



# Port Macquarie-Handa Sister City Sub-Committee

## Business Paper

**date of meeting:** Thursday 2 June 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	03/03/16	07/04/16
Clr Peter Besseling (Mayor)	✓	No	A	✓	✓	A
Clr Trevor Sargeant	✓	Quorum	✓	✓	✓	A
Bruce Hardy	A	Meeting	✓	✓	A	✓
Brian Peel	A	cancelled	A	A	✓	✓
Mitch McKay	✓		✓	✓	✓	✓
Patricia Johnson OAM	✓		✓	✓	✓	✓
Graeme Cook	✓		A	A	A	A
Deborah Doyle	✓		✓	✓	✓	✓
Noel Hoffman	✓		✓	✓	A	✓
Chantelle Perkins	✓		A	A	✓	A
Corbi Wentzell	✓		✓	✓	✓	A
<b>Non-voting</b>						
Lucilla Marshall – Group Manager Community Development	A		✓	✓	✓	✓
Jenny Mead - Place Facilitator - Events	✓		✓	✓	✓	✓



**PORT MACQUARIE  
HASTINGS**

Member	05/05/16					
Clr Peter Besseling (Mayor)	✓					
Clr Trevor Sargeant	✓					
Bruce Hardy	A					
Brian Peel	✓					
Mitch McKay	✓					
Patricia Johnson OAM	A					
Graeme Cook	A					
Deborah Doyle	✓					
Noel Hoffman	✓					
Chantelle Perkins	✓					
Corbi Wentzell	✓					
<b>Non-voting</b>						
Lucilla Marshall – Group Manager Community Development	✓					
Jenny Mead - Place Facilitator - Events	A					

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



**PORT MACQUARIE  
HASTINGS**

# Port Macquarie-Handa Sister City Sub-Committee Meeting

Thursday 2 June 2016

## Items of Business

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**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 5 May 2016 be confirmed.

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**PRESENT**

Mayor Peter Besseling  
Councillor Trevor Sargeant  
Brian Peel  
Mitch McKay  
Deborah Doyle  
Noel Hoffman  
Chantelle Perkins  
Corbi Wentzell

**Other Attendees:**

Lucilla Marshall – PMHC Group Manager Community Development  
Bev Fraser - Executive Assistant to the Director of Community & Economic Growth

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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 Patricia Johnson OAM, Bruce Hardy, Graeme Cook and Jenny Mead be accepted.

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**03 CONFIRMATION OF MINUTES**

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**CONSENSUS:**

That the Minutes of the Port Macquarie-Hastings Sister City Sub-Committee Meeting held on 7 April 2016 be confirmed.

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**04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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**CONSENSUS:**

That the Sub-Committee note the information contained in the report Item 05 - Business Arising from Previous Minutes and the verbal updates provided at the meeting.

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**06 2016 BOOKINGS AND FINANCIAL UPDATES**

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**CONSENSUS:**

That the Sub-Committee note the information outlined in the report Item 06 2016 Bookings and Financial Updates.

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**07 2016 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR**

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**CONSENSUS:**

1. That the Sub-Committee note and discuss the information contained in the 2016 Handa Higashi Senior High School Study Tour report.
  2. That prior to the next meeting of the Sub-Committee, further discussions be held with the representatives from both Heritage Christian School and Westport Secondary School Campus around possible language barriers and advise them that the Sub-Committee could provide them with support.
  3. That once further information is available, the Sub-Committee determine the 2017 Study Tour Host School.
  4. That the Sub-Committee determine the level of support to be provided to the 2017 host school at the September 2016 Port Macquarie Handa Sister City Sub-Committee meeting.
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**08 PROPOSED INCLUSIONS IN UPCOMING 2016 STUDY TOUR**

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**CONSENSUS:**

1. That the Sub-Committee note the information contained in the report and put forward and discuss any further inclusions in the 2016 Study Tour Group itinerary.
  2. That the Sub-Committee members provide any changes to the itinerary to the Place Facilitator - Events prior to the next meeting.
  3. That the Sub-Committee members advise the Place Facilitator - Events which itinerary items they are able to assist with during the Study Tour.
  4. That the possibility of inclusion of a coastal walk and bush tucker experience be included in the itinerary.
  5. That the Place Facilitator research and factor in the costs of attending The Billabong being included in the itinerary.
  6. That a report be presented to the June Sub-Committee meeting providing an updated itinerary and outcomes of research undertaken.
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**09 2016 MEETING DATES**

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**CONSENSUS:**

That the Sub-Committee members note the dates listed in the report for the remainder of 2016. The next meeting of the Port Macquarie-Hastings Handa Sister City Sub-Committee will be held on 2 June 2016.

