

## NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a meeting of the SISTER CITIES COMMITTEE will be held on:

DATE: Wednesday 28th October 2009

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

PLACE: **Councillors Room** 

**COMMITTEE MEMBERS:** 

## Councillors

Manly Council Clir Jean Hay AM, Mayor Manly Council Cllr Alan Le Surf, Chairman of Committee

## Other Representatives

Balgowlah Boys Campus Vanessa Briggs St Paul's College Liberty Campbell Community Member Wayne Collins Community Member Gay Collins Community Member Margaret Crossley Community Member Anthony Foster Community Member Helen Foster Japanese speaker David Freeman Japanese speaker Elise Gilet Community Member Leslee Grant Japanese/Korean speaker Katie MacMahon JET/Japanese speaker Sumiyo Mimori Community Member Judith Mudge Community Member Jack Nash Community Member John O'Brien Community Member Susan O'Brien Japanese speaker Tatsuko Ryan Community Member Trevor Schwab Community Member Lynette Schwab Community Member Carmel Smith Mackellar Girls Campus Suzanne Smith Community Member Diane Sullivan

Yoko Sullivan Kym Swaby St Paul's College (maternity leave) JET/Japanese speaker

Council Staff Elaine Kent Ross Fleming

Sister Cities Co-ordinator Divisional Manager Corporate Services/Chief Financial 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.

Viv Hudson

**Administration Manager Corporate Services** 

Date: 14:10.99

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# **AGENDA**

## SISTER CITIES COMMITTEE

# MEETING TO BE HELD ON WEDNESDAY 28TH OCTOBER, 2009 AT 6.00PM COUNCILLORS' ROOM

ITEM 1	Apologies and leave of abs	ence
ITEM 2	Declarations of Interest –	Pecuniary Non- Pecuniary
ITEM 3	Confirmation of Minutes of 2009 and Matters Arising	Meeting held on Wednesday 26 <sup>th</sup> August
ITEM 4	Report – Virtual Exchange	with Odawara
ITEM 5	Report – Lifesaving Project	with Gunnedah
ITEM 6	Report – Exchanges and Pr	ojects with Yeongdo-gu
ITEM 7	Report – Friendship City ar	nd Sister City Visits and Anniversaries
ITEM 8	Report – Financial Report - Sister Cities Committee Ac	- Financial Statements/Current Balance of count (s)
ITEM 9	Report – Correspondence	
ITEM 10	Report – Proposed meeting	dates for 2010
ITEM 11	General Business brought Meeting and Approved for	to the Attention of the Chair Prior to the Consideration
ITEM 12	Date for Next Meeting: We	dnesday 25 <sup>th</sup> November 2009



MEETING DATE: 28 October 2009

**AUTHOR:** Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 4 – Report

Virtual Exchange with Odawara, Japan

## 1. INTRODUCTION

A Virtual Exchange will occur between Odawara City and Manly. This pilot programme, due to the cancellation of the student exchange this year, will assist students studying English and Japanese languages in their respective countries, and further their education of each other's culture.

#### 2. REPORT

The Virtual Exchange between students in Odawara and Manly is being progressed.

- Tokimeki have sent a DVD featuring students giving us an insight into family life and a snapshot of Odawara
- 3 students from Stella Maris College have provided a DVD introducing themselves
- St Paul's College, Freshwater Campus and Balgowlah Boys Campus students are working on their DVD's
- Outstanding student DVD's are being followed up
- Sister Cities Co-ordinator and Vanessa Briggs, Sister Cities Committee Member and Japanese Language Teacher at Balgowlah Boys Campus, who is coordinating the Virtual Exchange at her school, continue to liaise to progress the Virtual Exchange Programme
- Vanessa has offered to edit, with the help of some of her students, the Manly student's DVD's into one DVD
- completed Manly DVD will be forwarded to Odawara
- a copy of the Manly DVD will be made for Committee records
- Stella Maris and Tokimeki DVD's are currently with Vanessa to assist DVD process.
- On Wednesday 30<sup>th</sup> September 2009, in Odawara (2.30pm Japanese time) and
   3.30pm (Australian time), at Balgowlah Boys Campus, the technology was tested

for a Virtual Exchange hook up to check whether Manly and Odawara have compatible technology.

