Bunbury Setagaya Sister Cities Committee

Notice of Meeting and Agenda
18 February 2015

Committee Terms of Reference

1. To publicise and educate the Bunbury community on its Sister City relationship with the City of Setagaya through active promotional programs and liaison with community, educational and commercial organisations.
2. To encourage the development of special links between individuals and interest groups of the two (2) communities.
3. To encourage and plan for cross-cultural visitations between the cities and Bunbury and Setagaya.
4. To identify opportunities to develop areas of mutual interest between the two (2) cities.
5. To advise the Bunbury City Council on matters relating to the Sister City relationship.
6. All communications to the Mayor of Setagaya shall be through the Mayor of Bunbury’s office.
Dear Committee Members

The next Ordinary Meeting of the Bunbury Setagaya Sister Cities Committee will be held in the Ocean Room, City of Bunbury Administration Building, 2-4 Stephen Street, Bunbury on Wednesday 18th February 2015 at 5.00pm.

Signed:

Stephanie Addison-Brown
DIRECTOR CORPORATE AND COMMUNITY DEVELOPMENT
(Issued on: 13/02/2015)

Agenda
18 February 2015

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.

Committee Members:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor Betty McCleary (Presiding Member)</td>
<td>City of Bunbury</td>
</tr>
<tr>
<td>Councillor Neville McNeill</td>
<td>City of Bunbury</td>
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<tr>
<td>Cnr Wendy Giles (Proxy Neville Mc Neill)</td>
<td>City of Bunbury</td>
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<tr>
<td>David Byatt</td>
<td>Community Member</td>
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<tr>
<td>Suzanne Ellis</td>
<td>Community Member</td>
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<tr>
<td>Valda Smith</td>
<td>Community Member</td>
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<tr>
<td>Paul Springate</td>
<td>Community Member</td>
</tr>
<tr>
<td>Kazoo Sumi</td>
<td>Community Member</td>
</tr>
<tr>
<td>Allan Whitfield</td>
<td>Community Member</td>
</tr>
<tr>
<td>Harry Ostendorf</td>
<td>Community Member</td>
</tr>
<tr>
<td>(Vacant)</td>
<td>Community Member</td>
</tr>
</tbody>
</table>

Ex-officio Members:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Addison-Brown (Executive Officer)</td>
<td>Director Corporate and Community Development</td>
</tr>
<tr>
<td>Julian Bowron</td>
<td>Manager Community, Arts and Culture</td>
</tr>
<tr>
<td>Helena Sahm</td>
<td>Senior Officer Sister Cities</td>
</tr>
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Support Staff / Guests:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Title</th>
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<tr>
<td>Jenni Brown (Minute Taker)</td>
<td>Sister Cities Officer (Setagaya)</td>
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<tr>
<td>Vacant</td>
<td>2015 Outgoing Goodwill Tour Leader</td>
</tr>
<tr>
<td>Gemma Rossiter</td>
<td>Guest</td>
</tr>
</tbody>
</table>

1. Declaration of Opening

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances

   4.1 Apologies

   4.2 Approved Leave of Absence

   4.3 Absences

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.

6. Public Question Time

   Not applicable

7. Confirmation of Minutes

   Committee Decision: Moved Seconded

   The minutes of the Bunbury Setagaya Sister Cities Committee Meeting held on 26th November 2014 are confirmed as a true and accurate record.
7. **Presentations**

8.1 **Petitions**

Nil

8.2 **Presentations**

Nil

8.3 **Deputations**

Nil

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

Not applicable to this committee

10. **Reports**

10.1 **Officer Reports**

10.1.1 **Staffing changes**

To maintain knowledge and expertise while continuing to meet the City’s financial targets the office of Sister Cities has been created as a shared role between the new Senior Officer Sister Cities and the Administration Officer Sister Cities. The Administration Officer role will be primarily focused on the operations of the existing programs with the Setagaya relationship. The Senior Officer role will be focussed on all three of the relationships including new initiatives and growth with the Bunbury/Setagaya relationship as well as supporting its existing programs.