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**10 ECONOMIC RELATIONSHIP**

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**CONSENSUS:**

That the Sub-Committee members note the information outlined in the Economic Relationship Report and the verbal updates provided.

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**11 GENERAL BUSINESS**

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Nil.

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The meeting closed at 5.05pm.

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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> )	
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>	07	<b>Date</b>	05/05/2016
<b>Subject:</b>	2016 Handa Higashi Senior High School Study Tour		
<b>Action Required:</b>	Item 2 : That prior to the next meeting of the Sub-Committee, further discussions be held with representatives from both Heritage Christian School and Westport Secondary School Campus around possible language barriers and advise them that the Sub-Committee could provide them with support.		
<b>Current Status:</b>	Listed for discussion in the Agenda.		

<b>Item:</b>	07	<b>Date</b>	05/05/2016
<b>Subject:</b>	2016 Handa Higashi Senior High School Study Tour		
<b>Action Required:</b>	Item 3. That once further information is available, the Sub-Committee determine the 2017 Study Tour Host School.		
<b>Current Status:</b>	Westport confirmed their ability to host the 2017 Handa Higashi Study Tour by telephone on Monday 16 May.		

<b>Item:</b>	07	<b>Date</b>	05/05/2016
<b>Subject:</b>	2016 Handa Higashi Senior High School Study Tour		
<b>Action Required:</b>	Item 4. That the Sub-Committee determine the level of support to be provided to the 2017 host school at the September 2016 Port Macquarie Handa.		
<b>Current Status:</b>	Matter to be listed in the Agenda for the September meeting.		

<b>Item:</b>	08	<b>Date</b>	05/05/2016
<b>Subject:</b>	Proposed Inclusions in Upcoming 2016 Study Tour		
<b>Action Required:</b>	Item 2. That the Sub-Committee members advise the Place Facilitator - Events of any changes to the itinerary prior to the next meeting.		
<b>Current Status:</b>	No emails received advising changes from the Sub-Committee members prior to the preparation of the Agenda.		

<b>Item:</b>	08	<b>Date</b>	05/05/2016
<b>Subject:</b>	Proposed Inclusions in Upcoming 2016 Study Tour		
<b>Action Required:</b>	Item 3 That the Sub-Committee members advise the Place Facilitator - Events which itinerary items they are able to assist with during the Study Tour.		
<b>Current Status:</b>	Further input required by Sub-Committee members to cover all activities included in Study Tour itinerary.		

<b>Item:</b>	08	<b>Date</b>	05/05/2016
<b>Subject:</b>	Proposed Inclusions in Upcoming 2016 Study Tour		
<b>Action Required:</b>	Item 4 That the possibility of the inclusion of a coastal walk and bush tucker experience be included in the itinerary.		
<b>Current Status:</b>	A request has recently been received from the Handa Higashi Senior School to visit the newly constructed CSU campus as part of this year's tour. If the tour of university campus can be arranged, this tour would possibly replace the coastal walk and early lunch at Town Beach Kiosk. An update on discussions with CSU will be provided at the meeting.		



<b>Item:</b>	08	<b>Date</b>	05/05/2016
<b>Subject:</b>	Proposed Inclusions in Upcoming 2016 Study Tour		
<b>Action Required:</b>	Item 5. That the Place Facilitator - Events research and factor in the costs of attending the Billabong Wildlife Zoo.		
<b>Current Status:</b>	A booking has been made with Billabong Zoo for Monday 1 August. Bus to arrive around 11.30am. Cost per head is \$13.50 for 15 year olds and under, \$23.50 for guests over 16 years of age. These costs do not include any refreshments.		

<b>Item:</b>	08	<b>Date</b>	05/05/2016
<b>Subject:</b>	Proposed Inclusions in Upcoming 2016 Study Tour		
<b>Action Required:</b>	Item 6. That a report be presented to the June Sub-Committee meeting providing an updated itinerary and outcomes of research undertaken.		
<b>Current Status:</b>	Listed for discussions in the Agenda.		

