



International Relations Committee

Minutes

9 December 2015

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.

City of Bunbury
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Bunbury WA 6230
Western Australia
Correspondence to:
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Bunbury WA 6231

International Relations Committee

Minutes 10 February 2016

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:

Member Name	Representing
Mayor Gary Brennan	City of Bunbury
Councillor Betty McCleary	City of Bunbury
Councillor Karen Steele (proxy)	City of Bunbury
Edwin Zhuang	Community
Felicity Farnell	Community
Kim Cuong Le	Community
Pauline Vukelic	Community
Paul Springate	Community
Lyn Farrell	Edith Cowan University
Mark Exeter	South West Development Commission

Ex-officio Members (non-voting):

Member Name	Title
John Kowal	Acting Director Corporate & Community Services

Support Staff:

Name	Title
Julian Bowron	Manager Community, Arts & Culture
Isabell Evans	Senior Officer International Relations

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1. Declaration of Opening

The Presiding Member Councillor Betty McCleary declared the meeting open at 5:02pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Councillor McCleary welcomed the delegation from the City of Setagaya to the meeting.

4. Attendances

Committee Members:

Member Name	Representing
Mayor Gary Brennan	City of Bunbury
Councillor Betty McCleary	City of Bunbury
Edwin Zhuang	Community
Felicity Farnell	Community
Kim Rowe	Community
Pauline Vukelic	Community
Paul Springate	Community
Mark Exeter	South West Development Commission

Support Staff:

Name	Title
Isabell Evans	Senior Officer International Relations

Public:

Name	Title
Akio Shimizu	City of Setagaya Director of Cultural and International Affairs Section
Takashi Arai	Chief of International Affairs Section
Tsukasa Kobayashi	Staff member of International Affairs Section

4.1 Apologies

Committee member Lyn Farrell, City of Bunbury Acting Director Corporate & Community Services John Kowal and City of Bunbury Manager Community, Arts & Culture Julian Bowron.

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

Nil

7. Confirmation of Minutes

Committee Decision: **Moved: Paul Springate** **Seconded: Felicity Farnell**

The minutes of the International Relations Committee meeting held on 9 December 2015, are confirmed as a true and accurate record.

CARRIED

8. Petitions, Presentations and Deputations

8.1 Petitions

Nil

8.2 Presentations

8.2.1 Mr Takashi Arai, Chief of International Affairs Section, City of Setagaya – the City of Setagaya and its Sister City relationships

Mr Arai presented a Powerpoint presentation providing an overview of the City of Setagaya, including its size, population and features, including the fact that whilst Setagaya is a city within Tokyo, it features many beautiful parks and substantial greenery.

Mr Arai then explained the City of Setagaya's three Sister City relationships: Bunbury, Australia; Dobbling, Austria; Winnipeg, Canada. This portion of the presentation included information on the exchange programs conducted with each Sister City, which mostly involve student exchange programs similar to that currently delivered between the City of Bunbury and City of Setagaya.

Presiding Member Councillor Betty McCleary thanked Mr Arai for his presentation.

8.3 Deputations

Nil

9. Method of Dealing with Agenda Business

Items were dealt with in the order they appear.

10. Reports

10.1 International Relations Committee Guiding Principles

Applicant/Proponent:	Internal Report
Author:	Isabell Evans, Senior Officer International Relations
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Attachment A: Proposed Guiding Principles Attachment B: Originally Proposed Guiding Principles

Summary

This report seeks endorsement from the International Relations Committee to recommend that the City of Bunbury Council note the proposed International Relations Guiding Principles document.

Executive Recommendation

That the International Relations Committee recommend that Council note the International Relations Guiding Principles document as presented in Attachment A.

Background

In line with the City of Bunbury's move to a Committee structure that focuses on all of Bunbury's international relationships; as opposed to the previous Setagaya-focussed Bunbury-Setagaya Sister Cities Committee; at the International Relations Committee meeting held 9 December 2015 a draft International Relations Guiding Principles document was presented.

The intent of this document is to provide a structure and scope for the International Relations Committee and its actions going forward.

The Committee, including Mayor Gary Brennan and Councillor Betty McCleary, was requested and proceeded to provide feedback on the scope and wording of this document.

