



# Port Macquarie-Handa Sister City Sub-Committee

## Business Paper

**date of meeting:** Thursday 3 March 2016

**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

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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-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	✓	✓
<b>Non-voting</b>						
Lucilla Marshall – Group Manager Community Development	✓	✓	A	✓	✓	✓
Jenny Mead - Place Facilitator - Events	✓	✓	✓	✓	✓	✓

Member	04/06/15	02/07/15	06/08/15	03/09/15		
Clr Peter Besseling (Mayor)	✓	No	A	✓		
Clr Trevor Sargeant	✓	Quorum	✓	✓		
Bruce Hardy	A	Meeting	✓	✓		
Brian Peel	A	cancelled	A	A		
Mitch McKay	✓		✓	✓		
Patricia Johnson OAM	✓		✓	✓		
Graeme Cook	✓		A	A		
Deborah Doyle	✓		✓	✓		
Noel Hoffman	✓		✓	✓		
Chantelle Perkins	✓		A	A		
Corbi Wentzell	✓		✓	✓		
<b>Non-voting</b>						
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 3 March 2016

## 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 Income and Expenditure Report .....	<u>16</u>
07	2016 Handa Higashi Senior High School Study Tour .....	<u>19</u>
08	Proposed Inclusions in Upcoming 2016 Study Tour .....	<u>21</u>
09	2016/17 Meeting Dates .....	<u>26</u>
10	General Business	



**PORT MACQUARIE  
HASTINGS**

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**Item:        01**

**Subject:    ACKNOWLEDGEMENT OF COUNTRY**

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"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."

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**Item:        02**

**Subject:    APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item:        03**

**Subject:    CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 3 September 2015 be confirmed.

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**PRESENT**

**Members:**

Mayor Peter Besseling  
Councillor Trevor Sargeant  
Bruce Hardy  
Mitch McKay  
Patricia Johnson  
Deborah Doyle  
Noel Hoffman  
Corbi Wentzell

**Other Attendees:**

Lucilla Marshall – PMHC Group Manager Community Development  
Jenny Mead - PMHC Place Facilitator - Events

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The meeting opened at 4.30pm.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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CONSENSUS:

That the apologies received from Brian Peel, Graeme Cook and Chantelle Perkins be accepted.

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**03 CONFIRMATION OF MINUTES**

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CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 6 August 2015 be confirmed.

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#### **04 DISCLOSURES OF INTEREST**

There were no disclosures of interest presented.

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#### **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

CONSENSUS:

That the Sub-Committee note the information contained in the report item 05- Business Arising from Previous Minutes.

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#### **06 2015/2016 INCOME AND EXPENDITURE REPORT**

CONSENSUS:

1. That the Sub-Committee note the information outlined in the 2015 income and Expenditure Report and verbal update provided by Council's Place Facilitator - Events.
2. That following discussions with John Cassegrain regarding the Commemorative wine produced in relation to the 25<sup>th</sup> Anniversary celebrations, Council's Place Facilitator - Events provide feedback to the Sub-Committee.
3. That once all accounts have been finalised that Council's Place Facilitator - Events send an email out to the Sub-Committee advising total expenditure in relation to the 25<sup>th</sup> Anniversary celebrations.

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#### **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. In an effort to boost responses to the Host Family survey, that Council's Place Facilitator - Events arrange for sufficient hard copies of the survey to be forwarded to the Japanese Teacher at St Columba Anglican School for distribution to the Host students of this year's study tour group.
3. That the Sub-Committee members bring back to the first meeting in 2016 ideas for the 2016 Study Tour itinerary.
4. That Councillor Sargeant arrange to meet with representatives of Billabong Wildlife Zoo prior to the first meeting in 2016 to discuss inclusions and entry price for the 2016 Study Tour Group.

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

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### **CONSENSUS:**

1. That the information outlined in the 25<sup>th</sup> Anniversary of the Port Macquarie-Handa Sister City Agreement report and verbal updates provided at the meeting be noted.
2. That the Sub-Committee note that all feedback received regarding the four day visit by the Mayor of Handa, his entourage and the unofficial guests was that the entire tour was very successful. The inclusion of Blokes Notes and performance by the Birpai Dance Group at the final Glasshouse event added to the overall success of the tour.
3. It be noted that since the groups departure an email has been received by Patricia Johnson OAM from a member of the Handa International Travel Association to say thank you.
4. That Council's Place Facilitator - Events arrange "thank you" gifts for both volunteer interpreters, and the volunteer bus driver.
5. That Council's Place Facilitator - Events prepare a letter for the Mayor's signature thanking MacKillop Senior College Campus Principal for hosting the 14 year old student from Handa during his recent visit to Port Macquarie as a member of the unofficial visitors from our Sister City in Japan.

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## **09 2015/2016 MEETING DATES**

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### **CONSENSUS:**

That the Sub-Committee members note that this is the last meeting scheduled for 2015. The first meeting for 2016 will be scheduled for early March 2016.

