



Australia Day Sub-Committee

Business Paper

date of meeting: Friday 13 January 2017

location: Function Room
Port Macquarie-Hastings Council
17 Burrawan Street
Port Macquarie

time: 8.40am

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	15/01/16	19/02/16	23/09/16	28/10/16	25/11/16	16/12/16
Councillor Sharon Griffiths (Chair)	-	-	-	-	A	A
Tacking Point Lions Club Representative	✓	✓	✓	✓	✓	✓
Tacking Point Lions Club Representative	✓	✓	✓	✓	A	✓
Wauchope Rotary Club Representative	✓	✓	✓	✓	✓	✓
Laurieton Rotary Club Representative	✓	✓	✓	✓	✓	✓
Laurieton Rotary Club Representative	✓	✓	A	✓	✓	✓
Non-voting		✓				
Mayor Peter Besseling (ex-officio)						✓
Lucilla Marshall (Group Manager Community Development) Juliet Priest (alternate) Paul Koch (alternate)	✓	✓	✓	A	✓	✓
Jenny Mead (Place Facilitator - Events)	✓	✓	A	✓	✓	✓

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



**PORT MACQUARIE
HASTINGS**

Australia Day Sub-Committee Meeting

Friday 13 January 2017

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	<u>5</u>
02	Apologies.....	<u>5</u>
03	Confirmation of Minutes	<u>5</u>
04	Disclosures of Interest.....	<u>10</u>
05	Business Arising from Previous Minutes.....	<u>14</u>
06	2017 Aquatic Activities - Port Macquarie	<u>16</u>
07	2017 Port Macquarie-Hastings Australia Day Awards	<u>17</u>
08	2017 Australia Day Ambassador Program	<u>18</u>
09	2017 Australia Day Celebrations - Laurieton	<u>19</u>
10	2017 Australia Day Celebrations - Wauchope	<u>20</u>
11	2017 Australia Day Celebrations - Port Macquarie.....	<u>21</u>
12	2017 Australia Day Sub-Committee Meeting Schedule	<u>22</u>
13	General Business	



**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 16 December 2016 be confirmed.

PRESENT

Members:

Tacking Point Lions Club representative - Duncan Wyndham
Tacking Point Lions Club representative - Janice McGilchrist
Wauchope Rotary Club representative - Andy Neal
Laurieton Rotary Club representative - Graham Hare
Laurieton Rotary Club representative - Bob Goodison

Other Attendees:

Councillor Peter Besseling - Mayor
Lucilla Marshall (PMHC Group Manager Community Participation & Engagement)
Jenny Mead (PMHC Community Events Coordinator)

The meeting opened at 8:40am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Sharon Griffith (Chair) and Will Jamieson (Wauchope Rotary) be noted and accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Australia Day Sub-Committee Meeting held on 25 November 2016 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING

CONSENSUS:

1. That the information in the Business Arising from Previous Minutes report and the verbal updates provided at the meeting be noted.
 2. That Laurieton Rotary Club confirm in the New Year the attendance or otherwise by the Hastings Pipers to the Australia Day celebrations planned for North Brother mountain.
 3. That Council's Community Events Coordinator liaises with Council's Aboriginal Liaison Officer in relation to the possible inclusion of an indigenous component to the proposed North Brother celebrations in accordance with the approval issued to Laurieton Rotary Club by the Trust Manager.
 4. That the Sub-Committee note the verbal updated provided by Lucilla Marshall on the process to be followed in relation to the determination of the 2017 Australia Day Award recipients. That voting to be completed by the Sub-Committee members and forwarded via email to Lucilla Marshall on or before 3 January 2017.
-

06 2017 AQUATIC ACTIVITIES - PORT MACQUARIE

CONSENSUS:

That the Sub-Committee note the information outlined in the 2017 Aquatic Activities - Port Macquarie report and the verbal updated provided at the meeting.

07 2017 PORT MACQUARIE-HASTINGS AUSTRALIA DAY AWARDS

CONSENSUS:

1. That the Sub-Committee note the information contained in the 2017 Port Macquarie-Hastings Australia Day Awards report.
 2. That consideration be given to possibly making the online Australia Day Award nomination process open all year.
-

08 2017 AUSTRALIA DAY AMBASSADOR PROGRAM

CONSENSUS:

1. That the Sub-Committee note the information outlined in the 2017 Australia Day Ambassador Program.
2. That the Sub-Committee note that should time permit, there is an opportunity for our Australia Day Ambassador - Peter Cousens to tour the Glasshouse during his 2 day stay in our region. To be confirmed in the New Year.

