
PRESENT**Members:**

Brian Peel
Patricia Johnson
Deborah Doyle
Noel Hoffman
Chantelle Perkins
Corbi Wentzell

Other Attendees:

Skye Frost – A/g Group Manager Community, Participation & Engagement
Jenny Mead - PMHC Place Facilitator - Events
Greg Ferrett - Hastings Secondary Collage - Westport Campus

The meeting opened at 4.30pm.

In the absence of the Mayor (The Chairman) Council's Place Facilitator - Events assumed the Chair for the purposes of the 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, Bruce Hardy, Mitch McKay and Graeme Cook be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 7 July 2016 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

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.

06 2016 STUDY TOUR DEBRIEF

CONSENSUS:

1. That the Sub-Committee note the information contained in the 2016 Study Tour Debrief report and provide feedback on the events/activities undertaken as part of this year's Study Tour.
2. That the feedback from the visiting teachers regarding their enjoyment of visiting Charles Sturt University be noted.
3. That consideration be given to including a visit to Black Duck Brewery or Wicked Elf as part of the Saturday tour with the Teachers.
4. That more interactive dancing be included as part of the farewell function hosted by Handa Higashi Senior High School.
5. That the Sub-Committee note the kind offer put forward by Brian Peel to host a "luncheon" or "dinner" at his house on the Saturday or Monday night during the groups five day stay.
6. That Council's Place Facilitator - Events forward copies of the "25th Handa Sister City Commemorative Wine" brochure to the Handa Higashi Senior High School Principal.

Council's Place Facilitator - Events left the meeting at 5.07pm. The Acting Group Manager Community, Participation & Engagement assumed the role of the Chair for the remainder of the meeting.

07 2016 BOOKINGS AND FINANCIAL UPDATES

CONSENSUS:

1. That the Sub-Committee note the information outlined in the bookings and financial updates report.
 2. That it be noted that all expenses are still yet to be finalised. A report on all associated tour costs to be presented at the first meeting to be held in 2017.
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08 2017 HANDA HIGASHI STUDY TOUR

CONSENSUS:

1. That the Sub-Committee members note the information contained in the 2017 Handa Higashi Study Tour report.
2. That Sub-Committee members who are still to provide receipts for petty cash issued and for reimbursement of costs incurred are requested to please forward the receipts to Council's Place Facilitator - Events as soon as possible to enable reimbursement/ paperwork to be completed. Receipts now received from Deb Doyle and Patricia Johnson OAM. Council's Place Facilitator - Events to arrange reimbursement as soon as practicable.

09 2017 PROPOSED MEETING SCHEDULE

CONSENSUS:

That Sub-Committee members note that determination of the 2017 Meeting Schedule for the Port Macquarie-Hastings Handa Sister City Sub-Committee will take place towards the end of 2016. Once the schedule has been determined, the Sub-Committee members will be advised accordingly.

10 GENERAL BUSINESS

10.0 Resignation from Handa Sister City Sub-Committee

Brian Peel announced that after many years as a representative on the Port Macquarie-Hastings Handa Sister City Sub-Committee, he will soon be tendering his resignation from the Sub-Committee.

Chantelle, on behalf of the members of the Sub-Committee, expressed appreciation to Brian for all his hard work since the inception of the Port Macquarie-Handa Sister City Relationship.

Upon receipt of Brian's letter of resignation, a letter will be prepared for the Mayor's signature and forwarded to Brian along with a Certificate of Appreciation acknowledging all his hard work and efforts in ensuring the continuation of the Sister City Relationship over the last 26 years.

Patricia Johnson OAM requested that consideration be given to making Brian an "Honorary Member" of the Sub-Committee.

10.1 Koala Orchestra

Patricia Johnson OAM advised that Sub-Committee that the Hastings Koala Orchestra will be travelling to Handa in Japan for three weeks from 2 April 2017.

10.2 Thank You Card

Patricia Johnson OAM requested that a “thank you” card acknowledging and thanking Principal Kazou Tsuzuki for his efforts over the years in ensuring the continuance of the annual Handa Higashi Study Tours be signed by the Mayor and forwarded to Handa.

10.03 Thank You Letter

That a letter of appreciation be prepared and signed by the Mayor and forwarded to the Principal of MacKillop Senior College Campus acknowledging all the assistance provided in the lead up and during the 2016 Handa Higashi Study Tour.

The meeting closed at 5.47pm.