NOTICE OF MEETING

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

DATE: **Wednesday 24 March 2010**

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

PLACE: **Councillors' Room, Manly Town Hall, 1 Belgrave Street, Manly**

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

Kym Swaby	JET/Japanese speaker

Council Staff

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: 11 March 2010

AGENDA

SISTER CITIES COMMITTEE

MEETING TO BE HELD ON WEDNESDAY 24 MARCH 2010 AT 6.00PM
COUNCILLORS' ROOM, MANLY TOWN HALL, 1 BELGRAVE STREET, MANLY

ITEM 1 **Apologies and leave of absence**

ITEM 2 **Declarations of Interest – Pecuniary**
Non- Pecuniary

ITEM 3 **Confirmation of Minutes of Meeting held on Wednesday 24th February 2010 and,**

Matters Arising: Feedback from Anthony Foster and Jack Nash on Lifesaving Project with Gunnedah and,

Other Matters Arising

ITEM 4 **Report – Odawara Exchange**

ITEM 5 **Friendship City and Sister City Programs**

ITEM 6 **Financial Report**

ITEM 7 **Correspondence Report**

ITEM 8 **General Business - matters brought to the attention of the Chair prior to the meeting and approved for consideration**

Date for Next Meeting: Wednesday 28th April 2010, Training Room

TO: Sister Cities Committee

MEETING DATE: 24 March 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: **Item 4 – Report – Odawara Exchange**

- **Student Exchange Programme**
- **Virtual Exchange**
- **20th Anniversary with Odawara, Japan**

1. Feedback will be provided on the:

   - Outcome of student interviews to be held on Sunday 21st March 2010
   - Outcome of Virtual Exchange to be held at Balgowlah Boys Campus Library at 4.00pm on Monday 22nd March 2010
   - Other matters arising

RECOMMENDATION:

That the information be received and noted.

Elaine Kent
Sister Cities Co-ordinator
24 March 2010

TO: Sister Cities Committee

MEETING DATE: 24 March 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: **Item 5 – Friendship City and Sister City Programs**

5.1 Australian Friendship City - Gunnedah – Lifesaving Project
5.2 Friendship City – Yeongdo-gu, South Korea
5.3 Sister City - Jing'an, China – 10th Anniversary
5.4 Sister City – Taito-ku, Japan
5.5 Friendship City – Odawara, Japan - 20th Anniversary

Information on any progress regarding the above programs will be provided at the meeting.

RECOMMENDATION:

That the information be received and noted.

Elaine Kent
Sister Cities Co-ordinator
24 March 2010

TO: Sister Cities Committee

MEETING DATE: 24 March 2010

AUTHOR: Ross Fleming, Executive Manager Corporate Services

SUBJECT: **Item 6 – Report**
Financial Statement / Current Balance of Sister Cities Committee Account(s)

The Financial Report for Sister Cities Accounts as at 28th February 2010 is provided.

RECOMMENDATION:

That the financial Report for February 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 FEBRUARY 2010
(reporting activity in current accounts)

1. SISTER CITIES DEPOSITS ACCOUNT
No. 008000 9200 8088

Balance of Account as at :	31 January 2010	$594.84
Balance of Account as at:	**28 February 2010**	**$594.84**

2. BUDGET ALLOCATION
No. 011031 0027 0120

Balance of Account as at :	31 January 2010	$1,389.93
Less:		
15/02/2010 Nationwide News	Student Exchange Council News 6th Feb	-$749.09
Balance of Account as at:	**28 February 2010**	**$640.84**

3. ODAWARA EXCHANGE ACCOUNT
No. 008000 9200 8094

Balance of Account as at :	31 January 2010	$10,445.27
10/02/2010 Jardine Lloyd Thompson	Personal Accident Endorsement 30/6/09-30/6/10	-$1,625.00
3/02/2010 Qantas Airways	Deposit Odawara Student Exchange 2010	-$2,500.00
Balance of Account as at:	**28 February 2010**	**$6,320.27**

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 January 2010	$1,220.00
Balance of Account as at:	**28 February 2010**	**$1,220.00**

5. TICC STUDENT EXCHANGE DONATION ACCOUNT
No. 008000 9200 8098

Opening Balance	31 January 2010	$3,214.34
Balance of Account as at:	**28 February 2010**	**$3,214.34**

TO: Sister Cities Committee

MEETING DATE: 24 February 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: **Item 7 – Correspondence Report**

Correspondence In:

- Application forms from students applying for the 2010 Manly/Odawara Student Exchange Programme
- Emails re invitations to interviews and virtual exchange
- Emails from Odawara City progressing the virtual exchange
- Emails (and/or telephone messages) from '09 students replying to correspondence inviting them to participate in the 2010 Odawara Student Exchange Programme
- Email from SCC member advising booking of the Hospitality College in Manly for Thursday 5th August 2010 at 6.00pm for formal dinner with Odawara visitors.

Correspondence Out:

- Correspondence to students thanking them for their applications and inviting them to an interview at a given time on Sunday 21st March 2010 for the Odawara Student Exchange Programme
- Email to school Language teachers informing them their students had been sent correspondence regarding an interview for the Odawara student exchange and advising them about the Virtual Exchange details

TO: Sister Cities Committee

MEETING DATE: 24 March 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: **Item 8 – General Business**

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

Date for Next Meeting:

Wednesday 24th March 2010