



## NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a meeting of **MANLY SISTER CITIES COMMITTEE** will be held:

**DATE:** Thursday 27 June, 2013

**TIME:** 6.00pm (time may vary depending on conclusion of Tokimeki Cup)

**PLACE:** The Cove

### COMMITTEE MEMBERS:

#### Councillors

The Mayor Jean Hay AM  
Cllr Alan Le Surf

Manly Council  
Manly Council (Chair)

#### Other Representatives

Liberty Campbell

Wayne Collins

Ian Host

Amanda Kibby

Sumiyo Mimori

Judi Mudge

John O'Brien

Sue O'Brien

Tatsuko Ryan

Trevor Schwab

Lyn Schwab

Suzanne Smith

Peter Stephens

Yoko Sullivan

Laura Currie

Mitch Garth

Elaine Kent

Kym Swaby

Hugh Clarke

Diane Sullivan

Helen Foster

Anthony Foster

Christine Richardson

St Paul's College Japanese Teacher

Community Member

Balgowlah Boys Campus Japanese Teacher

St Paul's College Japanese Teacher

Community Member Japanese speaker

Community Member

Community Member

Community Member

Community Member

Community Member

Community Member

Community Member

Community Member

Community Member Japanese speaker

Community Member

Community Member

Community Member

Community Member

Community Member

Community Member

Community Member

Community Member

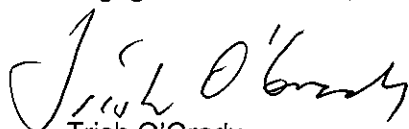
Mackellar Girls Campus Japanese Teacher

**Council Staff**

Trish O'Grady

Executive Assistant & Protocol Officer

All other Councillors are free to attend as observers and are invited to do so and to engage in discussions, but not in voting, on any matter before the Committee.

A handwritten signature in black ink, appearing to read 'Trish O'Grady', written in a cursive style.

Trish O'Grady

**Executive Assistant & Protocol Officer**

**Date: 18 June 2013**





**TO:** Sister Cities Committee

**MEETING DATE:** 27 June 2013

**AUTHOR:** Trish O'Grady, Executive Assistant & Protocol Officer

**SUBJECT:** **Item 4 – Friendship City and Sister City Projects/Exchanges**

#### **4.1 Taito-Ku Japan**

No activity to report.

#### **4.2 Jing'an, China**

No activity to report.

#### **4.3 Odawara, Japan**

##### **4.3.1 Manly Odawara Exchange**

- Students have received uniforms.
- Homestay matching information received.
- Draft itinerary received.
- Students will receive all relevant information at Farewell including eticket, itinerary, host family information.
- Towels have been purchased with the Manly Odawara logo and chaperones will use these as gifts.
- A book will be presented as the official gift. David Hancock's 'Manly'. Also a bag from the Chuck Bradley Nostalgica exhibition currently at Manly Art Gallery.
- Bus to depart Seaforth Oval at 5.00pm on Thursday 4 July to transport students and Chaperones to airport.

##### **4.3.2 Odawara Manly Student Program in Australia**

- Draft itinerary to be discussed.
- Diane Sullivan and Tony & Helen Foster will host the two chaperones for the period 26 July to 31 July. Chaperones will stay at Manly Pacific for remainder of stay.

#### **4.4 Gunnedah**

No activity to report.

#### **4.5 Yeongdo-gu, Korea**

##### **4.5.1 Committee Visit to Yeongdo-gu for festival.**

Committee members will not travel to Yeongdo-gu this year.

##### **4.5.2 Exhibition of Joseon Dynasty Art Work in Manly**

The Exhibition opening will now take place on Thursday 18 July 6.30pm at Manly Art Gallery & Museum.

#### **4.6 Huntington Beach**

No activity to report



**TO:** Sister Cities Committee

**MEETING DATE:** 27 June 2013

**AUTHOR:** Maria Stathopoulos, Senior Accounting Officer

**SUBJECT:** **Item 5 - Financial Report**  
**Financial Statement/Current Balances of Sister Cities Committee**  
**Account(s) as at end May 2013**

**1. INTRODUCTION**

The Financial Reports for Sister Cities Accounts as at end are provided in this Agenda. Nothing further to report

**2. RECOMMENDATION:**

That the Financial Reports for end May 2013 be received and noted.

