



Port Macquarie-Handa Sister City Sub-Committee

Business Paper

date of meeting: Thursday 6 August 2015

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

time: 4.30pm

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**

Port Macquarie-Handa Sister City Sub-Committee

CHARTER

To further and implement the ideals of the relationship established in the document signed 9 May 1990, viz:

1. Exchange of civic organisations

To mutually promote the visits of civic organisations and individual citizens and provide convenience to them.

2. Economic exchanges

To mutually hold an exhibition of principal products in each region and send a trade mission.

3. Cultural exchanges

(a) To introduce such Japanese traditional arts as flower arrangement, calligraphy, folk dance, karate and the like

(b) To mutually send such artists groups as the fine arts, music and photography.

(c) To hold a "Handa Exhibition" in Port Macquarie and a "Port Macquarie Exhibition" in Handa to introduce sister city.

4. Sporting exchanges

To mutually send sporting teams.

5. Educational exchanges

(a) Exchange teachers and students

(b) Exchange children's drawings, books, movies, video tapes and the like.

6. Exchanges among the museums, aquariums, zoological, gardens and arboretum in both cities.

7. Exchanges in Technology.

To exchange technology and ideas on urban planning conservation and the like.



**PORT MACQUARIE
HASTINGS**

Port Macquarie-Handa Sister City Sub-Committee

ATTENDANCE REGISTER

Member	17/07/14	07/08/14	06/11/14	05/03/15	02/04/15	07/05/15
Clr Peter Besseling (Mayor)	✓	✓	✓	✓	✓	✓
Clr Trevor Sargeant	✓	A	✓	✓	✓	✓
Bruce Hardy	✓	✓	✓	✓	✓	A
Brian Peel	✓	✓	✓	A	A	✓
Mitch McKay	✓	✓	✓	✓	✓	✓
Patricia Johnson OAM	A	✓	✓	✓	A	✓
Graeme Cook	✓	A	✓	A	A	A
Deborah Doyle	✓	✓	✓	✓	A	✓
Noel Hoffman	✓	✓	✓	✓	A	✓
Chantelle Perkins	✓	✓	A	✓	✓	✓
Corbi Wentzell	✓	✓	A	A	✓	✓
Non-voting						
Lucilla Marshall – Group Manager Community Development	✓	✓	A	✓	✓	✓
Jenny Mead - Place Facilitator - Events	✓	✓	✓	✓	✓	✓

Member	04/06/15	02/07/15				
Clr Peter Besseling (Mayor)	✓	No				
Clr Trevor Sargeant	✓	Quorum				
Bruce Hardy	A	Meeting				
Brian Peel	A	cancelled				
Mitch McKay	✓					
Patricia Johnson OAM	✓					
Graeme Cook	✓					
Deborah Doyle	✓					
Noel Hoffman	✓					
Chantelle Perkins	✓					
Corbi Wentzell	✓					
Non-voting						
Lucilla Marshall – Group Manager Community Development	A					
Jenny Mead - Place Facilitator - Events	✓					

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



**PORT MACQUARIE
HASTINGS**

Port Macquarie-Handa Sister City Sub-Committee Meeting
Thursday 6 August 2015

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	2015/2016 Budget Allocation Report	<u>15</u>
07	2015 Handa Higashi Senior High School Study Tour	<u>16</u>
08	Upcoming 25th Anniversary of the Port Macquarie-Handa Sister City Agreement	<u>17</u>
09	2015 Meeting Dates - Next Meeting.....	<u>19</u>
10	General Business	



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 Port Macquarie-Handa Sister City Sub-Committee Meeting held on 4 June 2015 be confirmed.

PRESENT

Members:

Mayor Peter Besseling
Councillor Trevor Sargeant
Mitch McKay
Patricia Johnson
Graeme Cook
Deborah Doyle
Noel Hoffman
Chantelle Perkins
Corbi Wentzell

Other Attendees:

Liesa Davies - Group Manager, Economic Development
Jenny Mead - PMHC Place Facilitator - Events

The meeting opened at 4.30pm.

11 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

12 APOLOGIES

CONSENSUS:

That the apologies received from Bruce Hardy, Brian Peel and Lucilla Marshall – PMHC Group Manager Community Development be accepted.

13 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on

7 May 2015 be confirmed.

14 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

The Mayor brought forward Item 08 in the Agenda to enable discussion with Liesa Davies to take place regarding the proposed itinerary for the visit by the Mayor of Handa.

