



NOTICE OF MEETING

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

DATE: Wednesday 27 February, 2013

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

PLACE: Councillors Room

COMMITTEE MEMBERS:

Councillors

The Mayor Jean Hay AM
Cllr Alan Le Surf

Manly Council
Manly Council (Chair)

Other Representatives

Liberty Campbell
Wayne Collins
Ian Host
Amanda Kibby
Sumiyo Mimori
Judi Mudge
John O'Brien
Sue O'Brien
Tatsuko Ryan
Trevor Schwab
Lyn Schwab
Suzanne Smith
Peter Stephens
Yoko Sullivan
Laura Currie
Mitch Garth
Elaine Kent
Kym Swaby
Professor Hugh Clark
Diane Sullivan
Helen Foster
Anthony Foster

St Paul's College Japanese Teacher
Community Member
Balgowlah Boys Campus Japanese Teacher
St Paul's College Japanese Teacher
Community Member Japanese speaker
Community Member
Community Member
Community Member
Community Member
Community Member
Community Member
Community Member Japanese speaker
Community Member Japanese speaker
Community Member
Community Member
Community Member
Community Member
Community Member
Community Member
Community Member

Council Staff
Trish O'Grady

Executive Assistant & Protocol Officer

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.



Henry Wong
General Manager
Date: 20 February 2013



MEETING TO BE HELD ON Wednesday 27 February, 2013 AT 6.00pm to 8.00pm
Councillors Room

- | | |
|--------|--|
| ITEM 1 | Apologies and leave of absence |
| ITEM 2 | Declarations of Interest – Pecuniary
Non- Pecuniary |
| ITEM 3 | Confirmation of Terms of Reference and Meeting Dates for 2013 |
| ITEM 4 | Minutes of Meeting 25 July 2012 - Matters Arising |
| ITEM 5 | Report – Friendship City and Sister City Projects/Exchange |
| ITEM 6 | Financial Report |
| ITEM 7 | Correspondence Report |
| ITEM 8 | General Business |
| | Brought to the attention of the Chair prior to the meeting and approved for consideration. |



TO: Sister Cities Advisory Committee

MEETING DATE: 27 February 2013

AUTHOR: Secretariat

SUBJECT: Proposed Committee meeting dates for 2013

1. INTRODUCTION

Below are proposed meeting dates for the **Sister Cities Advisory Committee** for 2013.

2. INFORMATION

The following table sets out the proposed meeting dates for the **Sister Cities Advisory Committee** meetings for 2013. The meetings have been scheduled monthly on 4th Wednesday of the month, meeting to commence at 6.00pm, Manly Town Hall, 1 Belgrave Street, Manly and will run for a maximum of 2 hours, as per the current meeting schedule.

Jan 2013	Feb 2013	Mar 2013	April 2013	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013
	27	27	24	22	26	24	28	25	23	27	

3. RECOMMENDATION:

That the proposed dates for 2013 be approved.

Secretariat
Corporate Services Division

Date: 10 January 2013



Manly Council Manly Sister Cities Advisory Committee

***This Special Purpose Committee has been established
under the Local Government Act, 1993***

The Status of the Committee is purely advisory

Terms of Reference

1. Title

The Committee shall be known as the Manly Sister Cities Advisory Committee (hereinafter called the Committee).

2. Role and Objectives

This is a Special Purpose Committee, convened by Council, to provide a forum for discussion and recommendation to Manly Council to:

- Create goodwill and better understanding between the peoples of the world through 'people to people' contact.
- Foster international understanding.
- Consider all matters relating to the maintenance and establishment of goodwill with Council's established Sister Cities.
- Contribute towards the growth of understanding and co-operation between the peoples of different nations through promoting close interchanges in the field of education, culture, the arts, sport and commerce, by:
- Promoting community awareness of the existence of Sister City affiliations;

- Promoting community awareness of the objectives of the Sister City affiliations;
- Fostering the exchange of information, literature and people between the respective communities.
- Act as a nucleus and co-ordinating body to establish an ongoing programme of liaison with Sister City affiliates.
- Co-ordinate the establishment of contacts in respective communities through dissemination of literature, introduction of people with common interest and to seek financial assistance and sponsorship to promote the objectives of the Sister Cities affiliations.

