



Australia Day Sub-Committee

Business Paper

date of meeting: Friday, 17 August 2012

location: Committee Room, PMHC, Port Macquarie

time: 8.30am

Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.



**PORT MACQUARIE
HASTINGS**

Australia Day Sub-Committee

CHARTER

1. To stimulate a public awareness and recognition of Australia Day.
2. To receive and consider nominations for Australia Day Awards and determine recipients of such Awards.



**PORT MACQUARIE
HASTINGS**

Australia Day Sub-Committee

ATTENDANCE REGISTER

Member	20/07/12					
Richard Gander (Community Rep)	✓					
Grahame Hogan (Tacking Point Lions Club)	✓					
Malcolm Merrick (Tacking Point Lions Club)	✓					
Andy Neal (Wauchope Rotary Club)	✓					
Will Jamieson (Wauchope Rotary Club)						
Greg Cavanagh (Wauchope Lions Club)	✓					
John Saunders (Camden Haven Chamber of Commerce)	✓					
Robert Dwyer (Camden Haven Chamber of Commerce)						
Non-voting						
Stewart Todd (PMHC Group Manager Governance & Executive Services)	✓					
Jenny Mead (PMHC Corporate Events Coordinator)	✓					

Key: ✓ = Present
A = Absent With Apology
X = Absent Without Apology



**PORT MACQUARIE
HASTINGS**

Australia Day Sub-Committee Meeting

Friday, 17 August 2012

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**PORT MACQUARIE
HASTINGS**

Item: 01**Subject: ACKNOWLEDGEMENT OF COUNTRY**

"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

Item: 03**Subject: CONFIRMATION OF PREVIOUS MINUTES**

RECOMMENDATION

That the Minutes of the Australia Day Sub-Committee Meeting held on 20 July 2012 be confirmed.

PRESENT

Members:

Richard Gander (Community Rep)
Grahame Hogan (Tacking Point Lions Club)
Malcolm Merrick (Tacking Point Lions Club)
Andy Neal (Wauchope Rotary Club)
Greg Cavanagh (Wauchope Lions Club)

Other Attendees:

Stewart Todd (PMHC Group Manager Governance & Executive Services)
Jenny Mead (PMHC Corporate Events Coordinator)
John Saunders (Camden Haven Chamber of Commerce)

The meeting opened at 8.35am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

Apologies received from Mr Will Jamieson and Mr Robert Dwyer.

Resignations formally received and accepted from Mrs Pennie Evans-Lord (Community Representative).

The Committee was reminded that there is now two (2) vacant Community Representative positions on the Sub-Committee. Discussion took place with the members being reminded that post the Council election in September 2012; the Committee will again have Councillor Representation.

CONSENSUS:

1. That the apologies received from Mr Will Jamieson and Mr Robert Dwyer be noted and accepted.
 2. That the resignation from Mrs Pennie Evans-Lord (Community Representative) be noted and accepted.
 3. That further discussion with the Council's General Manager take place regarding the Sub-Committee's membership post September election and that feedback be provided to the Sub-Committee.
-

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Australia Day Sub-Committee Meeting held on 22 June 2012 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 06:

Meeting 22/06/2012

Expressions of Interest – Australia Day Celebrations in the Camden Haven Committee advised that a report seeking Council's approval of the Sub-Committee's recommendation will be presented at the Ordinary Council meeting to be held on 25 July 2012. Once approval received a letter will be forwarded to the Camden Haven Chamber of Commerce.

Item 10:

Meeting 22/06/2012

Australia Day Activities – Wauchope

A copy of the All Abilities Playground was emailed to the Wauchope Rotary Representative (Andy Neal) on 3 July 2012.

CONSENSUS:

That the Committee note the Wauchope Rotary Representative was provided with the information.

06 2013 AUSTRALIA DAY ACTIVITES BUDGET

Discussion took place regarding the allocated budget for 2013 Australia Day Celebrations.

CONSENSUS:

That each of the Community Group representatives discuss with their members the possibility of providing a list of new activities, with a cost estimate, for the activities they would like to include as part of their respective Australia Day celebrations.

Provision of this list will allow Council to give consideration to increasing the overall Australia Day Budget.
That the Community Group representatives table this information at a future meeting of the Australia Day Sub-Committee.

