



Port Macquarie-Handa Sister City Sub-Committee

Business Paper

date of meeting: Thursday, 29 March 2012

location: Function Room, PMHC, 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**

Attendance Register

Port Macquarie-Handa Sister City Sub-Committee

Member	10/08/11					
Bruce Hardy	✓					
Brian Peel	✓					
Mitch McKay	✓					
Patricia Johnson	✓					
Graeme Cook	A					
Deborah Hoffman	A					
Noel Hoffman	✓					
Chantelle Dagger	✓					
Louise Gibbs	✓					
Non-voting						
Stewart Todd – PMHC Group Manager Governance & Executive Services	A					
Jenny Mead - Corporate Events Coordinator	✓					

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology



**PORT MACQUARIE
HASTINGS**

Port Macquarie-Handa Sister City Sub-Committee Meeting

Thursday, 29 March 2012

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	<u>1</u>
02	Apologies.....	<u>1</u>
03	Confirmation of Minutes	<u>1</u>
04	Disclosures of Interest.....	<u>2</u>
05	Business Arising from Previous Minutes.....	<u>4</u>
06	Proposed Study Group Tour for 2012	<u>5</u>
07	Host School	<u>7</u>
08	Finance	<u>9</u>
09	2011 Study Tour Booklet.....	<u>12</u>
10	Suggestion for Upcoming 2012 Study Tour	<u>16</u>
11	Invitation from Handa City Council to Administrator to attend Dashi Festival in 2012	<u>17</u>
12	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 10 August 2012 be confirmed.

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 Conflict:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Insignificant Conflict:
May participate in consideration and voting.

For the reason that:
.....

Signed: Date:

(definitions are provided on the next page)



Definitions

(Local Government Act and Code of Conduct)

Pecuniary

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (LG Act s442 and s443).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (LG Act s451)

Non-Pecuniary

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

Non Pecuniary – Significant Interest

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

Non Pecuniary – Less than Significant Interest

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Presented by:

Item:	04 General Business	Date:	10/08/11
Subject:	2010/2011 Account Details		
Action Required:	Request received to provide at first meeting for 2012		
Current Status:	All accounts income and expenditure included in this Agenda		

Item:	04 General Business	Date:	10/08/11
Subject:	Collage of previous visits as gift to Handa		
Action Required:	Location of photographs being sought		
Current Status:	Looking for photographs in archives		

Item:	04 General Business	Date:	10/08/11
Subject:	Outstanding Accounts		
Action Required:	Payment of all outstanding accounts		
Current Status:	All outstanding accounts were paid prior to end of 2011		

Item:	04 General Business	Date:	10/08/11
Subject:	Expressions of Interest in hosting 2012 Study Tour		
Action Required:	Contact was made with all schools with Japanese on their school curriculum for 2012 seeking their interest in hosting.		
Current Status:	St Columba Anglican School has been confirmed as Host for 2012 Study Tour Group.		

Item:	04 General Business	Date:	10/08/11
Subject:	Remaining items as per minutes		
Action Required:	Items remain outstanding.		
Current Status:	As more details of the 2012 Study Tour are finalised these remaining items will be addressed.		

Item: 06

Subject: PROPOSED STUDY GROUP TOUR FOR 2012

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the advice received from Handa Highashi Senior High School be noted.

Discussion

Students from Handa Higashi Senior High School will arrive in Port Macquarie to start their 5 day Study Tour on Friday 27 July 2012. Council has received advice that at this stage the Study Tour will comprise of twelve (12) students and three (3) teachers. These numbers will be confirmed in the next coming months.

Attachments

1 [View](#). Email from Handa Higashi Senior High School

RE: Visit to Port Macquarie by Handa Higashi High School in 2012

あきた えり

to:

Mead Jenny

17/11/2011 12:31 AM

Show Details

History: This message has been replied to and forwarded.

Dear Jenny,

Thank you for your e-mail the other day.

I'm so sorry for not sending an e-mail after the tour.

We really appreciate your kindness.

We can't thank you enough for your hospitality.