The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

3. Management

A. Membership of Committee

The Committee shall consist of:

Councillor representatives:

- Mayor, Jean Hay AM
- Councillor Alan LeSurf

23 Community members.

The Community members shall serve on the Committee in a voluntary capacity.

Membership of the Committee shall be reviewed in September 2016.

The quorum for the Committee is 13 members.

This Committee meets monthly on the 4th Wednesday each month.

B. Absence from Meetings

A Committee member absent from three (3) consecutive Committee meetings without approval of the Committee shall forfeit his/her place on the Committee.

C. *Resignation from the Committee*

Any member of the Committee may, by notice in writing addressed to the Committee, resign his/her office as a member.

D. *Notification of Vacancies*

The Committee shall notify the General Manager promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation from the Committee. The Committee shall submit to the General Manager within 28 days the name of a person considered by the Committee to be suitable for appointment. The General Manager will decide whether to accept that appointment, or to call for public Expressions of Interest. All newly appointed members must participate in a committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meetings.

4. Duties of Officers

A. *Chairperson*

The duties of the Chairperson are to:

- Direct meetings according to the Committee Terms of Reference, and Council's Code of Conduct.
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to Council.
- Ensure all committee members have the opportunity to participate in the meetings.
- Not attempt to direct Council staff, including not directing staff as to the content of any advice or recommendation.

B. *Secretariat and Staff Officer*

The duties of the Secretariat and Staff Officer are to:

- Call all meetings of the Committee.
- Develop and send out the agenda and reports for the meetings.
- Advise the Committee without fear or favour.
- Comply with Council's Guide to Ethical Behaviour: Staff.
- Record the minutes in the meeting, prepare all minutes and distribute them as described below.
- Keep a record of attendance for every member of the committee.
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.
- The Council Staff will not be members of the Committee, nor have voting rights, nor preside at meetings, apart from when it is necessary to organise the election of a chairperson to preside at the meeting.

C. *Members*

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.
- Show respect for their peers, councillors, staff and others during Committee meetings.
- Understand that employees of the Council are not subject to the direction of Councillors, Committees or their members.

5. Meetings

- A **QUORUM** shall comprise a one third of members on the Committee plus one. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.
- This is an Advisory Committee, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority. In the event of the votes and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.
- Council Secretariat and staff will attend meetings but have no voting rights, and provide administrative support and professional advice, as determined by the General Manager.
- Items may only be raised under General Business if the permission of the Chairperson is obtained before the meeting starts, and each such item is to have a recommendation;
- The first item on the agenda for all committee meetings (after apologies and requests for leave of absence) shall be the declaring by members present of **pecuniary and non-pecuniary interests** and these shall be recorded in the minutes.
- Any committee member who has a pecuniary interest in any matter on the agenda for a committee meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.
- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the committee. These are

referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.

- A Councillor committee member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and, in the case of a “significant” non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.
- A community member of a committee who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises during a meeting at which they are present, (irrespective of whether or not the person has a pecuniary or a non-pecuniary interest), must state the name of the community group of which the person is a member or representative, and the matter shall be recorded in the minutes.

6. Working Groups

- The Committee may appoint any number of Working Groups at any time to investigate any matter or thing to which the Committee may require information or to organise and manage, subject to the control of the Committee, any activity which may be considered by the Committee to be essential to the objectives of the Committee.
- Each Working Group appointed shall have Terms of Reference and a fixed term.
- The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.

7. Minutes, Communications and Reporting

- The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.
- Once the draft minutes have been approved they will be referred to the Chair of the Committee for confirmation. The draft minutes will then be circulated to Committee members. Any questions by members regarding the minutes are to be referred immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.
- Minutes will be completed within 2 weeks of the Committee meeting and then reported to the next available Council Meeting.

- All agendas shall be published on Council's website prior to the meeting.
- All minutes shall be published on Council's website within 5 days of adoption by Council.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

8. Insurance

- Council shall effect personal accident insurance on Committee members together with legal liability cover, Voluntary Workers, cash in transit and personal property insurance cover.

Note: Legal liability cover will only be provided to members of the Committee and voluntary workers whilst they are acting within the scope of their duties for and on behalf of Council.