09 2017 AUSTRALIA DAY CELEBRATIONS - LAURIETON

CONSENSUS:

1. That the Sub-Committee note the information outlined in the 2017 Australia Day Celebrations - Laurieton report and verbal update provided by representatives of the Rotary Club of Laurieton.
2. It be noted that one person has confirmed their attendance at the Citizenship Ceremony to be conducted as part of the Celebrations planned for North Brother Mountain. Two people yet to confirm their attendance. Further updates as information becomes available from the Mayor's office. Note that there is not wet weather contingency plan for this event and should the weather be unfavourable on the day the event will be cancelled. Citizenship Ceremony attendees will be advised in their letter that should the ceremony be cancelled they can attend the Port Macquarie Citizenship Ceremony.
3. Laurieton Rotary to enquire with the Department of Primary Industries regarding the provision of bins for the planned celebrations. Update to be provided in the New Year.
4. That Council's Community Events Coordinator will provide feedback to the Laurieton Rotary Club members following discussions with Council's Aboriginal Liaison Officer regarding the inclusion of an indigenous component to the planned celebrations.

10 2017 AUSTRALIA DAY CELEBRATIONS - WAUCHOPE

CONSENSUS:

1. That the Sub-Committee note the information outlined in the 2017 Australia Day Celebrations - Wauchope report and verbal update provided by representatives of the Rotary Club of Wauchope.
2. That the Sub-Committee note that there will be no Citizenship Ceremony conducted as part of the Wauchope Australia Day Celebrations.
3. That any outstanding paperwork including Risk Assessment and Budget Estimates be forwarded to Council.

11 2017 AUSTRALIA DAY CELEBRATIONS - PORT MACQUARIE

CONSENSUS:

1. That the Sub-Committee note the information outlined in the 2017 Australia Day Celebrations - Port Macquarie report and verbal update provided by representatives of the Tacking Point Lions Club.
2. That the Mayor makes enquiries in relation to the advice provided by Infrastructure Division of Council that jumping castles are not permitted to be pegged or weighted down on Town Green for the proposed planned 2017 Australia Day Celebrations.
3. That Council's Community Events Coordinator provides dimensions of the squares required to be painted on Town Green in relation to the giant checkers and chess games. White and Black spray chalk/paint to be supplied for Tacking Point Lions to use in the setting out of the two giant game boards.
4. That the Sub-Committee note that thirty five (35) people have confirmed their attendance at the Citizenship Ceremony to be conducted as part of the Port Macquarie Australia Day Celebrations (breakdown 26 adults 9 children). Note that the letters to the ceremony attendees will advise the wet weather contingency for this ceremony is the Glasshouse Theatre.

12 2017 AUSTRALIA DAY SUB-COMMITTEE MEETING SCHEDULE

CONSENSUS:

That the Sub-Committee note the information and timeline outlined in the Australia Day Sub-Committee Meeting Schedule report for 2017. Electronic invites have now been forwarded to all Sub-Committee members.

13.01 THANK YOU

The Mayor extended his appreciation to the members of the Australia Day Sub-Committee for their tireless efforts.

The meeting closed at 9:20am.

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

Non-Pecuniary - Less than Significant Interest:
May participate in consideration and voting.

For the reason that:
.....

Name:

Signed: Date:

(Further explanation is provided on the next page)



Further Explanation

(Local Government Act and Code of Conduct)

A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. Interests can be of two types: pecuniary or non-pecuniary.

All interests, whether pecuniary or non-pecuniary are required to be fully disclosed and in writing.

Pecuniary Interest

A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Council official. (section 442)

A Council official will also be taken to have a pecuniary interest in a matter if that Council official's spouse or de facto partner or a relative of the Council official or a partner or employer of the Council official, or a company or other body of which the Council official, or a nominee, partner or employer of the Council official is a member, has a pecuniary interest in the matter. (section 443)

The Council official must not take part in the consideration or voting on the matter and leave and be out of sight of the meeting. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (section 451)

Non-Pecuniary

A non-pecuniary interest is an interest that is private or personal that the Council official has that does not amount to a pecuniary interest as defined in the Act.

Non-pecuniary interests commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

The political views of a Councillor do not constitute a private interest.

The management of a non-pecuniary interest will depend on whether or not it is significant.

Non Pecuniary – Significant Interest

As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest, but it involves:

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- (c) An affiliation between a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

If a Council official declares a non-pecuniary significant interest it must be managed in one of two ways:

1. Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
2. Have no involvement in the matter, by taking no part in the consideration or voting on the matter and leave and be out of sight of the meeting, as if the provisions in section 451(2) apply.