07 2013 AUSTRALIA DAY AWARDS

CONSENSUS:

That the Sub-Committee note the proposed timeline for the consideration and determination of the 2013 PMHC Australia Day Awards.

08 AUSTRALIA DAY ACTIVITIES - CAMDEN HAVEN

Discussion regarding the times, proposed site and use of the reserve immediately joining the Laurieton United Serviceman's Club.

CONSENSUS:

1. That the Committee note that the Australia Day Celebration in the Camden Haven will be staged at the back of the Laurieton United Serviceman's Club and the adjoining Council Reserve.
 2. That a site plan and budget estimate of the activities planned to be staged in the Camden Haven on Australia Day 2013 be provided at the next meeting.
 3. Council's Corporate Events Coordinator to check existing Development Consent Conditions for the Laurieton United Serviceman's Club. Feedback to be provided at the next meeting.
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09 AUSTRALIA DAY ACTIVITIES - WAUCHOPE

Discussion took place relating the proposed activities in Bain Park. Concern expressed about the hall capacity and anticipated audience size of potentially over 500 people.

CONSENSUS:

That the Wauchope Rotary and Wauchope Lions Club Members discuss the activities to be staged in Bain Park and further discuss the location of the official program with consideration being given to moving the official program back onto Bain Park to cater for a large audience.
Feedback to be provided at the next Australia Day Sub-Committee Meeting.

10 AUSTRALIA DAY ACTIVITIES - PORT MACQUARIE

Discussion took place relating to the concerns expressed at the last meeting about the crowd not moving to the Glasshouse for the official program following the conclusion of the activities proposed for Westport Park.

A request made to the representatives of Tacking Point Lions Club to consider moving the celebrations back to Town Green where it has been held in previous years with a the official program being conducted on Town Green.

CONSENSUS:

That the Tacking Point Lions Club representatives discuss further with the members of their Lions Club regarding the possibility of moving the celebrations back to Town Green and having the official program conducted as part of the celebrations planned for Town Green.

Mal Merrick to continue liaising with the Cadets regarding the flag raising ceremony to be conducted as part of the official program.

That feedback be provided to the Sub-Committee regarding the outcome of the discussions held.

The Marine Rescue Base has expressed interest in providing a stall at the Port Macquarie celebrations. Should the celebrations move to Town Green that a flotilla of rescue vessels could be displayed at the Lady Nelson Wharf on Australia Day.

11 NEXT MEETING

CONSENSUS:

That the Australia Day Sub-Committee holds its next meeting on Friday 17 August 2012.

12 GENERAL BUSINESS

The representative of Wauchope Rotary again expressed his dismay regarding the All Abilities Playground to be installed at Bain Park, Wauchope and the effect it will have on the space available for events staged in the park. He reiterated that this land had been donated by the Bain Family to the Wauchope Community as a sports venue.

CONSENSUS:

That the Committee note the information provided.

The meeting closed at 9.13am.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

Name of Meeting:
Meeting Date:
Item Number:
Subject:
.....

I, declare the following interest:

Pecuniary:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Significant Conflict:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Insignificant Conflict:
May participate in consideration and voting.

For the reason that:
.....

Signed: Date:

(definitions are provided on the next page)



Definitions

(Local Government Act and Code of Conduct)

Pecuniary

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (LG Act s442 and s443).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (LG Act s451)

Non-Pecuniary

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

Non Pecuniary – Significant Interest

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

Non Pecuniary – Less than Significant Interest

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

Item: 05**Subject: BUSINESS ARISING FROM PREVIOUS MINUTES**

Item:	06	Date:	22/06/2012
Subject:	Expressions of Interest		
Action Required:	Letter to Camden Haven Chamber of Commerce advising membership appointment to the Australia Day Sub-Committee		
Current Status:	Report approved by Council at Ordinary Council Meeting held on 25 July 2012. Appointment letter has now been sent to the Camden Haven Chamber of Commerce advising of their membership appointment to the Australia Day Sub-Committee		

Item: 06

Subject: 2013 AUSTRALIA DAY AMBASSADOR

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Committee note the information and timeline regarding the Australia Day Ambassador program provided by the Australia Day Council of NSW.

