



AGENDA

Sister City Advisory Committee Meeting

Thursday, 21 October 2021

I hereby give notice that a Sister City Advisory Committee Meeting will be held on:

Date: Thursday, 21 October 2021

Time: 5:00pm - 6:30pm

**Location: Council Chambers
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

**Scott Waters
Chief Executive Officer**

SISTER CITY ADVISORY COMMITTEE MEMBERS

Mr Alan Jape
Mr Tony Miaoudis
Ms Lisa Malnar
Ms Christine Silvester
Ms Themis Magoulas
Ms Emily Tyaemaen Ford
Mr Ping Lu
Ms Vida Ruth Goodvach
Mr Terry Hartin
Ms Hue Man Vo
Ms Jane Wang
Alderman Jimmy Bouhoris
Alderman Sylvia Klonaris

OFFICERS

Miss Madeleine Haslett
Mrs Alice Percy

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1 MEETING DECLARED OPEN

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES AND LEAVE OF ABSENCE

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4 ELECTRONIC ATTENDANCE

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Sister City Advisory Committee Meeting - 15 July 2021

7 ACTIONS ARISING FROM Previous Minutes

8 PRESENTATIONS

9 OFFICER REPORTS

9.1 DISCOVER DARWIN INTERNATIONAL EXPO

Author: Acting Manager Economic Development & International Relations
Executive Manager Growth & Development Services

Authoriser: Executive Manager Growth & Development Services

Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled 'Discover Darwin International Expo' be received and noted.

PURPOSE

The purpose of this report is to provide an update on the launch of the Discover Darwin International Expo website and next steps

KEY ISSUES

- Stage 1 of the International Sister City Expo (the Expo) is now complete with the launch of a Discover Darwin website in September 2021– <https://discover.darwin.nt.gov.au>.
- Announcement and invites to participate in the Expo have been sent out to organisations around Darwin and to government contacts at our Sister and Friendship Cities.
- Stage 2 of the Expo will occur in June 2022 with a virtual trade show.
- The Discover Darwin website will evolve over time with a focus on promoting Darwin as a great destination to live, work, study, travel and invest.

DISCUSSION

International Expo

The Sister City Committee was advised of Council's approval for the creation of the Sister City International Expo at the Committee meeting on 11 February 2021.

The Expo has been developed with the aim to create a permanent location for businesses and industries located in Darwin and the City of Darwin's Sister/Friendship Cities to advertise and connect with one with another.

The aim of the Expo is to enhance cross-cultural understandings and build vibrant and connected communities, while generating mutual benefits for Darwin and our Sister/Friendship Cities.

Announcement of the Expo took place locally on Tuesday the 7 September 2021, with an email

invitation to participate in Expo being sent out to organisations and government agencies around Darwin.

Announcement of the Expo began internationally on 15 September 2021. Invites were sent out to Sister and Friendship City government contacts during the week inviting them to participate in the Expo.

In June 2022, a virtual trade show will be promoted on the website allowing increased communication and trade between businesses and organisations from across our Sister and Friendship Cities. Keynote presentations, workshops and meetings will occur during the virtual trade show.

The virtual tradeshow will be hosted through an interactive online events platform, such as Remo, Nexus, Aventri, Slack or Swapcard. Pricing for these event platforms varies depending on features, support, length and size of the event with pricing ranging from \$200 USD to \$1,000 USD, for either a single smaller daylong activity events to larger multi activity events within a month period.

Discover Darwin website

The Discover Darwin website aims to promote Darwin to an external audience (outside of the community). The website will evolve over time and will tell the Darwin story. It will welcome people to visit, live, study, invest and connect with Darwin. This website will complement the City of Darwin website and link to relevant Northern Territory Government sites. The website will aim to showcase the Larrakia people and experiences including the Seven Seasons, Seven Senses, and align strongly with the Destination Darwin tourism vision and framework.

Live Trade Show

It was proposed at the Sister City Committee meeting on the 15 July 2021 that City of Darwin officers look into the feasibility of a third follow up event as part of the Expo, with the event in question being that of a Live Trade show. Due to current travel restrictions, a live trade show would not be feasibly realistic until restrictions are eased. At this stage we are considering July 2023 as the earliest date that this may be achievable.

As a means to cover the costs of the live trade show, the City of Darwin has applied for the Australia Cultural Diplomacy Grant offered by the Department of Foreign affairs and Trade.

PREVIOUS COUNCIL RESOLUTION

At the Ordinary Meeting on 14 July 2020, Council resolved:

THAT Council, pursuant to Section 32 (2) of the Local Government Act 2008 has delegated to the Chief Executive Officer the power to allocate the Sister City Committee budget to key projects to best achieve policy objectives, on the Committee's recommendation.

On 27 January 2021, through SDG/SLT meeting, the Chief Executive Officer has approved the development of the Darwin Sister City Virtual Expo, and the allocation of funds from the sister city budget.

At the Ordinary Meeting on 16 March 2021 Council resolved:

The use of \$28 000.00 from the Sister City Budget to be used on the Sister City Expo website.

STRATEGIC PLAN

1 Collaborative, Inclusive and Connected Community

ALIGNMENT	1.3 Connected community through technology
CRITICAL DATES	<ul style="list-style-type: none"> • 07 September 2021 Darwin announcement of the website • May 2022 Discover Darwin website stage 2 • June 2022 Virtual Trade Show • July 2023 Live Trade Show
BUDGET / FINANCIAL	<p>\$28,000 from the Sister City Budget</p> <p>\$19,000 from the International Relations Budget</p> <p>The City of Darwin has also applied for funding/grants from DFAT to assist in delivering the live trade show.</p>
RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input checked="" type="checkbox"/> Info Comms & Tech <input checked="" type="checkbox"/> Legal & Compliance <input type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input checked="" type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p> <p>Risks identified, in relation to this report, will be managed through the development of a Communication and Marketing plan, along with seeking outside grants and funding.</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation:</p> <p>NA</p> <p>Policy:</p> <p>Tourism Promotion</p> <p>International Relations and Sister City</p>
RESOURCE IMPLICATIONS	
CONSULTATION & ENGAGEMENT	
COMMUNICATION PLAN FOR THIS INITIATIVE	Announcement and invites to participate in the Expo have been sent out to organisations around Darwin and to government contacts at our Sister and Friendship Cities.
PLACE SCORE STATEMENT	
DECLARATION OF INTEREST	<p>https://intranet.darwin.nt.gov.au/document/3331/view</p> <p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p>

	If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).
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9.2 MEMORANDUM OF UNDERSTANDING OF SISTER CITY RELATIONSHIP WITH DENPASAR

Author: Acting Manager Economic Development & International Relations

Authoriser: Executive Manager Growth & Development Services

Attachments: 1. Draft MOU [↓](#)
2. Draft Action Plan [↓](#)

RECOMMENDATIONS

1. THAT the report entitled 'Memorandum of Understanding of Sister City Relationship with Denpasar', be received and noted.
2. THAT the Sister City Advisory Committee review the Draft Action Plan and provide feedback at the Sister City Advisory Committee meeting on the 21st October.

PURPOSE

The purpose of this report is to update the Sister City Advisory Committee on the progress of building the Denpasar Sister City relationship.

