



# Port Macquarie-Handa Sister City Sub-Committee

## Business Paper

**date of meeting:** Thursday 7 May 2015

**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

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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	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	✓
<b>Non-voting</b>						
Lucilla Marshall – Group Manager Community Development	✓	✓	A	✓	✓	A
Jenny Mead - Place Facilitator - Events	✓	✓	✓	✓	✓	✓

Member	17/07/14	07/08/14	06/11/14	05/03/15	02/04/15	
Clr Peter Besseling (Mayor)	✓	✓	✓	✓	✓	
Clr Trevor Sargeant	✓	A	✓	✓	✓	
Bruce Hardy	✓	✓	✓	✓	✓	
Brian Peel	✓	✓	✓	A	A	
Mitch McKay	✓	✓	✓	✓	✓	
Patricia Johnson OAM	A	✓	✓	✓	A	
Graeme Cook	✓	A	✓	A	A	
Deborah Doyle	✓	✓	✓	✓	A	
Noel Hoffman	✓	✓	✓	✓	A	
Chantelle Perkins	✓	✓	A	✓	✓	
Corbi Wentzell	✓	✓	A	A	✓	
<b>Non-voting</b>						
Lucilla Marshall – Group Manager Community Development	✓	✓	A	✓	✓	
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 7 May 2015

## Items of Business

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**PORT MACQUARIE  
HASTINGS**

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**Item:        01**

**Subject:    ACKNOWLEDGEMENT OF COUNTRY**

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"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."

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**Item:        02**

**Subject:    APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item:        03**

**Subject:    CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 2 April 2015 be confirmed.

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**PRESENT**

***Members:***

Mayor Peter Besseling  
Councillor Trevor Sargeant  
Bruce Hardy  
Mitch McKay  
Chantelle Perkins  
Corbi Wentzell

***Other Attendees:***

Lucilla Marshall – PMHC Group Manager Community Development  
Jenny Mead - PMHC Place Facilitator - Events

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The meeting opened at 4.37pm.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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**CONSENSUS:**

That the apologies received from Brian Peel, Patricia Johnson OAM, Graeme Cook  
Deborah Doyle and Noel Hoffman be noted and accepted.

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**03 CONFIRMATION OF MINUTES**

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**CONSENSUS:**

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on  
5 March 2015 be confirmed.

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#### **04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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#### **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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CONSENSUS:

That the Sub-Committee note the information contained in the report Item 05 - Business Arising from Previous Minutes.

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#### **06 UPCOMING 25TH ANNIVERSARY OF THE PORT MACQUARIE-HANDA SISTER CITY AGREEMENT**

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CONSENSUS:

1. That the Sub-Committee note the information outlined in the Upcoming 25<sup>th</sup> Anniversary of the Port Macquarie-Handa Sister City Agreement report.
  2. That Councillor Sergeant provide the receipts for the 3 bowls purchased and engraving charges which will be presented on behalf of the PMHC Sister City Sub-Committee and Koala Orchestra to Council's Place Facilitator - Events for reimbursement.
  3. The Mayor to purchase suitable artwork which to be presented to the Mayor of Handa, Chairman of the Council of Handa City and the Chairman of the International Exchange.
  4. The Mayor to liaise with representatives of the Port Macquarie Koala Hospital regarding the possible adoption of a Koala (that is unable to be released back into the wild).
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#### **07 HOST SCHOOL FOR UPCOMING 2015 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR**

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CONSENSUS:

1. That the Sub-Committee note and discuss the information contained in the Host School for Upcoming 2015 Handa Higashi Senior High School Study Tour report.
  2. That the Sub-Committee give consideration to what activities could be included in the itinerary for the upcoming 2015 Study Tour with feedback to be provided at the May Sub-Committee Meeting.
  3. That the format for the meeting with the Host Families, set down for 16 July 2015, be listed for discussion at the July Sub-Committee meeting (2/7/15).
  4. A "thank you" letter be prepared under the Mayor's signature and forwarded to the Principal of Handa Higashi Senior High School, thanking him for the copy of the 2014 Handa Higashi Study Tour Booklet.
  5. That the Sub-Committee note that since the Agenda was prepared, a letter from the
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Principal of MacKillop Senior College has now been received accepting Council's invitation to host the students who will be participating in the 2016 Handa Higashi Senior High School Study Tour.

