



Shire of
Narrogin

MINUTES

AUSTRALIA DAY & HONOURS ADVISORY COMMITTEE MEETING

8 January 2025

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

Signed:
(CEO)

Date 10 January 2025

These minutes were confirmed at the Australia Day & Honours Advisory Committee Meeting held on 11 February 2025.

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 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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Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille

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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
8 JANUARY 2025**

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

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

Elected Members (Voting)

Cr G Broad – Shire Deputy President (Presiding Member)
Cr J Pomykala
J Early – Community Member
K Chadwick – Community Member
C Mahony – Community Member
Geoff McKeown – Lions Club
Stuart Graham – Rotary Club Narrogin

Staff

Mr D Stewart – Chief Executive Officer
R Razumovskaya – Community and Economic Development Coordinator
A Prysiazhna – Community Development Officer
B Firman – Manager Recreational Services

Leave of Absence

Apologies

Mr L Ballard – Shire President (Presiding Member)
Cr R McNab
Tracey Angwin – Lions Club

Absent

Damian Mercuri – Chamber of Commerce

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 MOTION

Seconded: Cr J Pomykala

Moved: C Mahony

That the minutes of the Australia Day and Honours Advisory Committee Meeting held on 19 November 2024 be confirmed, as an accurate record of the proceedings.

CARRIED 7/0

For: Mr G Broad, Cr J Pomykala, J Early, G McKeown, C Mahony, K Chadwick, S Graham.

Against: Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1 CITIZEN OF THE YEAR AWARD (COTY) 2025 FACEBOOK 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	6 January 2025
Author	Anna Prysiazhna – Community Development Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Australia Day Facebook Campaign_contents Facebook Nominee Campaign schedule

Summary

The Committee is requested to review and approve the Australia Day Nominee Campaign, including the content of the scheduled social media posts and the proposed posting timeline.

Background

This year, a total of 15 nominations were received across the following categories:

- Community Citizen of the Year – 8 nominees
 - Ian Raworth (declined the award and prefers to remain low profile)
 - Joy Arena

- Keith Guest
- Vicki Chadwick
- Tanya Hansen
- Franka Reuter
- Troy Smith
- Scott Reeves
- Senior Citizen of the Year – 4 nominees
 - Colin Ward
 - Gwenda Savage
 - Trevor Williams
 - Clive Bartron (ineligible)
- Young Citizen of the Year – 1 nominee
 - Mia Ewen
- Active Citizenship (group or event) – 2 nominees
 - Narrogin Agricultural Society
 - Divine You

To ensure proper recognition of the nominees, a total of thirteen (13) Facebook posts are planned, highlighting each nominee across all award categories.

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

Nil.

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Inaccurate Representations	Rare (1)	Minor (2)	Low (1-4)	Engagement Practices	Manage by verification process

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 two (2). 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

This Facebook Nominee Campaign provides a valuable opportunity to highlight the outstanding contributions of our Australia Day award nominees to a wider audience. By showcasing the achievements of these individuals and groups, we aim to generate greater community awareness and recognition, which could potentially increase the number of attendees at the upcoming event. With an accurate and well-managed campaign, we can ensure that the nominees receive the recognition they deserve while fostering a stronger sense of community pride and engagement. The campaign's success will not only celebrate these exceptional individuals but also encourage greater participation in Australia Day celebrations.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION & COMMITTEE RESOLUTION

In relation to the Australia Day 2025, the Australia Day and Honours Advisory Committee members endorse the Facebook Nominee Campaign.

Moved: G McKeown

Seconded: J Early

CARRIED 7/0

For: Mr G Broad, Cr J Pomykala, J Early, G McKeown, C Mahony, K Chadwick, S Graham.

Against: Nil

5.2 AUSTRALIA DAY ACTIVITIES PROGRAM

File Reference	File 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	6 January 2025
Author	Regina Razumovskaya – Community & Economic Development Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Event Site Map 2025

Summary

This report seeks the endorsement of the Australia Day and Honours Advisory Committee Members regarding the details of the upcoming program, the appointment of the MC, confirmation of the breakfast menu, and the appointment of volunteers for the two-day event.

