Bunbury Setagaya Sister Cities Committee

Notice of Meeting & Agenda
19 February 2014

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 **19 February 2014** at 5.00pm.

Signed:

**Stephanie Addison-Brown**  
*Executive Officer*  
*Bunbury Setagaya Sister Cities Committee*  
*(Issued on: 12 February 2014)*

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## Agenda  
**19 February 2014**

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>
<th>Contact Details</th>
</tr>
</thead>
</table>
| Councillor Betty McCleary | City of Bunbury Presiding Member | Phone: 9795 4497  
Email: bettymac@westnet.com.au |
| Councillor Neville McNeill | City of Bunbury Deputy Presiding Member | Phone:  
Email: Cr.Neville.McNeill@council.bunbury.wa.gov.au |
| David Byatt        | Community Member            | Phone 0419 000 210  
Email: davejenbyatt@yahoo.com.au |
| Suzanne Ellis      | Community Member            | Phone 0407 138 514  
Email: sueellis13@bigpond.com |
| Kristin Miles      | Community Member            | Phone: 9755 0856  
Email: kristinmiles@tadaust.org.au |
| Harry Ostendorf    | Community Member            | Phone: 0427 251 758  
Email: andreas.h.ostendorf@bigpond.com |
| Kazuyuki Shimada   | Community Member            | Phone: 0407 997 632  
Email: Kazuyukishimada@simcoa.com.au |
| Valda Smith        | Community Member            | Phone: 0438 219 463 |
19 February 2014
Agenda – Bunbury Setagaya Sister Cities Committee

Paul Springate  Community Member  Phone: 0428 916 119  
Email: Paul.Springate@team.telstra.com

Kazoo Sumi  Community Member  Phone: 0415 944 607  
Email: razoo.pang@gmail.com

Pauline Vukelic  Community Member  Phone: 0418 933 969  
Email: pvukelic@iinet.net.au

Allan Whitfield  Community Member  Phone: 0419 925 840  
Email: amwhitfield@bigpond.com

Arron Craig  Youth Member  Phone: 0419 260 388  
Email: ajcraig99@gmail.com

Sophie Telfer  Youth Member  Phone: 0437 975 007  
Email: sophietelfer@westnet.com.au

Ex-officio Members:

<table>
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<tr>
<th>Member Name</th>
<th>Representing</th>
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</table>
| Stephanie Addison-Brown              | Director Community Development (Executive Officer)  
Email: saddisonbrown@bunbury.wa.gov.au |
| Helena Sahm                          | Team Leader Arts and Culture              
Email: hsahm@bunbury.wa.gov.au          |
| Nicola Tagiston (nee Albiston)       | 2013 Bunbury Setagaya Student Outgoing Goodwill Tour Leader |
| Dorothy Bail                         | 2013 Bunbury Setagaya Student Incoming Goodwill Tour Leader |
| Jaimee Earl                          | Mayor’s Office                            
Email: jearl@bunbury.wa.gov.au          |

Support Staff:

<table>
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<tr>
<th>Name</th>
<th>Title</th>
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</table>
| Jenni Brown | Sister Cities Administration Officer          
Ph: 9792 7217  
Mb: 0408 272 191  
Email: jbrown@bunbury.wa.gov.au |

1. **Declaration of Opening**

The Presiding Member announced the meeting opened at

2. **Disclaimer**

Not applicable to this committee.
3. **Announcements from the Executive Officer**

4. **Attendances**

4.1 **Apologies**

4.2 **Approved Leave of Absence**
Cr B McCleary

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 8 January, 2014 are confirmed as a true and accurate record.

   CARRIED/LOST

8. **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 **Officer Reports**

<table>
<thead>
<tr>
<th>File Ref:</th>
<th>Committee Report</th>
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<tbody>
<tr>
<td>Applicant/Proponent</td>
<td>Committee Report</td>
</tr>
<tr>
<td>Author:</td>
<td>Jenni Brown, Officer for the Bunbury Setagaya Sister Cities Committee</td>
</tr>
<tr>
<td>Executive:</td>
<td>Stephanie Addison-Brown Director Community Development</td>
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<tr>
<td>Attachments:</td>
<td>Nil</td>
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**Summary**

This is a progress report on the Bunbury Setagaya Sister Cities Committee Ongoing Projects

**Officer Recommendation**

That this report be accepted.

