## NOTICE OF MEETING

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

**DATE:** **Wednesday 23 February 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 |
| 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 | Sister Cities Co-ordinator |
| Ross Fleming | 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
**Deputy General Manager, People Place & Infrastructure**
Date: 14 February 2011

# AGENDA

## SISTER CITIES COMMITTEE

## MEETING TO BE HELD ON WEDNESDAY 23 FEBRUARY 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 24 November 2010 and Matters Arising**

**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.**

**7.1 Draft wording of a 'Manly Student Exchange Programmes Chaperone Information, Guidelines, Protocol and Selection Policy' document**

**7.2 Reimbursement to Sister Cities Budget Account for expenses incurred for functions during Korean visit**

**7.3 Request to Council asking for consideration of a Sister City Relationship with Waikiki, Hawaii, relevant to surf culture, with a history dating back to Duke Kahanamoku**

**TO:** Sister Cities Committee

**MEETING DATE:** 23 February 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**
Taito City have accepted the proposed visit of two young student Committee members (Mr Peter Stephens and Miss Elise Gilet) in December this year, to fulfill the exchange commitment discussed during 2010.
Itinerary planning for a 6 night 7 day visit is being progressed with Taito City.

**4.2 Odawara, Japan - 2011 Manly/Odawara Student Exchange Programme**
4.2.1 Advertising for this year's Student Exchange Programme has commenced, with:

- letters and Application Forms sent to schools
- an advertisement in Saturday 5th February Manly Daily next to Mayoral Column
- information on this year's programme uploaded onto Council's website www.manly.nsw.gov.au and on Sister Cities web page, with Application Form available to be downloaded

4.2.2 After consultation with Odawara City the accepted dates of the 2011 student exchange programme are:

- Manly students to Odawara: Monday 4th July - Monday 18th July 2011
- Odawara students in Manly: Tuesday 2nd August - Tuesday 9th August 2011

4.2.3 The Chaperones chosen for 2011 will be advised.

4.2.4 A Virtual Exchange Permission form has been produced for images of minors on a Council programme.

**4.3 Jing'an, China**
Awaiting advice on planning of future exchanges at request of Jing'an until after their Chinese New Year.

**4.4 Yeongdo-gu, South Korea**

- Awaiting decision from Yeongdo on proposed student English Language Training in Manly.
- Progressing proposal for soccer exchanges.
- 2011 is Australia Korea Year of Friendship - Australia Korea Foundation have grant funding options for identified projects with Korean partner.

**4.5 Gunnedah, Australia**
Gunnedah Shire Council have advised the following for the first 'beach to bush' project:

- 16th – 18th August 2011 as the dates of the student exchange
- dates coincide with Ag-Quip (a Rural Field Day showcasing the latest equipment, machinery and services available to Australian primary industry - the largest agricultural event in the Southern Hemisphere)
- Lake Keepit State Park Sport and Recreation Centre has been mentioned as the location for the 3 night visit to Gunnedah – this facility provides accommodation, meals and activities
- 12 students/2-3 carers.

Further matters arising in regard to Sister or Friendship City Relationships will be discussed at the meeting.

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**AUTHOR:** Maria Stathopoulos, Senior Accounting Officer

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

## 1. INTRODUCTION

The Financial Report for Sister Cities Accounts as at 31st January 2011 is provided in this Agenda.

## 2. REPORT

**Reimbursement - Korean visit**
Reimbursement is sought from Sister Cities members who attended functions during the Korean visit to Manly of Mayor Eo and 6 delegates in October 2010 to reimburse the Sister Cities Budget Account for group expenses incurred.

Nothing further to report.

### 3. RECOMMENDATION:

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

**Maria Stathopoulos**
**Senior Accounting Officer**
**8 February 2011**

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

## 1. BUDGET ALLOCATION

**No. 011031 0027 0120**

| | | |
|---|---|---|
| Balance of Account as at : | 31 December 2010 | -$3,873.83 |
| **Less**: | 05/01/11 Stationery | -$49.53 |
| | 05/01/11 Refreshments/A Touch of Europe Bakehouse & Café | -$22.73 |
| | 24/01/11 Confirmed Order/Manly Council Ties | -$763.64 |
| | 24/01/11 Confirmed Order/Manly Council Scarves | -$806.82 |
| **Balance of Account as at:** | **31 January 2011** | **-$5,516.55** |

## 2. ODAWARA EXCHANGE ACCOUNT

**No. 008000 9200 8094**

| | | |
|---|---|---|
| Balance of Account as at : | 31 December 2010 | $4,871.66 |
| **Balance of Account as at:** | **31 January 2011** | **$4,871.66** |

## 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 December 2010 | $1,220.00 |
| **Balance of Account as at:** | **31 January 2011** | **$1,220.00** |

