

# 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.

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Responsible Officer: Chief Executive Officer

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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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## 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 \_\_\_\_\_

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