

## International Relations Committee

### Notice of Meeting and Agenda 16 September 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.*

**City of Bunbury**  
4 Stephen Street  
Bunbury WA 6230  
Western Australia  
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Post Office Box 21  
Bunbury WA 6231

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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

<b>WE ARE COMMUNITY</b>	<ul style="list-style-type: none"><li>We are one team</li><li>We keep each other safe</li><li>We display empathy and respect</li><li>We have fun and celebrate our successes</li><li>We work together to achieve great outcomes</li></ul>
<b>WE ARE OPEN</b>	<ul style="list-style-type: none"><li>We are open to opportunities</li><li>We actively listen and think things through</li><li>We are inclusive and treat everyone equally</li><li>We are honest and open in our communications</li><li>We are open to feedback to improve our performance</li></ul>
<b>WE ARE BRAVE</b>	<ul style="list-style-type: none"><li>We lead the change, we own it</li><li>We trust and empower each other</li><li>We have the difficult conversations early</li><li>We hold ourselves to the highest standard</li><li>We have the courage to improve and simplify</li></ul>

## International Relations Committee Notice of Meeting

Dear Committee Members,

The next Ordinary Meeting of the International Relations Committee (IRC) will be held in the Jetty Room at the City of Bunbury Administration Building, 4 Stephen Street, Bunbury, on Monday, 16 September 2024 at 4:00 PM.

Signed:



**Shae Phillips**  
**Manager, Communication and Place Activation**

*Date of Issue: 30 August 2024*

### Agenda 16 September 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.

*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
Gai Chesworth	Community Representative

*Ex-officio Members (non-voting):*

<b>Member Name</b>	<b>Title</b>
Tony Fletcher	South West Development Commission Representative
Wilson Msiska	Edith Cowan University SW Campus Representative

*Support Staff:*

<b>Name</b>	<b>Title</b>
Qing Ye	International Relations Officer
Juaini Taylor	Team Leader Place Activation
Shae Phillips	Manager Communication and Place Activation

**1. Declaration of Opening**

The Presiding Member, Cr Todd Brown declared the meeting open at \_\_\_\_\_ pm.

**2. Disclaimer**

Not applicable to this committee

**3. Announcements from the Presiding Member**

**4. Attendances**

**4.1. Apologies**

Ms Gai Chesworth

**4.2. Approved Leave of Absence**

**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 <u>before</u> 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.
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**6. Public Question Time**

Not applicable

**7. Confirmation of Minutes**

The Minutes of the International Relations Committee held on 10 June 2024 have been circulated.

**Recommendation**

The minutes of the International Relations Committee Meeting held on 10 June 2024, are confirmed as a true and accurate record.

**8. Petitions, Presentations and Deputations**

**8.1. *Petitions***

**8.2. *Deputations***

**9. Method of Dealing with Agenda Business**

Items are dealt with in the order that they appear.

**10. Reports**

**10.1. New proposal: Retirees Tour between Bunbury and Jiaxing, China.**

<b>File Ref:</b>	COB/523
<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	Ju Taylor, Team Leader Place Activation
<b>Responsible Manager:</b>	Shae Phillips, Manager, Communication & Place Activation
<b>Executive:</b>	Alan Ferris, Chief Executive Officer
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 1: Proposal- Senior Citizen Exchange between Bunbury and Jiaxing.

**Summary**

This report is presented to the International Relations Committee to consider the development of a new project: an annual cultural exchange program for local retirees between Bunbury and Jiaxing, China, with implementation planned for 2026.

**Executive Recommendation**

That the International Relations Committee advocate for the proposed cultural exchange program for local retirees between Bunbury and Jiaxing, China, with implementation targeted for 2026, by engaging a third-party provider to manage and execute the program.

*Voting Requirement: Simple Majority*

**Strategic Relevance**

Pillar	Performance
Aspiration	Leading with purpose and robust governance.
Outcome 13.	A leading local government.
Objective 13.1	Provide strong, accountable leadership and governance.
Outcome 14	A well-informed community that is deeply engaged in decision making.
Objective 14.1	Effectively inform and engage the community about local issues, facilities, services and events.

