



International Relations Committee

Minutes

19 February 2024

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.*

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Acknowledgement of Country

We acknowledge the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past, present and emerging.

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes

WE ARE OPEN

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance

WE ARE BRAVE

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

International Relations Committee

Minutes 19 February 2024

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.

1. Declaration of Opening

The International Engagement officer Qing Ye declared the meeting open at 4:05 pm.

Please note Council Decision 335/13 from the Ordinary Meeting held on 26 November 2013 when administering Committees of Council states in part

“That Council:

1. Request that the Committees retained to appoint a Councillor as the Presiding Member to enable more effective reporting back to Council in relation to Committee items and recommendations.

...

3. Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.”

As this is the first meeting of the International Relations Committee since the 2023 local government elections, the Committee is required to elect a Presiding Member from amongst themselves in accordance with section 5.12 of the *Local Government Act 1995*. The Team Leader, Economic Development will call for nominations for the position of Presiding Member, and if necessary, conduct a ballot.

Outcome of the Meeting held 19 February 2024

Cr Brown nominated himself as the Presiding Member. No other nominations were received, and Cr Brown was subsequently elected to the position unanimously.

The nomination of Cr Brown was moved by David Bailey, seconded Felicity Farnell.

Committee Decision

That Cr Brown be appointed as the Presiding Member of the International Relations Committee.

CARRIED

9 votes “for” / Nil votes “against” / 1 absent

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil.

4. Attendances

Committee Members:

Member Name	Representing
Cr Todd Brown	Council Representative
Cr Parthasarathy Ramesh	Council Representative
Felicity Farnell	Community Representative
Valda Smith	Community Representative
Jenny Byatt	Community Representative
Helena Sahm	Community Representative
David Bailey	Community Representative
Mark Viskovich	Community Representative
Julie Xiong	Community Representative
William Bourne	Community Representative

Ex-officio Members (non-voting):

Member Name	Title
Elizabeth Main	Edith Cowan University SW Campus Representative

Support Staff (non-voting):

Name	Title
Cassie Curulli	Community Partnerships Team Leader
Qing Ye	International Engagement Officer

Guest (non-voting):

Mayor Jaysen Miguel participated in the meeting until section 10.1.

4.1. Apologies

Ms Elizabeth Denniss and Mr Tony Fletcher were apologies for the meeting.

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

The Minutes of the meeting of the International Relations Committee Meeting held on 4 September 2023 have been circulated.

Recommendation

The Minutes of the International Relations Committee Meeting held on 4 September 2023, are confirmed as a true and accurate record.

8. Petitions, Presentations and Deputations

8.1. Petitions

Nil

8.2. Deputations

Nil

9. Method of Dealing with Agenda Business

Items are dealt with in the order that they appear.

10. Reports

10.1 Terms of Reference – International Relations Committee

File Ref:	COB/523
Applicant/Proponent:	Internal Report
Responsible Officer:	Qing Ye, International Engagement Officer
Responsible Manager:	Elizabeth Denniss, Manager Community Connection
Executive:	David Russell, Acting Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Appendix 1: International Relations Committee Terms of Reference

Summary

The purpose of this report is for the Committee to adopt the Terms of Reference for the International Relations Committee as reviewed and amended, attached in Appendix 1.

Executive Recommendation

That the International Relations Committee:

Adopt the Terms of Reference **attached** in Appendix 1.

Note the information contained within this Report.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Prosperity
Aspiration	A strong and diversified economy
Outcome 10.	The premier city of regional Western Australia
Objective 10.1	Build awareness and recognition that Bunbury is a great place in which to live, work, study, holiday, play and invest.

Regional Impact Statement

Not applicable for the purpose of this report.

Background

Council Decision 335/13 requests that all Committees commence a review of their Terms of Reference. This has been included in agendas for the first meeting of Committees.

Council Policy Compliance

There is no Council Policy applicable to this Report.

Legislative Compliance

Local Government Act 1995

Officer Comments

The Terms of Reference have been drafted with broad intent to recognise the importance of and many opportunities in international relations.

