



Port Macquarie-Handa Sister City Sub-Committee

Business Paper

date of meeting: Thursday 7 July 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

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	06/08/15	03/09/15	03/03/16	07/04/16	05/05/16	02/06/16
Clr Peter Besseling (Mayor)	A	✓	✓	A	✓	✓
Clr Trevor Sargeant	✓	✓	✓	A	✓	A
Bruce Hardy	✓	✓	A	✓	A	✓
Brian Peel	A	A	✓	✓	✓	✓
Mitch McKay	✓	✓	✓	✓	✓	✓
Patricia Johnson OAM	✓	✓	✓	✓	A	A
Graeme Cook	A	A	A	A	A	A
Deborah Doyle	✓	✓	✓	✓	✓	A
Noel Hoffman	✓	✓	A	✓	✓	✓
Chantelle Perkins	A	A	✓	A	✓	✓
Corbi Wentzell	✓	✓	✓	A	✓	✓
Non-voting						
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 7 July 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	2016 Bookings and Financial Updates.....	<u>15</u>
07	2016 Handa Higashi Senior High School Study Tour	<u>16</u>
08	2016 Study Tour Itinerary.....	<u>23</u>
09	Economic Relationship	<u>29</u>
10	2016 Meeting Dates	<u>30</u>
11	General Business	



**PORT MACQUARIE
HASTINGS**

Item: 01

Subject: ACKNOWLEDGEMENT OF COUNTRY

"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

Item: 02

Subject: APOLOGIES

RECOMMENDATION

That the apologies received be accepted.

Item: 03

Subject: CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 2 June 2016 be confirmed.

PRESENT

Members:

Mayor Peter Besseling
Bruce Hardy
Brian Peel
Mitch McKay
Noel Hoffman
Chantelle Perkins
Corbi Wentzell

Other Attendees:

Mrs Anne O'Brien - Principal of MacKillop Senior College Campus
Yoshiya Sakamoto - Observer
Lucilla Marshall – PMHC Group Manager Community Development
Jenny Mead - PMHC Place Facilitator - Events

The meeting opened at 4:35pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Trevor Sargeant, Mr Graeme Cook, Ms Deborah Doyle and Mrs Patricia Johnson OAM be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 5 May 2016 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

The Chairman then brought forward Item 7 - 2016 Handa Higashi Senior High School Study Tour Report .

07 2016 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR

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 Council's Place Facilitator - Events send the "Information Sheet" to the Principal of MacKillop Senior College Campus in the next week for distribution to the Host Students.
3. That the Principal of MacKillop Senior College Campus advise Council's Place Facilitator - Events if the Host Families would like to accept the offer made by the Sub-Committee to meet with them in the lead up to the 2016 Study Tour Groups arrival, to answer any questions they may have in relation to hosting.
4. That Council's Place Facilitator - Events continue to prepare the "Host Family Packs" in readiness for distribution to the host families in the lead up to the Study Tour Groups arrival.
5. That Council's Place Facilitator - Events pass-on contact details for Handa Sub-Committee member - Mrs Perkins to the Principal of MacKillop Senior College Campus - Mrs O'Brien to enable them to liaise with each other regarding possible "in-school" activities for the visiting students.

The Mayor thanked Mrs O'Brien for her attendance at today's meeting. Mrs O'Brien then left the meeting at 4.50pm.

05 BUSINESS ARISING

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.

06 2016 BOOKINGS AND FINANCIAL UPDATES

CONSENSUS:

1. That the Sub-Committee note the information outlined in the 2016 Bookings and Financial Updates Report and verbal update provided at the meeting.
2. That a visit to Centre of Gravity no longer be required as the wet weather contingency plan now that an inspection of the Charles Sturt University (CSU) Campus will be included in the itinerary.
3. That Sub-Committee consider suitable sites to be included in the Adults full day tour on the Saturday 30 July.
4. That a booking for dinner for Monday 1 August for the teachers and accompanying Sub-Committee members be determined closer to the date of tour group's arrival.

Item 07 was dealt with earlier in the meeting.

