



Port Macquarie-Handa Sister City Sub-Committee

Business Paper

date of meeting: Thursday, 28 March 2013

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	10/08/11	29/03/12	18/04/12	24/05/12	28/06/12	30/08/12
Bruce Hardy	✓	✓	✓	✓	✓	✓
Brian Peel	✓	✓	✓	✓	✓	A
Mitch McKay	✓	✓	✓	✓	✓	✓
Patricia Johnson	✓	✓	✓	✓	✓	✓
Graeme Cook	A	✓	A	✓	A	A
Deborah Hoffman	A	✓	X	A	✓	A
Noel Hoffman	✓	✓	✓	A	A	A
Chantelle Dagger	✓	A	A	A	✓	A
Louise Gibbs	✓	✓	A	A	✓	✓
Non-voting						
Stewart Todd – PMHC Group Manager Governance & Executive Services	A	A	✓	✓	A	✓
Jenny Mead - Corporate Events Coordinator	✓	✓	A	✓	✓	✓

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology



**PORT MACQUARIE
HASTINGS**

Port Macquarie-Handa Sister City Sub-Committee Meeting
28/03/2013

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 30 August 2012 be confirmed.

PRESENT

Members:

Bruce Hardy
Mitch McKay
Patricia Johnson AM
Louise Gibbs

Other Attendees:

Stewart Todd –Group Manager Governance & Executive Services
Jenny Mead - Corporate Events Coordinator

The meeting opened at 4.35pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies from Brian Peel, Graeme Cook, Deborah Hoffman, Noel Hoffman and Chantelle Dagger be received and accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 23 August 2012 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

12.01 Gift for Handa:

Chairman to arrange collection of glass plates and delivery to Council.

11 Invitation to Dashi Festival:

Committee advised that to date no airfares have been booked and that airfare sales are being monitored.

06 HOST SCHOOL

CONSENSUS

That:

1. Westport High School be extended an invitation to host the 2013 Study Tour group from Handa.
2. If Westport High School is unable to host the 2013 Study Tour group, an invitation be extended to St Josephs Regional High School to host the 2013 Study Tour group from Handa.
3. The Sub-Committee be advised as to the status of securing a Host School for 2013.

07 INCOME AND EXPENDITURE REPORT AUGUST 2012

CONSENSUS:

That the information in the Income and Expenditure Report August 2012 be noted.

08 INVITATION FROM HANDA CITY COUNCIL TO ADMINISTRATOR TO ATTEND DASHI FESTIVAL IN 2012

CONSENSUS:

That the information relating to the invitation from the Mayor of Handa City Council to Council's Administrator to attend the upcoming Dashi Festival in 2012 be noted.

09 SUGGESTION FOR UPCOMING 2013 STUDY TOUR

Suggestions put forward to enhance the 2013 tour include:

- Coach (not mini bus) required for transport to and from airport to ensure that all luggage can be transported within the one vehicle
- CWA Port Macquarie Branch ladies be asked to provide the catering for the afternoon tea with the Mayor that will take place in the Council Offices in 2013
- Increase food quantity available for lunch at Billabong Wildlife Park
- Increase food quantity available for morning tea whilst on board the Junk Boat
- Consider Westport Bowling Club as venue for dinner with teachers on the Monday night
- Chris Waal to be contacted to provide the entertainment at the Farewell Function again in 2013
- Cultural activity - if host school for 2013 considers a cooking activity suggest they don't consider making sushi due to the difficulty experienced with the use of knives required in the preparation of the ingredients.
- That an Electronic Funds Transfer, to cover the costs associated with the Study Tour Group, be undertaken by the Handa Higashi Senior High School prior to the Study Tour Groups' departure from Japan. This would alleviate the concern expressed for the teachers required to carry the large amount of money for their entire journey from Japan to Port Macquarie.

CONSENSUS:

That:

1. The 2013 Study Tour program be based on that of 2012.
2. The Sub-Committee note the suggestions to enhance the 2013 Study Tour program.
3. The 2013 draft program incorporate Sub-Committee suggestions to enhance the Study Tour.

10 DEBRIEF 2012 STUDY TOUR

Suggestions put forward to enhance the 2013 tour include:

- Coach (not mini bus) required for transport to and from airport to ensure that all luggage can be transported within the one vehicle
- CWA Port Macquarie Branch ladies be asked to provide the catering for the afternoon tea with the Mayor that will take place in the Council Offices in 2013
- Increase food quantity available for lunch at Billabong Wildlife Park
- Increase food quantity available for morning tea whilst on board the Junk Boat
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CONSENSUS:

That:

1. The 2013 Study Tour program be based on that of 2012.
2. The Sub-Committee note the suggestions to enhance the 2013 Study Tour program.
3. The 2013 draft program incorporate Sub-Committee suggestions to enhance the Study Tour.