- Unfortunately the Virtual Exchange test was not successful. After numerous emails and phone attempts it was decided to abandon testing and sort out another test time once equipment both ends had been identified as compatible.
- We could see ourselves in the Balgowlah Boys virtual classroom and see the other test box ready to be accepted on the screen - but the connection could not be achieved.
- Vanessa Briggs, and Balgowlah Boys Campus school IT person, will work on the technology compatibility needs with Odawara IT person assisting the test their end and confer after the school holidays.
- Thanks to Vanessa and Paul for their great work to date and their continuing commitment to make this happen – all after school hours

The Tokimeki DVD and any completed Manly DVD's will be tabled at the October meeting and played.

#### 3. RECOMMENDATION:

That the information be received and noted.



MEETING DATE: 28 October 2009

**AUTHOR:** Jack Nash – Sister Cities Committee Member

SUBJECT: Item 5 – Report

Lifesaving Project with Gunnedah, Australia

## 1. INTRODUCTION

In order to re-activate the Friendship City Relationship between Gunnedah and Manly, a 'bush to beach' project, suggested by Sister Cities Committee members who are also members of Queenscliff Surf Lifesaving Club, was submitted for consideration. It involved a lifesaving skills weekend in Manly, with beach, surf activities and some local sightseeing included, for youth from Gunnedah.

The pilot project received a favourable response when it was raised with Sister Cities Committee members and with Gunnedah Shire Council. The project has been discussed and accepted by the President of Queenscliff Surf Club.

#### 2. REPORT

#### **Timeframe**

End November - Friday 27<sup>th</sup>, Saturday 28<sup>th</sup>, Sunday 29<sup>th</sup>, Monday 30<sup>th</sup> November 2009. This is the only time available on the busy Queenscliff Surf calendar.

## Location

Queenscliff Surf Lifesaving Club and Queenscliff Beach

## **Participants**

10-12 students – approx 15-16 years of age and students to be proficient swimmers minimum two adult chaperones recommended

#### **Format**

Propose group arrive Friday. Lifesaving, beach and surf activities Saturday and Sunday mornings. Sightseeing activities and free time Saturday and Sunday afternoons. Depart Monday. Evenings to be discussed.

A skilled Chief Instructor, and assistant instructors, would organise group activities for the students at the beach. Gunnedah participants would be able to participate in nippers club activities on Sunday morning and pair up with other junior members. Weather dependent it is hoped students could be introduced to IRB, rescue board activities and surf drills along with the lifesaving and beach training.

Queenscliff have a proud 85 year history with between 1,400 – 1,500 members and 500 nippers registered at the club, so are enthusiast in their ability to hold this programme and introduce young people from the bush to the joys of the beach.

Accommodation – Queenscliff Surf Club, either Club Room upstairs or the Hall Room downstairs. If in the Club Room, students would need to put away their own sleeping bags/bedding (which they would have to bring) into the adjoining Training Room each morning. If downstairs in Hall Room then bedding would not need to be put away.

Food – facilities at the Club include an oven and microwave in the Training Room and a commercial kitchen downstairs. Group could be asked to bring their own food.

Bathroom facilities – toilets and showers on site. Hot showers downstairs in club change rooms which needs 20c to operate.

Queenscliff's Surf Club Hall tentatively booked.

A cost of \$12.00 per person (Branch Fee) would cover students for insurance for weekend. They would need to fill out club membership forms so they are insured.

Students could choose to pay \$35.00 for a Workbook Training Manual or could just work through beach skills and activities through verbal instruction and actions.

We would ask Gunnedah to choose their students and make sure all students are fit for the activities envisaged – medical forms (as with Odawara programme may be a good idea to have so we are aware of any underlying conditions eg asthma.

Parking at Queenscliff over the 3 day period to be arranged for their transport vehicle/s.

Queenscliff have a website that Gunnedah Shire Council could access for more information when they are promoting student participation www.queensie.com

A Queenscliff Surf Club Annual Report and a Training Manual will be tabled.

Queenscliff have a clothing shop for costumes, t-shirts, hats, caps.

Proposal to be submitted to Gunnedah Shire Council for consideration.

## 3. RECOMMENDATION:

That the information be received and noted.



MEETING DATE: 28 October 2009

**AUTHOR:** Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 6 – Report

Exchanges and Projects with Yeongdo-gu, South Korea

## 1. INTRODUCTION

Yeongdo-gu, Busan Metropolitan City, South Korea and Manly established a Friendship City Relationship in May 2009.

The Charter of Mutual Friendship between Manly and Yeongdo-gu was based upon the shared desire to pursue friendly relations and promote co-operation and understanding through exchanges and projects in different fields.