9. Statutory Requirements

- The Committee shall ensure that the *Local Government Act 1993* and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all time strictly observed.

10. Dissolution

All committees are automatically dissolved from the date of the quadrennial election.

Adopted

Modified

Addendum:

Staff Officer:

Trish O'Grady

Members of the Sister Cities Committee

Councillor Representatives:

- Mayor, Jean Hay AM
- Councillor Alan LeSurf

Community Members:

Ian	Host
Liberty	Campbell
Hugh	Clarke
Wayne	Collins
Laura	Currie
Anthony	Foster
Helen	Foster
Mitch	Garth
Elaine	Kent
Amanda	Kibby
Sumiyo	Mimori
Judith	Mudge
Jack	Nash
Susan	O'Brien
John	O'Brien
Tatsuko	Ryan
Lynette	Schwab
Trevor	Schwab
Suzanne	Smith
Peter	Stephens
Diane	Sullivan
Yoko	Sullivan
Kym	Swaby



**MINUTES OF MEETING
SISTER CITIES COMMITTEE
HELD WEDNESDAY 25 JULY 2012**

NOTE: All minutes are subject to confirmation at a subsequent Council or Planning and Strategy Committee meeting.

PRESENT:

Cr Alan Le Surf	Councillor (Chair)
Other Representatives	
Tatsuko Ryan	Community Member
Sumiyo Mimori	Community Member
Suzanne Smith	Mackellar Girls Campus
Amanda Kibby	St Pauls College
Masaaki Ikeda	Community Member
Wayne Collins	Community Member
Gay Collins	Community Member
Jack Nash	Community Member
Ian Host	Balgowlah Boys Campus
Trevor Schwab	Community Member
Lyn Schwab	Community Member
Helen Foster	Community Member
Tony Foster	Community Member
Judi Mudge	Community Member
Peter Stephens	Community Member
Council Staff	
Elaine Kent	Sister Cities Co-ordinator

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Sister Cities Committee** met on Wednesday 25 July 2012 to consider matters referred to it and now provides the following advice to Council.

OPEN The meeting commenced at 6.00pm in the Councillors Room.

ITEM 1 APOLOGIES AND LEAVE OF ABSENCE
Leave of absence - Yoko Sullivan and David Freeman.
Apologies – Mayor Jean Hay AM, Sue O'Brien, John O'Brien,
Diane Sullivan, Liberty Campbell and Carmel Smith.

ITEM 2 DECLARATION OF INTEREST
No declarations of pecuniary or non-pecuniary interest.

ITEM 3 CONFIRMATION OF MINUTES
The minutes of the Sister Cities Committee meeting held on
Wednesday 27 June 2012 were accepted.
Moved: Wayne Collins Seconded: Lyn Schwab

ACTION

MATTERS ARISING

There were no matters to report.

ITEM 4 Friendship City and Sister City Projects/Exchanges

4.1 Taito-ku, Japan – 30th Anniversary

- Chairman read Mayor Hiroshi Yoshizumi's letter of appreciation – which thanked Mayor Jean Hay, Manly Council and Council's Sister Cities Committee for the enjoyable Taito City delegation visit to Manly, Mayoral 30th Anniversary Dinner and the success of the Ukiyo-e Exhibition of Hiroshige's 53 Stages of the Tokaido which saw unprecedented visitors to The Japan Foundation Gallery. He hopes the friendly relationship between Manly Council and Taito City will further deepen.
- Information on the Hiroshige exhibition was tabled.
- Chairman provided members with the following feedback – 3 Directors of The Japan Foundation know Masami Yamada; Masami's daughter Lia was at the exhibition opening; Masami is planning an exhibit of art (in Manly – to be investigated) in 2014
- It was noted that no local or metropolitan press coverage mentioning Taito-ku or Manly occurred during the Manly/Taito 30th Anniversary Mayoral delegation visit and historic art exhibition in Sydney.
- The Chairman advised that The Telegraph did have a press article about The Japan Foundation's Hiroshige Art Exhibition but Taito and Manly were not mentioned.
- Sumiyo Mimori advised members that Japanese press did cover the exhibition and did mention Manly and Taito in the articles.
- Visitors are averaging 100 persons a day to the Hiroshige Exhibition.
- Letters of thanks will be sent to Taito City and to The Japan Foundation.
- A print copy of one of the Stations of the Tokaido will be handed to Manly Art Gallery, along with a Hiroshige brochure and other relevant information, for cataloguing.
- Sumiyo Mimori was sincerely thanked for her contribution, both in Japan during the Manly delegation's visit, and then in Manly during the Taito Mayoral delegation visit, for her assistance and translating skills at the many 30th Anniversary functions and activities.