6. That Council's Place Facilitator - Events liaise with Chantelle with regard to what opportunity is available to establish a line of communication with the English Teacher at Handa Higashi Senior High School to discuss activities that could be undertaken during the visiting student's time at St Columba Anglican School (e.g., origami session, karate demonstration, making of sushi, a dance/talent display or tea making ceremony).

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## **08 2015 MEETING DATES - NEXT MEETING**

### **CONSENSUS:**

That the Sub-Committee members note that the dates listed in the report for the 2015 meeting schedule for the PMH-Handa Sister City Sub-Committee.

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## **09 GENERAL BUSINESS**

Nil.

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The meeting closed at 5.10pm.



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Item:        04  
Subject:    DISCLOSURES OF INTEREST

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**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**

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of land in which councillor or an associated person, company or body has a proprietary interest ( <i>the <b>identified land</b></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.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST</b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP ( <i>the <b>subject land</b></i> ) <sup>iii</sup> [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.

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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<sup>iv</sup> 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**

<b>Item:</b>	06	<b>Date:</b>	02/04/2015
<b>Subject:</b>	Upcoming 25 <sup>th</sup> Anniversary of the Port Macquarie-Handa Sister City Agreement		
<b>Action Required:</b>	Items 1 - 3 As listed in Minutes.		
<b>Current Status:</b>	Action complete for Items 1 - 3.		

<b>Item:</b>	06	<b>Date:</b>	02/04/2015
<b>Subject:</b>	Upcoming 25 <sup>th</sup> Anniversary of the Port Macquarie-Handa Sister City Agreement		
<b>Action Required:</b>	Item 4 - Adoption of Koala from		
<b>Current Status:</b>	Listed in May Agenda.		

<b>Item:</b>	07	<b>Date:</b>	02/04/2015
<b>Subject:</b>	Business Arising from Previous Minutes		
<b>Action Required:</b>	Items 1 - 5 as listed in Minutes.		
<b>Current Status:</b>	Action complete for Items 1 - 5.		

<b>Item:</b>	07	<b>Date:</b>	02/04/2015
<b>Subject:</b>	Business Arising from Previous Minutes		
<b>Action Required:</b>	0.6 That Council's Place Facilitator - Events liaise with Chantelle with regard to the what opportunity there is to establish a line of communication with the English Teacher at Handa Higashi Senior High School to discuss activities that could be undertaken during the visiting students.		
<b>Current Status:</b>	Update to be provided at the meeting.		

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**Item:        06**

**Subject:    2015 INCOME AND EXPENDITURE REPORT**

**Presented by: Community & Economic Growth, Tricia Bulic**

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**RECOMMENDATION**

**That the Sub-Committee note the information outlined in the 2015 income and Expenditure Report.**

**Discussion**

At the time of writing this report the amount of \$2249.08 remains in the budget.

A copy of the total income and expenditure for the 2014/2015 PMHC Handa Sister City Agreement Budget Allocation is attached to this report.

**Attachments**

1 [View](#). 2015 Income and Expenditure - Handa Sister City Sub-Committee

## PMHC Handa Sister City Sub-Committee Income and Expenditure - April 2015

Ledger Account	Date	Actual	Account Name	Transaction Description
11840.7469.475	02/04/2015	\$2,153.64	Reimbursement of Travel	Handa Visit
11840.7469.475	02/04/2015	\$1,076.82	Reimbursement of Travel	Handa Visit
11840.7469.475	28/07/2014	\$5,567.00	A KENRITSU - HANDAWBC 2577/14	HANDA HIGASHI SENIOR HIGH SCHOOL 2014 TOUR EXPENSES
Income received to date		\$8,797.46		