Yeongdo-gu officials met with General Manager Henry Wong at the end of August to further discuss matters of collaboration. The purpose of this report is to outline discussions raised for visits, projects and exchanges, so we can work together to achieve these goals.

## 2. REPORT

The following draft outline and timeline is provided for the visits, projects and exchanges that have been proposed to establish a framework to achieve the goals:

# Yeongdo-gu and Manly Exchange Projects and Visits Draft Outline/Timeline

Exchanges/Visits	Outline	Timeframe		
Exchanges:  1. Student English Language Training	<ul> <li>Approx 16 middle school students – boys and girls</li> <li>Proposal for 4-6 week stay in Manly for English language training – more conversational English rather than grammar</li> </ul>	January/February 2011		

- Ideally students to be over 14 years of age (liaising with KLAFIR Sydney about this)
- 2 chaperones to accompany group
- Yeongdo-gu have pledged a \$3,000 subsidy to cover expenses
- Student and chaperone insurance cover (personal accident/medical/items etc) to be covered by Yeongdo-gu
- Each student and chaperone to provide Medical Information Report (report to be sent to Manly Council's Sister Cities Coordinator – information will be kept confidential). This report is to safeguard in case of injury or illness. Information must be provided on allergies (to medicines, food, pets etc), conditions (eg asthma, diabetes, epilepsy etc), physical restrictions (that may need to be monitored during activities), name of any medications that are required to be taken and nature of symptoms related to these medical requirements, plus any other relevant medical information that is deemed essential by the student parent/s or guardians of each minor.
- Manly to provide homestay
- Manly to arrange English language training classes and programme
- Language teacher from Manly to be sent to Yeongdo-gu prior to students visit (2 weeks proposed) to orientate group with what to expect (\$3,000 funded by Yeongdo-gu)
- When a language provider has been organised, ask their assistance with a 'placement test' that we can send to Yeongdo-gu to assist them with their student assessment/selection process
- Ideally Yeongdo-gu chaperones to have an understanding of English to assist student transition and liaise with Manly staff assisting programme
- Maybe one chaperone could be a teacher
- Suggestion that one chaperone could be a Yeongdo-gu staff member and use the stay as a pilot visit to ascertain programme for proposed staff exchanges
- Suggestion to have Sister Cities Committee member Katie McMahon on board to assist these projects with Yeongdo-gu as she is a Korean speaker
- an approach to ACE (Australian College of English), they will cost and devise a draft programme for us

2. Sport - soccer	<ul> <li>ACE informed if they are chosen they have packages that cover tuition, homestay, transfers, food and sightseeing for approx \$4,500.00 (Yeongdo-gu subsidy is \$3,000.00). Further consultation needed with ACE</li> <li>Chairman Cr Alan Le Surf will discuss offer of assistance – homestay, Committee subsidy, welcome function etc with members at the October 28<sup>th</sup> 2009 meeting</li> <li>If either Sister Cities Committee members or ACE homestay families provide student accommodation – it will be a requirement that as students are minors there must be two students per one homestay in Manly</li> <li>Checking with (St Patrick's) Hospitality College to see if they have English language training and can accommodate minors</li> <li>Suggestion of another English language training college in Sydney Road we could try</li> <li>Manly will provide hospitality to all visitors in keeping with extended courtesies shown on visits to Yeongdo-gu</li> </ul>	After 2010
	<ul> <li>Need to establish if soccer teams are young students or young adults and what their level of expertise is (KLAFIR assisting)</li> <li>Suggestion to approach the Manly Warringah and Pittwater Soccer Association to discuss possibilities</li> </ul>	MOU during Yeongdo-gu visit to Manly September 2010.  July 2010 – consultation and prepare draft MOU for discussion.
3. Culture/Arts	Manly events: <ul> <li>Food and Wine Festival</li> <li>Jazz Festival</li> <li>Arts Festival</li> </ul> <li>Art/traditional craft exhibitions/demonstrations at Manly Art Gallery/Museum</li> <li>(NB: In 2010 the Manly Art Gallery &amp; Museum turns 80 with exhibitions devoted to their own collection</li>	After 2010  July 2010 – consultation and prepare draft MOU for discussion.

