



## MINUTES OF MEETING

### SISTER CITIES COMMITTEE

HELD WEDNESDAY 25TH MARCH 2009

#### PRESENT:

##### **Councillors**

Clr Jean Hay AM, Mayor

Manly Council

##### **Other Representatives**

Ian Allpass

Community Member

Sumiyo Mimori

Community Member

Yoko Sullivan

St Paul's College

Diane Sullivan

Community Member

Sue O'Brien

Community Member

Gail Allpass

Community Member

Lyn Schwab

Community Member

Trevor Schwab

Community Member

Wayne Collins

Community Member

Helen Foster

Community Member

Tony Foster

Community Member

Katie McMahon

Community Member

Elise Gilet

Community Member

Suzanne Smith

Mackellar Girls Campus

Margaret Crossley

Community Member

Yoko Ichikawa

Manly Selective Campus

David Freeman

Japanese Speaker/Community Member

Judi Mudge

Community Member

Carmel Smith

Community Member

John O'Brien

Community Member

Liberty Campbell

St Paul's College

Tatsuko Ryan

Community Member

##### **Council Staff**

Ross Fleming

Divisional Manager Corporate Services/Chief Financial  
Controller

Elaine Kent

Sister Cities Co-ordinator

#### TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Sister Cities** met on Wednesday 25<sup>th</sup> March, 2009, to consider the matters referred to it and now reports having reached the decisions taken and recommendations stated hereunder:

**OPEN** The Meeting Commenced At 6.05pm by Deputy Chairperson Mr Ian Allpass. **ACTION**

**ITEM 1 APOLOGIES AND LEAVE OF ABSENCE**

**Apologies:**

Cr Alan Le Surf	Chairperson
Ms Mika Endo	Japanese Language Teacher, Stella Maris College
Mrs Gay Collins	Community Member
Ms Leslee Grant	Community Member
Mr Jack Nash	Community Member

**Leave of Absence:**

Ms Kym Swaby	Community Member – residing in Singapore at present
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Apologies and Leave of Absence were noted.

Deputy Chairperson advised members that Mr Malcolm Thorburn had tendered his resignation from the Committee.

**Recommendation**

That the letter of resignation from the Committee received from Mr Malcolm Thorburn be received and noted and that leave of absence for 6 months be granted.

Mrs Helen and Mr Tony Foster were granted a leave of absence for 2 months for the meetings of April and May as they will be away.

Ms Sumiyo Mimori will return to Japan for 12 months in April and was granted a leave of absence.

**Elaine Kent**

**ITEM 2 DECLARATION OF INTEREST**

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

**ITEM 3 CONFIRMATION OF MINUTES**

The minutes of the Committee meeting held 25<sup>th</sup> February 2009 were confirmed subject to the following amendments:

Item 7 General Business:

1. Mr Malcolm Thorburn declared a non-pecuniary interest and left the room whilst proposal of an award or memorial for Joan Thorburn was discussed.
2. Council's resolution to establish a relationship with Yeong-do in South Korea was discussed with information provided that an invitation for a delegation of 6 persons to visit the Busan Port Festival from 28<sup>th</sup> May – 2<sup>nd</sup> June 2009 had been received from KLAFIR (Korean Local Government – Sydney office). This matter will be brought to the March meeting for further discussion.

Some members names were mentioned at the meeting but no delegation was chosen in regard to Yeong-do.

### **Matter Arising from Minutes**

#### **Terms of Reference – Quorum for Meetings**

*The adoption of the Terms of Reference were referred back to the Committee by the General Manager to resolve an issue regarding Quorums and attendance at meetings.*

#### **Recommendation:**

THAT the *Terms of Reference* (as attached) be recommended for adoption subject to the following amendments:

Page 2 – **Membership of Committee**- *The Quorum for the Committee is 11 members.*

Page 4 – **Meetings**- *A QUORUM shall comprise one third of members on the Committee plus one.*

**IBM – P&S  
Cttee**

## **ITEM 4 STRATEGIC FRAMEWORK AND WORK PRIORITIES 2009 – 2012 AND TERMS OF REFERENCE**

### **Working Groups**

Working group established to co-ordinate 2009 Manly/Odawara Student Exchange Program and interview students, and to prepare a draft program for the Odawara students visit.

Working group comprises John & Sue O'Brien, Yoko Sullivan, David Freeman and Katie McMahon.

John O'Brien

Terms of Reference to be drafted.

### **Recommendation**

It was recommended that a calendar of all Sister Cities activities and events for 2009 be distributed, for members to diarise dates and to assist develop additional work priorities.

