



Port Macquarie-Hastings Sister City Sub-Committee

Business Paper

date of meeting: Thursday, 18 July 2013

location: MacKillop Senior College Campus - Library,
Ocean Drive,
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	✓	✓	✓

Member	28/03/13	08/05/13	16/05/13	13/06/13		
Clr Peter Besseling (Mayor)	✓	No	✓	✓		
Clr Trevor Sargeant (Deputy Mayor)	✓	Quorum	A	A		
Bruce Hardy	✓		A	✓		
Brian Peel	A		A	✓		
Mitch McKay	✓		✓	✓		
Patricia Johnson	✓		✓	✓		
Graeme Cook	✓		A	X		
Deborah Hoffman	✓		✓	✓		
Noel Hoffman	✓		A	✓		
Chantelle Dagger	A		✓	✓		
Louise Gibbs (Resigned)						
Non-voting						
Julie Priest – Acting Group Manager Community Development	✓		✓	✓		
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

Thursday, 18 July 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 13 June 2013 be confirmed.

PRESENT

Members:

Mayor - Cr Peter Besseling
Community Representative - Bruce Hardy
Community Representative - Brian Peel
Community Representative - Mitch McKay
Community Representative - Patricia Johnson OAM
Community Representative - Deborah Hoffman
Community Representative - Noel Hoffman
Community Representative - Chantelle Dagger

Other Attendees:

Acting Group Manager Community Development - Julie Priest

The meeting opened at 4.34pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Trevor Sargeant and Council's Corporate Events Coordinator - Jenny Mead be noted and accepted. The Sub-Committee note that there was no apology received from Graeme Cook.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 16 May 2013 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 Items 08 and 09 from Meeting date 16/05/13 Business Arising from the Previous Minutes be noted.

06 2013 STUDY TOUR HOST SCHOOL

CONSENSUS:

1. That the Committee note the information in the 2013 Study Tour Host School report.
 2. That Council liaise with MacKillop Senior College representative and offer the 18 July 2013 as the date for representatives from the Handa Sister City Sub-Committee to attend the school and meet with Host families.
-

07 2013 PROPOSED STUDY TOUR ITINERARIES

Deb Hoffman advised that she will be unable to attend any of the functions planned over the weekend of 26 - 28 July 2013.

CONSENSUS:

1. That the Sub-Committee note the draft student and teachers itineraries for the upcoming 2013 Study Tour.
 2. Enquiries to be made with Flynn's Beach Surf Life Saving Club as a wet weather contingency venue for the Host Family BBQ on Sunday 28th July.
 3. That the appropriate number of gifts be purchased for presentation to the visiting teachers and students during the 5 day 2013 Study Tour, including a book to be selected by Port Macquarie Library staff.
 4. That an appropriate gift be purchased for presentation to the Mayor of Handa City Council by the Principal of Handa Higashi Senior High School upon their return to Japan.
 5. That a Communications Plan be put in place in the lead up, during and post the Handa 2013 Study Tour.
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08 SUB-COMMITTEE MEETING SCHEDULE - 2013

CONSENSUS:

1. That the Handa Sister City Sub-Committee Meeting Schedule be set as 18 July 2013 and 15 August 2013 (Debrief Meeting).
2. That the meetings commence at 4.30pm unless otherwise notified.
3. That the date of 18 July 2013 be put forward as the date for the information session to be held at MacKillop Senior College Campus for the Host Families to meet with Sub-Committee representatives.

09 EXPRESSIONS OF INTEREST

Discussion took place with an overview regarding previous discussions held between the Sub-Committee, Council's General Manager and representatives of the Port Macquarie Chamber of Commerce. Previous attempts to engage the Port Macquarie Chamber of Commerce have proved unsuccessful.

CONSENSUS:

1. The Mayor to contact the Executive Officer from the Port Macquarie Chamber of Commerce to outline and discuss the benefits to be gained by having a representative from each of the three local Chambers of Commerce sit on the Handa Sister-City Sub-Committee.
2. That the Mayor liaise with the Economic Development Steering Group.
3. Mayor to provide feedback to the Handa Sister-City Sub-Committee after each of the discussions with the Port Macquarie Chamber of Commerce, and Economic Development Steering Group are held.

10 GENERAL BUSINESS

10.01 Gifts:

Deb Hoffman tabled an example of a small packaged giftbox containing a selection of local produce which could be considered as a gift to each of the visiting teachers. Deb volunteered to coordinate the items to be donated by local businesses. It was also noted that each visiting teacher was also presented with a small bottle of red and white wine by Cassegrain when they toured the Cassegrain Winery.

