

NOTICE OF MEETING

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

DATE: Wednesday 24 February 2010

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

PLACE: Councillors Room

COMMITTEE MEMBERS:

Councillors

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

Other Representatives

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

Yoko Sullivan St Paul's College (maternity leave)

Council Staff Elaine Kent

Elaine Kent Sister Cities Co-ordinator
Ross Fleming Executive Manager Corporate Services

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.

Ross Fleming

Executive Manager Corporate Services

Date: 8 February 2010



AGENDA

SISTER CITIES COMMITTEE

MEETING TO BE HELD ON WEDNESDAY 24 FEBRUARY 2010 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 November 2009 and Matters	Meeting held on Wednesday 25 th s Arising
ITEM 4	Report – Virtual Exchange, Student Exchange Programme and 20 th Anniversary with Odawara in Japan	
ITEM 5	Report – Lifesaving Project Gunnedah	with our Australian Friendship City of
ITEM 6	Report – Exchanges and Pr	ojects with Yeongdo-gu in South Korea
ITEM 7	Report – Friendship City an Anniversary with Jing'an in	nd Sister City Matters, and 10 th China
ITEM 8	Financial Report	
ITEM 9	Correspondence Report	
ITEM 10	General Business - matters prior to the meeting and ap	brought to the attention of the Chair proved for consideration
ITEM 11	Date for Next Meeting: Wed	dnesday 24 th March 2010



MEETING DATE: 24 February 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 4 – Report

Virtual Exchange, Student Exchange Programme and 20th

Anniversary with Odawara, Japan

1. Discussion on progressing the Virtual Exchange to be held at Balgowlah Boys Campus and decide on a date when the students in Odawara and students in Manly will be connected via the virtual classroom.

- 2. Committee discussion on the 2010 Manly/Odawara Student Exchange Programme. To be held in Odawara from 12th 23rd July, and in Manly from 3rd to 10th August 2010. Matters to cover include:
 - Appoint two panels of judges, 3 judges per panel, one for interviews of boys and one for girls, to be held on Sunday 21st March 2010
 - Seek Committee volunteers for interviews to be held on Sunday 21st March 2010 to meet and greet students and parents, document passport information and uniform sizes
 - Confirmation of date for first Orientation meeting (Thursday 29th April 2010 7.00pm to 8.30pm is in SCC calendar at present)
 - Committee decision on last date for payment of student contribution (full payment to Qantas due 28 May 2010)
 - Committee consideration of offer of Balgowlah Boys Campus to host student Preparation Meetings
 - Committee decision on dates of Preparation Meetings to be held for students
 - Discussion on whether to suggest to students to have the free Government H1N1 inoculation that is available
 - Committee discussion on the 7 day visit of Odawara students to Manly what
 activities to keep in the programme eg city day, trip to the Blue Mountains
 combining both students, 'ME' (Manly Experience) Programme, North Fort,
 choose a venue for the Sister Cities Committee Welcome dinner (if Mayor
 Kato is in Manly during the student exchange) etc
 - Confirmation of one uniform top per student s/s polo top for Manly students and l/s t-shirt top for Odawara students

- Feedback on responses from 2009 Manly students to letters sent inviting their participation in this year's programme
- Tabling of bus/coach quotes for Manly student airport transfers and Committee decision on which quote to accept
- Other matters as arising
- 3. This year is the 20th Anniversary of the Friendship City Relationship between Manly and Odawara City.

Committee discussion and suggestions for celebrations and also plan for the visit of Mayor Kenichi Kato in August 2010.

NB: '20th Anniversary' will be added under the exchange programme logo on the student uniform tops this year for both Manly and Odawara students.

RECOMMENDATION:

That the information be received and noted.



MEETING DATE: 24 February 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 5 – Report

Lifesaving Project with our Australian Friendship City of

Gunnedah

Progress a 'bush to beach' project whilst re-activating the Friendship City Relationship with Gunnedah.

This youth pilot project received a favourable response when raised with Gunnedah Shire Council. The project has been accepted by the President of Queenscliff Surf Club.

Committee discussion on a month/date and a format for this project.

RECOMMENDATION:

That the information be received and noted.



MEETING DATE: 24 February 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 6 – Report

Exchanges and Projects with Yeongdo-gu, South Korea

Further discussion on the following amended draft outline/timeline to initiate and achieve the goals proposed:

Yeongdo-gu and Manly Exchange Projects and Visits Draft Outline/Timeline as at February 2010

