



Shire of
Narrogin
Love the life

MINUTES

AUSTRALIA DAY & HONOURS ADVISORY COMMITTEE MEETING

21 JANUARY 2026

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

Signed:
(CEO)

Date **27 January 2026**

These minutes were confirmed at the Australia Day & Honours Advisory Committee Meeting held on 21 January 2026

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
21 JANUARY 2026**

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

J Archer – Lions Club Narrogin

S Graham – Rotary Club Narrogin

B McNab – Narrogin Chamber of Commerce

C Mahony - Community Member

B Fletcher - Community Member

V Chadwick – Community Member

Staff

R Razumovskaya – Community and Economic Development Coordinator

R Miller – Community Development Officer

B Firman – Manager Recreational Services

Leave of Absence

Nil

Apologies

Mr D Stewart – Chief Executive Officer

Absent

Nil

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

Moved: Cr J Pomykala

Seconded: S Graham

That the minutes of the Australia Day and Honours Advisory Committee Meeting held on 12 November 2025 be confirmed, as an accurate record of the proceedings.

CARRIED 9/0

For: Mr L Ballard, Cr J Pomykala, Cr R McNab, J Archer, S Graham, B McNab, C Mahony, B Fletcher, V Chadwick

Against: Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1 Australia Day Community Breakfast – 26 January 2026

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 Event Site Map 2026 Breakfast Australia Day Program	

Summary

The Australia Day and Honours Advisory Committee Members are requested to provide their feedback on the proposed event layout, program, timing, catering, and formal proceedings, and to confirm operational roles and responsibilities to ensure the event is delivered smoothly and respectfully.

Background

The Australia Day Community Breakfast is a long-standing civic tradition delivered by the Shire of Narrogin in collaboration with local service clubs, community partners, and volunteers. The 2026 event will be held at Alby Park on Monday, 26 January, from 7.30am to 11.00am, with entry via Clayton Road. Attendees are encouraged to bring their own picnic chairs and rugs; pets are not permitted.

The event will commence at 7.30am with a free community breakfast, followed by formal proceedings at 8.30am, including:

- Welcome to Country by Basil Kickett
- Official Welcome and Acknowledgement of Country by Shire President Leigh Ballard
- Prayer for the Nation by Boyd Hall (Centrepont Church)
- Live Bush Poetry by Frank Heffernan
- Citizenship Ceremony and Australian Citizenship Affirmation
- Presentation of the 2026 Community Citizen of the Year Awards

Formalities will conclude at approximately 10.30am, followed by live music from Jax Morton, contributing to the welcoming and celebratory atmosphere.

The total event budget is \$9,000 approx. with expenditure allocated as follows:

- Food purchase – \$1,500
- Catering consumables – \$227
- Music band – \$750
- Hire of shade sails – \$3,760
- Welcome to Country – \$500
- Narrogin Observer advertisement – \$750
- Certificate frames – \$255
- Radio advertising – \$260
- Labour - \$1,000

To support event delivery, the following volunteers and service clubs are being coordinated:

- Set-up Crew (3 volunteers, 6.00am – 7.30am) – *confirmed*
- Food Service Crew (5 volunteers, 7.00am – 8.30am) – *to be confirmed*
- Tea & Coffee Station (2 volunteers, 7.00am – 8.30am) – *confirmed*
- BBQ Crew – Rotary Club (5 volunteers, 7.00am – 8.30am) – *confirmed*
- BBQ Crew – Lions Club (5 volunteers, 7.00am – 8.30am) – *not yet confirmed*

- First Aid Volunteer (1 volunteer, available throughout) – *to be confirmed*

The breakfast menu will include bacon and eggs, with either beans or grilled mushrooms and tomatoes as a vegetarian option. Tea and coffee will also be provided.

All 2026 Australia Day Award nominees and key event participants — including Basil Kickett, Boyd Hall, and Frank Heffernan — have confirmed their attendance, with the exception of Tracey Angwin, who may be an apology. Roxanne McNab will act as Master of Ceremonies and has received the final event run sheet.

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

\$9,000 approx. cost is associated with running the 2026 Australia Day Community Breakfast.

