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**PRESENT**

Mayor Peter Besseling  
Councillor Trevor Sargeant  
Brian Peel  
Mitch McKay  
Deborah Doyle  
Noel Hoffman  
Chantelle Perkins  
Corbi Wentzell

***Other Attendees:***

Lucilla Marshall – PMHC Group Manager Community Development  
Bev Fraser - Executive Assistant to the Director of Community & Economic Growth

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The meeting opened at 4.30pm.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

**CONSENSUS:**

That the apologies received from Patricia Johnson OAM, Bruce Hardy, Graeme Cook and Jenny Mead be accepted.

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**03 CONFIRMATION OF MINUTES**

**CONSENSUS:**

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

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**04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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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.

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**06 2016 BOOKINGS AND FINANCIAL UPDATES**

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CONSENSUS:

That the Sub-Committee note the information outlined in the report Item 06 2016 Bookings and Financial Updates.

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**07 2016 HANDA HIGASHI SENIOR HIGH SCHOOL STUDY TOUR**

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CONSENSUS:

1. That the Sub-Committee note and discuss the information contained in the 2016 Handa Higashi Senior High School Study Tour report.
2. That prior to the next meeting of the Sub-Committee, further discussions be held with the representatives from both Heritage Christian School and Westport Secondary School Campus around possible language barriers and advise them that the Sub-Committee could provide them with support.
3. That once further information is available, the Sub-Committee determine the 2017 Study Tour Host School.
4. That the Sub-Committee determine the level of support to be provided to the 2017 host school at the September 2016 Port Macquarie Handa Sister City Sub-Committee meeting.

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**08 PROPOSED INCLUSIONS IN UPCOMING 2016 STUDY TOUR**

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CONSENSUS:

1. That the Sub-Committee note the information contained in the report and put forward and discuss any further inclusions in the 2016 Study Tour Group itinerary.
  2. That the Sub-Committee members provide any changes to the itinerary to the Place Facilitator - Events prior to the next meeting.
  3. That the Sub-Committee members advise the Place Facilitator - Events which itinerary items they are able to assist with during the Study Tour.
  4. That the possibility of inclusion of a coastal walk and bush tucker experience be included in the itinerary.
  5. That the Place Facilitator research and factor in the costs of attending The Billabong being included in the itinerary.
  6. That a report be presented to the June Sub-Committee meeting providing an updated itinerary and outcomes of research undertaken.
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**09 2016 MEETING DATES**

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CONSENSUS:

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.

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**10 ECONOMIC RELATIONSHIP**

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CONSENSUS:

That the Sub-Committee members note the information outlined in the Economic Relationship Report and the verbal updates provided.

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**11 GENERAL BUSINESS**

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Nil.

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The meeting closed at 5.05pm.

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