

## **GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE TERMS OF REFERENCE**

### **1.0 Background**

- 1.1 Gladstone Regional Council is committed to creating lasting and meaningful relationships that encourage, promote and enhance the Sister City relationship between the Gladstone Region and Saiki City, Japan.
- 1.2 The Gladstone Saiki Sister City Advisory Committee was first established by resolution of Gladstone City Council on the 20<sup>th</sup> October 1997.
- 1.3 The Gladstone Saiki Sister City Advisory Committee is established as an Advisory Committee to Gladstone Regional Council under the *Local Government Regulation 2012*, ss. 264-265.

### **2.0 Purpose**

- 2.1 The purpose of the Gladstone Saiki Sister City Advisory Committee is to provide Gladstone Regional Council with strategic advice and support on ways and means to enhance the sister city relationship and program.

### **3.0 Objectives**

- 3.1 The Gladstone Saiki Sister City Advisory Committee will actively undertake the facilitation and organisation of arts, cultural, social and recreational exchanges and activities with the objective of nurturing and fostering the sister city relationship, celebrating diversity within the Gladstone Region and creating a more connected community.
- 3.2 Raise awareness of the Gladstone Saiki Sister City Advisory Committee.
- 3.3 Encourage, promote and enhance the Sister City relationship between the Gladstone Region and Saiki City.

### **4.0 Membership**

- 4.1 Membership of the Committee shall consist of:

Voting Members – Executive Committee:

- One (1) Committee President
- **A minimum of four (4) community members referred to as ordinary members**
- One (1) Gladstone Region Youth Council Member as nominated by the Gladstone Region Youth Council.
- A Councillor or Councillors, if deemed appropriate, by resolution of Council.

Non-Voting Ex-Officio Representatives:

- One (1) Committee Secretary, which will be an employee of Gladstone Regional Council
- One (1) representative from Gladstone Regional Councils Art Gallery & Museum, which will be an employee of Gladstone Regional Council (or in extenuating circumstances a volunteer may stand in)
- **One (1) representative from the Gladstone Tondoon Botanic Gardens which will be an employee of Gladstone Regional Council**
- The Mayor may also attend meetings when available to do so.

4.2 The Committee has the right to request Council to increase or decrease the Committee membership at any time through the Committee's secretariat.

### **5.0 Role of Members**

5.1 Members of the Gladstone Saiki Sister City Advisory Committee will fulfill their role by:

- Attending meetings and making a commitment to actively contribute to the activities of the Committee.
- Providing informal advice and formal recommendations to Council and Council officers on how best to nurture the Sister City relationship.
- Providing informal advice and formal recommendations to Council on the development of new policies, strategies and activities using a cultural lens.

### **6.0 Terms and Method of Membership Nomination and Appointment**

6.1 Nomination for appointment to the Gladstone Saiki Sister City Advisory Committee will be called through an expression of interest process and reviewed by an internal Council selection panel of three council officers. The selection panel will make a recommendation to Council on the successful candidates.

6.2 Appointments to the committee will be for a period of 12 months.

6.3 All appointments will be determined by Council resolution.

6.4 If a member does not attend at least three meetings (half the minimum number of meetings to be held per year) without prior notification, their position may be considered vacant.

6.5 Members may resign at any time by written notice to Council.

### **7.0 Replacement of Members**

7.1 If a member resigns within six months of appointment, the selection panel will reconvene and select a replacement from candidates that submitted an expression of interest from the most recent application round and make a recommendation on appointment to Council.

- 7.2 If a suitable replacement is not available from the previous application round, an expression of interest process may be initiated.
- 7.3 If a member resigns within six months of the end of their term, they may not be replaced until the next scheduled expression of interest cycle.
- 7.4 Members may be replaced at any time by resolution of Council.