Background

The Shire has allocated a total budget of \$20,000 for this year's Australia Day activities, with \$10,000 of this amount confirmed through grant funding from the Australia Day Grant Program. The planned activities for the Australia Day celebrations are as follows:

Saturday, 25 January 2025 - Alby Park

1:00 pm – 4:00 pm: Family Fun Day

This event will feature a range of family-friendly activities, including Aqua Rush water slide, Velcro Fly Wall, Street Curling, Giant Big Foot games, Face painting.

Complimentary ice cream, coffee, and milkshakes will be available for attendees. The swimming pool will be open with free entry from 8:00 am to 5:00 pm.

Volunteer Requirements

For 25 January 2025 – Family Fun Day:

- Sausage sizzle and service station (water, soft drinks, sliced fruit): 4 people
- Supervisor for kids' activities: 3 people

Sunday, 26 January 2025 - Alby Park

7:30 am – 12:00 pm Australia Day Community Breakfast

The following menu is proposed for the breakfast, with gluten-free and vegetarian options available:

- Scrambled eggs and bacon
- Sausage sizzle (including BBQ and vegetarian options)
- Grilled Halloumi
- Sliced fruit
- Water, soft drinks, tea, and coffee (service by UGSHA, yet to be confirmed)
- Bread options (hot dog rolls, white bread, GF bread), portioned butter, and condiments (ketchup, BBQ sauces, mustard)

Program Details for 26 January 2025

- 8:30 am: Housekeeping formalities by MC (to be confirmed)
- 8:35 am: Welcome to Country by Basil Kickett (confirmed)
- 8:45 am: Official Welcome and Acknowledgement of Country by Shire President Leigh Ballard
- 8:50 am: Singing of the National Anthem
- 8:55 am: Prayer for the Nation by Greg Howard (confirmed)
- 9:00 am: Citizenship Ceremony by Shire President Leigh Ballard
- 9:25 am: Singing of 'I Am, You Are, We Are Australians' with new citizens
- 9:30 am: Bush Fire Brigade Service Awards Ceremony by Shire President Leigh Ballard
- 9:45 am: Community Citizen of the Year Awards by Shire President Leigh Ballard

Event Logistics

- A shaded 15m x 15m area will be provided in Alby Park for added comfort.

- A stage of 4.8m x 2.4m will be set up, covered by a 6m x 3m gazebo.

For 26 January 2025 – Australia Day Breakfast:

- BBQ Station: Lions (6 people), Rotary (6 people)
- Food Service Area – 5 people
- Installation of chairs and tables: 3 persons
- Tea station: 1 person
- First Aid Station: 1 person
- Installation of speaker system: Rec Centre staff (TBC)

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)
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Weather Conditions	Likely (4)	Insignificant (1)	Low (1-4)	Environment Management	Accept Risk
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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)
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Comment/Conclusion

In conclusion, the success of the Australia Day 2025 program will depend on careful planning, coordination, and community involvement. By endorsing the proposed program details, confirming the MC, finalising the breakfast menu, and appointing volunteers for both days, we can ensure a smooth and enjoyable experience for all attendees.

It is essential to remain proactive in managing potential risks, including weather conditions, volunteer coordination, and technical issues, to ensure the event runs seamlessly. With the support of the community, volunteers, and partners, this program has the potential to bring the community together, celebrate our achievements, and make Australia Day 2025 a memorable and successful event.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

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

- layout
- volunteer list, including numbers and responsibilities
- breakfast menu

The Committee appoints Cr. R. McNab as the MC for the event, subject to her acceptance. If she declines, J. Early will take on the role.

Moved: J Early

Seconded: Cr J Pomykala

CARRIED 7/0

For: Mr G Broad, Cr J Pomykala, J Early, G McKeown, C Mahony, K Chadwick, S Graham.

Against: Nil

6. NEXT MEETING

The next meeting is scheduled at 12pm on 11 February 2025.

7. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 01.08 pm.