If you have a chance to come to Handa, please let us know. We'll welcome you.

As for the Tour of 2012, we would like to visit Port Macquarie from July 27th (Fri) to August 1st (Wed). Is it possible?

We, Midori and I, want to visit your city and meet you again, but we'll be in charge of the third grade (the last grade) next year.

So, unfortunately, it may be difficult to visit you next year. Other teachers will accompany 12 students.

And thank you for preparing for the pictures of Power Point.

We want 16 copies, but if making 16 copies is troublesome for you, just 1 copy will be OK. I'll make some copies.

Our address is :

Handa Higashi High School

30 Nishihaemi-cho, Handa-city, Aichi 475-0016, Japan

Tel: 0081-569-29-1122, Fax: 0081-569-29-5198

I'm looking forward to receiving your parcel.

In Japan, it's getting colder and colder. In Australia, summer is coming, isn't it?

Take care!

Eri Akita

Handa Higashi High School

file:///C:/Documents and Settings/JennyM.HASTINGS/Local Settings/Temp/notesC31... 23/03/2012

Item: 07

Subject: HOST SCHOOL

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Committee note that St Columba Anglican School will host the Study Tour Group from Handa Higashi Senior High School in 2012.

Discussion

After initial discussions with representatives of the various High Schools in the Hastings Region, who have Japanese as part of their 2012 curriculum, Council received advice that Westport High School expressed interest in hosting the Study Group from Handa in 2012. A letter from Council was sent to the Principal at Westport High School asking him to confirm the verbal advice received.

Unfortunately the Principal from Westport High School advised in his reply to Council that due to a change in staffing levels at the time the tour is expected, they will no longer be able to host as previously advised.

Taking into account the feedback received from the High Schools within the Hastings, the decision to offer the hosting role to St Columba Anglican School was made. After receiving verbal advice that St Columba would like the opportunity to again host the students a letter was forwarded to the Principal. A response confirming the School's ability to host has since been received.

Attachments

1. Letter from Principal of St Columba confirming hosting arrangements for 2012

-2-03- 12 027

A

St Columba
Anglican School
A World of Opportunities



6/03/2012

Mr Neil Porter
Administrator
Port Macquarie Hastings Council
PO Box 84
Port Macquarie NSW 2444

29th February, 2012

Dear Neil,

PROPOSED HANDA HIGASHI STUDY TOUR 2012

Thank you for your letter of 24th February 2012 regarding the Handa Higashi Study Tour 2012.

I confirm that St Columba Anglican School will be delighted to host the Handa Higashi High School's Study Group from Friday, 27th July to Wednesday, 1st August 2012. I look forward to hearing from you further once more details are available.

Yours sincerely,

Terry Muldoon BA Dip Ed Grad Dip Ed Admin M Ed MACEL
Principal

Port Macquarie HASTINGS COUNCIL	
Parcel	2 - MAR 2012
Library	
Room	
Cabinet	
Binder	

Pre-Kindler to Year 12 Co-Educational Campus
A School of the Diocese of Grafton



St Columba Anglican School
3 Iona Avenue
PO Box 5368
Port Macquarie NSW 2444
T: 02 8801 4188
F: 02 8581 4390
E: secretary@scna.nsw.edu.au
www.scas.nsw.edu.au

Item: 08

Subject: FINANCE

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Committee be advised of the funds available currently allocated in the 2011/2012 budget.

Discussion

Attached is a copy of the expenditure budget and income budget relating to the 2011 Handa Higashi Student Study Tour Group.

The 2012/2013 draft budget allocation for the Study Tour Group is \$13,500. Please note that the draft budget will be placed on public exhibition in the coming weeks.