Ledger Account	Date	Actual	Account Name	Description
00289.3356.100	23/04/2015	\$1,309.50	Transport	PO for Hire of Coach for 2015 Study Tour 3177 - 3/8/2015
00289.3356.100	23/04/2015	\$90.00	T W Sergeant	TRAVEL EXPENSES MARCH 2015
00289.3356.100	17/03/2015	\$10.91	M&C - Materials	L A Kocis-OBE INSURANCE AUSTRALI GLEN WA-Travel In
00289.3356.100	17/03/2015	\$277.27	M&C - Materials	L A Kocis-OBE AIRWAYS LTD MASCOOT-Oantas Fil
00289.3356.100	17/03/2015	\$176.61	M&C - Materials	J G Mead-RYDGES SYDNEY AIPORT H SYDNEY-Mayor - 25
00289.3356.100	17/03/2015	\$176.61	M&C - Materials	J G Mead-RYDGES SYDNEY AIPORT H SYDNEY-Levido - 25
00289.3356.100	17/03/2015	\$176.61	M&C - Materials	J G Mead-RYDGES SYDNEY AIPORT H SYDNEY-Sargeant -
00289.3356.100	17/03/2015	\$529.83	M&C - Materials	J G Mead-RYDGES SYDNEY AIPORT H SYDNEY-Mead - 25th
00289.3356.100	13/03/2015	\$4,767.27	Helloworld Port Macquarie	J G Mead-OXLEY TRAVEL PTY LTD PORT Insurance
00289.3356.100	13/03/2015	\$127.28	Helloworld Port Macquarie	Booking of Travel to Handa
00289.3356.100	12/02/2015	\$564.04	M&C - Materials	Name change required
00289.3356.100	12/02/2015	\$263.00	M&C - Materials	J G Mead-HOTELSCOM1207370653 SYDNEY-2015 Handa
00289.3356.100	22/10/2014	\$484.50	Creative Promotions Pty Ltd	L A Kocis-HOTELSCOM1207370653 SYDNEY-2015 Handa
00289.3356.336	31/08/2014	\$21.81	User Charges - Other Waste	Bamboo Flash Drives (USB's) with key chain
00289.3356.100	18/08/2014	\$68.18	M&C - Materials	Otto Bin Collection - August 2014
00289.3303.100	18/08/2014	\$17.76	M&C - Materials	J G Mead-PMQ HASTINGS COUNCIL PORT MA-Girls for
00289.3303.100	18/08/2014	\$398.70	M&C - Materials	J G Mead-WOOLWORTHS 1178 PO-Lolies Ha
00289.3259.100	18/08/2014	\$23.86	M&C - Materials	J G Mead-ALLSVELT PTY LTD PORT MA-Handa Satu
00289.3303.100	18/08/2014	\$7.73	M&C - Materials	J G Mead-RITCHIES SUPA IGA PORT MA-Water/Hand
00289.3303.100	18/08/2014	\$258.00	M&C - Materials	J G Mead-SETTLEMENT PT BOATSHED PORT MA-Ice for Es
00289.3303.100	18/08/2014	\$111.27	M&C - Materials	J G Mead-THE RAINFOREST CAFE PORT MA-Morning Te
00289.3303.100	18/08/2014	\$90.07	M&C - Materials	J G Mead-OFF THE HOOK PORT MA-Handa Fish
00289.3303.100	18/08/2014	\$57.10	M&C - Materials	S A Russell-COLES PORT MACQUARIE 5 PORT MA-Handa e
00289.3303.100	26/08/2014	\$171.60	G Cook	S A Russell-SPOTLIGHT 099 PORT MA-Handa e
00289.3303.100	26/08/2014	\$69.10	P M Johnson	COST OF HOSTING VISITING TEACHERS FROM HANDA
00289.3303.100	18/08/2014	\$25.18	Pye Provodores	COST OF HOSTING VISITING TEACHERS FROM HANDA
00289.3303.100	18/08/2014	\$1,358.45	Port Macquarie City Bowling	CATERING
00289.3259.100	13/08/2014	\$200.00	C T Waals	HIRE OF FUNCTION ROOM, BUFFET DINNER
00289.3303.100	13/08/2014	\$727.28	Tacking Point Lions Club	MUSIC FOR JAPANESE STUDENTS DINNER
00289.3259.100	13/08/2014	\$245.46	Port Macquarie Cruise Adven	SISTER CITY BBQ
00289.3355.100	13/08/2014	\$586.35	Waters Edge Boutique Hotel	CRUISE 18 PPL
00289.3355.100	13/08/2014	\$586.35	Waters Edge Boutique Hotel	3 x Deluxe Twin Rooms (1 x Queen bed and 1 x
00289.3355.100	13/08/2014	\$586.35	Waters Edge Boutique Hotel	3 x Deluxe Twin Rooms (1 x Queen bed and 1 x
00289.3892.100	13/08/2014	\$1,272.73	Holiday Coast Tours	3 x Deluxe Twin Rooms (1 x Queen bed and 1 x
00289.3303.100	07/08/2014	\$136.55	Hogs Breath Cafe	Hire of Coach for 2014 Handa Higashi Study Tour -
00289.3303.100	06/08/2014	\$54.55	XS Food	SISTER CITY DINNER
00289.3259.100	31/07/2014	\$683.09	Billabong Korala & Wildlife	CATERING SERVICES
00289.3259.100	30/07/2014	\$75.00	Birpai Local Aboriginal Lan	ADULT LUNCHES
00289.3303.100	30/07/2014	\$166.36	XS Food	TABLE RUNNERS
Expenditure to date		\$17,117.92		CATERING