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## **10 GENERAL BUSINESS**

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### **10.01 Tour of Japan:**

The Mayor advised that Sharon Green is interested in arranging a tour of Japan which she is hoping to include a 1 or 2 day visit in Handa and is seeking a contact in Handa to assist with arrangements. Council's Place Facilitator - Events to forward Tomo Matsuishi's contact details to the Mayor's office. Mayor's office to then prepare a letter of introduction for Sharon Green. Mr Tomo Matsuishi and Sharon Green to liaise directly with each other regarding the upcoming tour arrangements.

### **10.2 CLAIR Representatives:**

The Mayor advised the Sub-Committee that the two CLAIR representatives that were invited and attended the 25<sup>th</sup> Anniversary celebration at the Glasshouse commented to him that were very impressed with our Sister City Relationship and are keen to follow our



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progress especially in relation to our attempts to strengthen the relationship through economic trade.

The Mayor left the meeting at 5.05pm.

**10.03 Trip by Heritage Christian School:**

Yoshiya advised the Sub-Committee that he will be taking a Year 6 class from his school to Japan and will also be hoping to include a visit to Handa during the trip.

**10.04 Expressions of interest from other schools to host:**

General discussion took place surrounding schools in the LGA and offer to host future study tours beyond 2016. It was determined that an approach be made to high schools throughout the LGA seeking their interest in hosting future Study Groups from our Sister City next year, with this item to be relisted in the Agenda for the first meeting to be scheduled for March 2016.

**10.05 Koala Orchestra:**

Patricia Johnson OAM advised the Sub-Committee that the Koala Orchestra are planning their next visit to Handa to take place in April 2017. An invitation is extended to any members of the Sub-Committee to accompany them on this trip to Japan. Any members taking up this offer to join the Koala Orchestra on this 3 week trip are responsible for meeting their associated travel costs.

**10.6 Glasshouse Galley Exhibition:**

Council's Place Facilitator - Events to contact the Sub-Committee members to ascertain their availability to assist in the pack-down of the "Handa by the Sea" exhibition currently on exhibition at the Glasshouse until 13 September 2015. Discussions to be held with the Glasshouse to determine what level of assistance is required to pack-down and catalogue the exhibited items to enable the details to be captured for future reference.

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The meeting closed at 5.25pm.

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Item:        04  
Subject:    DISCLOSURES OF INTEREST

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**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**

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of land in which councillor or an associated person, company or body has a proprietary interest ( <i>the <b>identified land</b></i> ) <sup>i</sup>	
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.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST</b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP ( <i>the <b>subject land</b></i> ) <sup>iii</sup> [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<sup>iv</sup> 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**

<b>Item:</b>	06	<b>Date</b>	03/09/2015
<b>Subject:</b>	2015/2016 Income and Expenditure Report		
<b>Action Required:</b>	That following discussions with John Cassegrain regarding the commemorative wine produced in relation to the 25 <sup>th</sup> Anniversary Celebrations, Council's Place Facilitator - Events provide feedback to the Sub-Committee		
<b>Current Status:</b>	Email sent to Mr Cassegrain in September 2015 seeking update on sale of commemorative wine both locally and in Handa. Further email forwarded on 23 February 2016 seeking feedback and extending an invitation to John Cassegrain to attend the March meeting to personally provide an update.		

<b>Item:</b>	06	<b>Date</b>	03/09/2015
<b>Subject:</b>	2015/2016 Income and Expenditure Report		
<b>Action Required:</b>	That once all accounts have been finalised that council's Place Facilitator - Events send an email out to the Sub-Committee advising total expenditure in relation to the 25 <sup>th</sup> Anniversary celebrations.		
<b>Current Status:</b>	Listed in the Income and Expenditure Report.		

<b>Item:</b>	07	<b>Date</b>	03/09/2015
<b>Subject:</b>	2015 Handa Higashi Senior High School Study Tour		
<b>Action Required:</b>	In an effort to boost responses to the Host Family survey, that council's Place Facilitator - Events arrange for sufficient hard copies of the survey to be forwarded to the Japanese Teach at St Columba Anglican School for distribution to the host students for this year's study tour group.		
<b>Current Status:</b>	Copies of the survey were provided to the Japanese Teacher at St Columba. Only seven (7) nominations (online only) have been completed with no hard copy surveys being returned to Council. Copies of the completed survey will be made available at the meeting.		

<b>Item:</b>	08	<b>Date</b>	03/09/2015
<b>Subject:</b>	Upcoming 25 <sup>th</sup> Anniversary of the Port Macquarie- Handa Sister City Agreement		
<b>Action Required:</b>	That Council's Place Facilitator - Events arrange "thank you" gifts for both volunteer interpreters and the volunteer bus driver.		
<b>Current Status:</b>	Gifts were prepared and forwarded to both interpreters and the bus driver.		

<b>Item:</b>	08	<b>Date</b>	03/09/2015
<b>Subject:</b>	Upcoming 25 <sup>th</sup> Anniversary of the Port Macquarie- Handa Sister City Agreement		
<b>Action Required:</b>	That Council's Place Facilitator - Events prepare a letter for the Mayor's signature thanking MacKillop Senior College Campus Principal for hosting the 14 year old student from Handa during his visit to Port Macquarie as a member of the unofficial visitors from our Sister City in Japan.		



