



## International Relations Committee

### Minutes

14 December 2017

#### Committee Terms of Reference

- 1. To facilitate, support and promote cultural, sporting, education, tourism and economic partnership opportunities between Bunbury and its international partners including but not limited to its Sister City and Friendship City relationships.*
- 2. To encourage, through Sister City and other international relationships, greater understanding and friendship between City of Bunbury residents and participating cities and in doing so contribute to the mutual benefit of all communities involved;*
- 3. To foster the involvement of commercial, educational and community organisations in various aspects of international relationships and to encourage the development of special links with overseas counterparts;*
- 4. To promote Bunbury's international relationships to the wider community, in turn increasing community awareness and participation;*
- 5. To advise Council on issues of importance and provide ideas for extending affiliations and developing new international partnerships;*
- 6. To ensure all communications to Mayors of Bunbury's international partners are undertaken through the Office of the Mayor.*

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## International Relations Committee

### Minutes

14 December 2017

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

#### 1. Declaration of Opening

The Acting Director Corporate and Community Services declared the meeting open at 2:46pm.

Please note Council Decision 335/13 from the Ordinary Meeting held on 26 November 2013 when administering Committees of Council states in part:

*“That Council:*

- 1. Request that the Committees retained appoint a Councillor as the Presiding Member to enable more effective reporting back to Council in relation to Committee items and recommendations.*
- 2. Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.”*

As this is the first meeting of the International Relations Committee since the 2017 local government elections, the Committee is required to elect a Presiding Member from amongst themselves in accordance with section 5.12 of the *Local Government Act 1995*. The Acting Director Corporate and Community Services will call for nominations for the position of Presiding Member, and if necessary, conduct a ballot.

#### Outcome of the Meeting held 14 December 2017

Cr Smith nominated Councillor McGuinness as the Presiding Member. No other nominations were received and Councillor McGuinness was elected to the position unanimously.

#### Committee Decision

That Cr McGuinness be appointed as the Presiding Member of the International Relations Committee

CARRIED

7 votes “for” / Nil votes “against”

## 2. Disclaimer

Not applicable to this committee.

## 3. Announcements from the Presiding Member

## 4. Attendances

### *Committee Members:*

<b>Member Name</b>	<b>Representing</b>
Cr Joel McGuinness	Councillor Representative
Cr Tresslyn Smith	Councillor Representative
Mr Paul Springate	Community Representative
Ms Felicity Farnell	Community Representative
Ms Amanda Yip	Community Representative
Ms Pauline Vukelic	Community Representative
Ms Valda Smith	Community Representative

### *Ex-officio Members (non-voting):*

<b>Member Name</b>	<b>Representing</b>
Ms Lyn Farrell	Edith Cowan University SW Campus Representative
Mr Yan Lyu	Bunbury-Jiaxing Business Office Representative

### *Support Staff:*

<b>Name</b>	<b>Title</b>
Ms Carol McDowall	Senior Officer International Relations
Ms Sharon Chapman	Acting Director Corporate and Community Services
Ms Liz Allan	Executive Research and Project Officer

### 4.1 Apologies

Mark Exeter was an apology for the meeting

### 4.2 Approved Leave of Absence

Nil

## 5. Declaration of Interest

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.

Nil

## 6. Public Question Time

Not applicable

## 7. Confirmation of Minutes

The minutes of the International Relations Meeting held on 17 August 2017 had previously been distributed.

### Executive Recommendation

The minutes of the International Relations Meeting held on 17 August 2017, are confirmed as a true and accurate record.

### Outcome of the Meeting held 14 December 2017

The recommendation (as printed) was moved Felicity Farnell, seconded Paul Springate.

The Presiding Member put the motion to the vote and it was adopted to become the Committee’s decision on the matter.

### Committee Decision

That the Minutes of the International Relations Meeting held on 17 August 2017 be confirmed as a true and correct record.

CARRIED

7 votes “for” / Nil votes “against”

**8. Petitions, Presentations and Deputations**

**8.1 Petitions**

Nil

**8.2 Presentations**

Nil

**8.3 Deputations**

Nil

**9. Method of Dealing with Agenda Business**

Items are dealt with in the order that they appear.