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)
Bad weather conditions	Rare (1)	Minor (2)	Low (1-4)	Management of Facilities, Venues, Events and Services	Accept Officer Recommendation

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

That with respect to the delivery of the 2026 Australia Day Community Breakfast, the Australia Day and Honours Committee notes that preparations are progressing as scheduled, with the event to be held at Alby Park on Monday, 26 January 2026. The program includes a community breakfast, Citizenship Ceremony, Australia Day Awards presentations, and live performances. All award nominees and key participants have confirmed their attendance, with the exception of one potential apology. Volunteer recruitment and operational planning are continuing, with catering, entertainment, formalities, and risk considerations being appropriately managed. The Committee is invited to review the proposed program, confirm outstanding items, and provide any final direction to ensure the successful and inclusive delivery of this significant civic celebration.

Voting Requirements

Simple Majority

OFFICERS & COMMITTEE RECOMMENDATION

Moved: Cr J Pomykala

Seconded: V Chadwick

That with respect to the 2026 Australia Day Community Breakfast, the Australia Day and Honours Advisory Committee endorse the event management as presented.

CARRIED 9/0

For: Mr L Ballard, Cr J Pomykala, Cr R McNab, J Archer, S Graham, B McNab, C Mahony, B Fletcher, V Chadwick

Against: Nil

5.2 Australia Day Family Fun Day – 28 January 2026

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 Event Site Map 2026 Family Fun Day	

Summary

The Australia Day and Honours Advisory Committee Members are requested to provide their feedback on the proposed event layout, program, timing, catering to ensure the event is delivered smoothly and respectfully.

Background

The Family Fun Day is an informal community-focused event that complements the more formal components of the Australia Day program. The 2026 event will take place at Alby Park, with public access via Clayton Road, and will run from 4.00pm to 8.00pm. The program includes:

- A live band performance by Ma Baker,
- Inflatables and giant games,
- Mini golf,
- Face painting,
- A video game truck, arcade machine, or outdoor cinema (pending final booking), and
- St John Ambulance attendance for first aid coverage.

The event is designed to offer something for all ages and encourage participation from a broad cross-section of the community. Attendees will be encouraged to bring picnic chairs and rugs, and while BYO alcohol will be permitted, pets will not be allowed on site. Food will be available for purchase from a food van, ice cream van and a community sausage sizzle (yet to be confirmed).

The total budget for the event is \$11,000 approx., with the following indicative allocations:

- Inflatables – \$4,227
- Mini golf – \$1,682

- Face painting – \$500
- Ma Baker - \$1,300
- Video game truck, arcade machine, or cinema – \$1,000 (yet to be confirmed)
- St John Ambulance – \$595
- Radio advertising – \$260
- Labour - \$1,000

This event provides a relaxed and welcoming environment for families to connect, celebrate, and enjoy a summer evening in the park. It follows the formal Australia Day events earlier in the week and supports the Shire's objectives of promoting social inclusion and local vibrancy.

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

\$11,000 ex GST is associated with running a Family Fun Day.

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)

Bad weather conditions	Rare (1)	Minor (2)	Low (1-4)	Management of Facilities, Venues, Events and Services	Accept Officer Recommendation
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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 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

That with respect to the planned delivery of the 2026 Australia Day Family Fun Activities on 28 January 2026, the Australia Day and Honours Committee notes the event will provide a relaxed, family-oriented sundowner to conclude the week's celebrations. The program includes live music, entertainment for all ages, and food vendors in an inclusive outdoor setting. Event logistics, suppliers, and volunteer coordination are progressing, with some elements such as the sausage sizzle and video activation still to be confirmed. The Committee is invited to review the proposed activities, confirm outstanding items, and provide input to support the successful delivery of the event.

Voting Requirements

Simple Majority

OFFICERS & COMMITTEE RECOMMENDATION

Moved: Cr J Pomykala

Seconded: Cr R McNab

That with respect to the 2026 Australia Day Family Fun Activities, the Australia Day and Honours Advisory Committee endorse the event management as presented.

CARRIED 9/0

For: Mr L Ballard, Cr J Pomykala, Cr R McNab, J Archer, S Graham, B McNab, C Mahony, B Fletcher, V Chadwick

Against: Nil

6. NEXT MEETING

The next meeting is scheduled at 1pm on Wednesday 11 February 2026.

7. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 12.56 pm.