Attachments

- 1[View](#). Income received 2011 Handa Higashi Study Tour
- 2[View](#). Expenses incurred 2011 Handa Higashi Study Tour

Date	Year	Reference	Actual	Committed	Oncost	Total Value	Account Name	Transaction Description
03/08/2011	2012	2584491	-4329.09	0	0	-4329.09	Handa Higashi High SchoolHand	<<INV 65373 Study Tour Group
Total Income							-4329.09	



PORT MACQUARIE-HANDA SISTER CITY SUB-COMMITTEE
29/03/2012

Date	Year	Type	Reference	Actual	Committed	Oncost	Total Value	Account Name	Transaction Description
22/03/2012	2012	201	REIMBURSE	172.73	0	0	172.73	N/V Porter	<<EFT 960 2600 REIMBURSE - HANIDA HIGASHI VISIT
19/10/2011	2012	201	Aug 11 PCard B#5	5.89	0	0	5.89	Port Macquarie-Hastings Council	<<CHO 00002328 Chocolate frogs (J Mead)
19/10/2011	2012	201	Aug 11 PCard B#5	78.47	0	0	78.47	Port Macquarie-Hastings Council	<<CHO 00002328 Handa BBQ supplies (J Mead)
19/10/2011	2012	201	Aug 11 PCard B#5	54.89	0	0	54.89	Port Macquarie-Hastings Council	<<CHO 00002328 BBQ / Junk boat trip +lunch (J Mead)
19/10/2011	2012	201	Aug 11 PCard B#5	17.08	0	0	17.08	Port Macquarie-Hastings Council	<<CHO 00002328 Drinks for hours / lunches (J Mead)
19/10/2011	2012	201	Aug 11 PCard B#5	7.18	0	0	7.18	Port Macquarie-Hastings Council	<<CHO 00002328 Ice for esky (J Mead)
19/10/2011	2012	201	Aug 11 PCard B#5	3.64	0	0	3.64	Port Macquarie-Hastings Council	<<CHO 00002328 Airport parking - Handa departure (
19/10/2011	2012	201	10	200	0	0	200	Port Macquarie-Hastings Council	<<EFT 907 123692 SISTER CITY NIGHT - 2.8.11
05/10/2011	2012	201	WAGES ADVANCE	168.23	0	0	168.23	Port Macquarie-Hastings Council	<<EFT 903 14177 WAGES ADVANCE W/E 30.9.11
17/08/2011	2012	201	FOLLO 64267	495	0	0	495	Mercurie Centro Hotel	<<EFT 888 19596 ACCOMM - MRS W/ AKAHASHI
17/08/2011	2012	201	FOLLO 64267	-495	0	0	-495	Mercurie Centro Hotel	<<EFT 888 19596 ACCOMM - MRS W/ AKAHASHI
17/08/2011	2012	201	FOLLO 64268	450	0	0	450	Mercurie Centro Hotel	<<EFT 888 19596 ACCOMM - MIS ERI AKITA
17/08/2011	2012	1412	FOLLO 64268	-495	0	0	-495	Mercurie Centro Hotel	<<EFT 888 19596 ACCOMM - MIS ERI AKITA
17/08/2011	2012	1412	FOLLO 64259	-495	0	0	-495	Mercurie Centro Hotel	<<EFT 888 19596 ACCOMM - DOI YOSHIKAZU
17/08/2011	2012	201	FOLLO 64259	450	0	0	450	Mercurie Centro Hotel	<<EFT 888 19596 ACCOMM - DOI YOSHIKAZU
17/08/2011	2012	201	JULY	42.5	0	0	42.5	Paq Procedures	<<EFT 888 15704 1.8KG CHOCOLATE CAKE
17/08/2011	2012	201	97689-2	654.35	0	0	654.35	Bilabong Roxala Breeding Cent	<<EFT 888 14979 ADULT LUNCH
17/08/2011	2012	201	502	924.55	0	0	924.55	Port Macquarie City Bowling Cl	<<EFT 888 13374 CATERING - BUFFET MEALS
17/08/2011	2012	201	126	170.46	0	0	170.46	The Chinese Junk	<<EFT 888 13180 CHARTER ON "JUNK MATERIAL" 2.8.11
17/08/2011	2012	201	5128	1145.45	0	0	1145.45	Holiday Coast Tours	<<EFT 888 10053 HANDA SISTER CITY CHARTERS
17/08/2011	2012	201	679615	600	0	0	600	The Staff Room	<<EFT 888 3387 HOST FAMILY BBQ
17/08/2011	2012	201	679612	125	0	0	125	The Staff Room	<<EFT 888 3387 HANDA STUDY TOUR WITH ADMINISTRATOR
16/08/2011	2012	1410	174068	495	-495	0	0	Mercurie Centro Hotel	<<INV FOLLO 64259 >P/O 83330
16/08/2011	2012	1410	174065	495	-495	0	0	Mercurie Centro Hotel	<<INV FOLLO 64268 >P/O 83330
16/08/2011	2012	1410	174064	495	-495	0	0	Mercurie Centro Hotel	<<INV FOLLO 64267 >P/O 83330
12/08/2011	2012	201	JUL 11 PCards B4	109.09	0	0	109.09	Port Macquarie-Hastings Council	<<CHO 00002327 Glass plate - Handa gift (J Mead)
29/07/2011	2012	201	JULY	86.37	0	0	86.37	Mikes Seafood	<<CHO 001194.34 FISH & CHIPS
22/07/2011	2012	201	PAYMENT	150	0	0	150	Port Macquarie City Bowling Club	<<CHO 001194.12 HIRE OF VENUE FOR FAREWELL
15/07/2011	2012	9808	Commit Recl 2011	0	1485	0	1485	Accrued Expenses (Current)	
Total Expenses				6076.08	0	0			