## 10. Reports

### 10.1 General Update on Current Status

<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	Carol McDowall, Senior International Relations
<b>Responsible Manager:</b>	Stephanie Addison-Brown, Director Corporate and Community Services
<b>Executive:</b>	Stephanie Addison-Brown, Director Corporate and Community Services
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
<b>Attachments:</b>	Nil

#### Summary

This purpose of this report is to update the International Relations Committee (IRC) on the status of the IRC projects and proposed future directions.

#### Executive Recommendation

That the International Relations Committee note the IRC achievements and future directions.

#### Strategic Relevance

Key Priority Area 5      Corporate  
Objective 5.1          Facilitate community and stakeholder participation in decision making.

#### Background

There are ongoing programs run by the City of Bunbury through our long term formal sister and friendship city relationships, as well as events and programs guided by the International Relations office strategic framework. This item is designed to outline these, their current status and future directions.

#### Council Policy Compliance

There is no Council Policy applicable to this report.

#### Legislative Compliance

*Local Government Act 1995*

#### Officer Comments

For the last 20 months the International Relations office has been engaged in various activities including:

*JAPAN*

\* **Outgoing Goodwill Tour to Setagaya** – Eight students, two accompanying adults and one tour leader travelled to Setagaya for the 2017 exchange.

- \* **Incoming Goodwill Tour from Setagaya** – 16 Setagaya students visited Bunbury for the 2017 Exchange.
- \* **Bunbury Cathedral Grammar School and Setagaya Junior High School Exchange** – This fully reciprocal exchange saw 16 Setagaya students visit Bunbury in August 2016 and the 11 Bunbury Cathedral Grammar School students visit Setagaya in January 2017.
- \* **Biennial Photo Competition and Exchange with Setagaya** – This contest took place in early 2017 with the exhibition being held in late May at Bunbury Regional Art Galleries. This successful contest was run digitally for the first time in its history.
- \* **25<sup>th</sup> Anniversary Celebrations** – This year-long celebration of events is sponsored by the City of Bunbury, WAPRES, Simcoa Operations and the Vukelic Group. The celebrations started with the incoming Mayoral delegation in late October and will continue with the Christmas in the City, Bunbury Fringe Art Competition (A Nod to Japan), Southwest Multicultural Festival, the Festival of Japan and the Hanami Picnic.
- \* **Japanese Film Festival Mini** – The Japan Foundation funds this festival (up to the value of \$3000). This year the screenings attracted over 450 people at the Bunbury Regional Entertainment Centre, and the Rose Hotel.
- \* **Hanami Day Picnic** – To activate the Friendship Garden at Queens Park a Hanami Day Picnic was held in early September while the plum trees were blossoming.
- \* **Bunbury Runners Club** – 2017 saw five Setagaya runners compete in the Three Waters Running Festival. In November, four Bunbury runners travelled to Setagaya to compete in their half marathon.
- \* **Imbedded Community Events** - In the last 20 months we have been successful in imbedding the Setagaya relationship into local events including the Blooming Art Exhibition (Japanese section), Bunbury Quilters International Quilt Competition (two entries from Setagaya), and Shore Lines Writing for Performance Festival (Haiku section)

#### *CHINA*

- \* **Consul General China Perth Office Delegation** – The new Consul General and his delegation visited the South West and requested to visit businesses with ties to China.
- \* **Bunbury Jiaxing Business Office** – Led by the China Officer Yan Lyu who has been successful in securing new clients and new members.
- \* **Incoming Delegation** - from Jiaxing led by the Deputy Mayor of Jiaxing in charge of education. This delegation of five visited with the Department of Education and attended several educational facilities.
- \* **Bunbury Chinese New Year Festival** – The Bunbury Jiaxing relationship was represented at the festival with an information stand and colouring in activity for kids. The Chinese New Year t-shirts featured the Bunbury-Jiaxing logo.
- \* **Confucius Institute** – We have worked closely with the Confucius Institute to bring Chinese language classes to Bunbury for adults. Currently there are day time and night time classes being held on a term by term basis. All Edith Cowan University and City of Bunbury staff are able to take the classes free of charge.