## **8.0 Meetings and Voting**

- 8.1 The Gladstone Saiki Sister City Advisory Committee will meet a minimum of six times per annum, with meeting dates set at its Annual General Meeting held in November each year, with the first meeting of the new membership cycle in February each year.
- 8.2 Dates and times of all meeting will be published ~~once a year in a local newspaper and~~ on Gladstone Regional Council's website ~~and displayed in Council's main public office at 101 Goondoon Street Gladstone.~~
- 8.3 Should a change in meeting date and/or time be required Council must be notified of changes which will be ~~publicly notified in accordance with Section 8.2. advertised.~~
- 8.4 Members unable to attend a scheduled meeting are required to notify the President or the Gladstone Regional Council secretariat prior to the meeting.
- 8.5 Council will provide secretariat services to the Committee.
- 8.6 Other Council staff whose work complements the work of the Committee may be invited to attend meetings on an as needs basis in an ex-officio capacity.
- 8.7 Where specialist advice is required on a specific issue and the expertise is not available within the Advisory Committee, suitable stakeholder representatives will be invited to attend meetings (as an ex-officio representative) on an as needs basis.
- 8.8 A quorum of voting members is required for a meeting to take place, with a quorum being a majority of members, or if the number of members is an even number, one half of the number of members.
- 8.9 If a voting member is unable to attend proxy votes will be accepted provided members have completed a proxy delegate form.
- 8.10 Voting at a meeting must be open and a question is decided by a majority of the votes of members present.
- 8.11 Each member present has a vote on each question to be decided, and if the votes are equal, the President or presiding member has the casting vote. If a member fails to vote, the member is taken to have voted in the negative.

8.12 All meetings are open to the public unless closed under the provisions of Section 275 of the *Local Government Act 2009*.

8.13 Meetings will be presided over by the President of the Committee, or in the absence of the President, other Committee Member as nominated by the Committee (presiding member).

#### **9.0 Meeting Minutes and Procedural Matters**

9.1 The minutes of Committee remain the property of Gladstone Regional Council and Council Officers will ensure that they are prepared, managed and made available to the public in accordance with legislative and corporate requirements.

9.2 Council does not require the minutes of the Committee to be presented to a General Meeting of Council.

9.3 In conducting meetings of the Committee, Council Officers will ensure that Committee Members and others in attendance are made aware of and provided with relevant advice relating to meeting procedural matters contained in the *Local Government Act 2009* and *Local Government Regulation 2012* as they relate to Advisory Committees to ensure that the Committee remains compliant with its legislative obligations.

#### **10.0 President's (or delegated presiding member) Responsibilities**

The President will:

10.1 Formally declare the meeting open, after ascertaining that a quorum is present, welcome guest speakers and visitors.

10.2 Preside over and facilitate the meeting and conduct it impartially according to the Terms of Reference.

10.3 Ensure debates are conducted in a respectful, collaborative and culturally appropriate way.

10.4 Declare results of all votes.

10.5 Ensure the opportunity for members to declare conflicts of interest at the beginning of each meeting or during the meeting.

10.6 Adjourn (when so resolved) or formally declare the meeting closed when business has concluded.

#### **11.0 Non-Members**

11.1 Non-Members of the committee are encouraged to attend meetings and participate in discussion unless the meeting is closed under the provisions of Section 275 of the *Local Government Act 2009*.

11.2 The Committee reserves the right to limit the participation of non-members in meeting

discussions where it is deemed appropriate or necessary.

11.3 Non-members are not able to propose recommendations and have no voting rights.

#### **12.0 Delegations**

12.1 Council will provide funding in its annual budget for sister city activities and will retain control of finances, accounting and administration of those funds. The Committee is delegated the authority to decide how those allocated funds will be apportioned to the activities budgeted for in the financial year.

#### **13.0 Reporting and Accountability**

13.1 Any Committee requests, recommendations and/or advices will be presented to Council via a Council Officer Report.

13.2 Council will provide support to the Committee with communication, promotional activities and maintenance of the Gladstone Region Saiki Sister City Program website.

13.3 The President of the Committee will prepare and provide a written Annual Report to the Committee's Annual General Meeting which will also be presented to Council at a General Meeting, outlining the Committee's activities, achievements, notable challenges, foreseeable opportunities and any proposed plans for the coming or future years.

**Adopted:** General Meeting *insert date*