KEY ISSUES

- A Letter of Intent for a Sister City Relationship was signed between Darwin and Denpasar in June 2021
- A draft Memorandum of Understanding for a Sister City Relationship is under discussion and review by both cities.
- A draft Action Plan outlining joint activities between both cities has been developed.
- City of Darwin has sought feedback and advice on the draft Action Plan with different organisations across Darwin and is discussing opportunities for partnership/collaboration in fulfilling these activities.

DISCUSSION**Denpasar as a Sister City**

On 28 June 2021, the Lord Mayor of Darwin, the Hon Kon Vatskalis, and the Mayor of Denpasar, I Gusti Ngurah Jaya Negara signed a Letter of Intent for a Sister City Relationship.

Both the City of Darwin and City of Denpasar agreed to the scope of cooperation to be as follows:

- Culture and Tourism Promotion;
- Development of Creative Economy; and
- Development of Human Resource Capacity Building.

Memorandum of Understanding

Denpasar created a draft Sister City MoU which we have reviewed and suggested minor wording alterations that will enable us to better fulfil our side of the agreement. These alterations are currently under discussion and review by Denpasar (**Attachment 1**).

Action Plan

Since signing of the Letter of Intent for a Sister City Relationship, there have been several discussions between the City of Darwin and the City of Denpasar to discuss an Action Plan for projects and activities over a five year period from date of signing the Memorandum of Understanding.

In order to best address the list of proposed projects and activities provided by the City of Denpasar, officers from the City of Darwin have met with several key organisations and government agencies to discuss working with Denpasar, and what projects and activities would be the most practical and opportunistic and which align with the intent of the Sister City and International Relations Program framework.

City of Darwin officers have also consulted internally with Procurement and Communities.

The organisations and government agencies that have been consulted so far are as follows:

- Department of Foreign Affairs and Trade (DFAT)
- Indonesian Consulate
- Tourism NT
- Study NT
- Nusantara Foundation
- Department of Education NT
- Trade NT
- Sports NT

A draft Action Plan incorporating feedback from the above organisation is attached for review and feedback (**Attachment 2**).

PREVIOUS COUNCIL RESOLUTION

At the 11 May 2021 meeting Council resolved:

1. THAT the report entitled Letter of Intent of Sister City Relationship between Darwin and Denpasar be received and noted.
2. THAT Council endorses the signing of Letter of Intent of Sister City Relationship with City of Denpasar, subject to the approval of the Indonesia Central Government.

Council resolved on 14 July 2020

1. THAT the report 'Review of Sister Cities Committees and International Relations Policy 053' be received and noted.

THAT Council adopt the revised Sister Cities Committees and International Relations Policy with immediate effect.

STRATEGIC PLAN ALIGNMENT	1 Collaborative, Inclusive and Connected Community 1.1 Community inclusion supported
CRITICAL DATES	28 June 2021 - Letter of Intent for a Sister City Relationship signed
BUDGET / FINANCIAL	Funding for the activities will be sought through grants and partnerships as well as utilising the \$6,000 per annum through the Sister City budget.

RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input type="checkbox"/> Info Comms & Tech <input checked="" type="checkbox"/> Legal & Compliance <input checked="" type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input checked="" type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p> <p>Risks identified, in relation to this report, will be managed NA</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation: NA</p> <p>Policy: Tourism Promotion International Relations and Sister City</p>
RESOURCE IMPLICATIONS	NA
CONSULTATION & ENGAGEMENT	<p>Engagement Level: Consult</p> <p>Tactics: Organisations and government agencies have been consulted as well as Procurement and Communities within the City of Darwin.</p>
COMMUNICATION PLAN FOR THIS INITIATIVE	<p>External</p> <p>Once the MOU and Action Plan are finalised a Media Release and signing ceremony will be organised with communications and marketing.</p>
PLACE SCORE STATEMENT	NA
DECLARATION OF INTEREST	<p>https://intranet.darwin.nt.gov.au/document/3331/view</p> <p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY GOVERNMENT OF DENPASAR
REPUBLIC OF INDONESIA
AND
THE CITY OF DARWIN,
NORTHERN TERRITORY AUSTRALIA
ON
THE ESTABLISHMENT OF SISTER CITY COOPERATION**

The City Government of Denpasar, of the Republic of Indonesia and the City of Darwin, Australia, hereinafter referred to as the "Party" and collectively as the "Parties";

RECOGNIZING the existence of friendly partnerships and cooperation between the Republic of Indonesia and the Commonwealth of Australia;

NOTING the Letter of Intent between the City Government of Denpasar of the Republic of Indonesia and the City of Darwin, Northern Territory Australia concerning the establishment of Sister City Cooperation signed by the Parties on June, 28th 2021 in Darwin and Denpasar virtually;

DESIRING to improve friendly relationship and cooperation between the parties through the establishment of intergovernmental and inter-social relationship;

CONSIDERING the importance of equality and mutually beneficial principle;

PURSUANT to the prevailing laws and regulations in respective countries;

Have agreed as follows:

Article 1

Objective

The objective of this Memorandum of Understanding (MoU) is to establish partnerships and cooperation between the Parties to collaborate on initiatives that support the development of the economy and culture of both cities, through educational, cultural, professional, economic and humanitarian exchange.

Article 2

Scope of Cooperation

The parties have agreed that the scope of cooperation from this MoU is as follows:

- a. Culture and Tourism Promotion;
- b. Development of Creative Economy; and
- c. Development of Human Resource Capacity Building.

Article 3

Technical Arrangement

1. To facilitate the implementation of this MoU, the Parties shall aim to conclude arrangements within the terms of this MoU, which shall cover the scope of cooperation as provided in Article 2 (two);
2. Such arrangements shall be in conformity with this MoU, and shall specify the programs or project schedule, personnel involved, financial arrangement, responsibilities undertaken by the Parties and other necessary details;
3. Subject to mutual written consent of the Parties, either Party may invite relevant third parties to take part in the implementation of the MoU as started in Article 2(two) as well as to arrange for the involvement of third parties in each program to create the mutually beneficial cooperation in both cities.;
4. The Action Plan as referred to in the paragraph 1 (one) must be signed no later than 6 (six) months after the signing of this MoU.

Article 4

Funding

Expenses arising out of the implementation of this MoU will be borne by each Party and subject to the availability of funds and personnel.

Article 5

Intellectual property Rights

1. Each Party shall respect the intellectual property rights of the other Party;
2. Each Party shall be liable for any claim made by any third party on the ownership and legality of the use of the intellectual property rights which is brought in by that aforementioned Party for the implementation of cooperative activities under this MoU;
3. The Parties agree that any intellectual property developed by the parties and arising under the implementation of this MoU will be jointly owned and:
 - a. Each Party shall be allowed to use such intellectual property for the purpose of maintaining, adapting and improving the relevant property;
 - b. In the event the relevant intellectual property is used by the Party for commercial purposes, the other Party shall be entitled to obtain reasonable portion of royalty.

Article 6

Joint Working Group

1. The Parties shall establish a Joint Working Group to plan, prepare and recommend programs as well as to monitor and evaluate the progress of cooperation under this MoU;
2. The members of the Joint Working Group will consist of representatives of the Parties and related government institutions. Where needed, the Joint Working Group may invite participation of representatives of the private sector subject to mutual written consent of the Parties;
3. The Joint Working Group will meet annually or otherwise as agreed, alternately in Denpasar or Darwin. If the annual meeting cannot be held under certain circumstances, a virtual meeting will take place.

