



Port Macquarie-Handa Sister City Sub-Committee

Business Paper

date of meeting: Thursday, 5 May 2016

location: Function Room
Port Macquarie-Hastings Council
17 Burrawan Street
Port Macquarie

time: 4.30pm

Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.



**PORT MACQUARIE
HASTINGS**

Port Macquarie-Handa Sister City Sub-Committee

CHARTER

To further and implement the ideals of the relationship established in the document signed 9 May 1990, viz:

1. Exchange of civic organisations

To mutually promote the visits of civic organisations and individual citizens and provide convenience to them.

2. Economic exchanges

To mutually hold an exhibition of principal products in each region and send a trade mission.

3. Cultural exchanges

- (a) To introduce such Japanese traditional arts as flower arrangement, calligraphy, folk dance, karate and the like
- (b) To mutually send such artists groups as the fine arts, music and photography.
- (c) To hold a "Handa Exhibition" in Port Macquarie and a "Port Macquarie Exhibition" in Handa to introduce sister city.

4. Sporting exchanges

To mutually send sporting teams.

5. Educational exchanges

- (a) Exchange teachers and students
- (b) Exchange children's drawings, books, movies, video tapes and the like.

6. Exchanges among the museums, aquariums, zoological, gardens and arboretum in both cities.

7. Exchanges in Technology.

To exchange technology and ideas on urban planning conservation and the like.

Port Macquarie-Handa Sister City Sub-Committee

ATTENDANCE REGISTER

Member	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	✓	✓	✓	✓	✓	✓

Member	04/06/15	02/07/15	06/08/15	03/09/15	03/03/16	07/04/16
Clr Peter Besseling (Mayor)	✓	No	A	✓	✓	A
Clr Trevor Sargeant	✓	Quorum	✓	✓	✓	A
Bruce Hardy	A	Meeting	✓	✓	A	✓
Brian Peel	A	cancelled	A	A	✓	✓
Mitch McKay	✓		✓	✓	✓	✓
Patricia Johnson OAM	✓		✓	✓	✓	✓
Graeme Cook	✓		A	A	A	A
Deborah Doyle	✓		✓	✓	✓	✓
Noel Hoffman	✓		✓	✓	A	✓
Chantelle Perkins	✓		A	A	✓	A
Corbi Wentzell	✓		✓	✓	✓	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 5 May 2016

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 April 2016 be confirmed.

PRESENT

Members:

Bruce Hardy
Brian Peel
Mitch McKay
Patricia Johnson OAM
Deborah Doyle
Noel Hoffman

Other Attendees:

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

The meeting opened at 4:40pm.

In the absence of the Chairman, Council's Place Facilitator - Events took on the role as Chairman for the purposes of this meeting.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Mayor Peter Besseling, Councillor Trevor Sargeant Chantelle Perkins, Graeme Cook and Corbi Wentzell be noted and accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 3 March 2016 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 the report Item 05 - Business Arising from Previous Minutes and the verbal updates provided at the meeting.
 2. That in lieu of the online feedback survey and hard copies of the feedback survey being forwarded to Host Families after the annual Study Tour, that hard copies of the survey be provided to the Host Families at the farewell function. Host families to be encouraged to complete the short survey at the function and return their completed form prior to leaving the event in an effort to gain 100% feedback.
 3. That the Sub-Committee note that Westport Secondary School Campus has expressed initial interest in hosting the 2017 Study Tour. Further updates to be provided once information becomes available.
-

06 2016 BOOKINGS AND FINANCIAL UPDATES

CONSENSUS:

That the Sub-Committee note the information outlined in the 2016 Bookings and Financial Updates Report and verbal update provided at the meeting.

