



A Fortunate Place

Shire of Wickepin

Minutes

Australia Day Committee

Council Chambers, Wickepin

Content of these minutes are confidential until the Community Award winners are announced on 26 January 2021

16 DECEMBER 2020



Notice of an Australia Day Committee Meeting

Please note that the next Australia Day Committee Meeting of the Shire of Wickepin will be held on 16 December 2020 at Council Chambers, Wickepin, commencing at 1.30pm.

Certification: I have perused this agenda and am aware of all recommendations made to council and support each as presented.

Mark Hook
Chief Executive Officer

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<p>SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC</p>
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Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.

NAME:
SIGNATURE:
ADDRESS:
TELEPHONE:
MEETING/DATE:
NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

The Shire of Wickepin welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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Minutes of an Australia Day Committee Meeting held in Council Chambers, Wickepin – Wednesday 16 December 2020 commencing @ 1.30pm.

The Chairperson declared the meeting open at 1.35pm.

1. Attendance, Apologies and Leave of Absence (Previously Approved)

Cr Allan Lansdell	Chairperson
Cr Wes Astbury	Member
Cr Fran Allan	Member
Cr Julie Russell	Member
Mr Mark J Hook	Chief Executive Officer
Mrs Erika Clement	Deputy Chief Executive Officer
Mrs Melissa Martin	Executive Support Officer

Apologies

Leave of Absence (Previously Approved)

2. **Public Question Time**
3. **Applications for Leave of Absence/Apologies**
4. **Petitions, Memorials and Deputations**
5. **Declarations of Member's and Officer's Interest**
6. **Confirmation of Minutes – 16 September 2020**

Moved Cr Fran Allan /Seconded Cr Wes Astbury

That the minutes of the Australia Day Committee meeting held on 16 September 2020 be confirmed as a true and correct record.

Carried 4/0

7. **Notice of Motions of Which Notice Has Been Given**
8. **Receipt of Reports & Consideration of Recommendations**

9. Notice of Motions for the Following Meeting**10. Reports & Information****10.1 2021 Event**

The 2021 Australia Day function is to be held on Tuesday 26 January 2021 at the Harrismith Golf Club with Councillors arriving at 6.30am and the function getting underway at 8.00am.

10.2 Community Awards

Nominations closed on Friday 27 November 2020.

Nominations received are as follows and are attached under separate cover.

Citizen of the Year

Kelly Steere
Tim Cowcher

Moved Cr Fran Allan / Seconded Cr Wes Astbury

That Mr Tim Cowcher and Mrs Kelly Steere be jointly awarded the Citizen of the Year award for 2020.

Carried 4/0

Young Citizen of the Year

Cejay Hill
Joshua O'Brien

NOTE: Joshua O'Brien's nomination form was submitted on Wednesday 2 December 2020, after the closing date.

Moved Cr Julie Russell / Seconded Cr Wes Astbury

That the late nomination not be accepted.

Carried 4/0

Moved Cr Fran Allan / Seconded Cr Wes Astbury

That Mr Cejay Hill be awarded the Young Citizen of the Year award for 2020.

Carried 4/0

Senior Citizen of the Year

NIL

Community Group of the Year

NIL

10.3 Master of Ceremony**1.45pm Cr Allan Lansdell left the meeting****1.46pm Cr Allan Lansdell re-entered the meeting**

- Cr Nathan Astbury to be the MC for the Australia Day Ceremony to be held at the Harrismith Golf Club on Tuesday 26 January 2021.

10.4 Other matters raised by members

- Cr Fran Allan to liaise with the ESO early in the New Year to arrange supplies for the Ceremony.
- Shire Staff to ensure gas bottles and BBQ are prepared (day prior).
- Food to be served buffet style - a hand sanitising station will be set up at the beginning of the food serving area and each food station will have its own serving utensils.
- COVID 19 – Councillors are to provide the CEO with a copy of their COVID – 19 Hygiene Certificate prior to the Australia Day Ceremony.

11. Urgent Business**12. Closure**

There being no further business the Chairperson declared the meeting closed at 1.51pm.

Actions Requested from meeting

<i>Subject/Action</i>	<i>Officer</i>