



## NOTICE OF MEETING

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

**DATE:** Wednesday 30 November 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

Ian Host/Vanessa Briggs

Balgowlah Boys Campus

Liberty Campbell

St Paul's College

Wayne Collins

Community Member

Gay Collins

Community Member

Amanda Kibby

St Paul's College

Anthony Foster

Community Member

Helen Foster

Community Member

David Freeman

Japanese speaker

Elise Gilet

Japanese speaker

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: 21 November 2011





**TO:** Sister Cities Committee  
**MEETING DATE:** 30 November 2011  
**AUTHOR:** Elaine Kent, Sister Cities Co-ordinator  
**SUBJECT:** **Item 4 - Friendship City and Sister City Projects/Exchanges**

#### **4.1 Taito-ku, Japan**

- Last minute advice on Taito City visit 5<sup>th</sup> – 12<sup>th</sup> December 2011 by Peter Stephens and Elise Gilet will be tabled
- Update by members on any travel plans to Taito for the 30<sup>th</sup> Anniversary of the Sister City Relationship between Manly and Taito-ku – leaving Sydney May 14, 2012, 4 nights in Taito, other travel plans TBA
- Update on proposal for a schools linked student virtual exchange programme in the future
- Taito art exhibition – any update will be advised

#### **4.2 Odawara, Japan**

Dates to be decided upon for 2012 student exchange programme with Odawara City from the NSW Government school term date calendar below:

<b>2012</b>
<b>Term 2</b> Monday, 23 April 2012 to Friday, 29 June 2012
<b>Term 3</b> Monday, 16 July 2012 to Friday, 21 September 2012

Once dates are chosen they will be sent to Odawara for acceptance so planning can commence.

#### **4.3 Jing'an, China**

The following Jing'an delegation of 6 persons will visit Manly 23<sup>rd</sup> November 2011 from 3pm to approx 9pm:

- Ms You Lingying  
Chinese People's Political Consultative Conference (CPPCC) Jing'an District, Vice Secretary-General
- Ms Song Jianpin  
Jing'an Archives Bureau, Vice Director
- Ms Chen Yunshan  
Jing'an Sports Bureau, Vice Director
- Ms Meng Hong  
Jing'an Education Bureau, Section Chief
- Ms Zhou Xiaoyi  
Jing'an Overseas Friendship Association, Director
- Ms Xu Lu (Lucy Tsui), translator  
Foreign Affairs Office of the People's Government of Jing'an District

A visit to a school, Manly Art Gallery & Museum, some sightseeing and a Mayoral Welcome dinner has been organised.

#### **4.4 Yeongdo-gu, South Korea**

No matters to report.

#### **4.5 Gunnedah, Australia**

Queenscliff Surf Life Saving Club (QSLSC) President Mr David Piper has been advised that the QSLSC has been booked from Friday 5<sup>th</sup> to Monday 8<sup>th</sup> October 2012 for the second 'Bush to Beach' shared programme with Gunnedah.

As per the NSW Government school term timetable below, this programme is in a school holiday period.

<p><b>Term 3</b> Monday, 16 July 2012 to Friday, 21 September 2012</p>
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<p><b>Term 4</b> Monday, 08 October 2012 to Friday, 21 December 2012</p>
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#### **4.6 Huntington Beach, California, USA**

A draft Memorandum of Understanding has been sent to Mayor Joe Carchio to progress the Sister City Relationship.

#### **4.7 Waikiki**

No matters to report.

#### **4.8 Kenya – Proposed Sister City Relationship**

Tabling of correspondence from Kapsabet Municipality Mayor Mr Michael Rono regarding a Sister City Relationship with Manly.



**TO:** Sister Cities Committee

**MEETING DATE:** 30 November 2011

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

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

**1. INTRODUCTION**

The Financial Reports for Sister Cities Accounts as at 31<sup>st</sup> October 2011 are provided in this Agenda.

Nothing further to report.

**2. RECOMMENDATION:**

That the Financial Reports for end October 2011 be received and noted.

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

**MANLY SISTER CITIES COMMITTEE  
FINANCIAL YEAR - 2011/2012  
FINANCIAL STATEMENT AS AT OCTOBER 2011  
(reporting activity in current accounts)**

**1. BUDGET ALLOCATION**

**No. 011031 0027 0120**

Balance of Account as at :	30 September 2011	\$6,960.06
<b>Less:</b>	04/10/11 Cotton Thread for Table Flags	-\$4.55
	04/10/11 Reimburse Mr H Wong	-\$252.32
	04/10/11 Reimburse Mr R Fleming	-\$35.86
	12/10/11 Credit/Humphreys Newsagency	-\$18.44
	12/10/11 Engrave Plaque/Korea Flag Raising	-\$14.55
	18/10/11 Sandwiches/ Korea Flag Raising	-\$116.00
	26/10/11 Gift/Yeongdo Visit	-\$40.32
	27/10/11 China Table Flags	-\$15.41
<b>Balance of Account as at:</b>	<b>31 October 2011</b>	<b><u><u>\$6,462.61</u></u></b>

