



Port Macquarie-Handa Sister City Sub-Committee

Business Paper

date of meeting: Thursday 4 June 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

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	06/11/14	05/03/15	02/04/15	07/05/15
Clr Peter Besseling (Mayor)	✓	✓	✓	✓	✓	✓
Clr Trevor Sargeant	✓	A	✓	✓	✓	✓
Bruce Hardy	✓	✓	✓	✓	✓	A
Brian Peel	✓	✓	✓	A	A	✓
Mitch McKay	✓	✓	✓	✓	✓	✓
Patricia Johnson OAM	A	✓	✓	✓	A	✓
Graeme Cook	✓	A	✓	A	A	A
Deborah Doyle	✓	✓	✓	✓	A	✓
Noel Hoffman	✓	✓	✓	✓	A	✓
Chantelle Perkins	✓	✓	A	✓	✓	✓
Corbi Wentzell	✓	✓	A	A	✓	✓
Non-voting						
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 4 June 2015

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	<u>5</u>
02	Apologies.....	<u>5</u>
03	Confirmation of Minutes	<u>5</u>
04	Disclosures of Interest.....	<u>11</u>
05	Business Arising from Previous Minutes.....	<u>15</u>
06	2015 Income and Expenditure Report	<u>16</u>
07	2015 Handa Higashi Senior High School Study Tour	<u>17</u>
08	Upcoming 25th Anniversary of the Port Macquarie-Handa Sister City Agreement	<u>18</u>
09	2015 Meeting Dates - Next Meeting.....	<u>20</u>
10	General Business	



**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 May 2015 be confirmed.



PRESENT

Members:

Mayor Peter Besseling
Councillor Trevor Sargeant
Brian Peel
Mitch McKay
Patricia Johnson OAM
Deborah Doyle
Noel Hoffman
Chantelle Perkins
Corbi Wentzell

Other Attendees:

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

The meeting opened at 4.31pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Mr Bruce Hardy 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 2 April 2015 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

Before moving onto the next Item the Mayor welcomed and thanked Mr John Cassegrain for attending today's meeting. The Mayor also took the opportunity to formally thank Mr Cassegrain for the gifts provided in the lead up to the delegates' departure to Handa.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

1. That the Sub-Committee note the information contained in the report Item 05 - Business Arising from Previous Minutes.
2. That the Mayor liaises with a representative from the Koala Hospital to organise the adoption of a Koala (that is to remain in captivity) and Adoption Certificate. Certificate and photo of the adopted Koala to be presented to the Mayor of Handa during his visit to Port Macquarie scheduled for mid August 2015.
3. That the Sub-Committee note that emails have been forwarded to the Tour Coordinator at Handa Higashi Senior High School seeking permission for the Japanese Teacher at St Columba Anglican School to email the English Teacher at Handa Higashi High School directly to discuss the possible inclusion of a specific activity during the upcoming 2015 Study Tour.

06 2015 INCOME AND EXPENDITURE REPORT

CONSENSUS:

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

The Mayor brought forward Item 9 in the Agenda to enable an update to be provided by Mr Cassegrain on the Commemorative Wine.

09 UPCOMING 25TH ANNIVERSARY OF THE PORT MACQUARIE-HANDA SISTER CITY AGREEMENT

(PART OF ITEM DEALT WITH)

CONSENSUS:

That :

1. The Sub-Committee note the information provided by Mr John Cassegrain that the release date for the commemorative is planned to coincide with the upcoming visit by the Mayor of Handa (August 2015).
2. The Sub-Committee note the information provided by Mr John Cassegrain that discussions with a wine retailer in Handa are progressing and it is hoped that approximately 20 - 30 cases of the commemorative wine will be made available for sale in their domestic market.
3. Further to the discussion held regarding the opportunity for reciprocal trade, that Mr Cassegrain explores what opportunities are available to Cassegrain Wines to sell Sake produced in Handa.

The Mayor then thanked Mr Cassegrain for the update before Mr Cassegrain left the meeting at 4.50pm.

07 2015 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR

CONSENSUS:

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

08 2015 STUDY TOUR ITINERARY

CONSENSUS:

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

09 UPCOMING 25TH ANNIVERSARY OF THE PORT MACQUARIE-HANDA SISTER CITY AGREEMENT**(REMAINDER OF ITEM DEALT WITH)**

CONSENSUS:

That :

4. The information outlined in the Upcoming 25th Anniversary of the Port Macquarie-Handa Sister City Agreement report and update provided at the meeting is noted.
5. The Sub-Committee note the overview provided at the meeting by the Mayor on the success of the recent visit to Handa.
6. It be noted that the three (3) gifts presented by the Mayor of Port Macquarie Hastings Council to the Mayor of Handa City Council, the Chairman of Handa Council, the Chairman of the International Travel Association were very well received. Each of the artworks purchased by the Mayor depicted the Port Macquarie Fishing Co-operative, Tom's Creek or The Bago Bluff.
7. The Sub-Committee note that Council's Place Facilitator - Events had prepared a display of photos taken during the recent visit to Handa at today's meeting but due to time constraints the projector was unable to be set up prior to the meeting, and therefore the photos will now be displayed at the June Meeting.
8. No discussion on the Glasshouse Exhibition undertaken. Matter to be relisted in June Agenda.
9. The Sub-Committee note the advice from Patricia Johnson OAM that the Mayor of Handa and his official party (4 in total) will fly into to Port Macquarie on the morning of Tuesday 18 August 2015. The group will stay 3 nights in Port Macquarie before flying out on the morning of Friday 21 August 2015.
10. The Sub-Committee note that a quote is being sought from a local travel agent for 20 citizens of Handa to travel at the same time as the Mayor of Handa's delegation visiting Port Macquarie in August.
11. The Mayor to arrange via his EA for a meeting to be scheduled with himself and Patricia Johnson OAM to discuss further the roles to be undertaken relating to both upcoming Mayor of Handa's visit, and the 20 citizens visiting Port Macquarie to take place during August 2015.

