



## **SISTER CITY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Introduction**

In 1993 the former Queanbeyan City Council resolved to participate in the International Sister City program, and consequently formed a community-based Sister City Committee and joined the Australian Sister City Committee.

#### **2. Role**

The role of the committee is to provide strategic and policy advice to Council on furthering Sister City relationships and of coordinating a Sister City Volunteer program to enhance exchanges of all kinds, pursuant to sections 377 of the Local Government Act 1993 as amended.

#### **3. Membership**

Membership of the Committee shall consist of the following:

- The Mayor or his/her delegate
- Three community representatives
- Two high school representatives

The three community members shall be elected by Council from nominees who have responded to a public call for nominations. Nominations will be called every four years in October following the Council elections.

The two high school representatives will be invited to participate by Council after consultation with local high schools

#### **4. Responsibilities**

The Committee acknowledges that it shall perform and exercise on behalf of the Council the role of assisting in further Sister City relationships, subject to being guided by the following general aims:

- 4.1 That the committee shall provide advice to Council on objectives and general guidelines covering any specific activity such as formal Council exchanges; education, cultural, recreational and other group tours/exchanges; linking of local institutions with corresponding institutions; commercial and/or trade opportunities; encouragement and involvement of individual travellers; pen, tape and video pals systems; and other intercity programs.
- 4.2 That the Committee shall provide strategic advice to Council on new initiatives or opportunities which may arise from time to time.
- 4.3 That the Committee shall coordinate the Sister City Volunteer Program within such objectives and guidelines adopted by Council including maintaining a register of institutions and organisations willing to place their time, their accommodation or other resources including finance at the disposal of the Sister City program, recruiting volunteers and contributors

and organising the use of volunteers and non-financial contributions.

- 4.4 That the Committee shall elect its own President and Secretary, and on a quarterly basis as determined by the Committee or on an 'as required basis'.
- 4.5 That the Committee shall cause Reports of Committee meetings to be forwarded to the General Manager for inclusion in the General Manager's report to Council.
- 4.6 That the Committee shall maintain contact with the Australian Sister City Association.
- 4.7 That the Committee shall at the thirtieth day of September in each and every year present to Council a report on the activities of the Committee.
- 4.8 That the Committee shall ensure all policy guidelines comply with all statutory requirements made by the Federal and State Government.
- 4.9 That any or all of the activities conducted by the Committee may be required by Council to be varied or discontinued at any time but only after consultation with the Committee.

## **5. Quorum**

The quorum for the Committee is three members.

## **6. Secretarial Services**

Secretarial Services for the Committee will be coordinated by the Service Manager Culture & Recreation.