



Australia Day Sub-Committee

Business Paper

date of meeting: Friday, 21 February 2014

location: Function Room,
Port Macquarie-Hastings Council,
17 Burrawan Street,
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	20/09/13	18/10/13	15/11/13	13/12/13	17/01/14	
Councillor Peter Besseling (Mayor)	✓	✓	✓	✓	✓	
Councillor Mike Cusato	✓	✓	✓	✓	A	
Tacking Point Lions Club Representative	✓	✓	✓	✓	✓	
Tacking Point Lions Club Representative	✓		✓	✓	✓	
Wauchope Rotary Club Representative	✓	✓	✓	✓	✓	
Laurieton Rotary Club Representative		A	✓	✓	✓	
Laurieton Rotary Club Representative				✓	A	
Richard Gander (Community Rep)	A	A	✓	✓	✓	
Non-voting						
Lucilla Marshall (Group Manager Community Development)	✓	A	✓	✓	✓	
Jenny Mead (Corporate Events Coordinator)	✓	✓	A	✓	✓	

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



**PORT MACQUARIE
HASTINGS**

Australia Day Sub-Committee Meeting

Friday, 21 February 2014

Items of Business

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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 17 January 2014 be confirmed.

PRESENT

Members:

Councillor Peter Besseling (Mayor)
Malcolm Merrick (Tacking Point Lions Club)
Ross Adams (Tacking Point Lions Club)
Andy Neal (Wauchope Rotary Club)
Ian Jackson (Laurieton Rotary Club)
Richard Gander (Community Rep)

Other Attendees:

Duncan Wyndham (Tacking Point Lions)
Angela Hughes (Youth Development Officer)
Wayne Evans (Sailability NSW)
Lucilla Marshall (PMHC Group Manager Community Development)
Jenny Mead (PMHC Corporate Events Coordinator)

The meeting opened at 8.35am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Michael Cusato, Bob Gilligan (Wauchope Rotary Club) and Alan Anderson (Laurieton Rotary Club) be noted and accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Australia Day Sub-Committee Meeting held on 13 December 2013 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

That:

1. The information contained in Item 05 - business Arising from the Previous Minutes report and the verbal update provided at the meeting be noted.
2. Further discussion be held with Councillor Cusato regarding the staging and marquees to be used at both the Australia Day Awards Presentation Event and the Port Macquarie Australia Day Celebrations be sought in the final days leading up to the event.

Item 10 of the Agenda was brought forward to allow discussion regarding the proposed Australia Day Aquatic Activities to be staged along the Hastings River by Sailability NSW in conjunction with the PMHC Australia Day Sub-Committee.

10 AUSTRALIA DAY ACTIVITIES - PORT MACQUARIE

CONSENSUS:

That :

1. The information provided by the representative of Sailability NSW of their application for an aquatic license receiving approval by the Roads & Maritime Services, the conditions of their approval and the assistance required by Council in relation to meeting those conditions of approval be noted and actioned accordingly.
 2. The information in the Australia Day Activities - Port Macquarie report be noted
 3. The updates provided by Sailability NSW, Tacking Point Lions Club and Ms Angela Hughes (Youth Development Officer) be noted.
 4. Arrangements be put in place for Tacking Point Lions Club to collect Council's electrical board from Engineering Trades Services Depot in the days leading up to the planned Australia Day Celebrations.
-

06 2014 PORT MACQUARIE-HASTINGS AUSTRALIA DAY AWARDS

CONSENSUS:

That :

1. The Sub-Committee note the information contained in the 2014 Port Macquarie-Hastings Australia Day Awards.
 2. The Sub-Committee be advised that a talented young local singer Ms Jazlyn Alchin has kindly agreed to sing both "I am Australian" and the National Anthem at the both Australia Day Awards Presentation Event to be held on Saturday 25 January and the Official Program which forms part of the Australia Day Celebrations in Port Macquarie on Sunday 26 January 2014.
 3. Tacking Point Lions Club will provide the marquee to be erected over the staging in exchange for the use of Council's 3m x 4.5m. Once further discussions are held with the stage owner, advice will be provided to Tacking Point Lions Club representatives regarding exactly how their marquee can be securely affixed to the staging.
-

07 2014 AUSTRALIA DAY AMBASSADOR PROGRAM

CONSENSUS:

That :

1. The information in the 2014 Australia Day Ambassador report be noted.
 2. The Sub-Committee be advised that Paralympian Prue Watt has kindly agreed to be the PMHC Australia Day Ambassador for 2014.
 3. As soon as our Ambassador's Bio is received from the Australia Day Council of NSW, programs will be updated and media releases issued accordingly.
-

08 2014 AUSTRALIA DAY ACTIVITIES BUDGET

CONSENSUS:

That the information in the 2014 Australia Day Activities Budget report be noted.

