



Australia Day Sub-Committee

Business Paper

date of meeting: Friday 12 December 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	27/06/14	25/07/14	29/08/14	26/09/14	31/10/14	21/11/14
Councillor Peter Besseling (Mayor)	A	No quorum	✓	✓	A	No quorum
Councillor Mike Cusato	✓		A	A	✓	
Tacking Point Lions Club Representative	✓		✓	✓	✓	
Tacking Point Lions Club Representative	✓		✓	✓	✓	
Wauchope Rotary Club Representative	✓		✓	A	✓	
Laurieton Rotary Club Representative	✓		✓	✓	✓	
Laurieton Rotary Club Representative	A		✓	A	✓	
Richard Gander (Community Rep)	X		✓		✓	
Non-voting						
Lucilla Marshall (Group Manager Community Development) Juliet Priest (alternate)	A		✓	A	✓	
Jenny Mead (Place Facilitator - Events)	A		✓	A	✓	

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



**PORT MACQUARIE
HASTINGS**

Australia Day Sub-Committee Meeting

Friday 12 December 2014

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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 31 October 2014 be confirmed.

PRESENT

Members:

Councillor Michael Cusato
Tacking Point Lions Club representative
Tacking Point Lions Club representative
Wauchope Rotary Club representative
Laurieton Rotary Club representative
Laurieton Rotary Club representative
Richard Gander - community representative

Other Attendees:

Lucilla Marshall (PMHC Group Manager Community Development)
Jenny Mead (PMHC Place Facilitator - Events)
Wayne Evans OAM - Sailability NSW - PMQ Branch
Rick Eller - Sailability NSW - PMQ Branch

The meeting opened at 8.33am.

As the Australia Day Sub-Committee Chairman was unable to attend the meeting, Councillor Michael Cusato accepted the role of Chairman for the purposes of this meeting.

14 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

15 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Peter Besseling (Mayor) be noted and received.

16 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Australia Day Sub-Committee Meeting held on 26 September 2014 be confirmed.

17 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

Acting Chairman brought forward Item 8 - 105 Aquatic Activities - Port Macquarie.

08 2015 AQUATIC ACTIVITIES - PORT MACQUARIE

CONSENSUS:

That :

1. The Sub-Committee note the information outlined in the 2015 Aquatic Activities - Port Macquarie report and the verbal updated provided at the meeting.
2. Sailability NSW - PMQ liaise directly with Tacking Point Lions Club representative to arrange the allocation of a market stall site on Town Green to enable Sailability to conduct a raffle on Australia Day 2015.
3. Council's Place Facilitator - Events liaise with AV provider to provide a "Madonna" microphone for Cameron Marshall who has kindly agreed Emcee during the aquatic activities.

Wayne and Rick left the meeting immediately after discussion of this item.

The Acting Chairman returned to Item 05 as listed in the Agenda.

095 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

06 2015 AUSTRALIA DAY AWARDS

CONSENSUS:

1. That the Sub-Committee note the information contained in the 2015 Australia Day Awards report and verbal updates provided at the meeting.
 2. That the Sub-Committee members promote the 2015 PMHC Australia Day Awards throughout their networks and promote at any upcoming community events that their respective Community Groups attend.
-

07 2015 AUSTRALIA DAY AMBASSADOR PROGRAM

CONSENSUS:

That the Sub-Committee note the information outlined in the 2015 Australia Day Ambassador Program report and verbal updates provided at the meeting.

09 2015 AUSTRALIA DAY CELEBRATIONS - LAURIETON

CONSENSUS:

That:

1. The Sub-Committee note the information outlined in the 2015 Australia Day Celebrations - Laurieton report and verbal update provided by representatives of the Rotary Club of Laurieton.
 2. The Sub-Committee note that the 2015 Camden Haven Australia Day Celebrations will now be held on McClelland Street Reserve and on the adjacent boat ramp area with the official program part of the event commencing at 7.30am, concluding at 9.00am. Laurieton United Services Club will only be used as the wet weather contingency venue. It be noted that the Laurieton Rotary Club has provided a Section 68 application for lodgement with Council's Infrastructure Section for processing.
 3. The budget estimate and Risk Assessment for the Laurieton celebrations has been provided for assessment by Council. A copy of Laurieton Rotary's Certificate of Currency for their public liability insurance remains outstanding.
 4. That upon receipt of advice from the Mayor's Office, an email will be forwarded to Laurieton Rotary Club representatives by Council's Place Facilitator - Events, advising if there will be a Citizenship Ceremony conducted as part of the official program.
 5. That details of the activities planned for the early morning event be provided to Council's Place Facilitator - Events, to enable a draft program to be created by Council's graphic designer in time for the draft program to be provided to the Sub-Committee at the meeting scheduled for December.
-

