

City of Greater Geraldton Council Sister Cities Advisory Committee

This Committee has been established under the Local Government Act, 1996

Terms of Reference

1. Title

The Committee shall be known as the Sister Cities Advisory Committee (hereinafter called the Committee).

2. Role and Objectives

This is a Special Purpose Committee, convened by the City Council, to provide a forum for discussion and framing recommendations to Council to:

- i) Create goodwill and better understanding between the peoples of the world through 'people to people' contact.
- ii) Foster international understanding.
- iii) Consider all matters relating to the maintenance and establishment of goodwill with Council's established Sister Cities.
- iv) Contribute towards the growth of understanding and co-operation between the peoples of different nations through promoting close interchanges in the field of education, social development, culture, the arts, sport and commerce, by:
 - a. Promoting community awareness of the existence of Sister City affiliations;
 - b. Promoting community awareness of the objectives of the Sister City affiliations;
 - c. Fostering the exchange of information, literature and people between the respective communities.
- v) Act as a nucleus and co-ordinating body to establish an ongoing programme of liaison with Sister City affiliates.
- vi) Co-ordinate the establishment of contacts in respective communities through dissemination of literature, and facilitating identification and introduction of people with common interests.
- vii) Identify potential opportunities for financial assistance and sponsorship to promote the objectives of the Sister Cities affiliations.

Limitation of Committee Functions: The Sister Cities Advisory Committee shall not engage in activities associated with the promotion or development of pecuniary or commercial interests or ventures of any individuals or particular corporations. The focus of the Committee shall be on whole-of-region/whole-of-City cultural, community and economic development. Any focus on commercial development shall be confined to whole-of-industry or whole-of-sector information, promotion and development. The Committee shall be conscious of and must take precautions to avoid fiscal or reputational risk exposures to Committee members, the elected Council and the City that may arise from any form of actual or implied endorsement of the private or commercial integrity, viability, services, products, capacity or capabilities of any individual or corporation.

Advisory Role: The role of this Committee is purely advisory and it may not commit Council resources, and may not commit the City to any form of relationship with any other City; rather, it may only make recommendations to Council on policy, strategy, relationships and suggested resource allocations, and may only initiate such actions in relation to inter-city relationships as are formally determined and resolved by Council. The Committee is to work within the framework of the Community Strategic Plan and resolutions of Council. The Committee may not authorise expenditure and does not deal with day to day City operational matters.

3. Management

A. Membership of Committee

The Committee shall consist of:

Councillor representatives – appointed by resolution of Council:

- Chairperson
- Deputy Chairperson
- Other Councillors may attend any meeting of the Committee but not as voting members of the Committee.

Community members – as at endorsed through the Sister City Policy:

- Up to six Community Members may serve in a voluntary capacity as ‘voting members’ on the Committee.
- The Committee may from time to time invite such additional members of the Community as non-voting participants in such Committee activities as the Committee sees fit.

Support Staff – appointed by the Chief Executive Officer:

- Manager Economic Development & Innovation
- Economic Development & Foreign Affairs Officer

Membership of the Committee shall be reviewed annually. Council retains the option to re-appoint existing voting Community members, or may elect to conduct a public Expression of Interest (EOI) process for the purposes of appointment of voting Community members. Expressions of Interest submitted will be appraised by the Councillor Representatives appointed by Council, and the Committee Chair will submit recommendations for appointment to Council for endorsement.

B. Absence from Meetings

A voting Councillor or Community Committee member absent from three (3) consecutive Committee meetings without approval of the Committee may forfeit his/her place on the Committee.

C. Resignation from the Committee

Any member of the Committee may, by notice in writing addressed to the Committee, resign his/her committee membership.

D. Notification of Vacancies

The Committee shall notify the Council promptly of any vacancy occurring in its voting membership, whether it is through death, absence or resignation from the Committee. The Committee shall submit to the Council within 28 days of a casual vacancy occurring the name of a person considered by the Committee to be suitable for appointment to the casual vacancy. The Council will determine whether to accept that appointment, or Council may elect to call for public Expressions of Interest. Expressions of Interest submitted will be appraised by the Councillor Representatives appointed by Council, and the Committee Chair will submit recommendations for appointment to Council for endorsement.

All newly appointed voting Community members must participate in a committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meetings.

4. Duties of the Committee

A. Chairperson

The duties of the chairperson are to:

1. Chair Committee meetings according to the Committee Terms of Reference, and Council's Code of Conduct.
2. Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to Council.
3. Ensure all committee members have the opportunity to participate in the meetings.

B. Secretariat Support

Secretariat support for the Committee will be provided by the Economic Development & Foreign Affairs Officer:

1. Issue notices for all meetings of the Committee.
2. Develop and send out the agenda and reports for the meetings.
3. Advise the Committee without fear or favour.
4. Comply with Council's Code of Conduct
5. Prepare all minutes and distribute them as described below.
6. Record attendance of members of the committee in Committee minutes.
7. Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.
8. Follow through with recommendations made by the Committee by endorsement from the Chief Executive Officer

C. Members

The duties of the Voting committee members are to:

1. Attend and participate in meetings (as well as induction, planning sessions and relevant training).
2. Work co-operatively with other members in achieving the objectives of the Committee.
3. Contribute advice, ideas and suggestions relating to items on the agenda.
4. Show respect for their peers, councillors, staff and others during Committee meetings.
5. Understand that employees of the Council are not subject to the direction of Councillors, Committees or their members.

5. Meetings

The quorum for the Committee must include at least one (1) Councillor Member and at least three (3) voting Community Members.

The Committee shall meet Tri-monthly, and may otherwise meet as frequently as the Committee agrees.

A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.

This is an Advisory Committee, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority. In the event of the votes and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.

Items may only be raised under General Business if the permission of the Chairperson is obtained before the meeting starts, and each such item is to have a recommendation;

The first item on the agenda for all committee meetings (after apologies and requests for leave of absence) shall be the declaring by members present of **pecuniary and non-pecuniary interests** and these shall be recorded in the minutes.

Any committee member who has a pecuniary interest in any matter on the agenda for a committee meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.

Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the committee. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.

A Councillor committee member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and, in the case of a "significant" non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.

A community member of a committee who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises during a meeting at which they are present, (irrespective of whether or not the person has a pecuniary or a non-pecuniary interest), must state the name of the community group of which the person is a member or representative, and the matter shall be recorded in the minutes.

6. Working Groups / Sub Committees

1. The Committee may appoint any number of Working Groups at any time to investigate any matter or thing to which the Committee may require information or to organise and manage, subject to the control of the Committee, any activity which may be considered by the Committee to be essential to the objectives of the Committee.
2. Each Working Group appointed shall have Terms of Reference and a fixed term.
3. The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 3 weeks of the meeting and then reported to the next available Committee meeting.

7. Minutes, Communications and Reporting

1. The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the Manager Economic Development & Innovation.
2. Once the draft minutes have been approved they will be referred to the Chair of the Meeting for confirmation. The draft minutes will then be circulated to Committee members. Any questions by members regarding the minutes are to be referred immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.
3. Minutes will be completed within three weeks of the Committee meeting and then reported to the next available Council Meeting.
4. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

8. Insurance

Council shall affect personal accident insurance on Committee members together with legal liability cover, Voluntary Workers, cash in transit and personal property insurance cover.

Note: Legal liability cover will only be provided to members of the Committee and voluntary workers whilst they are acting within the scope of their duties for and on behalf of Council.

9. Statutory Requirements

The Committee shall ensure that the *Local Government Act 1996* and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all time strictly observed.

10. Dissolution

All committees are automatically dissolved from the date of a Council election.