**MANLY SISTER CITIES COMMITTEE**  
**FINANCIAL YEAR - 2012/2013**  
**FINANCIAL STATEMENT AS AT MAY 2013**  
**(reporting activity in current accounts)**

**1. BUDGET ALLOCATION**

**No. 011031 0027 0120**

|                                                                      |                    |                                 |
|----------------------------------------------------------------------|--------------------|---------------------------------|
| Balance of Account as at :                                           | 30 April 2013      | \$4,762.43                      |
| 02/05/13 Annual Student Exchange Advertising/Nationwide News Pty Ltd | -\$869.64          |                                 |
| 07/05/13 Stationery/Staples Australia Pty Ltd                        | -\$31.39           |                                 |
| 09/05/13 Sandwiches/Manly Deli                                       | -\$63.60           |                                 |
| 30/05/13 Various Items/Coles Supermarket                             | -\$11.10           |                                 |
| <b>Balance of Account as at:</b>                                     | <b>31 May 2013</b> | <b><u><u>\$3,786.70</u></u></b> |

**2. ODAWARA EXCHANGE ACCOUNT**

**No. 008000 9200 8094**

|                                                           |                    |                                  |
|-----------------------------------------------------------|--------------------|----------------------------------|
| Balance of Account as at :                                | 30 April 2013      | \$7,403.43                       |
| 16/05/13 Tree Planting Plaque/Permagroup Pty Ltd for 2012 | -\$244.00          |                                  |
| 17/05/13 Copy Paper/Humphreys                             | -\$16.64           |                                  |
| 21/05/13 Balance/Student Airfares/Odawara Exchange 2013   | -\$23,961.24       |                                  |
| 3/05/2013 Payments/Odawara Student Exchange 2013          | \$32,560.00        |                                  |
| <b>Balance of Account as at:</b>                          | <b>31 May 2013</b> | <b><u><u>\$15,741.55</u></u></b> |

**3. JOAN THORBURN - TOKIMEKI DONATIONS ACCOUNT**

**No. 008000 9200 8093**

*[To be used for Student Award for Tokimeki Program in memory of Joan Thorburn]*

|                                  |                    |                                 |
|----------------------------------|--------------------|---------------------------------|
| Balance of Account as at :       | 30 April 2013      | \$1,220.00                      |
| <b>Balance of Account as at:</b> | <b>31 May 2013</b> | <b><u><u>\$1,220.00</u></u></b> |

**Item 6: Correspondence Report:**

Report attached.

**Item 7: General Business:**

**Joan Thorburn Encouragement Award Trophy**

Trophy purchased for presentation at Tokimeki Cup.

Malcolm Thorburn invited to attend Cup and make presentation.

**Item 8: Next Meeting**

Next meeting to be held Wednesday 24 July 2013.



**TO:** Sister Cities Committee

**MEETING DATE:** 27 June 2013

**AUTHOR:** Trish O'Grady

**SUBJECT:** **Item 6 - Correspondence Report**

**Correspondence In;**

Thank you letter to the Mayor from Mr Yoshiaki Ozawa.



**MINUTES OF MEETING  
SISTER CITIES COMMITTEE  
HELD TUESDAY 22 MAY 2013**

*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**

|                |                  |
|----------------|------------------|
| John O'Brien   | Community Member |
| Tatsuko Ryan   | Community Member |
| Lyn Schwab     | Community Member |
| Trevor Schwab  | Community Member |
| Suzanne Smith  | Community Member |
| Peter Stephens | Community Member |
| Laura Currie   | Community Member |
| Mitch Garth    | Community Member |
| Elaine Kent    | Community Member |
| Hugh Clarke    | Community Member |
| Diane Sullivan | Community Member |

**Council Staff**

Trish O'Grady

Executive Assistant & Protocol Officer

**TO THE MAYOR AND COUNCILLORS OF THE COUNCIL**

The **Sister Cities Committee** met on Wednesday 22 May 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**  
Leave of absence – Helen Foster & Tony Foster  
Apologies – The Mayor, Jean Hay, Liberty Campbell,  
Ian Host, Amanda Kibby, Judi Mudge, Sue O'Brien,  
Yoko Sullivan, Christine Richardson

**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 March 2013 were accepted:

Moved: Peter Stephens      Seconded: John O'Brien

**MATTERS ARISING**

Notes of the meeting held 24 April were read and noted.

