



NOTICE OF MEETING

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

DATE: Wednesday 27 July 2011

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

PLACE: Councillors Room, 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

Amanda Dummett

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.



Viv Hudson
Manager, Administration

Date: 21 July 2011



TO: Sister Cities Committee

MEETING DATE: 27 July 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

Awaiting itinerary from Taito - any new information received will be provided at the meeting.

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

- Chaperones will provide an overview of the recent visit
- Finalisation of the Manly itinerary for the Odawara visit 2nd – 9th August 2011
- Advice from Odawara City that 22 students chosen to visit Manly – 15 girls and 7 boys.

4.3 Jing'an, China

Jing'an advised they are preparing for the delegation's official visit later this year. Purpose mainly on education exchanges. There will be members from education bureau and there may be a member from Yucai High School to discuss possibilities for students or even teachers exchange program. As soon as they have details of all the members they will let us know.

No further matters to report.

4.4 Yeongdo-gu, South Korea

No matters to report.

4.5 Gunnedah, Australia

- Advertising for the Gunnedah first 'beach to bush' student exchange visit to be held from Monday 15th – Thursday 18th August 2011 has occurred
- Interviews will be organised once Manly student applications received

No further matters to report.



TO: Sister Cities Committee

MEETING DATE: 27 July 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 June 2011**

1. INTRODUCTION

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

Nothing further to report.

2. RECOMMENDATION:

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

Maria Stathopoulos
Senior Accounting Officer
7 June 2011

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

1. BUDGET ALLOCATION

No. 011031 0027 0120

Balance of Account as at :	31 May 2011	\$1,968.37
Less:	01/06/11 Japan Airfares/Qantas Airways	-\$457.34
	15/06/11 Reimburse Ross Fleming (Taxi Fare)	-\$38.18
	15/06/11 Stationery/Corporate Express	-\$84.44
	16/06/11 Beach to Bush Program Ad/Nationwide News	-\$838.51
	22/06/11 Stationery/Corporate Express	-\$28.80
Balance of Account as at:	30 June 2011	<u><u>\$521.10</u></u>

2. ODAWARA EXCHANGE ACCOUNT

No. 008000 9200 8094

Balance of Account as at :	31 May 2011	\$3,638.50
Less:	03/06/11 Odawara T-Shirts/TWW Brookvale.	-\$577.95
	08/06/11 Courier/Sun Express	-\$53.20
	30/06/11 Manly Freezer Food Items/Tokimeki Cup	-\$27.90
Balance of Account as at:	30 June 2011	<u><u>\$2,979.45</u></u>

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 May 2011	\$1,220.00
Balance of Account as at:	30 June 2011	<u><u>\$1,220.00</u></u>

4. TICC STUDENT EXCHANGE DONATION ACCOUNT

No. 008000 9200 8098

Balance of Account as at :	31 May 2011	\$3,214.34
Less:	01/06/11 Japan Airfares/Qantas Airways	-\$3,214.34
Balance of Account as at:	30 June 2011	<u><u>\$0.00</u></u>



TO: Sister Cities Committee

MEETING DATE: 27 July 2011

AUTHOR: Elaine Kent, Sister Cities Co-ordinator

SUBJECT: **Item 6 – Correspondence Report**

Correspondence In:

- Yeongdo News publication, June issue
- Tax Invoice from Sydney Harbour Federation Trust for North Fort booking
- Emails of invitation and information from Australia Japan Society (AJS) and The Japan Foundation
- Membership renewal notification from AJS and Sister Cities Australia
- Email from Malcolm Thorburn advising Taito City student had returned to the Indonesia after coming to Manly for English language study
- Emails from Odawara City updating us with information on the Manly student exchange visit to Odawara
- Email from Taito City providing draft itinerary of December 2011 visit
- Email from Yeongdo advising Bridge Festival is 1st – 6th September 2011
- Manly student applications for Gunnedah 'beach to bush' visit
- Email from John and Sue O'Brien offering to be chaperones on Gunnedah 'beach to bush' exchange
- Email from Council's insurers re policy cover for Gunnedah exchange visit
- Email of appreciation from Taito City regarding Manly Japanese Red Cross Benefit and forwarding of email advice on \$30,000 raised and attachment of images
- Confirmation emails from various suppliers of goods or activities e.g. Taronga Zoo, Totally Workwear or coach companies etc regarding bookings or orders for goods or activities on the Manly Itinerary when the Odawara visit happens 2nd – 9th August 2011
- Photo consent received from mother for student winner of the Tokimeki Cup Speech Contest

Correspondence Out

- Purchase Order Requisitions – plaque from Permagraphics for tree planting ceremony during Odawara visit; booking of Avis minivan for Gunnedah trip; Odawara T-shirt top order with Totally Workwear; insurance policy for Gunnedah visit with Jardine Lloyd Thompson; AJS and SCA membership renewals; Sydney Harbour Federation Trust booking for North Fort
- Email request for completion of a 'Working with Children Check' form forwarded to SCC members
- Emails to parents advising of safe arrival of Manly students to Odawara and how the visit is going
- Emails (and phone calls) to Odawara regarding student exchange matters during the Manly visit
- Photo consent request sent to mother of Manly student winner of the Tokimeki Cup Speech Contest
- Manly student application forms for Gunnedah 'beach to bush' programme sent to Chairman and SCC member Tony Foster ahead of student interviews
- Email to Council insurers, and risk assessment, requesting advice for policy cover for visit to Gunnedah 15th – 18th August 2011

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 24th August 2011
Training Room
6pm – 8pm.**