#### *VIETNAM*

- \* **Friendship Agreement with Nha Trang** – The Friendship Agreement was counter-signed by Nha Trang in October 2016.
- \* **Nha Trang Outgoing Delegation** – Three delegates including Cr Betty McCleary, Mr David Kerr (Dolphin Discovery Centre and Bunbury Geographe Chamber of Commerce and Industry President) and Melissa Tapper, Manea Senior College, travelled to Nha Trang to attend the biennial Sea Festival and collect the signed Friendship Agreement.



#### OVERALL

- \* **Friendship Park at Queens Garden** – As part of the Leschenault Inlet Master Plan, Open Spaces designed and installed an arbour at the entry way to the Friendship Park. The International Relations office erected a stone sign at the entrance in honour of our three relationships in time for the visit from Setagaya.
- \* **Christmas in the City** – Bunbury Sister and Friendship Cities had an activity stall at the Christmas in the City event. Kids and adults were challenged to write or say Merry Christmas in Japanese, Vietnamese or Chinese in exchange for a lolly bag from that country. Over 200 people participated in this activity.
- \* **Southwest Multicultural Festival** – The Bunbury Sister and Friendship Cities had an information stall at this event where we promoted the Culture of Bunbury Photo Competition run in conjunction with the Bunbury Multicultural Group.

Moving forward:

#### JAPAN

- \* **Outgoing Goodwill Tour to Setagaya** – In order to give the tour a point of difference and attract additional students the tour will be rebranded the Tokyo Talent Tour: 2018 Goodwill Tour to Setagaya. The program will largely remain the same except the students will not visit Disneyland; instead they will participate in four workshops covering theatre, dance, art and music.
- \* **Incoming Goodwill Tour from Setagaya** – No change to this program as Setagaya seems satisfied with its development.
- \* **Bunbury Cathedral Grammar School and Setagaya Junior High School Exchange** – This program will be run by Setagaya and the participating Bunbury schools with little to no involvement from the City of Bunbury.
- \* **Biennial Photo Competition** – This competition will be launched in late 2018.
- \* **Bunbury Fringe Art Competition** – The theme for this competition is 'A Nod to Japan'. Winners will be announced at the Exhibition Launch on Saturday 19 February at Maker & Co.
- \* **Bunbury Runners Club** – The incoming runners welcome sundowner will be moved to a more community based venue. The Mayoral welcome will stay the same.
- \* **Festival of Japan** – This festival is scheduled for 11 August 2018 at Bunbury Regional Entertainment Centre in the Skybar and Harvey Rooms from 11 to 5. Participants will be able to enjoy all things Japanese: food, art, entertainment, sport, etc. We are currently looking for additional sponsorship from the Japan Foundation and others to bring two Sumo from Setagaya (Nihon University) to compete against Australian Sumo in a demonstration match on the evening of the Festival of Japan. This will be a separately ticketed event.
- \* **25<sup>th</sup> Anniversary Delegation to Setagaya and Side Visit to Jiaxing** – Every five years of the Bunbury and Setagaya relationship each Mayor visits the other Sister City. Mayor Hosaka of Setagaya visited Bunbury in October 2017 and Mayor Brennan plans on visiting Setagaya in early May 2018 with a side visit to Jiaxing and it has been proposed that the CEO join him. Additional delegates are invited to attend at their own cost.

#### CHINA

- \* **The Bunbury Jiaxing Business Office** - Planning a trade delegation around the Canton Fair in late April 2018. The City of Bunbury will not send representatives on this delegation as the Mayor will travel to Jiaxing in the second week in May 2018.

- \* **Delegation to Jiaxing** - As part of Mayoral visit to Asia including Setagaya the second week in May 2018.
- \* **Bunbury Chinese New Year Festival** – In 2018, the Year of the Dog, the International Relations office will have a photo booth at the Festival
- \* **Confucius Institute** – We will continue to work with the Confucius Institute to ensure that there are ongoing Chinese classes in Bunbury.