## 4. TICC STUDENT EXCHANGE DONATION ACCOUNT

**No. 008000 9200 8098**

| | | |
|---|---|---|
| Balance of Account as at : | 31 December 2010 | $3,214.34 |
| **Balance of Account as at:** | **31 January 2011** | **$3,214.34** |

**TO:** Sister Cities Committee

**MEETING DATE:** 23 February 2011

**AUTHOR:** Elaine Kent, Sister Cities Co-ordinator

**SUBJECT:** **Item 6 – Correspondence Report**

**Correspondence In:**

- Email from GAok, Consul Sang-Hyeon Baek, requesting acceptance of a visit of Busan City Officials on Monday 29th November to Manly for staff consultations
- Emails from Taito City progressing December 2011 visit to Taito-ku by two students
- Official email from Taito-ku accepting visit of two Manly students (both SCC members) to visit December 2011
- Emails progressing gift tie and scarf order
- Email from Consul Baek and Busan Metropolitan City thanking Manly for hosting visit of delegates and for staff presentations provided
- Email from SCC member advising Australian sailor Katie Spithill and her crew won a Silver medal at 2010 Busan Cup Women's International Match Race in Korea
- Emails from Qantas providing final flight details for group booking for 2011 Manly/Odawara Student Exchange Programme
- Emails from Gunnedah progressing 'beach to bush' project in August 2011
- Emails from Odawara City progressing 2011 student exchange programme
- Passport and personal information from two SCC Members ahead of December 2011 Taito visit
- Email responses from SCC members regarding attendance at functions in Manly when Korean delegation visited
- Emails with quotes from bus/coach companies for requirements for Odawara programme in Manly this year
- Letter of request to Manly Council asking for consideration of a Sister City Relationship with Waikiki, Hawaii, recognising surf culture history, with economic and educational interchange
- Email from GAok in response to invitation to participate in Manly's World Food Markets and progressing proposed programmes with Yeongdo-gu
- Christmas and New Year wishes cards and emails – redirected to SCC members

- Report from Vanessa Briggs advising of Balgowlah Boys Campus Grant for their School Japanese Programme
- Email from past student parent advising of trip to Odawara and thanking Council for its Sister Cities Programme
- January Yeongdo News publication

**Correspondence Out:**

- Email reply to Consul Baek confirming visit of Busan delegates to Manly Council
- Email progressing tie and scarf designs and order
- Deposit cheque to Qantas for 2011 Manly/Odawara Student Exchange Programme booking
- Emails to Taito City in response to, and progressing, proposed December 2011 visit of two Manly students
- Christmas cards and emails sent to Sister and Friendship Cities and persons associated with SCC
- Email to MWFA General Manager advising of potential Australia Korea Foundation Grant Funding if soccer exchanges voted to go ahead by MWFA
- Email acknowledgement to past student parent for kind words of Council's Sister Cities Japanese programme
- Email to Gunnedah Shire Council progressing 'beach to bush' project
- Emails to Odawara City progressing 2011 Manly/Odawara Student Exchange Programme
- Email to SCC members attaching information and invitations from AJF and AJS
- Email to DFAT seeking advice if chaperones can act as guardians during an overseas student exchange programme to assist with passport needs
- Letters to school Principals advising of 2011 Manly/Odawara Student Exchange Programme
- Media advertising to Manly Daily for 2011 Manly/Odawara Student Exchange Programme
- All information pertinent to 2011 Manly/Odawara Student Exchange Programme placed on Manly Council website and Sister Cities link
- Draft Chaperones Policy sent to Chairman
- Email sent to Jing'an with Chinese New Year wishes
- Email sent to GAok inviting participation of a Korean food for Manly World Food Markets
- Email response to Taito-ku regarding students December visit
- Email acknowledgement of receipt of request to Council for a Sister City Relationship with Waikiki, Hawaii
- January Yeongdo News publication forwarded to Mayor, Chairman, General Manager, Deputy General Manager and General Manager of MWFA

**TO:** Sister Cities Committee

**MEETING DATE:** 23 February 2011

**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:

**7.1** Draft wording of a 'Manly Student Exchange Programmes Chaperone Information, Guidelines, Protocol and Selection Policy' document
See attached.

**7.2** Request to Council asking for consideration of a Sister City Relationship with Waikiki, Hawaii, relevant to surf culture, with a history dating back to Duke Kahanamoku

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

**Wednesday 23rd March 2011**
**Training Room**
**6pm – 8pm.**

# Manly Student Exchange Programmes

# Chaperone Information, Guidelines, Protocol and Selection Policy

# INTRODUCTION

Manly Council is responsible, through its Sister Cities Committee, for student exchange programmes.

Such programmes are a direct result of the Sister City Relationship, or Friendship City Relationship, that Manly has with the city or town the students will visit. They are mostly reciprocal arrangements, with Manly students visiting a particular city and then students from that city coming to Manly. Programmes can be annual, bi-annual or on an as needs basis.