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

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: o to provide and/or arrange homestay to arrange English language training classes and programme o will provide hospitality to all visitors in keeping with extended courtesies shown on visits to Yeongdo-gu Language teacher from Manly to be sent to Yeongdo-gu prior to students visit (2 weeks proposed) to orientate group with what to expect When a language provider has been organised, ask their assistance with a 'placement test' that can be sent to Yeongdogu 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 to 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 four Manly Colleges of English has been done for quotes on costs packages seem to cover - tuition, homestay, transfers, food and sightseeing Yeongdo-gu have offered a subsidy of \$3,000.00 it will be a requirement, that as students are minors, there must be two students per one homestay in Manly After 2010 2. Sport - soccer

	 young students for friendly games of soccer an approach has been made to the Manly Warringah Football Association (MWFA) who were interested in the proposal to link peninsula soccer teams with soccer players from South Korea MWFA soccer season is April – end August further liaison with MWFA 	MOU during Yeongdo-gu visit to Manly September 2010. July 2010 – consultation and prepare draft MOU for discussion
3. Culture/Arts	Manly events:	After 2010 July 2010 – consultation and prepare draft MOU for discussion.
	Art/traditional craft exhibitions/demonstrations at Manly Art Gallery/Museum (NB: In 2010 the Manly Art Gallery & Museum turns 80 with exhibitions devoted to their own collection 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 Mayoral visit to Manly September 2010
4. Commerce and Trade	Suggestion of linking officials with: Austrade Local Chamber of Commerce State and/or Local Government and attendance at State/Local Government Conferences for networking/information exchanges and policy exchanges	After 2010 MOU during Yeongdo-gu Mayoral 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 (TBC)
	Suggestion that a 'generalist' rather than a 'specialist' be sent to Manly and that the person have some understanding of English (KLAFIR assisting) Reciprocal hosting proposed by Yeongdo-gu Suggestion for one of the chaperones coming with the students on the English Language Programme to be a Yeongdo staff member so they can familiarise themselves with what Manly Council can offer with regard to staff exchange/training so they can take this information back to Yeongdo-gu Council for consideration	Airfare – covered by Yeongdo-gu Accommodation (homestay)
Visits: Friendship ambassador/delegation visits	Mutual Friendship Visits Every other year proposed for future visits between Yeongdo-gu and Manly Accommodation (homestay) by host city Mayoral visit proposed for September 2010	Sept/Oct 2010 approx 7 persons from Yeongdo-gu for MOU signing Accommodation (homestay)

1. RECOMMENDATION:

That the information be received and noted.



MEETING DATE: 24 February 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 7 – Report

Friendship City and Sister City Matters, and 10th

Anniversary with Jing'an in China

1. INTRODUCTION

1a Sister City of Taito-ku in Japan

Visitors to Manly in December 2009, from our Sister City of Taito-ku in Japan, were from Taito City Council and from TICC (Taito-ku International Co-operation Committee).

These visits were to pay respects to former Chairperson Mrs Joan Thorburn OAM on the year of her passing and also to discuss the next phase of projects/programmes and exchanges in these long standing relationships.

1b Anniversaries

- 10th anniversary of our Sister City Relationship with Jing'an, China (MOU signed October 9th 2000)
- (20th anniversary of our Friendship City Relationship with Odawara, Japan this was covered under Report No.4 in Odawara)

2. REPORT

- ➤ Taito-ku discussion on the next phase of our Sister City Relationship with the City of Taito and possible introduction of new projects, programmes and/or exchanges. The Chairman will provide feedback on his discussions with Taito City Councillors and possible projects/programmes and/or exchanges.
- ➤ TICC during the December 09 visit of TICC members, the sum of \$3214.34 was donated in memory of former Chairperson of the Sister Cities Committee Mrs Joan Thorburn OAM on the first anniversary of her passing. Committee discussion on how this contribution will be used in memory of Mrs Thorburn. The

Chairman will provide feedback on his discussions with TICC Chairman Mr Ninomiya and possible projects/programmes and/or exchanges.

3. RECOMMENDATION:

That the information be received and noted.



MEETING DATE: 24 February 2010

AUTHOR: Ross Fleming, Executive Manager Corporate Services

SUBJECT: Item 8 – Report

Financial Statement / Current Balance of Sister Cities

Committee Account(s)

1. INTRODUCTION

The Financial Report for Sister Cities Accounts as at 31st January 2010 is provided in this Agenda.

2. REPORT

Nothing further to report.

3. RECOMMENDATION:

That the financial Report for January 2010 be received and noted.

Ross Fleming
Executive Manager Corporate Services
24 February 2010

MANLY SISTER CITIES COMMITTEE

FINANCIAL YEAR - 2009/2010

FINANCIAL STATEMENT AS AT JANUARY 2010

(reporting activity in current accounts)

No. 008000 9200 8088

Balance of Account as at: 31 October 2009 \$594.84

Balance of Account as at: 31 January 2010 \$594.84

2. BUDGET ALLOCATION

No. 011031 0027 0120

Balance of Account as at: 31 October 2009 \$4,427.56

Less:

November Various Taito City Mayoral visit and Taito Assembly
09 to expenses – gifts,
January formal functions City Councillors and TICC (Taito International

