



Sister City and Friendship City Selection and Maintenance Procedure

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A - PREAMBLE

The City of Salisbury recognises the value that Sister City and Friendship City relationships have in strengthening ties between communities for the benefit of cultural exchange, social and economic development. The City of Salisbury is committed to seeking and supporting such relationships to the extent that they promote relevant cultural and historic ties and foster economic links and knowledge sharing, provided there is evidence that the local community is prepared to actively support and participate in the relationship.

This document outlines the process and guidelines for initiating and assessing new requests for Sister City and Friendship City relationships, as well as managing existing relationships.

B - SCOPE

These procedures apply to all Sister City and Friendship City relationship invitations, prospective relationships and agreements. The procedures extend to parties to agreements, which include the Strategic and International Partnerships Sub Committee members, elected members, Council staff and community and business organisations with interest or involvement in Sister City and Friendship City relationships.

C - PROCEDURE PURPOSE/OBJECTIVES

The objectives of this procedure are:

- to provide objectives, selection guidelines, and process management for the assessment and development of new Sister City and Friendship City relationships with the City of Salisbury;
- to provide the guidelines for the recommendation and approval of new Sister City and Friendship City relationships with the City of Salisbury; and
- to provide guidelines for the review of existing Sister City and Friendship City relationships with the City of Salisbury.

D – SELECTION AND ASSESSMENT GUIDELINES FOR SISTER CITY AND FRIENDSHIP CITY RELATIONSHIPS

The development of meaningful, mutually beneficial international relationships should be supported at the local level by genuine, collaborative partnerships with Council, industry, relevant stakeholders and the wider community. Council's role is to facilitate connections on behalf of other stakeholders rather than taking sole responsibility for the management of international relationships.

Council, through its Strategic and International Partnerships Subcommittee, should take into account the extent to which a prospective City complies with the following criteria before due consideration is given to entering into a relationship with another City:

- Alignment with Council's City Plan and strategic priorities:
 - Economic Development -
 - there are opportunities to expand business contacts and relationships;
 - there are opportunities to accelerate economic growth through commercial partnerships;
 - there are opportunities to increase international investment in the City of Salisbury;
 - there are opportunities to provide a conduit between local innovation and international industry;
 - there are opportunities to leverage existing industry strengths into increased innovation and job creation; and
 - there are opportunities to promote the City of Salisbury and Northern Adelaide region as a tourist destination.
 - Cross Cultural Development -
 - there are opportunities to establish relationships between cultural institutions, universities and schools, community arts, libraries and sporting bodies;
 - there are significant historical, cultural, social or geographic similarities between the City of Salisbury and the prospective City;
 - there is a substantial migrant population from that City or region in the City of Salisbury; and
 - there are opportunities to promote the various cultural communities within the City of Salisbury.

- International Cooperation -
 - there are opportunities to support international education, research and cooperation; and
 - there are opportunities to increase global awareness of the City of Salisbury and the Northern Adelaide region.
- Local Support -
 - there is support from other organisations and a willingness to engage in cross-sectoral collaborations; and
 - there is community support for the proposed relationship.
- Organisational Capacity -
 - there is adequate financial support is available to participate in exchanges and maintenance of the relationship generally; and
 - there are adequate organisational resources and support are available to maintain and manage the relationship.

E –BUSINESS CASE DEVELOPMENT TO ASSESS AND SUPPORT SISTER CITY AND FRIENDSHIP CITY RELATIONSHIPS

Every Sister City or Friendship City relationship under consideration should have a business case developed which outlines key considerations such as:

- Motives for the relationship;
- Context for the relationship;
- Links to Council City Plan & Strategic Priorities;
- Potential overlap/leverage with other tiers of government;
- MOU or Agreement considerations;
- Resources required;
- Estimated Return On Investment (including goodwill);
- Level of Community support; and
- 6 & 12 month Evaluation Measures and KPIs.

F – APPROVAL PROCESS FOR NEW SISTER CITY AND FRIENDSHIP CITY RELATIONSHIPS

Building new international relationships can be a lengthy process. All requests for relationship development, whether initiated by the City of Salisbury or another body, will be carefully considered by the City of

Salisbury. Feedback and support will be explored with relevant stakeholders and communities, which may involve meetings, briefings and workshops to obtain relevant supporting information.

The request or proposal will be presented to the Strategic and International Partnerships Sub Committee with all supporting and relevant assessment information, and a recommendation to proceed with or decline the formalisation of a relationship. Each request must be resolved by the Sub Committee and Council before an international relationship can progress further.

Approval of a Sister City or Friendship City relationship is a four step process:

1. Requests for the development of a relationship, whether initiated by the City of Salisbury or another body, are reviewed and assessed by Council staff according to the guidelines outlined in the Sister City and Friendship City Selection and Maintenance Policy and Procedures. A report, including a draft business case, is referred to the Strategic and International Partnerships Committee for review and recommendation;
2. The Strategic and International Partnerships Committee reviews the request and recommends to Council a potential relationship;
3. Adoption at a General Council Meeting of a resolution to establish a Sister City or Friendship City relationship;
4. Formalising the relationship with the exchange of a Memorandum of Understanding (MoU) signed by the Mayor of the City of Salisbury and the leader of the nominated city.

G –FUNDING PROGRAMS TO SUPPORT SISTER CITY AND FRIENDSHIP CITY RELATIONSHIPS

The City of Salisbury will at its discretion consider providing financial assistance to community members and community groups for projects and activities that support Sister City and Friendship City relationships through its existing funding programs:

- Youth Sponsorship Program; and
- Community Grants Program

Applications made to either funding program are subject to the guidelines and eligibility criteria determined by the Sports, Recreation and Grants Committee, as published on the City of Salisbury's website.

H –MAINTENANCE AND REVIEW OF SISTER CITY AND FRIENDSHIP CITY RELATIONSHIPS

All of the activities associated with Sister City and Friendship City relationships (such as visits overseas, hosting visits and coordinating local groups seeking to engage with Sister City and Friendship City partners) should be coordinated through the Strategic and International Partnerships Subcommittee to ensure that all activities meet the objectives of the Policy and Procedures for Sister City and Friendship City relationships.

Each year, an annual report and review of relationship activities and the relationship plan including an audit

of key performance indicators and budget will be provided to the Strategic and International Partnerships Sub-Committee to ensure that the City of Salisbury is benefitting from the relationship.

Sister City and Friendship City relationships may be dissolved upon mutual agreement of the two Cities or if the City of Salisbury determines upon review that the relationship has ceased to meet stated goals and objectives.

I – ROLES AND RESPONSIBILITIES FOR IMPLEMENTING THE SISTER CITY AND FRIENDSHIP CITY SELECTION AND MAINTENANCE POLICY AND PROCEDURES

The General Manager of Community Development is responsible for implementing the Sister City and Friendship City Selection and Maintenance Policy and Procedures.

The City of Salisbury is the facilitator/enabler of all Sister City and Friendship City relationships. The City of Salisbury will work with community, local industries, relevant stakeholders and other groups to maximise benefits from developing international relationships.

Document Control

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