<b>Current Status:</b>	Letter prepared, signed and forwarded by the Mayor's Office to the Principal of MacKillop.
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<b>Item:</b>	10	<b>Date</b>	03/09/2015
<b>Subject:</b>	General Business		
<b>Action Required:</b>	10.01 Tour of Japan That Council's Place Facilitator - Events forward Tomo Matsuishi's contact details to the Mayor's Office. Mayor's Office to then prepare a letter of introduction for Sharon Green. Mr Tomo Matsuishi and Sharon Green to liaise directly with each other regarding the upcoming tour arrangements.		
<b>Current Status:</b>	Tomo Matsuishi's contact details were emailed to the Mayor's office in September 2015.		

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**Item:            06**

**Subject:    2015/2016 INCOME AND EXPENDITURE REPORT**

**Presented by: Community and Economic Growth, Tricia Bulic**

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## **RECOMMENDATION**

**That the Sub-Committee note the information outlined in the 2015/2016 Income and Expenditure Report and verbal update provided at the meeting.**

## **Discussion**

Attached are details relating to the income and expenditure during 2015 for the activities of the Handa Sister City Sub-Committee. This report includes transactions relating to the

- 2015 Handa Higashi Senior High School Study Tour
- The official functions held during the visit by the Mayor of Handa City Council, General Manager of Handa City Council and the Director of Planning from Handa City Council, and the 13 citizens who accompanied the delegates as part of the 25<sup>th</sup> Anniversary of the Sister City Agreement.
- The tours of the region undertaken during the visiting delegates' 4 day visit to Port Macquarie.

## **Attachments**

1 [View](#). 2015 Handa Income and Expenditure Report February 2016



Ledger Account	Date	Total Value	Account Name	Transaction Description
11840.7469.475	09/11/2015	-\$100.00	Holiday Coast Real EstatePO Box	<<INV 93297 tickets Sister C
11840.7469.475	24/09/2015	-\$45.45	Mr Noel HoffmanPO Box 5026	<<INV 92464 dinner - Hunter
11840.7469.475	10/09/2015	-\$198.00	P M HJohnsonCARE Jenny Mead	ghouse - zebra
11840.7469.475	27/08/2015	-\$5,110.00	Handa Celebrations	HANDA CELEBRATIO
11840.7469.475	30/07/2015	-\$6,883.00	AICHIKENRITSU HANWBC 29/07/15	HANDA STUDY TOUR

