



Port Macquarie-Handa Sister City Sub-Committee

Business Paper

date of meeting: Thursday 6 November 2014

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
HASTINGS**

Port Macquarie-Handa Sister City Sub-Committee

ATTENDANCE REGISTER

Member	15/08/13	21/11/13	06/03/14	10/04/14	08/05/14	12/06/14
Clr Peter Besseling (Mayor)	✓	A	✓	A	A	A
Clr Trevor Sargeant	✓	✓	A	✓	A	✓
Bruce Hardy	A	✓	A	✓	✓	A
Brian Peel	A	✓	A	✓	✓	A
Mitch McKay	✓	✓	✓	✓	✓	✓
Patricia Johnson OAM	✓	✓	✓	✓	✓	✓
Graeme Cook	A	✓	✓	✓	✓	✓
Deborah Doyle	✓	✓	✓	✓	✓	✓
Noel Hoffman	A	A	✓	✓	✓	✓
Chantelle Perkins	A	A	✓	✓	✓	✓
Corbi Wentzell	-	✓	✓	✓	A	✓
Non-voting						
Lucilla Marshall – Group Manager Community Development	✓	✓	A	✓	✓	A
Jenny Mead - Place Facilitator - Events	✓	✓	✓	✓	✓	✓

Member	17/07/14	07/08/14				
Clr Peter Besseling (Mayor)	✓	✓				
Clr Trevor Sargeant	✓	A				
Bruce Hardy	✓	✓				
Brian Peel	✓	✓				
Mitch McKay	✓	✓				
Patricia Johnson OAM	A	✓				
Graeme Cook	✓	A				
Deborah Doyle	✓	✓				
Noel Hoffman	✓	✓				
Chantelle Perkins	✓	✓				
Corbi Wentzell	✓	✓				
Non-voting						
Lucilla Marshall – Group Manager Community Development	✓	✓				
Jenny Mead - Place Facilitator - Events	✓	✓				

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



**PORT MACQUARIE
HASTINGS**

Port Macquarie-Handa Sister City Sub-Committee Meeting

Thursday 6 November 2014

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 7 August 2014 be confirmed.

PRESENT

Members:

Mayor Peter Besseling
Bruce Hardy
Brian Peel
Mitch McKay
Patricia Johnson OAM
Deborah Doyle
Noel Hoffman
Chantelle Perkins
Corbi Wentzell

Other Attendees:

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 and Mr Graeme Cook be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 17 July 2014 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

1. That the Sub-Committee note the information contained in report Item 05 - Business Arising from Previous Minutes.
2. That in relation to Item 05 - Meeting Date 17/07/2014 - a meeting date is to be determined by the Mayor's Office for discussions to be held with Cr Trevor Sergeant and Council's Place Facilitator - Events regarding the proposed reciprocal visit to Port Macquarie by the Mayor of Handa City Council to take place in August 2015.
3. That in relation to Item 06 Meeting Date 12/06/2014 - as Cr Trevor Sergeant was unable to attend the meeting, this item to be held over for discussion at the next meeting of the PMH Handa Sister City Sub-Committee.

06 2014 STUDY TOUR DEBRIEF

The Chairman expressed his appreciation to the members of the PMH Handa Sister City Sub-Committee members for their assistance in planning and staging a successful 2014 Study Tour.

CONSENSUS:

1. That the Sub-Committee note the information contained in the 2014 Study Tour Debrief report and the verbal feedback provided at the meeting.
2. That an alternate venue for Friday night dinner be considered as part of 2015 Study Tour.

07 BOOKINGS AND FINANCIAL UPDATES

CONSENSUS:

1. That the Sub-Committee note the information outlined in the Bookings and Financial Updates report and the verbal update provided at the meeting.
2. That Council's Place Facilitator - Events email a copy of the Income and Expenditure totals to all Sub-Committee members once all accounts/expenses associated with this year's Study Tour have been paid.

08 UPCOMING 25TH ANNIVERSARY PORT MACQUARIE-HANDA SISTER CITY

AGREEMENT

CONSENSUS:

1. That the information outlined in the upcoming 25th Anniversary of the Port Macquarie-Handa Sister City Agreement report and the information discussed at the meeting be noted.
 2. That 9 to 13 April 2015 be noted as the dates the Mayor of PMHC will travel to and visit Handa City Council as part of the 25th Anniversary celebrations.
 3. That the Mayor prepare a letter to the Mayor of Handa City Council seeking confirmation on the number of delegates to be included in the entourage from Handa to visit Port Macquarie-Hastings Council in August 2015.
 4. That the update provided by the Mayor on his recent discussions with a representative from Charles Sturt University be noted.
-

09 2015 PROPOSED MEETING SCHEDULE

CONSENSUS:

1. That the Sub-Committee members note the information contained in the 2015 Proposed Meeting Schedule report.
 2. That the next meeting of the Handa Sister City Sub-Committee be held in November 2014. A suitable date to be determined by the Mayor's Office.
 3. That an email be forwarded to all Sub-Committee members once date of the meeting has been determined.
-

10 GENERAL BUSINESS

2015 Study Tour Dates:

Chantelle Perkins asked that the Sub-Committee give consideration to finding an alternate date for the commencement of the 2015 Study Tour.

CONSENSUS:

Chantelle Perkins to email through a number of alternate dates for the 2015 Study Tour Group to visit Port Macquarie. Once received discussions to commence with Handa Higashi Senior High School requesting the School to consider suggested alternate dates.

