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# **PALMERSTON NORTH CITY COUNCIL**

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## **MINUTES ATTACHMENTS COUNCIL**

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**9AM, MONDAY 26 MARCH 2018**

**COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING  
32 THE SQUARE, PALMERSTON NORTH**

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## **COUNCIL MEETING**

26 March 2018

### **Late Item - 2018 Sister Cities Conference**

1. Sister Cities Conference

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**PNCC participation at the 2018 Sister Cities New Zealand Conference**

This item seeks Council's approval for Councillors to take part in the upcoming Sister Cities New Zealand annual conference, to be held 24-26 May, Lower Hutt.

The theme of the 2018 Conference is "connecting globally through technology". This is a timely theme for Palmerston North to learn from best practice, as we work to introduce our own school-to-school skype connections with our Sister Cities.

The urgency of this item is to ensure that the relevant Councillors can register before the early bird date of 31 March.

As a SCNZ Local Government member, the early bird rate is \$600 (excl. GST), which includes the Awards dinner, or \$250 excluding the awards dinner. Full programme and registration information is attached to this report.

The proximity of the 2018 conference means that flights are not required, so it is affordable for more Councilors to participate this year than earlier conferences further afield (the suggestion is 4-5)

## SCNZ 2018 Conference

As this is a DRAFT programme, all times and content are subject to change.

### Arise Centre

|                   |         |  |
|-------------------|---------|--|
| Thursday 24th May | 12.00pm | Registrations desk open  |
|                   | 1.00pm  | Mayoral Forum & Community/Schools Forum                                      |
|                   | 3.00pm  | SCNZ President-Achievements for last 12 months                               |
|                   | 3.15pm  | MC - Feedback from Forums  |
|                   | 4.15pm  | <i>Conference Coaches to Welcome Powhiri</i>                                 |
|                   | 5.00pm  | Welcome Powhiri & cultural performance                                       |
|                   | 6.00pm  | Networking Cocktail event  |
|                   | 7.15pm  | <i>Transport to Accommodation, Queensgate Mall or Jackson Street, Petone</i> |

### Arise Centre

|                 |         |   |
|-----------------|---------|---|
| Friday 25th May | 8.00am  | <i>Conference Coaches pick up from Accommodation</i>          |
|                 | 8.00am  | Registrations desk open/networking                            |
|                 | 9.00am  | MC Darren Ludlow - Outline of the day                         |
|                 | 9.10am  | Mayor of Lower Hutt - Welcome                                 |
|                 | 9.20am  | US Embassy Representative                                     |
|                 | 9.35am  | Speaker - CLAIR Sydney  |
|                 | 9.55am  | Speaker - MFAT  |
|                 | 10.15am | <b>Morning Tea &amp; Networking</b>                           |
|                 | 10.50am | Speaker - NEC NZ Ltd - Smart Cities                           |
|                 |         | Speaker - GNS - Science & Technology behind Natural Disasters |
|                 | 11.20am |   |
|                 | 11.50am | Speaker - Noel Group - Temor Sense Technology                 |
|                 | 12.20pm | MC - Outline the afternoon                                    |
|                 | 12.30pm | <b>Lunch &amp; Networking</b>                                 |
|                 |         | Speakers - Minoh City x 3 (10 mins each) plus                 |
|                 | 1.20pm  | Interpreting  |
|                 | 2.05pm  | Skype to Minoh City, Japan (10 minutes)                       |
|                 | 2.20pm  | MC - Outline bus transfers and evening plans                  |
|                 | 2.30pm  | <i>Coaches depart venue for drop off at accommodation</i>     |
|                 | 3.30pm  | <i>Pick up from accommodation</i>                             |

### "Surprise Location"

|                |        |   |
|----------------|--------|---|
| Friday evening |        | <u>***see notes below</u>                       |
|                | 4.30pm | <i>Conference Coaches arrive at destination</i> |
|                | 4.30pm | <b>Welcome Refreshments &amp; Canapes</b>       |
|                | 5.10pm | MC's Welcome and introduction to location       |

|               |  |
|---------------|--|
| 5.25pm        | Entertainment / Networking                   |
| 6.00pm        | MC -preview of the Awards Finalists projects |
| <b>6.30pm</b> | <b>Buffet Dinner</b>                         |
| 6.50pm        | Entertainment                                |
| 7.15pm        | MC - Air NZ/SCNZ present the award winners   |
| <b>8.00pm</b> | <b>Dessert, Tea &amp; Coffee</b>             |
| 8.10pm        | Entertainment                                |
| 8.30pm        | MC - Closing & outline Saturday              |
| 9.00pm        | <i>Conference Coaches depart venue</i>       |