The purpose of the International Relations Committee is to provide advice and support in the ongoing development of relationships and strategic opportunities with Setagaya, Japan, Jiaxing, China and Nha Trang, Vietnam.

Through engagement with the International Relations Committee Members in both an informal workshop and subsequent written request for suggested amendment, the only amendments to the previously adopted Terms of Reference are the community members and the change in ex-officio position from the Jiaxing Bunbury Business Office to the Bunbury Geographe Chamber of Commerce and Industry.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications arising from the recommendations of this report.

Community Consultation

Nil

Councillor/Officer Consultation

Not applicable

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

Outcome of the Meeting held 19 February 2024

The recommendation (as printed) was moved by Helena Sahm, seconded Jenny Byatt.

The Presiding Member put the motion to the vote, and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the International Relations Committee adopt the Terms of Reference attached in Appendix 1.

CARRIED
10 votes "for" / Nil votes "against"

10.2 International Relations Committee - Future Meeting Dates 2024/2025

File Ref:	COB/523
Applicant/Proponent:	Internal Report
Responsible Officer:	Qing Ye, International Engagement Officer
Responsible Manager:	Elizabeth Denniss, Manager Community Connection
Executive:	David Russell, Acting Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

The purpose of this report is for the Committee to consider a program of future meeting dates for the International Relations Committee.

Executive Recommendation

That the International Relations Committee:

1. Endorse the meeting schedule as follows:
 1. 4:00 – 5:30 pm, Monday, 19 February 2024
 2. 4:00 – 5:30 pm, Monday, 10 June 2024
 3. 4:00 – 5:30 pm, Monday, 2 September 2024
 4. 4:00 – 5:30 pm, Monday, 2 December 2024
 5. 4:00 – 5:30 pm, Monday, 17 February 2025
 6. 4:00 – 5:30 pm, Monday, 9 June 2025
 7. 4:00 – 5:30 pm, Monday, 8 September 2025
2. Advertising of this schedule in accordance with Council Decision 335/13.

Note the information contained within this Report.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Prosperity
Aspiration	A strong and diversified economy
Outcome 10.	The premier city of regional Western Australia
Objective 10.1	Build awareness and recognition that Bunbury is a great place in which to live, work, study, holiday, play and invest.

Regional Impact Statement

Not applicable to the purpose of this report.

Background

There are ongoing programs run by the City of Bunbury through our long term formal sister and

friendship city relationships, as well as events and programs guided by the City of Bunbury's Economic Development Action Plan, Focus Area 6 International Engagement.

Council Policy Compliance

There is no Council Policy applicable to this Report.

Legislative Compliance

Local Government Act 1995

Officer Comment

It is suggested that this committee meet every quarter for formal committee meetings as well as convene for informal workshops as and when is necessary to collaborate with officers.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications arising from the recommendations of this report.

Community Consultation

Nil

Councillor/Officer Consultation

All members of the International Relations Committee have been surveyed for appropriate meeting times and preferred days.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

Outcome of the Meeting held 19 February 2024

The recommendation (as printed) was moved by Cr Ramesh, seconded Felicity Farnell.

The Presiding Member put the motion to the vote, and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the International Relations Committee endorse:

1. The meeting schedule is as follows:
 - 4:00 – 5:30 pm, Monday, 19 February 2024
 - 4:00 – 5:30 pm, Monday, 10 June 2024
 - 4:00 – 5:30 pm, Monday, 2 September 2024
 - 4:00 – 5:30 pm, Monday, 2 December 2024
 - 4:00 – 5:30 pm, Monday, 17 February 2025
 - 4:00 – 5:30 pm, Monday, 9 June 2025
 - 4:00 – 5:30 pm, Monday, 8 September 2025
2. Advertising of this schedule in accordance with Council Decision 335/13.
3. That the International Relations Committee workshop monthly in between advertised formal meeting dates.

CARRIED

10 votes “for” / Nil votes “against”

10.3 International Relations Committee – Update on International Engagement Programs, February 2024

File Ref:	COB/523
Applicant/Proponent:	Internal Report
Responsible Officer:	Qing Ye, International Engagement Officer
Responsible Manager:	Elizabeth Denniss, Manager Community Connection
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

The purpose of this report is to inform the Committee of the activities of the International Engagement Office.