**Background**

Not Applicable

**Council Policy Compliance**

Not Applicable

**Legislative Compliance**

Not Applicable

**Officer Comments**

*Correspondence Items of interest*

- None

*Budget*

- See Attached

At this stage $6,733 is remaining for the 2013/2014 financial year.
Changes within the City of Bunbury

The Sister Cities Administration Officer hours have reverted to the substantive amount of 30 hours per fortnight, with a focus on supporting the delivery of the National Sister Cities Conference in Bunbury in November 2014. Jenni Brown’s office days will be Tuesday and Wednesday although her Team Leader, Helena Sahm, is available at any time. Organisation of the Goodwill Tours, Marathon Runners function, Photographic Competition and Exhibition and other projects will continue and be supported by the Arts and Culture team as well as others in Community Development Directorate.

Bunbury-Setagaya Sister Cities Committee Members

Cr Karen Steele has resigned from the Bunbury Setagaya Sister Cities Committee. Her contributions in representing and supporting the committee and its projects since her appointment on the 24th November 2009 have been greatly appreciated. Thank you Karen for all you have done.

2014 Bunbury Setagaya Sister Cities Student Goodwill Tour (Outgoing)

At this stage, no marketing to schools has happened, and advertising for a tour leader is yet to occur.

2014 Bunbury Setagaya Sister Cities Student Goodwill Tour (Incoming)

We have received an email from Miki, and the students will be visiting Western Australia from 30th October to 7th November. Setagaya have also requested that we looking at paying the bus charter whilst the students are visiting Bunbury. I think that this is more than fair, as they pay of the bus charter when our students are visiting Setagaya.

Proposed Artwork Exchange

Nothing further to report

Hosting of Sister Cities Australia 2014 Annual Conference

Separate Report

Website/Facebook/Blog Page

Nothing further to report

University Exchange
Nothing further to report

**Marathon Runners**

Nothing further to report

**Friendship Garden**

Nothing further to report

**Simcoa Teien Japanese Garden at the Health Campus**

Waiting for final proof from Concise Creative

**2 x New Pull Up Banners and Folders**

A final meeting with Cannonball is still to happen

**20th Anniversary Book**

Still proof reading the book prior to arranging for it to go to print.

**Happi Jackets**

10 Adult Happi have been received. An order for the 15 student jackets is still to happen.

**Analysis of Financial and Budget Implications**

Nil

**Community Consultation**

As included in the Officer Comments

**Councillor/Officer Consultation**

As included in the Officer Comments

<table>
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<th>Outcome – Committee Resolution</th>
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<tr>
<td>Moved:</td>
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<tr>
<td>Seconded:</td>
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That this report be accepted.
Votes for/ votes against

10.2 Members Reports

10.2.1 Sister Cities Australia 2014 National Conference

10.2.2 2013 Student Goodwill Outgoing Tour Leader Report – Nicola Tagiston

10.2.3 2013 Student Goodwill Incoming Tour Leader Report - Dorothy Bail

10.2.4 Bunbury Runners participating in the Setagaya 246 Marathon - Kellie Whitfield and Simon Carlin

10.2.5 Setagaya Runners visiting Bunbury – Allan Whitfield

10.2.6 Attending the Sister Cities Annual Conference 2013
   o Arron Craig as Youth Delegate
   o Valda Smith as Committee Delegate

10.3 Any other General Business

   Strategic plan for the Bunbury Setagaya Sister Cities Committee – Kristin Miles

11. Applications for Leave of Absence

12. Motions of Which Previous Notice has been given

   Not Applicable

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

   Not Applicable

13.2 Questions from Members
14. **Urgent Business**

15. **Date of Next Meeting – Wednesday 19th March 2014 at 5.00pm**

16. **Close of Meeting -**

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<th>Actions Required after Meeting</th>
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<tr>
<td>1. Minutes of meeting to be sent to Council for noting.</td>
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<td>2. Items to be raised for Council following requests/recommendations/motions by committee</td>
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<td>3. Any other actions required</td>
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