Bunbury-Setagaya Sister Cities Committee

Minutes of Meeting
21 May 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.
Bunbury-Setagaya Sister Cities Committee
Minutes

Minutes of an Ordinary Meeting of the Bunbury-Setagaya Sister Cities Committee held in the Ocean Room, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on Wednesday, 21 May, 2014.

1. Declaration of Opening
   Cr Betty McLeary announced the meeting opened at 5.05 pm.

2. Disclaimer
   Not applicable to this committee.

3. Announcements from the Presiding Member
   Thank you to the Bunbury-Setagaya Sister Cities Committee and the Bunbury Runners Club for the fantastic effort with the Cocktail Party and supporting the runners exchange. The hosted morning tea was warm and friendly.

4. Attendances
   PRESENT

<table>
<thead>
<tr>
<th>Council Committee Members</th>
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<tbody>
<tr>
<td>Presiding Member:  Cr B McCleary</td>
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<tr>
<td>Members Present:       Cr N McNeill</td>
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<tr>
<td>Pauline Vukelic</td>
</tr>
<tr>
<td>Suzanne Ellis</td>
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<tr>
<td>Harry Ostendorf</td>
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<tr>
<td>Valda Smith</td>
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<tr>
<td>Paul Springate</td>
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<tr>
<td>Sophie Telfer</td>
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<td>Allan Whitfield</td>
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4.1 Apologies

Ms Kristen Miles, Mr Zoo Sumi, Mr David Byatt, Ms Melinda Whiteley

4.2 Approved Leave of Absence

Nil

4.3 Welcome

Ms Gemma Rossiter (Interested party and teacher of Japanese Language at local primary schools)

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 Bunbury Setagaya Sister Cities Committee Meeting held on 16 April, 2014, are confirmed as a true and accurate record.

CARRIED 8 /NIL

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>Sister Cities Committee</td>
</tr>
<tr>
<td>Author:</td>
<td>Jenni Brown</td>
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<tr>
<td></td>
<td>Sister Cities Administration Officer</td>
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<tr>
<td>Executive:</td>
<td>Stephanie Addison-Brown</td>
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<td></td>
<td>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.

Officer Comments

Correspondence Items of interest

- None

Budget

- As attached

2014 Bunbury Setagaya Sister Cities Student Goodwill Tour (Outgoing)

Information evening was held on Monday 12 May and was well attended by parents and students. Great representation from most of the Greater Bunbury Regional Schools with 16 boys attending. Believe the split of Year 6 to Year 7 students is 50:50. All 50 packs prepared have been issued to students. Two student teachers from ECU attended the information night, and are keen to participate as Accompanying Adults.

Interview day for student and adult applicants is Sunday 8 June. Committee members are requested to assist on the day with the interviewing and helping the tour leader with her program.
Depending on the amount of student applications we receive, consideration may need to be given to a few of the year 6’s that have applied this year, to participate in next year’s tour, (similar to what we did with Ms W Springate). Your thoughts are greatly appreciated on this.

**2014 Bunbury Setagaya Sister Cities Student Goodwill Tour (Incoming)**

Students will visit Western Australia from 30th October to 7th November. They will arrive on Friday 31st October and leave Bunbury on Tuesday 4th November. They have requested visits to the Bunbury Wildlife Park, Dolphin Discovery Centre, Bunbury Senior Citizens, two schools and Malston Hill Lookout which are all fairly standard tours. Another request that we pay for the bus hire whilst the students are visiting the Bunbury area, has been received. I have confirmed that yes we will organise the bus and payment. An email has been sent to Peter Guebler of Royal Gala Tours requesting a quote for bus hire.

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

Artwork has now been approved and Spencer Signs hope to have it installed over the next few weeks. The garden is requiring a tidy up. Busy Bee date – Sunday 15th June 10.00am for approximately 2 hrs.

**2 x New Pull Up Banner, Folders and Pamphlets**

Folders – The initial design was presented. It was agreed that some of the photographs that were on the initial design were to be changed, and include an up to date photograph of the new Mayor, the Christmas lantern peace crane and a photo of the Japanese boy with the kangaroo. Back cover could be utilised better with a few sentences about the relationship. The last of the folders were used for the information evening. A copy of our new design will be provided for comment at the meeting.

Pamphlets – Cr McCleary colleague was unable to help with the design. Ms P Vukelic and Ms G Rossiter will further discuss and bring ideas to the next meeting.

**Christmas Lantern Festival**

The committee endorsed the idea of the City of Bunbury Events Team seeking sponsorship for the Christmas Carnival to assist with the costs that will be incurred ie purchase of lanterns, hire of marquees etc.
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: Ms P Vukelic</td>
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<tr>
<td>That this report be accepted.</td>
</tr>
<tr>
<td>8 Votes for/ Nil votes against</td>
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10.2 Members Reports

10.2.1 Sister Cities Australia 2014 National Conference - Helena Sahm

Currently negotiating the possibility of Dr Keith Suter and Mr Khoa Do as presenters, along with Tony Wheeler, founder of the Lonely Planet.

Confirmed sponsorship from South West Development Commission, Simcoa, Vukelic Holdings and Tourism WA has been received. Lighthouse Beach Resort have given the conference 5 complementary rooms and Go West will assist with bus hire.

Mrs P Vukelic will start discussing with Seijo Tominari and the Koto Musicians flights, itinerary, visits to schools etc.

The Conference meetings being held at 4pm will not occur for the next few months, however when required, conference meetings will be called.

10.2.2 Bunbury Runners visiting Setagaya – Allan Whitfield

Details with Setagaya still to be finalised. Bunbury will be sending 6 adult runners and 2 junior runners.

10.2.3 20th Anniversary Book – Pauline Vukelic/Kristen Miles

Editing process is progressing. A copy of all the articles have been downloaded onto a thumb drive and Mrs P Vukelic will make the changes.
10.3 Any other General Business

Strategic plan for the Bunbury Setagaya Sister Cities Committee
A strategic plan meeting will be held on Wednesday 4th June. Ms S Addison-Brown to participate. Working group to include Mrs P Vukelic, Mrs S Ellis, Mr A Whitfield, Mr P Springate, Cr McNeill, Cr McCleary and Sister Cities Administration Officer.

11. Applications for Leave of Absence

Nil

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

Nil

14. Urgent Business

Vietnamese Sister City Relationship
Concern was raised that the City of Bunbury is currently discussing the possibility of a third sister city in Vietnam, however funding and officer hours and support have been reduced for the Bunbury-Setagaya Sister Cities Committee.

Ms S Addison-Brown explained that it was discussed at last night’s Council briefing. The proposal is to investigate a Sister City relationship with a City in Vietnam, as we had an approach from the Vietnamese Consul General. Questions such as funding were asked at the briefing.

The opposite view was also expressed that the more sister cities is discussed and highlighted, the more it is in the fore of people’s minds and better funding and staffing opportunities.
Bunbury Cathedral Grammar School
BCGS is investigating a senior school excursion to Japan next year. Further details to follow, however may request some help and support.

15. Date of Next Meeting – Wednesday 18 June 2014 at 5.00pm

16. Close of Meeting – 5.40pm

<table>
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<tr>
<th>Actions Required after Meeting</th>
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<tbody>
<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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<tr>
<td>- Strategic Plan meeting to be held on Wednesday 4th June</td>
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<td>- Tidy up of Simcoa Teien Japanese Garden on Sunday 15th June</td>
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