



Port Macquarie-Handa Sister City Sub-Committee

Business Paper

date of meeting: Wednesday, 18 April 2012

location: Red 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	29/03/12				
Bruce Hardy	✓	✓				
Brian Peel	✓	✓				
Mitch McKay	✓	✓				
Patricia Johnson	✓	✓				
Graeme Cook	A	✓				
Deborah Hoffman	A	✓				
Noel Hoffman	✓	✓				
Chantelle Dagger	✓	A				
Louise Gibbs	✓	✓				
Non-voting						
Stewart Todd – PMHC Group Manager Governance & Executive Services	A	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

Wednesday, 18 April 2012

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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 29 March 2012 be confirmed.



PRESENT

Members:

Bruce Hardy – Chairman
Brian Peel
Mitch McKay
Patricia Johnson
Graeme Cook
Deborah Hoffman
Noel Hoffman
Louise Gibbbs

Other Attendees:

Jenny Mead - Corporate Events Coordinator

The meeting opened at 4.35pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered by the Chairman Bruce Hardy.

02 APOLOGIES

Consensus:

That the apologies received from Stewart Todd and Chantelle Dagger be accepted.

03 CONFIRMATION OF MINUTES

Consensus:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 10 August 2011 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

All items listed in Business Arising in the Agenda were noted by the Committee members present.

06 PROPOSED STUDY GROUP TOUR FOR 2012

Consensus:

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

07 HOST SCHOOL

Consensus:

1. That the Committee note that St Columba Anglican School has been confirmed to host the Study Tour Group from Handa Higashi Senior High School in 2012.
 2. That the Committee await further updates from Handa Higashi High School regarding the number of students and teachers to visit Port Macquarie in 2012.
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08 FINANCE

Consensus:

1. That the Committee note the budget allocation of \$13,500 in the 2012/2013 draft budget.
 2. That the Committee be aware that the draft budget will be placed on public exhibition in the coming weeks.
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09 2011 STUDY TOUR BOOKLET

Consensus:

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

10 SUGGESTION FOR UPCOMING 2012 STUDY TOUR

Consensus:

That the Chairman liaise with local Motel operators located in the Port Macquarie CBD regarding accommodation for the visiting teachers.

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

Discussion took place regarding the invitation issued to Council. Three of the Committee members advised that they had received personal invitations to attend the upcoming Dashi Festival to be held in October 2012.

Jenny advised that Council's Administrator had not yet had the opportunity to consider the invitation received.

Consensus:

1. 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 for three (3) people to attend the Dashi Festival in October 2012.
 2. That an update be presented to the Committee once advice has been received from Council's Administrator.
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12 GENERAL BUSINESS

12.01 Discussion took place regarding the purchase of suitable gifts for the visiting Study Group, Handa City Council and the Dashi Festival.

The Committee to bring back ideas to the next meeting for consideration.

12.02 Pat Johnson advised that the Koala Band is planning to visit Handa City in 2013.

12.03 Jenny distributed copies of the powerpoint presentation displayed at the farewell function to committee members who wished to receive one. Jenny to display powerpoint presentation at next meeting for those members who did not have the opportunity to view it at the function.

The meeting closed at 5.30pm.

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

Item:	12 .01	Date:	29 th March 2012
Subject:	General Business – Gifts		
Action Required:	Feedback from Committee members about possible gifts for purchase and presentation to Handa Higashi Senior High School and Handa City Council		
Current Status:	Feedback to be provided at this meeting.		

Item:	12.03	Date:	29 th March 2012
Subject:	General Business – Power Point Presentation		
Action Required:	To be displayed at next meeting and additional copies provided.		
Current Status:	To be held over until May Meeting.		

Item: 06

Subject: PROPOSED STUDY GROUP FOR 2012

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the advice advising of a newly appointed Principal received from Handa Higashi Senior High School be noted.

Discussion

Recent advice has been received that a new Principal has been appointed at Handa Higashi Senior High School. Mr Kosuge has taken up the Principal's role previously held by Mr Hiroyuki Banno who accompanied the study group when they visited Port Macquarie in 2011. Council will await official advice if Mr Kosuge will be accompanying the Handa Higashi Senior High School Student Study Group that will be visiting Port Macquarie in July/August 2012.

Attachments

Nil



Item: 07

Subject: HOST SCHOOL

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That discussions be held with St Columba Anglican School to arrange a suitable date and time for representatives of the PMHC Sister City Sub Committee to meet with the Host families in lead up to the arrival of the Student Study Group from Handa.

Discussion

In an effort to offer more assistance and advice to potential and identified host families, the PMHC Handa Sister Sub Committee would like to offer St Columba Anglican School the opportunity to arrange an informal get together with representatives of the Sub Committee and host families in the lead up to the arrival of the next Student Study Group visiting in July/August 2012.

This informal get together could be held at the School or Council Offices in Port Macquarie at a mutually agreeable date and time.

This informal get together would provide a great opportunity for the host families to be provided with copies of the proposed student's itineraries, vouchers, etc. and the opportunity to discuss any matters of concern in relation to hosting a student(s). This would also provide a great opportunity for all the host families to meet one another prior to the students' arrival and possibly arrange small group activities.

Attachments

Nil

Item: 08

Subject: FINANCE

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the Committee note that the draft budget for 2012/13 will be placed on public exhibition in the coming weeks.

Discussion

There has been no change in the figure of \$13,500.00 as reported at last month's meeting.

Attachments

Nil

Item: 09

Subject: SUGGESTIONS FOR UPCOMING 2012 STUDY TOUR

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the committee discuss suggestions for the upcoming 2012 Study Tour and such suggestions be actioned accordingly.

Discussion

That any new suggestions put forward be discussed, noted and actioned accordingly.

Attachments

Nil

Item: 10

**Subject: INVITATION FROM MAYOR OF HANDA CITY COUNCIL TO
COUNCIL'S ADMINISTRATOR TO ATTEND DASHI FESTIVAL IN 2012**

Presented by: Executive Services, Anthony Hayward

RECOMMENDATION

That the information provided by Council's Administrator at this meeting be noted.

Discussion

Council's Administrator Mr Neil Porter will attend today's meeting to provide information to the Committee in relation to the invitation extended to Council for three representatives to attend the Dashi Festival to be staged in Handa, Japan in October 2012.

Attachments

Nil