Sister Cities Co-ordinator

Sister Cities Co-ordinator

Sumiyo Mimori

4.2 Odawara, Japan

4.2.1 2012 Manly/Odawara Student Exchange Programme

- Manly Chaperones Amanda Kibby and Ian Host gave a verbal report on the recent visit to Odawara City. They thanked Yoko Sullivan for her valuable assistance in Odawara, which was especially helpful they said as both had not been chaperones on this programme before.
- Amanda and Ian will provide a written report to the Committee and advised they will compile a checklist of 'before, during, and after' the exchange to serve as an Induction Format to assist future chaperones.
- Wayne Collins advised he will send Amanda and Ian the checklist he and the chaperones devised after their trip to Odawara on a student exchange programme so they can

Yoko Sullivan

Amanda Kibby
Ian Host

Wayne Collins

incorporate it into their framework.

- Amanda and Ian have an electronic copy of Peter Stephens and Sue Smith's checklist from 2011 as reference and inclusion.

Manly Itinerary

- The 28th July to 6th August 2012 schedule in Manly for the Odawara visitors was discussed at length. Chaperone homestay changes, and activities and functions each day on the itinerary, will be finalised, and a revised Manly Itinerary sent to SCC members, Manly students and parents.
- Gifts – silver Manly Council logo letter openers will be given to Odawara chaperones. A book will be purchased as the Mayoral gift to Odawara Library – these will be handed out at the Mayoral Welcome Morning Tea along with the Certificates of Participation to the visitors.

Sister Cities Co-ordinator

10th Anniversary of Tokimeki Cup Japanese Speech Contest

- Members were advised that 15 competitors representing 3 schools (St Paul's College, Balgowlah Boys Campus and Mackellar Girls Campus) will compete this year on Tuesday 31st July 4pm – 6pm
- Judges will be former Manly student Mitch Garth and Isla Nakano
- Certificates of Participation will be done in-house
- A 10th Anniversary cake will be cut after the speech contest and taken into the Councillors Room for refreshments prior to judges announcing winners
- Odawara students and chaperones in Manly for the 2012 Manly/Odawara Student Exchange Programme will attend the function
- Receipts for expenses incurred by Liberty Campbell were tabled and handed to Sister Cities Co-ordinator for reimbursement
- Ian Host suggested that all Manly students that participate in the Odawara exchange programme compete in the Tokimeki Cup Speech Contest that year.

4.3 Jing'an, China

There were no matters to report.

4.4 Yeongdo-gu, South Korea

Members were advised of tickets available for 'A Vivid Night of Classic', a Korean event at the Sydney Opera House Concert Hall on Wednesday 8th August 2012 – Tatsuko Ryan and Trevor and Lyn Schwab expressed interest.

No further matters to report.

4.5 Gunnedah, Australia

4.5.1 Programme planning for the 'bush to beach' 2012 programme in Manly from Friday 5th October to Monday 8th October 2012 was discussed.

After consultation with Sister City Committee member and Queenscliff Surf Club Member Jack Nash, it was decided to keep to the same format as 2010 programme. Jack advised he had spoken with Tim Hayes about coming on board again during the

Gunnedah student visit, also, that Queenscliff Surf Club is having renovations at present.
A draft 2012 format will be sent to Jack Nash to assist preparations.

Sister Cities Co-ordinator/Jack Nash

4.5.2 Aboriginal Youth Support Report to Manly Council – noted.

4.6 City of Huntington Beach California USA

Chairman advised the General Manager will visit Huntington during the US Open of Surfing. Outcomes of discussions arising will be advised.

There were no further matters to report.

4.7 Waikiki

Report No. 33 to Ordinary Meeting of Council 16 July 2012 noted.