Balance of Funds available @ 24/4/2015 \$2349.08



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**Item:            07**

**Subject:    2015 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR**

**Presented by: Community & Economic Growth, Tricia Bulic**

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### **RECOMMENDATION**

**That the Sub-Committee note and discuss the information contained in the 2015 Handa Higashi Senior High School Study Tour report.**

#### **Discussion**

Following the success of the recent visit to Handa Higashi Senior High School, arrangements are well underway for approximately 12 students and 3 teachers and 1 PTA representative to travel to Port Macquarie for the 2015 Handa Higashi Senior High School Study Tour. Students and Teachers will fly into Port Macquarie Airport on Friday 31 July 2015, spending 5 nights with host families before flying out of Port Macquarie Airport on Wednesday 3 August 2015.

All of the names of both the students and teachers participating in the 2015 Study Tour are yet to be advised. As soon as this information is available an update will be provided to the Sub-Committee.

As reported at the March meeting the date of 16 July has been set to meet with the host families and Sub-Committee representatives in the Chapel at St Columba Anglican School to hand out information packs and answer any questions the host families may have in relation to the upcoming Study Tour. The meeting is scheduled to commence at 5.00pm. All available Sub-Committee members are encouraged to attend.

The Sub-Committee is also advised that to date over 300 students from Handa Higashi Senior High School have visited Port Macquarie during the 25 years that our Sister City Agreement has been in place.

#### **Attachments**

Nil



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**Item:        08**

**Subject:    2015 STUDY TOUR ITINERARY**

**Presented by: Community & Economic Growth, Tricia Bulic**

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## **RECOMMENDATION**

**That the Sub-Committee discuss and put forward suggestions for the 2015 Study Tour Itinerary.**

### **Discussion**

Attached to this report is a copy of both the 2014 Study Tour Students Itinerary and 2014 Study Tour Teachers Itinerary for Sub-Committee's information. Comments or suggested changes are sought from the regarding both itineraries.