10.02 Scout Groups:

Deb Hoffman put forward the idea of fostering a relation between a local PMQ Scout Group and a Handa Scout Group through the presentation of a gift from one group to the other. Bruce Hardy to liaise with his contact in Japan regarding protocol for such a gift exchange. Bruce to provide feedback to the Sub-Committee.

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 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

Item:	07	Date:	13/06/2013
Subject:	2013 Proposed Study Tour Itineraries		
Action Required:	Wet Weather Contingency Plan		
Current Status:	Details in report to July Meeting		

Item:	07	Date:	13/06/2013
Subject:	Gift Purchases		
Action Required:	Gifts to be purchased for students, teachers and Mayor of Handa City Council		
Current Status:	All gifts have now been purchased. Will be displayed at meeting		

Item:	07	Date:	13/06/2013
Subject:	Communications Plan		
Action Required:	That a Communications Plan be put in place		
Current Status:	Copy of Media Release in report to July Meeting		

Item:	09	Date:	13/06/2013
Subject:	Expressions of Interest		
Action Required:	Expressions of Interest closed on 12 July 2013		
Current Status:	Details in report to July Meeting		

Item:	10.01 & 10.02	Date:	13/06/2013
Subject:	General Business		
Action Required:	Purchase of Gift Packs and Exchange of Gifts by Scout Group		
Current Status:	Update to be provided at meeting		

Item: 06

Subject: FINANCE

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information provided in the Finance Report.

Discussion

All bookings for the upcoming Study Tour have been secured, including the teachers accommodation at the Waters Edge Hotel along Buller Street. This hotel was chosen as the Mid Pacific Hotel along Clarence Street is currently being renovated.

Petty cash has been obtained to cover expenses that will be incurred for the trips listed in the adults' itinerary (Saturday, Sunday and Monday evening). The petty cash will be distributed in the lead up to the group's arrival. Sub-Committee members are reminded to request a tax invoice for all purchases to satisfy Council's accounting requirements. Receipts are to be returned to Council immediately after the Study Group departs on 31 July 2013. Arrangements are in place for the invoice, covering dinner and non-alcoholic drinks, listed in the itinerary for Friday 26 July to be forwarded to Council.

2013 Study Tour expenses have been calculated and forwarded to Handa Higashi Senior High School with Council's banking details to allow the electronic transfer of funds prior to the group's departure from Japan.

Small gifts for each of the visiting teachers and each of the students have also been purchased. A copy of the book "The Changing Face of Port Macquarie" for the Mayor of Handa City Council has also been secured. Three photos have been selected from Council's Top 20 "My Community" photographic competition entrants and have been framed for presentation to the Principal of Handa Higashi Senior High School by the Mayor. All gifts will be displayed at the meeting.

An update on the proposed gift of 4 x local produce packs to be provided at the meeting by Deb Hoffman.

Attachments

Nil

Item: 07

Subject: 2013 STUDY TOUR HOST SCHOOL

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Committee note the information in the 2013 Study Tour Host School report.

Discussion

All visiting Handa students have now been successfully placed with matching Host Families. All Host Students have completed a Host Family Form and these were emailed to Japan on 27 June with the originals posted to Japan on 28 June 2013.

Nine (9) families have kindly agreed to host the visiting students with three families hosting two students each.

A meeting with the Host Families has been organised to follow the Sub-Committee Meeting (18/7/13) commencing at 5.30pm. Bruce Hardy, Chantelle Dagger and Deb Hoffman have indicated their availability to attend to give some insight to previous tours and answer any questions members of the Host Families may have in relation to the upcoming Tour.

An Information Pack has been put together for each of the Host Families and these will be distributed at that meeting. Information Pack contains:

- A. Contact Numbers for each of the Sub-Committee Members
- B. Information Sheet detailing all the activities regarding the 5 day Study Tour
- C. A copy of the visiting Students Itinerary
- D. A letter to Busways for visiting students travelling on the normal school bus
- E. Handa Booklet - Giving an overview of Handa Aichi Prefecture
- F. Meal Deal Vouchers donated by local businesses (TBC)
- G. Common Japanese phrases sheet (with phonetics)
- H. Name and Address of the Hotel where the Teachers will be staying

At the time the Agenda was being prepared, no details were available from the Host School regarding any proposed cultural activities to be undertaken during the day that the visiting students will spend at MacKillop Senior College Campus.

Attachments

Nil

Item: 08

Subject: 2013 PROPOSED STUDY TOUR ITINERARIES

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2013 Proposed Study Tour Itineraries report and allocate tasks to be undertaken by Sub-Committee members during the tour.