10 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.

11 GENERAL BUSINESS

Nil.

The meeting closed at 5.45pm.

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:	07/05/2015
Subject:	Business Arising from Previous Minutes		
Action Required:	That the Mayor liaises with a representative from the Koala Hospital to organise the adoption of a Koala (that is to remain in captivity) and Adoption Certificate. Certificate and photo of the adopted Koala to be presented to the Mayor of Handa during his visit to Port Macquarie scheduled for mid August 2015.		
Current Status:	Mayor to contact a representative from the Koala Hospital to discuss organising the adoption of a Koala that will remain in captivity.		

Item:	09	Date:	07/05/2015
Subject:	Upcoming 25 th Anniversary of the Port Macquarie-Handa Sister City Agreement		
Action Required:	Item 3. Further to the discussion held regarding the opportunity for reciprocal trade, that Mr Cassegrain explores what opportunities are available to Cassegrain Wines to sell Sake produced in Handa.		
Current Status:	Mr Cassegrains to provide an update on the discussions held if further information is available by the June Meeting.		

Item:	09	Date:	07/05/2015
Subject:	Upcoming 25 th Anniversary of the Port Macquarie-Handa Sister City Agreement		
Action Required:	Item 11. The Mayor to arrange via his EA for a meeting to be scheduled with himself and Patricia Johnson OAM to discuss further the roles to be undertaken relating to both the upcoming Mayor of Handa's visit, and the 20 citizens visiting Port Macquarie to take place during August 2015.		
Current Status:	Meeting held with the Mayor and Patricia Johnson OAM in May.		



Item: 06

Subject: 2015 INCOME AND EXPENDITURE REPORT

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

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

Discussion

Update to be provided on any discussions held on increasing the 2015/2016 Budget Allocation.

A report is being presented to the June Council Meeting to approve the 2015/2016 Budget Allocations.

Proposed budget for 2015/2015 is \$13,900.00.

Attachments

Nil

Item: 07

Subject: 2015 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

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

Discussion

6 boys, 6 girls, three (3) teachers and one (1) PTA representative will take part in this year's Handa Higashi Senior Student Study Tour. The Study Tour members 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.

Completed Home Stay Application Forms have been received from Handa Higashi Senior High School. These have been on- forwarded to St Columba Anglican School.

A request has been received from Handa Higashi Senior High School to forward to the completed Host Family Forms by no later than the middle of June.

At the time of writing this report, clarification was being sought from Handa Higashi Senior High School on how many days the students would be spending at the host school and whether an excursion of the LGA would be included in this year's Study Tour.

A verbal update will be provided at the meeting if response from Handa Higashi Senior High School, regarding the inclusion of the tour, has been received.

Attachments

Nil

Item: 08

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

Presented by: Community & Economic Growth, Tricia Bulic

RECOMMENDATION

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

Discussion

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 (lunchtime) staying until they fly out on a morning flight on Friday 21 August 2015. Exact arrival and departure times are yet to be advised.

Up to 20 “unofficial” guests will also be travelling to Port Macquarie at the same time, on the same flights as the Mayor of Handa and his entourage. Room options and quotes have been sought and obtained from Rydges Port Macquarie for both the official and unofficial guests for their time in Port Macquarie. The quotes and room options have been emailed to Handa City Council for consideration.

Following recent discussions with the Mayor - Clr Besseling, there are changes to the proposed schedule. Changes include the cancellation of the Glasshouse for the Welcome Party original proposed for the 19th August.

The new proposed schedule includes :

- 18th August - Arrival at PMQ Airport
- 19th August - Breakfast meeting with Chamber of Commerce Representatives
- 19th August - Site Inspections (Trade & Economic)
- 20th August - Site Inspections (Cultural)
- 20th August - Farewell Party - Venue to be determined (GH not available)
- 21st August - Departure from PMQ Airport

Discussion required on possible transport options/site inspections/activities/tours official functions/invitees/chaperones etc... during their stay in PMQ.

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

At the time this report was written, it was envisaged that the Mayor of Handa and his entourage will stay at Rydges Port Macquarie. Once this has been confirmed, discussions regarding the opportunity for Rydges Port Macquarie to showcase, and make available for purchase the commemorative wine will need to be discussed with Mr Cassegrain.

Once the discussions with Rydges have been held, an update will need to be provided to Council's Communication Team regarding the proposed media campaign for the dual launch of the commemorative wine.

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.

Discussion to take place regarding the fact that the Welcome Party is no longer being held at the Glasshouse do we proceed with the exhibition in the Glasshouse Gallery or consider, if permissible, displaying some significant pieces at the venue at which the Farewell Function will be held? Also again if permissible, do we invite the local Bonsai Group to also provide a display at the new venue for the Farewell Party?

Attachments

Nil



Item: 09

Subject: 2015 MEETING DATES - NEXT MEETING

Presented by: Community & Economic Growth, Tricia Bulic

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.

- 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