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# Miki City Advisory Committee Terms of Reference



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# 1. Context

The Federation Council has a sister city relationship with Miki City, Japan.

The former Corowa Shire Council and Yokawa Council held a Sister City relationship dating back to 1996. Yokawa Township from Mino District was placed into Miki City in October 2005 and the relationship continued. In May 2016, with the formation of Federation Council from the amalgamation of the Corowa and Urana Shire Councils, the relationship continues, and was strengthened by both Councils signing new agreements in the Miki City visit to Federation in 2018.

Federation Council is committed to enhancing the long lasting and meaningful relationship with Council's sister city, Miki City.

At the December 2019 Ordinary Council Meeting, Council resolved to establish the Miki City Advisory Committee.

# 2. Purpose and Scope

The purpose of the Miki City Advisory Committee is to provide Federation Council with strategic advice and support on ways and means to enhance the sister city relationship between Miki City and the Federation Council. This will include assisting with implementing the Miki City Exchange Program and making recommendations to Council on how to best allocate budgeted funds to assist in supporting the Miki City relationship.

Committee convened to provide a forum for discussion and recommendation to Federation Council.

The Committee will:

- Perform as an advisory role to Federation Council concerning Miki City harmonious relationships.
- Raise awareness of the Miki City Advisory Committee.
- Advise Council on proposed initiatives and promotional strategies to foster the exchange program.
- Engage community and local businesses in program activities.
- Positively promote the sister city exchange through local high schools and the broader community
- Advise Council on ways to promote celebrating diversity and create a more connected community.
- Foster International understanding, create good will and better understanding between exchange students, host families and program coordinators.

# 3. Selection Criteria

Member of the Miki City Advisory Committee, members must:

- Reside in the Federation Council area;
- Have an association or understanding of the sister city relationship between Council and Miki City;
- Be cultural aware of Japan and be respectful of their traditions;
- Have familiarity with Councils related policies and a knowledge of Council's Code of Meeting Practice;
- Have a strong network within the community, and / or represent local high schools;
- Ability to work with Council to shape program direction and identify opportunities to grow and promote the exchange program across the Federation Council;
- Are involved in or undertake activities of benefit to Council and the wider community through the use of their skills and abilities, knowledge, energy, efforts and time;
- Ability to work with other people and in a team.

## 4. Selection Process

The Federation Council will call for nominations from the general public via the following media:

- Via local media outlets
- Inclusion in the Federation Council snippets
- Notices to a wide range of community and interest groups
- Council website and Facebook page

Candidates for appointment must lodge a written and signed application form with Federation Council.

All members will be selected via a nomination panel. Following the closure of nominations an assessment panel made up of the Manager Community and Economic Development, and two Council officers will decide on the selection of representatives to fill vacancies.

## 5. Management

### 5.1 Membership of Committee

The committee shall consist of:

- One (1) Committee Secretary, which will be an employee of Federation Council.
- One (1) representative from Federation Youth Council
- Two (2) representatives from previous exchange programs either the former Corowa Shire or the Federation Council
- Up to six (6) community members
- A Councillor/s if deemed appropriate, by resolution of Council

The committee has the right to request an increase or decrease in members of the committee at any time through the committee's secretary.

Additional persons may be invited to attend meetings at the discretion of the Advisory Committee.

All members represent the programs interest and not individual or sectional interests.

The Chairperson can be the Council employee in attendance or a nominated chairperson by the committee. In the event of the Chairperson being unable to attend a meeting, the Councillor will act in their place. Where no Councillor is present, the Committee will appoint a Temporary Chairperson for that meeting.

### 5.2 Decision making process

The Advisory Committee will seek to operate on a consensus basis unless bound by Council Policy or Procedure.

Should a vote be necessary, all Advisory Committee members appointed by Council have voting rights. Council officers provide support and administrative services to the Advisory Committee only and do not have voting rights

### 5.3 Dispute Resolution

Dispute resolution will be processed in accordance with Councils Dispute Resolution Policy.

## 6. Members Roles & Responsibilities

### 6.1 Chairperson

The duties of the Chairperson are to:

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

### 6.2 Secretary Support

The duties of the chairperson are to:

- Issue notices for all meetings of the Committee.
- Develop and send out the agenda and reports for the meetings.
- Advise the Committee without fear or favour.
- Prepare all minutes and distribute them as described below.
- Record attendance of members of the committee in Committee minutes.
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols of Council.
- Follow through with recommendations made by the Committee where feasible and reasonable.

A member of the Community Development team at Council will provide secretariat support for the Committee and Chairperson.

### 6.3 Committee Members

Volunteers and appointed members will fulfil 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.

## 7. Meetings

### 7.1 Quorum

A quorum shall compromise one third of the committee members plus one. A Scheduled meeting must be adjourned if a quorum is not present within 10 minutes of the scheduled meeting time or within any time during the meeting.

## 7.2 Minutes

All meetings must have agendas and minutes recorded of the Committee, and stored in Council's records management system as outlined in Council's Code of Meeting Practice.

Once the meeting is complete draft minutes will then be circulated to committee members and any questions regarding minutes are to be immediately referred to the Staff Officer of the Committee. Changes will be made appropriately and the minutes must be completed within three weeks of the committee meeting and endorsed at the next Committee meeting.

## 7.3 Frequency & Location

Meeting frequency will be determined by the Committee, but shall be no more than 10 meetings and no less than two per year; with no, more than one meeting per month except during the month the Sister City Program is held. Meetings will be held at the Corowa Civic Centre. Consideration of alternate locations for meetings will be taken into consideration regarding the location of committee members.

## 7.4 Attendance

Failure to attend meetings of three (3) consecutive occasions by a Committee member without prior leave of the Committee will result in the automatic loss of membership.

# 8. Conduct by Members

## 8.1 Publicity

Committee members must not make any public comment about the Miki City Advisory Committee or any discussions, which take place in Committee meeting unless otherwise authorised by the Federation Council's General Manager and Manager Communications and Engagement.

## 8.2 Confidentiality

Committee members must not disclose information that they know, or should reasonably have known is confidential information.

Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.

Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.

## 8.3 Delegated Authority

The Committee has no delegated authority to:

- Direct Council officers in the performance of their duties.
- Expend moneys on behalf of Council.
- Commit Council to any arrangements.
- Consider any matter outside its specific reference.

The Committee is purely advisory and may not commit Council resources nor deal with day-to-day operational matters. Employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

#### **8.4 Declaration of Interest**

Members will declare any conflict of interest (i.e. potential financial or material gain arising from the Advisory Committee's decision), at the beginning of any meeting, consultation and decision-making process.

The member must leave the room and remain outside until the conclusion of discussion on the item.

### **9. Reports to Council**

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

Council will provide support to the Committee with communication, and promotional activities to support the program.

The Councillor and/or the officer resourcing the Advisory Committee will communicate details of Council's consideration of the Advisory Committee's minutes to the Committee at its next meeting.

### **10. Review**

The Miki City Advisory Committee terms of reference will be reviewed in two years' time.

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