11 MEETING SCHEDULE

CONSENSUS:

That the first meeting of the Handa Sister City Sub-Committee be scheduled for March 2013.

12 GENERAL BUSINESS

Patricia Johnson AM advised that the Hastings Koala Orchestra will be travelling to Japan and performing in Tokyo, Sapporo, Handa and Kyoto. The group will spend three (3) weeks in Japan departing Port Macquarie on 7 April 2013.

CONSENSUS:

That the information raised in General Business be noted.

The meeting closed at 5.40pm.

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 Conflict:

Take no part in the consideration and voting and be out of sight of the meeting.

☐

Non-Pecuniary - Insignificant Conflict:

May participate in consideration and voting.

For the reason that:

.....

Signed: Date:

(definitions are provided on the next page)

Definitions

(Local Government Act and Code of Conduct)

Pecuniary

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (*LG Act s442 and s443*).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (*LG Act s451*)

Non-Pecuniary

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

Non Pecuniary – Significant Interest

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

Non Pecuniary – Less than Significant Interest

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of land in which councillor or an associated person, company or body has a proprietary interest (<i>the identified land</i>) ⁱ	
Relationship of identified land to councillor [Tick or cross one box.]	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease trust, option or contract, or otherwise). <input type="checkbox"/> Associated person of councillor has interest in the land. <input type="checkbox"/> Associated company or body of councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTERESTⁱⁱ	
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

Nil.

Item: 06

Subject: INCOME AND EXPENDITURE REPORT 2012/2013

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

- 1. That the information in the Income and Expenditure Report for 2012/2013 be noted.**
- 2. That arrangements be put in place with Handa Higashi Senior High School for the electronic transfer of the necessary funds to cover the costs associated with the Study Tour.**

Discussion

Attached is a copy of the expenditure budget and income budget relating to the 2012 and upcoming 2013 Study Tour.

Arrangements to be made with Handa Higashi Senior High School for the electronic transfer of the necessary funds to cover the costs associated with the Study Tour Group. Electronic transfer of funds to take place prior to the Study Tour Group's arrival in Port Macquarie. This action will alleviate the concern expressed by the Teacher from Handa who was required to carry a large amount of cash during last year's tour.