08 UPCOMING 25TH ANNIVERSARY OF THE PORT MACQUARIE-HANDA SISTER CITY AGREEMENT
(PART OF ITEM DEALT WITH)

CONSENSUS :

That:

1. The information outlined in the Upcoming 25th Anniversary of the Port Macquarie-Handa Sister City Agreement report and verbal updates provided at the meeting be noted.
2. The Sub-Committee take into consideration information outlined by the Group Manager Economic Development regarding the opportunity that exists to showcase local businesses as part of the itinerary for the reciprocal visit by the delegates from Handa City to take place during August.
3. Council's Place Facilitator - Events liaise directly with Handa Council in an effort to obtain further details about the business interests of the delegates accompanying the Mayor and his entourage to Port Macquarie in August.
4. The Sub-Committee note the advice from the Group Manager of Economic Development that the local Chambers of Commerce have agreed to host the "breakfast" meeting to be held on the morning of the 19th August 2015 at Rydges.
5. Council's Place Facilitator - Events send an email to the Handa City Council contact attaching the quotation for the airfares for the upcoming reciprocal visit and ask them to note that a deposit needs to be paid by 9th June 2015 to lock in the airfares quoted.
6. Should Council not receive advice from Handa City Council within 10 working days of the email request for more details of the members of the "unofficial" delegates, that Council's Place Facilitator - Events liaise with the Group Manager - Economic Development immediately prior to forwarding the draft itinerary, as tabled at today's meeting, to Handa City Council for consideration.

The Mayor thanked Liesa Davies for attending this afternoons meeting to provide an overview of the Economic Development Steering Group. The Mayor and Liesa Davies both left the meeting at 5.00pm.

095 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

That :

1. The Sub-Committee note the information contained in the report Item 05 - Business Arising from Previous Minutes.
 2. The adoption of the koala (to remain in captivity) to include payment for the renewal of the adoption for a period of 5 years (2015 - 2020).
 3. That the update from Mr Cassegrain on the Commemorative Wine be held over for discussion at the July Meeting.
-

06 2015 INCOME AND EXPENDITURE REPORT

CONSENSUS:

That the Sub-Committee note the information outlined in the 2015 income and Expenditure Report.

07 2015 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR

CONSENSUS:

1. That the Sub-Committee note and discuss the information contained in the 2015 Handa Higashi Senior High School Study Tour report.
 2. That Handa Higashi Senior High School be advised that the completed Host Family Forms will be forwarded week ending 19 June 2015.
 3. Council's Place Facilitator - Events to forward out via email a copy of the 2014 Student Itinerary that included the names of Sub-Committee members who volunteered to assist during the duration of the Study. Sub-Committee members to look over the various activities listed and advise if they are able to assist during the duration of this year's study tour.
-

08 UPCOMING 25TH ANNIVERSARY OF THE PORT MACQUARIE-HANDA SISTER CITY AGREEMENT

(REMAINDER OF ITEM DEALT WITH)

CONSENSUS :

That:

7. The item relating to the Commemorative Wine be relisted for discussion at the July Meeting.
8. Council's Place Facilitator - Events contact Mr Cassegrain and seek any updates on discussions he may have held regarding distributing the commemorative wine in Handa, and any findings in relation to the ability to retail the Handa Sake locally.

09 2015 MEETING DATES - NEXT MEETING

CONSENSUS:

1. That the Sub-Committee members note that the dates listed in the report for the 2015 meeting schedule for the PMH-Handa Sister City Sub-Committee.
2. That the meeting with the Host Families set down for 16 July 2015 be included in 2015 Meeting Dates - Next Meeting Report.

10 GENERAL BUSINESS

10.01 Koala Orchestra

Patricia Johnson OAM requested that further consideration be given by the Mayor to allow the full Koala Orchestra (approximately 25 members) to perform at the "official function" for approximately 15 - 20 minutes. Councillor Sargeant to raise this request with the Mayor.

The meeting closed at 5.30pm.

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 [Tick or cross one box.]	<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 [Tick or cross one box]	<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 [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor [Tick or cross one box]	<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.

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- 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: 2015/2016 BUDGET ALLOCATION REPORT

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2015 income and Expenditure Report.

Discussion

Council adopted the 2015/2016 Budget at its Ordinary Meeting held on 17 June 2015.

The budget allocation for the PMHC Sister City Sub-Committee for 2015/2016 is \$13,900.00.

Attachments

Nil

Item: 07

Subject: 2015 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

That the Sub-Committee note and discuss the information contained in the 2015 Handa Higashi Senior High School Study Tour report.

Discussion

The Study Tour members flew into Port Macquarie Airport on Friday 31 July 2015, spending 5 nights with host families before flying out of Port Macquarie Airport on Wednesday 5 August 2015.

As the July meeting of the Sub-Committee was unable to be held, the Sub-Committee is advised that all arrangements were finalised by Council's Place Facilitator - Events in the lead up to the Study Group's arrival.

A successful meeting was held with host families on 16 July at St Columba where Sub-Committee Members, Deb Doyle, Bruce Hardy and Noel Hoffman provided an overview of the upcoming Study Tour and provided insights to what the host families may expect. At the time of writing this report some students both from Handa and St Columba had forwarded emails to each other and were building a relationship prior to the Study Tour Group's arrival.

