



## MINUTES

### AUSTRALIA DAY AND HONOURS COMMITTEE MEETING

**19 February 2019**

Commencing at 5:00 pm

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 Committee.

Signed: .....

(CEO)

Date

**19 February 2019**

These minutes were confirmed at the Australia Day and Honours Committee Meeting held on 6 August 2019.

Signed: .....

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

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

## CONTENTS

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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 15 January 2019 .....	5
5.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION.....	5
6.	PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS .....	5
7.	MATTERS WHICH REQUIRE DECISIONS .....	5
7.1.	Australia Day and Honours Committee Nomination.....	5
7.2.	2019 Australia Day Event Evaluation .....	8
8.	STATUS REPORT UPDATE.....	9
9.	GENERAL BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING .....	9
9.1	2019 Live Music and Movie events.....	9
9.2	Donuts.....	9
10.	CLOSURE OF MEETING .....	9

# AUSTRALIA DAY AND HONOURS COMMITTEE MEETING MINUTES

## 19 FEBRUARY 2019

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### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, opened the meeting at 5.12 pm.

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

#### **Committee Members (Voting)**

Mr L Ballard – Shire President (Presiding Member)

Cr B Seale

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)

Mr D Stewart – Chief Executive Officer (CEO)

#### **Apologies**

Cr M Fisher

Cr C Ward

Mrs T Beaton – Narrogin Residents and Ratepayers

#### **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 15 JANUARY 2019**

**COMMITTEE RESOLUTION**

Moved: Cr Seale

Seconded: Mr Robb

That the minutes of the Australia Day and Honours Committee Meeting held on 15 January 2019 be confirmed, as an accurate record of the proceedings.

**CARRIED: 4/0**

**5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

Nil

**6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS**

Nil

**7. MATTERS WHICH REQUIRE DECISIONS**

**7.1. AUSTRALIA DAY AND HONOURS COMMITTEE NOMINATION**

Attachment - Mrs Mareesa Atkins

The Committee are asked to consider the nomination of Mrs Mareesa Atkins to the Australia Day and Honours Committee position of Community Member at large.

At the Ordinary Council Meeting held on 19 December 2018, Council endorsed the Australia Day and Honours Committee amended Terms of Reference enabling the Committee membership to include three community members.

The Shire invited nominations to the Australia Day and Honours Committee through an advertising campaign on social media and in the Narrogin Observer throughout January 2019. One nomination was received from Mrs Mareesa Atkins.

Mrs Atkins has been an active volunteer in Narrogin for a number of sporting and community groups including the Upper Great Southern Hockey Association and brings with her a wealth of event and catering experience.

**COMMITTEES OF COUNCIL NOMINATION**

(FCEO030)


**Shire of  
Narrogin**  
Love the life

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30 am – 4:30 pm  
MONDAY - FRIDAY

**Shire of Narrogin  
RECEIVED**

30 JAN 2019

26.4.3 ICR1916488

**MEMBERSHIP NOMINATION**

The Shire of Narrogin invites nominations from individuals or organisations for a position on one of the following Committees of Council.

Please indicate below which Committee you are nominating for:

- Australia Day and Honours Committee  
 Narrogin District Townscape Committee  
 Local Emergency Management Committee  
 Narrogin Airport Committee

Name of nominee	MAREESA ATKINS		
Name of organisation (if applicable)			
Street Address	[REDACTED]		
Postal Address	[REDACTED]		
Telephone No		Mobile No	[REDACTED]
Email Address	[REDACTED]		
Signature:	M Atkins		Date: 30/1/2019

Further information is available on the Shire's website, <https://www.narrogin.wa.gov.au/committees.aspx>, or by contacting the Shire administration office on 9890 0900.

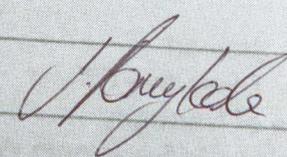
Nominations close at 4.30 pm Thursday 31 January 2019 and should be addressed to the undersigned.

Dale Stewart  
Chief Executive Officer  
Shire of Narrogin  
PO Box 1145 Narrogin WA 6312  
[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

Please provide a brief outline of your interest, knowledge, experience and skills in relation to your chosen Committee.