10.1.2 **Financial Report and Activity Plan**

The attached budget indicates expenditure and remaining funds for the 2014/15 financial year. New projects in addition to the tour exchanges should be decided on for the 2015/16 financial year.

- Suggestions include Mikoshi legs – Approach Men’s Shed as a project
- A major overhaul of the Simcoa Garden and maintenance plan or investigation on the maintenance of the garden be included on COB Civil and Open Space schedule

10.1.3 **Photo Exchange and competition**

Gallery space has been secured for the exhibition.

New mounts to be ordered at first quote of $20 per mount. Two more quotes to be gained. 80 foam core mounts to be made.

Promotional material is being produced and sponsorship is being sought. Negotiations with Bunbury Mail indicate initial interest in the competition but extent of support still under discussion.
10.1.4 2015 Outgoing Tour
Preparations for the outgoing Goodwill Tour are underway.
- Letter sent to all the primary schools in the Greater Bunbury Region advising of the tour and information evenings (18th March and 26th March).
- Finalising costs for students/accompanying adults
- Request for Quote sent to travel companies for flight costs and tours.
- Tour Leader process to commence once permissions have been granted.
- Information packs being updated to be sent to interested parties

10.1.5 Committee Terms of Reference Review
Point 5 of Decision 335/13 from the Ordinary Council Meeting held on 26 November 2013 was that each Council Committee commences a review of its terms of reference in March 2015, to enable a complete review of the operations to be completed prior to the next Ordinary Elections.

The Committee is asked to discuss its terms of reference and make any adjustments, state its relevance and any other aspects of its activities so the Senior Officer may complete the report to Council with informed and accurate information.

The Current Terms of reference are:

1. To publicise and educate the Bunbury community on its Sister City relationship with the City of Setagaya through active promotional programs and liaison with community, educational and commercial organisations.

2. To encourage the development of special links between individuals and interest groups of the two (2) communities

3. To encourage and plan for cross-cultural visitations between the cities of Bunbury and Setagaya.

4. To identify opportunities to develop areas of mutual interest between the two (2) cities.

5. To advise the Bunbury City Council on matters relating to the Sister City relationship.

6. All communications to the Mayor of Setagaya shall be through the Mayor of Bunbury’s office.

Recommendations:

10.1.6 Seijo University Scholarship offer
Information has been passed onto the Dean of ECU South West Campus. They have greeted the initial idea with enthusiasm but will need to look at how it can be incorporated into the existing ECU programmes and student enrolments.
10.1.7 Advertising for Committee nominations
Advertising for nominations for the Committee has occurred. Closing date for nominations is 24th February 2015 at 4:00pm

10.1.8 Changes to Outgoing Tour
Senior Officer Sister Cities to update on the progress in regard to potentially changing the Outgoing Tour from Primary to High school.

10.1.9 Skype Program into schools
An overview of the proposed program, school involvements and issues arising will be presented by the Senior Officer Sister Cities.

10.1.10 Multicultural Night Under the Stars
This event is being held on Saturday 28th February, 2015 at the Graham Bricknell Shell. Committee members required to man the stall and run an interactive display – ie writing names in Kanji. Confirmation of availability and equipment for display ie table, chairs, lights etc.

10.1.11 Committee Membership
Harry Ostendorf has resigned. This leaves 3 vacant positions which need to be advertised.

10.1 Members Reports
Pauline Vukelic – Visit to Setagaya, Seijo University (report attached)

10.2 Any other General Business

11. Applications for Leave of Absence

12. Motions of Which Previous Notice has been given
Not Applicable

13. Questions from Members

14. Urgent Business

15. Dates of 2015 Meetings
18th February 2015
Agenda – Bunbury-Setagaya Sister Cities Committee

Formal Meetings
18th February
15th April
17th June
19th August
21st October
16th December

Committee Workshops
18th March
20th May
15th July
16th September
18th November

The next Meeting is scheduled for 5pm, Wednesday 22nd April 2015.