07 2016 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR

CONSENSUS:

1. That the Sub-Committee note and discuss the information contained in the 2016 Handa Higashi Senior High School Study Tour report.
 2. Update to be provided to the Sub-Committee once a response has been received to the Mayor's invitation for the Principal of MacKillop Senior College Campus to attend a future Handa Sister City Sub-Committee meeting.
-

08 PROPOSED INCLUSIONS IN UPCOMING 2016 STUDY TOUR

CONSENSUS:

That the full day tour as part of the Student's Itinerary, proposed for Monday 1st August, be amended to include a walk from Flynn's Beach (along the Coastal Walk) back to Town Beach with the idea of the students enjoying an early lunch at the newly constructed Kiosk on Town Beach before heading over to Billabong Wildlife Zoo. Council's Place Facilitator - Events to investigate the possibility the kiosk catering for the group and obtaining possible menu selections, costs etc... Feedback to be provided to the Sub-Committee once information becomes available.

09 2016/17 MEETING DATES

CONSENSUS:

That the Sub-Committee members note that the dates listed in the report for the 2016. The next meeting of the Port Macquarie-Hastings Handa Sister City Sub-Committee will be held on 5 May 2016.

10 GENERAL BUSINESS

10.01 Centre of Gravity:

Noel Hoffman to contact Centre of Gravity to discuss possibility of the Study Tour visiting the centre as a wet weather activity, should the weather on the day of the tour be unfavourable. Feedback to be provided at the next Sub-Committee meeting.

The meeting closed at 5:12pm.

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>)	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<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 <i>[Tick or cross one box]</i>	<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 <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor <i>[Tick or cross one box]</i>	<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	07/04/2016
Subject:	Business Arising from Previous Minutes		
Action Required:	Council's Place Facilitator - Events to contact kiosk owner to discuss options for early lunch after completion of Coastal Walk from Flynns to Town Beach		
Current Status:	Update provided in the Agenda Report		

Item:	10	Date	07/04/2016
Subject:	General Business		
Action Required:	Noel Hoffman to contact Centre of Gravity to discuss possibility of the Study Tour visiting the Centre of Gravity as a wet weather activity and provide feedback to the Sub-Committee		
Current Status:	Update provided in the Agenda Report		

Item: 06

Subject: 2016 BOOKINGS AND FINANCIAL UPDATES

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Sub-Committee note the information outlined in the 2016 Bookings and Financial Updates Report and verbal update provided at the meeting.

Discussion

A reply to Port Macquarie-Hastings Council's email of 16 March 2016 was received from Handa Higashi Senior High School on 26 April 2016. The email advised that 12 students (nine (9) girls and three (3) boys) have now been selected from the thirty nine (39) students whom applied to be part of this year's Study Tour.

A quotation has been sought and received from Water's Edge Hotel, Buller Street, Port Macquarie. This quotation is yet to be forwarded to Handa Higashi Senior High School for the visiting teachers to consider.

As reported at the April Meeting, a tentative booking for a bus (coach) has been made with Holiday Coast Tours for pick up at the Airport on the afternoon of the 29th July, full day tour on Monday 1 August. Holiday Coast Tours have advised that they have now successfully sourced a suitable coach/bus for the Wednesday morning pick up and drop off prior to the Study Tour's departure from Port Macquarie Airport later that Wednesday afternoon.

A booking has been made for the Farewell Function to be held at the Port City Bowling Club private dining area, for the evening of Tuesday 2 August.

A quotation has been sought from Centre of Gravity as a possible wet weather activity during the full day tour proposed for Monday 1 August. A copy of the quotation received is attached to this report.

Attachments

1 [View](#). Email quotation from Centre of Gravity 16042016

From: Kerrie Marks [<mailto:centreofgravity@ymail.com>]
Sent: Saturday, 16 April 2016 11:11 AM
To: fruitfix
Subject: Re:

Dear Noel,

Indoor rock climbing is one of those activities you always remember. It's great for confidence building and it appeals to **both genders** and is fun for all ages. Dark Zone Laser Tag is in a double story maze which is filled with laser lights, music and fog to get your adrenaline pumping, all in **air conditioned comfort**.

Here is a Quote for:

DATE : Monday 1st August, 2016 (Bank holiday, **PUBLIC Holiday**)
ACTIVITY: Indoor Rock Climbing and Dark Zone Laser Tag
DURATION: 2 1/2 Hours
NUMBER: 40-50 people
PRICE: \$25 per person minimum of 30

A deposit will be required for this booking as it is out of standard business hours.