Some student exchange programmes may be to overseas destinations eg Japan, China and Korea, or within Australia to Gunnedah in the Central West of New South Wales.

Student exchange programmes have predominately been high school age students ie 13 years – 17 years of age.

The number of students on each programme may vary. Numbers are determined each year after advertising has taken place, with participants chosen after assessment of their applications, and after an interview process.

Usually 2 to 3 chaperones (depending on the number of students in the group) are chosen for each programme.

Selection as a Chaperone is a privilege, which brings with it considerable responsibilities for the success of the group, the welfare of the students and as a representative of Manly Council.

This document has been prepared to give Chaperones guidance in their role and responsibilities and covers the period following selection, the tour, and events that occur after returning.

This document is designed to assist you in fulfilling this vital role.

# Mission Statement

**A Chaperones role is to nurture and develop the students to form a cohesive group that is ready and prepared for the exchange programme; to foster rapport with the group and with Manly Council's Sister Cities Committee; and, to work in consultation with all parties involved, to ensure all desired outcomes are achieved for a successful Student Exchange Programme.**

This Mission Statement underpins Manly Council's Sister Cities Committee's 'Team Goal' ie:

* * * *

*To enable everyone in the group to have a wonderful time together, and a joyful learning experience, it is important to recognise that:*

- *We go as members of a team and not as individuals;*
- *Every member has a loyalty to each other and the whole team;*
- *Chaperones create the rules to ensure a successful exchange and to ensure that everyone is encouraged to participate and learn to the best of their ability;*
- *A cohesive team will ensure the success of the visit and the return visit of the host city students to Australia;*
- *We will be representing Australia and Manly in a foreign country or other region;*
- *No individual is above the aims of the team;*
- *Great listening skills and good behaviour are to be used at all times;*
- *Respect for our hosts, their customs, their culture, and for each team member, is to be observed at all times*
- *First impressions count – good dress sense and behaviour always as Ambassadors of Manly.*

## ***1. The Role of a Chaperone***

Chaperones are required to commit a considerable amount of time to the student exchange programme.

## Plan

Planning of Orientation meetings is essential once the student group are chosen. Meetings are held at a school in the Manly Council area, enabling students to assimilate with each other and with their chaperones. They provide the opportunity for students to be informed about what to expect and what they will be exposed to when they visit a particular region.

Students learn about acceptable behaviour so they are aware of set goals, thus engaging their personal commitment as a team member and it being a pre- requisite of their participation in the programme.

The chaperones plan how many sessions will be held and for how long. Sessions are designed for students to practice speeches for use during the programme and plan and rehearse performance material for concerts items, held as part of the cultural exchange. Planning and preparation is also needed for various aspects of the student exchange programme 'as they arise', so day-to-day schedules and itineraries are well managed.

## Participate

Chaperones are expected to participate in activities and preparations directly linked to the student exchange programme.

These include attendance at formal and informal functions; events planned as a result of the exchange programme; Orientation meetings; attendance at a Manly Council Sister Cities Committee meeting (if the person is not already a member of that Committee) in order to provide feedback of planning, preparation etc of the student exchange programme; and any other participation deemed important to the success of the programme they are a Chaperone for.

Participation is vital at activities, events and functions before, during, and after the exchange.

An itinerary outlining all aspects of the programme will be provided to assist you in your role. Support is also given by Council's Sister Cities Co-ordinator.

## Welfare of Students

Chaperones are to ensure the safety and welfare of students, and that students conduct themselves appropriately on the exchange.
Chaperones also need to ensure that any medical requirements of students are complied with.

A comprehensive list of all students names, their parent/guardian names and contact details, medical history/medicine information will be available to each Chaperone. This information is confidential and is to be handed back to Manly Council's Sister Cities Co-

ordinator at the conclusion of the student exchange programme for shredding (as material relates to a minor).

All Chaperones will be asked to complete a Working with Children Check.

## ***2. Passports, Airline Tickets and other information***

Chaperones need a valid Australian passport if the student exchange is held overseas.

The Australian Government Department of Foreign Affairs and Trade passport office advises:

'*Some countries require travellers to have at least six months validity remaining on their passports beyond the period of intended stay, and immigration authorities may refuse entry if you arrive with less than this. Airlines and passenger shipping lines may refuse to carry you if your passport has inadequate validity.*

*Before travel you should contact the Embassy, High Commission or Consular representative of all the countries you will be travelling to, or seek advice from your travel agent, to identify each country's passport validity requirements. If you are unsure, it is safest to renew your passport prior to travelling.'*

Airfares, accommodation (sometimes homestay and/or hotel), insurance, airport transfers, most meals and out of pocket expenses are covered during the exchange.