Item: 09

Subject: 2011 STUDY TOUR BOOKLET

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Committee members note the receipt of the 2011 Tour Booklet received from Hiroyuki Banno, the Principal of Handa Higashi Senior High School.

Discussion

Recently Council received a copy of a booklet compiled by the students who visited Port Macquarie as part of the 2011 Study Tour Group. This booklet was accompanied by a letter from Hiroyuki Banno, the Principal of Handa Higashi Senior High School. The booklet details the students and teachers experience whilst visiting Port Macquarie and Sydney, and contains photos and stories about their trip. This booklet will be tabled at the meeting for perusal by the Committee members.

A letter from Council's Administrator, Mr Neil Porter, acknowledging receipt of this booklet was forwarded on 19 March 2012. Sixteen (16) copies of the powerpoint presentation played at the student's farewell function in 2011 were also included for distribution to the visiting students as a memento of their visit to Port Macquarie.

Attachments

- 1 [View](#). Letter from Council's Administrator
- 2 [View](#). Letter and front Cover of booklet from Handa

PORT MACQUARIE
HASTINGS COUNCIL

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NSW Australia 2444
DX 7415

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ABN 11 236 901 801

19 March 2012



Mr Hiroyuki Banno
Handa-Higashi Senior High School
30 Nishi Haemi-cho, Handa-Shi
Aichi 475-0016 JAPAN

COPY

Dear Hiroyuki

I hope that this letter finds you in good health.

Thank you for your recent letter and booklet reporting the visiting students' experience whilst visiting Port Macquarie last year.

We were delighted to read that the students and visiting teachers enjoyed their stay with us here in Port Macquarie.

Please find enclosed copies of the presentation displayed at the Farewell Function at Port City Bowling Club the night before the students departed for Sydney. There are sixteen (16) copies enclosed; one each for visiting student, teacher and one copy for your school records.

St Columba Anglican School will be delighted to host the next group of students visiting Port Macquarie in July this year.

Again, I thank you for the 2011 tour booklet and on behalf of our Sister City Committee and the citizens of Port Macquarie we look forward to hosting students from Handa Higashi Senior High School later on this year.

Yours sincerely

Neil Porter
ADMINISTRATOR

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

WAUCHOPE OFFICE
High Street
Telephone (02) 6589 8500

LAURIETON OFFICE
9 Laurie Street
Telephone (02) 6559 9958

Handa Higashi High School
30 Nishi Haemi-cho, Handa-shi
Aichi, 475-0016, Japan
March 6, 2012

Executive Office
Port Macquarie-Hastings Council
Cnr. Lord and Burrawan Street
(P.O. Box 84)
PORT MACQUARIE NSW 2444

Dear Jenny Mead and all parties concerned,

We thank you for your kindness during our stay in Port Macquarie. We made up a booklet reporting our experience. We hope that you enjoy reading it. We are looking forward to visiting you next July.

