


Shire of  
**Narrogin**

## MINUTES

### AUSTRALIA DAY & HONOURS ADVISORY COMMITTEE MEETING

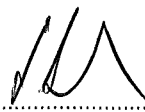
27 MARCH 2024

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

Signed:   
.....  
(CEO)

Date 26 August 2024

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 ngiyen Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koorra 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

## 27 MARCH 2024

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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 J Pomykala

Cr R McNab

J Early – Community Member

K Chadwick – Community Member

C Mahony – Community Member

**Staff**

R Razumovskaya – Community and Economic Development Coordinator

A Prysiashna – Community Development Officer

Mr M Furr – Executive Manager Corporate and Community Services

**Leave of Absence**

Nil

**Apologies**

Damian Mercuri – Chamber of Commerce

Mr D Russell – Lions Club Narrogin

Ms K Weaver – Rotary Club Narrogin

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**

Seconded: Cr J Pomykala

Moved: J Early

That the minutes of the Australia Day and Honours Advisory Committee Meeting held on 17 January 2024 be confirmed, as an accurate record of the proceedings.

**CARRIED 6/0**

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

**5. MATTERS WHICH REQUIRE DECISIONS**

**5.1 POST EVENT DEBRIEF**

|                        |  |
|------------------------|--|
| 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                   | 20 March 2024  |
| Author                 | Regina Razumovskaya – Community & Economic Development Coordinator   |
| Authorising Officer    | Mark Furr – Executive Manager Corporate & Community Services   |
| Attachments            | Nil  |

**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 has incurred cost \$14,213 ex-GST on the Australia Day activities, supplemented by \$2,700 as in-kind contributions. We have received and acquitted a grant totalling \$10,000 ex-GST which covered 70% of all financial costs. The largest portion, totalling \$9,523, was allocated to the Family Fun Day, while the Australia Day event, including citizenship ceremonies and the Citizen of the Year Award, cost \$4,690 in total.

Preparations for Australia Day began in September 2023 with the Citizen of the Year Award advertising campaign. Previous year's winners were involved in a video campaign, resulting in a relatively high submission of nominations, totalling 15 across various categories.

The two-day Australia Day 2024 activities were highly successful, with significant attendance. The Family Fun Day at the Narrogin Regional Leisure Centre (NRLC) attracted 150 participants, primarily children accompanied by their parents. Most commented that was a great day and the kids loved it. Some attendees mentioned a lack of activities specifically tailored for children under 3 years old. Even the activities that could have been suitable for this age group in theory were not utilised, as older kids seemed to dominate them. Additionally, there were numerous comments indicating a desire for more outdoor activities. There were two minor injuries -one adult, one kid – but no formal incident reports were necessary. For more information, please see the survey results from the Australia Day 2024 – Family Fun Day.

The Community Breakfast, featuring the Citizenship Ceremony and Citizen of the Year Award ceremony, had 120+ participants from both local and visiting communities. Special invitations were extended to previous years' winners, with around 37 attendees. Additionally, each nomination brought around 3-4 supporters, totalling up to 60 in total, contributing to the high attendance, along with 14 people attending for the citizenship ceremony.

The Mackie Park location was deemed suitable, with ample shade, except for the band, which had to perform under direct sunlight. Proximity to the Narrogin Fruit Market facilitated food logistics.

There was a significant amount of work involved in transporting items to and from the Town Hall. We improvised by utilising the public toilet area as a storage space, albeit with the inherent risk of items being damaged or stolen.

The public toilets at Mackie Park were in poor condition, with vandalism marks which requires attention in the future. The breakfast process was supported by Lions and Rotary Clubs, while councillors were more involved in serving the food to the public.

The bump-in phase proceeded smoothly on the day, with minor issues related to electricity.