**Regional Impact Statement**

The International Relations Committee aims to facilitate, support and promote cultural, sporting, education, tourism and economic partnership opportunities between Bunbury and its international partners. Membership on the committee is open to people from the Greater Bunbury region.

**Background**

The Cities of Bunbury and Setagaya entered a formal sister city relationship on 16 October 1992 to facilitate understanding and interaction in the cultural, educational, economic, and tourism sectors of both cities. Since the inception of this relationship, the ties between the people of Bunbury and Setagaya have strengthened through annual exchanges between school students as well as various community and cultural groups.

It is proposed to use the framework of the Setagaya and Bunbury Student Exchange Program (Tokyo Talent Tour) to implement a similar concept for retirees in Bunbury to visit Jiaxing, China, Bunbury's other sister city. The purpose of the tour is to promote the sister city partnership and enrich the lives and cultural understanding of retired people in both Bunbury and Jiaxing. The proposed tour would include a variety of cultural activities, visits to places of interest, interactions with Jiaxing retirees, and opportunities to share cultural insights.

### **Council Policy Compliance**

The International Relations Committee operates under the Council's Code of Conduct.

### **Legislative Compliance**

*Local Government Act 1995.*

### **Officer Comments**

Hosting a cultural exchange program for retired people between Bunbury and Jiaxing, China, can offer benefits to individuals and the community, including:

Benefits for the individuals:

- Participants gain appreciation and understanding of each other's cultures, traditions, and lifestyles.
- The program fosters connections, helping to combat loneliness and social isolation among retired individuals.
- Participants engage in educational activities, broadening their views and encouraging continuous learning.
- Opportunities to learn or practice a new language, enhancing communication skills.
- Involvement in the program encourages physical activity, travel, and participation in cultural events, contributing to better physical and mental health.

Benefits for the community:

- The program may stimulate local businesses, including tourism, hospitality, and cultural sectors, benefiting both Bunbury and Jiaxing.
- The program enhances diplomatic and cultural relations between Bunbury and Jiaxing, fostering goodwill and mutual respect.

The City employs a 1.0 FTE (full-time equivalent) International Relations Officer, who oversees international engagement opportunities for Bunbury's three sister cities: Setagaya, Jiaxing, and Nha Trang.

Current project commitments include:

- Multiple inbound/outbound delegation (approximately 6-9 months of planning each delegation)
- An annual Bunbury-Setagaya Student Exchange Program (Tokyo Talent Tour) (approximately 13 months of planning)
- A biennial Bunbury-Setagaya Photo Exchange Exhibition (approximately 9 months of planning)

In addition, the International Relations Officer provides administrative support for the International Relations Committee and manages other activities related to the development of Bunbury's sister city relationships.



This new proposal would require additional resources, as the current International Relations Officer does not have the capacity to deliver a high-quality, multi-faceted project.

**Analysis of Financial and Budget Implications**

A budget of \$63,500 has been allocated for the 2024/25 financial year to administer and support international city relationships. This budget covers the cost of the Bunbury–Setagaya Photo Exchange Exhibition, pre-tour expenses associated with the Bunbury–Setagaya Student Exchange Program (Tokyo Talent Tour), incoming and outgoing delegations for all three sister cities, and other ad hoc costs associated with the International Relations portfolio.

Although the costs of the proposed tour will be fully covered by each participant, there is a significant expense in planning and administering the program. Based on the planning timeline of the Bunbury–Setagaya Student Exchange Program (Tokyo Talent Tour), additional funds would need to be sourced to implement this new proposal.

Below is an estimated budget breakdown for planning the 6-day seniors cultural exchange tour:

<b>Category</b>	<b>Estimated Cost</b>
<b>Administration</b> Annual salary for Level 5 Local Government Officer approximately \$88,000/year, dedicating 20 hours a week of planning over 13 months.	\$50,107.00
<b>Marketing</b> Printing of flyers, brochures and producing social media campaigns	\$2,000.00
<b>Community Outreach</b> Events and meetings: Hosting information sessions and community meetings to engage potential participants.	\$2,000.00
<b>Travel and Accommodation</b> To cover the cost of the International Relations Officer to oversee the tour: Flights: \$2,000 (round trip) Accommodation: \$180/night × 7 nights = \$1260 Daily allowance (meals, transport): \$75/day × 7 days = \$525 Visa: \$150	\$3,935.00
<b>Pre-Tour Activities</b> Professional services fees to deliver cultural sensitivity training and language classes, in preparation for the tour.	\$5,000.00
<b>Interpreter Services</b> Interpreter rate at \$39/hr x 100 hours during the tour	\$3,900.00
<b>Total Estimated Budget</b>	<b>\$66,942.00</b>
<b>Miscellaneous (contingency)</b> To cover unexpected expenses, typically, 10% of the total budget.	\$6,694.20
<b>Total amount including contingency funds</b>	<b>\$73,636.20</b>