16. Close of Meeting

Actions Required after Meeting

1. Minutes of meeting to be sent to Council for noting.
2. Items to be raised for Council following requests/recommendations/motions by committee
3. Any other actions required
## Bunbury-Setagaya Budget as at February 2015

<table>
<thead>
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<th>BUDGET</th>
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<th>Proposed expenditure</th>
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<td><strong>Outgoing Tour</strong></td>
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<td>Catering interview and information sessions</td>
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<td>Caps x 6 staff gifts including embroidery</td>
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<td>Gifts</td>
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<td>Plaque</td>
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<td>Framing $20 per photo x 80 images</td>
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<td>Exhibition Catering</td>
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<td>Marquee Hire</td>
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<td>printing of book</td>
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<td>Printing of folders and Pamphlets</td>
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<td>ISBN for publishing book</td>
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<td><strong>Additional Projects</strong></td>
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<td>Mikoshi legs</td>
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<td>Printing and sending national awards</td>
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Remaining funds after all proposed expenditure has been spent: **4202.39**
Bunbury Setagaya Sister Cities Committee
Report on meetings held in Tokyo and Setagaya, on January 20th and 21st, 2015

SEIJO UNIVERSITY
Background: Several years ago Seijo University offered two full academic and living expenses scholarships to students in Bunbury. Despite the Bunbry Mayoral Delegation meeting with the Vice Chancellor, International Exchange and Senior Academic staff held at the university on June 15, 2012 there has been no action. During the Sister Cities Australia Conference Takashi Arai Chief of International Affairs in Setagaya was requested by BSSCC to reactivate contact with Seijo Uni with a view to progressing this exchange opportunity.

The Japanese government offer financial inventive to domestic universities to increase academic standards to eventually become one of the TOP 10 universities in the world. None of the six universities in Setagaya qualified for funding to increase international student numbers and courses, however Seijo in particular has strong desire to qualify in future.

Meeting: Held at the University on Tuesday January 20th, 2015
Attendees:
Setagaya IA staff - Takashi Arai, Miho & Miki
Seijo University – President Yuji Yui, Chief, International Exchange Office – Toshinari Shimizu, International Exchange coordinator - Sachiko Asato & others

Purpose: To further the personal relationships and discuss details of the exchange program

Details:
- Seijo Uni has exchange arrangements with more than 10 overseas universities including the US, UK, France, China Germany, Belgium.
- James Cook University is in discussion with Seijo Uni
- Newcastle University (NSW) has an exchange arrangement (contact details in attached)
- Between 10 and 15 exchange students per year
- Seijo students have fees suspended during overseas exchange
- Recognition for overseas learning based on test results
- Exchange period – 6-12 months
- Previously conducted staff and student exchange. Now students only
- Private accommodation arranged on behalf of students

NB Toshi University in Setagaya was advertising in January for Expressions of Interest in exchange opportunities to ECU, Perth on Tokyo commuter trains

RECOMMENDED ACTIONS:
2. BSSCC endorsement of the Seijo Uni offer
3. Response to 11-2-15 email from Sachiko Asato
4. Meeting with Dean of ECU SW
5. Determine academic, accommodation, language support and other factors to ensure successful exchange experience
6. Consult with Steve McDonald and Adam Elhindi of Newcastle University about their exchange program with Seijo Uni.

NAGAZATO PRIMARY SCHOOL
Background: Takashi Arai of SIA was approached by the Principal after the Bunbury student visit to the school in October 2014, to explore the prospects of a SKYPE exchange with a Yr 6 class at Bunbury area primary school. The street and mall posters in Sangenjaya (near “B” hotel) welcoming Bunbury students, was an initiative of Seiko Kashihara facilitated by SIA.
A subsequent SKYPE call was held between Takashi Aria, Miho & Miki (SIA), Seiko Kashihara (Principal) and myself on 27-11-14 to discuss options.