Yours Truly,

Hiroyuki Banno
Principal
Handa Higashi High School

平成 23 年度
国際交流推進事業
第 20 回オーストラリア体験旅行記録



愛知県立半田東高等学校

国際教育交流推進事業委員会

Item: 10

Subject: SUGGESTION FOR UPCOMING 2012 STUDY TOUR

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Committee discuss arrangements for the 2012 Study Tour Group.

Discussion

Suggestions and comments are to be sought from the Committee members regarding the proposed upcoming Study Tour Group for 2012.

Attachments

Nil

Item: 11

Subject: INVITATION FROM HANDA CITY COUNCIL TO ADMINISTRATOR TO
ATTEND DASHI FESTIVAL IN 2012

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That members of the Handa Sister City Sub Committee note the receipt of the invitation extended to Council's Administrator from the Mayor of Handa City Council to attend the Dashi Festival in October 2012.

Discussion

Council's Administrator Neil Porter recently received an invitation from the Mayor of Handa extending an invitation to attend the Dashi Festival being held in Handa City in October 2012.

This letter is currently with the Administrator for his consideration.

Attachments

1 [View](#). Invitation to Council's Administrator from Mayor of Handa

CRM 7118/2012

13-03-12 020 A

3/2/2012



HANDA CITY HALL

Mr. Neil Porter
Port Macquarie – Hastings Council Administrator

2-1 TOYO-CHO, HANDA-SHI
AICHI-KEN, 471-0868 JAPAN
PHONE (0569) 23-6061
FAX (0569) 23-6061

Parcel

13 MAR 2012

Library

Room

Exc
Counsellor
Municipal

Dear Mr. Potter,

I believe this letter will find you are doing very well and healthy.
I would like to thank you and the people in Port Macquarie for your and people's hospitality, when our Handa East High School students had an annual Port Macquarie trip last year.

The students told me that they had a wonderful time to experience Australian natures such as kangaroos, koalas, beautiful beaches. I really appreciate your kindness during their visit.

I am also very pleased that the friendship between both cities have been greatly strengthened through many culture exchange activities such as joint concerts performed by Koala's Orchestra and Handa Junior Brass Band.

This year, we celebrate the 75th anniversary since Handa became a city and we plan to have the 7th Handa "Dashi" (Float) Festival on October 6 and 7. "Dashi" (Float) is a historical heritage and old ones were built even in Edo era. Those "Dashi" (Float) will parade in the town in the festival and after the parade, they will gather at one place. It is really a magnificent and fascinating view that all 31 "Dashi" (Float) gather at one place.

I would like to invite three Port Macquarie people including you from October 4 to October 8 to Handa City to see the gathering of 31 "Dashi" (Float) which Handa City is very proud of.

It is the same as the previous occasion that we need to ask you to pay your own round trip cost between Port Macquarie and Chubu International (Centrair) Airport. The rest of the travel cost including accommodations, meals, and transportations in Handa area is paid by Handa City.

A more detailed plan will be informed later. I would appreciate if you could inform us of the list of the name of the people who travel to Handa.

I am looking forward to your visit to Handa.

Sincerely yours,

Sumio Sakakibara
Mayor, City of Handa

榊原 純夫

Next Handa Mtg
29/3/12

The outline of the invitation to Handa "Dashi" Festival

Date: October 4 (Thursday) to October 8 (Monday) in 2012
5 days and 4 nights

Schedule:

10/4 (Thursday)	Arrive in Handa
10/5 (Friday)	Courtesy visit to Handa City Hall Tour in Handa City Welcome Party
10/6 (Saturday)	The 7 th Handa "Dashi" Festival Dinner Party
10/7 (Sunday)	Tour in Aichi Prefecture Farewell Party
10/8 (Monday)	Leave Handa City

Accommodation: in Handa