Based on the above calculations, it is proposed that a budget of \$73,636.20, be requested to Council, to undertake this new project.

Approximate costs to participate in the proposed tour would be \$4,000 per person, which covers flights and accommodation. This amount is based on the adult fare to participate in the Bunbury–Setagaya Student Exchange Program (Tokyo Talent Tour) and does not include meals, visas, entry fees to local attractions and spending money.

### **Community Consultation**

The following local travel agencies were consulted to explore the availability of current international tours for retirees:

- Cathie Rice Travel
- Flight Centre
- Helloworld Travel

None of these agencies currently offer international tours specifically tailored for retirees.

However, all expressed interest in organising a personalised private tour on behalf of the International Relations Committee, with the following options:

#### Flight Centre Bunbury

- Booking Fee: \$59 per person
- Inclusions:
  - o Custom itinerary planning
  - o Booking of flights, accommodation, and tours
  - o Insurance for lost baggage
  - o Price drop protection on flights
  - o Waiver of Flight Centre's change fees (\$75 per person) and cancellation fees (\$300 per person) if changes or cancellations occur after booking
  - o 5% discount on travel insurance
  - o 24-hour priority assistance hotline available during the trip

#### Helloworld Travel Bunbury

- Booking Fee: \$350 per person
- Inclusions:
  - o Custom itinerary planning
  - o Booking of flights, accommodation, and tours

#### Cathie Rice Travel

Cathie Rice Travel was unable to provide a quotation by the deadline. However, they may be considered for formal engagement if the committee decides to involve a third-party supplier in planning and delivering the project.

### **Councillor/Officer Consultation**

The following Councillors and Officers were consulted on the proposal:

- Councillor Todd Brown
- Councillor Parthasarathy Ramesh
- Manager Communications and Place Activation, Shae Phillips
- Team Leader Place Activation, Ju Taylor
- International Relations Officer, Qing Ye

### **Applicant Consultation**

This proposal was submitted for consideration by newly appointed International Relations committee member Gai Chesworth, who presented it to the committee at the informal committee meeting held on 27 May 2024.

**Timeline: Council Decision Implementation**

Should the committee decide to request that the City of Bunbury lead the newly proposed project, a report will need to be submitted to the next Ordinary Council meeting. The report will request an annual allocation of \$73,636.20 to cover the additional resources required for the City of Bunbury International Relations Team to implement this project.

**10.2. International Relations Committee – Update on International Engagement Programs, September 2024**

<b>File Ref:</b>	COB/523		
<b>Applicant/Proponent:</b>	Internal Report		
<b>Responsible Officer:</b>	Qing Ye, International Relations Officer		
<b>Responsible Manager:</b>	Shae Phillips, Manager Communication and Place Activation		
<b>Executive:</b>	Alan Ferris, Chief Executive Officer		
<b>Authority/Discretion</b>	<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	
<b>Attachments:</b>	Nil.		

**Summary**

The purpose of this report is to inform the committee of the recent activities undertaken by the International Relations Office.

**Executive Recommendation**

That the International Relations Committee note the information contained within this report.

*Voting Requirement: Simple Majority*

**Strategic Relevance**

Pillar	Performance
Aspiration	Leading with purpose and robust governance.
Outcome 13.	The premier city of regional Western Australia
Objective 13.3	Effectively manage the City’s resources.

**Regional Impact Statement**

The International Relations portfolio aims to support cultural interactions, economic opportunities, and collaborative efforts with its sister and friendship city relationships, promoting Bunbury as a premier city of regional Western Australia.

**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**

Nil.