08 2016 STUDY TOUR ITINERARY

CONSENSUS:

1. That the Students Itinerary be amended to include the visit to the newly constructed Charles Sturt University (CSU) Campus in lieu of the proposed visit to the Tacking Point Lighthouse, a walk along the Coastal Walk and lunch at the kiosk.
2. That Council's Place Facilitator - Events organise for morning tea/light lunch to be available after the inspection of CSU Campus.
3. That Council's Place Facilitator - Events organise for a selection of foods to be available for the students and teachers to enjoy throughout the afternoon at Billabong Wildlife Zoo.
4. That the Sub-Committee members advise of their availability to attend the activities listed in both the Students and Adults Itineraries and advise Council's Place Facilitator - Events as soon as possible.

Lucilla Marshall left the meeting at 5.10pm.

09 ECONOMIC RELATIONSHIP

CONSENSUS:

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

10 2016 MEETING DATES

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 7 July 2016.

11 GENERAL BUSINESS

Nil.

The meeting closed at 5:25pm.

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>)	
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.

-
- i. Section **443** (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative^{iv} or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
- ii. Section **442** of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section **448** of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
- iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section **443** (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest—see section **448** (g) (ii) of the *Local Government Act 1993*.
- iv. **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item:	07	Date	02/06/2016
Subject:	2016 Handa Higashi Senior High School Study Tour		
Action Required:	That Council's Place Facilitator - Events send the "information sheet" to the Principal of MacKillop Senior College in the next week for distribution to the Host Students.		
Current Status:	Information sheet finalised, logos added forwarded to the School and distributed with the Host Family Forms to the Host Families.		

Item:	07	Date	02/06/2016
Subject:	2016 Handa Higashi Senior High School Study Tour		
Action Required:	That the Principal of MacKillop Senior College advise Council's Place Facilitator - Events if the Host Families would like to accept the offer made by the Sub-Committee to meet with them in the lead up to the 2016 Study Tour Groups arrival, to answer any questions they may have in relation to hosting.		
Current Status:	Matter listed for discussion in Agenda.		

Item:	07	Date	02/06/2016
Subject:	2016 Handa Higashi Senior High School Study Tour		
Action Required:	That Council's Place Facilitator - Events pass-on contact details of Sub-Committee member Ms Perkins to Principal O'Brien from MacKillop Senior College.		
Current Status:	Contact details emailed through to Mrs O'Brien early June.		

Item:	08	Date	02/06/2016
Subject:	2016 Study Tour Itinerary		
Action Required:	That the Itinerary be amended to include the visit to CSU Campus in lieu of the Coastal Walk, Tacking Point Lighthouse and lunch at the kiosk.		
Current Status:	Itinerary amended accordingly.		

Item:	08	Date	02/06/2016
Subject:	2016 Study Tour Itinerary		
Action Required:	That Council's Place Facilitator - Events organise for a selection of foods to be available for students and teachers whilst at Billabong Zoo.		
Current Status:	Listed for discussion in the Agenda.		

Item: 06

Subject: 2016 BOOKINGS AND FINANCIAL UPDATES

Presented by: Community and Economic Growth, Tricia Bulic

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

As this is the last meeting of the Sub-Committee prior to the Study Tour Group's arrival on 29 July, the Sub-Committee members are to determine level of expenditure and put forward suggestions on a suitable gift to be presented to the Principal of Handa Higashi Senior High School by the Mayor at the afternoon tea.

Sub-Committee to note that until confirmation has been received on who will chaperone the guests on Saturday 30th July, the following bookings are yet to be finalised:

- Activities Saturday 30 July - An alternate would be for the teachers to have a free day and attend with chaperone(s) the "Christmas in July" event being held in Laurieton that afternoon/evening from 6.00pm - 8.00pm.
- Venue for lunch for the teachers and chaperones for Saturday 30 July if day tour to proceed. Afternoon activities options could include a visit to Cassegrain Winery, a Cellar Door tour and wine tasting as per last year. Teachers would have a free evening with no formal activities organised.

A summary of the study tour costs has been prepared and forwarded to Handa Higashi Senior High School on Tuesday 28 June.

