MINUTES OF MEETING

SISTER CITIES COMMITTEE

HELD WEDNESDAY 22 JUNE 2011

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

PRESENT:

Councillors

Cr Alan Le Surf	Manly Council (Chair)

Other Representatives

John O'Brien	Community Member
Sue O'Brien	Community Member
Peter Stephens	Community Member
Trevor Schwab	Community Member
Lyn Schwab	Community Member
Elise Gilet	Community Member
Judi Mudge	Community Member
Suzanne Smith	Mackellar Girls Campus
Wayne Collins	Community Member
Diane Sullivan	Community Member
Liberty Campbell	St Paul's College
Amanda Dummett	St Paul's College

Council Staff

Elaine Kent	Sister Cities Co-ordinator
Ross Fleming	Deputy General Manager – People Place & Infrastructure

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Sister Cities Committee** met on Wednesday 22 June 2011 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** **ACTION**

Leave of absence - Sumiyo Mimori, Kym Swaby, Leslee Grant, Yoko Sullivan, David Freeman, Helen Foster and Tony Foster.

Apology - Mayor Jean Hay AM, Vanessa Briggs, Tatsuko Ryan and Gay Collins were an apology.

Elise Gilet and Ross Fleming gave their early apology for the next SCC meeting to be held on Wednesday 27th July 2011.

The Chairman welcomed Mrs Yoko Howard to the meeting. Yoko and her husband Mark Donaldson were instrumental in the Japanese Red Cross Benefit in Manly which raised $30,000.00. Yoko had attended the Tokimeki Cup Japanese Speech Contest just prior to this meeting.

ITEM 2 DECLARATION OF INTEREST

There were no declarations of pecuniary or non-pecuniary interest.

ITEM 3 CONFIRMATION OF MINUTES

The meeting notes (as no quorum was present) from the Sister Cities Committee meeting held on Wednesday 25 May 2011 were accepted as the minutes of that meeting.
Moved: Peter Stephens Seconded: Lyn Schwab

The minutes of the Committee meeting held on Wednesday 27th April 2011 were accepted.
Moved: John O'Brien Seconded: Trevor Schwab

MATTERS ARISING

Nil.

ITEM 4 Friendship City and Sister City Projects/Exchanges

4.1 Taito-ku, Japan

Planning for the visit of Peter Stephens and Elise Gilet, for 7 nights and 8 days – Monday 5th December to Monday 12th December 2011, is progressing with Taito City.

An email has been sent to Taito City to advise about the outcome of the Japanese Benefit in Manly, and provide images.

There were no further matters to report.

4.2 Odawara, Japan

4.2.1 <u>2011 Manly/Odawara Student Exchange Programme</u>

- **<u>Orientation Meetings ahead of trip to Japan</u>**

Chaperones Sue Smith and Peter Stephens provided the last Orientation Meeting at Mackellar Girls Campus for the 22 students on Tuesday 21st June 2011. They advised the students are doing well in their preparations and all are bonding well as a group. The Chaperones were congratulated on a job well done.

- **<u>Farewell - prior to departure Monday 4th July 2011</u>**

The Manly student Mayoral Farewell Reception will be held on Thursday 30th June 2011 from 7.00pm in the Council Chamber. E-tickets, Certificates of Participation and Tanzaku packages will be handed to the students. A group photo will be taken by John O'Brien. Family members, school representatives, Sister Cities Committee members and Council staff will be in attendance. MC will be Chairman Councillor Alan Le Surf.

4.2.2 <u>Homestay in Manly</u>

Committee members John and Sue O'Brien, and Trevor and Lyn Schwab, offered to provide homestay for Tuesday 2nd and Wednesday 3rd August 2011 for the two Odawara City staff

members who have requested this during their stay in Manly.

4.2.3 <u>Manly Itinerary for Odawara Visit 2nd to 9th August 2011</u>
Activity planning on the itinerary is progressing. Attached is updated draft itinerary.

- Liberty advised she will trim the City Challenge day to be held on Wednesday 3rd August 2011 a bit. It was suggested to make it more of a 'challenge' rather than a competition. Wayne Collins, Peter Stephens, Sue Smith and Alan Le Surf offered to assist on the day. Liberty mentioned that a past student Mitch Garth may also assist on the day.

