

## GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE MEETING MINUTES

**Date:** 21 August 2025

**Time:** 4:45pm - 6.00pm

**Location:** Philip Street Communities and Families Precinct

### MEETING MINUTES

**Meeting Open: 4:55pm**

1. Acknowledgement to country	
Cr Simon McClintock	
2. Committee Acknowledgments	
2.1 Attendees	Jaclyn Iwasaka, Cr Leanne Patrick, Chris Moore, Maureen Mason, Cr Simon McClintock, Garry Scanlan, Mayumi Rey du Boissieu, Sha Phelps, Peter O'Dwyer, Mayumi Rey du Boissieu, Bev Fellows, Barry Meiring, Robbina Cupitt, Chris Moore
2.2 Apologies	Melissa French, Yukiko Moore, Maureen Mason (next 3 meetings), Carolina Bocos
2.3 Guests	N/A
3. Declaration of Conflict of Interest	
3.1 Committee members to disclose	N/A
4. Confirmation of Minutes	
4.1 Minutes of previous meeting	Minutes from 19 June 2025. Moved: Cr Patrick Seconded: Garry Scanlan
5. Presentations	
5.1 Presentations	N/A

6. Committee Correspondence	
6.1 Incoming	<ul style="list-style-type: none"> <li>Gladstone Multicultural Festival – Invitation to host stall (21 November)               <ul style="list-style-type: none"> <li>Sha to complete stall application</li> </ul> </li> </ul>
6.2 Outgoing	<ul style="list-style-type: none"> <li>Mayor Burnett sent a letter to Mayor Tanaka (Saiki), advising of his upcoming travel to Japan and noting that due to a full schedule, he will be unable to visit Saiki on this occasion.</li> </ul>
7. Standing Business Items	
7.1 Luminous	<ul style="list-style-type: none"> <li>Strong engagement noted</li> <li>Youth Council involvement was critical to the event's success; committee keen to explore involvement again next year.</li> <li>Sha to draft a letter of thanks to Youth Council for their efforts.</li> <li>Fans and lollies were very popular</li> <li>Opportunity identified to co-locate closer to other activities in future (e.g. near GRAGM art activity).</li> <li>Barry advised next year's Luminous will run across four nights (Thursday–Sunday) with nightly attendance caps, particularly from a health and safety perspective due to traffic.</li> <li>Japanese theme proposed for Bonsai House as part of 30th year celebrations.</li> </ul>
7.2 30 <sup>th</sup> Anniversary	<ul style="list-style-type: none"> <li>Saiki 30th anniversary visit – proposed to align with Mt Larcom Show or Luminous.</li> <li>Meeting with both Mayors scheduled for 1 September – dates to be confirmed following this.</li> <li>Query raised regarding whether Japan will host 30th anniversary activities – to be clarified when the Mayors meet.</li> <li>Mayors approved pitching idea to Wards Brewery (Jaclyn has had initial discussions). Possible product: Kabosu-inspired beer, with a commemorative gift to Mayor of Saiki and a small celebration at Wards.</li> <li>Proposal for a special 30th anniversary label on bottles.</li> <li>Mick (Wards Brewery) was enthusiastic about the idea, will discuss it further with the brewery team (noting they already produce fruit beer, so development should be feasible), and will report back to Jaclyn with updates.</li> <li>Suggestion for children to contribute artwork for the label (possibly via a drawing competition) – may apply to packaging rather than beer label specifically.</li> <li>RADF funding to be considered.</li> <li>Mayor to confirm whether the new Mayor of Saiki drinks beer (Jaclyn may follow up via her connections).</li> <li>Cr McClintock suggested sourcing a local tea; Barry to investigate.</li> <li>1770 Coffee Co may be able to produce a Japanese-inspired coffee.</li> <li>Consider assembling a local gift pack.</li> </ul>

<p>7.3 Chanel College Meeting</p>	<ul style="list-style-type: none"> <li>▪ Mel French met with Tracy Iki from Chanel College, and passed on notes to Jaclyn. They have a student trip to Japan planned for September 2026 and expressed interest in cultural learning exchanges.</li> <li>▪ They are seeking assistance in connecting with a school in Saiki and are open to ideas. Jaclyn holds the teacher's contact details. Opportunity noted to involve them in the 30th Anniversary.</li> <li>▪ Mention of a song about Saiki composed by the Municipal Band – Leanne Christensen identified as best contact to confirm details. Barry to follow up via his son (a band member) or Cr Churchill.</li> <li>▪ Agreed to reach out to the teacher for further information. Jaclyn will follow up once more is known regarding the 30th Anniversary program.</li> <li>▪ Robbie noted connections with three schools in Japan, but to date no school in Saiki has been identified for exchange.</li> <li>▪ It was noted that schools would need to be notified this year if a school exchange is to be pursued for next year.</li> </ul>
<p>7.4 Sister City Exchange Program Update</p>	<ul style="list-style-type: none"> <li>▪ Dubbo Regional Council runs a council-to-council exchange program; further information was obtained from them.</li> <li>▪ Program has been operating for over 30 years – managed by Council in Dubbo, with a Council-owned organisation managing it in Japan.</li> <li>▪ Students receive a \$1,000 bursary, with the remainder of costs covered by families.</li> <li>▪ Program resourced by a Sister City Support Officer (two days per week) who oversees delivery.</li> <li>▪ Students travel to Japan early in the year, with Japanese students received later in the year.</li> <li>▪ Sister City Support Officer liaises with a travel agent to arrange flights and logistics.</li> <li>▪ Lead-up activities include language and culture sessions, information sessions, and parent meetings.</li> <li>▪ Two chaperones accompany the student group.</li> <li>▪ Program receives consistently positive feedback with minimal issues.</li> <li>▪ Provides a fairer approach across schools and reduces pressure on schools to individually manage exchanges.</li> <li>▪ Consideration needed whether Gladstone Regional Council (GRC) should explore a similar model.</li> <li>▪ Suggestion for the Mayor to raise the idea with the Saiki Mayor - Important to determine GRC's position before proposing this to Saiki.</li> <li>▪ Committee discussed whether an email should be sent from the Committee or whether Jaclyn should propose a briefing meeting with the Mayor.</li> <li>▪ Financial implications for GRC noted as a concern.</li> <li>▪ Lions and Rotary Clubs were mentioned as possible partners.</li> </ul>