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**Item:        06**

**Subject:    2016 BOOKINGS AND FINANCIAL UPDATES**

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

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## **RECOMMENDATION**

**That the Sub-Committee note the information outlined in the 2016 Bookings and Financial Updates Report and verbal update provided at the meeting.**

### **Discussion**

To date bookings for the 2016 Study Tour have been made with:

- Holiday Coast Tours - Hire of coach for duration of tour
- Waters Edge Hotel - Teachers accommodation (3 rooms x 5 nights)
- Zebu Restaurant - Dinner with teachers & Sub-Committee Friday 29 July
- Billabong
- Port City Bowling Club - Private Dining Area & Buffet dinner - Farewell Function Tuesday 2 August
- Entertainer - Farewell Function Port City Bowling Club
- Billabong Wildlife Zoo - No food and beverage included
- Ocean Blast Whale Watching Cruise - Wednesday 3 August

A quotation has been sought from Centre of Gravity as a possible wet weather activity during the full day tour proposed for Monday 1 August. A copy of the quotation received is again attached to this report. Sub-Committee to discuss the costs of this wet weather 2.5 hour activity which would replace the proposed coastal walk from Flynn's to Town Beach.

Bookings still to be made include:

- Venue for lunch for the teachers and chaperones for Saturday 30 July
- Cassegrain Cellar Door tour and tastings for Saturday 30 July
- Venue for lunch for Study Tour Group for Monday 1 August
- Dinner on Monday 1 August with Sub-Committee members
- The lunch at the airport prior to the groups departure Wednesday 3 August

Once all the activities and bookings have been finalised a summary of the study tour costs will be prepared and forwarded to Handa Higashi Senior High School. As in previous years, Council's bank account details will also be forwarded to Handa to enable the transfer of the tour costs prior to the Study Group's arrival in Port Macquarie.

### **Attachments**

1 [View](#). Email quotation from Centre of Gravity 16042016



**From:** Kerrie Marks [<mailto:centreofgravity@ymail.com>]  
**Sent:** Saturday, 16 April 2016 11:11 AM  
**To:** fruitfix  
**Subject:** Re:

Dear Noel,

Indoor rock climbing is one of those activities you always remember. It's great for confidence building and it appeals to **both genders** and is fun for all ages. Dark Zone Laser Tag is in a double story maze which is filled with laser lights, music and fog to get your adrenaline pumping, all in **air conditioned comfort**.

Here is a Quote for:

**DATE :** Monday 1st August, 2016 (Bank holiday, **PUBLIC Holiday**)  
**ACTIVITY:** Indoor Rock Climbing and Dark Zone Laser Tag  
**DURATION:** 2 1/2 Hours  
**NUMBER:** 40-50 people  
**PRICE:** \$25 per person minimum of 30

A deposit will be required for this booking as it is out of standard business hours.

Kind Regards

*Kerrie & James Malikoff*  
Centre of Gravity



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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.**

An invitation to attend the June Handa Sister City Sub-Committee meeting has been extended to and accepted by the Principal of MacKillop Senior College Campus - Mrs Anne O'Brien.

#### **Discussion**

- An overview of the Handa Sister City Sub-Committee
- Offer to meet with Host Families
- Host students + teachers - full day Bus Tour
- Study Group's attendance for full day at MacKillop on Tuesday 2 August
- Farewell Function at Port City Bowling Club

Since the last Sub-Committee meeting, Westport High School has now confirmed that they will host 2017 Handa Higashi Senior High School Study Tour. A representative from Westport Secondary School has been invited to attend the September Sub-Committee meeting.

Contact is to be made with the Principal of Heritage Christian School to determine if they would consider hosting in 2018. Feedback on discussions held with the Principal of Heritage Christian School to be provided at the meeting.

#### **Attachments**

Nil

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**Item:        08**

**Subject:    2016 STUDY TOUR ITINERARY**

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

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## **RECOMMENDATION**

**That the Sub-Committee put forward and discuss any further inclusions in the 2016 Study Tour Group itinerary.**

### **Discussion**

Attached to this report is a copy of both the Draft Student and Draft Adult's Itineraries for the upcoming study tour for the Sub-Committee's information.

Sub-Committee members are to read through the activities listed and nominate which activities they can undertake to assist throughout the Study Tour.

