



AGENDA

Sister City Advisory Committee Meeting

Wednesday, 20 November 2024

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

Date: Wednesday, 20 November 2024

Time: 5:30 PM

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

**Simone Saunders
Chief Executive Officer**

SISTER CITY ADVISORY COMMITTEE MEMBERS

Chairperson Kate Heelan

Councillor Sylvia Klonaris

Committee Member Nerida Hart

Committee Member Chyntia Elsinta Indrawati

Committee Member Siji Issac

Committee Member Stephanie Lin

Committee Member Sam Kansal

Committee Member Tony Miaoudis

Committee Member Paddy Mohan

Committee Member Ninik Stroud

Committee Member Allan Woo

Lord Mayor (Alternate) Kon Vatskalis

OFFICERS

Manager of Economic Development and International Relations, Cherry Cai

Executive Manager Growth and Economic Development

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1 MEETING DECLARED OPEN

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence

3.3 Leave of Absence Notified

Committee Member Sam Kansal

4 ELECTRONIC ATTENDANCE

4.1 Electronic Attendance

4.2 Electronic Attendance Notified

5 DECLARATION OF INTEREST

6 CONFIRMATION OF PREVIOUS MINUTES

Sister City Advisory Committee Meeting - 11 September 2024

7 ACTIONS ARISING FROM Previous Minutes

8 PRESENTATIONS

City of Darwin Committees Governance Presentation by Jane Bland Supervisor Councillor Governance, City of Darwin

9 OFFICER REPORTS

9.1 SISTER CITY ADVISORY COMMITTEE TERMS OF REFERENCE

Author: Manager of Economic Development and International Relations

Authoriser: Executive Manager Growth & Economic Development

Attachments: 1. Updated Terms of Reference [↓](#)

RECOMMENDATIONS

1. THAT the report entitled Sister City Advisory Committee Terms of Reference be received and noted.
2. THAT the Sister City Advisory Committee sign the Terms of Reference and return them to City of Darwin before COB on Friday, 29 November 2024.

BACKGROUND

- City of Darwin's Governance team has undertaken administrative updates to all terms of reference to align with legislation requirements and City of Darwin's style branding guidelines.
- Accordingly, the following has been completed by the Committee on 24 July 2024:
 - schedule the meetings, and
 - review the terms of reference
- With the recommendation from the Sister City Advisory Committee, the Council endorsed the Terms of Reference on 13 August 2024.

ACTION REQUIRED

Sister City Advisory Committee members are required to sign the endorsed Terms of Reference as per Terms of Reference in **Attachment 1** before COB on Friday, 29 November 2024.

For the Committee's convenience, hard copies are available to sign at the table during this meeting.



Sister City Advisory Committee terms of reference

No. 1260.001.E.R

1 Purpose

The Sister City Advisory Committee (the Committee) is established in accordance with section 82 of the *Local Government Act 2019* (NT). The purpose of the Committee is to provide cross-cultural understanding, build vibrant and connected communities and generating mutual benefits for both cities through educational, cultural, professional, economic and humanitarian exchange.

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

2 Scope

The 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.

3 Authority / delegation

The 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 Functions

The functions of the Committee are to:

- share information, create connections, and provide advice and support to City of Darwin's Sister City Program
- 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 promote the Sister Cities and Program to the Darwin community
- to assist in the delivery of Sister City projects as required.

Sister City Advisory Committee terms of reference - 1260.001.E.R

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3	ORD329/24	13 August 2024	12 August 2028
Responsible Officer: Chief Executive Officer			

Electronic version current. Uncontrolled copy valid only at time of printing.



It is also expected that activities coordinated through the Sister City Program will 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.

5 Membership

5.1 Members

Membership of the Committee will be appointed by Council.

Council will appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication, and commitment to the functions of the group.

The Committee will, where possible, appoint a First Nations representative – either an appropriate organisation or community member.

Membership will consist of:

- ten community members
- one Elected Member
- one Elected Member (alternate)
- the Lord Mayor, who may attend as ex-officio.

5.2 Chair

The chair of the Committee will be appointed by Council.

The Committee Chair is responsible for:

- ensuring the good conduct of meetings in accordance with the role and functions of the Committee
- ensuring that the Committee’s recommendations and actions are in line with the Terms of Reference.

The Committee chair may be called upon to represent the Committee to Council.

The Committee may appoint a Deputy Chair for the purpose of chairing a meeting if the Chair is not present.

5.3 Terms and vacancies

Membership term for community members will be for two years.

Membership term of an Elected Member will be for one year, by nomination at an Ordinary Council Meeting.

Membership will expire if a member does not attend three consecutive meetings without an approved leave of absence.

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6 Meetings

The Committee will adhere to the requirements for meetings as outlined in the *Local Government Act 2019* (NT), *Local Government (General) Regulations 2021* (NT) and relevant City of Darwin policies.