Article 7

Confidentiality

If either Party wishes to disclose confidential data and/or information provided by the other Party for the implementation of this MoU, the disclosing Party shall obtain a written consent from the other Party prior to the disclosure of such data and/or information.

Article 8

Limitation of Personnel Activities

1. The Parties shall ensure that members engaged in activities under this MoU shall comply with the laws and regulations and respect the sovereignty of both countries by refraining from conducting activities inconsistent with the objective of this MoU.
2. In the event of each Party's staffs or experts violating paragraph 1 (one) of this Article, the other Party may terminate this MoU and its programs under the scope of cooperation.

Article 9

Settlement of Differences

Any differences arising out of the interpretation or implementation of this MoU shall be settled amicably through diplomatic channel by mean of consultation and/or negotiation between the Parties.

Article 10**Amendment**

1. This MoU may be amended at any time in writing with the mutual consent of the Parties. Concerned Parties shall notify the other Party concerning the amendment through diplomatic channels. Such amendments shall enter into force on such a date as may be determined by the Parties and shall form an integral part of this MoU;
2. Any amendment shall not prejudice the rights and obligations arising from our based on this MoU prior to the date of such amendment.

Article 11**Entry into Force, Duration and Termination**

1. This MoU shall enter into force on the date of its signature;
2. This MoU shall be in force for a period of 5 (five) years and may be extended by mutual written consent of the Parties through diplomatic channel;
3. This MOU may be terminated by either party by giving 6 (six) months prior notice in writing to the other Party. Should this MoU be terminated, all arrangements or ongoing programs and activities made under this MoU shall remain in effect until their completion unless agreed otherwise by the Parties.

IN WITNESS WHEREOF, the undersigned, have signed this MOU.

DONE AND SIGNED duplicate inon.....in Indonesian and English languages, all texts being equally authentic. In case of any difference in interpretation of this MSP, the English text shall prevail.

**FOR THE CITY OF DARWIN,
NORTHERN TERRITORY
AUSTRALIA**

**FOR THE CITY GOVERNMENT OF
DENPASAR, BALI PROVINCE, THE
REPUBLIC OF INDONESIA**

**THE HON.KON VATSKALIS
LORD MAYOR OF DARWIN**

**I GUSTI NGURAH JAYA NEGARA
MAYOR OF DENPASAR**

Action Plan
MOU Denpasar - Darwin

Implementing Unit	Scope of cooperation	Activity	Output	Source of funding	Timeframe
Tourism Office of Denpasar City government	Culture and Tourism Promotion;	Support and promote Balinese events/celebrations in Darwin.	An increase in the number of visitors and exchanges between the two cities.	City Government of Denpasar and other parties are non binding	5 years
City of Darwin Economic Development and International Relations		Organise exchanges and events between artists of each city, (ie: Street Art) Promote holidays and events of each city in the other.	An increase in brand awareness in both cities.	City of Darwin through internal finances, grant applications, and partnerships	
?	Culture and Tourism Promotion;	Support and development of cultural studies, language and events in schools and other institutions- development of a pen pals program with the possibility for student exchanges in the future.	An increase in student exchanges and interactions	City Government of Denpasar	5 years
City of Darwin Economic Development and International Relations				City of Darwin in collaboration with the Department of Education and schools	
	Culture and Tourism Promotion;	Develop a joint festival of arts, music and culture, celebrating traditional Balinese and Larrakia music, art and culture.	An increase in number of festivals	City Government of Denpasar	5 years
City of Darwin Economic				City of Darwin through grant applications and	

Development and International Relations				collaboration with other Darwin organisations	
City of Darwin Economic Development and International Relations	Culture and Tourism Promotion;	Sister cities and sister airports. Connect airports and encourage airport advertising of sister cities. Work towards regular affordable flights at decent times for citizens of both cities.	An increase in visitors between the two cities.	City Government of Denpasar City of Darwin in collaboration with Darwin International Airport	5 years
Department of Industry and Trade Denpasar City Government City of Darwin Economic Development and International Relations	Development of Creative Economy	Facilitating communication and trade between Small, and Medium Enterprises in both locations to create economic growth	An increase in connections between businesses in both cities	City Government of Denpasar and other parties are non binding City of Darwin through internal finances, grant applications, and partnerships	5 years
Department of Cooperatives and SMEs Denpasar City Government City of Darwin Economic	Development of Creative Economy	Strengthening micro, Small, and Medium Enterprises through additional knowledge and training for digitalisation	Additional knowledge exchange	City Government of Denpasar City of Darwin through grant applications and collaboration with	5 years

Development and International Relations				other Darwin organisations	
Department of Manpower and Competency Certification Denpasar City Government	Development of Human Resource Capacity Building	Connect Balinese workers to online training in Australia during the pandemic, then organise working, education and training exchanges once the pandemic is over.	An increase in training. An increase in exchanges.	City Government of Denpasar City of Darwin in collaboration with other Darwin organisations	5 years
City of Darwin Economic Development and International Relations					
?	Development of Human Resource Capacity Building	Development of an annual sports tourism event between the two cities involving a sport like soccer that is enjoyed by both cities, it could be held in each city in rotating years to encourage friendly competitions and tourism	An increase in visitors for both cities	City Government of Denpasar City of Darwin through grant applications and collaboration with other Darwin organisations	5 years
City of Darwin Economic Development and International Relations					
?	Other	Create/work on a plan to preserve the natural habits surrounding city locations. Focus on renewables, water management and the preservation of	An increase in knowledge exchange	City Government of Denpasar City of Darwin in collaboration with	5years
City of Darwin Economic					

Development and International Relations		marine biology/ oceans and shared waters.		other Darwin organisations	
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9.3 MILIKAPITI SISTER CITY RELATIONSHIP

Author: Acting Manager Economic Development & International Relations
Executive Manager Growth & Development Services

Authoriser: Executive Manager Growth & Development Services

Attachments: Nil

RECOMMENDATIONS

That the report titled 'Milikapiti Sister City Relationship' be received and noted.

That the Sister City Advisory Committee submit a proposal to Council for the organisation of a joint Milikapiti coastal and community clean-up event with Sea Shepherd Australia's Darwin Marine Debris Team for the dry season of 2022, and that costs be allocated from the 2023 financial year budget.

PURPOSE

The purpose of this report is to update the Sister City Advisory Committee on the Visit from Deputy Mayor of Tiwi Islands, and to provide an update and information on actions taken in regards to the Committee's proposal to enhance the Darwin-Milikapiti relationship by organising a coastal clean-up for Milikapiti in collaboration with Sea Shepherd Australia.

KEY ISSUES

- The Deputy Mayor of Tiwi Islands visited Darwin on the 16 to 18 July 2021 for the NAIDOC Ball.
- The Sister City Advisory Committee proposed to enhance the relationship between the City of Darwin and Milikapiti at the Sister City Advisory Committee meeting in July 2021.
- An opportunity has arisen to work with Sea Shepherd Australia to deliver a coastal and river clean-up activity for Milikapiti in the 2022 dry season.