Discussion

That the Sub-Committee note the itineraries attached to this report for the upcoming 2013 Study Tour. Further discussion is held regarding the allocation of tasks for Sub-Committee members to undertake throughout the tour.

Tacking Point Lions Club has now confirmed that they will provide the catering for the Host Family BBQ for \$10.00 per head (increase of \$2.00 from 2012).

An enquiry with the contact from Flynn's Beach Surf Life Saving Club revealed that the Club will be unavailable to hire as the wet weather contingency venue for Sunday 28 July as the Club will be holding its AGM that day. An enquiry with Tacking Point Surf Life Saving Club for the hire of their Club House has been successful with a tentative booking made. It will be necessary to confirm with the Club's representative on either Friday 26 July or early Saturday 27 July whether we wish to implement the wet weather contingency plan. Should the decision remain unclear at that time, it may be necessary to commit to the booking and pay the necessary club hire fee even if the venue is not utilised on the day.

A media release has been prepared and forwarded to the Communications Team for release in the lead up to the 2013 Study Tour group's arrival detailing the dates/location and activities proposed that the media could attend. A copy of the media release is attached to this report.

A request has also been made for the Communication Team to liaise with Council's Corporate Events Coordinator following the departure of the tour group for a follow up media release.

Attachments

1[View](#). 2013 Handa Study Tour Students Itinerary 01072013

2[View](#). 2013 Handa Study Tour Adults Itinerary 01072013

3[View](#). 2013 Handa Study Tour Media Release

ITINERARY

HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE
26 JULY TO 31 JULY 2013 INCLUSIVE
Students Itinerary

DAY	TIME	ACTIVITY
Friday 26 July 2013	1.10pm	QF 2170 from Sydney – arrives PMQ 1.10 pm
	Approximately 1.40pm	The Sub Committee members to greet Tour Leader at gate and do introductions and escort through to luggage collection area. Once everyone and all luggage on board, Patricia to deliver initial 'welcome speech'. Bus then to proceed directly to Council's Offices for afternoon tea with Mayor, Councillors and Sub-Committee members, Principal/Representative of MacKillop Senior College. Mayor (Chairman) to deliver Welcome speech. Presentation of Gift to Tour Leader Handa Higashi student or Tour Leader to respond Inspection of Council Chambers
	Approximately 2.15pm	All visiting students and teachers to board bus and head to MacKillop Senior College Campus (via beaches)
	From 2.45pm	Coach arrives at MacKillop, Students to be introduced to host families and then travel home with Homestay Families.
	Students spend the evening with home stay families	
Saturday 27 July 2013	Students involved in activities with home stay families all day	
Sunday 28 July 2013	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 representatives from MacKillop Senior College. Settlement Point Park – At the end near the Settlement Point Ferry. Bring chairs, football, soccer ball, camera, Frisbee, cricket bat/ball etc..
	From 2.30 pm	BBQ concludes. Students depart with host families - Activities with host families
	Evening - Students involved in activities with home stay families	

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

Monday 29 July 2013	8:45 am	Visiting students and Host students travel to MacKillop Senior College Campus for full day bus tour
	9:00 am	Coach departs from MacKillop (Teachers from MacKillop & Handa Higashi, host students and visiting students + Committee members)
	9.15 am	Town Beach /Doctors walk /Windmill Hill photo opportunities (Morning tea will be provided at Windmill Hill)
	10.10 am	Depart Flynn's Beach and travel up to North Brother Mountain to lookout. Photo opportunity.
	11.25 am	Bus departs for Billabong Koala Park
	12.00 pm	Arrive at Billabong Wildlife/Koala Park. Lunch and Reptile Show. Koala Keeper Talk. Visitors to walk through park, feed animals and, if time permits, visit to the Gift Shop before boarding bus.
	2.40 pm	Bus departs for MacKillop Senior College Campus
	3.00pm	Bus arrives back at MacKillop Host families to collect students (or travel home on normal school bus with host student)
	From 3.20 pm	Students involved with activities with Host Family
Tuesday 30 July 2013	Normal school hours	Visiting students and teachers attend full day at MacKillop Senior College Campus. Day will include a School Assembly, Tour of School and Morning Tea including business study excursion to Town Centre and return for normal 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
	6.00 pm	Farewell Function to commence Welcome by Chairman (Mayor) and then speeches followed by (Buffet Dinner, soft drink, dessert, tea and coffee), Music/Entertainment Expected finish time approximately 8.30 pm
Wednesday 31 July 2013	8.30 am	Host families take host student(s) with luggage to MacKillop Senior College Campus to say goodbyes and board bus.
	9.00 am	Bus departs MacKillop Campus and goes to Town Green for Hastings River Cruise on the Junk Boat
	9.15 am	Junk Boat departs from wharf (1 hour)
	10.15 am	Junk Boat returns. Students and teachers to walk down to ramp to feed the pelicans. Sanitizer handwash and towels will be provided
	Approx 11.15 am	Students and teachers board bus to head out to Airport.
	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.
	1.30 pm	Students and Teachers fly out to Sydney (QF 2171)

