQUES 2025/2026 BUDGET

The TAC Chairperson would like discussion from the TAC regarding who to recognise for Dignitary Plaques to be included in the 2025/26 Budget for Council considerations. Nomination should be in line with the policy.

Refer to Attachment 1.

Also by way of background each plaque installed will cost around \$1,000 and the current Freeman Awardees, perhaps the first 'cabs off the rank'..? are:

Former Shire of Narrogin

- Mr Kenneth O'Dea (1991) (Deceased)
- Mr Raymond Spouse (1996) (Deceased)
- Mr Darrell Wiese (2014) (Deceased)

Former Town of Narrogin

- Mr William Manning Esq (1974) (Deceased)
- Mr Robert (Bob) Farr (1988) (Deceased)
- Dr John Parry (1996) (Deceased)
- Mr Douglas Fairclough (1998) (Deceased)

### CONFIDENTIAL OFFICER'S RECOMMENDATION AND RESOLUTION

Moved: Mr B Seale

Seconded: Mrs V Chadwick

That the Townscape Advisory Committee recommend to the Council that:

**REDACTED**

**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

5.24pm Mrs V Chadwick declared a conflict of interest (impartiality) on the topic of the plaques.

5.28pm Mr B Seale left the meeting.

The EMTRS agreed to provide the TAC with the link to the Shire of Narrogin's website that lists the Australia Day Award recipients.

## 5.3 2025/26 TAC PROJECT

The EMTRS proposed that the TAC nominate a project that they would like to focus on for submission for Budget consideration in the 2025/26 financial year. The TAC should consider in detail, the scope of the project so accurate costings can be established, prior to submission to Council.

<b>Shire of Narrogin 10 Year Public Art Program 2025 -2035</b>				
<b>Projects</b>	<b>*Provisional non- scoped cost ex GST</b>	<b>Duration Of Project Years</b>	<b>Financial Years</b>	<b>Comments</b>
Entry Statement Replacement	*\$200k	2	2025- 2027	Replace existing Silo Entry Statements with new design (masonry/steel) inclusive of Highbury (8 @ up to \$25k each).
Roundabouts Art Structures	*\$240k	2	2027 - 2029	Install art structures on Roundabouts X 3 Pioneer Drive, Kipling 1 <sup>st</sup> , Herald 2 <sup>nd</sup> and Federal 3 <sup>rd</sup> @\$80k each
Murals	*\$120k	1	2029-2030	Install a Mural on the Goods Shed and the Telstra Building @ \$60k each
Federal Street/ Fortune Street – Art Structure	*\$80k	1	2030-2031	Art structure where the clock tower is located.
Foxes Lair - Art Structure	*\$60k	1	2031-2032	Art structure on Williams Rd near entry, Install an art structure.
Cemetery Art Structure/s	*\$80k	1	2032-2033	Artwork/structures along the boundary adjoining Williams Road.
Gnarrogin Park – Iconic Art Structure	*\$100k	1	2033-2034	Pioneer Drv concrete slab near Kipling Street.
Federal St/Clayton Rd – Art Structure	*\$100k	1	2034-2035	Large Art Structure SE Cnr where garden bed is.
<b>Total</b>	<b>\$980k</b>	<b>10 Years</b>	<b>2025-2035</b>	<b>Average annual expenditure over 10 years: \$98k</b>

5.33pm Mrs D Broad joined the meeting.

The Townscape Advisory Committee decided through consensus to work on an entry statements design and for committee members to submit their ideas to the next TAC meeting.

Committee members are encouraged to email their concept designs, ideas or pictures to the Executive Manager Technical & Rural Services (EMTRS) at: [emtrs@narrogin.wa.gov.au](mailto:emtrs@narrogin.wa.gov.au) so all images can be displayed on the meeting room screen for all to discuss.

## **6. MATTERS WHICH REQUIRE DECISIONS**

Nil

## **7. ACTION TRACKER UPDATE**

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



**8. GENERAL BUSINESS**

Nil

**9. DATE & TIME OF NEXT MEETING**

Next meeting will be held at 5.00pm Tuesday 29 April 2025.