The amended Guiding Principles document is presented at Attachment A and the originally presented document with amendments highlighted is attached at Attachment B.

Council Policy Compliance

Not applicable.

Legislative Compliance

Not applicable.

Officer Comments

As a new Committee with a new scope, it was felt that a high-level document such as the Guiding Principles was necessary to focus the work of the Committee and maximise outcomes.

It is intended that any potential projects and initiatives will be assessed to ensure their alliance with these Guiding Principles before a commitment is made from 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

Various individual and organisational stakeholders as well as other Local Government authorities were consulted in the Senior Officer International Relation's original Guiding Principles document.

Councillor/Officer Consultation

At their meeting dated Friday 9 December 2015, and following this, International Relations Committee members were consulted regarding the Guiding Principles document.

Outcome of the International Relations Committee meeting – 10 February 2016

General discussion took place regarding the new Guiding Principles and their role in guiding the direction of Bunbury's international relationships and the function of the International Relations Committee.

Presiding Member Councillor Betty McCleary proposed the following amendment which was supported as part of the Committee recommendation:

- ❖ The second Key Objective to read: Facilitation of exchanges and partnerships in the areas including but not limited to education, culture, trade, tourism and sport

The executive recommendation was moved by Mark Exeter and seconded by Edwin Zhuang and was carried unanimously:

Committee Decision:

That the International Relations Committee recommend that Council note the International Relations Guiding Principles document as presented in Attachment A and amended.

10.2 International Relations Committee Action Plan

Applicant/Proponent:	Internal Report
Author:	Isabell Evans, Senior Officer International Relations
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Attachment C: International Relations Committee Action Plan Attachment D: International Relations Committee Potential Project Matrix

Summary

This report seeks endorsement from the International Relations Committee to recommend that the City of Bunbury Council note the proposed International Relations Committee Action Plan.

Executive Recommendation

That the International Relations Committee recommend that Council note the International Relations Committee Action Plan as presented in Attachment C.

Background

At their meeting held 9 December 2015 the International Relations Committee were presented with a matrix of potential projects relating to Bunbury's international partners in the areas of education, culture, trade, tourism and sport. At this meeting Committee members also added additional projects to the matrix.

Committee members then provided the Senior Officer International Relations with their individual lists of their three priority projects to be incorporated into an Action Plan of priorities for the Committee.

This Action Plan is presented at Attachment C. The matrix of all potential project opportunities is presented at Attachment D.

Council Policy Compliance

Not applicable.

Legislative Compliance

Not applicable.

Officer Comments

As a new Committee it was felt that an action plan or similar was necessary to provide direction for the Committee.

The Action Plan presents a list of priority projects relating to the City of Bunbury's international relationships, as selected by the Committee.

It is intended that the Senior Officer International Relations in consultation with the Committee will investigate and proceed with these projects if approved.

Attachment D contains a matrix of all potential identified project opportunities in relation to Bunbury's international partners and can be used as a reference for ideas going forward.

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

At their meeting dated Friday 9 December 2015, and following this, International Relations Committee members were consulted regarding the Action Plan.

Outcome of the International Relations Committee meeting – 10 February 2016

General discussion took place including the addition of one existing project; participation in the annual South West Multicultural Festival; which was supported as part of the Committee recommendation.

The executive recommendation was moved by Paul Springate and seconded by Pauline Vukelic and was carried unanimously:

Committee Decision:

That the International Relations Committee recommend that Council note the International Relations Committee Action Plan as presented and amended in Attachment C.

An additional project was suggested and approved unanimously for inclusion into the matrix of all identified project opportunities; the idea relevant to all relationships of professional development exchange, in the education section.

10.3 International Relations Committee Workshops

Applicant/Proponent:	Internal Report
Author:	Isabell Evans, Senior Officer International Relations
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Nil

Summary

This report seeks endorsement from the International Relations Committee to implement a monthly meeting structure incorporating a workshop and formal meeting on alternate months.

Executive Recommendation

That the International Relations Committee commence a monthly meeting structure with informal workshops and formal meetings occurring on alternate months, up until a time mutually agreed upon by all Committee members.