### **Attachments**

- 1[View](#). 2014 Study Tour Students Itinerary
- 2[View](#). 2014 Study Tour Teachers Itinerary

# ITINERARY

## HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE

25 JULY TO 30 JULY 2014 INCLUSIVE

### Students Itinerary

DAY	TIME	ACTIVITY
<b>Friday 25 July 2014</b>	1.10pm	QF 2170 from Sydney – arrives PMQ 1.10 pm
	Approximately 1.40pm arrive at Chambers	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, 'Welcome speech'. Bus then to proceed directly to Council's Offices for afternoon tea with Mayor, Councillors and Sub-Committee members, Principal/Representative of St Columba Anglican School.  Mayor (Chairman) to deliver Welcome speech. Presentation of Gift to Tour Leader Handa Higashi student or Tour Leader to respond  Inspection of Council Chambers and afternoon tea.
	Approximately 2.20pm	All visiting students and teachers to board bus and head to St Columba Anglican School.
	From 2.40pm	Coach arrives at St Columba Anglican School, Students to be introduced to host families and then travel home with Homestay Families.
	<b>Students spend the evening with home stay families</b>	
<b>Saturday 26 July 2014</b>	<b>Students involved in activities with home stay families all day</b>	
<b>Sunday 27 July 2014</b>	<b>Students involved in activities with home stay families until 12.30 pm</b>	
	12.30 pm	BBQ Lunch at Sister City Park, Settlement Point** with students and Host Families, Sister City Sub-Committee members, Mayor and representative from St Columba Anglican School at Settlement Point Park – At the end near the Settlement Point Ferry. Bring chairs and games eg., football, soccer ball, Frisbee, cricket bat/ball etc.
	From 2.30 pm	BBQ wraps up. Host families and visiting students to depart - Activities with host families
	<b>Evening - Students involved in activities with home stay families</b>	

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

<b>Monday 28 July 2014</b>	Normal school hours 8.30am - 3.20pm	Visiting students and teachers attend full day at St Columba Anglican School. Day will include a School Assembly, Tour of School, a morning tea and regular school activities.
<b>Tuesday 29 July 2014</b>	8:45 am	Visiting students and Host students travel to St Columba Anglican School for full day bus tour.
	9:00 am	Coach departs from St Columba (Teacher from SCAS & Handa Higashi, host students and visiting students + Committee members)
	9.15 am	Arrive at Sea Acres for visit to Cultural Centre.
	10.10 am	Morning Tea at Cultural Centre
	11.00 am	Bus departs for Billabong Koala Park
	11.30am	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 St Columba Anglican School
	3.00pm	Bus arrives back at St Columba Host families to collect students (or travel home on normal school bus with host student)
	From 3.20 pm	<b>Students involved with activities with Host Family</b>
	5.50 pm	Host families and students arrive at Port City Bowling Club – Owen Street, Port Macquarie Upstairs Private Dining Room for Farewell Function
<b>Wednesday 30 July 2014</b>	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
	8.30 am	Host families take host student(s) with luggage to St Columba Anglican School to say goodbyes and board bus.
	9.00 am	Bus departs SCAS and goes to Town Green for Hastings River Cruise.
	9.15 am	Cruise departs from wharf (1.5 hours)
	10.45 am	River Cruise 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.
	From 12.00 noon	Once all luggage booked in, Students and Teachers to enjoy lunch of Fish n Chips on grassed area at Airport before heading through security and then boarding the plane to Sydney.
	1.30 pm	Students and Teachers fly out to Sydney (QF 2171)

@ 23/07/2014

**ITINERARY****HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE****25 - 30 July 2014****(This Itinerary has been produced for the Adults)**