**10. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 5.49 pm.

## **XX SHIRE OF NARROGIN DIGNITARIES – CBD FOOTPATH PLAQUES**

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### **Statutory context**

**Corporate context** Policy 1.21 – Freeman of the Shire  
Australia Day and Honours Advisory Committee (and Terms of Reference)

**History** Draft 12 February 2025

### **Policy Statement**

The Shire of Narrogin is committed to acknowledging individuals and or groups who have made significant, positive contributions to the community. This recognition will be in the form of bronze plaques installed on footpaths within the Narrogin Central Business District (CBD). The CBD Central Business Precinct is bounded by the southern side of Clayton Road, Federal Street, Fairway Street, Park Street and Earl Street as defined in the former Town of Narrogin Town Planning Scheme No.2 and where brick paving is the predominant footpath.

This initiative aims to celebrate Pioneers, Citizens of the Year, Freeman of the Shire awardees, Indigenous leaders, volunteers and other noteworthy identities or groups who have served and positively impacted the Shire.

### **Objective**

The objective of this policy is to establish guidelines for the selection and installation of plaques on CBD footpaths to honour dignitaries who have contributed to the Shire's history and social fabric. Through this initiative, the Shire seeks to enhance local identity and foster pride in the community.

### **Scope**

This policy applies to:

- Individuals and/or groups from the Shire of Narrogin who have made significant positive contributions, as identified by the Council or have been put forward as a nomination for a community award.
- Selection and installation procedures for plaques to ensure consistency and appropriateness.

### **Procedures**

#### 1. Selection of Honourees

- Nominations: Community members, the Council's Australia Day and Honours Advisory Committee or Townscape Advisory Committee, may nominate individuals or groups at any time for confidential consideration by the Council, on confidential recommendation by the Australia Day and Honours Advisory Committee. Nominees should not be consulted or informed of their nominations.
- The Advisory Committee and the Council will deliberate on nominations in a confidential "in-camera" setting in accordance with the principles established under the Eligibility below.
- Eligibility: Nominees may include:
  - Pioneers
  - Citizens of the Year
  - Freeman awardees
  - Indigenous leaders
  - Other distinguished individuals or groups who have contributed positively to the Shire of Narrogin.
- Approval: The Council will review and resolve on recommended nominations.

#### 2. Plaque Design and Placement

- Design Specifications:
  - Material: Bronze
  - Dimensions: 200mm (width) x 100mm (length) x 3mm (height)

- Inscription: Each plaque will display the name of the honouree, a brief description of their contribution, and the date of awarding.
- Plaques will be modelled on the inaugural plaque located on Federal Street in front of the Town Hall for reference and for consistency.
- There are approximately 120 potential locations for such plaques within the existing CBD area for reference (as at October 2024).
- Placement:
  - Primary installation sites will be within the decorative square pavers on footpaths in the Narrogin CBD.
  - Additional locations on footpaths within the CBD may be considered as needed and as approved by the Council when the square decorative pavers are full.
  - The Shire's Administration will have a dedicated section within the Shire's website for this initiative that can be viewed by all and at any time (24/7/365). The Administration will also use its social media platform Facebook for the advertising of such with direction to the website.

### 3. Installation and Maintenance

- Installation Schedule: At least one plaque will be installed annually (generally following announcement of the Citizen of the Year Winner), with the potential for multiple plaques in one year, subject to Budget constraints and Council approval. This would allow for dignitaries in years gone by to be recognised. The location of such plaques to recognise previous years 'approved' awardees will be at the discretion of the Shire's Chief Executive Officer, in liaison with the Shire's President.
- Maintenance: Plaques will be maintained by the Shire to ensure their longevity and readability.
- Any plaques that are remove due to maintenance works are to be replaced in the same or nearby area where practicable.

### Forms and Templates

Plaque Style:



– End of Policy

### Notes

The Awardees on Plaques are:

Date Awarded    Awardee.

2006                    Town of Narrogin by the Narrogin Spring Festival Committee



## Townscape Advisory Committee Action Tracker

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