Non Pecuniary – Less than Significant Interest

If a Council official has declared a non-pecuniary less than significant interest and it does not require further action, they must provide an explanation of why they consider that the conflict does not require further action in the circumstances.



SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of land in which councillor or an associated person, company or body has a proprietary interest (<i>the identified land</i>) ⁱ	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease trust, option or contract, or otherwise). <input type="checkbox"/> Associated person of councillor has interest in the land. <input type="checkbox"/> Associated company or body of councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

Councillor's Name:

Councillor's Signature: **Date:**



Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

-
- i. Section **443** (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative^{iv} or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
 - ii. Section **442** of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section **448** of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
 - iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section **443** (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest..
 - iv. **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item:	05	Date	16/12/16
Subject:	Business Arising from Previous Minutes		
Action Required:	That Laurieton Rotary Club confirm in the New Year the attendance or otherwise by the Hastings Pipers to the Australia Day celebrations planned for North Brother Mountain.		
Current Status:	Verbal update to be provided by the Laurieton Rotary representatives as part of Laurieton Australia Day Celebrations report listed in the Agenda.		

Item:	05	Date	16/12/17
Subject:	Business Arising from Previous Minutes		
Action Required:	That council's Community Events Coordinator liaises with Council's Aboriginal Liaison Office in relation to the possible inclusion of an indigenous component to the proposed North Brother celebrations in accordance with the approval issued by Laurieton Rotary Club by the Trust Manager NPWS.		
Current Status:	Information included in the report listed in the Agenda for the Laurieton Australia Day Celebrations.		

Item:	07	Date	16/12/17
Subject:	Business Arising from Previous Minutes		
Action Required:	That consideration be given to possibly making the online Australia Day Award nomination process open all year.		
Current Status:	To be listed for discussion at the Debrief meeting to be held in February.		

Item:	09	Date	16/12/17
Subject:	2017 Australia Day Celebrations - Laurieton		
Action Required:	Three (3) candidates have now confirmed their attendance at North Brother Mountain to complete their Citizenship. Candidates are aware that should the celebrations be cancelled they are to attend the Citizenship Ceremony planned for Town Green, PMQ commencing at 3.00pm.		
Current Status:	Discussion required regarding designated parking arrangements for VIPs (3) + 3 spaces for Citizenship Candidates + MP's attending.		

Item:	09	Date	16/12/2017
Subject:	2017 Australia Day Celebrations - Laurieton		
Action Required:	Laurieton Rotary to enquire with the Department of Primary Industries regarding the provision of bins for the planned celebrations on North Brother Mountain. Update to be provided in the New Year.		
Current Status:	Update on outcome of discussions regarding provision of bins to be provided by Laurieton Rotary representatives at the meeting.		

Item:	10	Date	16/12/2017
Subject:	2017 Australia Day Celebrations - Wauchope		
Action Required:	That any outstanding paperwork including Risk Assessment and Budget Estimates be forwarded to Council.		
Current Status:	Risk Assessment and Budget Estimates received.		

Item:	11	Date	16/12/2017
Subject:	2017 Australia Day Celebrations - Port Macquarie		
Action Required:	That the Mayor makes enquiries in relation to the advice provided by Infrastructure Division of Council that jumping castles are not permitted to be pegged or weighted down on Town Green for the proposed planned 2017 Australia Day Celebrations.		
Current Status:	Listed for discussion in the Port Macquarie Australia Day Celebrations report in the Agenda.		

Item:	11	Date	16/12/2017
Subject:	2017 Australia Day Celebrations - Port Macquarie		
Action Required:	That Council's Community Events Coordinator provides the dimensions of the game squares required to be painted on Town Green in relation to the giant checkers and chess games. Black and White spray paint to be provided to enable TPLC to create the game board.		
Current Status:	Council's Community Events Coordinator to provide the dimensions and cans of paint at the meeting.		

Item: 06

Subject: 2017 AQUATIC ACTIVITIES - PORT MACQUARIE

Presented by: Community and Economic Growth, Liesa Davies

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2017 Aquatic Activities - Port Macquarie report and the verbal updated provided at the meeting.

Discussion

Council, in collaboration with volunteers - Rick Eller and Wayne Evans OAM and volunteers from the Port Macquarie Marine Rescue, have planned and will stage and deliver a number of aquatic activities along the Hastings River as part of the proposed Australia Day Celebrations being planned for Port Macquarie in 2017.