## **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 event actual budget matched the planned budget.

### 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)  |
|---|-----------------|---------------------------|-------------|-----------------------------------|--|
| The success of this year's Australia Day festivities may lead to heightened expectations for next year's event. However, it's important to recognise that planning for the next Australia Day, which falls on a Sunday, presents unique challenges. | Likely (4)      | Moderate (3)              | High(12)    | Critically low attendance numbers | Coordinating the program to maintain or surpass the attendance levels of the previous year will require careful consideration and innovative strategies. |

### 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 twelve (12) has been determined for this item. 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**

As an outcome, several key items have been identified to consider for Australia Day 2025:

- Enforce the Australia Day Ambassador's program and utilise them for the promotion campaign of the Citizen of the Year Award. This includes featuring recent winners alongside past recipients.
- Plan event activities thoroughly, considering that it falls on a Sunday next year. As an option, extend the duration of event activities over 2 -3 days to encourage attendance and promote community engagement. This may involve activities on Friday, Saturday, and Sunday. Potential schedule: Friday – Family Fun Day, Saturday – Aboriginal community celebrations or a Movie night, and Sunday – official ceremonies.
- Maintain the Family Fun Day as a pre-event day with a wide range of indoor and outdoor activities for children of different ages. Attract more local organisations and groups to provide various kids' activities.
- Alby Park or Mackie Park? If shaded, Alby Park is a better option, as all the Australia Day activities can be consolidated in one place, making logistics for food and inventory easier. There is no public access prior to or after the event. However, this option requires a budget allocation to provide sufficient shade. Installing shade in Alby Park could lead to increased utilisation or rental of the space, as lack of shade is often a barrier. If budget constraints prevent shade installation, it's advisable to retain Mackie Park as the primary location for the Australia Day 2025 Breakfast. Address all electricity issues at Mackie Park and ensure that public toilets are in good order before the event.

### **Voting Requirements**

Simple Majority

*This space is intentionally left blank*

## **OFFICERS' & AUSTRALIA DAY AND HONOURS ADVISORY COMMITTEE MEMBERS MOTION**

Seconded: Cr J Pomykala

Moved: J Early

In relation to the Australia Day 2025, the Australia Day and Honours Advisory Committee members endorse the following proposals:

1. **Event Schedule:** Maintain the current event schedule with 24 January designated as Family Fun Day, 25 January for Aboriginal events (such as indigenous games or truth-telling projects) or other activities (free pool and/or Movie night), and 26 January for the Australia Day breakfast and ceremonies. Discussion regarding the potential rescheduling of the breakfast to another date (e.g., 25 January) shall be further discussed by the Council.
2. **Family Fun Day:** Continue the Family Fun Day as a pre-event day with a diverse range of indoor and outdoor activities catering to children of different age groups. Encourage more local organisations and groups to participate by providing various kids' activities.
3. **Australia Day Ambassador Program:** Reinforce the Australia Day Ambassador's program and utilise ambassadors for promoting the Citizen of the Year Award. This includes featuring recent winners alongside past recipients in promotional campaigns.
4. **Final Location Determination:** Decide on the final location (Mackie Park or Alby Park) in the second half of the year or even closer to the event. If Alby Park is chosen, ensure the provision of adequate shade. If Mackie Park is selected, reconsider the layout (including stage going uphill), address electricity issues, reassess the sound system, arrange for a cool room, and mitigate other logistical risks accordingly.
5. **Campfire Country Band:** Retain the Campfire Country Band (David and Therese) for Australia Day 2025, as their music was found to be very appropriate for the event.
6. **Official Ceremony Start Time:** Clearly state the start time for the official ceremony in promotional materials. Opt for a single start time for the entire ceremony rather than specifying start times for individual parts (e.g., 8:30 am).
7. **Shade Quotations:** Obtain quotations for shade installations in Alby Park and make recommendations for inclusion in the 2024/25 annual budget.

**CARRIED 6:0**

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

Against: Nil

## **6. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 12.55 pm. The next meeting is scheduled at 12pm on 10 September 2024.