6.1 Frequency and Location

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

The Committee will meet at least four times per year and no more than eight times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer (CEO) on the request of the Chair, or a majority of committee members. The CEO will then issue a Notice of Meeting with the time, date and location, and the items to be discussed at the special meeting.

6.2 Voting

For voting purposes, the Chairperson will accept motions moved and seconded by members of the Committee, by show of hands.

A Committee decision is by majority vote of voting members present at the meeting.

A majority vote is half plus one of the members present.

Each member present has, and must exercise, one vote on a question arising for decision at the meeting.

The Chair must exercise, in the event of an equal number of votes, a second or casting vote.

6.3 Secretariat

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

- the business papers are distributed no later than three business days prior to a meeting and are available on the website
- proper minutes are kept and ensure that they are tabled at the next meeting of Council
- a copy of the minutes is, within ten business days after the date of the meeting to which the minutes relate, available on the website.

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Sister City Advisory Committee terms of reference - 1260.001.E.R		Page 3 of 4	
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6.4 Meetings

Meetings are open to the public unless confidential business is being considered.

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

7 Quorum

Quorum consists of a majority, being half plus one of its members holding office at the time of the meeting.

8 Code of conduct

All Committee members are required to abide with Schedule 1 Code of Conduct of the *Local Government Act 2019* (NT).

This includes the requirement to declare gifts and/or benefits.

9 Conflict of interest

Committee members must declare any real or perceived conflicts of interest when joining the Committee.

Conflicts of Interest must also be identified at the start of each meeting in which a member has a conflict of interest on a matter.

10 Review

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

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* (NT) as a member of a Council appointed Committee.

Name _____

Signature _____

.....

Sister City Advisory Committee terms of reference - 1260.001.E.R

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3	ORD329/24	13 August 2024	12 August 2028

Responsible Officer: Chief Executive Officer

Electronic version current. Uncontrolled copy valid only at time of printing.

9.2 HAIKOU DELEGATION VISIT UPDATE

Author: Manager of Economic Development and International Relations
Authoriser: Executive Manager Growth & Economic Development
Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Haikou delegation visit update be received and noted.

BACKGROUND

City of Darwin received a delegation of six officials from our Sister City Haikou Municipal Committee led by Mr Zengbin Luo visiting Darwin for half day on 24 September 2024 as part of their overseas trip to Sydney, Melbourne and Singapore from 20 – 26 September 2024.

The purpose of the visit was to enhance the Sister City relationship and promote business opportunities in Haikou.

City of Darwin organised the following business activities as per their request:

- Meeting with Confucius Institute, Charles Darwin University
- Meeting with City of Darwin, Chamber of Commerce NT and Darwin Airport
- Courtesy meeting with the Hon Robyn Cahill, Minister for Trade, Business, and Asian Relations, and
- Courtesy meeting with the Deputy Lord Mayor of City of Darwin.

The delegation had productive discussions on the potential cooperation between the two cities across various sectors, including economy, trade, culture and people-to-people exchange.

Both cities will continue to strengthen practical exchanges and cooperation to foster economic growth with mutual benefits to our respective communities.

IMAGE REFERENCES



Meeting with Confucius Institute, Charles Darwin University



Meeting with Confucius Institute, Charles Darwin University



Meeting with City of Darwin, Chamber of Commerce NT and Darwin Airport



Meeting with City of Darwin, Chamber of Commerce NT and Darwin Airport

9.3 2024/25 SISTER CITIES ACTIONS UPDATE

Author: Manager of Economic Development and International Relations
Authoriser: Executive Manager Growth & Economic Development
Attachments: Nil

RECOMMENDATIONS

THAT the report entitled 2024/25 Sister Cities Actions Update be received and noted.

BACKGROUND

The Sister Cities Action Plan 2024-2026 endorsed by Council on 27 August 2024 is an updated and active, two-year implementation plan which was developed to ensure alignment with strategic objectives are well established for projects or initiatives included in the plan. The current Action Plan follows on from the previous Sister Cities Action Plan 2023-2024.

The purpose of the Action Plan is to identify initiatives collectively, gain formal budgetary approvals to facilitate establishing and coordinating the implementation of initiatives or projects with key success indicators in place and measures of progress and delivery.

