



NOTICE OF MEETING

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

DATE: Wednesday 25 August 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

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

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

Peter Stephens

Community Member

Diane Sullivan

Community Member

Yoko Sullivan

St Paul's College

Kym Swaby

JET/Japanese speaker

Council Staff

Elaine Kent
Ross Fleming

Sister Cities Co-ordinator
Acting Deputy General Manager

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
Acting Deputy General Manager
Date: 19 August 2010



AGENDA

SISTER CITIES COMMITTEE

**MEETING TO BE HELD ON WEDNESDAY 25 AUGUST 2010 AT 6.00PM
COUNCILLORS 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 28 July 2010
and Matters Arising (to follow)**
- ITEM 4 Friendship City and Sister City Projects/Exchanges**
- ITEM 5 Financial Report**
- ITEM 6 Correspondence**
- ITEM 7 General Business - matters brought to the attention of the Chair
prior to the meeting and approved for consideration.**

**Date for Next Meeting:
Wednesday 22 September 2010
Councillors Room
6.00pm – 8.00pm**



TO: Sister Cities Committee

MEETING DATE: 25 August 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: **Item 4**
Friendship City and Sister City Projects/Exchanges

4.1 Odawara, Japan – wrap up of recently held 20th Anniversary of the Friendship City Relationship between Manly and Odawara, and Annual Reciprocal Student Exchange Programme visit to Manly from 3rd – 10th August 2010.

4.2 Australian Friendship City of Gunnedah – Lifesaving Project – planning for the 8th – 11th October 2010 pilot project with Queenscliff Surf Club will be further discussed.

4.3 Friendship City of Yeongdo-gu, South Korea – discussion on proposed visit 1st – 7th October of Mayor Eo and a delegation of 7 other persons to Manly for 6 nights for Manly's Jazz Festival, talks and activities.

4.4 Sister City - Jing'an, China – 10th Anniversary and proposed visit – Sister Cities Committee members proposed trip 10th – 23rd October 2010 - update from interested members on any plans made.

4.5 Sister City – Taito-ku, Japan – planning of proposed projects/exchanges that Chairman discussed with Taito and TICC during his July visit.

Available updates will be provided at the meeting on above Friendship City and Sister City matters, projects and exchanges.



TO: Sister Cities Committee

MEETING DATE: 25 August 2010

AUTHOR: Maria Stathopoulos, Senior Accounting Officer

SUBJECT: **Item 5 – Financial Report
Financial Statement / Current Balance of Sister Cities
Committee Account(s) as at end June**

1. INTRODUCTION

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

2. REPORT

Nothing further to report.

3. RECOMMENDATION:

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

**Maria Stathopoulos
Senior Accounting Officer
17 August 2010**

MANLY SISTER CITIES COMMITTEE
FINANCIAL YEAR - 2010/2011
FINANCIAL STATEMENT AS AT END JULY 2010
(reporting activity in current accounts)

1. SISTER CITIES DEPOSITS ACCOUNT

No. 008000 9200 8088

| | | |
|----------------------------------|---------------------|-----------------|
| Balance of Account as at : | 30 June 2010 | \$594.84 |
| Add: Opening Balance | 1 July 2010 | \$0.00 |
| Balance of Account as at: | 31 July 2010 | \$594.84 |

2. BUDGET ALLOCATION

No. 011031 0027 0120

| | | |
|----------------------------------|--|--------------------|
| Balance of Account as at : | 1 July 2010 | \$13,000.00 |
| Less: | 01/07/10 Renew Membership/Aust Japan Society | -\$200.00 |
| | 13/07/10 Membership Subscription/Sister Cities Association | -\$500.00 |
| | 20/07/10 Silk Ties/Scarves | -\$2,250.00 |
| | 22/07/10 Reimburse Mr S O'Brien | -\$118.68 |
| | 12/08/10 Coles Supermarket (PO Raised in June 2010) | \$1,852.23 |
| | 17/08/10 Humphrey Newsagency (PO Raised in June 2010) | \$223.47 |
| Balance of Account as at: | 31 July 2010 | \$12,007.02 |

