

INTERNATIONAL RELATIONS ADVISORY COMMITTEE

TERMS OF REFERENCE
1225.001.E.R

1 PURPOSE

The International Relations Advisory Committee is an Advisory Committee. Its purpose is to advocate, inform, and support Council with its international relations strategy, while supporting a whole of Council approach to community, cultural and economic development.

2 SCOPE

The International Relations Advisory Committee provides support, knowledge, information and connection to City of Darwin's international relations strategic direction.

3 AUTHORITY / DELEGATION

The International Relations Advisory 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 International Relations Advisory Committee are to:

- provide support and advice to City of Darwin international relations strategic direction
- share knowledge, information, expertise and connection to City of Darwin to achieve its strategic outcomes, and
- act in an advisory capacity to City of Darwin.

5 MEMBERSHIP

Membership will be representative of Darwin key industry stakeholders and will reflect the skills and expertise required to meet the purpose and objectives of the program.

Fifteen members will include:

- Lord Mayor as ex officio
- one Council Member (and one alternate Council Member)
- membership organisations,
 - i. representatives of the Federal Government
 - ii. representatives of the Northern Territory Government
 - iii. representatives of key industry and organisation stakeholders targeting international markets
 - iv. chair of Sister City Advisory Committee, and
 - v. a senior staff member from City of Darwin.

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Community and Council members will be appointed for up to a two-year term. The commencement and end of term for Community and Council Members can be differing dates.

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 of the committee will be the Lord Mayor.

The Committee Chair is responsible for:

- ensuring the good conduct of meetings in accordance with the role and functions of the Committee, and
- 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 purposes of chairing a meeting if the Chair is not present or at a meeting as required.

5.2 MEMBERS

The responsibility of the members are to:

- regularly attend meetings and to actively contribute ideas and commentary
- actively participate in working groups, sub-committees or specialist panels as required
- represent the interests of the community rather than pursue personal interests, and
- assist in increasing the influence of City of Darwin's international relations network to Darwin's businesses and community.

6 MEETINGS

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 (4) times per year and no more than eight (8) 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 on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting. Online meeting is available for the members.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting.

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

Circular resolutions via electronic means may be used from time to time between meetings where a decision may be required. Circular resolutions are a mechanism that allows a Committee to pass a resolution without a meeting and can be used when there is no quorum. They are commonly used for non-contentious and routine resolutions that need to be passed between meetings.

7 CODE OF 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.

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 REVIEW

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

10 RESPONSIBILITY / APPLICATION

The Terms of Reference will be tabled at the first International Relations Advisory Committee meeting, to ensure all the members 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 26 July 2022.

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