10 2015 AUSTRALIA DAY CELEBRATIONS - WAUCHOPE

CONSENSUS:

That:

1. The Sub-Committee note the information outlined in the 2015 Australia Day Celebrations - Wauchope report and verbal update provided by representatives of the Rotary Club of Wauchope.
2. It be noted that the budget estimate and Risk Assessment was provided at the meeting. For consistency a request was made to re-write their Risk Assessment on the template emailed through to one of the Wauchope Rotary representatives.
3. That upon receipt of advice from the Mayor's Office, an email will be forwarded to Wauchope Rotary Club representatives by Council's Place Facilitator - Events, advising if there will be a Citizenship Ceremony conducted as part of the official program.
4. That details of the activities planned for the event be provided to Council's Place Facilitator - Events, to enable a draft program to be created by Council's graphic designer in time for the draft program to be provided to the Sub-Committee at the meeting scheduled for December.

11 2015 AUSTRALIA DAY CELEBRATIONS - PORT MACQUARIE

CONSENSUS:

1. That the Sub-Committee note the information outlined in the 2015 Australia Day Celebrations - Port Macquarie report and verbal update provided by representatives of the Tacking Point Lions Club.
2. That the Sub-Committee note that the Section 68, budget estimate, Risk Assessment and draft program for the Town Green celebrations have now been provided for assessment by Council.
3. That a formal request has been made for the cadets to undertake the flag raising ceremony as part of the official program. Update to be provided when more information available.
4. That four (4) flag poles are required to be installed on Town Green for use on Australia Day.
5. That a meeting be scheduled with Councillor Cusato, Council's Place Facilitator - Events and representatives from Tacking Point Lions Club regarding the staging and marquee (over the stage) requirements, availability of and assembly and dis-assembly of marquees on Town Green on Australia Day after Port Macquarie's Got Talent.

12 2015 AUSTRALIA DAY SUB-COMMITTEE MEETING SCHEDULE

CONSENSUS:

1. That the Sub-Committee note the information and timeline outlined in the Australia Day Sub-Committee Meeting Schedule report.
 2. That the Australia Day Sub-Committee meetings, to commence the scheduling of the 2016 Australia Day Celebrations, commence in August 2015.
-

13 GENERAL BUSINESS

13.01 Community Representative:

After discussion it was agreed that no Expressions of Interest will be called at this time seeking additional Community Representatives on the Australia Day Sub-Committee.

The meeting closed at 9.39am.

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.

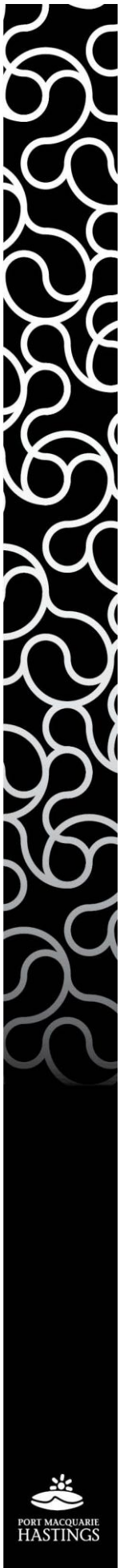
This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes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

Nil.



Item: 06

Subject: 2015 AUSTRALIA DAY AWARDS

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information contained in the 2015 Australia Day Awards report.

Discussion

Nominations for the 2015 PMHC Australia Day Awards closed on Friday 21 November 2014.

Nominations were received in all four (4) categories. In the week preceding the December meeting, all Sub-Committee members were provided with a CD containing a copy of all the nominations received. All Sub-Committee members were requested to peruse the nominations and supporting documentation and complete a matrix in an effort to assist them with determining their choice of recipient for each award category.

Voting to take place with votes to be recorded under separate cover.

Attachments

Nil

Item: 07

Subject: 2015 AUSTRALIA DAY AMBASSADOR PROGRAM

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2015 Australia Day Ambassador Program report.

Discussion

At the time the Agenda was prepared, Council had not received advice from the Australia Day Council of NSW regarding the allocation of an Australia Day Ambassador.

Update to be provided at the meeting if information available.

Attachments

Nil

Item: 08

Subject: 2015 AQUATIC ACTIVITIES - PORT MACQUARIE

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2015 Aquatic Activities - Port Macquarie report and the verbal updated provided at the meeting.

