Bunbury Setagaya Sister Cities Committee

Notice of Meeting and Agenda
15th April 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.
Bunbury Setagaya Sister Cities Committee

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 15th April 2015 at 5.00pm.

Signed:

Stephanie Addison-Brown
DIRECTOR CORPORATE AND COMMUNITY DEVELOPMENT
(Issued on: 9 April 2015)

Agenda
15th April 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>
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<tbody>
<tr>
<td>Councillor Betty McCleary (Presiding Member)</td>
<td>City of Bunbury</td>
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<tr>
<td>Councillor Neville McNeill</td>
<td>City of Bunbury</td>
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<tr>
<td>Councillor Wendy Giles (Proxy Councillor 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>
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<tr>
<td>Kazoo Sumi</td>
<td>Community Member</td>
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<tr>
<td>Allan Whitfield</td>
<td>Community Member</td>
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<tr>
<td>Pauline Vukelic</td>
<td>Community Member</td>
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<td>New appointee subject to Council adoption</td>
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<td>New appointee subject to Council adoption</td>
<td>Youth Member</td>
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<tr>
<td>(Vacant)</td>
<td>Youth Member</td>
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Ex-officio Members:

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<tr>
<th>Member Name</th>
<th>Title</th>
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Page 1
15th April 2015  
Agenda – Bunbury-Setagaya Sister Cities Committee

Stephanie Addison-Brown (Executive Officer) | Director Corporate and Community Development
Julian Bowron | Manager Community, Arts and Culture
Helena Sahm | Senior Officer Sister Cities

Support Staff / Guests:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Jenni Brown</td>
<td>Sister Cities Administration Officer</td>
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<tr>
<td>Michelle Ivey</td>
<td>2015 Outgoing Goodwill Tour Leader</td>
</tr>
<tr>
<td>Gemma Rossiter</td>
<td>Guest</td>
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1. Declaration of Opening

2. Disclaimer
   
   Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances
   
   4.1 Apologies
       Julian Bowron
   
   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 Date are confirmed as a true and accurate record.

CARRIED

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 Financial Report

Responses to the queries raised at the previous meeting:

The item shown as “Costs from Broken Hill Conference $3,570” in the 2014/2015 budget reflects reimbursements to committee members from Council for attendance at the previous year’s National Sister Cities Conference in Broken Hill. These reimbursements took place in the current financial year.

The internal budget allocation for the current photographic competition is $4200. This includes printing of photos, framing, catering, electronic file storage, signage and advertising.

10.1.2 Activity Plan

Review of the current activity plan to identify low cost or no cost activities for the next 12 months. Possibilities includes talk, workshops/demonstrations related to Japanese Culture. A calendar of sister city events is attached.
10.1.3 Outgoing Goodwill tour

The outgoing tour information sessions occurred on the 18th and 26th of March, 21 families attended.

Three further expressions of interest have been sent information packs via post.

The gender mix is currently 7 boys and 17 girls.

Applications are due by Monday 27 April with interviews to take place either Sunday 10 or Sunday 17 May. Two selection panels will be required, one for general applicants and one specifically for aboriginal student applicants as stated in the scholarship proposal.

The general selection panel will consist of a Committee member and a Council staff member. The Tour Leader’s role on this day is to create activities for the group and observe applicants interactions with others. These observations assist with the final selection of the group.

The Mayor’s Aboriginal Sponsorship Award – Requests for expressions of interest have gone to all schools. Goomburrup was the initial point of distribution to the community. Djidi Djidi and the Aboriginal Catholic Education Office are currently sourcing likely candidates for selection. This is a merit based selection consistent with the general application process.

Recommendations:

10.1.4 Photography Competition

The first advertisement of the 3 month campaign has been published in the Bunbury Mail. Both print and online promotion is occurring. The display of this year’s Japanese exchange photographs at CentrePoint drew a good level of interest from the public. The photos from Setagaya will continue to be displayed at the City Library.

The Launch was well attended with patronage from sponsors and Council including Mayor Brennan. It was opened by last year’s judge Steve Lloyd Smith.

Sponsorship for the youth section has been difficult to secure. The sponsorship total value is $1000 which includes first, second and third prizes. Approaches to various businesses are continuing.

Simcoa has again provided generous sponsorship of the open category.

Recommendations:

10.1.5 Seijo University scholarship offer

Options in response to the proposal continue to be reviewed. Further updates will be provided when available.

Recommendations:
10.1.6 Skype Exchanges

Two pilot Skype exchanges have occurred between Setagaya schools and Bunbury Cathedral Grammar School and Grace Christian School. There was very positive feedback about the event. However there was varying technical success primarily due to connection speeds and related technology.

It was particularly valuable that 3 students who travelled to Japan last year were able to connect again with Setagaya and one of the Japanese schools they visited. The potential for these educational exchanges is considerable and they will augment the goodwill tours.

Recommendations:

10.1.7 Mikoshi Legs

Bunbury Men’s Shed is not yet operational but has accepted the project to make the legs and have inspected the Mikoshi at the Council depot.

No timeline has been set for completion but the shrine is not required before November this year. Staff will maintain the contact which has been established.

Recommendations:

10.1.8 Setagaya Runners

Setagaya sent 5 runners to participate in the Bunbury Three Waters Marathon. A Bunbury Setagaya Sister Cities Committee welcome was held Friday 10 April and a Mayoral Morning Tea on Monday 13th April.

10.1.9 Simcoa Teien Japanese Garden

The original plan for the garden will be tabled and updates given on availability of replacement materials in preparation for a Committee ‘busy bee’.

10.1 Members Reports

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**

<table>
<thead>
<tr>
<th>Formal Meetings</th>
<th>Committee Workshops</th>
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<tbody>
<tr>
<td>18(^{th}) February</td>
<td>18(^{th}) March</td>
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<tr>
<td>15(^{th}) April</td>
<td>20(^{th}) May</td>
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<td>17(^{th}) June</td>
<td>15(^{th}) July</td>
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<td>19(^{th}) August</td>
<td>16(^{th}) September</td>
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<td>21(^{st}) October</td>
<td>18(^{th}) November</td>
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<td>16(^{th}) December</td>
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The next formal Committee meeting is scheduled for 5pm, **Wednesday 17\(^{th}\) June 2015**.

16. **Close of Meeting**

<table>
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<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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<tr>
<td>2. Items to be raised for Council following requests/recommendations/motions by committee</td>
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<tr>
<td>3. Any other actions required</td>
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