#### VIETNAM

- \* Bunbury City Band are planning to visit Nha Trang in the 2018 September school holidays.
- \* Bunbury Men of Song are planning to visit Nha Trang in 2019.

#### **Analysis of Financial and Budget Implications**

There are no financial or budgetary implications arising from the recommendations of this report.

#### **Community Consultation**

Not Applicable

#### **Councillor/Officer Consultation**

Nil

#### **Outcome of the Meeting held 14 December 2017**

The recommendation (as printed) was moved Pauline Vukelic, seconded Valda Smith.

The Committee offered their thanks to the Senior Officer International Relations for everything she does and noted her achievements.

A discussion on all past achievements and future directions was held with Committee Members asking questions and providing additional information.

Flyers for the *Tokyo Talent Tour* and the *A Nod to Japan Bunbury Fringe Art Prize Competition* were distributed.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

#### **Committee Decision**

That the International Relations Committee note the IRC achievements and future directions.

CARRIED

7 votes "for" / Nil votes "against"

At the time when the 25<sup>th</sup> Anniversary Delegation to Setagaya Visit and side visit to Jiaxing was discussed, the Committee noted that Council's decision not to send the CEO as part of the

delegation may be due to Council not being aware of the difference in structure in Japanese local government the status of the CEO and Mayor.

It was noted that the City's CEO is currently also the Chair of the Bunbury-Jiaxing Business Office and in this capacity he should also attend the visit and side visit.

The Committee felt that it was imperative that the CEO attend with the delegation and determined that a business case should be provided to Council to justify this.

A Motion was moved Pauline Vukelic, seconded Cr McGuinness.

**Committee Decision**

1. That a Briefing Paper be prepared outlining the structure in Setagaya and highlighting the differences, to provide an understanding for the Councillors
2. That the CEO be included in the 25<sup>th</sup> Anniversary Delegation to Setagaya Visit.

CARRIED

7 votes "for" / Nil votes "against"



## **Background**

At its meeting held 26 November 2013 Council decided (335/13):

Council Decision 335/13

*“That Council:*

- 1. Request that the Committees retained appoint a Councillor as the Presiding Member to enable more effective reporting back to Council in relation to Committee items and recommendations.*
- 2. Require that the Minutes of all Committees are to be provided to Council for noting with a separate report being provided on all items requiring a resolution of Council.*
- 3. Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.*
- 4. Require all agendas for each of the Committees to be made available on the Council’s website and distributed to all Councillors prior to each meeting.*
- 5. Request that each of the Committees commence a review of their terms of reference in March 2015 to enable a complete review of the operations to be completed prior to the next Ordinary Elections.”*

## **Council Policy Compliance**

There is no Council Policy applicable to this report.

## **Legislative Compliance**

*Local Government Act 1995*

## **Officer Comments**

It is suggested that this Committee meet every two months from 15 February 2018 for a formal meeting and for workshop meetings on alternate months.

## **Analysis of Financial and Budget Implications**

There are no financial or budgetary implications arising from the recommendations of this report.

## **Community Consultation**

Not Applicable

## **Councillor/Officer Consultation**

Nil

## **Outcome of the Meeting held 14 December 2017**

The recommendation (as printed) was moved Paul Springate, seconded Amanda Yip.

The Senior Officer International Relations noted that she would away for the meeting in February 2018 as she had been successful to attaining the Scholarship to Japan. The Committee congratulated Carol on this achievement.

An amendment was made to the recommendation as it was noted that the workshop date in January 2019 was incorrect.