Background

In December 2015 the Senior Officer International Relations Isabell Evans was approached by Committee member Paul Springgate regarding a proposal to change the Committee's meeting structure to a monthly arrangement.

This proposal was presented on the basis that the Committee is new and focuses on three separate international relationships, meaning it may take some time for the Committee to be brought up to speed with matters relating to these three relationships. With a bi-monthly meeting structure, the concern is that it may take the best part of a year before real action is undertaken in this space.

On 2 February 2016 Councillor Betty McCleary, Manager Community, Arts & Culture Julian Bowron and Senior Officer International Relations Isabell Evans met to discuss the agenda for the upcoming February meeting. Given that the Committee and Council had recently endorsed the Committee's meeting dates for 2016 and 2017, it was decided in relation to this proposal that a recommendation be put to the Committee for a monthly meeting structure to be commenced, but with a rolling workshop and formal meeting schedule.

As discussed at this meeting on 2 February, the intent behind this proposal is that workshops will be informal meetings where backgrounds to the relationships will be discussed, stakeholders pertaining to each relationship may present and projects be brainstormed, whereas formal Committee meetings will focus on making decisions reflecting the Committee's Terms of Reference and Guiding Principles (proposed).

The proposed meeting schedule is as follows:

1. 5pm – 7pm, Wednesday 10 February 2016 – FORMAL
2. 5pm – 7pm, Wednesday 9 March 2016 - WORKSHOP
3. 5pm – 7pm, Wednesday 13 April 2016 – FORMAL
4. 5pm – 7pm, Wednesday 11 May 2016 - WORKSHOP
5. 5pm – 7pm, Wednesday 8 June 2016 – FORMAL

6. 5pm – 7pm, Wednesday 13 July 2016 - WORKSHOP
7. 5pm – 7pm, Wednesday 10 August 2016 – FORMAL
8. 5pm – 7pm, Wednesday 14 September 2016 - WORKSHOP
9. 5pm – 7pm, Wednesday 12 October 2016 – FORMAL
10. 5pm – 7pm, Wednesday 9 November 2016 - WORKSHOP
11. 5pm – 7pm, Wednesday 14 December 2016 – FORMAL
12. 5pm – 7pm, Wednesday 11 January 2017 - WORKSHOP
13. 5pm – 7pm, Wednesday 8 February 2017 – FORMAL
14. 5pm – 7pm, Wednesday 8 March 2017 - WORKSHOP
15. 5pm – 7pm, Wednesday 12 April 2017 – FORMAL
16. 5pm – 7pm, Wednesday 10 May 2017 - WORKSHOP
17. 5pm – 7pm, Wednesday 14 June 2017 – FORMAL
18. 5pm – 7pm, Wednesday 12 July 2017 - WORKSHOP
19. 5pm – 7pm, Wednesday 9 August 2017 - FORMAL

Council Policy Compliance

Not applicable.

Legislative Compliance

Not applicable.

Officer Comments

It is felt that in its current state of infancy meetings at more regular intervals than bi-monthly would maximise the potential for the International Relations Committee and its members to shape and the nature of Bunbury's international relationships.

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

This report arises from Committee member Paul Springate's recommendation. Councillor Betty McCleary, Acting Director Corporate & Community Services John Kowal and Manager Community, Arts & Culture Julian Bowron have been consulted in the preparation of this report.

Outcome of the International Relations Committee meeting – 10 February 2016

General discussion took place regarding the need for frequent meetings and the appropriateness of workshop meetings to brainstorm large projects such as the 25th anniversary celebrations between Bunbury and Setagaya to take place sometime in 2016.

It was also noted that whilst the report outlines proposed workshop meeting dates up until the end of the Committee's tenure prior to the October 2017 Council elections, these meetings can stop and start again as required.

The executive recommendation was moved by Felicity Farnell and seconded by Paul Springate and was carried unanimously:

Committee Decision:

That the International Relations Committee commence a monthly meeting structure with informal workshops and formal meetings occurring on alternate months, up until a time mutually agreed upon by all Committee members.

11. Applications for Leave of Absence

Nil

11. Questions from Members

11.1 Response to Previous Questions from Members taken on Notice

Nil

11.2 Questions from Members

Nil

12. Urgent Business

12.1 Senior Officer International Relations Staffing

Outgoing Senior Officer International Relations notified the Committee that a replacement for her 12-month leave of absence is currently being recruited with the application period closing this Monday 8 February 2016. It is estimated that the replacement will commence work at the end of March/start of April 2016.

