

MEETING MINUTES

Australia Day Awards Advisory Group

Date: Monday 27 November 2023

Time: 4:30 pm to 6:30 pm

Location: Bottlebrush Room (Shire Hall) and via MS Teams

Members	Present	Apology
Councillor Bev Spearpoint (Chair)	✓	
Councillor Suzy Brandstater (Deputy Chair)	✓	
Michelle Sheehan, Manager Community Services	✓online	
Rob Moran, Team Leader Community Projects & events	✓	
John Churchill	✓	
Sandra Harlor	✓online	
Karl Klein	✓	
Sharon Robertson	✓	
Karen Fist		✓
Barry McConville	✓	

Item	Key Speaker (s)	Agreed Actions
1. Welcome / Acknowledgement of Country	Chair	Acknowledgement of Country given by Cr Spearpoint
2. Attendance and apologies As noted above	Chair	Apologies: <ul style="list-style-type: none"> • Karen Fist
3. Business Arising Nil – agenda items	 Rob	Action: Nil
4. Updates Nominations 3 x nominations received to date. <ul style="list-style-type: none"> • Local Hero Community x 1 • Sportsperson x 1 • Disability Inclusion / Citizen x 1 • Members of the AG agreed to extend the closing date to Wednesday 5 January 2024. Rob to liaise with graphic design to create nomination posters with QR code	 Rob	Closing date to be extended to 5 January 2024. Members agreed to actively promote and seek nominations. Rob to liaise with Graphic Design to create nomination posters with a QR code.

<p>Community Event</p> <ul style="list-style-type: none"> • The following have been confirmed / booked <ul style="list-style-type: none"> ○ Reptile Man ○ Face painters ○ Air Brush Tattoo Artist ○ Balloon Artist ○ Giant Water Slide ○ Jumping Castle ○ Thomas the Trackless Train ○ Highlands Pipes & Drums ○ Cup & Saucer Ride ○ Hunger Ball booked ○ St Johns First Aid ○ Old Car Social Club booked ○ Berrima District Historic Vintage Cars booked ○ Mobile Library – Australiana Story time Booked ○ Dilly Wanderer craft booked ○ Fishing Competition booked <p>Formal Ceremony</p> <ul style="list-style-type: none"> ○ Smoking Ceremony – Rhett Burraston confirmed ○ Medallions purchased ○ Bunting and signage purchased ○ St Anthony’s Student to read Poem ○ Picton High invited to sing Anthem – no response to date ○ Auslan Interpreters booked ○ Picton Harmony booked ○ Approached RSL Sub Branch and 237 Cadets for Veteran’s flag parade <p>Other</p> <ul style="list-style-type: none"> ○ Stallholder applications - 7 General, 4 Community and 7 Food ○ Thirlmere Lakes – Cultural Walk ○ Bush Tucker Plants for giveaways ○ Mangan Meats – BBQ supplies ordered ○ Bottled water ordered ○ VMBs (Variable Message Boards) booked - 24/01/24 to 26/01/24 ○ Camden Hire booked – chairs, tables, toilets etc ○ Combined Entertainment booked – Sound technician & equipment <ul style="list-style-type: none"> • Council is now registered for the National Australia Day Council Ambassador Program – Ambassador to be announced in the coming weeks. 		Rob to finalise bookings
<p>5. General Business</p> <p>Community BBQ EOI</p>	Rob	

<p>EOI Process opened 6 November 2023 closing 24 November 2023.</p> <ul style="list-style-type: none"> • 1 EOI received – yet to formally assessed <p>Successful organisation will man the Community BBQ and Tea / Coffee / Lamington station</p> <p>Handouts</p> <ul style="list-style-type: none"> • Discussion on volume of print outs placed on chairs and waste created – Members agreed to place copies on each chair along with a flag <p>Assistance on Australia Day</p> <ul style="list-style-type: none"> • Members agreed to assist on Thursday 25 January from 12pm until 3pm to set up chairs / tables etc. • Members to meet on Australia Day at 7am at the Botanic Gardens to complete set up. • Members required to: <ul style="list-style-type: none"> ○ Set up (all) ○ Assist new citizens and performers (1) ○ Assist Veteran’s Flag Parade (1) ○ Assist at stage (2) ○ Assist at Photo / Media Wall (1) ○ Pack Down (all) 		<ul style="list-style-type: none"> • Rob & Michelle to assess and announce successful organisation • Print outs to be placed on each chair with flag • Members to assist
<p>6. Voting</p> <ul style="list-style-type: none"> • Note: Nominations close 3 Jan, • Email Nominees & Voting Sheets to Members 5 Jan • Categorise Nominees 8 Jan • VOTING for award winners 8 Jan • Medallions Engraving 10 Jan – 19 Jan 	Rob	<ul style="list-style-type: none"> • Members to categorise nominees and prepare voting sheets. If you are unable to attend please email voting preferences directly to Rob only.
<p>7. AG Meeting Dates</p>	Rob	<ul style="list-style-type: none"> • Monday 18 December • Monday 8 January - • Monday 15 January • Monday 22 January • Monday 29 January
<p>Meeting Closed – 5.05pm</p>	Chair	