

**OPEN SECTION**

PAGE

SPSC29-9\1

**DARWIN CITY COUNCIL****SISTER CITIES MANAGEMENT COMMITTEE**

MEMBERS: Mr David Price (Chairman); Alderman Jan Collins; Alderman Allan Mitchell; Alderman Chris Tilley; International Business Council (Representative, Mr Chaplin Hsiong; Alternate Representative, Mr Greg Bicknell); Department of Employment, Education and Training (Representative, Ms Marion Guppy; Alternate Representative, Ms Pam Howard); Charles Darwin University (Representative, Ms Monica Turvey; Alternative Representative, Ms Linda Cuttriss); Mr Phillip Rudd; Mr Fred Marrone.

OFFICERS: Director Community Services, Mr John Banks; Acting Sister Cities Project Officer, Mrs Joanne Sinclair; Committee Support Officer, Ms Misty Graham.

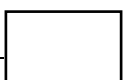
***Enquiries and/or Apologies: Misty Graham***  
***E-mail: [m.graham@darwin.nt.gov.au](mailto:m.graham@darwin.nt.gov.au)***  
***PH: 89300 685***

**Terms of Reference**

1. Manage the Darwin City Council Sister Cities Program.
2. Perform an advisory role to the Darwin City Council.
3. Develop and grow the strategic importance of sister cities to Darwin City Council and the community.
4. Provide leadership to the community committees to facilitate fulfilment of their goals.
5. Provide clear guidelines to each community committee as to the nature of Darwin's relationship with each sister city.
6. Maintain membership of the Australian Sister Cities Association.
7. Support community and economic development in Sister Cities by promoting educational, cultural and economic relations.
8. Build on the original reasons for establishing Sister City relationships with Kalymnos Anchorage Ambon, Haikou, and Dili and ensure current relevance and value.

**\*\*\* I N D E X \*\*\*****PAGE**

<b>1</b>	<b>MEETING DECLARED OPEN .....</b>	<b>3</b>
<b>2</b>	<b>APOLOGIES AND LEAVE OF ABSENCE .....</b>	<b>3</b>



**OPEN SECTION**

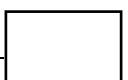
PAGE

SPSC29-9\2

3      **DECLARATION OF INTEREST OF MEMBERS.....** 3

4      **MISCELLANEOUS ITEMS**

4.1    Sister City Management Committee Review of 2004 to 2007 Action Plan.... 4



# OPEN SECTION

PAGE

SPSC29-9\3

Special Sister Cities Management Committee Meeting – Thursday, 29 September, 2005

## 1 MEETING DECLARED OPEN

## 2 APOLOGIES AND LEAVE OF ABSENCE

### 2.1 Apologies

#### COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority that the apology from Alderman A R Mitchell be received and Leave of Absence be granted.

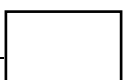
DECISION NO.19\ (29/09/05)

### 2.2 Leave of Absence Granted

## 3 DECLARATION OF INTEREST OF MEMBERS

### 3.1 Member's Interests

### 3.2 Potential Interests



**OPEN SECTION**

PAGE

SPSC29-9\4

Special Sister Cities Management Committee Meeting – Thursday, 29 September, 2005

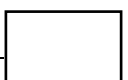
**4 MISCELLANEOUS ITEMS****4.1 Sister City Management Committee Review of 2004 to 2005 Action Plan**  
Document No.925691 (10/08/04) Common No.625691

## COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Document Number 925691, dated 10 August, 2004, entitled Sister City Management Committee - Action Plan 2004 – 2005, be received and noted.
- B. THAT the Committee review the Sister City Management Committee - Action Plan 2004 – 2007.

DECISION NO.19\ (29/09/05)



## Sister Cities Management Committee – Action Plan 2004 – 2005

Primary Focus: To provide leadership to the Sister City Community Committees and to oversee the effective delivery of the Sister Cities Program