### Arise Centre

Saturday 26th May

|                |  |
|----------------|--|
| 8.15am         | <i>Conference Coaches pick up from Accommodation</i>   |
| 8.45am         | SCNZ AGM (all SCNZ members are invited to attend)<br><b>Morning Tea &amp; Networking</b> (non- members arrive for conference ) |
| <b>10.00am</b> |  |
| 10.30am        | Speaker - SCNZ Youth Committee   |
| 10.50am        | Speaker - China Youth Tour   |
| 11.10am        | Speaker - Taizhou, CHINA (10th Anniversary)  |
| 11.30am        | Discussion on connecting globally - sharing ideas  |
| 12.35pm        | Announcement/presentation of 2019 Conference   |
| 12.55pm        | MC - Outlines Post Conference Tours  |
| 1.05pm         | MC & SCNZ close the Conference   |
| <b>1.20pm</b>  | <b>Lunch &amp; Networking</b>  |
| 2.15pm         | <i>Post Conference Tours/Airport drop-off</i>  |

### Post Conference Tours:

Saturday 26th May

|        |   |
|--------|---|
| 2.15pm | <i>Buses to Te Papa, Weta Studios and Airport</i> |
| 2.45pm | Te Papa - Galipolli Exhibition Tour at 3.00pm     |
| 3.00pm | Weta Studios/Cave                                 |
| 3.30pm | <i>Airport drop off (approximately)</i>           |
| 4.15pm | Weta Studios - pick up                            |
| 4.30pm | Te Papa - pick up                                 |
| 5.00pm | <i>Buses arrive in Petone/Lower Hutt</i>          |

### Dress Code:

Welcome Powhiri  
Conference  
Awards Dinner

|     |                              |
|-----|------------------------------|
|     | Business or Smart Casual     |
|     | Business or Smart Casual     |
| *** | Smart Casual / Country style |

### Surprise Location:

|     |   |
|-----|---|
|     | This venue is in rugged landscape on a private road so is only accessible by Conference Coaches, not private vehicles or taxis. |
| *** |   |

## Registration Rates (last day for registration is 18 May 2018)

### Rate eligibility dates

| Early Bird               | Standard              | School, Community,<br>Individual or Student |
|--------------------------|-----------------------|---|
| 1 March to 31 March 2018 | 1 April – 18 May 2018 | 1 March – 18 May 2018                       |

### Registration: Full Conference (rates are per person)

| MEMBERS   | GST Excl. | GST Incl. |
|---|-----------|-----------|
| Local Government or Corporate: Early Bird - <i>includes Awards Dinner</i> | \$600     | \$690     |
| Local Government or Corporate: Standard - <i>includes Awards Dinner</i>   | \$700     | \$805     |
| School, Community or Individual: Standard - <i>includes Awards Dinner</i> | \$500     | \$575     |
| NON-MEMBERS   | GST Excl. | GST Incl. |
| Non-Member Early Bird - <i>includes Awards Dinner</i>                     | \$700     | \$805     |
| Non-Member Standard Rate - <i>includes Awards Dinner</i>                  | \$800     | \$920     |
| Student (unwaged) Standard Rate - <i>includes Awards Dinner</i>           | \$450     | \$517.50  |

### Registration: Single Day (rates are per person)

|   | GST Excl. | GST Incl. |
|---|-----------|-----------|
| Member <i>does not include Awards Dinner</i>            | \$250     | \$287.50  |
| Non-Member <i>does not include Awards Dinner</i>        | \$350     | \$402.50  |
| Student (unwaged) <i>does not include Awards Dinner</i> | \$100     | \$115.00  |

### Registration: Awards Dinner – Friday 25 May (Limited tickets available)

| Rates are per person  | GST Excl. | GST Incl. |
|---|-----------|-----------|
| Awards Dinner ( <i>if you are registering for a single day and wish to attend this dinner</i> ) | \$140.00  | \$161.00  |

## Payment Options:

### Internet Banking:

Deposit funds to:

Hutt City Council, Westpac Bank, Lower Hutt City Council

Account Number: 03-0531-0429500-04

You must include the **Delegates Name** and the Code/Reference **175019301SCNZ18** to enable us to trace your payment.

### Credit Card:

Visa and Mastercard only, accepted. (Amex and Diners not accepted).

Payment will be processed manually and a receipt emailed to you when actioned.

### Invoice Request:

Please include your Purchase Order Number (if required) and the email address for the invoice to be sent to.