Other expenses eg souvenirs and personal spending are to be covered by the Chaperone.

## ***3. Dress Code for the trip***

A uniform top is sometimes supplied for a particular student exchange programme, and this is to be worn when advised.

At all other times, smart casual is acceptable, with the consideration at more official or formal events/functions of appropriate attire (eg sports coat and tie or suit for men and elegant clothing for women).

Remember to check the weather at the time you will be travelling to another region or country to assist you with wardrobe choices.

## ***4. Other***

Clear guidance and communication is always available for Chaperones from Manly Council and Council's Sister Cities Committee.

Council has a Sister Cities Co-ordinator who works closely with the Chaperones and is able to assist them in their role whilst on a Council student exchange programme.

## ***5. Selection Policy***

Members of Manly Council's Sister Cities Committee will be given first option to apply to be a Chaperone on any Student Exchange Programme that is organised by this Council Committee.

The application criteria must best reflect that set out by the Sister Cities Committee in their Invitation for Expressions of Interest to be a chaperone on an up and coming student exchange programme.

The selection of applicants is to be determined by an interview panel consisting of the Chairperson of the Manly Sister Cities Committee, Council's Sister Cities Co-ordinator, a person from Manly Council (Deputy General Manager that attends and is regularly in involved in and advised of Sister Cities related matters), and other person/s at the discretion of the Chairperson eg last tour chaperone.

The panel may shortlist applicants for an interview based on their applications and the number of applicants applying. However, they may choose to interview all applicants. Reasons must be recorded in the selection file as to why an applicant was not granted an interview. Also, if all applicants are known it may be decided by the Chairperson that applications are assessed and a decision made without the need for an interview process.

The Chairperson of the panel will provide each panel member with a copy of the applicant's application; a rating guide; a copy of the questions to be asked, with available room to make comments and ratings as to the responses given by each applicant.

The interview questions must relate to the application criteria and be able to illicit relative responses from the applicants.

Each selection panel member will individually record comments and ratings, to responses given by the interviewee, to each of the questions of the relevant criteria. Consistency in rating is essential.

The selection panel will undertake a consensus review at the conclusion of all the interviews so that they can support and be accountable for a final recommendation.

The selection panel will make their recommendations to Manly Sister Cities Committee.

The Sister Cities Committee will consider the recommendations and confirm or reject the successful applicant to the Chairperson at a duly convened Sister Cities Committee meeting.

The Chairperson will notify the successful applicant and the unsuccessful applicants, in writing, offering to be contacted for feedback.

The panel should base their selection on the applicant's suitability, the amount of commitment that the member has provided to the Programme and whether they have already had an opportunity as a Chaperone.

All applications and documentation is confidential.

## *6. Manly Sister Cities Programme*

### Open advertising to residents of Manly and persons who work within Manly eg schools in the local area

Once members of the Manly Sister Cities Committee have been eliminated as potential Chaperones then the position of Chaperone will be advertised to the community in the 'Manly Daily'.

The application criteria must best reflect that set out by the Sister Cities Committee in their Invitation for Expressions of Interest to be a chaperone on an up and coming student exchange programme.

*Note: The criteria may be different from those which are set for members, as an applicant that has no current affiliation with Manly Sister Cities activities may need to address less specific criteria to be able to demonstrate their relevant experience and suitability.*

The selection panel of Chaperone positions that have been advertised are to consist of a representative of the Mayor of Manly, the Chairperson of Manly Sister Cities Committee, Council's Sister Cities Co-ordinator and a person from Manly Council (General Manager/Deputy General Manager) and other person/s at the discretion of the Chairperson eg last tour chaperone. Consideration to be given to fair gender representation.

The panel may shortlist applicants for an interview based on their applications and the number of applicants applying. However, they may choose to interview all applicants. Reasons must be recorded in the selection file as to why an applicant was not granted an interview.

The Chairperson of the panel will provide each panel member with a copy of the applicant's application; a rating guide; a copy of the questions to be asked, with available room to make comments and ratings as to the responses given by the applicant.

The interview questions must relate to the application criteria and be able to illicit relative responses from the applicants.

Each selection panel member will individually record comments and ratings, to responses given by the interviewee, to each of the questions of the relevant criteria. Consistency in rating is essential.

The selection panel will undertake a consensus review at the conclusion of all the interviews so that they can support and be accountable for a final recommendation.

The selection panel will make their recommendations to Manly Sister Cities Committee.

The Sister Cities Committee will consider the recommendations and confirm or reject the successful applicant, in writing, stating reasons, to the Chairperson and the selection panel.

The Chairperson will notify the successful applicant and the unsuccessful applicants, in writing, offering to be contacted for feedback.

## ***7. Other relevant Council policies and legislation***

- *Code of Conduct*
- *Authority to Collect Personal Information*
- *Working With Children Check*