



MINUTES
AUSTRALIA DAY AND HONOURS COMMITTEE MEETING

13 AUGUST 2019

Commencing at 5:30 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 Narrogin District Townscape Committee.

Signed:
(CEO)

Date **13 August 2019**

These minutes were confirmed at the Narrogin District Townscape Committee Meeting held on 22 October 2019.

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.

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**Alternative formats are also available upon request, including large print,
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Please note that meetings may be recorded for minute taking purposes.

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AUSTRALIA DAY AND HONOURS COMMITTEE MEETING MINUTES

13 AUGUST 2019

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard opened the meeting at 5.31 pm.

The ASO reported Mrs Beaton had tendered her apology for tonight's meeting, as well as her resignation as the representative of the Narrogin Residents and Ratepayers Association from the Committee.

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

Committee Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr M Fisher (Proxy)

Mr A Robb – Lions Club Narrogin

Mr S Graham – Rotary Club Narrogin

Vacant – Community Member

Vacant – Community Member

Staff (Non-voting)

Ms L Bell – Administration Support Officer (ASO)

Apologies

Cr C Ward

Mrs T Beaton – Narrogin Residents and Ratepayers

Absent

Mrs M Atkins – Community Member

Visitors

Cr B Seale

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 COMMITTEE

4.1 CONFIRMATION OF MINUTES 19 FEBRUARY 2019

OFFICER'S RECOMMENDATION

Moved: Cr Fisher

Seconded: Mr Graham

That the minutes of the Australia Day and Honours Committee Meeting held on 19 February 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 DECISION.

7.1 SCHEDULE OF ADVERTISING FOR CITIZEN OF THE YEAR AWARDS NOMINATIONS AND COMMUNITY BREAKFAST

Summary

The Committee are requested to consider the proposed advertising schedules for the Citizen of the Year Awards nomination period which runs from 1 September – 31 October 2019, and the Australia Day Community Breakfast which will be held on Sunday 26 January 2020.

Nominations:

- Flyer – 28 August – 31 October 2019;
- Facebook – 15 August and 1 September and 24 October 2019;
- Media Release – 28 August 2019; and
- Narrogin Observer – 5 September and 24 October 2019.

Event:

- Flyer – 2 December 2019;
- Media Release – 20 December 2019;
- Facebook – 2 – 26 January 2020;
- Narrogin Observer – 16 and 23 January 2020; and
- Triple M – 13 – 26 January 2020.

Background

The Shire's Australia Day celebration is coordinated by the Australia Day and Honours Committee and is comprised of a free community breakfast prepared and served by volunteers from Narrogin's Rotary and Lions clubs, Residents and Ratepayers Association, Upper Great Southern Hockey Association and many more.

Breakfast is followed by a program of onstage formalities and presentation of the Australia Day Citizen of the Year Awards.

Nominations for Citizen of the year Awards are received from 1 September – 31 October each year and are accompanied by a statewide advertising campaign initiated by the Australia Day Council WA and supported by participating local governments.

Comment

Calling for nominations for Citizen of the Year by way of a schedule of targeted advertising mediums, is crucial to the success of the awards program and will help ensure a selection of quality nominations are received for consideration.

OFFICER'S RECOMMENDATION

Moved: Mr Robb

Seconded: Cr Fisher

That in relation to the proposed advertising schedule for the Citizen of the Year Awards nomination period and the Australia Day Community Breakfast, the Australia Day and Honours Committee endorse the administrations proposed advertising schedule as follows

1. Citizen of the Year Award Nominations:
 - a. Flyer – 28 August – 31 October 2019;
 - b. Facebook – 15 August and 1 September and 24 October 2019;
 - c. Media Release – 28 August 2019; and
 - d. Narrogin Observer – 5 September and 24 October 2019.
2. Community Breakfast:
 - a. Flyer – 2 December 2019;
 - b. Media release – 20 December 2019;
 - c. Facebook – 2 – 26 January 2020;
 - d. Narrogin Observer – 16 and 23 January 2020; and
 - e. Triple M – 13 – 26 January 2020.

CARRIED: 4/0

8. STATUS REPORT UPDATE

The Status Report has been updated and is attached for your reference.

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

Nil

10. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5.44 pm.

The Committee will meet at 5 pm Tuesday 22 October 2019 at this same venue to determine if there are sufficient nominations received for the Citizen of the year Awards and if required, make recommendations for suitable nominees.

After that, the next meeting of the Australia Day and Honours Committee will be held at 5.00 pm on Tuesday 12 November 2019 at this same venue.

Events Planning Status Report

2020 Australia Day

Event name	Completed	Start Date	Completed date
<input type="checkbox"/> 2020 Australia Day	<input type="checkbox"/>	26/01/20	
<input type="checkbox"/> Citizen of the Year nominations	<input type="checkbox"/>		
<input type="checkbox"/> Advertising	<input type="checkbox"/>		
Facebook	<input type="checkbox"/>	12/08/19	31/10/19
Flyer	<input type="checkbox"/>	19/08/19	28/08/19
Narrogin Observer	<input type="checkbox"/>	29/08/19	05/08/19
Narrogin Observer	<input type="checkbox"/>	17/10/19	24/10/19
Media Release	<input type="checkbox"/>	23/08/19	28/08/19
Send invitations to the nominators and nominees	<input type="checkbox"/>	01/11/19	04/11/19
Email names of award recipients to Australia Day Council	<input type="checkbox"/>	06/12/19	06/12/19
<input type="checkbox"/> Committee meetings	<input type="checkbox"/>		
<input type="checkbox"/> Prepare Agenda for the Committee meeting	<input type="checkbox"/>		
13 August 2019	<input checked="" type="checkbox"/>	29/07/19	08/08/19
22 October 20019	<input type="checkbox"/>		
12 November 2019	<input type="checkbox"/>		
14 January 2020	<input type="checkbox"/>		
11 February 2020	<input type="checkbox"/>		
Draft OCM Report 28 NOvember 2019	<input type="checkbox"/>		
<input type="checkbox"/> Event Management	<input type="checkbox"/>		
<input type="checkbox"/> Advertising	<input type="checkbox"/>		
Media Release	<input type="checkbox"/>	16/12/19	20/12/19
Poster	<input type="checkbox"/>	02/12/19	28/01/20

Event name	Completed	Start Date	Completed date
Triple M	<input type="checkbox"/>	13/01/20	26/08/19
Narrogin Observer	<input type="checkbox"/>	09/01/20	16/01/20
Narrogin Observer	<input type="checkbox"/>	16/01/20	23/01/20
Facebook	<input type="checkbox"/>	02/01/20	26/08/19
SoN website	<input type="checkbox"/>		
Certificates of Currency from stakeholders	<input type="checkbox"/>		
- Community Breakfast	<input type="checkbox"/>		
Obtain quotes for food and consumables	<input type="checkbox"/>		
Event Program	<input type="checkbox"/>		
Welcome to Country	<input type="checkbox"/>		
Master of Ceremonies	<input type="checkbox"/>		
- Kids activities	<input type="checkbox"/>		
Swimming pool - free entry	<input type="checkbox"/>		
Face painting	<input type="checkbox"/>		
Laser Tag	<input type="checkbox"/>		