Attachments

1 [View](#). Income and Expenditure Report 2012

EXPENDITURE REPORT 2012

Date	Reference	Actual	Total Value	Account Name	Transaction Description
14/12/2012	PORT MACQUARIE	\$6.23	\$6.23	PMHC	<<CHQ 00123476 REIMBURSE PETTY CASH - PORT MACQUAR
14/11/2012	127445-2	\$953.73	\$953.73	Bilabong Koala & Wildlife Par	<<CHQ 00123218 ADULT LUNCH X 31
15/10/2012	12297/2013	\$12.55	\$12.55	M&C - Materials	<<INV 71949 J G Mead-Balamoor Distributors-Wrappin
15/10/2012	12297/2013	\$52.73	\$52.73	M&C - Materials	<<INV 71949 J G Mead-Glasshouse Flowers-Flowers -
11/10/2012	641	\$581.82	\$581.82	Tacking Point Lions Club	<<EFT 1029.15723 FAMILY BBQ SISTER CITY SUB COMMIT
10/10/2012	5185	\$13.64	\$13.64	Port Macquarie Trophies	<<EFT 1029.2551 ENGRAVING HANDA PLAQUE FOR CONVAS
27/09/2012	REIMBURSEMENT	\$946.00	\$946.00	R Hardy	<<CHQ 00122858 CHAIRMAN OF HANDA SISTER CITY SUB C
31/08/2012	PCARD AUG12 B4	\$20.30	\$20.30	PMHC	<<CHQ 00002396 J MEAD - FRUIT FOR TEACHERS PLATTIER
31/08/2012	PCARD AUG12 B4	\$10.91	\$10.91	PMHC	<<CHQ 00002396 J MEAD - ICE FOR BBQ DRINKS
31/08/2012	PCARD AUG12 B4	\$7.25	\$7.25	PMHC	<<CHQ 00002396 J MEAD - CHUPPA CHUPS
31/08/2012	PCARD AUG12 B4	\$3.64	\$3.64	PMHC	<<CHQ 00002396 J MEAD - ICE FOR BUS TOUR DRINKS
30/08/2012	PCARD AUG 12 B3	\$58.89	\$58.89	PMHC	<<CHQ 00002395 J MEAD - CUTLERY AND SERVETTES
30/08/2012	PCARD AUG 12 B3	\$131.39	\$131.39	PMHC	<<CHQ 00002395 J MEAD - FOOD ITEMS
23/08/2012	REIMBURSEMENT	\$53.85	\$53.85	C Dagger	<<CHQ 00122649 REIMBURSE COSTS FOR CULTURAL ACTIVI
23/08/2012	AFTERNOON TEA	\$220.00	\$220.00	Country Womens Assn	<<CHQ 00122624 AFTERNOON TEA WITH 2012 STUDY GROUP
22/08/2012	166	\$278.19	\$278.19	Hogs Breath Cafe	<<CHQ 00122632 FOOD AND BEVERAGE - HANDA SISTER CI
16/08/2012	126	\$204.55	\$204.55	Junk Cruises	<<CHQ 00122574 CHARTER ON "JUNK MATERIAL" 01/08/12
15/08/2012	REIMBURSE	\$386.98	\$386.98	N W Porter	<<EFT 1012.2600 HANDA HINTERLAND JAPAN VISIT
09/08/2012	ENTERTAINMENT	\$150.00	\$150.00	C T Waals	<<CHQ 00122534 ENTERTAINMENT
09/08/2012	50024934	\$45.51	\$45.51	Pye Provedores	<<EFT 1010.15704 BUTTER PORTIONS AND TRAY CAKES
09/08/2012	0212	\$1,406.36	\$1,406.36	PORT CITY BOWLING CLUB	<<EFT 1010.13374 SISTER CITY FUNCTION
09/08/2012	5523	-\$1,295.00	-\$1,295.00	Holiday Coast Tours	<<EFT 1010.10053 COACH CHARTER FOR HANDA GROUP
09/08/2012	5523	\$1,177.27	\$1,177.27	Holiday Coast Tours	<<EFT 1010.10053 Coach hire
09/08/2012	338	\$454.54	\$454.54	Mid Pacific Motel	<<EFT 1010.2105 ACCOMMODATION - SISTER CITY SUB COM
09/08/2012	339	\$454.54	\$454.54	Mid Pacific Motel	<<EFT 1010.2105 ACCOMMODATION - SISTER CITY SUB COM
09/08/2012	340	\$454.54	\$454.54	Mid Pacific Motel	<<EFT 1010.2105 ACCOMMODATION - SISTER CITY SUB COM
09/08/2012	341	\$454.54	\$454.54	Mid Pacific Motel	<<EFT 1010.2105 ACCOMMODATION - SISTER CITY SUB COM
09/08/2012	192048	\$1,295.00	\$1,295.00	Holiday Coast Tours	<<INV 5523 >>PIO 93245 Coach hire
12/07/2012	HIRE CWA HALL	\$60.00	\$60.00	Country Womens Assn	<<CHQ 00122359 HIRE OF CWA HALL
11/07/2012	PETTY CASH	\$300.00	\$300.00	PMHC	<<CHQ 00122356 PETTY CASH - HANDA SISTER CITY SUB
05/07/2012	93245	\$0.00	\$1,295.00	Holiday Coast Tours	<<G/R 192048 Coach hire

EXPENDITURE 2012	\$8,899.95
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INCOME REPORT 2012

Date	Reference	Actual	Total Value	Account Name	Transaction Description
09/08/2012	2922142	-\$23.00	-\$23.00	PMHCCARE Jenny Mead	Return of float
01/08/2012	2915669	-\$5,442.50	-\$5,442.50	Port Macquarie Hastings Coun	Handa Sister Tou

INCOME 2012	-\$5,465.50
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Item: 07

**Subject: INVITATION FROM HANDA CITY COUNCIL TO ATTEND THE
 QUINQUENNIAL DASHI FESTIVAL IN OCTOBER 2012**

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the information in the Invitation from Handa City Council to attend the Dashi Festival in October 2012 report be noted.

Discussion

The Handa Sister-City Sub-Committee were previously advised (30 August 2012 Meeting and subsequently at the Ordinary Meeting of Council on 27 June 2012) of the invitation extended by Handa City Council for three (3) people to attend the Dashi Festival held in Handa, Japan in October 2012.

