



NOTICE OF MEETING

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

DATE: Wednesday 25 May 2011

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

Amanda Dummett for Yoko Sullivan

St Paul's College

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

Kym Swaby

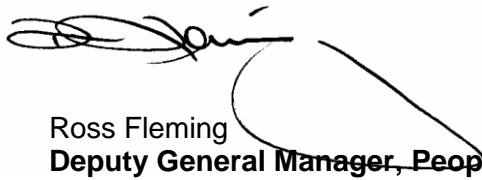
JET/Japanese speaker

Council Staff

Elaine Kent
Ross Fleming

Sister Cities Co-ordinator
Deputy General Manager – People Place &
Infrastructure

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
Deputy General Manager, People Place & Infrastructure
Date: 16 May 2011



AGENDA

SISTER CITIES COMMITTEE

**MEETING TO BE HELD ON WEDNESDAY 25 MAY 2011 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 27 April
2011 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.**



TO: Sister Cities Committee

MEETING DATE: 25 May 2011

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

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

4.1 Taito-ku, Japan – Proposed Students Visit December 2011

No matters to report.

4.2 Odawara, Japan - 2011 Manly/Odawara Student Exchange Programme

- 21 students attended the first Orientation Meeting at Mackellar Girls Campus on Tuesday 10th May 2011
- Itinerary planning is progressing for Manly exchange
- Qantas payment and ticketing has been finalised for the 22 students and 2 chaperones on the exchange

4.3 Jing'an, China

No matters to report.

4.4 Yeongdo-gu, South Korea

No matters to report.

4.5 Gunnedah, Australia

No matters to report.



TO: Sister Cities Committee

MEETING DATE: 25 May 2011

AUTHOR: Maria Stathopoulos, Senior Accounting Officer

SUBJECT: **Item 5 – Financial Report
Financial Statement / Current Balance of Sister Cities
Committee Account(s) as at end April 2011**

1. INTRODUCTION

The Financial Report for Sister Cities Accounts as at 30th April 2011 is provided in this Agenda.

Nothing further to report.

2. RECOMMENDATION:

That the financial Report for end April 2011 be received and noted.

**Maria Stathopoulos
Senior Accounting Officer
3 May 2011**

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

1. BUDGET ALLOCATION

No. 011031 0027 0120

Balance of Account as at :	31 March 2011	\$2,565.35
Less:	19/04/11 Wraps & Sandwiches/Manly Deli	-\$58.80
	19/04/11 Confirmed Order/Various Cakes/Touch of Europe Bakehouse	-\$19.10
	28/04/11 Confirmed Order/Generic Presentation Folders/Headland Press	-\$275.20
Balance of Account as at:	30 April 2011	\$2,212.25

2. ODAWARA EXCHANGE ACCOUNT

No. 008000 9200 8094

Balance of Account as at :	31 March 2011	\$4,871.66
Add:	29/04/11 Payment received from Ellen Wu	\$1,800.00
Balance of Account as at:	30 April 2011	\$6,671.66

3. 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 :	31 March 2011	\$1,220.00
Balance of Account as at:	30 April 2011	\$1,220.00

4. TICC STUDENT EXCHANGE DONATION ACCOUNT

No. 008000 9200 8098

Balance of Account as at :	31 March 2011	\$3,214.34
Balance of Account as at:	30 April 2011	\$3,214.34



TO: Sister Cities Committee

MEETING DATE: 25 May 2011

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: **Item 6 – Correspondence Report**

Correspondence In:

- Emails from various suppliers - eg Taronga Zoo, coach transfer companies - confirming bookings or providing advice re activity queries for 2011 Manly/Odawara Student Exchange Programme in Manly
- Email acceptances/apologies for Manly Japanese Benefit Event to be held on Friday 27th May 2011
- Advice from Mayor about proposal for a shared Sister City Relationship with Warringah Council to be sent to Waikiki
- Email from Malcolm Thorburn offering his home for home party during Odawara visit
- Email from former SCC member Hugh Clarke advising return to Australia and interest to rejoin SCC
- Completed documents from 22 students participating in the 2011 Manly/Odawara Student Exchange Programme
- Qantas quote for 2 fares to Japan for December 2011 for visit of Peter Stephens and Elise Gilet to Taito City
- Confirmation email from Council's insurers regarding Policy Cover for 24 participants (22 students and 2 chaperones) on the 2011 Manly/Odawara Student Exchange Programme

Correspondence Out:

- Email of congratulations, and letter from Mayor Jean Hay and General Manager Henry Wong, to Mayor Hiroshi Yoshizumi congratulating him on his re-election as Mayor of Taito City for another term of 4 years

- Emails to Manly LGA primary and high school Principals inviting student art work/messages of hope participation in the Manly Japanese Benefit to be held from 27th May to 5th June 2011
- Numerous emails to persons/businesses either advertising, seeking sponsorship/donations or progressing arrangements for the Manly Japanese Benefit Event to be held on Friday 27th May 2011
- E-tickets and ticketing from Qantas for the 22 students and 2 chaperones on the 2011 Manly/Odawara Student Exchange Programme
- Email from Qantas for 2 x December 2011 tickets for Taito visit of Peter Stephens and Elise Gilet
- Receipts sent to parents for student contribution collected for the 22 students participating in the 2011 Manly/Odawara Student Exchange Programme

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 June 2011
Councillors Room
6pm – 8pm.**

NB:

The June Sister Cities Committee meeting follows the Tokimeki Cup Speech Contest to be held in Manly Council Chamber, Wednesday 22nd June 2011, 4.00pm to 6.00pm