Kind Regards

Kerrie & James Malikoff
Centre of Gravity



Item: 07

Subject: 2016 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Sub-Committee note and discuss the information contained in the 2016 Handa Higashi Senior High School Study Tour report.

Discussion

The host school for the upcoming 2016 Handa Higashi Senior High School Study Tour is MacKillop Senior College Campus. 12 students (nine (9) girls and three (3) boys) from the Handa Higashi Senior High School will fly into Port Macquarie on the afternoon of Friday 29 July, flying out of Port Macquarie on Wednesday 3 August 2016, spending 5 nights with their host families.

An invitation to attend a Handa Sister City Sub-Committee meeting was extended to the Principal of MacKillop Senior College Campus - Mrs Anne O'Brien on 9 March 2016, to run through the upcoming tour and answer any questions in relation to the Study Tour. At the time of writing this report, an acceptance to the invitation was yet to be received.

Since the last Sub-Committee meeting, a further letter of interest has been received from a local high school to host the 2017 Handa Higashi Senior High School Study Tour. To date interest has now been expressed from Westport Secondary Senior Campus and the Heritage Christian School to host future study tours.

Attached to this report is the letter from Heritage Christian School and the Mayor's reply for the Sub-Committee's information.

Attachments

1[View](#). Letter from Heritage Christian School

2[View](#). Letter from Mayor to Heritage Christian School



7 April 2016

ATTENTION: MAYOR - PETER BESSELING

Port Macquarie Hastings Council
PO Box 84
PORT MACQUARIE NSW 2444

Dear Peter

Thank you for your recent letter enquiring as to whether our school would be interested in hosting either the 2017 Study Tour group, or future years, from Council's sister city in Handa, Japan.


I would like to confirm our interest in hosting the 2017 group from Handa Higashi Senior High School, and I look forward to receiving further details regarding this event.

Please do not hesitate to contact me with any further questions or information you may have regarding this matter.

Yours sincerely



Geoff Brisby
Principal

 PORT MACQUARIE HASTINGS	
TRIM No	CRM No
13 APR 2016	
Keyword	
Activity	
Subject	
Folder SFIS12770	

A vibrant, engaged
community... *Educating, Nurturing, Empowering.*

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PORT MACQUARIE-
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ABN 11 236 901 601



PORT MACQUARIE
HASTINGS

20 April 2016

Refers to: CRM 8577/2016
SF15/2770

Mr G Brisby
Principal
Heritage Christian School
PO Box 5598
PORT MACQUARIE NSW 2444

Dear Geoff

2017 Handa Study Tour Group

Thank you very much for your School's offer to host the 2017 Handa Study Tour Group.

Your offer to host our Sister City visitors is very much appreciated and I have forwarded your contact details to Council's Place Making Corporate Events Co-ordinator, Jenny Mead, to contact you to further discuss. Jenny is the staff member who works with the Port Macquarie-Hastings Handa Sister City Sub-Committee to co-ordinate and organise the Study Tour Group visits.

In the meantime, Jenny can be contacted via email Jenny.Mead@pmhc.nsw.gov.au or via telephone 6581 8111.

Council looks forward to working with the Heritage Christian School in hosting the 2017 Handa Study Tour Group.

Yours sincerely

Peter Besseling
MAYOR

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Corner Lord & Burrawan Streets
Telephone (02) 6581 8111
Facsimile (02) 6581 8123

WAUCHOPE OFFICE
High Street
Telephone (02) 6589 6500

LAURIETON OFFICE
9 Laurie Street
Telephone (02) 6559 9958

Item: 08

Subject: PROPOSED INCLUSIONS IN UPCOMING 2016 STUDY TOUR

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Sub-Committee put forward and discuss any further inclusions in the 2016 Study Tour Group itinerary.

Discussion

Attached are copies of both the Students and Adults Itineraries from last year's study tour for the Sub-Committee's information.

As per the Minutes from the April meeting, Council's Place Facilitator - Events is to contact the operators of the newly constructed kiosk on Town Beach to discuss options available for an early lunch as part of the full day tour to be conducted on Monday 1 August.