12. 10:00am Thursday ~~15~~ 17 January 2019 - Workshop

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

**Committee Decision**

1. 10:00am Thursday 15 February 2018 - Formal
2. 10:00am Thursday 15 March 2018 - Workshop
3. 10:00am Thursday 19 April 2018 - Formal
4. 10:00am Thursday 17 May 2018 - Workshop
5. 10:00am Thursday 21 June 2018 - Formal
6. 10:00am Thursday 19 July 2018 - Workshop
7. 10:00am Thursday 16 August 2018 - Formal
8. 10:00am Thursday 20 September 2018 - Workshop
9. 10:00am Thursday 18 October 2018 - Formal
10. 10:00am Thursday 15 November 2018 - Workshop
11. 10:00am Thursday 20 December 2018 - Formal
12. 10:00am Thursday 17 January 2019 - Workshop
13. 10:00am Thursday 14 February 2019 - Formal
14. 10:00am Thursday 21 March 2019 - Workshop
15. 10:00am Thursday 18 April 2019 - Formal
16. 10:00am Thursday 16 May 2019 - Workshop
17. 10:00am Thursday 20 June 2019 - Formal
18. 10:00am Thursday 18 July 2019 - Workshop
19. 10:00am Thursday 15 August 2019 - Formal
20. 10:00am Thursday 19 September 2019 - Workshop
21. 10:00am Thursday 17 October 2019 - Formal

CARRIED

7 votes "for" / Nil votes "against"

### 10.3 Terms of Reference

<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	Carol McDowall, Senior International Relations
<b>Responsible Manager:</b>	Stephanie Addison-Brown, Director Corporate and Community Services
<b>Executive:</b>	Stephanie Addison-Brown, Director Corporate and Community Services
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 1: Terms of Reference

#### Summary

This purpose of this report is for the Committee to consider the Terms of Reference (**attached** at Appendix 1) for this International Relations Committee.

#### Executive Recommendation

That the Committee review the Terms of Reference for the International Relations Committee.

#### Strategic Relevance

Key Priority Area 5      Corporate  
Objective 5.2          Maintain a high standard of corporate governance and improve access to information.

#### Background

The Terms of Reference were adopted on 4 August 2015 and were reviewed by the International Relations Committee on 23 February 2017. No changes were made at that time.

#### Council Policy Compliance

There is no Council Policy applicable to this report.

#### Legislative Compliance

*Local Government Act 1995*

#### Officer Comments

The Committee are encouraged to review the Terms of Reference for the International Relations Committee.

#### Analysis of Financial and Budget Implications

There are no financial or budgetary implications arising from the recommendations of this report.

**Community Consultation**

Not Applicable

**Councillor/Officer Consultation**

Nil

**Outcome of the Meeting held 14 December 2017**

A Motion was moved Paul Springate, seconded Cr McGuinness that the Terms of Reference for the Committee be discussed at the February 2018 Committee Meeting.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

**Committee Decision**

That the International Relations Committee review the Terms of Reference for the Committee at the February 2018 Meeting.

CARRIED

7 votes "for" / Nil votes "against"

The Presiding Member left the meeting at 3:38pm and Cr Smith became the Presiding Member.



## **11. Applications for Leave of Absence**

Nil

## **12. Questions from Members**

### **12.1 Response to Previous Questions from Members taken on Notice**

Nil

### **12.2 Questions from Members**

Question 1: Felicity Farnell asked when the Senior Officer International Relations was going to Japan.

Response 1: The Senior Officer International Relations will be in Japan from 11 February 2018 to 20 February 2018. During this time she will predominantly be in Tokyo and Hiroshima. Initially there had been an intention to go visit Setagaya on the one free day, however the itinerary had now been received and there was no-longer any free time.

Question 2: Felicity Farnell asked what was happening with Sue Ellis' replacement for the next tour.

Response 2: In the past, for the Incoming Tour Leader, an Expression of Interest would go out to City of Bunbury employees and then somebody was chosen from the responses received, which was not too onerous. Sue has done an amazing job and will remain heavily involved however it is exciting to get some City of Bunbury employees involved.

Question 3: Felicity Farnell asked about the establishment of "Friends of" groups, and building up relationships within these groups, for the purpose of having a list of people who could be called on to help out with International Relations Events.

Response 3: The Senior Officer International Relations advised she had run a raffle at Christmas in the City in an attempt to get more people on the email list. Only three entries were received and now she needs to speak with the Manager Governance about emailing those whose emails she has without this being considered spam, along with the possibility of a mailout with an opt in.

## **13. Urgent Business**

Nil

**14. Date of Next Meeting**

The next meeting of the International Relations Committee will be held on 15 February 2018.

**15. Close of Meeting**

The Presiding Member closed the meeting at 3:45pm.