



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

**12 FEBRUARY 2020**

Commencing at 5:00 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:  ..... Date **12 February 2020**  
(CEO)

These minutes were confirmed at the Australia Day and Honours Advisory Committee Meeting held on 26 October 2020.

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.

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# AUSTRALIA DAY AND HONOURS ADVISORY COMMITTEE MEETING

## 12 FEBRUARY 2020

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### 1. OFFICIAL OPENING

In the absence of the Presiding Person, the Committee were invited to nominate a member to the position of Acting Presiding Person.

Cr Seale offered to act as Presiding Person, and with no further nominations the Committee supported the nomination and Cr Seale accepted the position.

The Acting Presiding Person Cr Seale, declared the meeting open at 5.05 pm.

### 2. RECORD OF ATTENDANCE/APOLOGIES

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

Cr B Seale – Acting Presiding Person  
Mr A Robb – Lions Club Narrogin  
Vacant – Narrogin Residents and Ratepayers  
Mrs C Mahony – Community Member  
Mrs M Atkins – Community Member  
Mr L Ballard – Shire President (arrived 5.17 pm)

#### **Staff (Non-voting)**

Mr D Stewart – Chief Executive Officer  
Ms L Bell – Administration Support Officer (ASO)

#### **Apologies**

Cr J Early  
Mr L Riley – Community Member

#### **Absent**

Mr S Graham – Rotary Club Narrogin

#### **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: M Atkins

Seconded: C Mahony

That the minutes of the Australia Day and Honours Advisory Committee Meeting held on 14 January 2020 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**

President Leigh Ballard entered the meeting at 5.17 pm and noted that Cr Seale should continue as Acting Presiding Person.

**7.1 POST EVENT DEBRIEF**

The Committee was requested to review feedback from event volunteers and stakeholders in the received Event, Function or Activity Evaluation Forms and consider;

1. What worked well; and
2. What didn't work well?

Respondents to the event evaluation indicated the following worked well:

- The entertainment, particularly the poetry and new citizens singing with the students;
- Catering, speeches, Master of Ceremonies, Citizenship Ceremony;
- Excellent atmosphere; and
- The President's address.

Respondents to the event evaluation indicated the following didn't work well:

- Citizen of the Year awards – all nominees should be mentioned, not just the winners;
- Insufficient tables and chairs set up;
- Hall is hot by 10am;
- Lamingtons;
- Words projected onto the screen couldn't be seen at the back of the hall;
- Dignitaries and invited guests should have been served breakfast first;

- Food service volunteers experienced some confusion when serving meals; didn't know which people had been served or were waiting for a requested meal;
- Patrons expressed confusion regarding the separate menu choices; and
- Prayer for the Nation was too long, references to politicians was not considered appropriate.

There was some discussion, during which the Committee members considered the respondents feedback and the following ideas were suggested for the event in 2021:

- Invite new citizens to speak briefly about themselves; or MC/President to provide background information;
- Food service volunteers assigned to designated tables;
- Assign one person to manage food service and food service volunteers;
- Serve the cooked breakfast only, not sausage/bun option;
- Serve doughnuts;
- Return the event to John Higgins Community Centre; it's air-conditioned; and room for kids to run around;
- Have additional tables and chairs close by for quick setup if required;
- Outdoor event; barbeque breakfast BYO chairs; or Sundowner – picnic style;
- The Administration to make contact with other Narrogin churches with an invitation to deliver Payer for the Nation Monday 26 January 2021;
- Extend an invitation to previous new citizens to take up a role of Australia Day Ambassador to deliver a short speech; and
- Invite feedback from patrons after the event via the Event, Function or Activity Evaluation Form.

## 7.2 COMMITTEE MEMBER REQUEST

The Committee is requested to consider a request from Committee member Mr L Riley to participate by teleconference at the next meeting of the Australia Day and Honours Advisory Committee. In accordance with *Local Government (Administration) Regulations 1996 14A. Attendance by telephone etc. (Act s. 5.25(1)(ba)* approval is required from Council, as long as the Committee member attends at least 50% of the meetings.

### OFFICER'S RECOMMENDATION

Moved: L Ballard

Seconded: A Robb

That in relation to the request by Mr Riley seeking approval to participate by teleconference at the next Australia Day and Honours Advisory Committee meeting, the Committee supports the request and general principle, subject to the following conditions;

1. Mr Riley is to attend at least 50% of the scheduled meetings; and
2. Mr Riley must seek written approval prior to each meeting; and
3. The request must allow sufficient time to be presented to Council for approval.

**CARRIED: 5/0**

### 7.3 PROPOSED MEETING DATES

The Administration proposes the following dates for the Australia Day and Honours Advisory Committee to meet to develop and make recommendations to Council, matters relating to the 2021 Australia Day event.

#### **OFFICER'S RECOMMENDATION**

Moved: M Atkins

Seconded: L Ballard

That the meetings of the Australia Day and Honours Advisory Committee for 2021 be held as follows, commencing at 5.00 pm;

1. Monday 26 October 2020 - (assess the number of received nominations if needed review nominations from the nomination pool. Nominations close 31 October);
2. Monday 9 November 2020 - (Pre-event, determine venue, format, setup/layout, catering, Nominees recommended to Council);
3. Monday 11 January 2021 - (approve program);
4. Monday 8 February 2021 - (event debrief).

**CARRIED: 5/0**

### 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 Acting Presiding Person closed the meeting at 5.44 pm.