DISCUSSION**Visit from Deputy Mayor of Tiwi Islands, 16 to 18 July 2021**

Held in July, NAIDOC week 2021 offered a range of engaging activities across Darwin for the whole community. As part of this celebration, with support from the Sister City Advisory Committee and as a way to acknowledge the importance of the relationship between the Tiwi people and Larrakia Nation, an invitation was sent for the Mayor of the Tiwi Islands to visit Darwin and attend the NAIDOC Ball, which was held on Saturday the 17 July 2021.

This invitation was accepted by the Deputy Mayor of the Tiwi Islands, Lynette De Santis, who came as a representative of Darwin's Sister City, Milikapiti.

As a token of friendship the costs for this visit were split between the City of Darwin and the Tiwi

Islands Regional Council, with the Tiwi Islands Regional Council paying for the flights and the City of Darwin through the Sister City Program budget paying for accommodation and the Ball. A total of \$1,000.00 was approved to be taken out of the budget for the event. With tickets for the Ball costing \$300.00 and accommodation expected to cost \$643.00. However, in the end tickets ended up costing \$303.00, and only \$274.12 was spent on accommodation bringing the total cost to \$577.12.

As part of the visit a meeting with the Lord Mayor of Darwin was arranged. Unfortunately due to unforeseen circumstances, this meeting did not end up taking place. However, an opportunity to meet with both the Lord Mayor of Darwin (Kon Vatskalis) and the Chairman of the Larrakia Nation Aboriginal Corporation (Richard Fejo) arose at the Ball.

Lynette De Santis reported that the NAIDOC Ball was fantastic, and that she had a wonderful time at the event. She said she had never attended an event like the NAIDOC Ball before and would 'like to thank everyone who was involved in allowing her to attend a night that she will never forget.'

Proposal to enhance the relationship between the City of Darwin and Milikapiti

During the Sister City Advisory Committee meeting on Thursday 15 July 2021, it was proposed that the relationship between City of Darwin, and Milikapiti in the Tiwi Islands be enhanced.

One member of the Committee proposed that a rubbish, beach and coastal clean-up be organised for Milikapiti by the Sister Cities Committee, and that this could possibly be done in collaboration with Sea Shepherd Australia.

With an Australia chapter, Sea Shepherd is an international, non-profit marine conservation organization that campaigns to defend, conserve and protect the world's ocean.

In 2016, Sea Shepherd began a nationwide campaign to clean up Australia's waterways and beaches, as an extension to their Marine Debris Campaign, which works to address maritime issues and threats caused by plastic pollution.

Sea Shepherd assists in facilitating family friendly coastal and river clean-up activities and within the wider Australian community, as a way to support the protection and conservation of local marine environments. These coastal and river clean-up events and activates take place monthly around Australia

Upon discussion with the Tiwi Islands Regional Council through Lynette De Santis, indication was given that they would likewise like to work towards enhancing the relationship between the City of Darwin and Milikapiti.

The Tiwi Islands Regional Council believes a joint community/beach clean-up would be a great activity to organise with their community, as their schools like to regularly organise similar clean-ups and would gain great educational experience from participating in a clean-up event done in collaboration with Sea Shepherd Australia and City of Darwin were it to be organised.

Sea Shepherd Australia has been contacted about organising a joint coastal and river clean-up activity for Milikapiti and have responded positively to organising such an event. There are costs involved in organising an event mainly focused around the cost of gear and equipment (ie. protective gear such as gloves along with bags for collecting, sorting and storing trash). There are also logistical costs such as transportation, accommodation and catering as Seas Shepherd relies on the work of volunteers and local communities and all these people require transportation to and from clean-up sites along with food and water during the clean-up.

Sea Shepherd Australia also only do coastal and community clean-ups during the dry season,

<p>so it is recommended that if the Sister City Advisory Committee would like to proceed with organizing a clean-up activity with Sea Shepherd's Darwin Marine Debris Team that the proposed clean-up be organised for mid-2022 and the budget request be sent to Council for approval before March 2022.</p>	
<p>PREVIOUS COUNCIL RESOLUTION</p> <p>At the Ordinary Meeting on 14 July 2020, Council resolved:</p> <p>THAT Council, pursuant to Section 32 (2) of the Local Government Act 2008 has delegated to the Chief Executive Officer the power to allocate the Sister City Committee budget to key projects to best achieve policy objectives, on the Committee's recommendation.</p>	
STRATEGIC PLAN ALIGNMENT	<p>6 Governance Framework</p> <p>6.1 Vision and Culture</p>
CRITICAL DATES	<p>17 July 2021 – NAIDOC Ball</p> <p>Dry Season 2022 - Proposed Milikapiti coastal clean-up</p>
BUDGET / FINANCIAL	<p>Budget/Funding: : \$577.12 for the NAIDOC Ball</p> <p>Taken from the Sister City 2021-2022 Financial Year Budget</p>
RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input checked="" type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input checked="" type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input checked="" type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p> <p>Risks identified, in relation to this report, will be managed N/A</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation:</p> <p>NA</p> <p>Policy:</p> <p>International Relations and Sister City</p> <p>Environmental Sustainability</p>
RESOURCE IMPLICATIONS	NA
CONSULTATION & ENGAGEMENT	<p>Engagement Level: Inform</p> <p>Tactics: Email correspondence for gathering information has been made with, Sophia King - Darwin Marine Debris Coordinator Sea Shepherd Australia - Marine Debris Campaign</p>
COMMUNICATION PLAN FOR THIS INITIATIVE	

PLACE SCORE STATEMENT	NA
DECLARATION OF INTEREST	<p>https://intranet.darwin.nt.gov.au/document/3331/view</p> <p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

9.4 SISTER CITY BUDGET

Author: Acting Manager Economic Development & International Relations
Executive Manager Growth & Development Services

Authoriser: Executive Manager Growth & Development Services

Attachments: 1. Sister City Budget Profit and Loss Statement [↓](#)

RECOMMENDATIONS

1. THAT the report entitled 'Sister City Budget' be received and noted.

PURPOSE

The purpose of this report is to provide an overview of the City of Darwin Sister City Budget from the 2020-21 financial year and update the Sister City Advisory Committee on the current status of the City of Darwin Sister City Budget for the 2021-22 financial year.

This report also reminds the Sister City Advisory Committee of the delegation and process and authority required for use of the City of Darwin Sister City Budget

KEY ISSUES

- The Sister City Advisory Committee advocates, informs and supports Council with its International Relations Program.
- The budget for the 2020-21 financial year was \$26,927 with \$20,077.07 being spent.
- The approved budget for the 2021-22 financial year is \$36,000, with \$29,277.12 already allocated to the Discover Darwin/International Expo and Virtual Trade Show, refreshments for the Sister City Committee meetings and visit from the Deputy Mayor of Tiwi Islands which occurred in July 2021.

DISCUSSION**Delegation and Authority**

As per the Terms of Reference for the Sister City Committee, the 'Sister City Committee operates as an Advisory Committee 'to advocate, inform, and support Council with its International Relations programs, while supporting a whole of Council approach to cultural, community and economic development', and 'does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution'.

