

NOTICE OF MEETING

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

DATE: Wednesday 28 April 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 Wayne Collins Community Member Gay Collins Community Member Anthony Foster Community Member Helen Foster Community Member Japanese speaker David Freeman Elise Gilet Japanese speaker Community Member Leslee Grant JET/Japanese speaker Sumiyo Mimori Community Member Judi Mudge Jack Nash Community Member John O'Brien Community Member Community Member Sue O'Brien Tatsuko Ryan Japanese speaker Trevor Schwab Community Member Lvn Schwab Community Member Carmel Smith Community Member Mackellar Girls Campus Suzanne Smith Diane Sullivan Community Member St Paul's College Yoko Sullivan Kym Swaby JET/Japanese speaker

Council Staff

Elaine Kent Ross Fleming

Sister Cities Co-ordinator 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: 14 April 2010



AGENDA

SISTER CITIES COMMITTEE

MEETING TO BE HELD ON WEDNESDAY 28 APRIL 2010 AT 6.00PM TRAINING ROOM

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 24 th March 2010 and Matters Arising:
ITEM 4	Report - Odawara Exchange
ITEM 5	Friendship City and Sister City Projects/Exchanges
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 26 th May 2010, 6.00pm Training Room, Ground Floor, Manly Council Chambers, 1 Belgrave Street, Manly.



MEETING DATE: 28 April 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 4 – Odawara Exchange

• Student Exchange Programme

• 20th Anniversary

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

SUBJECT: Item 5 – Friendship City and Sister City

Projects/Exchanges

5.1 Australian Friendship City - Gunnedah – Lifesaving Project update from Jack Nash/Tony Foster

5.2 Friendship City - Yeongdo-gu, South Korea

5.3 Sister City - Jing'an, China - 10th Anniversary

5.4 Sister City - Taito-ku, Japan

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



MEETING DATE: 28 April 2010

AUTHOR: Ross Fleming, Executive Manager Corporate Services

SUBJECT: Item 6 – Financial Report

Financial Statement / Current Balance of Sister Cities

Committee Account(s) as at end March

1. INTRODUCTION

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

2. REPORT

Nothing further to report.

3. RECOMMENDATION:

That the financial Report for end March 2010 be received and noted.

Ross Fleming
Executive Manager Corporate Services
28 April 2010

MANLY SISTER CITIES COMMITTEE FINANCIAL YEAR - 2009/2010

FINANCIAL STATEMENT AS AT MARCH 2010

(reporting activity in current accounts)

1. SISTER CITIES DEPOSITS ACCOUNT

No. 008000 9200 8088

Balance of Account as at: 28 February 2010 \$594.84

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

2. BUDGET ALLOCATION

No. 011031 0027 0120

Balance of Account as at: 28 February 2010 \$640.84

Less:

16/03/2010 Catering Catering supplies for meeting -\$10.00

Balance of Account as at: 31 March 2010 \$630.84

3. ODAWARA EXCHANGE ACCOUNT

No. 008000 9200 8094

Balance of Account as at: 28 February 2010 \$6,320.27

Balance of Account as at: 31 March 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 28 February 2010 \$1,220.00

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

5. TICC STUDENT EXCHANGE DONATION ACCOUNT

No. 008000 9200 8098

Opening Balance 28 February 2010 \$3,214.34

Balance of Account as at: 31 March 2010 \$3,214.34



MEETING DATE: 28 April 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: Item 7 – Correspondence Report

Correspondence In:

 Australia Japan Society, Japan Foundation and other email invitations to events (emailed to Committee members)

- Email confirmation from Sydney Tourism Group for airport transfers for Odawara student exchange programme
- Email from Vanessa Briggs with restaurant information for Odawara Exchange visit to Manly
- Emails from Totally Work Wear progressing student exchange programme uniform tops for this year
- Email RSVP's (and phone calls) from students responding to Orientation Evening participation for the 2010 Odawara Student Exchange Programme
- Email from Odawara City advising of Fiscal Year Personnel changes
- Email from Taito City advising of Fiscal Year Personnel changes
- Newsletter from CLAIR Issue No 49 March 2010
- Email from KLAFIR advising of new contact details and new personnel

Correspondence Out:

- Emails to Taito City and Odawara City responding to advice about personnel changes – thanks and farewells to outgoing staff and welcome to new staff
- Email to SCC members attaching invitations and items of interest
- Virtual Exchange photos sent to Odawara, Balgowlah Boys Campus and SCC Chairman
- Email to Totally Work Wear advising number of student exchange uniform tops needed and additional tops for adults (approved by Chairman)
- Email to SCA (Sister Cities Australia) to amend National Awards submissions to one
- Email to Council's Secretariat advising of resignation of SCC member

- Email to Katie McMahon thanking her for her time on the SCC
- Letter of thanks to Balgowlah Boys Campus Principal for hosting Virtual Exchange and great assistance of Vanessa Briggs
- Letters sent to successful students for Odawara Exchange and attachment of all documents for Orientation Evening
- Letters sent to unsuccessful students for Odawara Exchange
- Letters sent to school Principals advising outcome of student interviews



MEETING DATE: 28 April 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.

The date of the next meeting of Manly Council's Sister Cities Committee is:

Wednesday 26th May 2010 Training Room (Ground Floor)