09 AUSTRALIA DAY ACTIVITIES - WAUCHOPE

CONSENSUS:

That:

1. The information in the Australia Day Activities - Wauchope report be noted.
 2. The verbal update provided by Wauchope Rotary Club on their proposed Australia Day celebrations be noted.
 3. The verbal update provided by Council's Youth Development Officer regarding the Geocaching activity being set up prior to Australia Day also be noted.
-

11 AUSTRALIA DAY ACTIVITIES - CAMDEN HAVEN

CONSENSUS:

That :

1. The information in the Australia Day Activities - Camden Haven Report be noted
 2. The verbal update provided by the representatives of the Laurieton Rotary Club also be noted.
 3. The verbal update provided by Council's Youth Development Officer regarding the Geocaching activity being set up prior to Australia Day also be noted.
-

12 AUSTRALIA DAY SUB-COMMITTEE MEETING SCHEDULE

CONSENSUS:

That:

1. The Sub-Committee members note that the Australia Day Sub-Committee Debrief Meeting has been scheduled for 21 February 2014. Venue to be advised.
 2. The Sub-Committee members note and diarize the information and timeline outlined in the Australia Day Sub-Committee Meeting Schedule report.
-

13 GENERAL BUSINESS

Nil.

The meeting closed at 9.45am.

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:
.....

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. (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 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—see section 448 (g) (ii) of the *Local Government Act 1993*.
 - 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:	17/01/2014
Subject:	Business Arising from Previous Minutes		
Action Required:	Further discussion to be held regarding staging and marquee to be used at both the Australia Day Awards and Port Macquarie Australia Day Celebrations.		
Current Status:	All discussions held and staging and marquee requirements and bump in times confirmed.		

Item:	10	Date:	17/01.2014
Subject:	Australia Day Activities - Port Macquarie		
Action Required:	Arrangements be put in place for Tacking Point Lions Club to collect Council's electrical board from ETS in the days leading up to the planning Australia Day Celebrations.		
Current Status:	All arrangements made and board collected in lead up to Australia Day 2014. Electrical board has been returned to ETS post event.		



Item: 06

**Subject: 2014 PORT MACQUARIE-HASTINGS AUSTRALIA DAY
AMBASSADOR PROGRAM**

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information contained in the 2014 Port Macquarie-Hastings Australia Day Ambassador Program.

Discussion

After a successful two days in our region attending the various events planned as part of our local Australia Day celebrations, Australia Day Ambassador Prue Watt OAM left Port Macquarie on Monday 27 January 2014.

A letter has since been prepared and signed by the Mayor and forwarded to Prue Watt OAM personally thanking her for taking the time to travel to Port Macquarie to undertake her role as our Australia Day Ambassador. A copy of an article that appeared in the Port News covering Prue's visit was also attached to the letter.

A request to complete an online survey regarding the Australia Day Ambassador Program was received on 13 February 2014 from the Australia Day Council of NSW and was completed and returned on Monday 17 February 2014.

Attachments

Nil

Item: 07

Subject: 2014 PORT MACQUARIE-HASTINGS AUSTRALIA DAY AWARDS

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information contained in the 2014 Port Macquarie-Hastings Australia Day Awards and the feedback on the event provided at the meeting.

Discussion

Approximately 200 people attended the Australia Day Awards held on Town Green held early evening on Saturday 25 January 2014. Bump in of the event collateral commenced from 12 noon with staging and audio visual equipment being

Two (2) nominees for the 2014 Australia Day Awards were unable to attend the event and their certificates have since been posted directly to them.