2010 food/beverages Co-operation Committee) visits December 09 -\$3,037.63

Balance of Account as at: 31 January 2010 \$1,389.93

3. ODAWARA EXCHANGE ACCOUNT

No. 008000 9200 8094

Balance of Account as at: 31 October 2009 \$10,445.27

Balance of Account as at: 31 January 2010 \$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
 31 October 2009
 \$1,220.00

 Balance of Account as at:
 31 January 2010
 \$1,220.00

5. TICC STUDENT EXCHANGE ACCOUNT

No. 008000 9200 8098

As at 14.1.10 \$3,214.34



MEETING DATE: 24 February 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 9 – Correspondence Report

Correspondence In:

Email replies of Happy New Year greetings from Sister and Friendship cities

- Australia Japan Society and Japan Foundation email invitations to events (emailed to Committee members)
- Jardine Lloyd Thompson quote, subsequent invoice, and policy document, for insurance cover for Odawara Student Exchange 12-23 July 2010 (approved by Chairman)
- Numerous emails from Taito City regarding November and December '09 visits of Mayor, Deputy Mayor, Assembly men, Directors, Councillors and TICC (Taito International Co-operation Committee) members
- Email quotes from Jetstar and JAL for Japanese student exchange programme requirements in 2010
- Emails from Qantas Group Travel with new quote for Odawara travel requirements 12-23 July 2010, and subsequent confirmation of booking, for 25 persons (approved by Chairman)
- Emails from 5 bus/coach companies quoting for airport transfers for our Odawara student exchange programme
- KLAFIR end '09 Newsletter (including article on Manly and Yeongdo-gu's new Friendship City Relationship)
- Email from Vanessa Briggs offering Balgowlah Boys Campus as the venue for Odawara Student Exchange Preparation Meetings
- Emails from Totally Work Wear quoting for student exchange programme uniform tops for this year with the inclusion of '20th Anniversary' in the logo
- Email from Odawara City advising that Mayor Kenichi Kato will visit Manly in August 2010
- Emails from English colleges in Manly providing information and quotes on requirements needed for student exchange with Yeongdo-gu
- Emails from '09 students replying to correspondence inviting them to participate in the 2010 Odawara Student Exchange Programme

- Notice of Sister Cities Australia National Awards 2010
- Email from two Freshwater Senior Campus students advising they are finalising their DVD for the Virtual Exchange
- Email from Odawara City accepting the dates for the Manly student visit this year
- Emails from '09 Manly students and/or parents in response to letters sent inviting their participation in the Odawara student exchange programme this year
- Email from Odawara City proposing dates for the first Virtual Exchange in February or March this year.

Correspondence Out:

- Email of Happy New Year Greetings sent to Sister and Friendship cities
- Emails to airlines and bus/coach companies seeking quotes for 2010 Odawara Student Exchange Programme
- Emails to English colleges in Manly asking for information and quotes on requirements needed for student exchange with Yeongdo-gu
- Email to Jardine Lloyd Thompson for insurance cover for Odawara Student Exchange 12-23 July 2010 and subsequent email accepting quote, policy and level of cover
- Emails to Taito City regarding November and December 09 visits by Mayor, Deputy Mayor, Assembly men, Directors, Councillors and TICC (Taito International Co-operation Committee)
- Correspondence to '09 students inviting their participation in the 2010 Odawara Student Exchange Programme
- Correspondence to school Principals informing them about the 2010 Odawara Student Exchange Programme and including Application Form and advising information was on Council's website
- Correspondence to school Japanese Language teachers informing them about the 2010 Odawara Student Exchange Programme and including Application Form and advising information was on Council's website
- Email to Odawara informing them, and Mr Ozaki of the Tokimeki International School, of the July 2010 dates for the Manly visit to Odawara City for the student exchange programme
- Virtual Exchange DVD's posted to Odawara City
- Thank you letters and photos posted to Taito City Council Mayor and Councillors, and TICC Chairman, after their November/December '09 visits
- Emails to Jetstar and JAL thanking them for quoting for Council's Japanese student exchange travel requirements and advising that another quote had been accepted
- Email to MWFA (Manly Warringah Football Association) following up requirements for Yeongdo-gu sport (soccer) exchange programme
- Email of thanks to Freshwater students in response to their advice they are finalizing their DVD for the Virtual Exchange

- Email to Council's Media Division providing Manly Daily advertising for the Odawara Student Exchange Programme to be inserted on 6th February
- Email to '09 students and/or parents in response their replies about the 2010
 Manly/Odawara Student Exchange Programme
- Email to acacia embroidery (known at Totally Work Wear) accepting new logo artwork for student exchange uniform tops (approved by Chairman)
- Cheque deposit posted to Qantas for group booking for student exchange.



MEETING DATE: 24 February 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 10 – General Business

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



MEETING DATE: 24 February 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 11 – Date for Next Meeting

As per Council's Sister Cities Secretariat, and as listed on the Sister Cities Committee Diary 2010 (to be tabled as a handout at the meeting), the date of the next meeting of Manly Council's Sister Cities Committee is:

Wednesday 24th March 2010