Council's bank account details have also be forwarded to Handa to enable the transfer of the tour costs to be made prior to the Study Group's arrival in Port Macquarie.

The renewal of the 12 month adoption of "Nani" the koala was completed on 23 June 2016 at a cost of \$50.00. The renewed adoption certificate will be forwarded directly from the Koala Hospital to the Mayor of Handa City Council and will be again written in Japanese. The renewal will continue for another 4 years until the 30th Anniversary of the Sister City Agreement as per the Sub-Committee Minutes of the meeting from 4/6/2015.

Attachments

Nil

Item: 07

Subject: 2016 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

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

Discussion

At the time of writing this report MacKillop Senior College representative had recently advised that the completed Host Family forms will not be returned to Council for forwarding to Handa, until Tuesday 28 June. Upon receipt of this advice an email was prepared and forwarded to Handa Higashi Senior High to let them know of the delay. Once the completed forms are received, the forms will be emailed through to Handa Higashi Senior High School Tour Coordinator for distribution to the visiting students.

Mrs Anne O'Brien has accepted the Sub-Committee's invitation to attend the following events:

- Afternoon tea with the Mayor and Study Tour Group at the Council Chambers on Friday 29th July
- The Host Family BBQ, Settlement Point Park, on Sunday 31st July
- The Farewell dinner at Port City Bowling Club on Tuesday 2nd August

At the time of writing this report advice was still to be received regarding the offer by the Sub-Committee representatives to meet with Host Families in the lead up to the Study Group's arrival.

Attached is a copy of both the information sheet forwarded to MacKillop as well as the Host Family Forms already distributed to the host families.

Attachments

1 [View](#). 2016 Handa Study Tour Information Page 27062016

2 [View](#). MacKillop Host Family Forms



HANDA HIGASHI HIGH SCHOOL VISIT 29 JULY - 3 AUGUST 2016 INCLUSIVE

Firstly, on behalf of the Handa Higashi Senior High School and the Port Macquarie Handa Sister-City Sub-Committee we would like to express our gratitude to the teaching staff at MacKillop College and its student's families who have agreed to participate in this year's cultural exchange. The Port Macquarie Hastings-Handa Sister City Sub-Committee hopes you enjoy this experience and hope you establish a life-time friendship with your billet. The following information is provided in an effort to assist with hosting of your Handa student(s).

HOST FAMILY REQUIREMENTS:

Your Handa student(s) will be staying with you on Friday 29 July; Saturday 30 July, Sunday 31 July; Monday 1 August, Tuesday 2 August. Students fly out from Port Macquarie Airport on Wednesday 3 August. Each host family will be provided with an information pack which will contain copies of the student's itineraries, PMH-Handa Sister-City Sub-Committee contact numbers, basic Japanese phrases and a copy of a booklet which provides a brief overview of our Sister City in Handa, Japan.

FRIDAY, 29 JULY 2016

The Study group's plane touches down at the Port Macquarie Airport at approximately 12.55pm (QF2170). Members of the Handa Sister-City Sub-Committee will be at the airport to welcome the teachers and students. Upon arrival all students, with their luggage, will be transported by coach to the Council Offices for the official Welcome and afternoon tea with the Mayor of Port Macquarie-Hastings - Councillor Peter Besseling.

A visitor's information pack will be presented to each of the visiting students at the afternoon tea with the Mayor. These packs will be similar to those distributed to the Host Families but with visitor information brochures and a small gift for each Student

At the completion of the afternoon tea (approximately 2.20pm), the visiting students and teachers will be transported again by coach directly to MacKillop College. Once the coach arrives at MacKillop (approximately 2.40pm), the visiting students will depart the coach, collect their luggage, and then be introduced to their host students by the Principal and representatives from MacKillop College. **If you want to collect your student and the visiting student at this time, please check and confirm with the school that both the visiting and host student are able to depart from 3.00pm onwards.**

Past experience has shown that the students are quite exhausted after their long flights to Australia and have been known to travel in excess of 24 hours before finally arriving in Port Macquarie, and as a direct result, have been known to retire quite early on their first night in Port Macquarie.