Feedback from the Sub-Committee on the 2014 event's format and location is welcomed with ideas to be put forward to value-add to next year's Awards ceremony.

Attachments

Nil

Item: 08

Subject: 2014 AUSTRALIA DAY ACTIVITIES BUDGET

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the information in the 2014 Australia Day Activities Budget report be noted.

Discussion

Any budgets requiring revision as a result of the wet weather experienced on the day which resulted in cancellation of any planned activities, are required to be submitted as soon as possible.

As previously reported, payments of the approved budgets will be arranged upon presentation to Council of all invoices/receipts.

Attachments

Nil



Item: 09

Subject: FEEBACK ON THE AUSTRALIA DAY ACTIVITIES - WAUCHOPE

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the information provided by Wauchope Rotary Club on the Australia Day celebrations held at Bain Park, Wauchope on Australia Day 2014 be noted.

Discussion

That the representatives of the Wauchope Rotary Club provide an overview of the Australia Day Celebrations held at Bain Park, Wauchope.

All the event collateral, distributed prior to Australia Day has since been returned to Council.

Feedback from the Sub-Committee on the 2014 Australia Day celebrations held at Wauchope is welcomed with ideas to be put forward to value-add for the 2015 Australia Day celebrations to be held in Wauchope.

Attachments

Nil



Item: 10

Subject: FEEDBACK ON THE AUSTRALIA DAY ACTIVITIES - CAMDEN HAVEN

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the information provided by Laurieton Rotary Club on the Australia Day celebrations held at the Laurieton United Services Club on Australia Day 2014 be noted.

1.

Discussion

Unfortunately due to the wet weather experienced on the morning of Australia Day resulted in all the outdoor activities being cancelled.

The wet weather contingency plan was implemented with the official program being conducted in the auditorium of the Laurieton United Services Club.

All the event collateral, distributed prior to Australia Day still is due to be returned at the conclusion of today's meeting.

Feedback from the Sub-Committee on the 2014 Australia Day celebrations held at Laurieton United Services Club is welcomed with ideas to be put forward to value-add for the 2015 Australia Day celebrations to be held in the Camden Haven.

Attachments

Nil



Item: 11

Subject: FEEDBACK ON AUSTRALIA DAY ACTIVITIES - PORT MACQUARIE

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That:

1. The information provided by Tacking Point Lions Club on the Australia Day celebrations held on Town Green, Port Macquarie on Australia Day 2014 be noted.
2. The information provided by Sailability NSW - Port Macquarie on the Aquatic Activities staged along the Hastings River on Australia Day 20124 be noted.

Discussion

That the representatives from Sailability NSW - Port Macquarie provide an overview of the Aquatic Activities staged along the Hastings River as part of the Port Macquarie Australia Day celebrations.

That the representatives of the Tacking Point Lions Club provide an overview of the Australia Day Celebrations held on Town Green, Port Macquarie.

Most of the event collateral, distributed prior to Australia Day has since been returned to Council. Council's three marquees (1 x 3m x 4.5m branded marquee, 1. 4.5m x 8m branded marquee and 1 x 3m x 3m unbranded gazebo) were found to require minor repairs during the installation of the collateral on Australia Day and these have now been delivered to the PMQ Men's' Shed to have minor repairs undertaken to return them to full working order.

Feedback from the Sub-Committee on the 2014 Australia Day celebrations and Aquatic Activities held in Port Macquarie is welcomed with ideas to be put forward to value-add for the 2015 Australia Day celebrations to be held in Port Macquarie.

Attachments

Nil

Item: 12

Subject: AUSTRALIA DAY SUB-COMMITTEE MEETING SCHEDULE

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

The Sub-Committee members note the information and timeline outlined in the Australia Day Sub-Committee Meeting Schedule report.

Discussion

First meeting for discussion of 2015 Australia Day Celebrations

- 27 June 2014
- 25 July 2014
- 29 August 2014
- 26 September 2014
- 31 October 2014
- 21 November 2014
- 12 December 2014 (Australia Day Awards determination)

All meetings will commence from 8.30am and will be held in the ground floor Function Room of Council Offices, corner Burrawan and Lord St. Port Macquarie.

Meetings for 2015 will be determined at a later date.

Attachments

Nil