



Shire of  
**Narrogin**

## MINUTES

### AUSTRALIA DAY & HONOURS ADVISORY COMMITTEE MEETING

10 SEPTEMBER 2024

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

Signed: .....  
(CEO)

Date 12 September 2024

These minutes were confirmed at the Australia Day & Honours Advisory Committee Meeting held on 19 November 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 baarlup djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koorra wer boorda.

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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

## 10 SEPTEMBER 2024

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### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 12:23 pm.

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

#### Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr J Pomykala

Cr R McNab

Tracey Angwin – Lions Club

J Early – Community Member

K Chadwick – Community Member

C Mahony – Community Member

#### Staff

Mr D Stewart – Chief Executive Officer

R Razumovskaya – Community and Economic Development Coordinator

#### Leave of Absence

Nil

#### Apologies

Damian Mercuri – Chamber of Commerce

S Graham – Rotary Club Narrogin

#### Absent

#### Visitors

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

Name	Item No	Interest	Nature
Nil			

#### 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

##### OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION

Seconded: Cr. J Pomykala

Moved: J Early

That the minutes of the Australia Day and Honours Advisory Committee Meeting held on 27 March 2024 be confirmed, as an accurate record of the proceedings.

#### 5. MATTERS WHICH REQUIRE DECISIONS

##### 5.1 CITIZEN OF THE YEAR AWARD (COTY) 2025 PROMOTION CAMPAIGN

File Reference	26.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	26 August 2024
Author	Regina Razumovskaya – Community & Economic Development Coordinator
Authorising Officer	Mark Furr – Executive Manager Corporate & Community Services
Attachments	Nil

##### Summary

The Australia Day and Honours Advisory Committee Members are requested to provide their feedback on the Citizen of the Year Award process and all related planning procedures.

##### Background

Even though the COTY nomination process is open all year around, there are four (4) award categories:

- Community Citizen of the Year;
- Young Citizen of the Year;
- Senior Citizen of the Year; and
- Active Citizenship (Group or Event).

##### Eligibility Criteria:

- One nomination is sufficient for the individual to be considered;
- A person must be nominated by another person to be considered for an Award. Self-nominations are not accepted;

- Nominees should reside or work principally within the local government authority presenting the award;
- Awards may be granted posthumously in recognition of recent achievements;
- Unsuccessful nominees may be nominated in future years;
- Groups of people will not normally be eligible except when meeting the criteria for a community group;
- A couple or partnership with equal standing for the achievement or contribution may be recognised in an individual category;
- Sitting members of State, Federal, and Local Government are not eligible;
- Nominations must be apolitical in their nature;
- Individuals must be at least 16 years of age on 26 January, though younger nominees may be considered for exceptional contribution. Definition of exceptional contribution is at the discretion of the local government/council selection committee;
- Individuals can be recognised in one category only, if they cross over multiple categories, a decision needs to be made which category they will be awarded in; and
- A person may receive an award more than once in recognition of outstanding continued community contribution or involvement in a different initiative.

#### Selection Criteria

Nominees for the individual award categories (Community Citizen of the Year, Young and Senior) must demonstrate active positive community engagement and meet the following criteria:

- Significant contribution to the local community;
- Demonstrated leadership on a community issue resulting in the enhancement of community life;
- A significant initiative which has brought about positive change and added value to community life; and
- Inspiring qualities as a role model for the community.

Nominees for the group/event award category must demonstrate community engagement and meet any or all of the following criteria:

- Group/event that creates community engagement;
- Group/event that creates initiatives for new employment; and
- Created significant initiative that brought positive change.

In choosing the recipients of the Community Citizen of the Year Awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community. A nominee need only be nominated once to be considered. The number of nominations received per nominee bears no weight in their selection.

All nominees should uphold standards of conduct that will not risk placing the Award Program or Local Government's reputation into disrepute.

Consideration should also be given to Gender, Age, Ethnicity, Cultural background and Field of Endeavour to help ensure recipients are representative of our diverse society.

The active promotion campaign runs in September-October 2024. All the activities are enlisted below.

## Project Activities Timeline.

Action	When	Who
Social media campaign (posts, videos)	September - October	CEDC
Facebook paid targeting campaign with a budget of \$100 (overall, per each category)	October	CEDC
Media release, news on the Shire website, email signatures	September - October	ESC
Email merge to all community groups	September	CEDC
Distribution of leaflets through big traffic spots in the town	September - October	CEDC
Distribution of leaflets at big events like Narrogin Ag Show (12 October), 10-year anniversary Narrogin Farmers' Markets (5 October), Smokeout Event (26 October) through the network of our community groups.	October	Community Groups (Lions, Rotary, Gnarojin Community Garden)
Liaison with the Senior High School, Ag College, major sports organisations in town	October	CEDC
A series of short videos with current year nominees	December-January	CEDC

## Consultation

Consultation has occurred with the following:

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

## Statutory Environment

There are no known relevant statutory implications.

## Policy Implications

Council Policy 1.14 Community Engagement Policy relates and has been complied with. No other policies relate.

## Financial Implications

A \$100 cost is associated with running a paid social media campaign to promote the COTY nomination.

## 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
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### Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Less than expected number of nominations.	Rare (1)	Moderate (3)	Low (3)	No nomination per category	Active promotion, including paid Facebook campaign.

### 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 three (3) 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.

### Comment/Conclusion

The expected outcome is to get 3 to 5 nominations in each category by the end of October. As the biggest issue usually sits with the Young Citizen of the Year a number of special activities are planned with the Narrogin Senior High School, Narrogin Agricultural College and major sport organisations in town.

