



Port Macquarie-Handa Sister City Sub-Committee

Business Paper

date of meeting: Thursday 16 March 2017

location: Committee 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-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	07/04/16	05/05/16	02/06/16	07/07/16	04/08/16
Clr Peter Besseling (Mayor)	A	✓	✓	A	A
Clr Trevor Sargeant	A	✓	A	A	A
Bruce Hardy	✓	A	✓	✓	A
Brian Peel	✓	✓	✓	✓	✓
Mitch McKay	✓	✓	✓	✓	A
Patricia Johnson OAM	✓	A	A	✓	✓
Graeme Cook	A	A	A	A	A
Deborah Doyle	✓	✓	A	✓	✓
Noel Hoffman	✓	✓	✓	✓	✓
Chantelle Perkins	A	✓	✓	✓	✓
Corbi Wentzell	A	✓	✓	A	✓
Non-voting					
Lucilla Marshall – Group Manager Community Development	✓	✓	✓	A	A ✓
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 16 March 2017

Items of Business

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**PORT MACQUARIE
HASTINGS**

Item: 01

Subject: ACKNOWLEDGEMENT OF COUNTRY

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

Item: 02

Subject: APOLOGIES

RECOMMENDATION

That the apologies received be accepted.

Item: 03

Subject: CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 4 August 2016 be confirmed.

PRESENT**Members:**

Brian Peel
Patricia Johnson
Deborah Doyle
Noel Hoffman
Chantelle Perkins
Corbi Wentzell

Other Attendees:

Skye Frost – A/g Group Manager Community, Participation & Engagement
Jenny Mead - PMHC Place Facilitator - Events
Greg Ferrett - Hastings Secondary Collage - Westport Campus

The meeting opened at 4.30pm.

In the absence of the Mayor (The Chairman) Council's Place Facilitator - Events assumed the Chair for the purposes of the meeting.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Mayor Peter Besseling, Councillor Trevor Sargeant, Bruce Hardy, Mitch McKay and Graeme Cook be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

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

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

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 and the verbal updates provided at the meeting.

06 2016 STUDY TOUR DEBRIEF

CONSENSUS:

1. That the Sub-Committee note the information contained in the 2016 Study Tour Debrief report and provide feedback on the events/activities undertaken as part of this year's Study Tour.
2. That the feedback from the visiting teachers regarding their enjoyment of visiting Charles Sturt University be noted.
3. That consideration be given to including a visit to Black Duck Brewery or Wicked Elf as part of the Saturday tour with the Teachers.
4. That more interactive dancing be included as part of the farewell function hosted by Handa Higashi Senior High School.
5. That the Sub-Committee note the kind offer put forward by Brian Peel to host a "luncheon" or "dinner" at his house on the Saturday or Monday night during the groups five day stay.
6. That Council's Place Facilitator - Events forward copies of the "25th Handa Sister City Commemorative Wine" brochure to the Handa Higashi Senior High School Principal.

Council's Place Facilitator - Events left the meeting at 5.07pm. The Acting Group Manager Community, Participation & Engagement assumed the role of the Chair for the remainder of the meeting.

07 2016 BOOKINGS AND FINANCIAL UPDATES

CONSENSUS:

1. That the Sub-Committee note the information outlined in the bookings and financial updates report.
 2. That it be noted that all expenses are still yet to be finalised. A report on all associated tour costs to be presented at the first meeting to be held in 2017.
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08 2017 HANDA HIGASHI STUDY TOUR

CONSENSUS:

1. That the Sub-Committee members note the information contained in the 2017 Handa Higashi Study Tour report.
2. That Sub-Committee members who are still to provide receipts for petty cash issued and for reimbursement of costs incurred are requested to please forward the receipts to Council's Place Facilitator - Events as soon as possible to enable reimbursement/ paperwork to be completed. Receipts now received from Deb Doyle and Patricia Johnson OAM. Council's Place Facilitator - Events to arrange reimbursement as soon as practicable.

09 2017 PROPOSED MEETING SCHEDULE

CONSENSUS:

That Sub-Committee members note that determination of the 2017 Meeting Schedule for the Port Macquarie-Hastings Handa Sister City Sub-Committee will take place towards the end of 2016. Once the schedule has been determined, the Sub-Committee members will be advised accordingly.

10 GENERAL BUSINESS

10.0 Resignation from Handa Sister City Sub-Committee

Brian Peel announced that after many years as a representative on the Port Macquarie-Hastings Handa Sister City Sub-Committee, he will soon be tendering his resignation from the Sub-Committee.