	and the building of the gallery & museum, as well as the history of the Far West Children's Scheme. All the other events will carry on as usual during the festival. The Festival opening will be 3 September).  Suggestion to link proposed September 2010 visit by	
	Yeongdo-gu officials to coincide with Council's Arts Festival Programme	MOU signing during Yeongdo- gu visit to Manly September 2010.
4. Commerce and	Suggestion of linking officials with:	After 2010
Trade	<ul> <li>Austrade</li> <li>Local Chamber of Commerce</li> <li>State and/or Local Government and attendance at State/Local Government Conferences for networking/information exchanges and policy exchanges</li> </ul>	MOU during Yeongdo-gu visit to Manly September 2010.  July 2010 – consultation and prepare draft MOU for discussion.
5. Staff	A public official to be dispatched to the other country for detached duty for 3 months	June/August 2010
	Suggestion that a 'generalist' rather than a 'specialist' be sent to Manly and that the person have some understanding of English (KLAFIR assisting)	Airfare – covered by Yeongdo-gu  Accommodation
	Reciprocal hosting proposed by Yeongdo-gu	(homestay)
Visits:	Mutual Friendship Visits	Sept/Oct 2010 approx 7 persons
Friendship ambassador/delegation visits	Every other year proposed for future visits between Yeongdo-gu and Manly	from Yeongdo-gu for MOU signing
	Accommodation (homestay) by host city	Accommodation (homestay)

## 3. RECOMMENDATION:

That the information be received and noted.



MEETING DATE: 28 October 2009

**AUTHOR:** Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 7 – Report

Friendship City and Sister City Visits and Anniversaries

## 1. INTRODUCTION

Visitors to Manly and significant Sister and Friendship City anniversaries will occur over the next twelve months. These important events require discussion, and an events calendar to be established, so each occasion is documented and well planned.

## **Visitors to Manly:**

- Friday 6<sup>th</sup> November 2009 (morning only), 5 persons from Taito City Council our Sister City of Taito-ku in Japan
- Saturday 19<sup>th</sup> December 2009 (7.40am arrival), approx 10 persons from TICC (Taito-ku International Co-operation Committee) and here Sunday 20<sup>th</sup>, Monday 21<sup>st</sup> with departure Tuesday 22<sup>nd</sup> December 2009.

## **Anniversaries:**

In 2010 we will celebrate:

- 10<sup>th</sup> anniversary of our Sister City Relationship with Jing'an, China (MOU signed October 9<sup>th</sup> 2000)
- 20<sup>th</sup> anniversary of our Friendship City Relationship with Odawara, Japan

#### 2. REPORT

➤ **Taito visit to Manly** - on Friday morning 6<sup>th</sup> November 2009, the following visitors from our Sister City of Taito-ku, Japan will come to Manly:

Mayor of Taito City, Mr Hiroshi Yoshizumi Chairperson of the Taito City Assembly, Mr Shigeru Suzuki Director, General Affairs Division and World Heritage Registration Promotion Office, Mr Masayuki Iwasaki Director of Assembly Secretariat, Mr Kaoru Yashita

(Deputy Mayor of Taito City, Mr Tetsuya Yamada will also be coming to Australia with the group but will attend talks in Sydney and not be in Manly)

Purpose of Visit: Advised will be in Australia from November 4<sup>th</sup> to 10<sup>th</sup> to visit

Mayor Jean Hay AM and attend Council, pay their respects to Joan Thorburn and visit Sydney and Melbourne for Australian World Heritage talks.

Sister Cities Co-ordinator liaising with Taito City to assist their visit.

A visit to Council and to St Andrews Church to pay respects to Joan Thorburn is being organised.

Morning schedule to be completed once all details available.

- ➤ TICC visit to Manly schedule to be arranged after liaising with TICC. Assist by organising a visit to Council and they want to go to St Andrews Church to pay respects to Joan Thorburn.
- Anniversaries discuss events to celebrate the Odawara 20<sup>th</sup> and Jing'an 10<sup>th</sup> Anniversaries in 2010.

## 3. RECOMMENDATION:

That the information be received and noted.



MEETING DATE: 28 October 2009

**AUTHOR:** Ross Fleming, Divisional Manager Corporate Services

Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 8 – Report

Financial Statement / Current Balance of Sister Cities

**Committee Account (s)** 

## 1. INTRODUCTION

The Financial Report for the Sister Cities Accounts as at 30 September 2009 is tabled.

## 2. REPORT

Nothing further to report.

## 3. RECOMMENDATION:

That the financial Report for September 2009 be received and noted.