- Peter Stephens, Diane Sullivan, Lyn and Trevor Schwab and John O'Brien offered to help on the Manly Welcome/Manly Experience Day on Thursday 4th August 2011.

- Liberty advised that there will be no Hiroshima Day event at St Paul's on Friday 5th August 2011. If Odawara Chaperones would like to visit schools on this day the Sister Cities Co-ordinator can contact the school Principals to ask if this is possible. Sue Smith advised that there is no Japanese Language Teacher at Mackellar Girls Campus on a Friday.

- Sydney Harbour navy boat trip Saturday 6th August 2011. John advised 23 max on boat = 18 SCC members as there are 5 Odawara Chaperones. Please provide your names and car rego numbers to John as car pooling needs to be organised as limited parking on the navy base. This day is a 10am start. SCC members offered to put in money for the Odawara Chaperones lunch and order less to avoid over catering.

- The Chairman advised that he and the Mayor are not available Monday 8th August as it is a Council meeting night.

- Monday 8th August 2011 – Blue Mountains trip. Peter Stephens and Sue Smith offered to accompany the Odawara group this day.

- Tuesday 9th August 2011 – a visit to the 'golden coach', built by local Manly identity Mr Jim Frecklington, will be organised in the morning this day whilst the group are at North Fort. Group then visit Taronga Zoo. Judi Mudge and Peter Stephens offered to accompany the group this day.

4.2.4 <u>Odawara student profiles and homestay information</u>
22 Odawara student profiles will be provided to Chaperones Peter and Sue prior to their departure to Odawara City.

Odawara City homestay information and student matching has been provided to all Manly students.

4.2.5 <u>Tokimeki Cup Speech Contest – Wednesday 22nd June 2011, Manly Council Chamber 4.00pm – 6.00pm</u>
19 students, from Years 9 and 10, representing Mackellar Girls Campus, Manly Selective Campus, Balgowlah Boys Campus, St Pauls College and Stella Maris College, competed in this year's

speech contest at Council.

Winners were:
1st place – Theo Murray, Year 10, Manly Selective
2nd place – Seo Yuong Won, Year 10, Mackellar Girls Campus
3rd place – Jenny Tang, Year 10, Mackellar Girls Campus
Joan Thorburn Award – Madeline Fay, Year 9, Manly Selective
School Team Award – St Pauls College
Liberty was thanked by the Committee for her organisation of another successful` event this year.

4.2.6 Other:
First Aid, and Working with Children Check, for Committee Members
Working with Children Check 'Volunteers Forms' will be emailed to SCC members.
Peter Stephens advised he will renew his First Aid Certificate.
Alan Le Surf, Liberty Campbell and Amanda Dummett advised they have First Aid Certificates.
Wayne Collins asked if Sister Cities Committee members could join a Council First Aid refresher course if a training opportunity arose.

Japanese Red Cross Benefit in Manly
An email has been sent to Odawara City advising about the outcome of the Japanese Benefit in Manly, and about the Tanzaku that the Manly students will be taking, in case local newspaper has possible media interest.

Odawara City Request for Students to Sing in Manly
The Chairman advised Committee members of an email that had been received from Sumiyo Mimori asking if the Odawara students could sing the friendship songs, the Tokimeki students sing every year, at the Corso somewhere for about 10-15 minutes. (It would be after the visit to the council? or after tree planting?) "Since we, Japanese people received warm and generous support from people in Manly and Australia for the disaster happened in March, we would like to express our appreciation and friendship to Manly people."
Due to unpredictable weather in August it was felt that it would be better to have this activity indoors on Thursday 4th August 2011 at the morning Mayoral Welcome in the Manly Council Chamber.

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
Liberty suggested sending information on the 'beach to bush' 2011 programme planned for August to the religion co-ordinators at schools as they could assist with advising students.

Alan Le Surf will drive hired bus to Gunnedah.

4.6 Waikiki, Hawaii
There were no matters to report on progress for a Sister City

Relationship between Manly and Waikiki.