**Income To Date** **-\$12,336.45**

Ledger Account	Date	Total Value	Account Name	Transaction Description
00289.3569.100	25/01/2016	\$24.59	M&C - Materials	J A Hillier-POST Port Macquarie-CD's sent to Hand
00289.3569.100	17/09/2015	\$398.18	M&C - Materials	<<EFT 1435.26733-01 >>GIR 276679 25th Handa Annive
00289.3569.100	20/10/2015	\$363.64	Oasis by the River	<<EFT 1435.26733-01 Goods and Services as below
00289.3569.100	20/10/2015	-\$400.00	Oasis by the River	<<INV 2018 >>P/O 1269083
00289.3569.100	19/10/2015	\$0.00	Oasis by the River	<<GIR 276679 25th Handa Anniversary - Luncheon
00289.3569.100	15/10/2015	\$400.00	Oasis by the River	<<INV 92925 J A Priest-COLES LAKE INNES PORT
00289.3569.100	17/09/2015	\$37.53	M&C - Materials	<<INV 92925 L A Kocs-COLES PORT MACQUARIE 5 PORT
00289.3569.100	17/09/2015	\$150.00	M&C - Materials	<<INV 92925 L C Wood-BITE SIZE COFFEE TREAT CHIPPI
00289.3569.100	17/09/2015	\$250.78	M&C - Materials	<<INV 92925 L C Wood-RYDGES PORT MACQUARI PORT M
00289.3569.100	17/09/2015	\$1,220.77	M&C - Materials	<<INV 92925 L C Wood-RYDGES PORT MACQUARI PORT M
00289.3569.100	17/09/2015	\$654.55	M&C - Materials	<<INV 92925 L C Wood-HEENEY WATER SPORTS PORT M
00289.3569.100	17/09/2015	\$51.67	M&C - Materials	<<INV 92925 J G Mead-RYDGES PORT MACQUARI PORT M
00289.3569.100	17/09/2015	\$20.30	M&C - Materials	<<INV 92925 J G Mead-RYDGES PORT MACQUARI PORT M
00289.3569.100	17/09/2015	\$4.34	M&C - Materials	<<INV 92925 J G Mead-RYDGES PORT MACQUARI PORT M
00289.3569.100	17/09/2015	\$64.59	M&C - Materials	<<INV 92925 J G Mead-RYDGES PORT MACQUARI PORT M
00289.3569.100	17/09/2015	\$34.15	M&C - Materials	<<INV 92925 J G Mead-RYDGES PORT MACQUARI PORT M
00289.3569.100	17/09/2015	\$9.09	M&C - Materials	<<INV 92925 J G Mead-RYDGES PORT MACQUARI PORT M
00289.3569.100	17/09/2015	\$47.27	M&C - Materials	<<INV 92925 J G Mead-OEH SEA/CRES/RAINFR PORT M
00289.3569.100	17/09/2015	\$18.64	M&C - Materials	<<INV 92925 J G Mead-COLES LAKE INNES PORT M
00289.3569.100	17/09/2015	\$93.95	M&C - Materials	<<INV 92925 J G Mead-SIMARSH CORPORATION PORT M
00289.3569.100	08/10/2015	\$19.00	Port Macquarie-Hastings Council	<<CHQ 00129845 PETTY CASH PMQ 1/10/2015
00289.3569.100	08/10/2015	-\$19.00	Hastings Council Commission Ac	<<INV 92925 >>INV PETTY CASH PETTY CASH PMQ 1/10/1
00289.3569.100	07/10/2015	\$19.00	Hastings Council Commission Ac	<<INV 92925 PETTY CASH PMQ 1/10/15
00289.3569.100	29/09/2015	\$4,843.64	Emp - Wages	Handa Mayoral Dinner 8/9/15 Hire of Glasshouse
00289.3569.100	25/09/2015	\$40.00	Y Sakamoto	<<CHQ 00129829 REIMBURSE COST FOR PMQ CHAMBER TICK
00289.3569.100	16/09/2015	\$274.49	J G Mead	<<EFT 1421.17655-01 25TH ANNIVERSARY CELEBRATIONS
00289.3569.100	09/09/2015	\$568.20	Waters Edge Boutique Hotel	<<CHQ 00129667 >>GIR 275208 4 Rooms x 5 nights acc
00289.3569.100	09/09/2015	-\$568.00	Waters Edge Boutique Hotel	<<CHQ 00129667 4 Rooms x 5 nights accommodation at
00289.3569.100	09/09/2015	\$568.20	Waters Edge Boutique Hotel	<<CHQ 00129667 >>GIR 275208 4 Rooms x 5 nights acc
00289.3569.100	09/09/2015	-\$568.00	Waters Edge Boutique Hotel	<<CHQ 00129667 4 Rooms x 5 nights accommodation at
00289.3569.100	09/09/2015	\$568.20	Waters Edge Boutique Hotel	<<CHQ 00129667 >>GIR 275208 4 Rooms x 5 nights acc
00289.3569.100	09/09/2015	-\$568.00	Waters Edge Boutique Hotel	<<CHQ 00129667 4 Rooms x 5 nights accommodation at
00289.3569.100	09/09/2015	\$568.20	Waters Edge Boutique Hotel	<<CHQ 00129667 >>GIR 275208 4 Rooms x 5 nights acc
00289.3569.100	09/09/2015	-\$568.00	Waters Edge Boutique Hotel	<<CHQ 00129667 4 Rooms x 5 nights accommodation at
00289.3569.100	08/09/2015	\$2,272.00	Waters Edge Boutique Hotel	<<INV 140297 >>P/O 1267417
00289.3569.100	17/08/2015	\$219.77	M&C - Materials	<<INV 92464 L A Kocs-BLAIRS NEWSAGENCY PORT
00289.3569.100	03/09/2015	\$280.00	C T Waals	<<CHQ 00129645 HANDA FAREWELL FUNCTION ENTERTAINME
00289.3569.100	02/09/2015	\$1,097.64	Port Macquarie Car Wash Pty Lt	<<EFT 1416.26693-01 >>GIR 274367 Hire of 29 seater
00289.3569.100	02/09/2015	-\$1,207.40	Port Macquarie Car Wash Pty Lt	<<EFT 1416.26693-01 Goods and Services as below
00289.3569.100	02/09/2015	\$604.54	Port Macquarie Chamber of Comm	<<EFT 1416.589-01 >>GIR 274366 Port Macquarie Cham
00289.3569.100	02/09/2015	-\$604.58	Port Macquarie Chamber of Comm	<<EFT 1416.588-01 Goods and Services as below