**SATURDAY, 30 JULY 2016**

Visiting students are to spend the day with their host family. No formal activities have been organised for this day.

SUNDAY, 31 JULY 2016

Visiting students are to spend the morning with their host family.

A BBQ lunch for all host families, Handa visitors (teachers and students), representatives from MacKillop and members of the Port Macquarie-Handa Sister-City Sub-Committee is planned to be held at the Sister-City Park, Settlement Point, Port Macquarie commencing from 12.30 pm.

This is an excellent time for all host families and students to catch up and swap stories. The Port Macquarie-Handa Sister City Sub-Committee will provide the food and refreshments for all to enjoy at this event. The event will conclude at approximately 2.30pm.

Please bring chairs and picnic rugs, games eg. football/soccer ball.

Should the weather be unfavourable on the day, an alternate venue (the PMQ Sea Scouts Hall in Buller Street - directly opposite Essential Energy Offices) has been booked and a text message will be sent out to the contact mobile phone number provided on the RSVP forms should we need to implement the wet weather contingency plan.

MONDAY, 1 AUGUST 2016

Visiting and host students must be at the school just prior to 9.00am this day.

Host students are to check with the coordinating teacher from MacKillop College prior to this day to enquire whether they and their visiting student(s) are required to wear their school uniform or whether casual clothing can be worn.

Handa students and their host students will depart on a charter bus from the school for a sightseeing tour at 9.00am sharp. The tour will start with an inspection of the newly constructed Charles Sturt University Campus. At the conclusion of the campus tour, the group will enjoy a morning tea/early lunch before the group re-boards the coach and heads off to Billabong Wildlife Zoo. **There is no cost to host students to participate in this full day tour.**

While at Billabong Wildlife Zoo the students will have the opportunity to be accompanied by a tour guide to view the Reptile Show, see Shrek the Crocodile and enjoy a Koala Keeper talk. They will also have the opportunity to feed the kangaroos and emus and visit other exhibits, and if time permits, visit the gift shop; which always proves popular with our visitors.

Afternoon tea will also be provided for the group whilst at Billabong.

The coach will return to MacKillop College by 3.00pm, in time for their normal method of transport home.



Permission forms for the host students to participate in the full day tour have or will shortly be sent home from MacKillop. Please advise, via return of the permission note, if your host child has any special dietary requirements.

No formal activities have been organised for Monday evening.

TUESDAY, 2 AUGUST 2016

Handa students will attend school all day Tuesday and it would be appreciated if host families could supply **food and beverages** for the day – recess and lunch. It is envisaged that normal school activities will take place throughout the day. As this is our allocated sports day at the College, visiting students will be participating in the usual sport activities allocated to the host student.

The Handa Students are expected to wear their full school uniform to school this day. Please ask your host student to check with the Principal or representative from MacKillop if they (visiting student(s) are required to bring sports uniform or sports shoes to school this day.

Transport to and from school. Council has a long standing arrangement with Busways regarding travel arrangements for our visiting students, and as such, there is no cost to the host family if your visiting student(s) travels with the host student by bus to and from school. A letter has been prepared (enclosed in info pack) for presentation to the Busways' driver.

TUESDAY, 2 AUGUST 2016 - EVENING

In the evening, Handa Higashi Senior High School Students will host a farewell function in the private function room upstairs at the Port City Bowling Club, Owen Street, Port Macquarie.

All immediate host family members are invited to be a part of this event. This function is hosted by the Japanese students to express their appreciation to all the host families for your kind hospitality.

A cultural dance demonstration and possibly a performance of song by the visiting students will form part of this function and it would be appreciated if you could please remind your visiting student to take any cultural dress or props with them to the function.

A room will be provided at Port City Bowling Club for the visiting students to change into their cultural dress just prior to the demonstration. It would be appreciated if the host families and students could arrive at the Port City Bowling Club Upstairs Function Room from 5.45pm. The function will commence at 6.00pm sharp and is expected to conclude by approximately 8.30pm. There is no set table seating arrangements at this event.