Interest	I would like to be a part of the committee as 3 breakfasts ago the Ugs hockey won an awards, so so happy with that so felt for myself and hockey should jump on Board and return some service. with little younger blood. Then myself won citizen of year 2018. so just want to give back. to our great town.
Knowledge	catering / functions School canteens Vol and Manager St Matts school School canteen Highschool vol. worked kitchen hand Ngn Hostel, BP Williams work. Ngn Golf Club catering manager Ugs hockey Canteen / catering Many many years
Experience	I have been a part of the helping Australia Day Committee over the last 2 years and have been able to have some changing impact. for the last 2 Australia Day Breakfasts
Skills	Many years of volunteering for different school, sports clubs and helping out catering for functions with different people so have a little catering skills + knowledge.

## OFFICE USE

Synergy Record #	ICR1916488	Records Officer's Signature	
File Location	26.4.3		
Council resolution		Executive Manager Signature	

In 2016, the Upper Great Southern Hockey Association (UGSHA) hosted an international hockey series between the Australian Kookaburra's and Great Britain. Mareesa volunteered to be the canteen manager for the event. This required her to organise two dinner functions, providing meals for almost 3000 people over two days, including both teams and their support staff.

The compliments that the association received as a result were too numerous to mention, and she played a pivotal role in the success of the event.

In addition Mareesa has worked as a volunteer in a range of roles including:

- School canteens for 9 years;
- Little Athletics for 7 years;
- Minkey hockey coach for 3 years;
- Secretary of the UGSHA for 3 years;
- Volunteer Team Manager, Carnival and Country week coordinator of the UGSHA for over 10 years; and
- Canteen manager of the UGSHA for 8 years.

In December 2016 Mrs Atkins received recognition at the Shire of Narrogin's Thank a Volunteer Day event, and on Australia Day 2018 she received the Shire of Narrogin's Citizen of the Year Award in recognition of her outstanding community service.

#### **OFFICERS' RECOMMENDATION AND COMMITTEE RESOLUTION**

Moved: Mr Robb

Seconded: Cr Seale

That in relation to the Australia Day and Honours Committee nomination for the committee position of Community Member at large, the Committee recommends that Council endorse the nomination of Mrs Mareesa Atkins.

**CARRIED: 4/0**

## **7.2. 2019 AUSTRALIA DAY EVENT EVALUATION**

Attachment - Event Evaluation Summary

Attendees at the Shire's 2019 Australia Day events were invited to comment on the different elements of the events by way of an Event Evaluation Form.

One hundred people responded, the results have been summarised and attached.

The Committee are asked to consider the community feedback when determining the format for the Shire's 2020 Australia Day celebrations.

The Committee expressed their satisfaction with the feedback provided by the community within the Event Evaluation Form and agreed the format for the Australia Day Community Breakfast should remain the same in 2020.

## **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 for and by the Committee in relation to the events planning.

The Status Report has been updated and attached.

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

### **9.1 2019 LIVE MUSIC AND MOVIE EVENTS**

There was some discussion by the Committee regarding the Australia Day events held in Mackie Park in the afternoon. For three years the Shire has coordinated additional free activities in Mackie Park featuring live music and an outdoor movie. While community feedback from those who attended was positive, attendance at each of these has consistently been very low.

The consensus of the Committee was unanimous that these additional activities would not be offered as part of the Shire's Australia Day celebrations in 2020. The Committee's efforts should be focussed on the coordination and professional delivery of the Community Breakfast and the continual improvement of the on-stage formalities.

### **9.2 DONUTS**

There was an additional discussion regarding the provision of donuts at the Community Breakfast. Historically this task was undertaken by Officers of the former Shire of Narrogin as their contribution to the event, however, it has become increasingly difficult to arrange additional volunteers to undertake this. The Committee agreed that as lamingtons are an Australian dessert, they should replace donuts at future Australia Day Community Breakfasts. The ASO will arrange the supply of lamingtons as part of the event catering.

## **10. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 5.37 pm.

The next meeting of the Australia Day and Honours Committee will take place at 5:00 pm Tuesday 6 August 2019 at this same venue.

# 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
<b>2019 Australia Day Events Planning</b>	26/01/19		26/01/19		\$10,150.00		Loriann Bell	
<b>Citizen of the Year nominations</b>	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		
<b>Event Management</b>								
<b>Advertising</b>		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						
<b>Community Breakfast</b>								
Event Manager - Wendy Russe		CONFIRMED		\$200.00				Commence work at 5.30am finish at 10.30am
<b>Catering</b>		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						
<b>Music event Mackle Park</b>								
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								
<b>Kids activities</b>								
Swimming pool - free entry		CONFIRMED						YMCA Manager has confirmed activities with provider.
Face painting		DECLINED						
Laser Tag		CONFIRMED		\$1,500.00	\$1,500.00			
<b>Family Movie Night</b>				\$1,545.46	\$1,545.46			
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						