This means that the Committee does not have final authority when it comes to the final delegation of funds from the City of Darwin's Sister City budget, but may put forth advice and suggestions on budget allocations and expenditure to City of Darwin to assist in the delivery of Sister City projects, after the Committee has identified opportunities for community, cultural and economic development, within the scope of the Sister City relationships.

The final decision on fund allocation and spending ultimately lies with City of Darwin, and the Council may decide to approve the suggested allocation, or to increase, decrease or deny the suggested allocation.

Conflicts of interest must be identified at any stage in which a Committee member or an Officer has a conflict of interest on a matter, especially when it comes to the delegation and expenditure of funds.

2020-21 Financial Year Budget

In the 2020-21 financial year, City of Darwin allocated a budget of \$30,000 to its Sister City Program, this was a budget of \$6,000 for each sister city, not including Milikapiti. During the yearly budget review \$1,927 was added to the budget following Council's decision to include Milikapiti in the Sister City budget, giving a part year amount from the date of the review. However, \$5,000 was taken from the budget during a third review to pay for Council's additional donation to Dili Timor-Leste to match the amount already given from the Sister City budget, bringing the total year's budget to \$26,927.

Throughout the 2020-21 financial year, the Committee requested \$72,700 be used on Sister City events and activities, however Council approved the use of \$22,000 from the Sister City budget, with \$20,077.07 being spent. This meant that at the end of the financial year and after all reconciliations were actioned including a \$40 annual bank fee there was \$6,809.93 left in the budget.

2021-22 Financial Year

In the 2021-22 financial year City of Darwin allocated a budget of \$36,000 to its Sister City program, this is a budget of \$6,000 for each sister city.

It was the decision of the Council to allocate and approve \$28,000 from the Sister City budget to be used in the development of the Discover Darwin/International Expo and Virtual Trade Show, to be taken from the 2021-22 financial year budget.

A further \$600 from the budget has been pre-allocated to for refreshments at Sister City Committee meetings throughout the year as per the Committee meeting on 11 February 2021 and then endorsed by Council on the 16 March 2021.

This reduces the remaining available Sister City budget for the year to \$7,300.

An amount of \$577.12 has already been used from this remaining budget to cover the costs of Lynette De Santis, Deputy Mayor of the Tiwi Islands visiting Darwin for the NAIDOC ball in July 2021, leaving only \$6,722.88 left in the budget for use over the rest of the financial year.

If the Committee wishes to support the regularly reoccurring Sister City activities such as the Greek Glenti & Independence Day, the Sister City Scholarship Program, and the India Street Food Festival, then it is estimated that the Sister City budget will require approximately an additional \$12,600 minimum, not taking into account any other expenditures that may be required. In last financial year, the Sister City Committee also sought a quote from Council Officers for a promotional sign or plaque in a City of Darwin park or similar and this has not been incorporated in the above \$12,600 minimum.

Request can be made for permission to fundraise for specific causes or activities (such as the recent Quiz for Dili) or through donation booths (as was done for Dili in the 2021 financial year). However, City of Darwin does not engage in fundraising to increase budget pools.

PREVIOUS COUNCIL RESOLUTION

At the Ordinary Meeting on 14 July 2020, Council resolved:

THAT Council, pursuant to Section 32 (2) of the Local Government Act 2008 has delegated to the Chief Executive Officer the power to allocate the Sister City Committee budget to key projects to best achieve policy objectives, on the Committee's recommendation.

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.3 Decision Making and Management
CRITICAL DATES	2021 Financial Year – 01/07/2020 to 30/06/2021 2022 Financial Year – 01/07/2021 to 30/06/2022
BUDGET / FINANCIAL	Budget/Funding: \$36,000 - \$6,000 for each sister City
RISK ASSESSMENT	<p> Assets & Infrastructure <input checked="" type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input checked="" type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input checked="" type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation: NA</p> <p>Policy: Sister City Committee -Terms of Reference International Relations and Sister City</p>
RESOURCE IMPLICATIONS	<p>Existing Position No: NA</p> <p>Contractor: NA</p>
CONSULTATION & ENGAGEMENT	NA

COMMUNICATION PLAN FOR THIS INITIATIVE	NA
PLACE SCORE STATEMENT	NA
DECLARATION OF INTEREST	<p>https://intranet.darwin.nt.gov.au/document/3331/view</p> <p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

Sister City Advisory Committee

BUDGET 2020 - 2021 FY

Activity	Budget Available	Requested	Approved	Actual	Remaining
Additions					
Allocated Budget (\$6,000 for each sister city, not including Milikapiti) 01/07/2020	0	30000	30000	30000	30000
Budget Review (addition of budget for Milikapiti for part year from review date) 01/0	30000	1927	1927	1927	31927
	31927	0	0	0	31927
Spending					
Helping the people of Dili	31927	5000	5000	5000	26927
Sister City scholarship program 2021	30850	6000	6000	6000	24850
Greek Glenti & Independence Day 2021	26927	12000	6562	5594.55	21332.45
India Street Food Festival	21332.45	2000	2000	2000	19332.45
Refreshments/Food, India Street Food Festival & Anchorage Launch	19332.45	0	200	162.77	19169.68
Timor-Leste council donation	19169.68	5000	5000	5000	14169.68
Refreshments at the Sister City Committee Meeting	14169.68	600	600	319.75	13849.93
Sister City Project Proposal - online expo	13849.93	33000	0	0	13849.93
Australia China Friendship Dinner	13849.93	500	500	500	13349.93
Community Centre Development Funding Raising	13349.93	500	500	500	12849.93
Bank Charges Annual Fee	12849.93	40	40	40	12809.93
	12809.93	0	0	0	12809.93
TOTAL	6809.93	64640	26402	25117.07	6809.93

BUDGET 2021 - 2022 FY - TD

Activity	Budget Available	Requested	Approved	Actual	Remaining
Additions					
Allocated amount (\$6,000 for each sister city) 01/07/2021	0	36000	36000	36000	36000
Spending					
Refreshments at the Sister City Committee Meeting	36000	600	600	130	35870
Sister City Project Proposal - online expo	35870	33000	28000	28000	7870
Sister City scholarship program 2022	7870	6000	0	0	7870
Greek Glenti & Independence Day 2022	7870	6000	0	0	7870
India Street Food Festival	7870	2000	0	0	7870
Milikapiti Mayor Visit for NAIDOC Week Ball	7870	1000	1000	577.12	6292.88
Bank Charges Annual Fee	6292.88	40	40	40	6212.88
	6212.88	0	0	0	6212.88
TOTAL	7252.88	84640	29640	28747.12	7252.88

9.5 SISTER CITY EVENTS

Author: Acting Manager Economic Development & International Relations
Executive Manager Growth & Development Services

Authoriser: Executive Manager Growth & Development Services

Attachments: 1. Sister/Friendship City events in Darwin [↓](#)

RECOMMENDATIONS

1. THAT the report entitled 'Sister City Events' be received and noted.
2. THAT the Sister City Advisory Committee propose what events, if any, they would like to support with the remaining funding for the 2021-22 financial year.
3. THAT the Sister City Advisory Committee consider proactively determining what events they would like to propose participation in during the 2022-23 financial year.
4. THAT the Sister City Advisory Committee consider proposing utilising some budget for development of a Sister City interactive stand.