### Voting Requirements

Simple Majority

## **OFFICERS' RECOMMENDATION & COMMITTEE RESOLUTION**

Seconded: Cr. J Pomykala

Moved: J Early

In relation to the Citizen of the Year Awards Promotion Campaign 2025, the Australia Day and Honours Advisory Committee members endorse the following:

1. Adopt the promotion campaign as presented.
2. The Community & Economic Development Coordinator will provide an update on the interim results of the nomination campaign for each category by 15 October, to determine if any additional input is required from the Australia Day and Honours Advisory Committee members.

**CARRIED 7/0**

For: Mr. L Ballard, Cr J Pomykala, Cr R McNab, Tracey Angwin, J Early, K Chadwick, C Mahony

Against: Nil

## 5.2 AUSTRALIA DAY ACTIVITIES PROGRAM

File Reference	26.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	26 August 2024
Author	Regina Razumovskaya – Community & Economic Development Coordinator
Authorising Officer	Mark Furr – Executive Manager Corporate & Community Services
Attachments	Nil

### Summary

This report requests that the Australia Day and Honours Advisory Committee Members provide feedback on the planned program of activities for Australia Day 2025.

### Background

The Shire has allocated a budget of \$20,000 for this year's Australia Day activities, an increase from last year's budget of \$14,213 (excluding GST), which was supplemented by \$2,700 in in-kind contributions. The Australia Day Grant Program will open in October 2024, offering additional opportunities for funding. Below are the proposed budget allocations:

- \$12,000 for Family Fun activities
- \$7,000 for the Australia Day Breakfast
- \$1,000 for the "Love Narrogin. Love the Life" video production program, in collaboration with local youth
- \$5,000 for an Aboriginal program, contingent on reaching a consensus with Aboriginal stakeholders & subject to additional grant funding.

Given that Australia Day falls on a Sunday next year, we have the option to extend our celebrations over multiple days, beginning with Family Fun Day on Friday, 24 January 2025, continuing with free pool entry on Saturday, 25 January 2025, and concluding with the Australia Day Breakfast on Sunday morning. If applicable, the Aboriginal program could also take place during this period.

Family Fun Day is proposed to be more outdoor-focused than last year, provided we can secure temporary shade structures. Activities are scheduled to run from 1 pm to 4 pm.

For the Australia Day Community Breakfast, which includes the Citizenship Ceremony and the Citizen of the Year Award ceremony, we have two potential locations: Mackie Park and Alby Park. Since the event falls on a Sunday, we anticipate an attendance of around 100 people.

Mackie Park

Pros:

- Quiet space with minimal traffic in the heart of town;
- Some natural shade;
- Terraced Park offering a good view of the stage.

Cons:

- Limited accessibility in the lower park area near the toilets;
- Electrical issues;
- No preset arrangements possible; setup must be done on the day;
- Lack of on-site fridge facilities; food must be transported from Town Hall;
- Potential vandalism and cleanliness issues with toilet facilities.

Alby Park

Pros:

- Enclosed space with all activities in one location;
- Easier logistics with no additional staff payments;
- Reliable electricity supply;
- 100% accessible;
- Clean toilet facilities.

Cons:

- No natural or artificial shade structures.

We are considering several options for a musical band this year. While the community enjoyed the Campfire Country Band (David and Therese) last year, we may explore other options, such as the Lansdell Family from Popanyinning, known for their country music style.

"Love Narrogin. Love the Life" Video Production Competition as a part of Australia Day promotion campaign.

This campaign invites local high school students to create short films celebrating the theme "Love Narrogin. Love the Life." Open to all high school students in the Narrogin area, videos must be 1 to 3 minutes long and submitted in a high-quality digital format. Entries will be judged on creativity, originality, storytelling, visual and technical quality, and community engagement, with the Australia Day Advisory Board serving as judges. The best videos will receive valuable prizes and will be showcased prior to the Australia Day 2025 Celebrations.

### **Consultation**

Consultation has occurred with the following:

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

### **Statutory Environment**

There are no known relevant statutory implications.

### Policy Implications

Council Policy 1.14 Community Engagement Policy relates and has been complied with. No other policies relate.

### Financial Implications

The overall budget should not exceed \$20,000.

### 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)
Attendance numbers are critically low due to Sunday	Likely (4)	Moderate (3)	High (12)	Critically low attendance numbers	Active promotion and well ahead of time

### 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)
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Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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### **Comment/Conclusion**

The desired outcome is for the Committee members to reach a consensus on the major program items, allowing us to proceed with bookings and initiate collaboration with the mentioned community groups and organizations by September 2024. This will ensure ample time for planning and coordination, leading to a successful and engaging Australia Day celebration.

### **Voting Requirements**

Simple Majority

#### **OFFICERS' RECOMMENDATION & COMMITTEE RESOLUTION**

In relation to Australia Day Celebrations Activities for 2025, the Australia Day and Honours Advisory Committee members endorse the following:

1. Consider two options for the Family Fun Day: either Friday, 24 January 2025 in the late afternoon or Saturday, 25 January 2025 in the daytime.
2. Free Pool Entry will take place on Saturday, 25 January 2025.
3. The Lansdell family is the preferred music band for the Australia Day Community Breakfast. If they are unavailable, the Campfire Country Band will be the alternative.
4. The Australia Day Community Breakfast and Citizenship Ceremony will be held at Alby Park on 26 January 2025.

**CARRIED 7/0**

For: Mr. L Ballard, Cr J Pomykala, Cr R McNab, Tracey Angwin, J Early, K Chadwick, C Mahony

Against: Nil

### **6. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 12.50 pm. The next meeting is scheduled at 12pm on 12 November 2024.