



Shire of  
**Narrogin**  
*Love the life*

**MINUTES**  
**AUSTRALIA DAY AND HONOURS ADVISORY COMMITTEE**

**11 JANUARY 2021**

Commencing at 5:00 pm

John Higgins Community Centre  
50 Clayton Road  
Narrogin WA 6312

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of Australia Day and Honours Advisory Committee.

Signed: .....  
(CEO)

Date **11 January 2021**

These minutes were confirmed at the Australia Day and Honours Advisory Committee Meeting held on 8 February 2021

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.

Naatj ngiyan 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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# AUSTRALIA DAY AND HONOURS ADVISORY COMMITTEE

## 11 JANUARY 2021

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### 1. OFFICIAL OPENING

The Presiding Member Leigh Ballard declared the meeting open at 5.11 pm.

### 2. RECORD OF ATTENDANCE/APOLOGIES

#### Committee Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr B Seale

Mr A Robb – Lions Club Narrogin

Vacant – Narrogin Residents and Ratepayers

Mrs C Mahony – Community Member

Mrs M Atkins – Community Member

Vacant - Community Member

#### Staff (Non-voting)

Mr D Stewart – Chief Executive Officer

Ms L Bell – Administration Support Officer (ASO)

#### Apologies

##### Absent

Mr S Graham – Rotary Club Narrogin

##### Visitors

Cr M Fisher

Cr J Early

### 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 AUSTRALIA DAY AND HONOURS ADVISORY COMMITTEE

#### OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Mrs Atkins

That the minutes of the Australia Day and Honours Advisory Committee meeting held on 9 November 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 OR SUBMISSIONS

Nil

## 7. MATTERS WHICH REQUIRE DECISION

The Administration required the following information from the Committee members:

1. The assignment of roles and responsibilities in relation to the venue setup (bump-in) proposed for 10am Monday 25 January 2021;
2. Number of volunteers to assist with delivery of catering and front of house services on Tuesday 26 January 2021;
3. Consensus agreement to the proposed layout and setup;
4. Understanding of the Citizenship Ceremony due to the large number of new citizens; and
5. Consensus agreement to the proposed program.

Outcome:

The Presiding Member reported to the Committee members, that as a result of ongoing COVID restrictions a decision was made by the Administration in late December to relocate the event to an outdoor space, this being the grassed area at the front of the John Higgins Community Centre (JHCC) The ASO briefed the Committee members present on the logistics of setting up at this location including; cooking and serving; stage and formalities and the inflatable screen for live streaming.

The Committee members present discussed and agreed to the following arrangements:

1. The assignment of roles and responsibilities in relation to the venue setup (bump-in) proposed for **10am Monday 25 January 2021:**
  - a. Barbeques from Lions Club, Rotary Club, Leigh Ballard and Narrogin Volunteer Fire and Rescue delivered to the tote, either the day before or on the day (dependant on availability of volunteers);
  - b. Some food prep to be done in the JHCC kitchen and stored in the bar fridges, Loriann, Coral and Val Ballard;
  - c. Shire works crew to deliver 150 x chairs; 50 x folding tables (from the Town Hall) and the stage sections from Narrogin Primary School, and several panels of temporary fencing which will form a backdrop to the stage; and
  - d. Stage to be put in place and temporary fence panels put up.
2. Number of volunteers to assist with delivery of catering and front of house services on from **5.30am Tuesday 26 January 2021:**
  - a. Volunteers to commence setting up from 5.30am;
  - b. Complete setup stage and decorations;
  - c. Set up the outdoor cinema;
  - d. Dave Harrison will bring his own sound equipment, and will require some help to set up;
  - e. A quantity of seats in front of the stage for invited guests;

- f. Tables and chairs set up on the lawn for about 100; and
  - g. Revheads volunteers will set up large marquees from 6.30am at locations to be determined on arrival.
3. Consensus agreement to the proposed layout and setup:
- a. Cooking and food service will take place at the tote;
  - b. Food will be set up buffet style and served by event volunteers;
  - c. Menu will consist of bacon and eggs and bread or toast (sandwich), some sausages and buns;
  - d. Cool drinks will be available/served from the tote; and
  - e. Hot drinks will be served from the outdoor servery at the JHCC bar.
4. Understanding of the Citizenship Ceremony due to the large number of new citizens:
- a. The onstage program will be written and times adjusted to accommodate the large number of Citizenship Pledges and the presentation of the Certificates of Nomination.
5. Consensus agreement to the proposed program:
- a. The program will include announcing all the nominees from each Category with a short paragraph about each one, prior to announcing the winner;
  - b. Each Nominee will receive a Certificate of Nomination; and
  - c. The program will include the inaugural Certificate of Commendation.

