



Terms of Reference

Blue Mountains Sister Cities Committee

Committee established: 25 May 1966, Minute 565

Terms of Reference last revised: 18 August 2015, Min No. 645

TRIM Reference: 19/242416

Endorsed at the committee meeting of:

Terms of Reference endorsed by Council: 26 November 2019

Minute No. 384

1. Background

The Blue Mountains Sister City Committee (the Committee) was originally established by resolution of the Blue Mountains City Council (the Council) at the Ordinary Meeting held on 25 May 1966, Minute 565 and ceased in that form in the late 1980s. In 1991 the Committee in its current form was appointed under Section 527 of the Local Government Act, 1919. In 1993 the Act was repealed and the Committee became an Advisory Committee of Council under Section 355 of the Local Government Act 1993.

2. Purpose and Scope

The Committee's purpose is to act in an advisory capacity to the Council and to assist the Council to perform its role as contributor to the relationship between the City of Blue Mountains and its Sister Cities. This will include making recommendations to Council on how to best allocate budgeted funds to assist in supporting the Sister Cities Relationships.

The Committee is convened to provide a forum for discussion and recommendation to Blue Mountains City Council. The Committee will:

- Perform an advisory role to Blue Mountains City Council with regards to Sister Cities harmonious relationships;
- Foster good relations with the Sister Cities by maintaining regular and open communication and working towards common goals;
- Be responsible for intercity programs reflecting the mission of the Blue Mountains Sister Cities program;
- Make recommendations to Blue Mountains City Council regarding proposed strategies and projects to enhance the Sister Cities Relationships;
- Positively promote the Sister Cities program in the Blue Mountains community and engage the community in program activities;
- Take an active role in program-related goal setting, planning and evaluation activities; and
- Support, promote and participate in wider Sister Cities Program activities.

3. Committee vision and mission statements

Vision – To promote the affiliation of Sister Cities by helping towns and cities to motivate communities to extend the hand of friendship nationally and internationally.

Mission – To provide a forum for cultural, educational and economic interchange between communities and to encourage friendship, co-operation and understanding to improve the quality of life worldwide.

4. Terms of reference

These terms of reference are to be reviewed every four (4) years. The terms of reference are expected to provide a full overview of the management of all aspects of the committee administration and other functions. Any member of the committee can request an amendment to these terms of reference, however such a request should be tabled as a committee agenda item and any agreed changes recorded in the meeting minutes. To become effective, any amendment to the terms of reference must be endorsed by the Council.

5. Conduct and Governance

Councillors, council officers and committee members must comply with the Council's Code of Conduct. Committee members will be issued with a copy of the Council's Code of Conduct on endorsement to the committee's membership by the Council and at such times as the Code of Conduct is reviewed.

The Committee's governance processes are set out by the Terms of Reference.

6. Membership

The Committee shall include the Mayor by right of office and two (2) Councillors appointed by Council or such other number as the Council may determine from time to time.

Excluding the Council Support Officer, the Committee will have a minimum of 5 and a maximum of 12 members, two (2) of whom are Councillor Representatives and the remainder are community representatives. The Council Support Officer is not considered a committee member.

Committee membership is reported to Council at the commencement of a new term of the Council. The Committee will be made up of executive committee members and committee members. Committee members are to be appointed by the executive committee and be resolved and minuted at the Committee's Annual General Meeting.

Any changes in the membership during the term are to be voted upon by the committee and endorsed by Council resolution. Membership is terminated by resignation or non-attendance for three (3) consecutive meetings without prior leave of absence. Membership may also be terminated due to a breach of the Code of Conduct.

Register of Committee Members

The Council will maintain a Register of Members. This Register acts as a listing of the Committee's current members and their appointed role. The Register of Committee Members will hold the following information for each member:

- The committee member's name;
- The committee member's contact details (for Committee purposes only and not for public release);
- The committee member's date of commencing membership;
- The committee member's date of vacating membership;
- Any office bearer positions held including the dates the position was held; and

- Volunteer members' name, contact details and period of service.

Formal nomination process

A member of the public who is interested in becoming a committee member may register their interest at a meeting of the Committee. At any meeting the Committee may vote to recommend that the new member is accepted into the committee and it be included in the next report to the Council and advised to Council Support Officer for update to the Register of Members.

Leave of absence

Committee members may apply for a leave of absence to the committee Chair. This leave of absence will be recorded in the minutes of the meeting. Committee members will continue to receive communications relating to the committee during a leave of absence unless they express otherwise.

Attendance of non-members

There is an open invitation to all elected Councillors, who are not members of the committee, to attend and to speak at a meeting of the committee. Other community representatives or guests may attend meetings from time to time when a specific purpose is nominated.

However, a Councillor or invited guest who is not a member of the Committee is not entitled to:

- (a) Give notice of business for inclusion in the agenda for the meeting;
- (b) Move or second a motion at the meeting; or
- (c) Vote at the meeting.

7. Committee Structure

The Executive members of the Committee shall be Chairperson, Deputy Chairperson, the Secretary and committee office bearers for specific functions or projects as required. Membership is to be endorsed by the Council commencement of a new term of the Council.

The following positions are considered Executive committee positions:

Chairperson

The Mayor, or their delegate, will Chair the committee for the term of the Council. If the position of Chairperson is delegated the Committee at its Annual General Meeting shall elect the Chairperson from its members for the term of one (1) year.

Deputy Chair person

The Deputy Chairperson shall be elected by the Committee from its members at the Annual General Meeting, for a term of one (1) year.

Secretary

The Secretary shall be elected by the Committee from its members at the Annual General Meeting, for a term of one (1) year.