Following advice that both the Mayor and General Manager of Port Macquarie-Hastings Council would be unable to attend the Dashi Festival to be held in Handa, Japan, it was determined that the Chairman of the Handa Sister City Sub-Committee, Mr Bruce Hardy, be extended the invitation offered by the Mayor of Handa, Japan to attend the quinquennial Dashi Festival.

Arrangements were made for the Chairman, Mr Bruce Hardy, to travel to Handa to represent Council at this important event.

During his five (5) day stay in Handa, Mr Hardy attended all the official functions and presented gifts to the Mayor and other officials of Handa City Council on behalf of the Mayor of Port Macquarie-Hastings Council.

Handa City Council has three (3) Sister-City Relationships outside of Japan including Midland - Michigan, United States of America, Xuzhou - Jiangsu, China and Port Macquarie-Hastings Council - New South Wales, Australia. Representatives from all three (3) Sister-City Relationships attended the Dashi Festival.

Attachments

Nil

Item: 08

Subject: 2013 STUDY TOUR HOST SCHOOL

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Committee note that MacKillop Senior College has accepted Council's offer to host the students from Handa Higashi Senior High School, Japan during their 2013 Study Tour to be conducted in July/August 2013.

Discussion

At the Debrief Meeting of the Port Macquarie-Handa Sister City Sub-Committee held on 30 August 2012, consensus was reached that an invitation be extended to Westport High School to host the 2013 Study Tour group from Handa Higashi Senior High School.

It was also agreed at this meeting that should Westport High School be unable to host the 2013 Study Tour group, that the invitation then be extended to St Josephs Regional High School.

A letter of invitation dated 4 September 2012 was forwarded to the Principal of Westport High School. A reply, dated 15 October 2012, was received from the relieving Principal of Westport High School advising that due to staffing changes proposed for 2013, Westport High School would be unable to host the students from Handa Higashi Senior High School.

A letter of invitation dated 22 October 2012 was forwarded to Mr Jim O'Brien of the Catholic Dioceses extending an invitation to one of the senior college campuses in Port Macquarie to host the Handa Higashi Study Group Tour in 2013. A reply dated 6 December 2012 was received from Mr Jim O'Brien advising that MacKillop Senior College has accepted Council's offer to host the 2013 Handa Higashi Senior High School Study Tour.

In previous years the Study Tour Group has visited Port Macquarie in the last week of July, departing early August staying a period of five (5) days in our region. An email has been sent to Handa Higashi Senior High School on 18 March 2013 requesting confirmation of the date that the 2013 Study Tour group will arrive in and depart from Port Macquarie. Once these dates have been confirmed, contact with MacKillop Senior College Campus Principal - Mr Tim McCosker, will be made to advise the Campus of the confirmed tour dates.

Attachments

1 [View](#). Letter of Confirmation to Host from MacKillop Senior College Campus

28/03/2013 12:00:00 AM



ST AGNES' PARISH SECONDARY SCHOOLS PORT MACQUARIE

MacKillop Senior College



Incorporating:

26th October 2012

MacKillop Senior College
PO Box 5724
Lochinvar Place
Port Macquarie 2444
Phone: (02) 6583 4611
Fax: (02) 6584 1425
Email: mksport@lism.catholic.edu.au

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

PORT MACQUARIE HASTINGS	
TRIM No	CRM No
29 OCT 2012	
Keyword	
Activity	
Subject	
Folder	SF12/17360

Dear Peter and Bruce,

RE: Proposal Handa Higashi Study Tour 2013

Thank you for your letter of the 22nd October, 2012 inviting one of our senior colleges to host the 2013 Handa Higashi Study Tour in July.

I am pleased to advise that MacKillop Senior College has offered to host the students.

Please feel free to contact Campus Principal, Tim McCosker directly once you have firm dates and other details.

We look forward to assisting with the 2013 tour.

Yours sincerely,

Jim O'Brien
Coordinating Principal
St Agnes Parish Secondary Schools

St Joseph's Regional College
PO Box 231
College Drive
Port Macquarie 2444
Phone: (02) 6582 8000
Fax: (02) 6582 8001
Email: sjrport@lism.catholic.edu.au

St Paul's High School
PO Box 2376
Ocean Drive
Port Macquarie 2444
Phone: (02) 6583 2632
Fax: (02) 6584 3371
Email: sphport@lism.catholic.edu.au

Newman Senior Technical College
PO Box 442
Boundary Street
Port Macquarie 2444
Phone: (02) 6580 3800
Fax: (02) 6580 3888
Email: newman@lism.catholic.edu.au

Item: 09

Subject: PROPOSED INCLUSIONS IN UPCOMING 2013 STUDY TOUR

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Sub-Committee discuss and put forward suggestions for inclusion in the 2013 Study Tour Group itinerary.