Advice received from Council's Infrastructure staff is that the kiosk is due to open around the 11 - 12 May. Enquiries to be made with the kiosk operators after that date. Feedback to be provided to the Sub-Committee at the June meeting.

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Attachments

1[View](#). 2015 Adults Itinerary Handa Higashi Study Tour

2[View](#). 2015 Students Itinerary Handa Higashi Study Tour

ITINERARY
HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE
31 July - 5 August 2015
(This Itinerary has been produced for the Adults)

Day and Time	Time	Activity	Committee
FRIDAY 31 July 2015	12.55 pm	Arrive at Port Macquarie Airport	
		Collect luggage and board bus. Depart Port Macquarie Airport for Council Offices.	BH, JM, PJ
	Approx 1.20 pm	Arrive Council Offices for afternoon tea with Mayor of Port Macquarie Hastings Council - Councillor Peter Besseling	BH, JM, NH, PJ
		Welcome Speech by Mayor, response by Handa Principal and/or Handa Student. Inspection of Council Chambers. Afternoon Tea.	
	2.00pm	Bus departs from Council for St Columba Anglican School	
	From 2.20pm	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	?
	5.50 pm	Depart Waters Edge Hotel for Dinner at Zebu's	
	6.00 pm	Dinner at Zebus (2 courses - pre-selected @ \$55.00 pp)	Mitch & Karen Jen (back up)
	8.00 pm	Return to Waters Edge Hotel (Committee member to accompany)	?
SATURDAY 1 August 2015	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 LGA Tour (Deb to meet Cr Sargeant at Waters Edge Hotel)	Deb D & Cr Sargeant
		Visit to the Port Macquarie Koala Hospital, Tacking Point Lighthouse, North Brother Lookout	Deb D & Cr Sargeant
	1.00pm	Lunch at Cassegrain and walk around gardens	
	3.30pm	VIP Tour of winery and cellar door tastings (TBC)	Deb D & Cr Sargeant
		Return to Waters Edge Hotel	Deb D & Cr Sargeant
		Free Time	
SUNDAY 2 August 2015	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 with Committee members and attend local markets (Cassegrains markets not on) or powerboat races at McInherney Park.	Corbi & Pat
	12.10 pm	Arrive back at Waters Edge Hotel.	Corbi & Pat
	12.30 pm	Depart with Committee member for Host Family BBQ at Sister City Park, Settlement Point.	Corbi & Pat
	From 2.30pm	Depart Sister City Park and travel with Committee member to local Shopping Centre. Afternoon Tea.	Corbi & Pat
	3.00 pm	Arrive back at Waters Edge Hotel	Corbi & Pat
		Free Time	

MONDAY 3 August 2015	8.30am	Committee member to collect teachers and take to St Columba School to meet bus for day tour (see Students' Itinerary for details)	Deb D
	9.00am	Bus departs for Tour of LGA	Deb D, Jen & SCAS Teacher
	3.00pm	Tour Bus returns to St Columba School.	
	3.20pm	Teachers depart St Columba School with Committee member and return to Waters Edge Hotel	Deb D
		Free Time	
	6.00 pm	Committee member to collect Teachers and take to Dinner (Westport or Panthers)	Bruce & Roz
TUESDAY 4 August 2015	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.	?
	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	
	3.30 pm	Teachers to be picked up from school by Committee member and returned to Waters Edge Hotel	?
		Free time	
	5.50pm	Committee member to collect teachers and bring to Port City Bowling Club for Farewell Function hosted by Handa Higashi Students.	?
	Approx 8.30pm	Depart Port City Bowling Club with Committee member and return to Waters Edge Hotel	?
WEDNESDAY 5 August 2015	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	Bruce to help teachers
	8.40am	Bus arrives at St Columba Anglican School	Jen to meet bus at school
	9.00 am	Bus departs School for Pelican Feeding and then Whale Watching	
	9.15 am	Students and teachers to feed the pelicans. Sanitizer hand wash and towels will be provided	Bruce to get fish Jen to meet at ramp
	9.30 am	Students and teachers walk around to Yellow Jet Boat for Whale Watching Cruise or River Cruise	Jen & ?
		Ocean Blast Whale Watching (45mins max 1.5 hours depending on what sightings)	Jen & ?
	11.30am	Students and Teachers board bus parked at Town Green and then head out to Airport	Bruce to pick up Fish n Chips
	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.	Bruce & Jen & ?
	1.15 pm	Students and Teachers fly out to Sydney (QF 2171)	