12.2 Felicity Farnell query regarding Sister Cities Administration Officer staffing

As the former Sister Cities Administration Officer Jenni Brown departed the City of Bunbury in December 2015, Felicity questioned the plans for this role and any impact this may have on the scheduling of the Bunbury – Setagaya Student Goodwill Tour.

Isabell reported that there are upcoming internal plans for the replacement of this role, and that the Student Goodwill Tour will proceed in 2016 according to the same timeline as in previous years, with two information session dates already set for March.

12.3 Pauline Vukelic information regarding Simcoa Teien Japanese Garden

Pauline informed the Committee that earlier in the day she had visited St John of God Hospital and whilst there inspected the Simcoa Teien Japanese Garden, which is again in need of a working bee.

Pauline noted that whilst the Bunbury – Setagaya Sister Cities Committee has been disbanded, those dedicated volunteers are still needed for hands-on activities such as these and so must be kept involved by the City.

Various long-term maintenance opportunities were considered including re-negotiation with St John of God Hospital management, possible linkages with South West Institute of Technology horticulture students, community group engagement and the utilisation of the Bunbury Regional Prison Pre-Release Unit work crews (these crews were engaged in 2015 to install new crushed quartz in the garden).

Isabell also advised the Committee that from 2016 participation in a working bee at the garden is a requirement of attendance on the Bunbury – Setagaya Student Goodwill Tour for Bunbury students.

Actions:

- ❖ Pauline Vukelic to make contact with previous working bee attendees to conduct a bee as soon as possible
- ❖ Isabell Evans to make contact with Bunbury Regional Prison regarding ongoing participation and to send contact details, as well as contact details of St John of God maintenance department, to Pauline and Councillor McCleary

12.4 Pauline Vukelic information regarding upcoming Western Australian Parliament delegation to Japan in 2016

Pauline advised the Committee that earlier in the day the City of Setagaya delegation were joined for lunch at Pauline's house by the Honourable Barry House MLC, Member for the South West Region and President of the Legislative Council.

Pauline invited Mr House to join the delegation for lunch as Mr House had previously advised that he is planning on leading a Parliamentary delegation to Japan later in 2016, to coincide with the 20th anniversary celebrations of the Busselton – Sugito Sister City relationship taking place 30 October, as well as visiting Western Australia's Sister State Hyogo Prefecture.

Pauline also noted that Mr House has already sent a letter with this information to the Mayors of both Bunbury and Busselton. It was discussed that whilst the Bunbury City Council may not be in a position to accompany Mr House on this delegation, since there will be a delegation in Japan it would be extremely beneficial for them to visit the City of Setagaya and raise the Western Australian governments awareness of the Bunbury – Setagaya Sister City relationship.

For the City of Setagaya to be in a position to host this delegation for a period of time, it was discussed that it is essential for a formal letter be sent from the Mayor of Bunbury to the Mayor of Setagaya to enable the latter to commence any financial and logistical preparations. On this vein, the following motion was moved by Pauline Vukelic, seconded by Paul Springate and accepted unanimously:

Committee Decision:

That the International Relations Committee request that Mayor Brennan write to City of Setagaya Mayor Hosaka regarding the proposed Parliamentary delegation to Japan in October/November 2016.

Action:

- ❖ Manager Community, Arts and Culture Julian Bowron to organise sending of letter from Mayor Brennan to Mayor Hosaka regarding proposed Western Australian Parliamentary delegation to Japan in October/November 2016

12.5 Senior Officer International Relations information regarding Vietnamese New Year event

Isabell notified the Committee that on the previous Sunday 7 February she attended a Vietnamese Tet (New Year) event in Perth hosted by the Vietnamese Consulate General in Perth.

Isabell also noted that she was awarded a Certificate of Appreciation from the Consulate General for services to the Australia – Vietnam relationship through the Bunbury – Nha Trang Friendship City Agreement, which is a testament to the interest the Consulate General has in Bunbury and which must be nurtured into the future.