00289.3892.100	02/09/2015	\$0.00	Port Macquarie Car Wash Pty Lt	<<INV RA0185 >>P/O 1266931
00289.3667.100	02/09/2015	\$0.00	Port Macquarie Chamber of Comm	<<INV 5993 >>P/O 1267078
00289.3667.100	02/09/2015	\$50.00	Vickers Fudge	<<CHQ 00129640 >>G/R 274348 40g Promotional Fudge
00289.3667.100	02/09/2015	-\$50.00	Vickers Fudge	<<CHQ 00129640 Goods and Services as below
00289.3667.100	02/09/2015	\$0.00	Vickers Fudge	<<INV 5109 >>P/O 1266833
00289.3667.100	01/09/2015	\$604.58	Port Macquarie Chamber of Comm	<<G/R 274386 Port Macquarie Chamber of Commerce Ha
00289.3569.100	17/08/2015	\$5.45	M&C - Materials	<<INV 92464 J A Hillier- THE REJECT SHOP POR
00289.3259.100	17/08/2015	\$725.00	M&C - Materials	<<INV 92464 J A Hillier-BILLABONG KOALA POR
00289.3259.100	17/08/2015	\$654.55	M&C - Materials	<<INV 92464 J A Hillier-HEENEY WATER SPORTS POR
00289.3303.100	17/08/2015	\$106.50	M&C - Materials	<<INV 92464 J A Hillier-COLES PORT MACQUARIE 5 POR
00289.3569.100	17/08/2015	\$79.45	M&C - Materials	<<INV 92464 J G Mead-BLAIRS NEWSAGENCY PORT M
00289.3303.100	17/08/2015	\$32.00	M&C - Materials	<<INV 92464 J G Mead-PYE PROVEDORES PORT M
00289.3259.100	17/08/2015	\$535.18	M&C - Materials	<<INV 92464 J G Mead-RYDGES PORT MACQUARI PORT M
00289.3569.100	17/08/2015	\$5.90	M&C - Materials	<<INV 92464 J G Mead-BLAIRS NEWSAGENCY PORT M
00289.3259.100	17/08/2015	\$493.91	M&C - Materials	<<INV 92464 J G Mead-ALLSVELTE PTY LTD PORT M
00289.3259.100	17/08/2015	-\$38.18	M&C - Materials	<<INV 92464 J G Mead-ALLSVELTE PTY LTD PORT M
00289.3569.100	17/08/2015	\$105.00	M&C - Materials	<<INV 92464 J G Mead-OFH SEA/ACRES/RAINFR PORT M
00289.3569.100	17/08/2015	\$134.64	M&C - Materials	<<INV 92464 J G Mead-BITE SIZE COFFEE TREAT CHIPPI
00289.3356.100	01/09/2015	\$1,322.54	Port Macquarie City Bowling Cl	<<EFT 1416.13374-01 >>G/R 273908 2015 Handa Study
00289.3356.100	01/09/2015	-\$1,433.90	Port Macquarie City Bowling Cl	<<EFT 1416.13374-01 Goods and Services as below
00289.3356.100	01/09/2015	\$138.18	Touchwood Florists	<<EFT 1416.3137-01 >>G/R 273936 2015 Handa 25th An
00289.3356.100	01/09/2015	-\$152.00	Touchwood Florists	<<EFT 1416.3137-01 Goods and Services as below
00289.3356.100	28/08/2015	\$0.00	Touchwood Florists	<<INV 463 >>P/O 1266800
00289.3892.100	28/08/2015	\$1,207.40	Port Macquarie Car Wash Pty Lt	<<G/R 274367 Hire of 29 seater mini bus to transpo
00289.3356.100	28/08/2015	\$0.00	Port Macquarie City Bowling Cl	<<INV 1244 >>P/O 1266802
00289.3303.100	27/08/2015	\$125.00	N G Hoffman	<<CHQ 00129591 MORNING TEA AT COWARRA DAM FOR HAND
00289.3303.100	27/08/2015	-\$125.00	N G & D E Hoffman	>>INV COFFE AND TEA COFFEE AND TEA FOR COWARRA HA
00289.3303.100	27/08/2015	\$125.00	N G & D E Hoffman	<<C/N CREDIT COFFEE AND TEA FOR COWARRA HANDA SIST
00289.3356.100	27/08/2015	\$5,110.00	Cash at Bank	Incorrect allocation by cashier, T/ier to
00289.3259.100	27/08/2015	\$600.00	Double Bridge Farm	<<CHQ 00129576 >>G/R 273849 Payment for cultural p
00289.3259.100	27/08/2015	-\$660.00	Double Bridge Farm	<<CHQ 00129576 Goods and Services as below
00289.3259.100	27/08/2015	\$0.00	Double Bridge Farm	<<INV dbf-phc 15/08/2 >>P/O 1266783
00289.3303.100	26/08/2015	\$800.00	Port Macquarie Tacking Point L	<<CHQ 00129568 >>G/R 273716 Catering for Host Farm
00289.3303.100	26/08/2015	-\$800.00	Port Macquarie Tacking Point L	<<CHQ 00129568 Goods and Services as below
00289.3303.100	26/08/2015	\$0.00	Port Macquarie Tacking Point L	<<INV 2015a >>P/O 1266772
00289.3667.100	26/08/2015	\$50.00	Vickers Fudge	<<G/R 274348 40g Promotional Fudge for 25th Annive
00289.3892.100	26/08/2015	\$1,322.73	Holiday Coast Tours	<<EFT 1414.10053-01 >>G/R 273667 Handa Higashi 201
00289.3892.100	26/08/2015	-\$1,309.50	Holiday Coast Tours	<<EFT 1414.10053-01 Handa Higashi 2015 Study Tour
00289.3892.100	26/08/2015	\$0.00	Holiday Coast Tours	<<INV 6518 >>P/O 1260841
00289.3356.100	26/08/2015	\$1,433.90	Port Macquarie City Bowling Cl	<<G/R 273908 2015 Handa Study Tour Farewell Functi
00289.3356.100	26/08/2015	\$152.00	Touchwood Florists	<<G/R 273936 2015 Handa 25th Anniversary Official
00289.3259.100	25/08/2015	\$660.00	Double Bridge Farm	<<G/R 273849 Payment for cultural performance by S
00289.3303.100	25/08/2015	\$800.00	Port Macquarie Tacking Point L	<<G/R 273716 Catering for Host Family BBQ at Sellt
00289.3356.100	21/08/2015	-\$5,110.00	Handa Celebrations/CARE PMHC	Handa Celebratio
00289.3303.100	13/08/2015	\$12.73	J G Mead	<<EFT 1409.17655-01 CHOCOLATES FOR STUDENT GIFTBAG
00289.3355.100	17/07/2015	\$4.86	M&C - Materials	<<INV 92431 J A Hillier-POST PORT MACQUARI-Lette
00289.3569.100	17/07/2015	\$50.00	M&C - Materials	<<INV 91595 J G Mead-KOALA PRESERVATION PORT M
00289.3892.100	01/07/2015	\$1,309.50	Holiday Coast Tours	
00289.3303.100	16/07/2015	\$400.00	Port Macquarie-Hastings Council	<<CHQ 00129351 CASH FOR EXPENSES RELATING TO 2015
Total Expenditure			\$20,761.36	
Minus Income			\$12,336.45	
Expenditure Incurred by Council			-\$8,424.91	

