



Sister City Advisory Group Terms of Reference

1. Establishment

The Sister City Advisory Group was established by the City of Karratha on 21 January 2013.

2. Purpose

The overall purpose of the Sister City Advisory Group is to advise Council of the management of the City's Sister and Friendship City relationships and provide direction in relation to potentially progressing this initiative, or other Sister City agreements.

3. Objectives

The aim of the Sister City Advisory Group is to advise and provide recommendations to Council on the initiatives to progress under the Sister City relationships.

4. Powers of the Sister City Advisory Group

The Sister City Advisory Group does not have any powers other than the ability to make recommendations to Council on the establishment and management of Sister City Relationships with the City of Karratha.

5. Term of Committee

The function and form of the Sister City Advisory Group will be reviewed every two years at the time of Local Government Elections or earlier as determined by Council.

6. Membership

Representation to consist of:

- Mayor
- Two (2) additional Councillors (as elected)
- Chief Executive Officer
- Director Corporate Services
- Manager Marketing and Communications
- One representative from each high school in the local government area
- Other i.e. Pilbara Institute, Business and Industry Representatives as invited.

7. Meetings

Meetings of the Advisory Group will be held in Karratha on an as needs basis, usually once per quarter or as convened by the Chair.

Resolutions of the Advisory Group will not be binding to Council, unless specific delegation has been extended.

Advisory Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Sister City Advisory Group.

8. Quorum

A quorum represents 5 members attending the meeting.

9. Place and Duration of Meeting

The meetings will take place at a suitable venue in Karratha. Meetings will have a duration that generally does not exceed one (1) hour.

10. Reporting

Minutes shall be reported at the next City of Karratha Ordinary Council Meeting as an Information Item. Formal recommendations of the Advisory Group requiring Council decision shall be presented as a Council report for consideration.

11. Delegated Authority

There are no delegations provided to this Advisory Group.

12. Ethical Behaviour

Members of the Advisory Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters related to the activities of the Advisory Group, other than as authorised by Council.

13. Liabilities of Members

No civil liability attaches to a member of an advisory group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or advisory group's powers, functions or duties. Such a liability attaches instead to the Council.

14. Amendments to Terms of Reference

These Terms of Reference can only be amended by the Chief Executive Officer or the Executive Management Team and shall remain valid until it is amended or deleted.

Original Date of Establishment	21 January 2013
Amendment / Review #1 –	14 October 2015