Both the Student's and Adult's itineraries along with the estimated tour costs were finalised and forwarded to Handa in the weeks leading up to the study tour.

Feedback on the success of the 2015 Study Tour is now sought.

A link to Survey Monkey will be forwarded out to all Host Families seeking their feedback on this year's study tour. A summary of all surveys completed will be reported to the 3 September Sub-Committee meeting.

Attachments

Nil

Item: 08

Subject: UPCOMING 25TH ANNIVERSARY OF THE PORT MACQUARIE-HANDA SISTER CITY AGREEMENT

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

That the information outlined in the Upcoming 25th Anniversary of the Port Macquarie-Handa Sister City Agreement report and verbal updates provided at the meeting be noted.

Discussion

Reciprocal visit by Mayor of Handa to Port Macquarie

Since the last Sub-Committee meeting, Handa City Council has advised changes to their travel times.

Mayor and entourage arrive

- 18 August - Arrival at PMQ Airport (12.55pm)
- 18 August - Dinner with Sub-Committee members
- 19 August - Site Inspections (Cultural)
- 19 August - Dinner with Chamber of Commerce
- 20 August - Site Inspections (Trade & Economic)
- 20 August - Official Party - Glasshouse Exhibition and Dinner (Mayor & Sub-Committee)
- 21 August - Site Inspection (Trade & Economic & Cultural)
- 21 August - Departure from PMQ Airport (5.30pm)

Unofficial Guests arrive

- 18 August - Arrival at PMQ Airport (2.25pm or 3.25pm TBC)
- 18 August - Dinner with Sub-Committee members
- 19 August - Site Inspections (Cultural)
- 19 August - Dinner with Chamber of Commerce
- 20 August - Site Inspections (Trade & Economic)
- 20 August - Official Party - Glasshouse Exhibition and Dinner (Mayor & Sub-Committee)
- 21 August - Site Inspection (Trade & Economic & Cultural)
- 21 August - Departure from PMQ Airport (9.50am)

At the time of writing this report the itinerary for both the Official and Unofficial guests are nearing completion with only arrangements for the Nihon University representatives to be finalised. The delegates from Nihon University travelling with the unofficial party have requested a meeting with Charles Stuart University representatives and these are yet to be finalised. If the itinerary is finalised by the date of this meeting a copy will be distributed at the meeting for the Sub-Committee members' information.

Commemorative Wine

Mr Cassegrain has accepted an invitation to attend the meeting and will provide an update on the status of the production of the commemorative wine and the outcome of discussions with his wine retailer in Japan regarding the proposed dual launch of the commemorative wine in the lead up to the Mayor of Handa City's visit.

The Mayor of Handa and his entourage will be staying at Rydges Port Macquarie and it is hoped that Rydges will make the commemorative wine available for purchase in line with the Mayor of Handa's visit to our region.

At the time of writing this report an update on the outcome of the discussions referred to above were still being sought. A draft media release regarding the commemorative wine has been drafted and forwarded to Cassegrain for input. To date the required information was still being sought from Cassegrain. It should be noted that Council's Communications Team are unable to move forward on the proposed media campaign for the launch of the commemorative wine (both local and the dual launch in Handa) scheduled to commence back in end of June/early July.

Glasshouse Display

An exhibition is to be held in an area located on the top half of the Glasshouse Gallery from 7 August to 13 September 2015 inclusive.

As no feedback regarding any of the items listed in the gifts register was received from the long standing Sub-Committee members, Council's Place Facilitator - Events determined the items to be placed on display. Items for display were retrieved from the display cabinets located in the foyer and from the Mayor's Office.

Transportation

A 29 seater bus has been arranged for the duration of the upcoming reciprocal visit by the Mayor of Handa. A volunteer driver with a "LR" qualification is currently being sought. Once the driver has been confirmed then his qualifications obtained, the booking can be confirmed. The unofficial visitors will be arriving on a different flight to that of the Mayor of Handa and his entourage.

Official Function to be held on the 20th August

Invitations to the guests invited to attend the Official Party have been sent out with an RSVP date of 13 August 2015.

Attachments

Nil



Item: 09

Subject: 2015 MEETING DATES - NEXT MEETING

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

That the Sub-Committee members note that the dates listed in the report for the 2015 meeting schedule for the PMH-Handa Sister City Sub-Committee.

Discussion

All Sub-Committee members have been forwarded electronic invites via Outlook for all the meetings listed.

- 3 September - Debrief after 25th Anniversary Reciprocal visit by Mayor of Handa.

Please note that meetings are to be held in the Function Room, Ground Floor of the Council Offices.

Attachments

Nil