Executive Recommendation

That the International Relations Committee:

Note the information contained within this Report.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Prosperity
Aspiration	A strong and diversified economy
Outcome 10.	The premier city of regional Western Australia
Objective 10.1	Build awareness and recognition that Bunbury is a great place in which to live, work, study, holiday, play and invest.

Regional Impact Statement

N/A.

Background

There are ongoing programs run by the City of Bunbury through our long term formal sister and friendship city relationships, as well as events and programs guided by the International Relations Department strategic framework.

Council Policy Compliance

There is no Council Policy applicable to this Report.

Legislative Compliance

Local Government Act 1995.

Officer Comments

Current and future events and activities are outlined in the report.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications arising from the recommendations of this report.

Community Consultation

Nil

Councillor/Officer Consultation

Not applicable

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

Outcome of the Meeting held 19 February 2023

The recommendation (as printed) was moved Ms Felicity Farnell, seconded Mrs Valda Smith.

The Presiding Member put the motion to the vote, and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the International Relations Committee noted the report tabled by the International Engagement Officer.

CARRIED
10 votes "for" / Nil votes "against"

11. Applications for Leave of Absence

Nil

12. Questions from Members

12.1. *Response to Previous Questions from Members taken on Notice*

Nil

12.2. *Questions from Members*

Mr David Bailey asked the following question.

Question 1:

Can you share more stories in addition to Mayor Miguel's Honorary Citizenship certificate to promote the sister city relationship with Setagaya?

Answer:

Unfortunately, this certificate was the only information I received approval to share when I reached out to the Mayor's Office. I will reach out to the Mayor's Office to inquire again if any further stories can be shared to promote the sister city relationship with Setagaya.

Cr Parthasarathy Ramesh asked the following question.

Question 2:

How much is the Tokyo Talent Tour?

Answer:

Currently, the estimated cost per person is \$4,100 to \$4,300. The detailed cost breakdown will be illustrated in the marketing booklet and shared with the public at the beginning of March.

Mrs Felicity Farnell asked the following questions.

Question 3:

Are there any fundraising opportunities for the Tokyo Talent Tour?

Answer:

Yes, in previous tours (the last tour was in 2019), muffin selling and movie nights were the most common activities the parents delivered to raise funds.

Question 4:

When was the last time the tour had an Aboriginal student?

Answer:

Thanks to the Mayoral Scholarship at that time, the Tokyo Talent Tour welcomed an Aboriginal student in 2019.

Ms Julie Xiong asked the following questions.

Question 5:

Does the City assist in fundraising?

Answer:

While the City of Bunbury is not allowed to run fundraising for private groups, the International Relations Office can pass along the fundraising initiatives about the Tour to the staff via internal communication to promote those initiatives.

Question 6:

What will be the financial contribution from the City of Setagaya?

Answer:

At this stage, the City of Setagaya kindly agreed to cover the following costs for the Bunbury student delegation: accommodation at the Noge Youth Centre; weekend homestay experience; and bus hire, lunch and interpreter hire for certain days.

Cr Todd Brown asked the following question.

Question 7:

Did the International Relations Office reach out to the Bunbury Senior High School for the Tokyo Talent Tour marketing?

Answer:

Yes, the same for other schools, at the end of January, the International Relations Office reached out to the Principal of the Bunbury Senior High School to notify them of the tour opportunity and offer to host an information session at the school. Marketing flyers were posted to the Bunbury Senior High School last week.

Ms Helena Sahm asked the following question.

Question 8:

Can I advise a speaker for the online Emerging Entrepreneur Panel Discussion between Bunbury and Jiaying?

Answer:

The role of the City of Bunbury in this program is as an advocate and connector, while the Bunbury Geographe Economic Alliance is the host for the event. In this case, the City of Bunbury International Relations Office can pass along your recommendation to the Bunbury Geographe Economic Alliance.

13. Urgent Business

Nil

14. Date of Next Meeting

The next formal meeting will be held on 10 June 2024.

15. Close of Meeting

The Presiding Member declared the meeting closed at 5:23 pm.