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**Item:        07**

**Subject:    2016 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR**

**Presented by: Community and Economic Growth, Tricia Bulic**

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## **RECOMMENDATION**

**That the Sub-Committee note and discuss the information contained in the 2016 Handa Higashi Senior High School Study Tour report.**

### **Discussion**

The host school for the upcoming 2016 Handa Higashi Senior High School Study Tour is MacKillop Senior College Campus. Approximately 12 students from the Handa Higashi Senior High School will fly into Port Macquarie on the afternoon of Friday 29 July, flying out of Port Macquarie on Wednesday 3 August 2016, spending 5 nights with their host families.

An invitation will be extended to Mrs Anne O'Brien, Principal of MacKillop Senior College Campus to attend, or send a representative along, to the April Handa Sister City Sub-Committee meeting set down for 7 April 2016, to answer any questions in relation to the upcoming Study Tour.

As per Item 10.04 General Business from the Minutes of the Debrief Meeting held on 3 September 2015, consensus was reached at that meeting for an approach to be made to high schools throughout the LGA seeking their interest in hosting future Study Groups from our Sister City, and that this matter be relisted for discussion at the first meeting held in 2016.

### **Attachments**

- 1 [View](#). 2016 Handa Higashi Study Tour Letter from MacKillop Senior College Campus acknowledging agreement to Host



# MacKillop College


P.O. Box 5724, Lochinvar Place, Port Macquarie NSW 2444

Phone: **6583 2632** or Fax: 6584 1425

ABN 688 231 58645 ABN 194 633 03991

25<sup>th</sup> March, 2015

Peter Besseling  
Mayor  
Port Macquarie Hastings Council  
PO Box 84  
PORT MACQUARIE NSW 2444

 PORT MACQUARIE HASTINGS	
TRIM No	CRM No
27 MAR 2015	
Keyword	
Activity	
Subject	
Folder	SF 181374

Dear Peter,

Thank you for your letter dated 2<sup>nd</sup> February, 2015 regarding the 2016 Handa Study Tour Group and their visit to Port Macquarie in July next year.

The staff and students of MacKillop College would be more than happy to host these students and teachers. Please let us know any further details closer to the date.

We look forward to working with you and meeting with our Handa visitors at this time.

Yours sincerely,

Anne O'Brien  
Principal.

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**Item:            08**

**Subject:    PROPOSED INCLUSIONS IN UPCOMING 2016 STUDY TOUR**

**Presented by: Community and Economic Growth, Tricia Bulic**

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**RECOMMENDATION**

**That the Sub-Committee discuss and put forward suggestions for inclusion in the 2016 Study Tour Group itinerary.**

**Discussion**

Following on from last year's debrief meeting, ideas are now sought from the Sub-Committee members for possible changes/new inclusion in this year's Students and Adult Itineraries.

Attached are copies of both the Students and Adults Itineraries from last year's study tour for the Sub-Committee's information.

Councillor Sargeant will liaise with Billabong Wildlife Zoo as per minutes from debrief meeting.

**Attachments**

1 [View](#). 2015 Adults Itinerary Handa Higashi Study Tour

2 [View](#). 2015 Students Itinerary Handa Higashi Study Tour

**ITINERARY**  
**HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE**  
**31 July - 5 August 2015**  
**(This Itinerary has been produced for the Adults)**

