

**Wagga Wagga City Council**

**SISTER CITY  
COMMUNITY COMMITTEE**

**TERMS OF REFERENCE**

**April 2017**



## **1 STATUS AND NAME**

The Committee shall be known as the Wagga Wagga Sister City Community Committee, hereinafter referred to as the “Committee”, established pursuant to Section 355 of the Local Government Act 1993 (as amended).

## **2 ESTABLISHED**

The Committee was established by Council resolution on Monday 31 October 2016.

## **1 PURPOSE, OBJECTIVES AND OPERATIONAL SUPPORT**

The primary purpose of the Committee is to assist the Mayor’s office plan and host Sister City exchanges in an inclusive consultative process with the community and stakeholders.

1. Wagga Wagga City Council will support the Committee through:
  - The provision of a meeting place
  - The provision of insurance coverage for volunteers
  - The provision of and control over the Sister City budget.
  - The provision of Council’s Executive Services staff in the administration of the Committee.
2. The committee has delegations from Council under Section 377 of the Local Government Act 1993, including.
  - (i) Planning, organising and providing community input into local arrangements for Sister City exchanges within the allocated budgetary allocation for Sister City activities.
  - (ii) To raise funds for Sister City activities
3. The Wagga Wagga City Council Code of Conduct applies to all Committee members.
4. The Wagga Wagga City Council Code of meeting Practice applies to this committee.
5. Informal meeting and minute keeping processes will be left to the discretion of the Committee.

## 4 FUNCTIONS

The main functions of the Committee are to:

1. Provide a forum to facilitate and promote Sister City exchanges, exchange ideas and discuss best practice.
2. Plan, organise and provide community input into local arrangements for Sister City exchanges.
3. Assist in the on-ground hosting of Sister City exchanges.
4. Promote the Sister City relationships across the Local Government Area.
5. Seek funding and sponsorship from interested parties to assist in delivering Sister City exchanges.
6. Ensure that all elements of funding and sponsorship agreements are incorporated in written documentation and Council's Manager Executive Services is involved in the process of sourcing, securing and managing agreements.

## 5 MEMBERSHIP

The Committee will be constituted by a minimum of six members and a maximum of 15 members.

The Committee shall comprise persons nominated as individual members of the community and make up to eight positions. In addition, the Mayor will be deemed to be a member of the Committee. One Councillor will be elected to the Committee by the Council.

The committee will broadly represent the community and in particular aims to include representatives from:

- past sister city committees
- young people
- the education profession
- The Arts community
- The Sports community
- The Defence community
- Service clubs
- The Wagga Business Chamber

Should any of these positions/roles accept the opportunity to become Committee members, they will have full voting rights.

Appointment to the Committee will be made as per Council Policy 177 - "Appointment of Organisation Community and Individual Citizen Members to Council Committees".

The Committee has the ability to recruit for vacant positions within its term. Appointments are selected by a panel comprising the Mayor, General Manager, Manager Executive Services and Committee Chair. Council is to be advised of the outcome.

The Committee is intended to operate more effectively in a less formal environment. Meetings will be open for interested members of the community to attend. The Committee will be responsible for selecting a person to act as Chair and Deputy Chair of the meeting and will nominate any other positions that are seen to be relevant to the activities and purpose of the Committee (eg secretary).

If any member is absent from three consecutive meetings without having obtained a leave of absence from the Committee, the member's membership will be terminated.

The Committee may co-opt, or make use of the services of, any other persons for the purpose of investigating or deliberating on any specific matter or on

## **6 TERMS OF OFFICE AND VOTING**

1. The term of the committee will be four years and not coincide with the term of the elected Council.
2. When electing persons to such positions as Chair, Deputy Chair, Secretary or any other position deemed to be needed for the proper functioning of the Committee, members will follow the normal processes of calling for nominations and seconders, and then proceed to a vote if there are more nominations than vacancies.
3. Once elected, the term of the Chair, Deputy Chair and Secretary will be determined by the Committee at its first meeting, unless the member elected to that office resigns from the position in writing to the Committee.
4. A proposition that receives a majority of votes (more than half) of the members present shall be a decision of the Committee.
5. Generally, voting connected with the election of a person to an office of the Committee will be by show of hands or by ballot. All other votes taken will be on the voices.
6. Each member of the Committee has one vote on each question to be decided, except where the member has a conflict of interest.

## **7 VACATION OF OFFICE**

The office of an elected, appointed or representative member of the Committee shall become vacant:

1. If he/she resigns his/her membership by notice in writing to the Committee.
2. If he/she is absent for more than three (3) consecutive meetings without prior leave of the Committee.
3. If he/she commits any breach of this Constitution.
4. If the committee is dissolved by the Council.
5. If the position is used for any pecuniary interest of the individual.
6. On the retirement of the Council.

## **8 MEETINGS**

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 event is held.

## **9 MEETING QUORUM**

The quorum required for a meeting to commence will be is 50% of current members plus one. A meeting will be rescheduled if there is no quorum present within ten minutes of the scheduled commencement of the meeting.

## **10 DISSOLUTION**

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

## **11 NOTICE OF MEETINGS**

The Committee will decide the means by which interested parties will be informed of the dates, times and venues for meetings, and will put on notice the matters to be considered.