PURPOSE

The purpose of this report is to advise Committee members of the requirements for organising Sister City stalls, displays and events, along with what resources are currently available from City of Darwin.

KEY ISSUES

- Limited City of Darwin equipment and merchandise is currently available for use for the Sister City Program.
- There are some chairs, tables and marquee stands available for use from the City of Darwin Communities Department however several days' notice is required to book, obtain and use these items.
- The delivery and management of stands requires either Committee volunteers or City of Darwin officer's time which may need to be approved by Executive.
- Fundraising events can only be run for specific purposes and cannot fund City of Darwin programs in general.
- There is currently \$6,722,88 remaining in the 2021-22 financial budget for the Sister City Program.

DISCUSSION

The Committee is currently in possession of seven Sister City banners, large and small flags for the countries that the City of Darwin's Sister Cities are located, and some decorative table cloths. Appropriate weighting for stands and stalls is required during windy times of the year and the use cyclone rated weights and weighted banner stands is available for use internally from City of Darwin. Water bottles, shirts and visor hats have in the past been created for the Committee to use at events, however these items are close to depleted with only 14 water bottles 1 shirt and 2 visor hats remaining. More would need to be purchased if the Committee wishes to provide them at future events.

There are some chairs, tables and marquee stands available for use on request from City of Darwin's Communities Department. City of Darwin staff who manage the Sister City Program require several days advance notice to book, obtain and use these items. As the availability and condition of these items is not always guaranteed it is recommended that the Committee consider creation of a Sister City stand. Committee member Terry Hartin has likewise proposed that the Sister City Committee explore investing in a portable and interactive Sister City stand that is easy to set up and manage.

The procurement of City of Darwin Sister City equipment and merchandise is funded by the Sister City budget and any equipment or merchandise using or containing the City of Darwin logo must be approved by City of Darwin Marketing and Communications before purchase and use

The delivery and management of Committee stands requires either Committee volunteers or City of Darwin officer's time. For City of Darwin officer's to work at a Committee stand outside of City of Darwin operating hours approval from a City of Darwin Executive is required because the staff member would be either working on a time in lieu or overtime basis. It is possible for City of Darwin officers to work at Committee stalls and stands outside City of Darwin operating hours without prior permission on a purely volunteer basis and Sister City Program staff can seek expressions of interest for assistance with manning Sister City stalls and stands from Committee members.

Fundraising events can only be run for specific purposes and cannot fund City of Darwin programs in general. Request can be made for permission to fundraise and support specific projects, such as supporting the Action for Change Foundation in Dili, and not to increase budget pools when budget becomes low due to use on other activities.

Even though City of Darwin has had Sister City relationships since 1982, the Combined Sister City Committee is only fairly new in operation, and has only participated in a handful of events involving City of Darwin's Sister and Friendship Cities. Attachment 1 is a list of events and celebrations held yearly in Darwin that correspond to different Sister and Friendship Cities. It is recommended that in advance of the 2022-23 financial year that the Committee proactively determine what types of activities and events the Committee will attend/participate in. This will also aid in the allocation of budget, and allow adequate time for organising the required resources and equipment.

PREVIOUS COUNCIL RESOLUTION

NA

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.1 Vision and Culture
CRITICAL DATES	NA
BUDGET / FINANCIAL	NA

RISK ASSESSMENT	<p> Assets & Infrastructure <input checked="" type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input type="checkbox"/> Info Comms & Tech <input checked="" type="checkbox"/> Legal & Compliance <input type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input checked="" type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p> <p>Risks identified, in relation to this report, will be managed according to City of Darwin processes.</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	NA
RESOURCE IMPLICATIONS	NA
CONSULTATION & ENGAGEMENT	NA
COMMUNICATION PLAN FOR THIS INITIATIVE	NA
PLACE SCORE STATEMENT	NA
DECLARATION OF INTEREST	<p>https://intranet.darwin.nt.gov.au/document/3331/view</p> <p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

Activity	Sister/Friendship City	Date
Chinese New Year	Haikou, Qingdao, Guangzhou, Shenzhen	Late January to early March - Begins on the 23rd day of the 12th month of the Chinese calendar.
Nyepi	Denpasar	Early February to late March - Begins on the 1st day of the Hindu calendar
Greek Independence Day	Kalymnos	25 March
Greek Glenti 2021	Kalymnos	April
India Street Food Festival	Kochi (Potential)	May
Idul Fitri	Ambon & Denpasar	Early May to late June - Begins at the end of the 9th month of the Islamic calendar / immediately following the completion of Ramadan
Dragon Boat Festival	Haikou, Qingdao, Guangzhou, Shenzhen	Late May to June to early July - Begins on the 5th day of the 5th month of the Chinese calendar
Barrio Fiesta	Davao (Potential)	June
Philippines Independence Day	Davao (Potential)	12 June
NAIDOC Week	Milikapiti	4 - 11 July
Feast Day of Saint Pandlemona	Kalymnos	27 July
Ambon Yacht Race	Ambon	August
Indonesian Independence Day	Ambon & Denpasar	17 August
Diwali	Denpasar & Kochi (Potential)	Early October to late November - Begins on the 15th day of the Hindu month of Kartik.
Timor-Leste Independence Day	Dili	28 November

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS**11.1 QUIZ FOR DILI**

Author: Acting Manager Economic Development & International Relations

Authoriser: Executive Manager Growth & Development Services

Attachments: Nil

RECOMMENDATIONS

That the report be received and noted.



11.2 INTENT TO FORM A FRIENDSHIP CITY RELATIONSHIP WITH SINGAPORE

Author: Acting Manager Economic Development & International Relations
Authoriser: Executive Manager Growth & Development Services
Attachments: Nil

RECOMMENDATIONS

That the report be received and noted.

11.3 TERMS OF REFERENCE

Author: Acting Manager Economic Development & International Relations
Authoriser: Executive Manager Growth & Development Services
Attachments: 1. Terms of Reference [↓](#)

RECOMMENDATIONS

That the report be received and noted.

PURPOSE

The purpose of this report is to provide an overview of the Terms of Reference for the Sister City Committee.

KEY ISSUES

- The Sister City Committee are an advisory committee to City of Darwin.
- Membership includes representatives from Darwin who reflect the skills and expertise required to meet the purpose and objectives of the program.
- The Committee meets four times a year.

DISCUSSION**Purpose and Scope of the Committee**

The Sister City Advisory Committee's purpose is to provide cross-cultural understanding, advocate, inform, and support Council with its International Relations Program. The Committee is expected to share information, create connections, and provide advice and support to City of Darwin's Sister City projects including identifying opportunities for community, cultural and economic development that City of Darwin can advocate for and/or partner with businesses, services and organisations to address.

Authority and Delegation

As an advisory committee to City of Darwin, the Sister City Committee does not have any authority or delegation to make decisions including the allocation and use of budget. The Sister City Committee is to put forth its recommendations to Council for endorsement, and is then responsible for completing the actions as determined by Council resolution.

In the event that the Sister City Committee identifies an opportunities for community, cultural or economic development in line with the Sister City Program that requires the allocation of funds outside regular Council sessions, then as per Section 32 (2) of the Local Government Act 2008, the Chief Executive Officer has been delegated the power and authority to approve and allocate the Sister City Committee budget to key projects to best achieve policy objectives, on the Committee's recommendation.