Four (4) interested parties/stakeholders meetings have now been held (5 October, 26 October, 9 November and 7 December) at the Marine Rescue Office.

The next scheduled meeting is set down for Wednesday 18 January 2017 at the Marine Rescue Building commencing at 5.30pm.

At the time of writing this report a number of owners of vessels participating are still to provide the required documentation.

- Certificate of Vessel Registration (motorised vessels only)
- Insurance Certificate of Currency
- Operational Plan
- Risk Assessment - Including Man Overboard procedures

An update will provided at the meeting.

Attachments

Nil

Item: 07

Subject: 2017 PORT MACQUARIE-HASTINGS AUSTRALIA DAY AWARDS

Presented by: Community and Economic Growth, Liesa Davies

RECOMMENDATION

That the Sub-Committee note the information contained in the 2017 Port Macquarie-Hastings Australia Day Awards report.

Discussion

18 nominations have been successfully submitted via Council's website across the four (4) categories on offer for the 2017 PMHC Australia Day Awards.

The Awards Presentation will be held at the Glasshouse on the evening of Wednesday 25 January 2017.

Discussion and voting has commenced.

Attachments

Nil



Item: 08

Subject: 2017 AUSTRALIA DAY AMBASSADOR PROGRAM

Presented by: Community and Economic Growth, Liesa Davies

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2017 Australia Day Ambassador Program.

Discussion

Actor/singer Mr Peter Cousens has been announced as the Port Macquarie-Hastings Australia Day Ambassador for 2017. Peter will be travelling with his wife Suzanne to attend our Australia Day Celebrations planned for the 25 and the 26 January 2017.

An update on our Ambassador's travel arrangements will be outlined at the meeting.

Attachments

Nil



Item: 09

Subject: 2017 AUSTRALIA DAY CELEBRATIONS - LAURIETON

Presented by: Community and Economic Growth, Liesa Davies

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2017 Australia Day Celebrations - Laurieton report and verbal update provided by representatives of the Rotary Club of Laurieton.

Discussion

That the representatives from the Rotary Club of Laurieton provide an update on their proposal to hold their Australia Day Celebrations on top of North Brother mountain.

To assist Laurieton Rotary Club to comply with 4.3 of the Conditions of Consent issued to them by the National Parks and Wildlife Service (NPWS) (13/12/16) for their proposed event, Council's Community Events Coordinator to liaise with Council's Aboriginal Liaison Officer regarding the opportunity for the event attendees to learn more about the "Three Brothers Aboriginal story". Council's Aboriginal Liaison Officer will return from annual leave on Tuesday 17 January 2017.

Laurieton Rotary to provide:

- A copy of the written approval from Bunyah Land Council to stage the Australia Day Celebrations up on North Brother Mountain

Attachments

Nil

Item: 10

Subject: 2017 AUSTRALIA DAY CELEBRATIONS - WAUCHOPE

Presented by: Community and Economic Growth, Liesa Davies

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2017 Australia Day Celebrations - Wauchope report and verbal update provided by representatives of the Rotary Club of Wauchope.

Discussion

That the representative from the Rotary Club of Wauchope provides an update on the activities proposed for inclusion in their Australia Day 2017 celebrations to be held at the Wauchope Showground.

Attachments

Nil



Item: 11

Subject: 2017 AUSTRALIA DAY CELEBRATIONS - PORT MACQUARIE

Presented by: Community and Economic Growth, Liesa Davies

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2017 Australia Day Celebrations - Port Macquarie report and verbal update provided by representatives of the Tacking Point Lions Club.

Discussion

That the representatives from the Tacking Point Lions Club provide any updates on their activities proposed for Australia Day 2017 to be held on Town Green, Port Macquarie.

Discussion to include:

- Update on jumping castles
- Hastings Pipe Band attendance

Attachments

Nil



Item: 12

Subject: 2017 AUSTRALIA DAY SUB-COMMITTEE MEETING SCHEDULE

Presented by: Community and Economic Growth, Liesa Davies

RECOMMENDATION

That the Sub-Committee note the information and timeline outlined in the Australia Day Sub-Committee Meeting Schedule report for 2017.

Discussion

Electronic invitations have been forwarded to all Sub-Committee members who use Outlook. Sub-Committee members who do not use Outlook are reminded to please enter these dates in their diary.

- 10 February 2017 (Debrief Meeting)
- 11 August 2017
- 15 September 2017
- 13 October 2017
- 17 November 2017
- 15 December 2017

Attachments

Nil