Elaine Kent

## **ITEM 5 CULTURAL EXCHANGES AND SISTER CITY MATTERS**

### **5.1 Relationship with Yeong-do, South Korea**

Following a Council resolution of 8 December 2008 to progress a Friendship City arrangement with Yeong-do Busan, South Korea, Council has received invitation from Yeong-do inviting an official delegation from Manly Council of up to 6 delegates, to the Busan Port Festival, which will be held 28 May to 2 June 2009.

Preliminary information has been received that Yeongdo will provide homestay accommodation and arrange land transport.

The purpose of the visit to Yeong-do is to sign an official Memorandum of Understanding (MOU) between Manly and Yeong-do, to foster cultural and official exchanges, and pursue economic development particularly in areas of education, e-government, and tourism.

Points discussed:

First visit should be official and if an MOU is established a SCC delegation visit may follow;

This is a self funded trip;

Possibly 2 SCC members to be part of delegation to support and promote community based elements of the Memorandum of Understanding with Yeong-do

SCC members may consider (1) registering their interest with Council to be part of the official delegation and participate in official functions; (2) travel with the delegation independently and at own cost, and not participate in official functions; and (3) travel independently to the delegation

### ***Recommendation***

That an email be sent to all Sister Cities Committee members inviting Expressions of Interest from members who wish to nominate to participate as part of the official Manly Council Delegation to Yeong-do. Nominations to be forwarded to the General Manager at Manly Council.

Elaine Kent

The Sister Cities Committee recommends that the Chairperson of the Committee be included in the delegation and that Sister Cities members add support to and promote the community based elements of the Memorandum of Understanding with Yeong-do.

## **ITEM 6 ODAWARA STUDENT EXCHANGE PROGRAMME**

John O'Brien updated members on the applications received from students for the 2009 Odawara Exchange.

It was agreed that applications are closed and no late applications will be accepted.

18 students will be sent letters advising they had been accepted for an interview.

2 letters are to be withheld pending Sister Cities Co-ordinator clarifying matters with each student's family.

A request was granted to change the Interview Panel members to:  
Girls – Sue O'Brien, Yoko Sullivan, David Freeman  
Boys – John O'Brien, Katie McMahon, Alan Le Surf

Helpers assisting student interviews on Sunday 5<sup>th</sup> April 2009 from 8.30am are - Elise Gilet, Sumiyo Mimori, Sue Smith and Judi Mudge.

Qantas to be informed after interviews of change to number in group booking of 25 held at present.

A 2008 Itinerary of the Odawara group visit to Manly was tabled and Committee members were asked to look at it in terms of suggestions for activity content and where they could assist on the program. Sister Cities Co-ordinator to email this to all members for consideration and input to John O'Brien by 15<sup>th</sup> April. John will consider all contributions and a draft of the program will be brought to the next meeting.

Wayne Collins will MC the Orientation Meeting to be held on Thursday 30<sup>th</sup> April 2009 at Council.

Members were advised that Chairperson, Cr Alan Le Surf had advised that he had taken holidays and was available to assist on the whole program for the Odawara visit from Sunday 2<sup>nd</sup> – Tuesday 11<sup>th</sup> August 2009.

Yoko Sullivan suggested that teachers check with their schools what dates would be suitable for the school day.

Sister Cities Co-ordinator asked to email Odawara for information on their expected arrival time on Sunday 2<sup>nd</sup> August and departure time on Tuesday 11<sup>th</sup> August 2009.

The Odawara Working Party and Interview Panel members advised they will meet after meeting closes tonight to cover matters prior to interviews.

***Recommendation***

That the information be noted.

Elaine Kent

**ITEM 7 TOKIMEKI CUP SPEECH CONTEST**

Liberty Campbell updated members on Tokimeki Working Group meeting and that a decision had been made there would be a Category 3 prize of a \$30 award in memory of Joan Thorburn.

Sister Cities Co-ordinator to confirm if Council Chambers can be used for Tokimeki Cup.

Committee agreed to Liberty's request for \$180 to cover expenses for the Tokimeki Cup

Sister Cities Chairperson to present Tokimeki Cup Awards.

Banner and cup are at Stella Maris College.

John O'Brien, when he visits Odawara, will enquire about a student award in Joan's memory.

Members were advised that the Thorburn family do not want Tokimeki funds spent on a park bench.

***Recommendation***

1. Ms Liberty Campbell be reimbursed \$180 to cover expenses for the Tokimeki Cup
2. In view of the Thorburn family wishes this Committee withdraws its previous recommendation to Council for a park bench in memory of Joan Thorburn.

**ITEM 8 FINANCIAL REPORT**

A Financial Report showing current balances of the Sister Cities Accounts for March 2009 was presented.