**Legislative Compliance**

Local Government Act 1995

**Officer Comment**

The following outlines ongoing communication with our Sister and Friendship Cities partners, alongside local events, activities, and programs:

## Japan

- **Local Government Exchange:**

Three City of Setagaya International Affairs staff members visited Bunbury for a two-day local government exchange from 25 to 26 July 2024. The visit aimed to foster mutual understanding between staff members from both cities and strengthen collaborative efforts. During their stay, the staff engaged in the following activities:

- Diplomatic Functions: Participated in the Mayoral Welcome Luncheon hosted by Mayor Miguel, and exchanged insights with elective members and CEO of the City of Bunbury;
- Insight Exchange: learn the Local Government Structure in WA and shared the composition and size of both local government authorities with the City of Bunbury Governance Office and the City of Bunbury Communications and Place Activations Office;
- Site visits: undertook a tour and learn from the Keeper's Talk at the Bunbury Wildlife Park, visited a guided tour at the Bunbury Museum and Heritage Centre, City of Bunbury Library, and Wellington National Park Trail Walk;
- Community engagement: attended a dinner to engage with the City of Bunbury International Relations Committee members; and Engaged in an insight exchange with representatives from the Bunbury Runners Club.

- **South West Festival of Japan:**

The City of Bunbury is the Platinum sponsor of the South West Festival of Japan, and the City of Bunbury International Relations Office will host an Information Stall at the Bunbury Matsuri Day on 8 September 2024 to promote the sister city relationship between Bunbury and Setagaya.

- **Tokyo Talent Tour:**

This is the first outbound student delegation from Bunbury to Setagaya after a four-year pause due to the Covid pandemic. The Tokyo Talent Tour will take place from 22 September to 3 October this year. The delegation features 14 students from 10 different schools, accompanied by three chaperones. Ms Grace Stubbs, a staff member of the City of Bunbury, has been selected as the tour leader for this delegation. During their visit, the students will have the opportunity to showcase their talents at the Mayoral Welcome Ceremony, participate in two school visits, learn about successful recycling practices in Setagaya, and explore various tourism sites in and around Tokyo.

- **Inbound Goodwill Student Delegation:**

Bunbury will welcome a Goodwill Student Delegation from Setagaya from 1-6 November this year. The student delegation comprised of 16 students and 4 chaperones. The visit aims to foster goodwill between Bunbury and Setagaya, with a particular emphasis on educational, language, cultural and tourism exchange.

## China

- **Ezhou Mayoral Business Delegation Visit:**

The City of Ezhou has constructed a cargo-focused airport and an international free-trade aviation hub, making it only the fourth of its kind globally and the first in Asia. On 24 June, the mayor of Ezhou led a business delegation, which included high-level representatives from the airport and S.F. Express, to visit Bunbury and conducted site visits to V&V Walsh and Bunbury Farmer's Market. The delegation participated to a lunch hosted by Mayor Miguel, which was attended by elected members, members of the City of Bunbury Economic Development office, and representatives from

the South West Development Commission and Bunbury Geographe Economic Alliance. The purpose of this visit was to explore opportunities for collaboration in international trade and logistics.

### **International**

- **Christmas in the City:**

The City of Bunbury International Relations Office will host an information stall during the Christmas in the City event to promote the sister and friendship city relationship with Setagaya, Jiaxing and Nha Trang. The Tokyo Talent Tour student delegation will join the parade to promote the goodwill and friendship between Setagaya and Bunbury.

### **Analysis of Financial and Budget Implications**

A budget of \$63,500 has been allocated for the 2024/25 financial year to administer and support international city relationships. Of this, \$4,723 has been utilised for the programs based on the recommendations of this report.

### **Community Consultation**

Nil.

### **Councillor/Officer Consultation**

Not applicable.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Not applicable.

**10.3. New proposal: Reviewing and re-printing an existing publication to celebrate the Sister City Relationship between Bunbury and Setagaya**

<b>File Ref:</b>	COB/523		
<b>Applicant/Proponent:</b>	Internal Report		
<b>Responsible Officer:</b>	Qing Ye, International Relations Officer		
<b>Responsible Manager:</b>	Shae Phillips, Manager, Communication & Place Activation		
<b>Executive:</b>	Alan Ferris, Chief Executive Officer		
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes	
<b>Attachments:</b>	Nil.		