Day and Time	Time	Activity	Committee
<b>FRIDAY</b> <b>31 July 2015</b>	12.55 pm	Arrive at Port Macquarie Airport	
		Collect luggage and board bus. Depart Port Macquarie Airport for Council Offices.	BH, JM, PJ
	Approx 1.20 pm	Arrive Council Offices for afternoon tea with Mayor of Port Macquarie Hastings Council - Councillor Peter Besseling	BH, JM, NH, PJ
		Welcome Speech by Mayor, response by Handa Principal and/or Handa Student. Inspection of Council Chambers. Afternoon Tea.	
	2.00pm	Bus departs from Council for St Columba Anglican School	
	From 2.20pm	All students to meet Homestay Families and travel home with them	
	Approximately 3.15 pm	Committee member to take visiting teachers and their luggage depart St Columba Anglican School for Waters Edge Hotel, Buller Street, Port Macquarie	?
	5.50 pm	Depart Waters Edge Hotel for Dinner at Zebu's	
	6.00 pm	Dinner at Zebus (2 courses - pre-selected @ \$55.00 pp)	Mitch & Karen Jen (back up)
	8.00 pm	Return to Waters Edge Hotel (Committee member to accompany)	?
<b>SATURDAY</b> <b>1 August 2015</b>	From 6:00am	Breakfast available at Hotel Buffet - Room Service also available if you choose. If Room Service required, please complete order form by 7.30pm evening before and give to Motel Reception (please note breakfast not included in room charge).	
		<b>Free Time</b>	
	9.30 am	Depart Waters Edge Motel for LGA Tour (Deb to meet Cr Sargeant at Waters Edge Hotel )	Deb D & Cr Sargeant
		Visit to the Port Macquarie Koala Hospital, Tacking Point Lighthouse, North Brother Lookout	Deb D & Cr Sargeant
	1.00pm	Lunch at Cassegrain and walk around gardens	
	3.30pm	VIP Tour of winery and cellar door tastings (TBC)	Deb D & Cr Sargeant
		Return to Waters Edge Hotel	Deb D & Cr Sargeant
		<b>Free Time</b>	
<b>SUNDAY</b> <b>2 August 2015</b>	From 6:00am	Breakfast available at Hotel Buffet - Room Service also available if you choose. If Room Service required, please complete order form by 7.30pm evening before and give to Motel Reception (please note breakfast not included in room charge).	
		<b>Free Time</b>	
	9.00 am	Depart Waters Edge Hotel with Committee members and attend local markets (Cassegrains markets not on) or powerboat races at McInherney Park.	Corbi & Pat
	12.10 pm	Arrive back at Waters Edge Hotel.	Corbi & Pat
	12.30 pm	Depart with Committee member for Host Family BBQ at Sister City Park, Settlement Point.	Corbi & Pat
	From 2.30pm	Depart Sister City Park and travel with Committee member to local Shopping Centre. Afternoon Tea.	Corbi & Pat
	3.00 pm	Arrive back at Waters Edge Hotel	Corbi & Pat
		<b>Free Time</b>	

<b>MONDAY</b> 3 August 2015	8.30am	Committee member to collect teachers and take to St Columba School to meet bus for day tour (see Students' Itinerary for details)	Deb D
	9.00am	Bus departs for Tour of LGA	Deb D, Jen & SCAS Teacher
	3.00pm	Tour Bus returns to St Columba School.	
	3.20pm	Teachers depart St Columba School with Committee member and return to Waters Edge Hotel	Deb D
		<b>Free Time</b>	
	6.00 pm	Committee member to collect Teachers and take to Dinner (Westport or Panthers)	Bruce & Roz
<b>TUESDAY</b> 4 August 2015	From 6.00am	Breakfast available at Hotel Buffet - Room Service also available if you choose. If Room Service required, please complete order form by 7.30pm evening before and give to Motel Reception (please note breakfast not included in room charge).	
	8.30am	Teachers to depart Waters Edge Hotel with Committee member for St Columba Anglican School.	?
	9:00 am	Teachers and students attend school at St Columba Anglican School day. Day will include assembly, tour of school and morning tea followed by normal school activities	
	3.30 pm	Teachers to be picked up from school by Committee member and returned to Waters Edge Hotel	?
		<b>Free time</b>	
	5.50pm	Committee member to collect teachers and bring to Port City Bowling Club for Farewell Function hosted by Handa Higashi Students.	?
	Approx 8.30pm	Depart Port City Bowling Club with Committee member and return to Waters Edge Hotel	?
<b>WEDNESDAY</b> 5 August 2015	From 6:00am	Breakfast available at Hotel Buffet - Room Service also available if you choose. If Room Service required, please complete order form by 7.30pm evening before and give to Motel Reception (please note breakfast not included in room charge).	
	From 8.20am	Teachers to board Bus with luggage at Waters Edge Hotel and travel on bus to St Columba Anglican School to meet Students	Bruce to help teachers
	8.40am	Bus arrives at St Columba Anglican School	Jen to meet bus at school
	9.00 am	Bus departs School for Pelican Feeding and then Whale Watching	
	9.15 am	Students and teachers to feed the pelicans. Sanitizer hand wash and towels will be provided	Bruce to get fish Jen to meet at ramp
	9.30 am	Students and teachers walk around to Yellow Jet Boat for Whale Watching Cruise or River Cruise	Jen & ?
		Ocean Blast Whale Watching (45mins max 1.5 hours depending on what sightings)	Jen & ?
	11.30am	Students and Teachers board bus parked at Town Green and then head out to Airport	Bruce to pick up Fish n Chips
	From 12.00 noon	Once all luggage booked in, Students and Teachers to enjoy lunch of Fish n Chips on grassed area at Airport before heading through security and then boarding the plane to Sydney.	Bruce & Jen & ?
	1.15 pm	Students and Teachers fly out to Sydney (QF 2171)	

