

1 PURPOSE

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

2 SCOPE

The Sister City Advisory 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

Sister City Advisory Committee is an Advisory Committee to Council and does not have any delegation to make decisions.

4 FUNCTIONS

The functions of the Sister City Advisory Committee are to:

- 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 Darwin community, and
- to assist in the delivery of Sister City projects as required.

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5 MEMBERSHIP

The Sister City Advisory Committee has provisions for 10 members:

- one (1) City of Darwin Councillor - and one (1) Councillor Alternate will be appointed by Council
- nine (9) community members with experience, ties or interest in a Sister City.

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.

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 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, and
- leading the Committee members to actively engage with the Darwin multicultural communities and business organisations required by City of Darwin.

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 CHAIR RE-APPOINTMENT

Based on the performance of the Chair, the members can put forward a recommendation to reconsider the appointment of a new chair. The current Chair will be terminated if the recommendation is satisfied by City of Darwin.

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, and
- represent the interests of the community rather than pursue personal interests.

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.

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

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 will 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 Sister City Advisory Committee meeting, 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 25 October 2022.

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