**Summary**

This report is presented to the International Relations Committee to consider the review and re-printing of the 2014 publication between Bunbury and Setagaya, celebrating the friendship since 1992. The reprinting of this publication will be shared with members of the community at the next 35-year milestone celebration between Bunbury and Setagaya in 2027.

**Executive Recommendation**

That the International Relations Committee:

1. Lead the planning and implementation of this project, with administrative support from the International Relations Officer.
2. Request that Council Officers on the International Relations Committee pursue funding for this initiative as a "new project" under the International Relations portfolio for the 2025/26 financial year, to cover the design and printing costs of the publication. This request will be completed through the City's internal project development process (Service and Facility Plans).

*Voting Requirement: Simple Majority*

**Strategic Relevance**

Pillar	Performance
Aspiration	Leading with purpose and robust governance.
Outcome 13.	A leading local government.
Objective 13.3	Effectively manage the City's resources.
Outcome 14	A well-informed community that is deeply engaged in decision making.
Objective 14.1	Effectively inform and engage the community about local issues, facilities, services and events.

**Regional Impact Statement**

The International Relations Committee aims to facilitate, support and promote cultural, sporting, education, tourism and economic partnership opportunities between Bunbury and its international partners. Membership on the committee is open to people from the Greater Bunbury region.

## Background

The Cities of Bunbury and Setagaya entered a formal sister city relationship on 16 October 1992 to facilitate understanding and interaction in the cultural, educational, economic, and tourism sectors of both cities. Since the inception of this relationship, the ties between the people of Bunbury and Setagaya have strengthened through annual exchanges between school students as well as various community and cultural groups.

It is proposed to update the existing book *Sister Cities of Bunbury + Setagaya Celebrating Friendship since 1992 through Student, Sporting, Arts, Music and Cultural Exchange*, by adding initiatives delivered since the printing of this publication to further celebrate the development of this sister city relationship. The current publication aims to promote the sister city partnership between Bunbury and Setagaya, while fostering a deeper cultural understanding among Bunbury's residents. It features a comprehensive history of inbound and outbound delegation exchanges, cultural collaborations, and milestone anniversary celebrations, serving as a testament to the enduring relationship between the two cities.

## Council Policy Compliance

The International Relations Committee operates under the Council's Code of Conduct.

## Legislative Compliance

*Local Government Act 1995.*

## Officer Comments

The *Sister Cities of Bunbury + Setagaya Celebrating Friendship since 1992 through Student, Sporting, Arts, Music and Cultural Exchange* publication, was printed and launched in 2014. The development of the publication was led by the former Bunbury-Setagaya Sister Cities committee, City of Bunbury and City of Setagaya Officers.

The next milestone in the relationship between Bunbury and Setagaya will mark 35 years and will be celebrated in 2027. It is proposed to launch the updated publication during this milestone event.

Reprinting this publication will have several benefits including:

- **Enhanced Cultural Awareness:** The book would serve as a valuable resource for residents to learn about the diverse cultural exchanges between Setagaya and Bunbury, fostering greater appreciation and understanding of different cultures and lifestyles.
- **Strengthened Community Identity:** By highlighting the long-standing relationship with Setagaya, the book would reinforce Bunbury's sense of community pride, showcasing its commitment to international friendships and cultural exchange.
- **Educational Opportunities:** The book could be used in schools and community programs to educate younger generations about the importance of sister city connections, providing real-life examples of successful international collaborations.
- **Promotion of Cultural Events:** Featuring past student, sporting, arts, music, and cultural exchanges could encourage greater participation in future events, increasing community engagement and support for ongoing cultural initiatives.
- **Historical Preservation:** Documenting the history of the sister city relationship would preserve important milestones and memories for future generations, ensuring that the legacy of these exchanges is not forgotten.



- **Strengthened International Relationships:** By celebrating the shared history and achievements with Setagaya, the book could help to further solidify the bond between the two cities, encouraging continued collaboration and mutual support.
- **Community Pride and Unity:** Community members who have participated in these exchanges, or who have connections to those who have, would feel a sense of pride seeing their contributions recognised, fostering a stronger sense of unity within the community.
- **Economic Benefits:** Increased awareness of Bunbury’s international connections could attract tourists and visitors interested in learning more about the city’s international relationships, potentially boosting local tourism and economy.

