

Shire of
Narrogin

Love the life

MINUTES

AUSTRALIA DAY & HONOURS ADVISORY COMMITTEE MEETING

17 JANUARY 2024

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

Signed:

(CEO)

Date 27 March 2024

These minutes were confirmed at the Australia Day & Honours Advisory Committee Meeting held on 17 January 2024.

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.

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

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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.

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

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AUSTRALIA DAY & HONOURS ADVISORY COMMITTEE MEETING

17 JANUARY 2024

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Leigh Ballard, opened the meeting at 8:05 am.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Committee Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr J Pomykala

Cr R McNab

Mr D Russell – Lions Club Narrogin

Ms K Weaver – Rotary Club Narrogin

J Early – Community Member

K Chadwick – Community Member

C Mahony – Community Member

Staff (Non-voting)

Dale Stewart – Chief Executive Officer (CEO)

Paula Raworth – Manager Community Services

Regina Razumovskaya – Community & Economic Development Coordinator

Anna Prysiashna – Community Development Officer

Leave of Absence

Nil

Apologies

Nil

Absent

D Mercuri – Narrogin Chamber of Commerce

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 COMMITTEE

Given the absence of a quorum necessary for voting, it is noted that minutes are not to be endorsed at this time.

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

7. MATTERS WHICH REQUIRE DECISION

7.1. The proposed layout and setup – marquees, stage, serving tables, BBQs, etc. See the site map attached.

7.2. Catering for the 26 January 2024.

The proposed menu (including gluten-free and vegetarian option):

- Scrambled eggs and bacon;
- Sausage sizzle;
- Halloumi & grilled tomato sandwiches and/or avocado & egg sandwiches; and
- Water, soft drinks, tea, and coffee
- Bread, butter, onions and condiments (ketchup, BBQ sauces, mustard) to be provided.
- Barista coffee service by UGSHA (to be determined).

7.3. Number of volunteers to assist with delivery of catering and front of house services on Friday 26 January 2024.

7.4. Assignment of roles and responsibilities in relation to the venue setup (bump-in) proposed for Friday 26 January 2024.

7.5. Master of Ceremonies for the Event.

7.6. Confirmation of the Citizenship Ceremony format and protocols.

Background

This year's celebration activities will be over two (2) days:

Thursday 25 January 2024

Family Fun Activities:

- 4:00 PM – 7:00 PM: Bouncy Castle and Obstacle Course, Laser Tag Activities (featuring complimentary popcorn, ice cream, fairy floss, and sausage sizzle).
- 4:30 PM – 5:15 PM: Magician Show Session 1
- 6:00 PM – 6:45 PM: Magician Show Session 2
- 7:00 PM – 9:00 PM: Free Family Indoor Movie – “Paper Planes”.

Friday 26 January 2024

Morning Venue: Mackie Park:

- 7:30 AM – 11:00 AM: Community Breakfast, Citizenship Ceremony, and Citizens of the Year Awards.
- 7:30 AM – 11:00 PM: “Campfire Country”, live band performance (during Community breakfast period and in-between the official parts).

Afternoon Venue: NRLC (Narrogin Regional Leisure Centre)

- 12:00 PM - 5:00 PM: Free Pool Entry and water inflatables for all to enjoy.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer; and
- Australia Day and Honours Advisory Committee.

Statutory Environment

Nil

Policy Implications

The Council’s Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

The proposed entertainment on 25/01 and 26/01 as well as catering will be covered in full by a grant received from the National Australia Day Council for the running of activities on Australia Day 2024, totalling \$10,000.

Strategic Implications

Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers
Strategy:	2.3.3	Facilitate and support community events

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Inadequate planning impacts on events that	Unlikely (2)	Moderate (3)	Medium (5-9)	Management of Facilities,	Manage by enabling event

are programmed, leading to community dissatisfaction.				Venues, Events and Services	planning practices.
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Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Voting Requirements

Simple Majority

OFFICERS' AND COMMITTEE MEMBERS RECOMMENDATION

Moved: Cr J Pomykala

Seconded: Cr R McNab

That the Committee endorse the following details for the Australia Day activities on 26 January 2024:

- site map
- volunteer list, including numbers and responsibilities
- menu

The Committee appoints Cr R McNab to be the MC for the event.

CARRIED 8/0

For: Mr L Ballard, Cr J Pomykala, Cr R McNab, Mr D Russell, Ms K Weaver, J Early, K Chadwick, C Mahony.