At Takashi’s request I contacted Tanya Wutchak (Japanese language teacher) at Bunbury Cathedral Grammar School (BCGS) to discuss the proposal. She expressed her opinion that BCGS Language Department would favourable consider such an exchange so the proposed project discussion paper was emailed to her, Helena Sahm, Takashi Arai, Betty McCleary, Jamie Earl & Tanya Wutchak (BCGS) on 27-11-14.

As a result of a follow up phone call on 11-2-15 with Debra Tunnington, Head of Languages at BCGS, an amended draft proposal was emailed (cc’d Helena Sahm) for further discussion with the Japanese language teacher Jo Sgro. Indications are that BCGS will positively consider the proposal.

**NB** The Japanese government is promoting a national campaign to encourage relationship with overseas school in the lead up to the 2020 Olympics in Tokyo

**RECOMMENDED ACTIONS:**
1. BSSCC resolve to commit to further facilitate the exchange
2. Monitor progress once the exchange is established
3. Continue to act as liaison between the school and SIA

**GENERAL DISCUSSION WITH TAKASHI ARAI AND OTHER SETAGAYA CITY STAFF January 21st, 2015**

Several senior staff and former international affairs section chiefs hosted dinner at which further discussion on a range of topics occurred. These included:

- Desire to invite Senior Sister Cities Officer, Helena Sahm to visit Japan with the 2015 student exchange group to meet staff, understand the Setagaya and Japanese environment, stressing the importance of the personal relationships between respective city staff is crucial.
- Process for proposed changes of student exchange from Yr 6 Primary to Year 9 junior high school student. Recommendation by SIA to Board of Education, consultation with schools, BOE decision and SIA collaboration with BOE to facilitate
- Possible sporting exchange leading up to 2020 Olympics
- Limited sister city resources to be maximised for benefit of all programs
- Student exchange “Welcome” flags in Sangenjaya October 2014 – great initiative to further promote exchange program to wider Setagaya community
- Proposed Friendship Garden in Queens Gardens
- Changes to City of Bunbury sister city management
- 25th Anniversary in 2017 commemoration – delegations, activities etc
- Volunteer opportunities for 2020 Olympics
- Possibility for Setagaya to host Australian teams for pre-Olympic training in 2020
- Prospects for Sister School relationships with reference to the Kingston PS and Takanodai PS (Hyogo Prefecture).
- Acknowledgment that the proposed SKYPE exchange could lead to sister school relationships and exchange visitation

**WESTERN AUSTRALIA GOVERNMENT COMMISSIONER – Craig Peacock**

*Wednesday January 21, 2015*

Craig Peacock and I have been friends for almost 15 years and generally catch up when I am in Tokyo. Following Craig’s presentation at the Sister Cities Australia Conference last November we agreed to meet in January when we were on a private visit.

**General discussion points** at lunch
- Proposed Seijo University exchange
- Proposed SKYPE exchange
- Positive and strengthening relationship between Bunbury and Setagaya
- Olympics 2020 – possible sporting exchanges
- Craig re-affirmed his ongoing commitment to assist, facilitate, promote etc our sister activities
- Other discussion related to the Busselton and Sugito Sister City relationship, current trade opportunities etc.

**CHAIRMAN, CENTRE FOR LOCAL AND INTERNATIONAL RELATION  Takamotsu Okamoto and Policy Officer Koji Okayama**

Following Mr Okamoto’s presentation at the Sister Cities Australia Conference last November we agreed to meet in Tokyo in January. The breakfast meeting was arranged in consultation with the Director of CLAIR Sydney office Yasu Tanabe.

**Discussion points**

- As above
- Messrs Okamoto & Okayama both affirmed willingness to assist in strengthening and support our sister city relationship

*CLAIR meeting, Tokyo 21-1-15 : L-R*
Koji Okayama, Takamotsu Okamoto
Pauline Vukelic, Michael Warren

**Pauline Vukelic**
BSSCC inaugural committee member, former Chairperson
11-2-15