Junior Ambassador Officer

The Junior Ambassador Officer shall be elected by the Committee from its members at the Annual General Meeting, for a term of one (1) year.

Runner to and from Sanda Coordinator

The Runner to and from Sanda Coordinator shall be elected by the Committee from its members at the Annual General Meeting, for a term of one (1) year.

Council Support Officer

The Council Support Officer is an employee of the Council, who provides the secretariat support to the committee by the Council. The Council Support Officer will support the committee to meet the administrative, reporting and financial requirements of the committee and the Council. Furthermore, the Council Support Officer will provide advice and support to the Committee to comply with the Council's policy and procedures. In particular, the Council Support Officer will:

- Provide administration support for the strategic meeting of the Committee;
- Provide administration support for a maximum of four (4) meetings of the Committee per year;
- Ensure reporting obligations are met, including the preparation of reports to Council;
- Committee minutes, documentation, correspondence and reports are saved to the Council record;
- The register of members is maintained; and
- Committee and public access to information is actioned, in consultation with the Council Information Officer, as required under the *Government Information Public Access Act (NSW) 2009*.

Sub-Committees

The Committee may approve a separate sub-committee for each Sister City relationship. Each such sub-committee shall comprise members of the Committee with a special interest in that particular Sister City relationship, project, function or event.

The Committee may form a sub-committee for any such purpose or activity as it deems fit that fall within its object and activities. The time and place of sub-committee meetings shall be determined by the sub-committee subject to any direction by the Committee.

Volunteer members participate in specific relationships, functions and events under the supervision of core committee members and under Council's Volunteer Policy.

8. Meetings of the Committee

The Committee will meet formally once per year. The meetings will be structured around annual reporting and budgeting requirements.

The Annual General Meeting of the Committee shall be held during the month of October for the purposes of electing the officers of the Committee as may be required, receiving and dealing with the Annual Report and Financial Statement.

Additional meetings of the Committee may be held at least once in every month on a day and time decided upon by the Committee.

Sub-Committee meetings may be held throughout the year as required.

Attendance and quorum for meetings

At any meeting of the Committee, 50% of the membership plus one, shall constitute a quorum. The Council Support Officer is not a voting member for the purposes of the committee and will not be counted in quorum. Project specific Volunteers are consulted as part of the Committee's decision making process but are not voting members as appointed by the Council.

Committee members are expected to advise of their apology to the Council Support Officer or the sub-committee Secretary to ensure that there is likely to be a quorum at the meeting. If there will not be quorum at the meeting, the meeting will be cancelled. The Council Support Officer or the sub-committee Secretary will contact all members to notify them of the cancellation.

Agenda

The meeting agenda will commence with standing items for attendance, apologies, confirmation of previous meeting minutes and declarations of interest. Following this, the committee will address items for action and finally, items for noting will be allocated time on the agenda.

Meeting venue

The Secretary will arrange an appropriate venue for the meeting. This will usually be at a Blue Mountains City Council Community Hall however other locations may be used from time to time.

Special Meetings

Additional meetings may be added to the meeting schedule when required to ensure that time-critical decisions can be properly considered. A quorum of attendees must be established prior to the meeting being held. At least 48 hours' notice of such a meeting shall be given to members.

Special Meeting outcomes must be endorsed by the committee at an Ordinary meeting of the Committee.

9. Meetings of Sub-Committees

All sub-committees must include at least one member of the full committee.

The Chairperson of a Sub-Committee may convene a meeting and set an agenda. At least 48 hours' notice of such meeting shall be given to members of the Sub-Committee. Only the business listed on the Agenda may be transacted at a Sub-Committee Meeting.

Sub-Committee outcomes must be endorsed by the committee at an Ordinary meeting of the Committee.

10. Minutes

The Council Support Officer will take minutes at the strategic committee meeting and distribute the draft minutes to committee members and other persons who attended the meeting.

Minutes will be limited to actions and key outcomes.

Corrections or additions may be suggested by any person who attended the meeting. Revised minutes will be distributed to all committee members with the agenda and will be ratified as true and correct on or before the subsequent meeting.

11. Annual report and budget recommendations to Council

Based on the recommendations of the committee, the Council Support Officer will prepare reports to be presented for endorsement by the Council.

There is one main report that the committee will present to the Council for endorsement annually, addressing: i) the activities and budget recommendations for inclusion in the Council's annual operational plan; and ii) the annual report of activities conducted throughout the previous year.

The Council Operational Plan and Budget is prepared in March for endorsement by Council by June. As such, the committee will prepare a report to the Council by the end of November each year to ensure the Council has resolved the committee budget allocation for alignment to the Council's Operational Plan and Budget. The committee's report will include detailed recommendations and rationale on how the proposed budget will be spent in the upcoming financial year.

The committee's annual report of activities conducted throughout the previous year will be presented to Council in November. The report will include a reconciliation of expenses and report on achievements in alignment to the previous activities and budget recommendations report.

12. Media, publicity and communications

The advisory committee as a Council function operates within the provisions of Council's media policy. In the first instance all media representation, press contact and publications shall be directed through the Council's Communications Officer via the Council Support Officer. Wherever feasible, the Committee will have discussed the content and reason for media representation prior to the event. Any advertisement prepared by the Committee in relation to events and functions of the Committee will be notified to the Council's Communications Officer via the Council Support Officer for action.

13. Dissolution of the Committee

The Committee shall cease to hold office at the expiration of six (6) months after the next ordinary election of Council.

The Committee may be dissolved by resolution of the Council at any time.

In the event of the dissolution of the Committee any property or funds held by the Committee shall revert to the Council.