@ 01/07/2013

ITINERARY**HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE****26 - 31 July 2013**

(This Itinerary has been produced for the Adults)

Day and Time	Time	Activity	Committee
FRIDAY 26 JULY 2013	1.10 pm	Arrive at Port Macquarie Airport Collect luggage and board bus. Welcome by Sub Committee representative. Depart Port Macquarie Airport for Council Offices.	All
	1.30 pm	Arrive Council Offices for afternoon tea with Mayor of Port Macquarie Hastings Council - Councillor Peter Besseling	Mayor, Committee
		Welcome Speech by Mayor, response by Handa Principal and/or Handa Student	Mayor, Committee
	2.15pm	Bus departs from Council for MacKillop Senior College Campus (via Beaches)	Jen to meet at bus at school
	From 2.45pm	All students to meet Homestay Families and travel home with them	
	Approximately 3.15 pm	Visiting teachers with Luggage depart MacKillop Senior College for Waters Edge Hotel, Buller Street, Port Macquarie	Chantelle, Bruce & Brian
	5.50 pm	Depart Waters Edge Hotel for Dinner at Hogs Breath Restaurant	Bruce to collect
	6.00 pm	Dinner at Hogs Breath Restaurant	Brian, Patricia
	8.00 pm	Return to Waters Edge Hotel	Bruce to return
SATURDAY 27 JULY 2013	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	Depart Waters Edge Motel for Tour of Macadamia Farm, Lorne	Mayor
	12.30 pm	Lunch at Ricardoes Tomatoes & Strawberry Farm, Blackmans Point	Mayor
	3.00 pm	Cellar Door visit to Cassegrains Winery (Alex Cassegrain to meet you)	Mayor
	4.00 pm	Return to Waters Edge Hotel	Mayor
		Free Time	
SUNDAY 28 JULY 2013	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	
	9.00 am	Depart Waters Edge Hotel to Sea Acres Rainforest (Tour Guide arranged)	Patricia & Chantelle
	10.30 am	Morning Tea at Sea Acres Café (Booking under PMHC)	Patricia & Chantelle
	11.15 am	Visit to Koala Hospital	Patricia & Chantelle
	12.10 pm	Arrive back at Waters Edge Hotel	Patricia & Chantelle
	12.20 pm	Depart for Sister City Park, Settlement Point	Patricia & Chantelle
	12.30 pm	Arrive at Sister City Park for BBQ lunch with host families	Patricia & Chantelle
	3.00 pm	Arrive back at Waters Edge Hotel	Patricia & Chantelle
		Free Time	

@ 05/07/2013

MONDAY 29 JULY 2013	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).	
	8.30 am	Depart Motel with Committee Member to MacKillop Senior College Campus (Bus to go straight to MacKillop)	Jenny to collect
	9.00 am	Teachers and students/host students depart MacKillop Campus for full day tour (see Student Itinerary for details)	Jenny & Teachers from MacKillop
	3.00 pm	Teachers and students arrive back at MacKillop on Bus.	
	3.20 pm	Visiting teachers to depart with Committee member for Waters Edge Hotel	Jenny to return
	6.00 pm	Collect teachers from Waters Edge Hotel and take to Westport Club for dinner	Graeme & Mitch
	8.00 pm	Return to Waters Edge Hotel	Graeme & Mitch
TUESDAY 30 JULY 2013	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).	
	7.50am	Teachers to depart Waters Edge Hotel with Committee member for MacKillop Senior College Campus	Jenny to collect and drop off at school
	9:00hrs	Teachers and students attend school at MacKillop Senior College Campus all day. Day will include assembly, tour of school and morning tea followed by business study excursion to Town Centre and return for normal school activities.	
	3.30 pm	Teachers to be picked up from school by committee member and returned to Waters Edge Hotel	Jenny to collect
	5.45 pm	Depart Waters Edge Hotel for Farewell Function at Port City Bowling Club	Chantelle to collect
	By 8:30 pm	Depart Bowling Club with Committee member and return to Waters Edge Hotel	Chantelle to drop off
WEDNESDAY 31 JULY 2013	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).	
	8.30 am	Teachers to board Bus with luggage at Waters Edge Hotel and travel on bus to MacKillop Senior College Campus	Jenny to wait with Committee members to board and then follow bus to MacKillop
	8.45am	Bus arrives at MacKillop Senior College Campus	Students with luggage board bus
	9.00 am	Bus departs School for Junk Boat River Cruise wharf	Jenny to drive to Wharf
	9.15 am	Junk Boat Trip up Hastings River (1 hr)	Jenny
	10.15 am	Junk Boat returns to wharf area. Students and teachers to feed pelicans at ramp and take photos	Jenny
	Approx 11.15 am	Students and teachers board bus to go to Airport.	
	11.30am	Bus arrives at Airport. Teachers and Students book in luggage for return flight to Sydney	Brian to be at Airport. Jenny to collect lunch whilst bus travels to Airport
	12.00 pm	Lunch on grassed area at Airport (fish and chips)	
	1.30 pm	Qantas Flight (QF 2171) Departs Port Macquarie Airport with students and teachers flying out to Sydney	All available committee members