As per the Minutes from the April meeting, Council's Place Facilitator - Events is to contact the operators of the newly constructed kiosk on Town Beach to discuss options available for an early lunch as part of the full day tour. At the time of writing this report, contact is still to be made with the kiosk operators.

Feedback on discussions with the kiosk operators regarding their ability to host the study tour group for lunch will be provided at the meeting.

### **Attachments**

1 [View](#). Draft Students Itinerary for 2016 Study Tour

2 [View](#). Draft Adults Itinerary for 2016 Study Tour

# ITINERARY

## HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE 29 JULY - 3 AUGUST 2016 INCLUSIVE Students Itinerary

DAY	TIME	ACTIVITY
<b>Friday 29 July 2016</b>	1.00pm	QF 2170 from Sydney – arrives PMQ 1.10pm (TBC)  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 MacKillop Senior College Campus.
	Approximately 1.35pm arrive at Chambers (TBC)	Mayor (Chairman) to deliver Welcome speech. Handa Higashi student or Tour Leader to respond  Inspection of Council Chambers and afternoon tea.
	Approximately 2.15pm	All visiting students and teachers to board bus and head to MacKillop Senior College Campus.
	From 2.30pm	Coach arrives at 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 30 July 2016</b>	<b>Students involved in activities with home stay families all day</b>	
<b>Sunday 31 July 2016</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 MacKillop Senior College Campus 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 1 August 2016</b>	8:45 am	Visiting students and Host students travel to MacKillop Senior College Campus. Meet out front of school for full day bus tour. Board Coach.
	9:00 am	Coach departs from MacKillop (Teacher(s) from MacKillop + host students and visiting students and teachers + Committee members)
	9.15 am 9.30am 9.45am 10.15am	Drive to Tacking Point Lighthouse (10 mins) Drive to Flynn's Beach Coastal Walk Walk to Town Beach along Coastal Walk Arrive Town Beach Kiosk  ** Wet Weather Activity possibly Centre of Gravity (2.5 hrs - possibly lunch at Centre of Gravity)
	10.30 am	Morning Tea/Light Lunch at Town Beach Kiosk (TBC)
	11.15am	Board bus. Bus departs for Billabong Wildlife Zoo
	11.30am	Arrive at Billabong Wildlife Zoo
	11.45am	Tour Guide to meet group. Day will consist of Reptile Show. Koala Keeper Talk. Walk through park feed animals and, if time permits, visit to the Gift Shop before boarding bus.
	2.40 pm	Bus departs for MacKillop Senior College Campus
	3.00pm	Bus arrives back at MacKillop Senior College Campus 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 2 August 2016</b>	Normal school hours 8.30am - 3.20pm	Visiting students and teachers attend full day at MacKillop Senior College Campus. 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 3 August 2016</b>	8.30 am	Host families take visiting student(s) with their luggage to MacKillop Senior College Campus to say goodbyes. Visiting students to board bus with luggage.
	9.00 am	Bus departs MacKillop Senior College Campus and heads to Town Green for Ocean Blast Whale Watching Tour
	9.15 am	Students walk along the boardwalk to Jet Boat for Whale Watching Cruise
	9.30 am	Jet Boat Ocean Blast Whale Watching Cruise departs (45mins max 1.5hrs depending on whale sightings)
	11.15am	Jet Boat Ocean Blast Whale Watching returns to Wharf
		If time permits walk to Baskin and Robbins to purchase Icecream
	By no later than 11.45am	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 (TBC)	Students and Teachers fly out to Sydney (QF 2171)

@ 16052016

**ITINERARY**  
**HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE**  
**29 JULY - 3 AUGUST 2016**  
**(This Itinerary has been produced for the Adults)**

