



MINUTES
AUSTRALIA DAY AND HONOURS COMMITTEE MEETING

15 January 2019

Commencing at 5:00 pm

Narrogin Town Hall

Narrogin WA 6312

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

Signed:
(CEO)  Date **15 January 2019**

These minutes were confirmed at the Australia Day and Honours Committee Meeting held on 12 February 2019.

Signed:
(Presiding Person at the meeting at which minutes were confirmed)

SHIRE OF NARROGIN

NOTICE OF AUSTRALIA DAY AND HONOURS COMMITTEE MEETING

Dear Committee Member

Pursuant to Item 10 of the meeting held 13 November 2018 an ordinary meeting of the Australia Day and Honours Committee will be held on Tuesday 15 January 2019 at the Narrogin Town Hall, Federal Street, Narrogin, commencing at 5:00 pm.



Dale Stewart
Chief Executive Officer

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Please note that meetings may be recorded for minute taking purposes.

CONTENTS

1.	OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS.....	4
2.	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	4
3.	DECLARATION OF INTEREST BY COMMITTEE MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA.....	5
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
4.1	Australia Day and Honours Committee meeting held on 13 November 2018.....	5
5.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION.....	5
6.	PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS	5
7.	MATTERS WHICH REQUIRE DECISIONS	5
8.	STATUS REPORT UPDATE.....	5
9.	GENERAL BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING	8
10.	CLOSURE OF MEETING	8

AUSTRALIA DAY AND HONOURS COMMITTEE MEETING MINUTES

15 JANUARY 2019

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, opened the meeting open at 5:00 pm.

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

Committee Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr Seale (Deputy Member)

Mrs T Beaton – Narrogin Residents and Ratepayers

Mr A Robb – Lions Club Narrogin

Mr S Graham – Rotary Club Narrogin

Vacant – Community Member

Vacant – Community Member

Vacant – Community Member

Staff

Ms L Bell – Administration Support Officer (ASO)

Apologies

Cr C Ward

Cr M Fisher

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 MEETINGS

4.1 AUSTRALIA DAY AND HONOURS COMMITTEE MEETING HELD ON 13 NOVEMBER 2018

COMMITTEE RESOLUTION

Moved: Cr Seale

Seconded: Mrs Beaton

That the minutes of the Australia Day and Honours Committee Meeting held on 13 November 2018 be confirmed, as an accurate record of the proceedings.

CARRIED: 5/0

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

7. MATTERS WHICH REQUIRE DECISIONS

There were no matters which require decisions.

8. STATUS REPORT UPDATE

Attachment – Australia Day Events Planning Status Report

The Status Report contains the details of completed and outstanding tasks associated with the events planning and coordination, and records updates from the Committee in relation to the events planning.

The ASO will provide the Committee with an update on the progress of the event coordination plans and seek guidance from the Committee with regards to the layout of the tables and chairs and the stage.

There are three events taking place across two venues, volunteer staff will be required for each of these. The ASO will request volunteer numbers to fill these rosters.

The Status Report has been updated and attached.