Day and Time	Time	Activity	Committee
<b>FRIDAY 25 JULY 2014</b>	1.10 pm	Arrive at Port Macquarie Airport	BH, BP, JM, GC
		Collect luggage and board bus. Depart Port Macquarie Airport for Council Offices.	
	Approx 1.40 pm	Arrive Council Offices for afternoon tea with Mayor of Port Macquarie Hastings Council - Councillor Peter Besseling	
		Welcome Speech by Mayor, response by Handa Principal and/or Handa Student. Inspection of Council Chambers. Afternoon Tea.	
	2.20pm	Bus departs from Council for St Columba Anglican School	
	From 2.40pm	All students to meet Homestay Families and travel home with them	
	Approximately 3.15 pm	Committee member to take visiting teachers and their luggage depart St Columba Anglican School for Waters Edge Hotel, Buller Street, Port Macquarie	Graham Cook
	5.50 pm	Depart Waters Edge Hotel for Dinner at Hogs Breath Restaurant (Committee Member to collect teachers)	Bruce Hardy
	6.00 pm	Dinner at Hogs Breath Restaurant	BH, MM,BP + partners & PJ
	8.00 pm	Return to Waters Edge Hotel (Committee member to accompany)	Bruce Hardy
<b>SATURDAY 26 JULY 2014</b>	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).	
		<b>Free Time</b>	
	9.30 am	Depart Waters Edge Motel for Tour with Cr Trevor Sargeant & Mitch McKay	MM & TS
		Visit to the Port Macquarie Koala Hospital, Tacking Point Lighthouse, North Brother Lookout	
	1.00pm	Lunch at Cassegrain	
		VIP Tour of winery and cellar door tastings	
	3.00 pm - 3.30pm	Return to Waters Edge Hotel	MM & TS
		<b>Free Time</b>	
<b>SUNDAY 27 JULY 2014</b>	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).	
		<b>Free Time</b>	
	9.00 am	Depart Waters Edge Hotel with Committee members and attend the Artists Markets at Cassegrain. Morning Tea at Markets.	Patricia Johnson & Corbi Wentzell
	12.10 pm	Arrive back at Waters Edge Hotel.	
	12.30 pm	Depart with Committee member for Host Family BBQ at Sister City Park, Settlement Point.	PJ & CW
	From 2.30pm	Depart Sister City Park and travel with Committee member to local Shopping Centre. Afternoon Tea.	PJ & CW
	3.00 pm	Arrive back at Waters Edge Hotel	PJ & CW
		<b>Free Time</b>	

@09/07/2014

<b>MONDAY 28 JULY 2014</b>	From 6.00am	Breakfast available at Hotel Buffet - Room Service also available if you choose. If Room Service required, please complete order form by 7.30pm evening before and give to Motel Reception (please note breakfast not included in room charge).	
	8.30am	Teachers to depart Waters Edge Hotel with Committee member for St Columba Anglican School. One teacher participating in bike ride to take suitable clothing/footwear to school.	Graham Cook
	9:00 am	Teachers and students attend school at St Columba Anglican School day. Day will include assembly, tour of school and morning tea followed by normal school activities (including Bike Ride)	
	3.30 pm	Teachers to be picked up from school by Committee member and returned to Waters Edge Hotel	Graham Cook
		<b>Free time</b>	
	6.00 pm	Committee member to collect Teachers and take to Dinner	GC, BP, BH
	Approx 8.00pm	Return to Waters Edge Hotel	
<b>TUESDAY 29 JULY 2014</b>	8.30am	Committee member to collect teachers and take to St Columba School to meet bus for day tour (see Students' Itinerary for details)	
	3.00pm	Tour Bus returns to St Columba School.	DH, JM,
	3.20pm	Teachers depart St Columba School with Committee member and return to Waters Edge Hotel	
		<b>Free Time</b>	
	5.50pm	Committee member to collect teachers and bring to Port City Bowling Club for Farewell Function hosted by Handa Higashi Students.	Trevor Sargeant
	Approx 8.30pm	Depart Port City Bowling Club with Committee member and return to Waters Edge Hotel	
<b>WEDNESDAY 30 JULY 2014</b>	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).	
	From 8.20am	Teachers to board Bus with luggage at Waters Edge Hotel and travel on bus to St Columba Anglican School to meet Students.	Jen to meet Bus at Hotel
	8.40am (TBC)	Bus arrives at St Columba Anglican School	
	9.00 am	Bus departs School for River Cruise	
	9.15 am	Cruise departs from wharf (1.5 hours)	DH & JM
	10.45 am	River Cruise returns. Students and teachers to walk down to ramp to feed the pelicans. Sanitizer hand wash and towels will be provided	GC & JM
	11.15 am	Students and teachers board bus to head out to Airport.	
	From 12.00 noon	Once all luggage booked in, Students and Teachers to enjoy lunch of Fish n Chips on grassed area at Airport before heading through security and then boarding the plane to Sydney.	GC & JM
	1.30 pm	Students and Teachers fly out to Sydney (QF 2171)	