Recommendation

That the information be received and noted.

ITEM 5 FINANCIAL REPORTS

The end of June 2012 Financial Statement was accepted.

Moved: Tony Foster Seconded: Jack Nash

Recommendation

That the report be received and noted.

ITEM 6 CORRESPONDENCE REPORT

Correspondence, In and Out, as discussed by Chairman, and tabled in folder, was noted.

Resolved:

That the information be received and noted.

ITEM 7 GENERAL BUSINESS

1. Members were advised that confirmation had been received by email from Kenji Kohama of the Big Wing Jazz Orchestra, that 30 members of the band will come to Manly during the October 2012 Jazz Festival to mark the 30th Anniversary of Manly and Taito's Sister City Relationship.
2. The Chairman advised members that this was the last meeting of the Sister Cities Committee as Committees of Council cease operation prior to September Local Government Elections. He sincerely thanked the Committee members for their personal contributions over the years and during his time as Chairman, and spoke about the last 4 year term of the Committee and all it had achieved. Members were advised to look in the Manly Daily after the September elections when Council advertised for interested persons to join Committee's of Council.

There were no further matters of General Business.

ITEM 8 NEXT MEETING DATE:

To be advised

Meeting closed at 8.45pm



TO: Sister Cities Committee

MEETING DATE: 27 February 2013

AUTHOR: Trish O'Grady, Executive Assistant & Protocol Officer

SUBJECT: **Item 5 – Friendship City and Sister City Projects/Exchanges**
5.1 Taito-Ku Japan

No activity.

5.2 Jing'an, China

No activity.

5.3 Odawara, Japan

Student Exchange Program

Odawara Council has confirmed that the students will arrive in Manly on Friday 26 July and depart on Monday 5 August for the 2013 student exchange program. They will do a farm stay in Mowbray Park on 25 July and arrive in the afternoon of 26 July.

Odawara has requested that Manly students arrive at Narita on the morning of 5 July and depart in the evening of 15 July. 15 July is a public holiday in Japan therefore students would be able to see Manly students off at Odawara Council.

Visit by Mr Ozawa

Former Mayor of Odawara, Mr Ozawa, will travel with a group to Australia in April. The group will arrive on 17 April and stay at the Novotel, Manly. They are planning to visit St Andrew's Church to pay their respects to Joan and do some sightseeing in Manly on 18 April, including a lunch or dinner with the Mayor.

The group is planning a trip to the Blue Mountains on 19 April and departing for Melbourne on 20 April.

5.4 Gunnedah

The Gunnedah to Manly Aboriginal Youth Cultural Exchange will take place Monday 22 April – Friday 26 April 2013

As reported in July 2012 and resolved by Council, Manly Council's Human Services Policy & Planning Committee has allocated funding to host 10 Aboriginal young people aged 14-17 years from Gunnedah Shire Council local government area to spend a week in Manly as part of a youth development

opportunity.

Manly Council will also recruit up to 10 young Aboriginal people from the Northern Beaches to be part of the program and work with them prior to the Exchange Week to train them so they can act as hosts to the visiting group.

The program will provide participants with diverse cultural, recreational, and educational/vocational experiences on the Northern Beaches. Cultural activities will include visits to various sites of cultural significance and meetings with local Aboriginal organisations. Recreational activities will include things such as: surf safety session with North Steyne SLSC, surf lessons with Manly Surf School, and visit to Taronga Zoo. As well as participants being introduced to a range of educational support options including the Gawura Aboriginal Educational Centre at the Northern Beaches College of TAFE.

This program is being coordinated by Council's Youth Services.

5.5 Yeongdu-gu, Korea

Discussions were held in May 2012 when the General Manager visited Yeongdu-gu regarding a staff exchange program with Yeongdu-gu and Manly Council.

This program is grant funded through GAOK (Governors Association of Korea).

Council's Manager of Human Resources is in discussion with Young Cha of the Korean Consul General's Office to progress this program.

5.6 Huntington Beach

Visitors from Huntington Beach

Close associates of Huntington Beach Council members, Carol Settimo and her husband Tom visited Manly Council on 7 February. Carol is a very active volunteer worker with aged services in Huntington Beach and brought relevant literature for the committee's information.