Membership and Attendance

The Sister City Committee has provisions for 10 members;

- two (2) City of Darwin Aldermen will be appointed by Council
- eight (8) community members with experience, ties or interest in Sister Cities

Community members will be appointed for a two-year term, and membership will expire if a member does not attend two consecutive meetings without notification.

All members of the Sister City Committee are asked to sign and agree to the Terms of Reference as part of their induction to the Sister City Committee.

Meetings and Quorum

The Sister City Committee requires the presence of a quorum to sit. A quorum will consist of one half plus one of the overall members. If a quorum is not present within 30 minutes of the start time for the meeting the meeting can be postponed to a time later on the same day, or the Chief Executive Officer may postpone the meeting for up to 21 days.

Observers with specialist skills and experience may also attend by invitation of the Sister City Committee and/or Council.

Role of the Chair

The Chair is responsible for the performance management of the Sister City Committee. The Chair will also serve as the Sister City Committee representative at functions and events where appropriate. The Chair is also responsible for ensuring that proper meeting procedures are in place, supporting respectful and productive Sister City Committee discussions, and mediating dispute when required. It is the Chair's responsibility to ensure that the Sister City Committee's recommendations and actions are in line with the Terms of Reference.

PREVIOUS COUNCIL RESOLUTION

At the Ordinary Council meeting 27 October 2020 Council resolved a review of City of Darwin Advisory Committees and endorsed the Terms of Reference for the Sister City Advisory Committee.

STRATEGIC PLAN ALIGNMENT	5 Effective and Responsible Governance 5.1 Quality Services
CRITICAL DATES	NA
BUDGET / FINANCIAL	NA
RISK ASSESSMENT	NA
LEGISLATION / POLICY CONTROLS OR IMPACTS	NA
RESOURCE IMPLICATIONS	NA

CONSULTATION & ENGAGEMENT	NA
COMMUNICATION PLAN FOR THIS INITIATIVE	NA
PLACE SCORE STATEMENT	
DECLARATION OF INTEREST	<p>https://intranet.darwin.nt.gov.au/document/3331/view</p> <p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>



SISTER CITY COMMITTEE

Terms of Reference No. 00X

1 Purpose

The Sister City Committee is an Advisory Committee. Its purpose is to provide cross-cultural understanding and build vibrant and connected communities and generating mutual benefits for both cities through educational, cultural, professional, economic and humanitarian exchange.

It is also expected that activities coordinated through the Sister Program can facilitate the identification and development of business and trade opportunities between Darwin and its Sister cities. However, such opportunities will then be assessed and acted upon by local businesses/industries.

City of Darwin has one Sister City Committee for six sister cities, including Ambon (Indonesia), Anchorage (US), Dili (Timor-Leste), Haikou (China), Kalymnos (Greece) and Milikapiti (Northern Territory, Australia).

2 Scope (mandate and authority)

The Sister City Committee operates to advocate, inform, and support Council with its International Relations programs, while supporting a whole of Council approach to cultural, community and economic development. City of Darwin's current Sister City relationships are historical and are founded on the global Sister Cities movement.

3 Authority / Delegation

Sister City Committee is an Advisory Committee to Council, and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

4 Roles and Functions

The functions of the Sister City Committee are to:

- To share information, create connections, and provide advice and support to City of Darwin's Sister City programs
- Actively contribute to the development and implementation of best practice policy, procedures, planning and programming to increase positive community, cultural, and economic outcomes in keeping with the strategic plan.
- Identify opportunities for community, cultural and economic development that City of Darwin can advocate for and/or partner with businesses, services and organisations to address.
- To assist in the delivery of Sister City projects

Council/Administrative Policy No. 000 - POLICY NAME				
Version	Decision Number	Adoption Date	Responsible Officer:	Next Review Date



SISTER CITY COMMITTEE

Terms of Reference No. 00X

5 Membership

The Sister City Committee has provisions for 10 members;

- two (2) City of Darwin Aldermen will be appointed by Council
- eight (8) community members with experience, ties or interest in the Sister City

Community members will be appointed for a two-year term being 1 July to 30 June.

Absent members are unable to send proxies on their behalf.

The membership will expire if a member does not attend two consecutive meetings without notification.

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council.

5.1 Chair

The Chair will be appointed by Council annually.

The Chair will not be a member of staff

The responsibilities of the Chairperson are to

- The Chair is responsible for the management of the performance of the Sister City Committee.
- Serve as the Committee representative at Council functions and events where appropriate.
- Taking a leading role in keeping the vision alive, setting the group's course in agreement with other members and monitoring its direction, and for ensuring that proper meeting procedures are in place.
- Supporting committee member to have respectful and productive discussion, mediating dispute when required
- Ensure that the Committee's recommendations and actions are in line with the Terms of Reference

6 Meetings

6.1 Notice of Meeting and business papers

The CEO will convene the meetings, and will distribute a notice of meeting at no later than four business days prior to a meeting. The notice of meeting will be attached to the agenda which outline the business to be addressed at the meeting. The business papers will be posted to Council's website.

6.2 Frequency and Location

Council/Administrative Policy No. 000 - POLICY NAME				
Version	Decision Number	Adoption Date	Responsible Officer:	Next Review Date



SISTER CITY COMMITTEE

Terms of Reference No. 00X

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet 4 many times per year.

Special meetings can be convened by the Chief Executive Officer, the Chair must requested in writing. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items on the agenda.

6.3 Quorum

A quorum will consist of one half plus one of the overall members.

If a quorum is not present within 30 minutes of the start time for the meeting the meeting can be postponed to a time later on the same day, or the Chief Executive Officer may postpone the meeting for up to 21 days.

If the meeting is postponed, the secretariat will update the council's website.

All members of the committee will be advised via email of the new time and place of the postponed meeting.

6.5 Voting

If a decision is required, the Chair will hold a vote and it will pass if the majority plus 1 vote in favour.

The chair must exercise, in the event of an equality of votes, a second or casting vote.

7 Conduct

All members are accountable to the Local Government Act 2019 Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

Council/Administrative Policy No. 000 - POLICY NAME				
Version	Decision Number	Adoption Date	Responsible Officer:	Next Review Date



SISTER CITY COMMITTEE

Terms of Reference No. 00X

8 Conflict of Interest

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 Secretariat

City of Darwin will provide secretarial services to the Committee. This includes assisting the CEO to ensure:

- The business papers are distributed four business days prior to a meeting and posted on the website
- Proper minutes are kept and ensure that they are tabled at the next meeting of Council
- Publish the approved minutes on the public website within 10 business days of the meeting marked as unconfirmed, and publish the endorsed minutes following the next Council meeting.

10 Review and Performance Evaluation

10.1 Terms of Reference

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

10.2 Performance Evaluation

The Chair with assistance from the Secretariat will conduct an annual review of the Committee and their outcomes and report to Council.

11 Responsibility / Application

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the Local Government Act 2019 as member of a Council Committee.

These Terms of Reference were adopted by Council on XX month XXXX.

Name: _____

Signature: _____

Council/Administrative Policy No. 000 - POLICY NAME				
Version	Decision Number	Adoption Date	Responsible Officer:	Next Review Date

11.4 HAIKOU UPDATE

Author: Acting Manager Economic Development & International Relations

Authoriser: Executive Manager Growth & Development Services

Attachments: Nil

RECOMMENDATIONS

That the report be received and noted.