Chantelle, on behalf of the members of the Sub-Committee, expressed appreciation to Brian for all his hard work since the inception of the Port Macquarie-Handa Sister City Relationship.

Upon receipt of Brian's letter of resignation, a letter will be prepared for the Mayor's signature and forwarded to Brian along with a Certificate of Appreciation acknowledging all his hard work and efforts in ensuring the continuation of the Sister City Relationship over the last 26 years.

Patricia Johnson OAM requested that consideration be given to making Brian an "Honorary Member" of the Sub-Committee.

10.1 Koala Orchestra

Patricia Johnson OAM advised that Sub-Committee that the Hastings Koala Orchestra will be travelling to Handa in Japan for three weeks from 2 April 2017.

10.2 Thank You Card

Patricia Johnson OAM requested that a “thank you” card acknowledging and thanking Principal Kazou Tsuzuki for his efforts over the years in ensuring the continuance of the annual Handa Higashi Study Tours be signed by the Mayor and forwarded to Handa.

10.03 Thank You Letter

That a letter of appreciation be prepared and signed by the Mayor and forwarded to the Principal of MacKillop Senior College Campus acknowledging all the assistance provided in the lead up and during the 2016 Handa Higashi Study Tour.

The meeting closed at 5.47pm.

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:

.....

Name:

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. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (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 Name:

Councillor's Signature: **Date:**

Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

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

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- i. Section **443** (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative^{iv} or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
 - ii. Section **442** of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section **448** of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
 - iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section **443** (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest..
 - 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:	06	Date	04/08/2016
Subject:	2016 Study Tour Debrief		
Action Required:	That consideration be given to including a visit to Black Duck Brewery or Little Brewing Company as part of the Saturday tour with the Teachers.		
Current Status:	Listed for discussion .		

Item:	06	Date	04/08/2016
Subject:	2016 Study Tour Debrief		
Action Required:	That more interactive dancing be included as part of the farewell function hosted by Handa Higashi Senior High School.		
Current Status:	Listed for discussion.		

Item:	06	Date	04/08/2016
Subject:	2016 Study Tour Debrief		
Action Required:	That the Sub-Committee note the kind offer put forward by Brian Peel to host a "luncheon" or dinner" at his house on the Saturday or Monday night during the groups five day stay.		
Current Status:	Listed for discussion .		

Item:	06	Date	04/08/2016
Subject:	2016 Study Tour Debrief		
Action Required:	That Council's Place Facilitator - Events forward copies of the 25 th Handa Sister City Commemorative Wine" brochure to Handa Higashi Senior High School Principal.		
Current Status:	Copy of brochure emailed to Principal Tsuzuki in September 2016.		

Item: 06

Subject: PROPOSED CHANGES TO COUNCIL COMMITTEES

Presented by: Community and Economic Growth, Liesa Davies

RECOMMENDATION

That the Port Macquarie-Handa Sister City Sub-Committee note the planned transition of the Committee to a working group of the new Cultural Steering Group.

Discussion

As the Sub-Committee members are aware, Council Sub-Committee's went into recess during the 2016 Local Government election period, and subsequently Council requested that the General Manager review and provide future options on a number of Council Committees. This has now occurred and recommendations on the way forward were presented to the 15 February 2017 Ordinary Meeting of Council.

At that meeting Council Resolved to:

1. *Establish a new Steering Group called the "Cultural Steering Group"*
2. *Adopt the Cultural Steering Group Charter as included in this Review of Select Council Committees report*
3. *Seek Expressions of Interest (EOI) for members of the Cultural Steering Group, with the results of the EOI to be reported to the 19 April Ordinary Meeting of Council*
4. *Work with members of the following existing Council Committees to transition them into working groups with objectives, actions and reporting lines to the Cultural Steering Group:*
 - *Port Macquarie-Handa Sister City Sub-Committee*
 - *Australia Day Sub-Committee*
 - *Port Macquarie-Hastings Youth Advisory Committee*
5. *Work with Heritage, Arts and Cultural Priorities Advisory Group to transition it into the Cultural Steering Group*
6. *Replace quarterly Glasshouse reporting to Council with six monthly reporting in February and August each year detailing key performance measures and financial information for the previous financial year period*

Carried : 7/2

FOR : Besseling, Alley, Cusato, Dixon, Intemann, Levido and Turner

AGAINST: Griffiths and Hawkins

Council's Acting Director of Community & Economic Growth - Ms Liesa Davies will attend the meeting to discuss the transition of the Handa Sister Sub-Committee to a working group of the Cultural Steering Group.

Attachments

Nil