***Recommendation***

That the Financial Report for March 2009 be accepted and attached to the minutes for Council's consideration.

That the Tokimeki Account with donations received in memory of Joan Thorburn OAM, be utilised for the Tokimeki Program for an award to be given to a student on the exchange who shows outstanding qualities of friendship and leadership, in keeping with Joan Thorburn's Tokimeki ideals.

**ITEM 9 CORRESPONDENCE*****Recommendation***

That items of correspondence be deferred to next meeting.

**ITEM 10 GENERAL BUSINESS****Japanese Diary Handover**

Sumiyo Mimori provided update and will liaise with Sister Cities Co-ordinator on Japanese Soldier's diary at North Fort re suggested handover in August during Odawara's visit.

**Committee Minutes**

That consideration be given to draft minutes to be prepared to go to Chairperson within 14 days of meeting and be ratified before minutes go to Council.

The Divisional Manager Corporate Services advised the meeting of the procedure for preparation of minutes and which is dependent on resources.

**ITEM 11 NEXT MEETING DATE:**

Date: Wednesday 22<sup>nd</sup> April 2009

Time: 6.00pm

Venue: Councillors Room

Meeting closed at 7.55pm

**MANLY SISTER CITIES COMMITTEE  
FINANCIAL STATEMENT AS AT  
March 2009  
(reporting activity in current accounts)  
FINANCIAL YEAR - 2008/2009**

**1. SISTER CITIES DEPOSITS ACCOUNT  
No. 008000 9200 8088**

Balance of Account as at :	1 July 2008	\$594.84
<b>Balance of Account as at:</b>	<b>16 March 2009</b>	<b>\$594.84</b>

**2. BUDGET ALLOCATION  
No. 011031 0027 0120**

Balance of Account as at :	23 February 2009	\$12,424.28
<b>Less:</b>		
Reimburse E		
23/02/2009 Kent	Dinner - Homestay Student	-\$77.82
<b>Balance of Account as at:</b>	<b>16 March 2009</b>	<b>\$12,346.46</b>

**3. ODAWARA EXCHANGE ACCOUNT  
No. 008000 9200 8094**

Balance of Account as at :	23 February 2009	\$8,211.82
	Nil	\$0.00
<b>Balance of Account as at:</b>	<b>16 March 2009</b>	<b>\$8,211.82</b>

**4. JOAN THORBURN - TOKIMEKI DONATIONS ACCOUNT  
No. 008000 9200 8092**

Opening Balance	30 December 2008	\$0.00
<b>Plus:</b>		
Various	Donations	1,020.00
<b>Balance of Account as at:</b>	<b>16 March 2009</b>	<b>\$1,020.00</b>



## ***Manly Council Sister Cities Committee***

***This Special Purpose Committee has been established  
under the Local Government Act, 1993***

***The Status of the Committee is purely advisory***

### ***Terms of Reference***

#### **1. Title**

The Committee shall be known as the Sister Cities Committee (hereinafter called the Committee).

#### **2. Role and Objectives**

This is a Special Purpose Committee, convened by Council, to provide a forum for discussion and recommendation to Manly Council to:

- Create goodwill and better understanding between the peoples of the world through 'people to people' contact.
- Foster international understanding.
- Consider all matters relating to the maintenance and establishment of goodwill with Council's established Sister Cities.
- Contribute towards the growth of understanding and co-operation between the peoples of different nations through promoting close interchanges in the field of education, culture, the arts, sport and commerce, by:
- Promoting community awareness of the existence of Sister City affiliations;

- Promoting community awareness of the objectives of the Sister City affiliations;
- Fostering the exchange of information, literature and people between the respective communities.
- Act as a nucleus and co-ordinating body to establish an ongoing programme of liaison with Sister City affiliates.
- Co-ordinate the establishment of contacts in respective communities through dissemination of literature, introduction of people with common interest and to seek financial assistance and sponsorship to promote the objectives of the Sister Cities affiliations.

The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

### **3. Management**

#### **A. *Membership of Committee***

The Committee shall consist of:

Councillor representatives:

- Councillor Jean Hay AM, Mayor
- Councillor Alan Le Surf

30 Community representatives.

The Community members shall serve on the Committee in a voluntary capacity.

Membership of the Committee shall be reviewed in September 2010.

The quorum for the Committee is **11 members**.

This Committee meets monthly **on the 4<sup>th</sup> Wednesday**.

#### **B. *Absence from Meetings***

A Committee member absent from three (3) consecutive Committee meetings without approval of the Committee shall forfeit his/her place on the Committee.

