


Shire of
Narrogin

MINUTES

AUSTRALIA DAY & HONOURS ADVISORY COMMITTEE MEETING

9 SEPTEMBER 2025

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

Signed: 
.....
(CEO)

Date **17 September 2025**

These minutes were confirmed at the Australia Day & Honours Advisory Committee Meeting held on 10 September 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 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 & HONOURS ADVISORY COMMITTEE MEETING

9 SEPTEMBER 2025

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr R McNab

Cr J Pomykala

K Chadwick – Community Member

C Mahony – Community Member

T Angwin – Lions Club

S Graham – Rotary Club Narrogin

Staff

Mr D Stewart – Chief Executive Officer

R Razumovskaya – Community and Economic Development Coordinator

R Miller – Community Development Officer

Leave of Absence

Apologies

J Early – Community Member

Absent

<vacant> – 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: K Chadwick

Moved: C Mahony

That the minutes of the Australia Day and Honours Advisory Committee Meeting held on 18 February 2025 be confirmed, as an accurate record of the proceedings.

CARRIED 6/0

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

5. MATTERS WHICH REQUIRE DECISIONS

5.1 CITIZEN OF THE YEAR AWARD 2026 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	01 September 2025
Author	Regina Razumovskaya – Community & Economic Development Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments COTY2026 Promotional Materials	

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

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).

The 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 do not have to be an Australian Citizen
- 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.
- 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.
- 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.
- Created significant initiative that brought positive change.

Selection Guidelines

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 nominations will close on 31 October 2025.

The Shire of Narrogin Promotional Campaign

The promotional campaign commenced on 4 August through social media platforms. This year's campaign seeks to gently challenge the perception that only high-profile or extraordinary achievements are worthy of recognition. By using short, relatable quotes, the campaign highlights the "quiet contributors" — individuals who work behind the scenes, show up consistently, and make everyday life better for others. The message reinforces that the Community Citizen of the Year Award can be awarded to anyone making a difference, regardless of how simple or humble their actions may appear.

Posters (see attachment) have been distributed throughout the town, and an email mail-out has been undertaken to all local community groups and relevant organisations, including the high school and agricultural college. In addition, Dakota Bolton-Black, Community Development Officer, is coordinating meetings with schools to encourage staff participation and support in submitting nominations.

At this stage, the following nomination numbers have been received:

- Community Citizen of the Year – 3;
- Young Citizen of the Year – 0;
- Senior Citizen of the Year – 2;
- Active Citizenship (Group or Event) – 0.

Consultation

Consultation has occurred with the following:

- Manager Community Services;
- Executive Manager Corporate and Community Services;
- 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 in October in case we don't get enough nominations.

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)
Lack of Submissions in the Young Citizen of the Year Category	Likely (4)	Insignificant (1)	Low (1-4)	Engagement Practices	Accept Risk

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 four (4). 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 promotional campaign will continue until 31 October 2025, ensuring broad community awareness and encouraging nominations across all award categories. While initial responses have been positive, there remains a possibility of low submission numbers in some categories. Should this occur, additional support from the Australia Day and Honours Advisory Committee members may be required to actively promote the program and encourage further nominations.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION & COMMITTEE RESOLUTION	
Seconded: K Chadwick	Moved: Cr J Pomykala
That with respect to the Citizen of the Year Awards Promotion Campaign 2025, the Australia Day and Honours Advisory Committee endorse the planning process as presented.	
CARRIED 6/0	
For: Mr L Ballard, Cr J Pomykala, Cr R McNab, K Chadwick, C Mahony, T Angwin.	
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	01 September 2025
Author	Rebecca Miller – Community Development Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments Carlisle Hire – quote	

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 of Narrogin has allocated a budget of \$20,000 (ex-GST) for the 2026 Australia Day activities, which includes an anticipated \$10,000 in grant funding. The Australia Day Grant application was submitted on 5 September 2025 in support of Option 2. Should we decide to proceed with Option 3 or 4, we will submit a variation to the application for approval, should the grant be successful.