11.5 TANIMBAR ISLANDS - SAUMLAKI YAMDENA FRIENDSHIP CITY

Author: Acting Manager Economic Development & International Relations

Authoriser: Executive Manager Growth & Development Services

Attachments: Nil

RECOMMENDATIONS

That the report be received and noted.

12 NEXT MEETING

13 CLOSURE OF MEETING



MINUTES

Sister City Advisory Committee Meeting

Thursday, 15 July 2021

**MINUTES OF CITY OF DARWIN
SISTER CITY ADVISORY COMMITTEE MEETING
HELD AT THE MEETING ROOM 1, LEVEL 1, CIVIC CENTRE, HARRY CHAN AVENUE,
DARWIN
ON THURSDAY, 15 JULY 2021 AT 5.00PM - 6.00PM**

PRESENT: Alderman George Lambrinidis, Alderman Jimmy Bouhoris, Mr Tony Miaoudis, Ms Lisa Malnar, Mr Ping Lu, Ms Vida Ruth Goodvach, Mr Terry Hartin, Ms Jane Wang

OFFICERS: Alice Percy, Madeleine Haslett

APOLOGY: Ms Christine Silvester, Mr Alan Jape

GUESTS: N/A

Order Of Business

1	Meeting Declared Open	4
2	Acknowledgement of Country	4
3	Apologies & Leave Of Absence	4
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9.5	Thank you to Committee Members.....	6
9.6	Letter of Condolence	6
10	Member Reports	6
	Nil	
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11.1	Introducing Ivy.....	6
11.2	Visit from Mayor of Tiwi Islands, 16 to 18 July 2021	6
11.3	Haikou Short Film Competition.....	6
11.4	Proposal for Action for Change Foundation affected by flood in Dili	7
12	Next Meeting	7

1 Meeting Declared Open

The Chair declared the meeting open at 5.00 pm.

2 ACKNOWLEDGEMENT OF COUNTRY

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

3 APOLOGIES & LEAVE OF ABSENCE**3.1 Apologies**

Ms Christine Silvester, Mr Alan Jape

3.2 Leave of Absence**3.3 Leave of Absence Notified**

Nil

4 ELECTRONIC ATTENDANCE

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**5.1 Declaration of Interest by Members**

Nil

5.2 Declaration of Interest by Staff

Nil

6 CONFIRMATION OF PREVIOUS MINUTES**COMMITTEE RECOMMENDATIONS**

Moved: Mr Terry Hartin

Seconded: Alderman Jimmy Bouhoris

That the minutes of the Sister City Advisory Committee Meeting held on 15 April 2021 be confirmed.

Carried

7 ACTIONS ARISING FROM PREVIOUS MINUTES**8 PRESENTATIONS**

Nil

9 OFFICER REPORTS

9.1 INTERNATIONAL SISTER CITY EXPO

RESOLVED

COMMITTEE RECOMMENDATIONS

Moved: Alderman Jimmy Bouhoris

Seconded: Mr Terry Hartin

1. THAT the report entitled International Sister City Expo be received and noted.
2. THAT Committee members share the International Sister City Expo website with their networks in order to increase the number of organisations on the platform.

Carried

It was proposed to have a physical/live expo in the 2022-2023 Financial Year as a follow up to the online expo in June 2022, and for council officers to write a report outlining the requirements, budgeting and feasibility of this.

Ms Lisa Malnar departed the meeting at 5.31pm

9.2 UPDATE ON SIGNING OF THE DENPASAR AND DARWIN LETTER OF INTENT FOR A SISTER CITY RELATIONSHIP

RESOLVED

COMMITTEE RECOMMENDATIONS

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman George Lambrinidis

1. THAT the report entitled Update on Signing of the Denpasar and Darwin Letter of Intent for a Sister City Relationship be received and noted.
2. THAT the Committee recommend a member to sit on the Denpasar/Darwin virtual working group.

Carried

Ping Lu was nominated as the Committee member to join the WhatsApp Virtual group for working with Denpasar

9.3 WELCOMING CITIES

RESOLVED

COMMITTEE RECOMMENDATIONS

1. THAT the report entitled Welcoming Cities be received and noted.
2. THAT the Committee endorse for the City of Darwin to join and participate in the Welcoming Cities network, a network of cities and communities that are committed to becoming more welcoming and inclusive.

LOST

The Committee does not endorse for the City of Darwin to join and participate in the Welcoming Cities network, as the City of Darwin already operates under the Sister City Program.

Alderman Jimmy Bouhoris departed the meeting at 5:49 pm.

9.4 SISTER CITY COMMITTEE BUDGET UPDATE

RESOLVED

COMMITTEE RECOMMENDATIONS

Moved: Ms Vida Ruth Goodvach

Seconded: Mr Ping Lu

That the Sister City Committee Budget Update report be received and noted.

Carried

It was proposed that Council officers present a profit and loss statement and cash flow at each meeting, as a way to track and show expenses and the differences between Committee's recommended allocation of funds and the amounts approved by Council.

9.5 THANK YOU TO COMMITTEE MEMBERS

RESOLVED

COMMITTEE RECOMMENDATIONS

Moved: Ms Vida Ruth Goodvach

Seconded: Ms Jane Wang

That the report be received and noted.

Carried

9.6 LETTER OF CONDOLENCE

RESOLVED

COMMITTEE RECOMMENDATIONS

Moved: Alderman George Lambrinidis

Seconded: Mr Ping Lu

That the report be received and noted.

Carried

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS**11.1 INTRODUCING IVY****RESOLVED****COMMITTEE RECOMMENDATIONS**

Moved: Mr Terry Hartin

Seconded: Alderman George Lambrinidis

That the report be received and noted.

Carried

It was proposed that the Committee send a congratulations letter or email.

11.2 VISIT FROM MAYOR OF TIWI ISLANDS, 16 TO 18 JULY 2021**RESOLVED****COMMITTEE RECOMMENDATIONS**

Moved: Mr Terry Hartin

Seconded: Mr Ping Lu

That the report be received and noted

Carried

It was proposed that relationship between City of Darwin, Milikapiti and the Tiwi Islands as a whole be enhanced.

It was proposed that a rubbish clean-up be organised for Milikapiti by the Sister Cities Committee in collaboration with Sea Shepherd and the council officers prepare a report with recommendations.

Ms Jane Wang departed the meeting at 6:12 pm.

11.3 HAIKOU SHORT FILM COMPETITION**RECOMMENDATIONS**

It was proposed that the Youth Advisory Committee be informed of the invitation

No Quorum

11.4 PROPOSAL FOR ACTION FOR CHANGE FOUNDATION AFFECTED BY FLOOD IN DILI**RECOMMENDATIONS**

It was proposed that the Committee support the Youth Committee Quiz For Dili fundraising event by having a Sister City team and advertising through their networks.

No Quorum

12 NEXT MEETING

Currently scheduled for Thursday 23 September 2021, however this is to be confirmed after elections on 24 August 2021.

The Committee has requested that future meetings be scheduled for an hour and a half in length, beginning at 5pm and ending at 6:30pm.

The Chair declared the meeting closed at 6.20.