Against: Nil

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

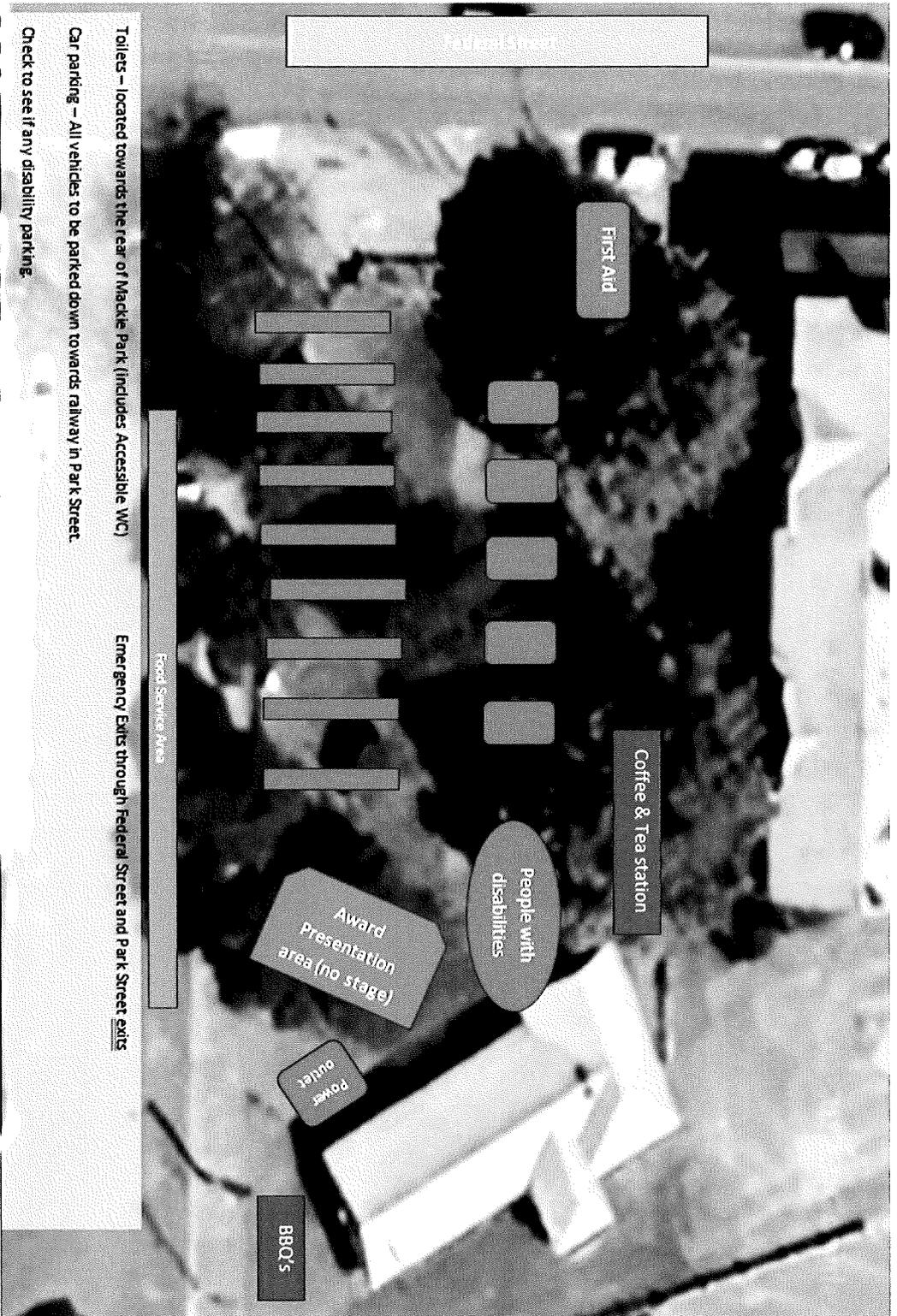
Nil

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 9:10 am.

The next meeting of the Australia Day and Honours Committee will be held at 12 pm on 27 March 2024 at this same venue.

ATTACHMENT: MACKIE PARK SITE MAP



Federal Street

First Aid

Coffee & Tea station

People with disabilities

Award presentation area (no stage)

Power outlet

BBQ's

Food Service Area

Toilets - located towards the rear of Mackle Park (includes Accessible WC)

Car parking - All vehicles to be parked down towards railway in Park Street

Check to see if any disability parking

Emergency Exits through Federal Street and Park Street exits