	<ul style="list-style-type: none"> <li>Program is already on the Mayor's agenda for discussion – outcomes to be monitored.</li> </ul>
7.5 Economic/Community Collaboration Update	<ul style="list-style-type: none"> <li>Jaclyn and Garry met with Paul Cranch (former LGAQ staff member whose role focused on supporting sister city relationships). He created a network of Council leads to strengthen relationships.</li> <li>Paul provided several ideas, including: <ul style="list-style-type: none"> <li>Council-to-Council employee exchange program (structured as an internship).</li> <li>Business-to-business opportunities.</li> <li>Internships centred around a specific project or deliverable.</li> </ul> </li> <li>Cr Patrick has applied for the Japanese Local Government Exchange Program (five representatives selected from Australia and New Zealand). <ul style="list-style-type: none"> <li>Program covers accommodation and tours in Japan, with participants only required to pay for flights and incidentals.</li> <li>Visit scheduled for late October/early November, lasting one week.</li> <li>Focus topic: Waste Management.</li> <li>Cr Patrick awaiting confirmation of outcome.</li> </ul> </li> </ul>
<b>8. Other Business Items</b>	
8.1	<ul style="list-style-type: none"> <li>Sunday 26 October is the Official Opening of Bonsai House</li> <li>Invite Saiki Mayor as a sign of respect</li> </ul>
<b>9. Close of Meeting</b>	
9.1 Meeting closed at 6.20pm	Next meeting - 18 September, Philip Street Precinct

**2025 CALENDAR OF PROJECT ACTIONS**

Date	Actions	Person responsible	Progress to Date
March	Invite Japan consular general to Bonsai Day Event	Secretary to follow up with President and Barry from TBG	Completed Time does not allow – will reschedule for future
April	Childrens Day Event 5 April	Speaker and Volunteers, Secretary,	Completed
	Schol Visit 29 April (12-2:30)	Need volunteers - Secretary to arrange	Completed
	Meet with GRC Economic Development team	Garry, Kristy, Jac	Completed Update at meeting in May
	Ascertain if Mayor received letter from Consular general before Saiki Committee respond with thank you letter and or gift	Cr McIntock Follow u with Sha (Melissa)	Completed, Cr Patrick sending thank you letter
	EOI for Luminous: Source assistance from other volunteers	Mel/Jac	commenced
	EOI for 30 <sup>th</sup> Anniversary Project Team – meeting request sent for after Saiki meeting	Mel/Jac	commenced
May	Saiki School 9 May (9-2:30)	Need volunteers – Secretary to arrange	completed
	Committee meeting 15 May: Update on Economic Development opportunities for Saiki Committee	GRC	Ongoing (no further information at this time)
	Discuss option for Cultural and sporting opportunities from Olympics	Jaclyn follow up with S & T	
	Invite TIQ to Saiki Meeting	Secretary to follow up with President	

June	Intercity Images Feedback:  Discuss framework for eligible photo use and alignment with Corporate and environmental values, Reduce to 10 photos instead of 30	Secretary to follow up Provide recommendations to GRAGM from Saiki City	
July	Luminous		
August	30 <sup>th</sup> Anniversary Celebration Planning  Start Planning - set a date to brainstorm  Discuss Intercity Image Winner Attending 30th Celebration		
September	Multicultural Festival	Awaiting further advice	
October			
November	AGM		
December	Annual Report		

## CONFIRMED 2025 COMMITTEE MEETING DATES

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The Gladstone Saiki Sister Advisory Committee meetings are held on the 3rd Thursday of each month from February to November.

The venue for these meetings is the Philip Street Communities and Families Precinct Gladstone Ngallil Building, unless otherwise changed by Committee vote.

Time held: 4:45pm - 6pm 2025

January	February	March	April	May	June
No Meeting	20th	20th	17 <sup>th</sup> *	15th	19th
July	August	September	October	November	December
N/A	21st	18th	16th	20th (AGM)	No Meeting