



**MINUTES OF MEETING
SISTER CITIES COMMITTEE
HELD WEDNESDAY 26 MARCH 2014**

NOTE: All minutes are subject to confirmation at a subsequent Council or Planning and Strategy Committee meeting.

PRESENT:

Cr Alan Le Surf

Councillor (Chair)

Other Representatives

Tatsuko Ryan	Community Member
John O'Brien	Community Member
Sue O'Brien	Community Member
Laura Currie	Community Member
Peter Stephens	Community Member
Elaine Kent	Community Member
Diane Sullivan	Community Member
Helen Foster	Community Member
Anthony Foster	Community Member
Judi Mudge	Community Member
Christine Richardson	Japanese Teacher, Mackellar Girls Campus
Tomoko Waters	Community Member
Suzanne Smith	Community Member
Liberty Campbell	Japanese Teacher, St Paul's College

Council Staff

Trish O'Grady

Executive Assistant & Protocol Officer

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Sister Cities Committee** met on Wednesday 26 March to consider matters referred to it and now provides the following advice to Council.

OPEN The meeting commenced at 6.00pm in the Councillors' Room

ITEM 1 APOLOGIES AND LEAVE OF ABSENCE

Apologies – Mayor Jean Hay AM, Wayne Collins, Amanda Kibby, Yoko Sullivan, Hugh Clarke, Ian Host, Sumiyo Mimori, Lyn Schwab, Trevor Schwab.

ACTION

ITEM 2 DECLARATION OF INTEREST

No declarations of pecuniary or non-pecuniary interest.

ITEM 3 CONFIRMATION OF MINUTES

The minutes of the Sister Cities Committee meeting held on Wednesday 26 February were accepted:

Moved: Elaine Kent

Seconded: Diane Sullivan

Recommendation

The Committee recommended to the General Manager that the information be received and noted.

ITEM 4 Friendship City and Sister City Projects/Exchanges

4.1 Taito-ku, Japan

- Committee informed of the death of Mr Toshio Ninomiya, Chairperson of TICC. Emails of condolence have been sent to the family and telegrams were organised on behalf of the Mayor and Committee members.
- Mr Suzuki will act as Chair of the TICC.

Recommendation

The Committee recommended to the General Manager that the information be received and noted.

4.2 Odawara, Japan

Exchange Programme

- **Chaperones**
Discussion was held regarding a chaperone for the 2014 Exchange Programme.

The Chair expressed concern regarding sending a teacher or other non member of the Committee. Committee members agreed that a member or someone closely associated with and involved in the program is the most appropriate person to accompany the group as a chaperone.

Some Committee members would like teachers who are involved in the Program to have the opportunity to act as chaperones in the future. Members agreed that any teacher who actively participates in the program for an appropriate length of time should have the opportunity to act as a chaperone.

Discussion was held regarding temporary membership of the Committee and the formation of a sub-committee for the Odawara Program. The Chair explained the structure of Council's Special Purpose Committees (SPC) and Council's system with SPC formation and membership. Christine Richardson advised that the perception of some teachers is that the Sister Cities Committee's sole purpose is the Odawara Program.

Liberty Campbell advised that Amber, a teacher at St Paul's is interested in assisting with the Odawara program and the Chair welcomed the assistance with Orientation meetings and preparation.

- Diane Sullivan supported the Chair regarding the need for a chaperone to be affiliated with the program in some way.

- **Interviews**

20 students have applied for the 2014 Odawara Exchange and interviews will be held on Sunday 13 April. Volunteers for the Interviews are as follows: Alan Le Surf, Christine Richardson, Amanda Kibby, Diane Sullivan, Peter Stephens, Judith French, Sue O'Brien, Tomoko Waters and Liberty Campbell.

- **Orientation Meetings**

Barbara Leonard, Japanese teacher at Freshwater Campus has organised the venue for Orientation meetings at Freshwater Campus and she will be available each week to assist with meetings.

- **Itinerary - Manly**

Sub-committee to review itinerary. Sub-committee members are Peter Stephens, Mitch Garth, Christine Richardson, Diane Sullivan, Sue Smith, Laura Currie and Tomoko Waters. Chair and Trish O'Grady to be copied in all email correspondence with sub-committee.

Peter Stephens has contacted ex Odawara students on facebook and has received an expression of interest from 11 students to participate in the 2014 program.

- **Itinerary - Japan**

Yoko Sullivan has met with staff in Odawara regarding the itinerary for Manly students and requested suggestions from the Committee. Suggestions from Manly Committee include

- School Day (mirrored on the Manly day)
- More outdoor activities

Recommendation

The Committee recommended to the General Manager that the information be received and noted.

4.3 Jing'an, China

There were no matters to report.

4.4 Yeongdo-gu, South Korea

- Diane Sullivan, John & Sue O'Brien and Tony & Helen Foster have volunteered to act as home-stay hosts for Sujin Han who will be in Manly on the Staff Exchange Program from Yeongdo-gu.

Recommendation

The Committee recommended to the General Manager that the information be received and noted.

4.5 Gunnedah, Australia

There were no matters to report.

4.6 City of Huntington Beach California USA

There were no matters to report.

ITEM 5 FINANCIAL REPORTS

The end of February Financial Statement was accepted.

Recommendation

The Committee recommended to the General Manager that the information be received and noted.

ITEM 6 CORRESPONDENCE REPORT

Correspondence, In and Out tabled in folder, was noted.

Recommendation:

The Committee recommended to the General Manager that the information be received and noted.

ITEM 7 GENERAL BUSINESS

▪ **Leave of Absence**

Judi Mudge April and May.

Tomoko Waters April, May, June and July.

ITEM 8 NEXT MEETING DATE:

The next meeting will be held on Wednesday 30 April 2014.

Meeting closed at 7.15pm