ACTIONS UPDATE

Item	Tasks/ Projects Scope/Deliverables	Timeframe	Status
1	Support and deliver the 2025 Darwin Fusion	FY 2024/25	Ongoing
2	Darwin Welcome Pack for New businesses	FY 2024/25	Not started
3	Develop metrics to measure and report on the Sister City relationship activities	FY 2024/25	Completed in the SCAC Action Plan and PMP for each project
4	2025 International Women's Day Walk participation	FY 2024/25	Not started
5	2024 Darwin Sister City Committee Christmas Walk and sponsorship for the community representing the Sister City countries to make a float or walk based on the request	FY 2024/25	Ongoing
6	2025 Darwin Ambon Yacht Rally or similar event hosted in Darwin	FY 2024/25	Ongoing

Item	Tasks/ Projects Scope/Deliverables	Timeframe	Status
7	2025 Darwin Dili Yacht Rally	FY 2024/25	Ongoing
8	<p>2025 Darwin Sister City Award – Storytelling Competition</p> <p>A competition for the best photo, poem and film from Darwin and Sister Cities to be featured on the website and shared through Darwin and international networks.</p>	FY 2024/25	Ongoing
9	<p>Darwin and Sister Cities' marketing & promotion</p> <ul style="list-style-type: none">Continue to promote Darwin and Darwin's Sister Cities programs via the Discover Darwin LinkedIn and Website	FY 2024/25	Ongoing - Discover Darwin LinkedIn

10 MEMBER REPORTS

10.1 LEAVE REQUEST

Author: Manager of Economic Development and International Relations
Authoriser: Executive Manager Growth & Economic Development
Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Leave Request be received and noted.

BACKGROUND

Sam Kansal's application to be a member of 2024 – 2026 Sister City Advisory Committee was approved by Council at the Ordinary Meeting on 25 June 2024.

Sam failed to attend the induction and regular meetings on 17 July, 24 July, and 11 September 2024 due to unforeseen circumstances. In relation to his work, he is still overseas and has limited access to the internet. He works in the border protection area for the Northern Territory.

As per the Terms of Reference, membership will expire if a member does not attend three consecutive formal meetings without an approved leave of absence.

UPDATE

Sam Kansal has submitted a leave request on 7 November 2024 to maintain his membership and allow him to attend Committee meetings from February 2025 onwards, when he is back from overseas.

City of Darwin has considered his situation and accepted his leave request to start joining the Committee meetings from February 2025 onward.

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

5 March 2025

13 CLOSURE OF MEETING



MINUTES

Sister City Advisory Committee Meeting

Wednesday, 11 September 2024

Date: Wednesday, 11 September 2024

Time: 5:30 PM

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

**MINUTES OF CITY OF DARWIN
SISTER CITY ADVISORY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS DARRANDIRRA, LEVEL 1, CIVIC CENTRE, HARRY
CHAN AVENUE, DARWIN
ON WEDNESDAY, 11 SEPTEMBER 2024 AT 5:30 PM**

PRESENT:

Chair Kate Heelan
Councillor Sylvia Klonaris
Committee Member Nerida Hart
Committee Member Chyntia Elsinta Indrawati
Committee Member Stephanie Lin
Committee Member Tony Miaoudis
Committee Member Paddy Mohan
Committee Member Ninik Stroud
Committee Member Allan Woo

OFFICERS:

Alice Percy, General Manager of Innovation
Cherry Cai, Manager of Economic Development and International Relations

APOLOGY:

Committee Member Siji Issac
Committee Member Sam Kansal

GUESTS:

Nil

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12.1	Update on Friendship City Proposal with the City of Ho Chi Minh.....	5
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1 MEETING DECLARED OPEN

The Chair declared the meeting open at 5.35 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

Committee Member Siji Issac

Committee Member Sam Kansal

3.2 Leave of Absence

3.3 Leave of Absence Notified

Nil

4 ELECTRONIC ATTENDANCE

Councillor Sylvia Klonaris

Committee Member Allan Woo

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 RESOLUTION SCAC018/24

Moved: Committee Member Stephanie Lin

Seconded: Committee Member Ninik Stroud

THAT the minutes of the Sister City Advisory Committee Meeting held on 24 July 2024 be confirmed.

CARRIED 9/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS

9.1 2024-26 SISTER CITIES ACTION PLAN

COMMITTEE RESOLUTION SCAC019/24

Moved: Committee Member Nerida Hart

Seconded: Chair Kate Heelan

THAT the report entitled 2024-26 Sister Cities Action Plan be received and noted.

CARRIED 9/0

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

The Waters Ward Multigenerational Recreation Space is at the community consultation stage until 30 September 2024.

The Sister City Advisory Committee members are invited to have a say on this initiative via [Waters Ward Multigenerational Recreation Space | Engage Darwin \(nt.gov.au\)](#).

12 CONFIDENTIAL REPORTS

RECOMMENDATIONS

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the *Local Government Act 2019*:

12.1 Update on Friendship City Proposal with the City of Ho Chi Minh

This matter is considered to be confidential under Section 99(2) - 51(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with subject to subregulation 51(3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

13 Next Meeting

Wednesday, 20 November 2024 at 5:30 pm

14 CLOSURE OF MEETING

The Chair declared the meeting closed at 5.56pm.

Unconfirmed