Finally Isabell notified the Committee that both the Consulate General and the Deputy Chief of Mission will be ending their tenure in Perth this year and returning to Vietnam, meaning that effort must be made to ensure the new office bearers are knowledgeable about Bunbury when they commence their tenure.

12.6 Senior Officer International Relations information regarding South West Multicultural Festival flag ceremony

Isabell notified the Committee of an email forwarded on to her by Committee member Kim Rowe from South West Multicultural Festival co-organiser Saswati Pal regarding a call out for people born outside of Australia to represent their countries in the flag ceremony portion of the festival to be held Saturday 27 February.

Action:

- ❖ Those interested in representing their country in the flag ceremony component of the South West Multicultural Festival to be held Saturday 27 February to contact event co-organiser Saswati Pal on palsaswati2@gmail.com

12.7 Pauline Vukelic information regarding Japanese Festival

Pauline notified the Committee that on Friday 26 February 2016 a group of Japanese maiko will be performing a ticketed event in Perth as part of the free Japanese Festival to be held the next day.

Pauline encouraged Committee members to attend these events to experience and learn more about Japanese culture.

12.8 Paul Springate query regarding next stages for the Committee's Action Plan

Paul queried the next stages for the now endorsed Committee Action Plan. Discussion took place around priorities and the need to sustain existing programs whilst embarking on a comprehensive marketing and promotions exercise for the Committee and for the opportunities that exist with Bunbury's international relationships. Promotional opportunities could include information sessions, outreach and the utilisation of existing City of Bunbury publicity avenues such as the weekly Bunbury Mail City Focus column.

It was decided that an extraordinary meeting should be held in approximately two weeks to discuss this and the Action Plan further. It was requested that Manager Community, Arts & Culture Julian Bowron organise this with the Committee.

Action:

- ❖ Manager Community, Arts & Culture Julian Bowron to organise extraordinary Committee meeting to discuss Action Plan and commence work within two weeks

12.9 Pauline Vukelic information regarding interpreting at City of Setagaya and Bunbury Cathedral Grammar School meetings

Pauline brought to the Committee's attention that the in-house interpreting provided at Bunbury Cathedral Grammar School with the City of Setagaya was sup-par at times and involved some filtering of information, which is of concern and may affect the success of the new student exchange program between the two parties.

It was discussed that given the length of the City of Bunbury's international relationships and the professionalism aimed for and expected from the new International Relations Committee, a commitment from the City of Bunbury to providing professional and suitably qualified services and supports, including translating and interpreting, must be secured.

12.10 Paul Springate query regarding Edith Cowan University and Jiaxing No. 1 High School Summer School 10th anniversary and Nanhu Friendship Award ceremony

Paul queried the status of the ceremony discussed at the last Committee meeting and planned for early in 2016 for the 10th anniversary of the Edith Cowan University and Jiaxing No. 1 High School Summer School program and presentation of Bunbury woman Cheryl Rowlands' Nanhu Friendship Award.

Isabell explained that herself, Edwin Zhuang and Lyn Farrell had met to commence planning, and Edwin noted that invitations would soon be sent out with the Committee members only task required to attend.

Action:

- ❖ Edwin Zhuang to confirm dates for the ceremony with Lyn Farrell

12.11 Paul Springate query regarding planning for the Bunbury – Setagaya Sister City relationship 25th anniversary

Paul queried whether planning for the 25th anniversary of the Bunbury – Setagaya Sister City relationship, falling in 2017, had commenced. Isabell advised that neither the City of Bunbury nor the City of Setagaya had commenced planning as yet, but this is due to start in the second half of 2016 which events planned for the middle of the year in 2017.

13. Date of Next Meeting

Workshop meeting: Wednesday 9 March 2016 from 5pm – 7pm at the City of Bunbury Administration Centre, 4 Stephen Street.

Formal meeting: Wednesday 13 April 2016 from 5pm – 7pm at the City of Bunbury Administration Centre, 4 Stephen Street.

14. Close of Meeting

The Presiding Member closed the meeting at 6:25pm.

Confirmed this day 13 April 2016 to be a true and correct record of proceedings of the International Relations Committee meeting held 10 February 2016.

Councillor Betty McCleary
PRESIDING MEMBER