The Administration noted that there will be additional activities taking place at the Narrogin Regional Leisure Centre from 10am, concluding with a family movie at 7.30pm. All the activities are free for the whole family, and will be coordinated and staffed by the YMCA.

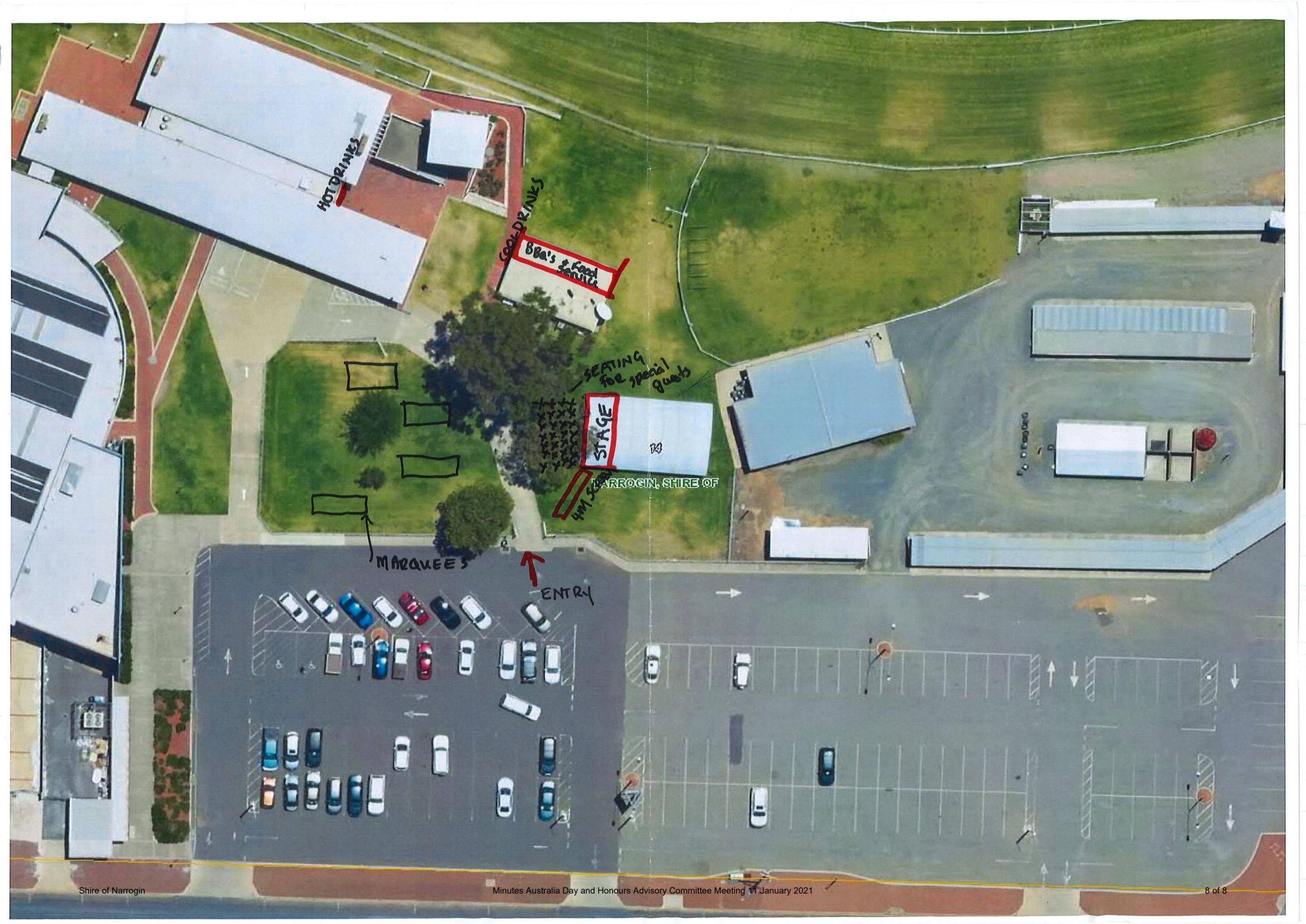
## **8. GENERAL BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING**

Nil

## **9. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 5.53 pm.

The next meeting of the Australia Day and Honours Advisory Committee will be held at 5:00 pm on Monday 8 February 2021, in the Meeting Room at the Shire Administration office 89 Earl Street, Narrogin.



HOT DRINKS

COOL DRINKS

BBA's Food Service

SEATING for special guests

STAGE

MARQUEES

ENTRY

NARROGIN, SHIRE OF

4M SEATING