3. ODAWARA EXCHANGE ACCOUNT

No. 008000 9200 8094

| | | |
|----------------------------------|----------------------------------|-------------------|
| Balance of Account as at : | 30 June 2010 | \$6,773.27 |
| Add: Opening Balance | 1 July 2010 | \$0.00 |
| | 28/07/10 Student Farewell Dinner | -\$504.57 |
| Balance of Account as at: | 31 July 2010 | \$6,268.70 |

4. JOAN THORBURN - TOKIMEKI DONATIONS ACCOUNT

No. 008000 9200 8093

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

| | | |
|----------------------------------|---------------------|-------------------|
| Balance of Account as at : | 30 June 2010 | \$1,220.00 |
| Add: Opening Balance | 1 July 2010 | \$0.00 |
| Balance of Account as at: | 31 July 2010 | \$1,220.00 |

5. TICC STUDENT EXCHANGE DONATION ACCOUNT

No. 008000 9200 8098

| | | |
|----------------------------------|---------------------|-------------------|
| Balance of Account as at : | 30 June 2010 | \$3,214.34 |
| Add: Opening Balance | 1 July 2010 | \$0.00 |
| Balance of Account as at: | 31 July 2010 | \$3,214.34 |



TO: Sister Cities Committee

MEETING DATE: 25 August 2010

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: **Item 6 – Correspondence Report**

Correspondence In:

- Japan Foundation and Australia Japan Society emails of news or invitations to events (forwarded to SCC members)
- RSVP emails for August 2010 functions on the Manly Itinerary during the Odawara visit
- Emails progressing 'bush to beach' weekend stay at Queenscliff Surf Club
- Emails providing 20th Anniversary artwork for Odawara gift banner
- Confirmation from North Steyne Surf Club as wet weather venue for Thursday 5th August BBQ
- Invoices from Oliver Hire for BBQ's, Taronga Zoo, Sign's of the Times for banner, Saltmotion for 20th Anniversary gift to Odawara
- Email request from Odawara for change to Odawara student's homestay
- Email confirmations from Manly Council divisions regarding ME (Manly Experience) Programme on Thursday 5th August
- Emails from North Fort regarding construction work at site which may impede visit during Odawara groups time in Manly
- Emails from Yoko updating Sister Cities Co-ordinator on matters relevant to Odawara visit to Manly she had been assisting with
- Emails from Council staff advising construction work at Odawara Close would render area unsafe for Tree Planting Ceremony during Odawara visit
- Email from Warringah Council providing information on their Brewarrina Programme
- Email from Yeongdo asking for acceptance of a visit late September/early October 2010 for a delegation of 8 persons for a 6 night 7 day stay
- Letter from Mr Kenji Ikeda, Director of CLAIR, advising he had returned to Japan to take up an assignment as Director General of CLAIR in Tokyo and Mr Shinsuke Takigawa was to be his successor in Sydney

- Email from a Manly student parent advising she and a friend would assist with translation during ME programme
- Emails from CLAIR regarding hosting lunch in Manly for Mayor Kato and introducing new Director Mr Takigawa
- Letter from office of Ms. Zheng Weiqin, Director of Foreign Affairs of The Peoples Government of Jing'an District seeing confirmation of a Manly delegation visit this year
- Email from teacher at Manly Village School seeking information on Council's Sister City Relationship with Jing'an in China
- Emails from Yeongdo progressing October 2010 visit and requesting information on Manly be sent for a festival in Yeongdo

Correspondence Out:

- Emails to Odawara progressing the 2010 Manly/Odawara Student Exchange Programme – Manly visit
- Email to schools providing Odawara student names who will accompany their host student (name provided also to schools) on Tuesday 10th August 2010
- Emails to Manly parents advising amendments to Odawara host student details, where requested changes were needed to be made
- Cheque requisitions completed to reimburse SCC members for expenditure relevant to Odawara exchange visit to Manly
- Emails to Manly students and parents regarding functions and activities during the August 3rd – 10th Manly Itinerary
- Emails to Manly Council staff progressing ME 'Manly Experience' Programme and activities/functions during the Odawara visit to Manly
- Emails to outside businesses/attractions e.g. Taronga Zoo, Oliver Hire, Totally Workwear, for items relevant to Odawara visit to Manly



TO: Sister Cities Committee
MEETING DATE: 25 August 2010
AUTHOR: Elaine Kent, Sister Cities Co-ordinator
SUBJECT: **Item 7 – 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 22nd September 2010
Councillors Room
6pm – 8pm