Discussion

The Australia Day Council of NSW have advised that this year they are going electronic and that the majority of the Australia Day Ambassador program information will be sent through via email in four (4) stages in the lead up to Australia Day 2013.

Stage One: Information and Registration – this stage will explain the online registration for inclusion in the 2013 Australia Day Ambassador Program.

Stage Two: Notification – In this stage we will be notified of our 2013 Australia Day Ambassador. The allocations will be done based on the information we provided in Stage One.

Stage Three: Preparation and Delivery – At this stage Council will receive details of our Ambassador's travel details, their photograph and biography for media and promotional purposes and information from the program sponsor Woolworths. Ambassador pins will be sent in the mail.

Stage Four: Evaluation – this stage provides Council with the opportunity to provide feedback on the Programs delivered by the Australia Day Council of NSW.

Each stage will require Council to complete certain tasks – without the completion of these tasks, the Australia Day Council of NSW will not be able to move Council onto the next stage. For example, if the general dates and times of our events are not submitted at the end of Stage One, we will be unable to progress through to Stage Two (the Ambassador allocation) until the required information is submitted.

A timeline for Stage One is yet to be advised by the Australia Day Council of NSW. In 2011 registration for the Australia Day Ambassador Program opened from 5 September 2012 – 30 September 2012 inclusive.

Attachments

Nil

Item: 07

Subject: 2013 AUSTRALIA DAY AWARDS

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Sub-Committee discuss the proposed 2013 PMHC Australia Day Awards.

Discussion

Nominations for the 2013 PMHC Australia Day Awards will be received both in hardcopy format or completed online via Council's website. Hard copy forms will be made available from all Port Macquarie, Wauchope and Laurieton Council Offices and Libraries.

Nominations will be called for from 15 October 2012 to 7 December 2012 inclusive.

The Australia Day Sub-Committee will consider and determine the Australia Day Award nominations at its meeting to be held on Friday 14 December 2012.

Attachments

Nil



Item: 08

Subject: AUSTRALIA DAY ACTIVITIES - CAMDEN HAVEN

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the information provided by the Camden Haven Chamber of Commerce on their proposed Australia Day celebrations to be held at the rear of the Laurieton United Serviceman's Club be noted and actioned accordingly.

Discussion

That the representatives of the Camden Haven Chamber of Commerce provide an update on the Australia Day celebrations proposed.

Attachments

Nil



Item: 09

Subject: AUSTRALIA DAY ACTIVITIES - WAUCHOPE

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the information provided by the Wauchope Lions/Rotary on their proposed Australia Day celebrations to be held at Bain Park, Wauchope be noted and actioned accordingly.

Discussion

That the representatives of the Camden Haven Chamber of Commerce provide an update on the Australia Day celebrations proposed.

Attachments

Nil



Item: 10

Subject: AUSTRALIA DAY ACTIVITIES - PORT MACQUARIE

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the information provided by the Tacking Point Lions Club on their preferred site to stage the Australia Day celebrations in Port Macquarie be noted and actioned accordingly.

Discussion

That the representatives of the Tacking Point Lions Club provide an update on the Australia Day celebrations proposed for Port Macquarie in 2013.

Attachments

Nil



Item: 11

Subject: 2013 AUSTRALIA DAY ACTIVITES BUDGET

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Committee note the information provided.

Discussion

Each Community group to submit a draft budget outlining the costs of staging their proposed Australia Day Celebrations in their respective area. If the draft budget is not available for submission at this point in time, an update on the timeline for submission is to be provided by each group at this meeting.

Upon receipt, each budget will be considered with final approval to be advised at the subsequent meeting of the Australia Day Sub-Committee.

Attachments

Nil



Item: 12

Subject: NEXT MEETING

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Australia Day Sub-Committee hold its next meeting on Friday 21 September 2012.

Discussion

The Sub-Committee note the 2012-2013 meeting schedule detailed below.

Dates remaining for 2012/2013:

2012:

- Friday 19 October – Committee Room
- Friday 16 November – Committee Room
- Friday 14 December – Committee Room (Australia Day Awards determined)

2013:

- Friday 18 January – Committee Room
- Friday 25 January – Committee Room (If required - Night of Australia Day Awards)
- Friday 22 February – Committee Room (Debrief Meeting)

Attachments

Nil