

Belmont-Adachi Sister City Advisory Group

Terms of Reference



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1. Purpose and Advisory Role

- 1.1 The Belmont-Adachi Sister City Advisory Group (BASCAG) provides advice to the City of Belmont (City) administration and facilitates communication, consultation and two-way engagement with representatives of key stakeholder groups.
- 1.2 The BASCAG assists the City's administration by:
 - a) Acting as a link between the administration and the Belmont community.
 - b) Providing a forum where community members and stakeholders can assist in the development and implementation of the City's Sister City relationship with Adachi-Ku.
 - c) Focusing on matters that the City can address within its financial and legislative remit. Where broader issues are raised, the BASCAG may provide information or advice if it considers the City has a role as an advocate, partner or supporter.
- 1.3 The BASCAG is an advisory body to the City's administration only. It does not provide advice directly to Council, nor does it have any decision-making function or delegated authority.
- 1.4 Where the BASCAG reaches a collective view on a matter, it may endorse the view by simple majority. Endorsed views are to be recorded in the minutes and provided as advice to the City's administration. Such views represent that of the BASCAG only, and do not bind the City or obligate it to act.

2. Aims and Objectives

- 2.1 The BASCAG will:
 - a) Provide advice and feedback to the City on the ongoing development and strengthening of the Sister City relationship with Adachi-ku, including opportunities to enhance cultural, educational and community connections.
 - b) Provide recommendations and feedback to the City on the planning, delivery and continuous improvement of the Sister City Student Exchange Program and related cultural exchange initiatives.
 - c) Provide a forum to share knowledge, experience and information relevant to the Sister City relationship, including opportunities to strengthen cultural, educational and community connections.
 - d) Promote and identify opportunities that contribute to the success of the Student Exchange Program, such as homestay hosting, student welfare, community participation, and cultural exchange activities.

3. Composition

- 3.1 The BASCAG shall comprise up to twelve (12) members. The members shall include:
- 3.2 Up to four (4) City of Belmont Officers:
 - a) Manager Economic and Community Development.
 - b) Coordinator Community Development.
 - c) Community Development Officer or Cultural Engagement Officer.
- 3.3 Community members.
- 3.4 Service providers and/or other relevant stakeholders. This membership is to the organisation, not by a specific individual within that organisation.
- 3.5 Representatives of other sectors/communities considered relevant.
- 3.6 All membership categories outlined in 3.3, 3.4 and 3.5 are subject to the endorsement process described in section 4.3.
- 3.7 City of Belmont officers are not voting members of the BASCAG. Endorsed viewpoints reflect the views of community and stakeholder members only.

4. Membership and Appointment

- 4.1 Advisory Group members will be appointed for a period of two (2) years in line with each local government ordinary election.
- 4.2 Expressions of Interest (EOI) are to be called for all community membership positions at the completion of the two (2) year period, or if a replacement member is required to fill vacancies.
- 4.3 Following the close of EOIs City of Belmont officers will make a recommendation to the City's Executive Leadership Team (ELT) for endorsement of membership.
- 4.4 In assessing expressions of interest for community membership positions, consideration will be given to an applicant's previous involvement in, or knowledge of, the Sister City Program, as well as their capacity to contribute relevant experience, networks and support.
- 4.5 Members must be able to meet any statutory requirements that apply to their involvement, including Working with Children Check obligations where relevant.
- 4.6 Members may resign at any time by written notice to the City.
- 4.7 Members are required to notify the City if they are unable to attend a meeting.

- 4.8 Proxy community members are not permitted. For organisational members, the organisation may nominate an alternative representative when the primary representative is unavailable.
- 4.9 Membership may be terminated by the Chief Executive Officer if a member:
- a) Fails to attend two consecutive meetings without notice;
 - b) Conducts themselves contrary to these Terms of Reference; or
 - c) Has been convicted of any crime or offence immediately prior to or during their tenure;
 - d) Brings the BASCAG, or by association, the City, into disrepute; or
 - e) Fails to provide or maintain a valid Working with Children Check when required, or is otherwise ineligible to hold a Working with Children Check under the *Working with Children (Criminal Record Checking) Act 2004*.
- 4.10 Where termination is proposed, the member will be given written notice and 14 days to respond before a final decision is made by the Chief Executive Officer.
- 4.11 The City may review, reorganise or disband the BASCAG at its discretion.

