



Intercultural Strategy and Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 August 2019
Resolution 0244/2019
*[Renamed from Strategic and International
Partnerships Sub Committee in Oct 2020]*
Amended 27 September 2021 (1098/2021)

Review Date: November 2022

1. Purpose

1.1 Background

The Intercultural Strategy and Partnerships Sub Committee was established in December 2014 to develop, co-ordinate and enhance the City of Salisbury's relationships with international communities for the social, economic, educational and cultural benefit of Salisbury and its community and business members.

The Intercultural Strategy and Partnerships Sub Committee replaced the Sister Cities Sub Committee, which was established in 2002 to assist Council with the implementation of the Sister City agreement with the City of Mobara in Japan, the responsibility for the oversight and management of the Sister Cities Program, and for advising Council of any actions necessary to advance the program.

The City of Salisbury's Sister City relationship with the City of Mobara, Japan was formed with the intention to:

- provide opportunities for a 'global education' to the youth of both cities;
- expand the understanding of both cities in relation to culture;
- make the citizens of both aware and accepting of the culture of our Sister City, therefore contributing to world peace and understanding; and
- promote the City of Salisbury and the potential for increasing tourism and trade.

The City of Salisbury has been approached by other international communities requesting the development of similar formalised relationships. In 2015 the City of Salisbury signed a Friendship City agreement with Linyi City, China.

The City of Salisbury maintains an interest in developing a range of strategic and international relationships that provide benefit to the Salisbury community.



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1.2 The specific objectives of the Sub Committee are to:

Advance Economic Development

- review and explore strategic and international relations opportunities that will enhance Salisbury's economy through improved business, trade, tourism links, and investment attraction;
- advise Council relating to international relation's policy, strategy, current issues or trends; and
- promote the City of Salisbury and the potential for increasing tourism, trade and investment.

Increase Knowledge Exchanges

- identify opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes; and
- develop activities that facilitate educational development and knowledge transfer such as student exchange, teacher exchange, citizen exchange, cultural and sporting exchange, community involvement, and hosting international delegations which support the economic development of the city.

1.3 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. *Status and Term of the Committee*

2.1 The Intercultural Strategy and Partnerships Sub Committee (formerly the Sister Cities Sub Committee) is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Policy and Planning Standing Committee for the purpose of providing advice to Council in regard to the areas listed above.

2.2 This Sub Committee will exist for the term of Council.



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3. Meeting Details

- 3.1 The Sub Committee meetings will be held when required.
- 3.2 Meetings of the Sub Committee will be held at Council Offices, 34 Church Street, Salisbury.
- 3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days' notice of an ordinary meeting will be provided to members of the Committee.
- 3.4 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 34 Church Street, Salisbury.
- 3.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Sub Committee comprises:

Voting Members

- six (6) elected members as determined by Council
- a member of the Northern Economic Leaders actively engaged in international trade and investment;
- the University of South Australia's Pro-Vice-Chancellor (International) or that person's nominee;
- the Principal of a Salisbury-based school with an active international program;
- two representatives from local Service Clubs; and
- one representative of a local sporting club.

The Sub Committee will from time to time call in expertise to assist the Sub Committee with its deliberations.

- 4.2 The Mayor is, ex officio, a member of this Committee.



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- 4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.4 Proxy membership is not permitted under the Act.
- 4.5 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. *Chairman and Deputy Chairman*

- 5.1 The Chairman is appointed by the Policy and Planning Committee for a period of 24 months.
- 5.2 Deputy Chairman will be appointed at the first meeting of the Committee for a period of 24 months, after which time the Committee will make a new 24 month appointment.

6. *Voting Rights*

- 6.1 All Voting Members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each Voting Member must vote on a question arising for a decision.
- 6.3 Non-Voting Members do not participate in the voting processes of the Sub Committee.
- 6.4 The Chairman has a deliberative vote, but does not; in the event of an equality of votes have a casting vote.
- 6.5 In the event of an equality of votes, the matter must be referred to the parent committee for decision.



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7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of Voting Members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 12 members, the quorum is 7 (that is, $12 \div 2 = 6 + 1$).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement is also 7 (that is $13 \div 2 = 6.5$ (ignoring any fractions) = $6 + 1$).
- 8.3 Elected Members who are suspended from office and those granted a leave of absence under Section 55A of the *Local Government Act 1999*, are not to be counted in the total number of Members of the Council when calculating the prescribed number of Elected Members that constitutes a quorum.

9. Reporting Requirements

- 9.1 This Sub Committee reports to Policy and Planning Standing Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.



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- 9.3 Recommendations made by the Sub Committee will be referred to the next meeting of the parent committee, through presentation of minutes, for final resolution.