Discussion

Update to the Sub-Committee on the proposed aquatic activities currently being planned to take place along the Hastings River on Australia Day 2015.

The aquatic license application was lodged by Council with Roads and Maritime Services (RMS) in June 2014. All information requested by RMS has now been prepared and forwarded.

A timeline of when the approval of Council's aquatic license application will be issued by the RMS is still unavailable at the time this agenda was prepared.

Attachments

Nil

Item: 09

Subject: 2015 AUSTRALIA DAY CELEBRATIONS - LAURIETON

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2015 Australia Day Celebrations - Laurieton report and verbal update provided by representatives of the Rotary Club of Laurieton.

Discussion

Update by the Laurieton Rotary Club representative(s) to the Sub-Committee on the proposed Camden Haven Australia Day Celebrations.

A Section 68 application, budget estimate, program of activities and insurance certificate of currency has now been submitted to Council. Reference to the use of the boat ramp and closing off of the car park has been removed from Section 68 application as Laurieton Rotary Club have advised that use of this area will no longer form part of the event.

Proposed program:

From 6.30am	Breakfast available
6.45am	Dignitaries arrive; breakfast, mix n mingle
7.20am	Dignitaries piped across bridge to stage area
7.30am	Welcome by Emcee - Karen Pinni Welcome to Country - Uncle Bill Raising of the Flags - Girl Guides Australia Day Addresses by : Leslie Williams MP Mayor Besseling Australia Day Ambassador Australia Day Award Recipients Camden Haven High School Captains Citizenship Ceremony National Anthem Final Announcement by Emcee Entertainment by Camden Haven Community Band
9.00am	Finish

Attachments

Nil

Item: 10

Subject: 2015 AUSTRALIA DAY CELEBRATIONS - WAUCHOPE

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2015 Australia Day Celebrations - Wauchope report and verbal update provided by representative of the Rotary Club of Wauchope.

Discussion

The Wauchope Rotary Club representative to provide an update to the Sub-Committee.

Budget estimate and their risk assessment remain outstanding at the time the agenda was prepared. A copy of Wauchope Rotary's insurance certificate of currency has been submitted to Council.

Proposed Program to include:

From 8.00am

Breakfast available

Variety of children's games and games for the bigger kids

Jumping Castle

Face painting

Slide

Market Stalls and Food Stalls

Guessing Competitions

Book Fair

Entertainment by local artists throughout the day

Static displays celebrating the Railway Centenary

Static display reflecting on the 100 year remembrance of Gallipoli

Dignitaries arrive for morning tea 10.00am

AGENDA

AUSTRALIA DAY SUB-COMMITTEE
12/12/2014

- | | |
|---------|--|
| 10.30am | Official ceremony begins
Flag raising
Welcome to Country
Australia Day Addresses by:
Andrew Stoner - Oxley MP
Mayor Peter Besseling
Australia Day Ambassador
Citizenship Ceremony
National Anthem
Cutting of Australia Day Cake |
| 12 noon | Competition winners announced |
| 2.00pm | Celebrations conclude |

Attachments

Nil



Item: 11

Subject: 2015 AUSTRALIA DAY CELEBRATIONS - PORT MACQUARIE

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2015 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 an update on the activities/celebrations proposed for Australia Day 2015 in Port Macquarie.

Confirmation required that:

- An over stage marquee can be provided and assembled/disassembled by TPLC for the event.
- Volunteers will be available to assemble and disassemble 1 x 3m x 4.5m marquee (audience) and 1 x 4.5m x 8m marquee (audience) in addition to the over stage marquee
- Volunteers will be available to put out and collect 100 chairs in both the audience marquees.
- Staging, all marquees and chairs can be disassembled immediately following the conclusion of Port Macquarie's Got Talent Quest.
- Movie equipment to be installed by Glasshouse Staff immediately following Port Macquarie's Got Talent Quest.
- Discussion to be held regarding suitable stage locations.

Attachments

Nil

Item: 12

Subject: 2015 AUSTRALIA DAY SUB-COMMITTEE MEETING SCHEDULE

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

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

Discussion

That the Sub-Committee members note the following meeting dates for the remainder of 2014 and early 2015.

- 16 January 2015
- 13 February 2015 (Debrief Meeting)

2015 Meeting schedule has been set. All Sub-Committee make notation in their diaries. Electronic meeting invites have been forwarded to those who use Outlook.

- 28 August 2015
- 25 September 2015
- 30 October 2015
- 27 November 2015
- 18 December 2015

Attachments

Nil