Moved: John O'Brien      Seconded: Mitch Garth

**ITEM 4 Friendship City and Sister City Projects/Exchanges**

**4.1 Taito-ku, Japan**

- No matters to report

**4.2 Odawara, Japan**

**Exchange Programme**

**Orientation Meetings**

- Two orientation meetings held so far with good participation by the students. Chaperones believe the presentations have been of a high standard. Assistance has been given by the Japanese teacher from Mackellar along with Ian Host.

**Gifts for Exchange Programme**

- Suggestions included hand towels with the Manly Odawara Exchange logo. These would be used as gifts for the chaperones to present to officials. Trish to investigate prices.
- The official gift would normally be valued around \$100.00 and a water jug with engraving was suggested. Trish to investigate prices & alternatives.

EA&PO

EA&PO

**Odawara Itinerary**

- Odawara has advised that they would like to include the trip to Disneyland in the itinerary. The Committee is happy for this to proceed. Manly to offer assistance with to the cost for students to visit Disneyland.

EA&PO

**Manly Itinerary**

- The sub-committee has prepared a draft itinerary which was discussed at length and amended where necessary. Trish to prepare update for Committee and email requesting assistance where necessary.

EA&PO

### **Tree for Odawara Close**

- Type of suitable tree was discussed. John O'Brien suggested a camellia tree. It is difficult to get something that is a suitable size and will thrive or survive in the current environment. Trish to discuss with Manager, Parks regarding suggestions for the 2013 tree species. Also need to check that Odawara Close will not be affected by the LM Graham Masterplan.
- **Visit to school for Odawara Chaperones.**  
Trish to contact schools regarding visit by Chaperones and advise date for student visit.

EA&PO

### **4.3 Jing'an, China**

There were no matters to report.

### **4.4 Yeongdo-gu, South Korea**

- David Hummerston currently participating in the staff exchange programme. Report on David's progress to Committee.
- The Chair requested that those members who expressed an interest in visiting Yeongdo-gu this year for the Fireworks Festival report to the Committee regarding dates and plans to enable Yeongdo-gu to plan for the event further to the advice that the Mayor has changed plans and budget to accommodate the visit by Manly Sister Cities Committee members.

Committee  
Members

### **Exhibition of Joseon Dynasty Art Work in Manly**

- Plans are underway for this exhibition of Korean Folk Art at Manly Art Gallery & Museum. Committee members will receive and invitation to the official opening event which will take place on 18 July at 6.30pm. The exhibition will only be held in two places - Willoughby and Manly.

### **4.5 Gunnedah, Australia**

There were no matters to report.

### **4.6 City of Huntington Beach California USA**

There were no matters to report.

### **Recommendation**

That the information be received and noted.

## **ITEM 5 FINANCIAL REPORTS**

The end of April 2013 Financial Statement was accepted.

### **Recommendation**

That the report be received and noted.

**ITEM 6 CORRESPONDENCE REPORT**

Correspondence, In and Out, as discussed by Chairman, and tabled in folder, was noted.

**Resolved:**

That the information be received and noted.

**ITEM 7 GENERAL BUSINESS**

**1. Joan Thorburn Encouragement Award for Tokimeki Cup**

- The trophy has been ordered. Proof of trophy distributed and wording confirmed by Committee.

**2. Tokimeki Cup**

- Malcolm Thorburn to be invited to present the Joan Thorburn Encouragement Award new trophy at the Tokimeki Cup.
- Contest to commence at 4.00pm.
- Trish to organise Certificates.

EA&PO

**3. Yoko Sullivan – Chaperone**

Diane Sullivan conveyed a message from Yoko Sullivan requesting that Council officially advise Odawara City Office that Yoko Sullivan will be acting as the third Chaperone for the Manly Odawara Exchange for 2013.

EA&PO

There were no further matters of General Business.

**ITEM 8 NEXT MEETING DATE:**

The next meeting will be held on Thursday 27 June following the Tokimeki Cup and prior to the Odawara Student Exchange Farewell.

Meeting closed at 7.50pm