**WEDNESDAY, 3 AUGUST – DAY OF DEPARTURE FROM PORT MACQUARIE**

Transport for the visiting students (with their luggage) is required to the school on the day of their departure.

Handa students will need to be at the school by 8.30am so that they can load their luggage onto the bus, say their goodbyes as the coach will depart the school car park at 9.00am. The coach will transfer the visiting students and accompanying teachers from the school to the airport via Town Green.

Upon arrival at Town Green, the Handa students and teachers, accompanied by members of the Handa Sister City Sub-Committee will walk along the wharf to the Yellow Jet Boat for a whale watching cruise. Morning tea will be supplied.

Upon their return the group will have the opportunity to feed the pelicans near the boat ramp (next to old Fishing Co-op off Short Street - gloves will be provided along with hand sanitizer and hand towels) before re-boarding the bus and heading to the airport. Upon arrival at the Airport and once all the visiting students and teachers have booked in their luggage, lunch will be provided (fish & chips and drink) on the grassed area at the Port Macquarie Airport.

As their plane is scheduled to depart at 1.15pm (QF 2171) the Handa students and teachers will be required to enter the security screening area and remain there prior to boarding their plane. Everyone is very welcome to come and farewell the students before they enter the security screening area or wave goodbye as they walk across the tarmac.

Accompanying the visiting students from Handa will be:-

- The Principal of Handa Higashi Senior High School - Mr Kazuo Tsuzuki
- Teacher of Japanese and Literature teacher - Mr Yuzo Yamada
- Handa Higashi Senior High School Nurse - Ms Yuki Mori

The teachers will be staying at the Waters Edge Hotel, Buller Street, Port Macquarie throughout their 5 day stay in Port Macquarie. Should an emergency arise involving your visiting student and you need to contact the teachers, they can be reached by telephoning Waters Edge Hotel directly on 6583 2955. Please ask for the Principal Tsuzuki who has very good English and can act as interpreter should the need arise.

It would also be appreciated if an emergency does arise that you make contact with one of the members of the Handa Sister City Sub-Committee to inform them of the situation.

Should you require further information throughout the 5 day visit, please do not hesitate to contact:

Jenny Mead – Place Facilitator- Events
Member of Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone: 6581 8045(W) - Mobile: 0414014551- After hours: (H) 65861718



Mr Bruce Hardy
Member of Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone: 0427557535

Mrs Patricia Johnson OAM
Member of Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone: 0427831216

Mrs Chantelle Perkins (Teacher of Japanese Language)
Member of the Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone: 0403962356

Ms Deb Doyle
Member of Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone : 04274512014

Mr Mitch McKay
Member of Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone : 0447429016

Ms Corbi Wentzell
Member of Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone : 0411351095

Mr Brian Peel
Member of the Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone : 0437841417

Mr Noel Hoffman
Member of the Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone : 0418451204

Mr Graeme Cook
Member of the Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone : 0418652030

Ms Lucilla Marshall - Group Manager, Community - Participation and Engagement
Port Macquarie-Hastings Council
Member of Port Macquarie-Hastings Handa Sister City Sub-Committee
Phone: 65818063(W) - Mobile: 0418863601

MacKillop College



HANDA HIGASHI HIGH SCHOOL VISIT

29th July – 3rd August 2016 (inclusive)

Host Family Information

Student Name: _____

Year group: _____

Home address: _____

Parent/Carer name (s): _____

Best contact number: _____

Email address: _____

The student's usual mode of transport to school: _____

Please complete table below regarding your family

Family member	First name	Age	Year/Employment	Gender	Have you completed the Volunteer WWCC
e.g. Mum	Anne	49	Full time office, Essential Energy	Female	Yes, attached.

Do you have pets? Yes No What kind? _____ Are they inside your home? Yes No

Student's interests or hobbies? _____

Please include a short welcome message for your prospective host student:

Please return the completed sheet to Anne O'Brien, as soon as possible to enable us to arrange a suitable match with your host family.