Four (4) program options have been developed for consideration:

Option 1 (Total budget: \$10,000 – no grant funding): Standard Australia Day Breakfast only

\$4,000 – Provision of shade facilities

\$4,000 – Australia Day Breakfast

\$600 – Live music

\$1,000 – Miscellaneous expenses

\$800 – Free public entry to the Swim Pool (in-kind)

Option 2 (Total budget: \$20,000 – with grant funding): Standard Australia Day Breakfast plus small-scale indoor children's activities on the day

\$4,000 – Provision of shade facilities

\$4,000 – Australia Day Breakfast

\$600 – Live music

\$1,000 – Miscellaneous expenses

\$800 – Free public entry to the Swim Pool (in-kind)

\$10,000 – Small-scale indoor children's activities

Option 3 (Total budget: \$20,000 – with grant funding): Host a larger-scale Family Fun Day on a separate day (Friday, 23 January 2026, or Friday, 30 January 2026).

Option 4 (Total budget: \$30,000 – with grant funding): Increase the budget allocation to \$30,000 to allow larger-scale family activities to take place on Australia Day itself.

Consultation

Consultation has occurred with the following:

- Manager Community Services;

- Executive Manager Corporate and Community Services;
- 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

\$10,000-\$30,000 ex GST, depending on the selected option.

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)
Unsuccessful grant outcome	Unlikely (2)	Minor (2)	Medium (5-9)	Management of Facilities, Venues, Events and Services	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 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 four (4). 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 proposed 2026 Australia Day program provides flexibility to deliver either a standard format celebration or an expanded program incorporating family-friendly activities, depending on the outcome of the grant application.

Should the grant be successful, Option 2 allows for small-scale indoor children's activities to complement the traditional breakfast ensuring the Australia Day Breakfast and related elements are delivered within the adopted budget of \$20,000. If the grant is unsuccessful, the program will revert to Option 1 and we stay within the budget of \$10,000.

Alternatively, should Council wish to host larger-scale activities, this can be achieved either by scheduling a separate Family Fun Day on Friday, 23 January 2026 or Friday, 30 January 2026, or by increasing the budget to \$30,000 to incorporate them into the Australia Day program.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION & COMMITTEE RESOLUTION

Seconded: C Mahony

Moved: Cr J Pomykala

That with respect to the 2026 Australia Day planning activities, the Australia Day and Honours Advisory Committee:

- Endorse Option 1 (standard Australia Day Breakfast only) should the Shire be unsuccessful in securing grant funding.
- If grant funding is secured, the Shire's Community Development Team will proceed with either Option 2 (standard breakfast with small-scale indoor children's activities) or Option 3 (a separate Family Fun Day on 23 or 30 January 2026).

CARRIED 6/0

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

Against: Nil

5.3 AUSTRALIA DAY BANNERS

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	01 September 2025
Author	Rebecca Miller – Community Development Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments Australia Day Banners – Quote and designs	

S Graham joined the meeting at 12.32pm

Summary

The Australia Day and Honours Advisory Committee is requested to select the preferred design for the next set of Australia Day banners.

Background

The current banners have deteriorated and are no longer suitable for use in the upcoming season. A total of four (4) banners (960 x 2000 mm) and fifteen (15) banners (1110 x 3800 mm) are desired. The total cost of \$3,000 has been included in the current year's budget.

It is recommended that new designs be adopted. The attached quotation and design options are provided for the Committee's consideration.

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

\$3,000 ex GST.

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)
No banners on the day	Rare (1)	Insignificant (1)	Low (1-4)	Purchasing and Supply	Risk Management Plan

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 one (1). 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 replacement of the Australia Day banners will ensure a fresh, professional presentation for the Shire's annual celebrations and maintain the visibility of the event across the town. The proposed

budget allocation of \$3,000 is sufficient to cover the production of the required banners, and the adoption of new designs provides an opportunity to refresh the Shire's event branding.

Timely endorsement of the preferred design will allow sufficient lead time for production and installation ahead of the 2026 Australia Day celebrations.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION & COMMITTEE RESOLUTION

Seconded: Cr R McNab

Moved: Cr J Pomykala

That with respect to the Citizen of the Year Awards Promotion Campaign 2025, the Australia Day and Honours Advisory Committee endorse the production of the preferred banner designs, with the final selection to be made by the Shire's Community Development Team.

CARRIED 7/0

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

Against: Nil

6. NEXT MEETING

The next meeting has not been scheduled. As of the election date on 18 October, all committees will be dissolved, and a re-election process will follow.

7. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 12.40 pm.