



Shire of
Narrogin

MINUTES

AUSTRALIA DAY & HONOURS ADVISORY COMMITTEE MEETING

18 FEBRUARY 2025

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

Signed:
(CEO)

Date **28 February 2025**

These minutes were confirmed at the Australia Day & Honours Advisory Committee Meeting held on 9 September 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 baarlup djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koorra wer boorda.

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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

18 FEBRUARY 2025

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 12.20 pm.

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

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr R McNab

J Early – Community Member

K Chadwick – Community Member

C Mahony – Community Member

Tracey Angwin – Lions Club

Staff

R Razumovskaya – Community and Economic Development Coordinator

P Raworth – Manager Community Services

Leave of Absence

Apologies

Cr J Pomykala

Mr D Stewart – Chief Executive Officer

Absent

Damian Mercuri – Chamber of Commerce

Stuart Graham – Rotary Club Narrogin

Visitors

Nil

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: K Chadwick

Moved: K Chadwick

That the minutes of the Australia Day and Honours Advisory Committee Meeting held on 8 January 2025 be confirmed, as an accurate record of the proceedings.

CARRIED 6/0

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

Against: Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1 AUSTRALIA DAY 2025: OUTCOMES AND FEEDBACK

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	Regina Razumovskaya – Community & Economic Development Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments Australia Day Feedback Survey	

Summary

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

Background

The Shire incurred a total cost of \$19,777 (ex-GST) for the Australia Day 2024 activities. A \$10,000 (ex-GST) grant was received and successfully acquitted, covering 50% of the total financial costs. The provision of temporary shades cost us \$4,542 (23% of all costs incurred) which might be avoided next

time if we install permanent ones. Noting that this may cost anywhere from \$30,000 through to \$100,000, if funds were available through the Council's Budget.

Preparations began in July 2024 with the Citizen of the Year Award advertising campaign. A video campaign featuring previous winners and this year nominees helped drive strong community engagement, resulting in 15 nominations across various categories, matching last year's total.

The two-day Australia Day 2024 celebrations were successful with strong attendance:

The Family Fun Day at the Narrogin Regional Leisure Centre (NRLC) saw 150 attendees, primarily children with their parents.

The Community Breakfast, which included the Citizenship Ceremony and Citizen of the Year Award Ceremony, welcomed approximately 150-170 participants, including both local residents mostly.

The celebrations ran smoothly, and Alby Park, with its shade options, proved to be an ideal venue for the event.

Please refer to the attached document for survey comments and feedback.

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)
Liability issues associated with managing a large scale event.	Unlikely (2)	Major (4)	Medium (5-9)	Management of Facilities, Venues, Events and Services	Manage through quality event management practices.

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		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 eight (8). 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 next Australia Day will fall on a Monday, which may present some challenges for scheduling a Family Fun Day. However, if we are successful with the grant application and the guidelines allow us to work around the dates, we could consider holding some activities on Friday, 30 January 2026, as this would align with families returning to town ahead of the school year, which begins on 2 February 2026.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION & COMMITTEE RESOLUTION

Seconded: Cr R McNab

Moved: C Mahony

In relation to Australia Day 2025, the Australia Day and Honours Advisory Committee members commented on the following:

What Worked Well:

- Event layout at Alby Park was effective.
- Advertising and promotions were well received.

Areas for Improvement:

- Gifts for award recipients should be better presented with appropriate decoration.
- Breakfast table arrangements need improvement for better accessibility and flow.

Recommendations for 2025:

- Nomination Campaign: Conduct regular and ongoing promotion to educate community members on the COTY nomination process.
- Award Presentation: Ensure names are engraved on medallions before the event.
- Event Schedule: Consolidate activities into a one-day event on 26 January 2026, starting with the Australia Day Breakfast in the morning, followed by Family Fun Day activities in the afternoon.
- Early Planning: Secure all providers and suppliers as early as possible to avoid last-minute issues.
- Certificates for Nominees: The Committee should decide whether to introduce certificates of recognition for nominees.

CARRIED 6/0

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

Against: Nil

6. NEXT MEETING

The next meeting is scheduled at 12.30pm on 9 September 2025.

7. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 1.05 pm.