



NOTICE OF MEETING

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

DATE: Wednesday 24 April, 2013

TIME: From 6.00pm to 8.00pm – maximum 2 hours

PLACE: Training Room

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

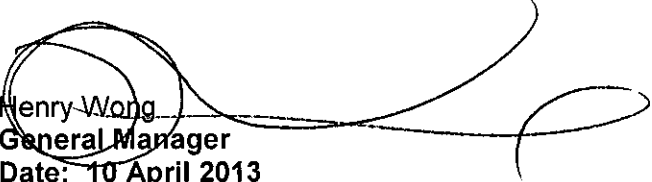
St Paul's College Japanese Teacher
Community Member
Balgowlah Boys Campus Japanese Teacher
St Paul's College Japanese Teacher
Community Member Japanese speaker
Community Member
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Community Member Japanese speaker
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Community Member

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.



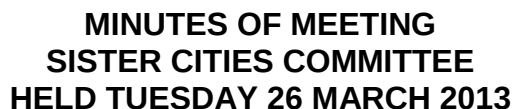
Henry Wong
General Manager

Date: 10 April 2013



MEETING TO BE HELD ON WEDNESDAY 24 APRIL, 2013 AT 6.00PM
Training Room

- Page 1 of 1



PRESENT:

Councillor (Chair)
Mayor

Ian Host	Balgowlah Boys Campus Japanese Teacher
Judi Mudge	Community Member
John O'Brien	Community Member
Lyn Schwab	Community Member
Suzanne Smith	Community Member
Peter Stephens	Community Member
Laura Currie	Community Member
Elaine Kent	Community Member
Hugh Clarke	Community Member
Diane Sullivan	Community Member
Helen Foster	Community Member
Christine Richardson	Mackellar Girls Campus Japanese Teacher

Trish O'Grady Executive Assistant & Protocol Officer

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Sister Cities Committee** met on Tuesday 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
 Leave of absence – Sumiyo Mimori.
 Apologies – Amanda Kibby, Tatsuko Ryan, Sue O’Brien,
 Anthony Foster, Mitch Garth.

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 27 February 2013 were accepted with the following amendment:

Helen Foster included on attendance list and apology.
Apology only.

Moved: Peter Stephens Seconded: Hugh Clarke

MATTERS ARISING

Confirmation of meeting date for June. Meeting to be held Thursday 27 June and incorporate Farewell for Odawara Students. If there is business to address the Committee will meet prior to the Farewell function.

ITEM 4 Friendship City and Sister City Projects/Exchanges

4.1 Taito-ku, Japan

- No matters to report

4.2 Odawara, Japan

Manly Itinerary

The Manly Odawara Exchange Programme was discussed at length.

- Interviews will be held on Sunday 7 April. Fifteen applications received at Council to date and it was decided to extend the closing date to Tuesday 2 April.
- Judi Mudge is confirmed as the second chaperone travelling to Odawara with the students and Peter Stephens.
- Discussion was held regarding the age of students on the programme. Odawara has advised they will be accepting applications from the equivalent of Year 7 in Australia. Members of the committee feel this is a little too young and at this stage Manly will not lower the age for applicants. This can be reviewed at a later date.
- Ian Host expressed a need for Chaperones to have more details of requirements for the programme in Japan. Information needed to enable chaperones to plan presentations and speeches.
- Yoko Sullivan is happy to translate any speeches in Japan but would like to receive material as early as possible, preferably prior to departure of students from Australia.
- Peter Stephens and Judi Mudge to decide dates for Orientation meetings. Ian Host will assist chaperones with information.

- A sub-committee will be formed to plan the itinerary for the students travelling from Odawara for the Exchange Programme. John O'Brien, Diane Sullivan, Judi Mudge and Peter Stephens will form part of the sub-committee. Copy of the 2012 itinerary to be emailed to all committee members seeking interest to join the sub-committee.
- Orientation & Welcome at Manly Council to be held 2 May.
- Extensive discussion took place regarding the participation of Japanese teachers from participating schools.
- Sue Smith requested more feedback for parents to try and avoid any problems with hosting. Elaine Kent explained the difficulty in planning for the reciprocal visit as information from Japan is usually received very close to the arrival of the students.
- Mackellar Girls has a student who would like to participate in the Exchange Programme but does not have room at home to host a Japanese student. The Mayor expressed concern at the possibility of any student being left out of the programme because of their living arrangements ie not having space. All students should be given the opportunity to participate in the program. The Committee will consider reviewing this condition as part of the criteria.