Objectives 3 years	Leadership	Actions 12 months	Expected outcomes	Timeline
Provide focus and direction to guide Sister Cities Community Committees.	Identify and suggest individual areas of focus for each Sister City relationship for discussion and development by each individual community committee.	Community committees will have clearer direction for the development and implementation of projects.	Ongoing	
<b>Program Maintenance</b>  Develop policies to provide a clear framework of operations for each committee to work within.	Identify areas of operation requiring further clarification. To date: <ul style="list-style-type: none"> <li>• Emergency Status In Sister Cities</li> <li>• Refinement of existing “Establishment and Assessment of New Relationships Policy”</li> <li>• Delegations</li> <li>• SCCC Meeting procedures</li> <li>• SCCC Project Guidelines</li> </ul>	Community committees will have a clear operations framework to assist them in their planning and maintenance of the sister city relationships.	Ongoing	
Regular evaluation of sister city relationships to ensure relevance and appropriate level of service / resourcing.	5 year evaluation of sister city relationships by each respective community committee. Recommendations to be made to Management Committee should level of relationship require amendment. Current evaluation required by SCCC's - <b>Priority</b> .	Relationships will have increased relevance ensuring credibility and value of Sister City Program is maintained. Resourcing and servicing will be to an appropriate level allowing new relationships to be established without over stretching program resources.	June 2005	
National Links	Maintain contact and strategic links to ASCA	Links to National Program for advocacy, profile raising, networking and resources.	Ongoing	

<b>Objectives</b> 3 years	<b>Actions</b> 12 months	<b>Expected outcomes</b>	<b>Timeline</b>
<p><b>Performance Review</b></p> <p>Review of Committee Performance</p>	<p>Annual performance review of previous financial year to be conducted by each committee utilising Action Plans as performance indicators. Reviews to be submitted to SMC for use in overall program resource management.</p>	<p>Continuity in committee activities. Ownership and pride promoted through tracking of committee achievements and continuing goal setting. Action Plan becomes meaningful and utilised tool and guide for improved committee performance and outcomes. Better documentation of Sister Cities Program activities for new members, community and sister cities.</p>	<p>Sept 2004</p>
<p><b>Future Program Planning</b></p> <p>Development of our sister cities.</p>	<p>Receive and evaluate expressions of interest to develop relationships from potential sister cities.</p>	<p>Relationships established will be of significant value and relevance to Darwin with high potential for productive and mutually beneficial outcomes. A suitable diversity of sister city and friendship relationships will be established.</p>	<p>Ongoing</p>

<b>Objectives</b> 3 years	<b>Actions</b> 12 months	<b>Expected outcomes</b>	<b>Timeline</b>
<p><b>Promotion</b></p> <p>Promotion and awareness raising of the Sister Cities Program and individual sister city relationships.</p>	<p>Involvement in and delivery of public events and displays.            ASCA Conference, Display and Awards Website Updates – <b>Priority</b> (bilingual capacity explored) links to site, Public displays &amp; Advertisements (eg to acknowledge significant events eg Harmony Day, National Sister Cities Day, etc) Consideration of a Program open day.            NT Expo, Darwin Show, other local events</p>	<p>Increased community awareness and interest in the sister city program.            Increased involvement from the community.            Improved public perception of the program.</p>	<p>ASCA Conference August 2004            Ongoing</p>
<p><b>Projects</b></p> <p>Promotion and awareness raising of the Sister Cities Program and individual sister city relationships.            Further developing of links and communications within individual sister city relationships.</p>	<p>Links to government and NGO projects Alignment, pro-active upgrade and development of all Sister Cities Program resources, promotional materials and public displays,            Film Competition (Darwin), School Internet Exchanges,            Community committee projects as documented in Action Plans.</p>	<p>Sister city relationships strengthened and improved communications.            Increased local public awareness and understanding of the program.</p>	<p>Ongoing</p>

<b>Objectives</b> 3 years	<b>Actions</b> 12 months	<b>Expected outcomes</b>	<b>Timeline</b>
Profile raising.	Consideration of a major conference (possibly including hosting the national annual ASCA Conference) to be held in Darwin in 2007 in conjunction with city celebrations commemorating 50 years of Council and 25 years of the Sister Cities Program. International component with all Sister Cities invited to attend.	Showcase Darwin on national stage. Showcase DCC's Sister Cities Program. Cross program communication & unity. Awareness raising and promotion of ownership within Darwin community. Relationship building with Sister Cities. Improve links, raise profile and credibility with other Darwin agencies, eg Tourism, DBIRD.	Three-year project with stages.  Consideration of ASCA Conference bid to early 2005.
<b>Delegations</b>  Maintain and strengthen sister city relationships and development of new and improved projects for mutual benefit.	Lead and support overseas delegations. Identify and plan appropriate and beneficial visits to sister cities with in budgetary resources. Receive and host visiting delegations.	Improved communications with sister cities. Relationships strengthened and relevance of relationship and projects enhanced.	Ongoing