@ 05/07/2013

PORT MACQUARIE
HASTINGS

PORT MACQUARIE - HASTINGS COUNCIL

JAPANESE STUDENTS' VISIT MARK YEARS
OF SISTER CITY FRIENDSHIP

9 July 2013

Twelve students and three teachers from Handa Higashi Senior High School will arrive in Port Macquarie next Friday (26 July 2013) to enjoy five days of cultural exchange and friendship. The annual visit has become a highlight of the sister-city relationship between Port Macquarie-Hastings and Handa in Japan.

The students will be billeted with families from MacKillop Senior College Campus and they will enjoy an afternoon tea with the Mayor before spending the weekend in a typical Australian household. A busy itinerary of local attractions awaits them. Aside from a day spent in an Australian classroom, the itinerary includes visits to Billabong Koala and Wildlife Zoo, North Brother Mountain and a river cruise.

"Now in its 23rd year, the Sister City Relationship between Handa and Port Macquarie-Hastings has proven to be an effective means for cultural exchange. The visits between our cities have broadened peoples' experience and created improved understanding about our cultures, customs and beliefs. Students from previous visits are still exchanging letters and emails and continuing to develop bonds of friendship and hopefully, relationships like that will be forged in the coming days. Being my first year as Mayor, I am very much looking forward to the visit from the teachers and students from the Handa Higashi Senior High School" said Council's Mayor, Councillor Peter Besseling.

- ENDS -

Media Opportunities:

Date	Time	Activity	Contact
Friday 26 July 2013	1.40 pm – 2.15pm	Afternoon Tea with the Mayor, Council Chambers, PMQ	Jenny Mead Corporate Events Coordinator 65818045 Mobile : 0414014551
Sunday 28 July 2013	From 12.30pm – 2.30pm	BBQ Lunch with host families, Sister City Park Settlement Point	Bruce Hardy, Chairman Handa Sister City Sub Committee 0427557535
Monday 29 July 2013	Commencing from 9.00am – 3.00pm	Full Day Tour, Coastal Walk, North Brother Mountain, Billabong Koala and Wildlife Park for lunch, reptile	Jenny Mead Corporate Events Coordinator 65818045 Mobile : 0414014551

		show and keeper talks.	
Tuesday 30 July 2013	9.00am – 3.00pm	Full Day Attending Mackillop Senior College Campus	Jenny Mead Corporate Events Coordinator 65818045 Mobile : 0414014551

Contact:

Lyndal Harper, A/g Communications Manager 65818044 or 0412 769 454

Item: 09

Subject: EXPRESSIONS OF INTEREST

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the Sub-Committee note the information contained in the Expressions of Interest report and note the information provided by the Mayor.

Discussion

At the Handa Sister Sub-Committee Meeting held on 28 March 2013 the Sub-Committee agreed that Expressions of Interest be called in accordance with Council's Selection Process and Guidelines for Membership on Council Committees to fill the Community Representative position currently vacant. The suggested amendments were completed to the forms, with advertisements placed in local newspapers via the "Council Matters" page. A post was also made on Council's Facebook page and the Expression of Interest forms uploaded to Council's Website.

At the time the Agenda was prepared, no Expressions of Interests were received. Expressions of Interest closed on Friday 12 July 2013.

At the June Meeting of the Sub-Committee the Mayor advised that he would contact and discuss the benefits of joining the Handa Sister City Sub-Committee with the Executive Officer from the Port Macquarie Chamber of Commerce, and liaise with the Economic Development Steering Group. Mayor to provide feedback on the discussions held.

Attachments

Nil