Visit by Mr Ozawa

- No updated information received from Sumiyo. Diane Sullivan will email Yoko for update.
- Peter Stephens will organise a welcome at the hotel for the arrival of Mr & Mrs Ozawa.
- Sue & John O'Brien will host a home party for the group.

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4.3 Jing'an, China

There were no matters to report.

4.4 Yeongdo-gu, South Korea

There were no matters to report.

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 March 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 – Tokimeki Donations Account

An amount of \$1.220.00 remains in the Joan Thorburn – Tokimeki Donations account. Discussion was held regarding the use of this money. A perpetual trophy for an Encouragement Award was suggested.

- Trophy prices to be obtained.
- John O'Brien to speak with Malcolm Thorburn regarding a photo of Joan for the trophy.
- Mock up of a trophy to be organised.

2. Tokimeki Cup

- Discussion was held regarding former students taking part in the Tokimeki Cup. This issue to be discussed with Liberty Campbell.

There were no further matters of General Business.

ITEM 8 NEXT MEETING DATE:

24 April 2013

Meeting closed at 7.50pm

EA&PO

John O'Brien



TO: Sister Cities Committee

MEETING DATE: 24 April 2013

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

SUBJECT: **Item 5 – Friendship City and Sister City Projects/Exchanges**

5.1 Taito-Ku Japan

No activity to report.

5.2 Jing'an, China

No activity to report.

5.3 Odawara, Japan

Student Exchange Program

Interviews were held on Sunday 7 April. 16 students selected to participate as follow:

Balgowlah Boys Campus	2
Cromer	1
Freshwater Campus	1
Mackellar Girls campus	5
Manly Selective Campus	3
St Paul's Catholic School	4

Letters advising acceptance forwarded to all students.

Odawara Student Program in Australia

Email sent to all committee members regarding Sub committee for the Odawara student program in Manly.

Visit by Mr Ozawa

Awaiting details of group's travel arrangements.

5.4 Gunnedah

No activity to report.

5.5 Yeongdu-gu, Korea

David Hummerston a Team Leader of Council's Parks & Reserves area will travel to Yeongdo-gu on the K2H Staff Exchange Programme. David is looking forward to the experience of working and living in South Korea and sharing

5.6 Huntington Beach

No activity to report



TO: Sister Cities Committee

MEETING DATE: 26 March 2013

AUTHOR: Maria Stathopoulos, Senior Accounting Officer

SUBJECT: **Item 6 – Financial Report**
Financial Statement / Current Balances of Sister Cities
Committee Account(s) as at end February 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 February 2013 be received and noted.

MANLY SISTER CITIES COMMITTEE FINANCIAL YEAR - 2011/2012 FINANCIAL STATEMENT AS AT FEBRUARY 2013 (reporting activity in current accounts)		
<u>1. BUDGET ALLOCATION</u> No. 011031 0027 0120		
Balance of Account as at :	31 January 2013	\$6,917.41
Less:	21/02/13 Reimburse Mr H Wong	-\$290.91
Balance of Account as at:	28 February 2013	<u>\$6,626.50</u>
<u>2. ODAWARA EXCHANGE ACCOUNT</u> No. 008000 9200 8094		
Balance of Account as at :	31 January 2013	\$9,203.43
Balance of Account as at:	28 February 2013	<u>\$9,203.43</u>
<u>3. JOAN THORBURN - TOKIMEKI DONATIONS ACCOUNT</u> No. 008000 9200 8093 <i>[To be used for Student Award for Tokimeki Program in memory of Joan Thorburn]</i>		
Balance of Account as at :	31 January 2013	\$1,220.00
Balance of Account as at:	28 February 2013	<u>\$1,220.00</u>

Item 7. Correspondence Report:

Report attached.

Item 8: General Business

General Business brought to the attention of the Chair prior to the meeting and approved for consideration.