@09/07/2014

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**Item:            09**

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

**Presented by: Community & Economic Growth, Tricia Bulic**

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## **RECOMMENDATION**

**That the information outlined in the Upcoming 25<sup>th</sup> Anniversary of the Port Macquarie-Handa Sister City Agreement report and verbal updates provided at the meeting be noted.**

### **Discussion**

At the invitation of the Mayor of Handa City Council, a delegation from Port Macquarie-Hastings Council, accompanied by a representative from Charles Sturt University, recently travelled to Handa as part of the 25<sup>th</sup> anniversary of the Port Macquarie-Hastings Council Handa City Council Sister City Agreement.

In an effort to explore additional educational opportunities between our two regions, Council received confirmation that meetings had been arranged with representatives from the Handa Tokoname Nursing College and the Nihon Fukushi University as well as the Handa Higashi Senior High School for the visiting delegates.

An overview of the visit to Handa City Council and meetings held with the representatives of the various educational establishments will be provided at the meeting.

### Commemorative Wine

If available to attend the meeting, Mr John Cassegrain will provide an update on the status of the production of the commemorative wine and the outcome of discussions with his wine retailer in Japan regarding the proposed dual launch of the commemorative wine in the lead up to the Mayor of Handa City's visit

As the accommodation provider for the Mayor of Handa and his entourage's visit has not yet been advised, discussions regarding the opportunity for the accommodation provider to showcase, and make available for purchase the commemorative wine, are yet to be undertaken. Once this accommodation provider has been identified, Mr Cassegrain will be advised.

Council's Communication Team have been advised that the media campaign for the dual launch of the commemorative wine has been set for June/July/August; the immediate lead up to the Mayor's visit scheduled visit to Port Macquarie.

### Glasshouse Exhibition

An exhibition is planned to be held in the top half of the Glasshouse Gallery from 7 August to 13 September 2015 inclusive.

As per the Minutes from the November 2014 meeting, Council's Place Facilitator - Events has forwarded copies of the photos and items listed on the gifts register for perusal and identification, if possible, by long standing Sub-Committee members. Feedback requested from those long standing committee members.

The proposed title of the exhibition and wording on the interpretative panels are also to be discussed.

Reciprocal visit by Mayor of Handa to Port Macquarie

The Mayor of Handa, the City Council Chairman, Handa International Association Official and City Official have advised that they will travel to Port Macquarie from Handa, arriving on Tuesday 18 August staying through to Friday 21 August 2015. Exact arrival and departure times are yet to be advised.

A booking for the 19<sup>th</sup> August for the Welcome Party has been made with the Glasshouse. Options for this dinner include:

On the theatre stage  
On the Mezzanine Level  
Top floor of the Glasshouse Gallery

Discussion required on possible site inspections/activities/tours and official functions to be attended by the Mayor of Handa and his entourage during his stay in Port Macquarie.

**Attachments**

Nil

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**Item:        10**

**Subject:    2015 MEETING DATES - NEXT MEETING**

**Presented by: Community & Economic Growth, Tricia Bulic**

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**RECOMMENDATION**

**That the Sub-Committee members note that the dates listed in the report for the 2015 meeting schedule for the PMH-Handa Sister City Sub-Committee.**

**Discussion**

All Sub-Committee members have been forwarded electronic invites via Outlook for all the meetings listed.

- 4 June
- 2 July (meeting before arrival of 2015 Study Tour Group)
- 6 August (meeting before arrival of Mayor of Handa and Entourage)
- 3 September - Debrief

Please note that meetings are to be held in the Function Room, Ground Floor of the Council Offices.

**Attachments**

Nil