**2. ODAWARA EXCHANGE ACCOUNT**

**No. 008000 9200 8094**

Balance of Account as at :	30 September 2011	\$7,866.62
<b>Add:</b>	17/10/11 Payment/ACE Insurance Travel Claim/Odawara	\$272.94
<b>Balance of Account as at:</b>	<b>31 October 2011</b>	<b><u><u>\$8,139.56</u></u></b>

**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 :	30 September 2011	\$1,220.00
<b>Balance of Account as at:</b>	<b>31 October 2011</b>	<b><u><u>\$1,220.00</u></u></b>



**TO:** Sister Cities Committee

**MEETING DATE:** 30 November 2011

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

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

**Correspondence In:**

- Advice from Council that forms of 'Disclosures By Councillors and Designated Persons Return' do not need to be completed by SCC members
- Correspondence from Mayor of Kapsabet Municipality requesting a Sister City Relationship with Manly
- Emails from Taito City progressing visit of Peter and Elise
- Advice from Council that Cr Alan Le Surf had been elected Deputy Mayor of Manly Council for a one year term
- Email of thanks from Vanessa Briggs, Balgowlah Boys Campus, for welcoming Ian Host as school representative
- Emails of congratulations for Cr Alan Le Surf's appointment as Deputy Mayor
- Email from TICC conveying they look forward to meeting Peter and Elise when they host them during their visit to Taito
- Numerous emails from Jing'an progressing the visit to Manly on Wednesday November 23<sup>rd</sup> 2011
- Email from Kyoko Sato advising the Committee that she got married on 13th of November at the Hakone shrine and held the reception at the Hakone Prince Hotel
- Email from Council's insurers confirming travel policy cover for Peter & Elise for their Taito Visit
- Email from SCC member Leslee Grant advising that she would like to become a Friend of the Committee

**Correspondence Out**

- Email to SCC members confirming Chinese delegation will visit Manly for 6 hours Wednesday 23<sup>rd</sup> November 2011
- Email to SCC members advising change to SCC November meeting to Wednesday 30<sup>th</sup> November 2011 (to be followed by Christmas dinner – venue TBA) due to Jing'an visit



- Numerous emails to Jing'an progressing the visit to Manly on Wednesday November 23<sup>rd</sup> 2011, and providing a Running Sheet for the 6 hour visit
- Email to SCC members providing information and invites on Australia Japan Society and Japan Foundation activities and events
- Emails of reply to Taito City regarding itinerary and planning of visit of Peter Stephens and Elise Gilet and 30<sup>th</sup> Anniversary celebrations
- Email to Director of The Japan Foundation asking for consideration of a Taito art exhibition in 2012 in their art gallery space
- Email to SCC members on extended leave of absence regarding continued membership
- Email to Huntington Beach attaching draft MOU for consideration
- Email to Lyn Schwab providing email quote from JTB for 2012 flight and accommodation prices ahead of May visit to Taito City for 30<sup>th</sup> Anniversary of Sister City Relationship that Lyn is assisting SCC members with
- Email to SCC members advising that forms of 'Disclosures By Councillors and Designated Persons Return' do not need to be completed
- Emails to Sister and Friendship Cities, and relevant associations, advising that Chairman Cr Alan Le Surf had been elected Deputy Mayor of Manly Council for a one year term
- Email to Kyoko Sato in Odawara City asking for photos of her wedding and her married name so the Committee can send their congratulations
- DVD's of 2011 Odawara Student Exchange programme sent to Mackellar Girls and Balgowlah Boys Campus in response to their request
- Email to Council's insurers requesting policy cover for Peter & Elise for their Taito Visit
- Email advice from SCC member Leslee Grant that she would like to become a Friend of the Committee sent to Council's Secretariat

### **Item 7 – General Business**

General Business brought to the Attention of the Chair prior to the meeting and approved for consideration.

No matters to report.

#### **Other:**

Council's Secretariat advice: 2012 SCC meeting schedule (attached), and, that all Special Sub-Committees will cease meeting in September 2012 and won't resume until 2013 when the new Council has been appointed.

NB: Committee decision please as to whether the April meeting which falls on Anzac Day will be held the Wednesday prior on 18<sup>th</sup> April or Wednesday following on 2<sup>nd</sup> May 2012.

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

**Wednesday 22<sup>nd</sup> February 2012**

**Councillors Room 6pm – 8pm**



**TO:** Sister Cities Committee

**MEETING DATE:** 30 November 2011

**AUTHOR:** Secretariat

**SUBJECT:** **Proposed Committee meeting dates for 2012**

### 1. INTRODUCTION

Below are proposed meeting dates for the Sister Cities Committee for 2012.

### 2. INFORMATION

The following table sets out the proposed meeting dates for the Sister Cities Committee meetings for 2012. The meetings have been scheduled for the fourth Wednesday of the month, to commence at 6.00pm, Manly Town Hall, 1 Belgrave Street, Manly for a maximum of 2 hours, as per the current meeting schedule.

Jan 2012	Feb 2012	Mar 2012	April 2012	May 2012	June 2012	July 2012	Aug 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012
	22	28	25	23	27	25	22				

### 3. RECOMMENDATION:

That the proposed dates for 2012 be approved.

**Secretariat**  
**Corporate Services Division**

**Date: 18 November 2011**