

Sister City Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups or advisory panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups or advisory panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Sister City Committee is to foster Sister City relationships which are a Council-to-Council relationship that, after research and negotiation, is sealed by the Mayors of both cities signing a document cementing that relationship. To promote the exchange of new ideas and successful experiences with partner cities leading to a more vibrant Local Government Authority.

3. Purpose

- a. Provide advice to the Director Community, Culture and Places on Sister City matters.

- b. Foster national and international relationships between Dubbo, Wellington and other cities to promote understanding and friendship.
- c. To promote peace and goodwill through mutual respect.
- d. To appreciate different cultures, customs and traditions through visitor/student exchange programmes.
- e. To foster economic development, tourism and trade relations.
- f. To participate in sporting, artistic and educational programmes.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

5. Positions

Membership will comprise of:

- Three Councillors
- The Director Community, Culture and Places
- The Sister Cities Officer
- Six community representatives
- One representative from Charles Sturt University

The Chair will be the Councillor representative.

The minute taker will be the Sister Cities Officer.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Community Services branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Community, Culture and Places. Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee
- Contributions to the Community Strategic Plan
- Contributions to masterplans with cultural significance
- Specialist reports as requested by the Council

8. Meetings

Meetings will be held once per year until travel restrictions (as a result of the COVID-19 pandemic) are eased.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Correspondence*
5. Reports from Staff
6. Discussion items as required

*Correspondence from sister city partners will be shared with the committee.

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Community, Culture and Places.

Committee members will not speak publicly on behalf of the committee without the express direction of the Director Community, Culture and Places.

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.