5. Meetings

- 5.1 A minimum of three (3) meetings will be held per year and will be scheduled for two (2) hours unless prior agreement is made to extend a meeting for a specific purpose.
- 5.2 Meetings will be held at the City of Belmont Civic Centre, unless otherwise agreed to be held at an alternative venue.
- 5.3 The annual calendar of meetings will be distributed to members by the City at the beginning of the calendar year.
- 5.4 Meetings may only be called by City of Belmont Officers.
- 5.5 The Chairperson of all meetings shall be a City of Belmont officer listed in section 3.2.
- 5.6 If no City officer is present, the meeting cannot be held and will be rescheduled.
- 5.7 Any invitations to individuals or organisations to attend or present at a meeting must be authorised in advance by a City of Belmont officer listed in section 3.2.
- 5.8 Observers may attend meetings where authorised in advance, and on each occasion by the Chief Executive Officer or Director Development and Communities. Observers may include;
- a) Representatives from community organisations.
 - b) Officers from State Government Departments.
- 5.9 Observer attendance will only be approved where there is a specific and legitimate purpose for observing the meeting, such as for relevant educational purposes or to gain contextual understanding of the BASCAG's work.
- 5.10 Observers are not permitted to participate in discussion.

- 5.11 Draft minutes will be prepared by the City and distributed to BASCAG members within 14 working days of each meeting. Minutes will be made available for perusal by the City's Elected Members. The BASCAG will confirm the minutes at the following meeting.

6 Roles, Responsibilities and Constraints

6.1 All members will:

- a) Act in a professional and responsible manner and uphold the behavioural standards set out in the City of Belmont's Code of Conduct.
- b) Participate constructively and respectfully.
- c) Follow the directions of the City of Belmont's staff.
- d) Not share items identified as confidential outside the group.
- e) Members must not accept gifts, benefits or hospitality in their capacity as an BASCAG member where it could, or could be perceived to, compromise their impartiality in undertaking the role.
- f) Members must not attend or participate in BASCAG meetings or activities while under the influence of alcohol or illegal drugs.
- g) Disclose any financial or significant non-financial interests before discussion of relevant matters.
- h) Respect cultural protocols and promote inclusive dialogue.

6.2 Members must disclose any direct or indirect financial or non-financial interest in a matter before it is discussed.

6.3 Unless the Chairperson determines that the interest is minor or indirect and would not adversely affect the member's impartiality, the member must leave the meeting for that item.

6.4 All disclosures, and any determinations by the Chairperson on that disclosure, will be recorded in the minutes.

6.5 Community members may be invited to assist the City's administration with practical tasks connected to the Sister City Program, such as participating in student interviews or providing advice on homestay arrangements. Any such involvement is on a voluntary basis only and does not create any employment, contractual or agency relationship with the City. Community members do not represent or act on behalf of the City in any official capacity.

6.6 Prior to any involvement in activities that involve contact with students, community members must hold and provide evidence to the City of a valid Working with Children

Check, in accordance with the *Working with Children (Criminal Record Checking) Act 2004*. The City may verify the status of the Working with Children Check at its discretion at any time.

7 Working Groups

- 7.1 The BASCAG may recommend the formation of working groups to explore specific matters.
- 7.2 A working group may only be established where authorised in writing by the Chief Executive Officer, Director Development and Communities, or Manager Economic and Community Development.
- 7.3 Working groups must report back to the BASCAG but cannot act or make commitments on behalf of the City or BASCAG.
- 7.4 Working groups may include non-members where approved as part of the authorisation.

8 Limitations

- 8.1 Advisory groups act in an advisory capacity only and have no delegated authority.
- 8.2 The BASCAG must not:
 - a) Enter into contractual relationships on behalf of the Council or City of Belmont.
 - b) Issue a media release, or social media post on behalf of the BASCAG or the City of Belmont.
 - c) Use the City of Belmont's Crest or Logo for external purposes.

9 Definitions

In these Terms of Reference:

Adachi-ku – A special ward of Tokyo, Japan.

Administration means the Chief Executive Officer and employees of the City of Belmont, as distinct from the Council.

Community Member means an individual who lives in the City of Belmont and is representing themselves in a personal capacity, rather than on behalf of an organisation.

Confidential Item means an item identified by the City as confidential in the agenda or at a meeting, which must not be disclosed outside of the Group.

Council means the Council of the City of Belmont.

Interest means a financial or non-financial interest that could reasonably be perceived to influence a member's ability to participate objectively in discussions.

Organisational Member means a membership position allocated to an organisation, with the organisation nominating a representative to attend meetings. The membership remains with the organisation, not the individual.

Working with Children Check (WWCC) – A compulsory screening process under the *Working with Children (Criminal Record Checking) Act 2004* for people who engage in paid or voluntary child-related work in Western Australia.

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