# ITINERARY

## HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE 31 JULY - 5 AUGUST 2015 INCLUSIVE Students Itinerary

DAY	TIME	ACTIVITY
<b>Friday 31 July 2015</b>	12.55pm	QF 2170 from Sydney – arrives PMQ 12.55pm  The Sub Committee members to greet Tour Leader at gate and do introductions and escort through to luggage collection area. Once everyone and all luggage on board, 'Welcome speech'. Bus then to proceed directly to Council's Offices for afternoon tea with Mayor, Councillors and Sub-Committee members, Principal/Representative of St Columba Anglican School.
	Approximately 1.20pm arrive at Chambers	Mayor (Chairman) to deliver Welcome speech. Handa Higashi student or Tour Leader to respond  Inspection of Council Chambers and afternoon tea.
	Approximately 2.00pm	All visiting students and teachers to board bus and head to St Columba Anglican School.
	From 2.15pm	Coach arrives at St Columba Anglican School, Students to be introduced to host families and then travel home with Homestay Families.
	<b>Students spend the evening with home stay families</b>	
<b>Saturday 1 August 2015</b>	<b>Students involved in activities with home stay families all day</b>	
<b>Sunday 2 August 2015</b>	<b>Students involved in activities with home stay families until 12.30 pm</b>	
	12.30 pm	BBQ Lunch at Sister City Park, Settlement Point** with students and Host Families, Sister City Sub-Committee members, Mayor and representative from St Columba Anglican School at Settlement Point Park – At the end near the Settlement Point Ferry. Bring chairs and games eg., football, soccer ball, Frisbee, cricket bat/ball etc.
	From 2.30 pm	BBQ wraps up. Host families and visiting students to depart - Activities with host families
	<b>Evening - Students involved in activities with home stay families</b>	

\*\* Wet weather venue available should weather be unfavourable on the day. Venue to be advised closer to the date.



<b>Monday 3 August 2015</b>	8:45 am	Visiting students and Host students travel to St Columba Anglican School for full day bus tour.
	9:00 am	Coach departs from St Columba (Teacher from SCAS & Handa Higashi, host students and visiting students + Committee members)
	9.15 am	Arrive at Sea Acres for 1.3km walk along the boardwalk
	9.45 am	Gift Shop
	10.15 am	Board bus. Bus departs for Billabong Wildlife Zoo
	11.30am	Arrive at Billabong Wildlife/Koala Park.
	12 noon	Lunch Reptile Show. Koala Keeper Talk. Visitors to walk through park feed animals and, if time permits, visit to the Gift Shop before boarding bus.
	2.40 pm	Bus departs for St Columba Anglican School
	3.00pm	Bus arrives back at St Columba Host families to collect students (or travel home on normal school bus with host student)
	From 3.20 pm	<b>Students involved with activities with Host Family</b>
<b>Tuesday 4 August 2015</b>	Normal school hours 8.30am - 3.20pm	Visiting students and teachers attend full day at St Columba Anglican School. Day will include a School Assembly, Tour of School, a morning tea and regular school activities.
	5.50 pm	Host families and students arrive at Port City Bowling Club – Owen Street, Port Macquarie Upstairs Private Dining Room for Farewell Function
	8.30pm	Function Finishes
<b>Wednesday 5 August 2015</b>	8.30 am	Host families take visiting student(s) with their luggage to St Columba Anglican School to say goodbyes. Visiting students to board bus
	9.00 am	Bus departs SCAS and goes to Town Green for Ocean Blast Whale Watching Tour
	9.15 am	Students and teachers to walk down to ramp to feed the pelicans. Sanitizer handwash and towels will be provided
	9.30 am	Students walk along the boardwalk to Jet Boat for Whale Watching Cruise or River Cruise
	9.45 am	Ocean Blast Whale Watching (45mins max 1.5hrs depending on whale sightings)
	11.30 am	Students and teachers board bus parked at Town Green and then head out to Airport.
	From 12.00 noon	Once all luggage booked in, Students and Teachers to enjoy lunch of Fish n Chips on grassed area at Airport before heading through security and then boarding the plane to Sydney.
	1.15pm	Students and Teachers fly out to Sydney (QF 2171)

@24072015

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**Item:        09**

**Subject:    2016/17 MEETING DATES**

**Presented by: Community and Economic Growth, Tricia Bulic**

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**RECOMMENDATION**

**That the Sub-Committee members note that the dates listed in the report for the 2016. The next meeting of the Port Macquarie-Hastings Handa Sister City Sub-Committee will be held on 7 April 2016.**

**Discussion**

The meeting schedule for the PMH Handa Sister City Sub-Committee for 2016 has been determined with the meeting dates as follows:

- 5 May 2016
- 2 June 2016
- 7 July 2016
- 4 August 2016
- 1 September 2016 (Debrief)

**Attachments**

Nil