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>) 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:	05	Date:	17/07/2014
Subject:	Business Arising from Previous Minutes		
Action Required:	Further discussions to be held with Mayor & Council's Place Facilitator regarding the proposed expenses in hosting a reciprocal visit by the Mayor of Handa and his entourage.		
Current Status:	Meeting held in September 2014. Awaiting more details from Mayor of Handa Council regarding number of visitors intending to visit PMQ in August 2015. Update to be provided at November meeting.		

Item:	05	Date:	07/08/2014
Subject:	Business Arising from Previous Minutes		
Action Required:	Creation of a Business Plan for the future of the Handa Sister City Sub-Committee - Discuss at next meeting attended by Clr Sargeant.		
Current Status:	Clr Sargeant to attend November Meeting. Item to be discussed then.		

Item:	07	Date:	07/08/2014
Subject:	Bookings and Financial Updates		
Action Required:	Council's Place Facilitator - Events email a copy of the Income and Expenditure totals to all Sub-Committee members once all accounts/expenses associated with this year's Study Tour have been paid.		
Current Status:	Details to be provided at the November 2014 meeting.		

Item:	08	Date:	07/08/2014
Subject:	Upcoming 25 th Anniversary of PMH-Handa Sister City Agreement		
Action Required:	That the Mayor prepare a letter to the Mayor of Handa City Council seeking confirmation on the number of delegates to visit PMQ during August 2015.		
Current Status:	Letter prepared and forwarded to Handa. Update to be provided at the November meeting.		

Item:	10	Date:	07/08/2014
Subject:	General Business		
Action Required:	Chantelle Dagger to provide alternate dates for the 2015 Study Tour Group to visit Port Macquarie.		
Current Status:	Update to be provided by Chantelle at the November Meeting.		



Item: 06

Subject: UPCOMING 25TH ANNIVERSARY PORT MACQUARIE-HANDA
SISTER CITY AGREEMENT

Presented by: Community & Organisational Development, Lesley Atkinson

RECOMMENDATION

That the information outlined in the upcoming 25th Anniversary of the Port Macquarie-Handa Sister City Agreement report and the information discussed at the meeting be noted.

Discussion

Glasshouse Exhibition

An invitation has been extended to a staff member from the Glasshouse Gallery to attend the November meeting of the Handa Sister City Sub-Committee to assist the Sub-Committee members with the planning and staging of a display to take place on the top level of the Glasshouse Gallery during August - September 2015 as one of the events planned to celebrate the 25th Anniversary of the PMHC and Handa Sister City Agreement.

This display will consist of a number of gifts received from Handa City Council over the last 24 years as part of the Sister City Relationship. It is still unsure at this time what items if any will have interpretative signage provided as part of the display.

Commemorative Wine

Update sought from Patricia Johnson OAM on the success of sourcing a retail distributor for the commemorative wine in Handa, Japan to enable feedback to be provided to John Cassegrain.

Feedback to Mr Cassegrain to include that the Sub-Committee has agreed that if possible, a "brief history" of the Sister City Agreement be included on the back of the label on the commemorative wine, or that a small booklet be produced to hang off the neck of the bottle. That this booklet be produced in both English and Japanese.

Invitation from Mayor of Handa

As reported at the July Meeting, an invitation from the Mayor of Handa City Council has been received by the Mayor's Office. A reply was prepared in September and forwarded to the Mayor of Handa City Council thanking the Mayor for the kind invitation to visit Handa in April 2015. A letter from the Mayor of Handa was received on 27 October 2014 advising that the Mayor of Handa City Council and three other delegates are planning to visit Port Macquarie from 18 - 21 August 2015 to celebrate the 25th Anniversary of the Sister City Agreement.

A report is yet to be prepared for Council's consideration relating to the invitation for to travel from Port Macquarie to Handa to celebrate the 25th Anniversary of the Sister City Agreement.

Attachments

1 [View](#). Letter from Mayor of Handa City Council, Japan



HANDA CITY HALL

2-1 TOYO-CHO, HANDA-SHI
AICHI-KEN, 475-8666 JAPAN
PHONE (0569) 21-3111
FAX (0569) 23-6061

Dear Peter Besseling
Mayor of Port Macquarie-Hastings

As Mayor of Handa, I extend our warmest greetings to you from Handa.

Firstly, thank you for your precious letter. This year is going to be the 25th anniversary of the sister-city relationship between our cities. I am extremely grateful that you and your staff members will come all the way to Handa to celebrate the memorial year.


During the stay in Handa, from April 10 through 13, I have several events that I would like you all to join: paying a courtesy call at the city hall, attending a music concert by Handa City Junior Brass Band, inspecting the downtown, attending some parties.

As for the schedule when we visit your city, we would be happy if we were there from August 18 through August 21. Four delegates from Handa, who are the city council chairman, Handa International Association official, city official, and me, are going to visit your city.

I believe that the mutual visits between our cities in the year of the 25th anniversary will make the bond between our cities much stronger.

Sincerely:
Sumio SAKAKIBARA
Mayor of Handa City

Handa Mayor
神原 純夫

 PORT MACQUARIE HASTINGS	
TRIM No	CRM NO
27 OCT 2014	
Keyword	
Activity	
Subject	
Folder	SF13/2126