Day and Time	Time	Activity	Committee
<b>FRIDAY</b> 29 July 2016	12.55 pm (TBC)	Arrive at Port Macquarie Airport	Deb, Jen, Noel
		Collect luggage and board bus.	
		Depart Port Macquarie Airport for Council Offices.	
	Approx 1.20 pm	Arrive Council Offices for afternoon tea with Mayor of Port Macquarie Hastings Council - Councillor Peter Besseling	Noel, Jen, Corbi - Tentative Mitch - Tentative
		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 MacKillop Senior College Campus	
	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 MacKillop College Campus for Waters Edge Hotel, Buller Street, Port Macquarie	
	5.50 pm	Depart Waters Edge Hotel for Dinner at Zebu's	MM & KM
<b>SATURDAY</b> 30 July 2016	6.00 pm	Dinner at Zebus (TBC)	MM & KM
	8.00 pm	Return to Waters Edge Hotel	MM & KM
	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	Noel Deb - TBC
		Visit to the Port Macquarie Koala Hospital, Tacking Point Lighthouse, North Brother Lookout	Noel Deb - TBC
	1.00pm	Lunch at Cassegrain and walk around gardens (TBC)	
	3.30pm	VIP Tour of winery and cellar door tastings (TBC)	Noel Deb - TBC
		Return to Waters Edge Hotel	Noel Deb - TBC
<b>SUNDAY</b> 31 July 2016		<b>Free Time</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	
	12.10 pm	Arrive back at Waters Edge Hotel.	
		Depart with Committee member for Host Family BBQ at Sister City Park, Settlement Point.	
	12.30pm	Attend Host Family BBQ at Settlement Point	Noel, Jen, Deb, Corbi
	From 2.30pm	Depart Sister City Park and travel with Committee member to local Shopping Centre. Afternoon Tea.	
	3.00 pm	Arrive back at Waters Edge Hotel	
		<b>Free Time</b>	

<b>MONDAY</b> 1 August 2016	8.30am	Committee member to collect teachers and take to MacKillop College Campus to meet bus for day tour (see Students' Itinerary for details)	
	9.00am	Bus departs for Tour of LGA	
	3.00pm	Tour Bus returns to MacKillop Campus	
	3.20pm	Teachers depart MacKillop Campus with Committee member for return to Waters Edge Hotel	
		<b>Free Time</b>	
	6.00 pm	Committee member to collect Teachers and take to Dinner (Westport or Panthers)	Noel
<b>TUESDAY</b> 2 August 2016	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 MacKillop Senior College Campus	
	9:00 am	Teachers and students attend school at MacKillop Campus all 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 MacKillop Campus 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.	
		Attend Farewell Function at Port City Bowling Club	Noel, Corbi, Jen
	Approx 8.30pm	Depart Port City Bowling Club with Committee member and return to Waters Edge Hotel	
<b>WEDNESDAY</b> 3 August 2016	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 MacKillop Senior College Campus to meet Students	
	8.40am	Bus arrives at MacKillop Senior College Campus	
	9.00 am	Bus departs School for Short Street (Town Green Wharf) for Whale Watching Boat Trip	
	9.15 am	Students and teachers walk around to Yellow Jet Boat for Whale Watching Cruise or River Cruise	
	9.30 am	Students board Yellow Jet Boat for Ocean Blast Whale Watching Cruise	
		Ocean Blast Whale Watching (45mins max 1.5 hours depending on what sightings)	
	11.15am	Students head to Baskin and Robbins for Icecream - Time permitting or Feed the Pelicans at boat ramp (TBC)	
	No later than 11.45am	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.	Jen, Deb
	1.15 pm	Students and Teachers fly out to Sydney (QF 2171) (TBC)	

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**Item:            09**

**Subject:    ECONOMIC RELATIONSHIP**

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

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**RECOMMENDATION**

**That the Sub-Committee members note the information outlined in the Economic Relationship Report.**

**Discussion**

Consensus was reached at the March Handa Sister City Sub-Committee meeting that in order to allow information to easily flow from Council's Economic Development Steering Group (EDSG) to the Handa Sister City Sub-Committee, that a standing report be included in the Handa Sister City Sub-Committee Agenda.

The last meeting of the EDSG was held on 4 May.

No further information or updates have been received from the EDSG in relation to the Handa Sister City Agreement, surrounding future economic or trade opportunities, for reporting to the Handa Sister City Sub-Committee.

**Attachments**

Nil



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**Item:        10**

**Subject:    2016 MEETING DATES**

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

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**RECOMMENDATION**

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

**Discussion**

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

- 2016 Study Tour Group arrives 29 July. Departs 3 August 2016
- Meeting Date - 4 August 2016
- Meeting Date - 1 September 2016 (Debrief TBC)
- Invite extended to representative from Westport Secondary School to attend September meeting to discuss 2017 Study Tour.

**Attachments**

Nil