Former Mayor of Huntington Beach, Don MacAllister visited Manly on 18 February. Don is the organiser of the Surfing Walk of Fame Induction Ceremony in Huntington Beach.



TO: Sister Cities Committee

MEETING DATE: 27 February 2013

AUTHOR: Maria Stathopoulos, Senior Accounting Officer

SUBJECT: **Item 6 – Financial Report**
Financial Statement / Current Balances of Sister Cities
Committee Account(s) as at end December 2012

1. INTRODUCTION

The Financial Reports for Sister Cities Accounts as at end December 2012 are provided in this Agenda.

Nothing further to report.

2. RECOMMENDATION:

That the Financial Reports for end December 2012 be received and noted.

MANLY SISTER CITIES COMMITTEE FINANCIAL YEAR - 2011/2012 FINANCIAL STATEMENT AS AT DECEMBER 2012

(reporting activity in current accounts)

1. BUDGET ALLOCATION

Balance of Account as at :	30 November 2012	\$8,310.97
Less:	05/12/12 Reimburse Mrs E Kent	-\$220.41
	05/12/12 Reimburse Councillor A	
	Le Surf	-\$366.79
	07/12/12 Manly Phoenix/TICC	
	Mayor Luncheon	-\$806.36
Balance of Account as at:	31 December 2012	<u>\$6,917.41</u>

2. ODAWARA EXCHANGE ACCOUNT

No. 008000 9200 8094

Balance of Account as at :	30 November 2012	\$1,917.63
Add:	28/12/12 Payment/Tokimeki-	
	Odawara	\$7,285.80
Balance of Account as at:	31 December 2012	<u>\$9,203.43</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 :	30 November 2012	\$1,220.00
Balance of Account as at:	31 December 2012	<u>\$1,220.00</u>

Item 7. Correspondence Report:

Correspondence In and Correspondence Out will be tabled at the meeting.

Item 8: General Business**Visit by members of CLAIR and Professor Ino for Presentation on Manly Council Precinct system**

Professor Ino from the Heisei International University in Tokyo will visit Australia for research on local government precinct systems.

Professor Ino will visit Manly on Monday 25 February together with Director of CLAIR Mr Yasuhiko Tanabe, Assistant Director Mr Tomo Okuno and Mr Peter Rajic from CLAIR Council's Precinct Coordinator will give a presentation on the Precinct system in Manly. The Mayor will greet the visitors prior to the presentation.

Restructure

The restructure of the Office of the Mayor and General Manager was carried out in December 2012. The position of Executive Assistant & Protocol Officer now administers the Sister Cities Committee. This position reports directly to the General Manager, Henry Wong.



TO: Sister Cities Committee

MEETING DATE: 27 February 2013

AUTHOR: Maria Stathopoulos, Senior Accounting Officer

SUBJECT: **Item 5 – Financial Report**
Financial Statement / Current Balances of Sister Cities
Committee Account(s) as at end December 2012

1. INTRODUCTION

The Financial Reports for Sister Cities Accounts as at end December 2012 are provided in this Agenda.

Nothing further to report.

2. RECOMMENDATION:

That the Financial Reports for end December 2012 be received and noted.

MANLY SISTER CITIES COMMITTEE FINANCIAL YEAR - 2011/2012 FINANCIAL STATEMENT AS AT DECEMBER 2012

(reporting activity in current accounts)

1. BUDGET ALLOCATION

Balance of Account as at :	30 November 2012	\$8,310.97
Less:	05/12/12 Reimburse Mrs E Kent	-\$220.41
	05/12/12 Reimburse Councillor A Le Surf	-\$366.79
	07/12/12 Manly Phoenix/TICC Mayor Luncheon	-\$806.36
Balance of Account as at:	31 December 2012	<u>\$6,917.41</u>

2. ODAWARA EXCHANGE ACCOUNT

No. 008000 9200 8094

Balance of Account as at :	30 November 2012	\$1,917.63
Add:	28/12/12 Payment/Tokimeki-Odawara	\$7,285.80
Balance of Account as at:	31 December 2012	<u>\$9,203.43</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 :	30 November 2012	\$1,220.00
Balance of Account as at:	31 December 2012	<u>\$1,220.00</u>

