



**MINUTES
AUSTRALIA DAY AND HONOURS ADVISORY
COMMITTEE MEETING**

11 JANUARY 2022

Commencing at 12:00 pm

Committee Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

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

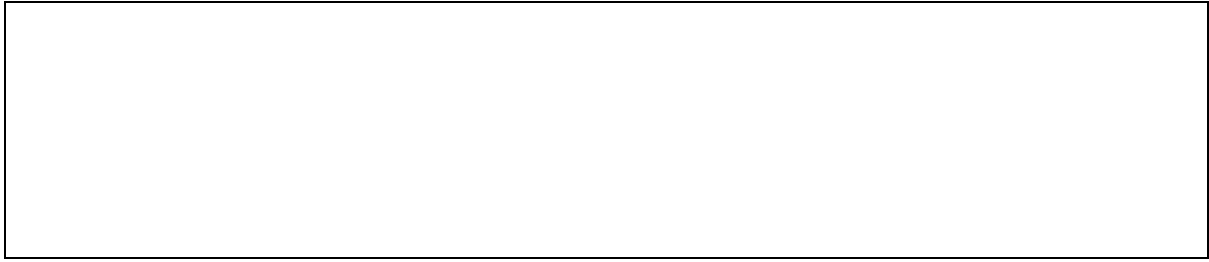
Signed:
(CEO)

Date **17/01/2022**

These minutes were confirmed at the Australia Day and Honours Advisory Committee Meeting held on 8 February 2022

Signed:

(Presiding Person 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 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 AND HONOURS ADVISORY COMMITTEE MEETING 23 NOVEMBER 2021

1. OFFICIAL OPENING

The Presiding Member Leigh Ballard declared the meeting open at 12.05 pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr J Early

Ms K Weaver – Rotary Club Narrogin

Cr R McNab – Narrogin Chamber of Commerce (Proxy if required)

Mr A Castle – Lions Club Narrogin

Mrs C Mahoney – Community Member

Vacant - Community Member

Vacant - Community Member

Staff (Non-voting)

Ms S Bell – Community Development Officer

Apologies

Mr D Stewart – Chief Executive Officer

Absent

Nil

Visitors

Nil

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

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING OF THE AUSTRALIA DAY AND HONOURS ADVISORY COMMITTEE

OFFICER'S RECOMMENDATION

Moved: Cr Early

Seconded: Ms Weaver

That the minutes of the Australia Day and Honours Advisory Committee Meeting held on 23 November 2021 be confirmed, as an accurate record of the proceedings.

CARRIED: 6/0

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

7. MATTERS WHICH REQUIRE DECISION

The Administration required the following information from the Committee members:

1. Number of volunteers to assist with delivery of catering and front of house services on Wednesday 26 January 2022;
2. Consensus agreement on layout and setup;
3. Understanding of the Citizenship Ceremony; and
4. Consensus agreement to the proposed program.

The Committee members present discussed and agreed to the following arrangements:

1. Number of volunteers to assist with delivery of catering and front of house services from **6.00 am Wednesday 26 January 2022:**
 - a. Volunteers to commence setting up from 6.00 am;
 - b. Complete stage setup and decorate;
 - c. David Harrison is bringing his own sound equipment, and will require assistance to set up;
 - d. A quantity of seats in front of the stage for invited guests;
 - e. Tables and chairs set up on the lawn for about 100; and
 - f. Volunteers will set up large marquees from 6.30am at locations to be determined on arrival.
2. Consensus agreement to the proposed layout and setup:
 - a. Layout to be the same as last year;
 - b. Stage to only be one level;
 - c. Narrogin Racing have indicated that the cover on the shelter is damaged and will not be replaced in time for the event; and
 - d. Menu to consist of bacon, scrambled eggs, sausages along with bread and rolls, as well as vegetarian sausages, baked beans and a vegetable bake.

Allergens are to be considered, as well as dietary considerations (vegetarian/vegan option)

3. Understanding the Citizenship Ceremony:
 - a. The onstage program will be written and times adjusted to accommodate the number of Citizenship Pledges
 - b. Cr Early to discuss with Vanessa Ward
4. Consensus agreement to the proposed program:
 - a. David Harrison is organising singers
 - b. Bush poet Frank will be doing two poems
 - c. There are 10 citizenship ceremonies

Additional free family activities for the day include pool opening at 10.00 am; Freedom Fairies from 10.30 am, and a family movie at 7.30 pm. These will be coordinated by the Y.

8. GENERAL BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 1.00 pm.

The next meeting of the Australia Day and Honours Committee will be held at 12.00 pm on Tuesday 8 February 2022 at this same venue.