The City employs a 1.0 FTE (full-time equivalent) International Relations Officer, who oversees international engagement opportunities for Bunbury’s three sister cities: Setagaya, Jiaxing, and Nha Trang.

Current project commitments include:

- An annual Inbound Goodwill Student Delegation from Setagaya (approximately 6-9 months of planning each delegation)
- An annual Outbound Goodwill Student Delegation to Setagaya (Tokyo Talent Tour) (approximately 13 months of planning)
- Multiple ad hoc inbound delegations (approximately 1 to 9 months of planning each delegation depending on the size, length of stay and composition of the delegation)
- A biennial Bunbury-Setagaya Photo Exchange Exhibition (approximately 9 months of planning)

In addition, the International Relations Officer provides administrative support for the International Relations Committee and manages other activities related to the development of Bunbury’s sister city relationships.

Given the extensive workload, the International Relations Officer will not have the capacity to undertake this new project. To ensure it is delivered professionally, the project will require at least 18 months, including: planning, research, content development, copywriting, proofreading, design, and production of the publication.

### **Analysis of Financial and Budget Implications**

A budget of \$63,500 has been allocated for the 2024/25 financial year to administer and support international city relationships. This budget covers the cost of the Bunbury–Setagaya Photo Exchange Exhibition, incoming and outgoing delegations for all three sister cities, and other ad hoc costs associated with the International Relations portfolio.

Based on the planning timeline of the pre-existing programs, additional funds would need to be sourced to implement this new project.

Below is the estimated budget breakdown for the City of Bunbury to lead the planning and implementation of this publication:

<b>Category</b>	<b>Estimated Cost</b>
<b>Administration</b> Annual salary for Level 5 Local Government Officer is approximately \$88,000/year, dedicating 5 hours a week, over 18 months.	\$17,415.00
<b>Book Design and Printing</b> Layout design and printing 250 A5 copies of a 96-page publication.	\$15,000.00

<b>Community Outreach</b> Events and meetings: Hosting consultation and information sessions, and community meetings to engage potential participants.	\$2,000.00
<b>Total Estimated Budget</b>	
<b>Miscellaneous</b> (inflation & contingency) To cover unexpected expenses with 10% of the total budget.	\$3,441.50
<b>Total amount including contingency funds</b>	<b>\$37,856.50</b>

Based on the above calculations, it is proposed that a budget of \$37,856.50 be requested to Council, should this project be led by the International Relations portfolio. Alternatively, a budget of \$17,000 plus 10% contingency be requested, should this project be led by the International Relations Committee, with administrative support only from the International Relations Officer.

### **Community Consultation**

The following book design companies were requested to submit a quote to design the publication:

#### Gumption

- \$9,500.00 inc GST

#### Direction Design

- \$2,000 - \$2,420 inc GST

#### Cave Design

- \$6,050 inc GST

In addition, the following companies provided quotes to print the publication:

#### MVP Print

- \$1,730.19 inc GST

#### Minuteman Press

- \$3,146 inc GST

#### Print Books

- \$4,588 inc GST

### **Councillor/Officer Consultation**

The following Councillors and Officers were consulted on the proposal:

- Councillor Todd Brown
- Councillor Parthasarathy Ramesh
- Manager Communications and Place Activation, Shae Phillips
- Team Leader Place Activation, Ju Taylor
- International Relations Officer, Qing Ye

**Applicant Consultation**

This proposal was submitted for consideration by International Relations Committee members Jenny Byatt and Felicity Farnell, who proposed it to the committee at the informal committee meeting held on 12 August 2024.

Given the extensive history and knowledge that the members of the International Relations Committee possess regarding the Setagaya sister city relationship, it is proposed that the committee lead this project. The International Relations Officer will provide administrative support, specifically facilitating the design and printing aspects of the publication.

**Timeline: Council Decision Implementation**

Not required.

**11. Applications for Leave of Absence**

**12. Questions from Members**

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

Nil.

**12.2. *Questions from Members***

No questions had been received at the time of printing.

**13. Urgent Business**

Nil

**14. Date of Next Meeting**

The next formal meeting will be held on 2 December 2024.

**15. Close of Meeting**

The Presiding Member closed the meeting at \_\_\_\_\_.