Item: 08

Subject: 2016 STUDY TOUR ITINERARY

Presented by: Community and Economic Growth, Tricia Bulic

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 Students' and Adults' Itineraries for the upcoming study tour for the Sub-Committee's information.

Sub-Committee members are requested to read through the activities listed and confirm the activities they can assist with throughout the Study Tour.

Attachments

1[View](#). 2016 Handa Study Tour Adults Itinerary

2[View](#). 2016 Handa Study Tour Students Itinerary

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
FRIDAY 29 July 2016	12.55 pm (QF2170)	Arrive at Port Macquarie Airport	Deb, Jen, Noel, BH - Teachers luggage in BH car
		Collect luggage and board bus. Depart Port Macquarie Airport for Council Offices.	
	Approx 1.30 pm	Arrive Council Offices for afternoon tea with Mayor of Port Macquarie Hastings Council - Councillor Peter Besseling	Noel, Jen, BH Corbi - Tentative Mitch - Tentative
		Didgeridoo - Steve Donovan Welcome Speech by Mayor Welcome to Country - Uncle Bill Acknowledgement - Kelly O'Brien Response by Handa Principal and/or Handa Student. Gift Exchange Inspection of Council Chambers. Photos in Chambers Afternoon Tea.	
	No later than 2.15pm	Bus departs from Council for MacKillop Senior College	Bruce to travel by car to MacKillop
	From 2.40pm	All students to meet Homestay Families and travel home with them	
	Following departure of all visiting students	Committee member to take visiting teachers and their luggage depart MacKillop College Campus for Waters Edge Hotel, Buller Street, Port Macquarie	Bruce to take teachers to Hotel - Jen to meet at Hotel
	5.50 pm	Committee member to collect teachers from Waters Edge Hotel for Dinner at Zebu's	MM & KM or BH & Roz
	6.00 pm	Dinner at Zebus - Booking ID BNDQ27C (Jenny Mead)	MM & KM, BH& Roz
	8.00 pm	Return to Waters Edge Hotel	MM & KM or BH & Roz
SATURDAY 30 July 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).	
		Free Time	
	9.30 am	Meet teachers in foyer and then depart Waters Edge Motel for LGA Tour	Councillor Sargeant & Deb Doyle
	1.00pm	Visit to the Port Macquarie Koala Hospital, Tacking Point Lighthouse, North Brother Lookout Lunch Venue (TBC)	Councillor Sargeant & Deb Doyle
	3.30pm	VIP Tour of winery and cellar door tastings (TBC)	Councillor Sargeant Deb Doyle
		Return to Waters Edge Hotel	Councillor Sargeant Deb Doyle
		Free Time or Free Time during the day and collect and take to "Christmas in July" Laurieton from 6.00pm - 8.00pm	Mayor (TBC) Councillor Sargeant (TBC)
Sunday 31 July 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).	

@27062016

SUNDAY 31 July 2016		Free Time	
	9.00 am	Depart Waters Edge Hotel with Committee members and attend local markets	Patricia & Corbi
	12.10 pm	Arrive back at Waters Edge Hotel.	Patricia & Corbi
		Depart with Committee member for Host Family BBQ at Sister City Park, Settlement Point.	Patricia & Corbi
	12.30pm	Attend Host Family BBQ at Settlement Point	Committee members
	From 2.30pm	Depart Sister City Park and travel with Committee member to local Shopping Centre. Afternoon Tea.	Patricia & Corbi & Chantelle (TBC)
	3.00 pm	Arrive back at Waters Edge Hotel	Patricia & Corbi
		Free Time	
MONDAY 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)	??? Jen to meet at MacKillop
	9.00am	Bus departs for Tour of LGA	Jen + ??
	3.00pm	Tour Bus returns to MacKillop Campus	Jen +??
	3.20pm	Teachers depart MacKillop Campus with Committee member for return to Waters Edge Hotel	Jen to return teachers to Motel
		Free Time	
	6.00 pm	Committee member to collect Teachers and take to Dinner (Westport or Panthers venue to be booked closer to date)	Noel, Brian, Graham (TBC)
TUESDAY 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	Deb Doyle
	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	Deb Doyle
		Free time	
	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	
	Approx 8.30pm	Depart Port City Bowling Club with Committee member and return to Waters Edge Hotel	????
WEDNESDAY 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).	