Recommendation
That the information be received and noted.

ITEM 5 FINANCIAL REPORT

Committee members accepted the Tokimeki Cup Speech Contest expenses incurred by Liberty and all monies will be reimbursed.
Moved: John O'Brien
Seconded: Lyn Schwab

The end of April, and the end of May, Financial Reports were presented and accepted.
Moved: Peter Stephens
Seconded: John O'Brien

Recommendation
That the report be received and noted.

ITEM 6 CORRESPONDENCE REPORT

Correspondence, In and Out, was noted.

Resolved:
That the information be received and noted.

ITEM 7 GENERAL BUSINESS

7.1 Chaperones Policy
This will be sent to members so it can be adopted.

7.2 Members, Past Members and New Members
An email will be sent to existing members who are not able to attend many meetings to advise that this is affecting meeting quorums.
An Application Form will be sent to Prof Hugh Clark inviting him to renew his SCC membership if he is back in Sydney.
Application Forms will be sent to Ms Trish Andrews and Mr Mitch Garth (care of Liberty Campbell) as they have shown interest in joining the SCC and have Japanese language skills.

7.3 Gifts for Odawara
Manly Council ties and scarves were handed to Peter and Sue to take to Odawara. A framed photo will also be sent to Odawara.

There were no other matters of General Business.

ITEM 8 NEXT MEETING DATE:

Wednesday 27th July 2011
Time: 6.00pm – 8.00pm - Councillors Room

Meeting closed at 7.50pm

(DRAFT) MANLY ITINERARY FOR CHAPERONES SCC MEMBERS AND MANLY STAFF

Tuesday 2nd August 2011 – Tuesday 9th August 2011

Date	Activity	Accommodation & other information	Transport & other information
Tuesday 2nd August 2011	5.00pm Odawara students x 22, & chaperones x 5, arrive Homestay families and Manly students meet group at Seaforth Oval Hall, Seaforth Oval, Wakehurst Parkway, Seaforth to collect Odawara students and meet to discuss Manly Itinerary with chaperones and Council staff member	Odawara City Council x 2 staff members (request for homestay 2nd – 4th August – 2 nights) with SCC members – O'Brien's and Schwabs have offered) – dinner for these chaperones with homestay family Tokimeki In'tl School Committee x 3 Manly Pacific Hotel from 2nd to 9th August, and 2 from homestay going to hotel from 4th to 9th August 3 Odawara chaperones, Mayor & husband, General Manager and Chairman dinner at Manly Grill 6.45pm for 7 persons booked	Key from Sandy for Seaforth Oval Hall SCC members present will assist with transport for chaperones to Manly Pacific Hotel with luggage
Wednesday 3rd August 2011	City Challenge Day – Manly students <u>and</u> Odawara students and chaperones 8.30am Manly students, Odawara students and chaperones meet at Manly Council forecourt 8.45am Group walks to Manly Wharf for the 9.15am ferry City Challenge starts from Circular Quay and includes Opera House & Botanical Gardens etc 3.30pm Depart city on 3.30pm ferry 4.00pm Host families to collect Odawara students from Manly	Host families to provide packed lunch and snacks for Manly and Odawara students	Liberty organising City Challenge Day City Challenge Leader: Peter Stephens Volunteers assisting: Wayne Collins Peter Stephens Sue Smith Alan Le Surf Mitch Garth My Zone tickets will be organised - Elaine Odawara Chaperones attend City