Events

2019 Australia Day Events Planning Status Report Update

Primary Column	Start Date	Status	Estimated completion date	Quoted price	Budget actual	In-kind	Responsible officer	Comments
2019 Australia Day Events Planning	26/01/19		26/01/19		\$10,150.00		Loriann Bell	
Citizen of the Year nominations	01/09/18	COMPLETED	31/10/18					
Advertising	01/09/18	COMPLETED	31/10/18		\$259.12			
Prepare Agenda for the Committee	29/10/18	COMPLETED	02/11/18					
Draft OCM Report	08/11/18	COMPLETED	19/12/18					
Send invitations to the nominator and nominees		COMPLETED	30/11/18					
Email names of award recipients to Australia Day Council	06/12/18	COMPLETED	06/12/18					
Medallions engraved	11/01/19	COMPLETED	18/01/19		\$0.00	\$15.00		
Event Management								
Advertising		COMPLETED						
Media Release		APPROVED	20/12/18					Email to Group Media contact, Elected Members and All users
Poster - Holy Cow edit 2018 poster	20/11/18	COMPLETED	30/11/18	\$100.00	\$100.00			
Triple M		COMPLETED						
Narrogin Observer 20 December and 24 January		COMPLETED	24/01/19		\$419.90			
Facebook		COMPLETED	24/01/19		\$0.00			posted on Facebook 20.12.2018 with additional posts scheduled to appear over the next four weeks.
SoN website		COMPLETED	20/12/18		\$0.00			
SoN web calendar		COMPLETED	20/12/18					
Ensure all NEW suppliers have been set up in Synergy as creditors before raising purchase orders		COMPLETED						
Community Breakfast								
Event Manager - Wendy Russe		CONFIRMED		\$200.00				Commence work at 5.30am finish at 10.30am
Catering		COMPLETED						
Table reservations								
Hospital Auxiliary x 8		CONFIRMED						
Eltridge x 4		CONFIRMED						
Pratt x 6		CONFIRMED						
New citizens Ballards x 7/ Raworth x 9 + 6		CONFIRMED						
Narrogin Fresh		CONFIRMED						
Narrogin Fruit Market		CONFIRMED						
Narrogin Packaging and Hire		CONFIRMED						
Arrange bbq's		CONFIRMED						bbq's from Rotary, Ballards and Lions delivered 25 January.
Narrogin Ag College - 30 doz eggs		CONFIRMED						
Event Program		IN PROGRESS						
Welcome to Country (Acknowledgment)		CONFIRMED						
Master of Ceremonies - Dave Harrison		CONFIRMED				\$400.00		
Volunteers x 30 6.15am-10.30am		COMPLETED	21/01/19					
Lions Club x 5 cooking @ 6am		CONFIRMED						
Rotary Club x 5 @ 6.15am		CONFIRMED						
Narrogin Residents and Ratepayers x 1 @ 6.15am		CONFIRMED						
UGSHA x 8 6.45am		CONFIRMED						
Elected Members x 6 @ 6.45 am		CONFIRMED						
Exec managers and other Shire staff x 3 @ 7am		CONFIRMED						
Music event Mackle Park								
Event manager - Rob Powell		CONFIRMED		\$200.00	\$200.00			Commence work at 3.30pm finish at 7.30pm
Welcome to Country - Basil Kickett		CONFIRMED		\$300.00	\$300.00			
Noongar Dancers - Francis Bolton		CONFIRMED		\$600.00	\$800.00			
Support acts - Rob Mills		CONFIRMED		\$250.00	\$250.00			
Support acts - Dean Bradford		CONFIRMED		\$170.00	\$170.00			
Headline act - HUGE		CONFIRMED		\$3,000.00	\$3,100.00			
Master of Ceremonies - Dave Harrison		CONFIRMED		\$400.00	\$400.00			
Volunteers x 4 3.30pm-7.30pm		CONFIRMED						

Primary Column	Start Date	Status	Estimated completion date	Quoted price	Budget actual	In-kind	Responsible officer	Comments
Cr Fisher x 2								
Cr Walker x 2								
Kids activities								
Swimming pool - free entry		CONFIRMED						YMCA Manager has confirmed activities with provider.
Face painting		DECLINED						
Laser Tag		CONFIRMED		\$1,500.00	\$1,500.00			
Family Movie Night								
Event Manager Rob Powell		CONFIRMED		\$200.00				Commence work at 7pm finish at 10pm
Rural cinema - Paper Planes		CONFIRMED						
Volunteers x 2 7pm-10pm		CONFIRMED						
Elder and Sister Bennett		CONFIRMED						

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

10. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:36 pm.

It was reported in the Agenda for the Meeting held on 15 January 2019 that the next meeting of the Australia Day and Honours Committee would be held at 5:00 pm on Tuesday 29 January 2019.

This has been postponed to 5.00 pm Tuesday 12 February 2019 at the Administration Office, 89 Earl Street, Narrogin.