Discussion

Following on from last year's debrief meeting, the following suggestions are put forward for inclusion in the upcoming 2013 Study Tour.

As this is the first time that MacKillop Senior Campus has been invited to host the Study Tour Group, suggestion put forward to invite a representative(s) from MacKillop Senior Campus to attend the next meeting of Port Macquarie-Handa Sister Sub-Committee to outline the format of the upcoming 2013 Study Tour and answer any questions or concerns.

- Coach to be requested and confirmed to meet visitors at Port Macquarie Airport. This will alleviate problems experienced in 2012 with only a mini bus being provided and the problems experienced in trying to fit all luggage and passengers onboard.
- Cultural activity to be undertaken at the school. Last year Sushi was one of the tasks chosen to be made during the day spent at the host school. Suggestion put forward at last year's debrief meeting was that the making of "Gidi" Rolls maybe a more suitable choice for the cultural activity to be undertaken.
- Additional food to be purchased and taken onboard for the Junk Boat Tour.
- Now that the refurbishment of the Council Chambers is complete it is suggested that the afternoon tea with the Mayor be returned to the Council Chambers in lieu of the CWA Rooms (2012 visit) on the day the Study Tour arrives in Port Macquarie.

Sub-Committee members are requested to provide any other suggestions when this item is being dealt with at the meeting.

Attachments

Nil

Item: 10

Subject: RESIGNATION FROM SUB-COMMITTEE

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

- 1. That the resignation tendered by Ms. Louise Gibbs from the Port Macquarie Handa Sister City Sub-Committee be accepted.**
- 2. That Expressions of Interest be called to fill the vacancy created by the resignation of Ms Louise Gibbs.**

Discussion

Council received a resignation tendered by Ms. Louise Gibbs, in January 2013.

Ms Louise Gibbs has indicated that her resignation was due to her securing fulltime permanent employment outside the Port Macquarie-Hastings Local Government area.

In an effort to fill the vacancy now created, expressions of interest will be called for from residents of the Port Macquarie-Hastings Local Government area to fill the community representative vacancy which now exists on the Port Macquarie-Handa Sister City Sub-Committee.

Expressions of Interest will be called in accordance with Council's Selection Process and Guidelines for Membership on Council Committees procedure.

Attachments

- 1 [View](#). Resignation from Ms. Louise Gibbs

Jenny Mead

From: Louise Gibbs [REDACTED]
Sent: Monday, 7 January 2013 11:20 AM
To: Jenny Mead
Cc: Brian Peel; Bruce Hardy; Chantelle Dagger; Deb Hoffman; Mitchell McKay; Noel Hoffman; Patricia Johnson; Stewart Todd
Subject: Re: Merry Christmas

Hi all,

Happy New Year- hope you have had a relaxing and happy festive season.

Just to let you know my news- I have been offered a permanent Japanese teaching position at [REDACTED] so will be moving in the next couple of weeks ready to start at the end of January. I have enjoyed working with the committee over the last couple of years and am grateful for the opportunity to experience the sister city relationship from another angle. This experience will also help me over the next couple of months- one of the first things I need to do when I get started is find host families for the students coming from the sister school in March- looking forward to the challenge (and also slightly nervous about having to do it on my own!)

Thanks again for everything and all the best with the next visit- I'll be back and forth to Port fairly regularly to see family & friends so hopefully bump into you at some stage.

Regards,
Louise

On Fri, Dec 21, 2012 at 5:10 PM, Jenny Mead <Jenny.Mead@pmhc.nsw.gov.au> wrote:

Dear All,

Just want to wish you all a safe, happy and relaxing Christmas and I will see you all in the New Year.

Cheers

Jenny Mead
Corporate Events Coordinator

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PORT MACQUARIE NSW 2444
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Item: 11

Subject: SUB-COMMITTEE MEETING SCHEDULE - 2013

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

- 1. That the Handa Sister City Sub-Committee Meeting Schedule be set as 6 May 2013 (commencing at 4:00pm), 16 May 2013, 13 June 2013, 18 July 2013, 15 August 2013 (Debrief Meeting).**
- 2. That the meetings commence at 4:30pm unless otherwise notified.**

Discussion

The following dates have been identified as future meeting dates for 2013.

6 May 2013
16 May 2013 (Commencing at 4:00pm)
13 June 2013
18 July 2013
15 August 2013 (Debrief Meeting)

Attachments

Nil