#### **C. *Resignation from the Committee***

Any member of the Committee may, by notice in writing addressed to the Committee, resign his/her office as a member.

**D. Notification of Vacancies**

The Committee shall notify the General Manager promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation from the Committee. The Committee shall submit to the General Manager within 28 days the name of a person considered by the Committee to be suitable for appointment. The General Manager will decide whether to accept that appointment, or to call for public Expressions of Interest. All newly appointed members must participate in a committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meetings.

**4. Duties of Officers**

**A. Chairperson**

The duties of the Chairperson are to:

- Direct meetings according to the Committee Terms of Reference, and Council's Code of Conduct.
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to Council.
- Ensure all committee members have the opportunity to participate in the meetings.
- Not attempt to direct Council staff, including not directing staff as to the content of any advice or recommendation.

**B. Secretariat and Staff Officer**

The duties of the Secretariat and Staff Officer are to:

- Call all meetings of the Committee.
- Develop and send out the agenda and reports for the meetings.
- Advise the Committee without fear or favour.
- Comply with Council's Guide to Ethical Behaviour: Staff.
- Prepare all minutes and distribute them as described below.
- Keep a record of attendance for every member of the committee.
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.
- The Council Staff will not be members of the Committee, nor have voting rights, nor preside at meetings, apart from when it is necessary to organise the election of a chairperson to preside at the meeting.

**C. Members**

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.
- Show respect for their peers, councillors, staff and others during Committee meetings.
- Understand that employees of the Council are not subject to the direction of Councillors, Committees or their members.

## 5. Meetings

- A **QUORUM** shall comprise a **one third of members on the Committee plus one**. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.
- This is an Advisory Committee, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority. In the event of the votes and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.
- Council Secretariat and staff will attend meetings but have no voting rights, and provide administrative support and professional advice, as determined by the General Manager.
- Items may only be raised under General Business if the permission of the Chairperson is obtained before the meeting starts, and each such item is to have a recommendation;
- The first item on the agenda for all committee meetings (after apologies and requests for leave of absence) shall be the declaring by members present of **pecuniary and non-pecuniary interests** and these shall be recorded in the minutes.
- Any committee member who has a pecuniary interest in any matter on the agenda for a committee meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.
- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the committee. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.
- A Councillor committee member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and, in the case of a “significant” non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any

time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.

- A community representative member of a committee who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises during a meeting at which they are present, (irrespective of whether or not the person has a pecuniary or a non-pecuniary interest), must state the name of the community group of which the person is a member or representative, and the matter shall be recorded in the minutes.

## **6. Working Groups**

- The Committee may appoint any number of Working Groups at any time to investigate any matter or thing to which the Committee may require information or to organise and manage, subject to the control of the Committee, any activity which may be considered by the Committee to be essential to the objectives of the Committee.
- Each Working Group appointed shall have Terms of Reference and a fixed term.
  - The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.

## **7. Minutes, Communications and Reporting**

- The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.
- The minutes of each meeting shall be circulated to all members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.
- Minutes will be completed within 2 weeks of the Committee meeting and then reported to the next available Council Meeting.
- All agendas shall be published on Council's website prior to the meeting.
- All minutes shall be published on Council's website within 5 days of adoption by Council.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

## **8. Insurance**

- Council shall effect personal accident insurance on Committee members together with legal liability cover, Voluntary Workers, cash in transit and personal property insurance cover.

**Note:** Legal liability cover will only be provided to members of the Committee and voluntary workers whilst they are acting within the scope of their duties for and on behalf of Council.

**9. Statutory Requirements**

- The Committee shall ensure that the *Local Government Act 1993* and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all time strictly observed.

**10. Dissolution**

All committees are automatically dissolved from the date of the quadrennial election.

..... General Manager

..... Chairperson

***Addendum:***

***Staff Officer:***

Elaine Kent

***Members of the Sister Cities Committee***

***Councillor Representatives:***

Councillor Jean Hay AM, Mayor  
Councillor Alan Le Surf

***Community Representatives:***

Ian Allpass  
Gail Allpass  
Vanessa Briggs  
Liberty Campbell  
Wayne Collins  
Gay Collins  
Margaret Crossley  
Anthony Foster  
Helen Foster  
David Freeman  
Elise Gilet  
Leslee Grant  
Katie MacMahon  
Sumiyo Mimori  
Judith Mudge  
Jack Nash  
John O'Brien  
Susan O'Brien  
Tatsuko Ryan  
Trevor Schwab  
Lynette Schwab  
Carmel Smith  
Suzanne Smith  
Diane Sullivan  
Yoko Sullivan  
Kym Swaby