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Date	Activity	Accommodation & other information	Transport & other information
	Council Forecourt		Challenge day
Evening	Odawara students – free evening *SCC Welcome dinner for chaperones and SCC members – 25 persons booked for 6.30pm at Manly Fish Café (set menu), Wentworth Street, Manly (BYO Wine)		
Thursday 4th August 2011	Manly Experience Day – Odawara students and chaperones 8.30am Odawara students meet at Manly Pacific Hotel 8.45am Odawara group walk to Manly Council 9.00am Mayoral Welcome at Council Presentation of Certificates and Odawara students Tokemiki songs of Friendship 10.00am Morning tea in Councillors Room 10.30am 'ME' (Manly Experience) programme with Council staff 1.00pm Lunch at Shelly Beach Council division host will accompany each group to lunch 2.00pm Odawara students walk from Shelly Beach to Manly Corso for free time 4.30pm Manly host families collect Odawara students from Manly Pacific Hotel	Wet weather alternative venue North Steyne Surf Club	SCC members assisting groups visiting Council divisions: Peter Stephens Diane Sullivan Lyn Schwab Trevor Schwab John O'Brien Translators assisting on the day with group visiting Council divisions: Ben Trumbull and Yasuko Ohbayashi of CLAIR
Evening	Odawara students - free evening Odawara Formal dinner - 25 persons booked for 6.30pm at Wock Bar, Belgrave Street, Manly		SCC members meet Odawara chaperones in Manly Pacific Hotel lobby and walk to dinner venue

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Date	Activity	Accommodation & other information	Transport & other information
Friday 5th August 2011 **Evening**	School Day – Odawara students attend school with Manly host student Free day for Odawara chaperones Odawara students - free evening Chaperones – Home party suggested for this evening – to be further discussed	Host families to provide packed lunch and snacks for Manly and Odawara students for school	
Saturday 6th August 2011 **Evening**	Odawara students - free day and night with host family 10.00am Sydney Harbour navy boat cruise – please advise John O'Brien of your intention to attend this activity and provide rego number for parking (car pooling requested as limited parking) Free evening after a full day on the harbour suggested, or Home party, or maybe Farewell dinner		
Sunday 7th August 2011 **Evening**	Odawara students – free day with host family Chaperones – free day 6.15pm for 6.30pm – 8.30pm Farewell Dinner (TBC) for Odawara students and chaperones, Manly students and host families, SCC members, Council staff, GM and Mayor Presentation of Tokimeki Cup speeches and performances by Manly and Odawara students		
Monday 8th August 2011	Blue Mountains – Odawara students and chaperones 7.30am Odawara students to arrive at Manly Pacific Hotel for 8.00am coach departure to the Blue Mountains 4.30pm Manly host families to collect Odawara students from Manly Pacific Hotel	Host families to provide packed lunch, water and snacks for Odawara students for Blue Mountains day trip.	Sydney Tourism coach organised for the day – 22 students, 5 chaperones + SCC volunteers Peter Stephens and Sue Smith

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Date	Activity	Accommodation & other information	Transport & other information
Evening	Free evening for Odawara students and chaperones as this is a Manly Council meeting night for Mayor and Chairman.		
Tuesday 9th August 2011	8.40am Odawara students to meet at Manly Pacific Hotel for coach to Odawara Close, Fairlight 9.00am Tree Planting Ceremony Odawara Close 9.30am to 10.30am visit to North Fort - 45 minute guided tour through WWII tunnels, gun emplacements, restoration of artillery workshop ($5 per student and $7 per adult) and: Visit Jim Frecklington's State Coach Britannia (free) - Group photo by John O'Brien at Coach stop 11.00am Taronga Zoo – Koala encounter and zoo visit 2.30pm sharp depart Taronga Zoo 3.15pm Pick up Odawara students from Manly Pacific Hotel 4.30pm Odawara Students to arrive at Seaforth Oval Hall, Seaforth Oval, Wakehurst Parkway, Seaforth 5.00pm Coach departs with Odawara visitors to Sydney Airport for return flight to Japan	Host families to provide packed lunch, water and snacks for Odawara students for Taronga Zoo. **Museum still closed**	**On Course Tours** coach booked for the day 22 students and 5 chaperones from Odawara SCC members attending - Peter Stephens and Judi Mudge State Coach Brittania Jim Frecklington Ph: 9977 1086 Mob: 0410 439 455 Collect key from Sandy for Seaforth Oval on Monday

Any enquiries please contact: Chaperones
Ms Sue Smith – Ph: 9984 9848
Mr Peter Stephens – Mob: 0423 399 057

OR

Ms Elaine Kent, Manly Council's Sister Cities Co-ordinator, Work: 9976 1697 Mob: 0439 469 985
Ms Fiona Stuart, Assistant to Manly Council's Sister Cities Co-ordinator, Work: 9976 1689

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