Ross Fleming Divisional Manager, Corporate Services 30 September 2009

## **ATTACHMENTS:**

## 1. Financial Statement

## MANLY SISTER CITIES COMMITTEE

## FINANCIAL YEAR - 2009/2010

## FINANCIAL STATEMENT AS AT SEPTEMBER 2009

(reporting activity in current accounts)

## 1. SISTER CITIES DEPOSITS ACCOUNT

No. 008000 9200 8088

Balance of Account as at: 1 August 2009 \$594.84

Balance of Account as at: 30 September 2009 \$594.84

2. BUDGET ALLOCATION

No. 011031 0027 0120

Balance of Account as at: 1 August 2009 \$6,800.00

Less:

4/08/2009 Petty cash Frame - Yeongdo Gift -\$30.00 7/08/2009 Manly Coaches Hire of Bus - North Fort / Diary Handover -\$250.00 12/08/2009 Clr A Le Surf Reimburse out of pocket expenses Odawara E -\$248.18 19/08/2009 J O'Brien Reimburse out of pocket expenses Odawara E -\$165.13 31/08/2009 Various Mayoral Lunch - Japanese Sailor Diary Hando -\$1,169.17 31/08/2009 Petty cash Sailor diary handover Gift box, photos -\$58.92 25/09/2009 N F Williams Gifts of Exchanges -\$381.82

Balance of Account as at: 30 September 2009 \$4,496.78

3. ODAWARA EXCHANGE ACCOUNT

No. 008000 9200 8094

Balance of Account as at: 1 August 2009 \$10,445.27

Balance of Account as at: 30 September 2009 \$10,445.27

4. JOAN THORBURN - TOKIMEKI DONATIONS ACCOUNT

No. 008000 9200 8093

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

Opening Balance 1 August 2009 \$1,220.00

Balance of Account as at: 30 September 2009 \$1,220.00



MEETING DATE: 28 October 2009

**AUTHOR:** Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 9 – Correspondence Report

## Correspondence In:

Australia Japan Society and Japan Foundation invitations to difference events

- Emails from Taito City and TICC regarding visits
- Emails from Vanessa Briggs regarding Virtual Exchange
- Request from Jing'an for any suggestions for 10<sup>th</sup> Anniversary celebrations
- Email advice from Sumiyo Mimori on conclusion of diary handover in Japan to Mr Maruyama's family and the media coverage there
- Email from Wayne Collins for amendment to August minutes re Sister/Friendship City anniversary dates
- Letter from Jing'an advising they will visit during 2010
- Email from Yeong'do advising they plan to visit in September 2010
- Email from Gunnedah Shire Council advising outcome of Mayoral elections Mayor Cr Adam Marshall and Deputy Mayor Cr Colleen Fuller re-elected unopposed
- Advice from Council's Secretariat that Terms of Reference for Council Committees have been amended to replace any reference to 'Community Representative' to 'Community Member'

## **Correspondence Out:**

- Email responses to Taito City and TICC to assist visits
- Emails to Leura Fine Woodwork Gallery re purchase of timber kookaburra gifts
- Emails to Sailor's Diary attendees to advise safe return of Mr Maruyama's diary to his family in Japan
- Letter to Mayor Kato of Odawara City from Mayor in reply to his letter of gratitude for diary handover and support of Council's Sister Cities Committee for Virtual Exchange
- Email to Stella Maris to thank Japanese language students for forwarding their DVD for the Virtual Exchange

- Emails to KLAFIR re Yeong-do Friendship Relationship and follow up on proposed exchanges and visits
- Thank you letter to Mr John Saltwell from Mayor for his role in diary handover
- Emails to Vanessa Briggs and Odawara progressing Virtual Exchange
- Emails to schools requesting Virtual Exchange DVD's



MEETING DATE: 28 October 2009

**AUTHOR:** Secretariat

SUBJECT: Item 10 Report

Committee meeting dates for 2010

## 1. INTRODUCTION

The attached are proposed meeting dates for the Sister Cities Committee for 2010.

## 2. INFORMATION

The following table sets out the proposed meeting dates for the Sister Cities Committee meetings for 2010. The meetings have been scheduled for the fourth (4<sup>th</sup>) Wednesday of the month, meeting to commence at 6.00pm, Manly Town Hall, 1 Belgrave Street, Manly and will run for a maximum of 2 hours, as per the current meeting schedule.

Ī	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	
	N/A	24	24	28	26	23	28	25	22	27	24	22

## 3. RECOMMENDATION:

The Committee recommends to Council that, the proposed dates for 2010 be approved.

Secretariat

**Corporate Services** 

19 October 2009