@27062016

WEDNESDAY 3 August 2016	From 8.20am	Teachers to board Bus with luggage at Waters Edge Hotel and travel on bus to MacKillop Senior College to meet Students	Bus Driver to pick up Teachers with luggage
	8.40am	Bus arrives at MacKillop Senior College Campus	Jen to meet at school
	9.00 am	Bus departs School for Short Street (Town Green Wharf) for Whale Watching Boat Trip	Jen to travel in car
	9.15 am	Students and teachers walk around to Yellow Jet Boat for Whale Watching Cruise or River Cruise	Corbi, Bruce & Roz
	9.30 am	Students board Yellow Jet Boat for Ocean Blast Whale Watching Cruise	Corbi, Bruce & Roz
		Ocean Blast Whale Watching (45mins max 1.5 hours depending on what sightings)	Corbi, Bruce & Roz
		Time permitting Students to walk back to boat ramp near Fishing Cooperative Building to feed the Pelicans at boat ramp	Brian, Bruce, Roz
	No later than 11.45am	Students and Teachers board bus parked at Town Green and then head out to Airport	Jen 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.	Brian, Bruce & Roz, Deb to assist students with check in then join for lunch
	1.15 pm	Students and Teachers fly out to Sydney (QF 2171)	

@27062016

ITINERARY

HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE

29 JULY - 3 AUGUST 2016 INCLUSIVE
Students Itinerary

DAY	TIME	ACTIVITY
Friday 29 July 2016	12.55pm	QF 2170 from Sydney Touches Down at PMQ Airport The Sub Committee members to greet Tour Leader at gate and do introductions and escort through to luggage collection area. Once everyone on board the bus is to then proceed directly to Council's Offices (via Town Beach lookout) for afternoon tea with Mayor, Councillors and Sub-Committee members and Principal of MacKillop Senior College.
	Approximately 1.30pm arrive at Chambers	Mayor (Chairman) to deliver Welcome speech. Handa Higashi student or Tour Leader to respond Gift exchange Inspection of Council Chambers and afternoon tea.
	No later than 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.
	Students spend the evening with home stay families	
Saturday 30 July 2016	Students involved in activities with home stay families all day	
Sunday 31 July 2016	Students involved in activities with home stay families until 12.30 pm	
	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 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
	Evening - Students involved in activities with home stay families	

** Wet weather venue available (Sea Scouts Hall - Buller Street, PMQ) should weather be unfavourable on the day.

Monday 1 August 2016	8:45 am	Visiting students and Host students travel to MacKillop Senior College. 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	Arrive Charles Sturt University Campus
	9.30am	Guided tour of Charles Sturt University Campus
	10.30am	Morning Tea at the University
	11.15	Board Bus and depart 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 Normal method of transport for Host Student & Visiting student
	From 3.20 pm	Students involved with activities with Host Family
Tuesday 2 August 2016	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
Wednesday 3 August 2016	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)
		Jet Boat Ocean Blast Whale Watching returns to Wharf
		If time permits Students and Teachers to feed pelicans at Wharf adjacent to Fish Cooperative Building
	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)

@27062016

Item: 09

Subject: ECONOMIC RELATIONSHIP

Presented by: Community and Economic Growth, Tricia Bulic

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 1 June 2016.

No further information or updates are available 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

Item: 10

Subject: 2016 MEETING DATES

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Sub-Committee members note the dates listed in the report for the remainder of 2016 and determine whether the 4 August meeting should proceed or be cancelled.

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
- Next Meeting - 4 August 2016
- Last Meeting - 1 September 2016 (Debrief TBC)
Invite extended to representative from Westport Secondary School to attend September meeting to discuss 2017 Study Tour.

Discussion

Sub-Committee to determine whether the August meeting is to proceed or be cancelled in relation to the Debrief set down in September. A representatives from Westport Secondary School will be in attendance at the September meeting.

Attachments

Nil