ITINERARY

HANDA HIGASHI SENIOR HIGH SCHOOL VISIT TO PORT MACQUARIE

31 JULY - 5 AUGUST 2015 INCLUSIVE
Students Itinerary

DAY	TIME	ACTIVITY
Friday 31 July 2015	12.55pm	QF 2170 from Sydney – arrives PMQ 12.55pm 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.
	Approximately 1.20pm arrive at Chambers	Mayor (Chairman) to deliver Welcome speech. Handa Higashi student or Tour Leader to respond Inspection of Council Chambers and afternoon tea.
	Approximately 2.00pm	All visiting students and teachers to board bus and head to St Columba Anglican School.
	From 2.15pm	Coach arrives at St Columba Anglican School, Students to be introduced to host families and then travel home with Homestay Families.
	Students spend the evening with home stay families	
Saturday 1 August 2015	Students involved in activities with home stay families all day	
Sunday 2 August 2015	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 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
	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 3 August 2015	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 1.3km walk along the boardwalk
	9.45 am	Gift Shop
	10.15 am	Board bus. Bus departs for Billabong Wildlife Zoo
	11.30am	Arrive at Billabong Wildlife/Koala Park.
	12 noon	Lunch 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	Students involved with activities with Host Family
Tuesday 4 August 2015	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.
	5.50 pm	Host families and students arrive at Port City Bowling Club – Owen Street, Port Macquarie Upstairs Private Dining Room for Farewell Function
	8.30pm	Function Finishes
Wednesday 5 August 2015	8.30 am	Host families take visiting student(s) with their luggage to St Columba Anglican School to say goodbyes. Visiting students to board bus
	9.00 am	Bus departs SCAS and goes to Town Green for Ocean Blast Whale Watching Tour
	9.15 am	Students and teachers to walk down to ramp to feed the pelicans. Sanitizer handwash and towels will be provided
	9.30 am	Students walk along the boardwalk to Jet Boat for Whale Watching Cruise or River Cruise
	9.45 am	Ocean Blast Whale Watching (45mins max 1.5hrs depending on whale sightings)
	11.30 am	Students and teachers board bus parked at Town Green and then 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.
	1.15pm	Students and Teachers fly out to Sydney (QF 2171)

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Item: 09

Subject: 2016 MEETING DATES

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Sub-Committee members note the dates listed in the report for the remainder of 2016. The next meeting of the Port Macquarie-Hastings Handa Sister City Sub-Committee will be held on 2 June 2016.

Discussion

The meeting schedule for the PMH Handa Sister City Sub-Committee for 2016 has been determined with the meeting dates as follows:

- 7 July 2016
- 2016 Study Tour Group arrives 29 July. Departs 3 August 2016
- 4 August 2016
- 1 September 2016 (Debrief TBC)

Attachments

Nil

Item: 10

Subject: ECONOMIC RELATIONSHIP

Presented by: Community and Economic Growth, Tricia Bulic

RECOMMENDATION

That the Sub-Committee members note the information outlined in the Economic Relationship Report.

Discussion

Consensus was reached at the March Handa Sister City Sub-Committee meeting that in order to allow information to easily flow from Council's Economic Development Steering Group (EDSG) to the Handa Sister City Sub-Committee, that a standing report be included in the Handa Sister City Sub-Committee Agenda.

Next EDSG meeting set down for 4 May 2016.

Following on from General Business Item 10.3 from the March Meeting, recent enquiries were made regarding the status of the proposed student exchange between Charles Sturt University (CSU) and Nihon Fukushi University in Handa. These enquiries revealed that discussions on the proposed student exchange continue between CSU and the Nihon Fukushi University although it will be difficult to make significant progress until the English Language Centre is established at the newly constructed CSU Port Macquarie Campus. Plans are underway and CSU envisage opening the English Language Centre in September 2016.

Attachments

Nil