



INTERNATIONAL RELATIONS ADVISORY COMMITTEE - terms of reference

PURPOSE OF COMMITTEE:

- To promote and facilitate the Warrnambool community enjoying direct associations with international cities, promoting international friendship, cultural exchange and a general international awareness.
- To develop activities such as student exchange, teacher exchange, citizen exchange school language programs, cultural and sporting exchange, community involvement
- To enhance Warrnambool's economy through improved business, trade and tourism links
- To support Council in hosting international delegations where appropriate
- To consider and provide advice to Council on sister city policy, strategy, current issues or trends
- To consider and provide advice to Council on general international matters where appropriate

NATURE OF ADVICE:

To advise Council relating to policy and strategy as required
To advise Council on current trends and issues
To provide relevant feedback from the community on relevant issues

TERM

Four year terms, in line with Warrnambool City Councillor terms

COMMITTEE STRUCTURE:

Up to six community members and stakeholders with an interest and experience in one of the following areas;

- Supporting international friendship
- Sister city relationships
- International exchange
- Promoting diversity of cultures

SELECTION CRITERIA FOR COMMUNITY MEMBERSHIP

As above

COUNCIL MEMBERS:

- Nominated Councillor to chair

- Director City Growth, (Council officer support as required by Director City Growth.)

APPOINTMENT OF CHAIR:

By Council

MEETING TIME AND FREQUENCY:

Quarterly meetings; duration of 1 hour

MANAGING CONFLICT OF INTEREST:

Members must be aware of and manage their own conflict of interest, (or potential conflict,) relating to matters discussed by the committee, bearing in mind that the committee is advisory in nature.

REPORTING REGIME:

Minutes of each meeting will be presented to Council at the next Council meeting.

MEETING PROCESS:

Meeting agenda and the previous meeting minutes to be circulated by WCC officer prior to committee meeting.

Meeting to be led by the chair, who will call for

- Any conflict of interest held for any agenda item
- A review of the previous meeting minutes to be endorsed by the committee
- All agenda items to be nominated as reporting, updates or for decision
- Call for general business
- Chair to close the meeting and advise on next quarterly meeting.

AMENDMENT, MODIFICATION OR VARIATION

Any amendments to the scope or function of the International Relations Advisory Committee to be put to considered by all Councillors in briefing discussions, to be voted on in Public Meeting.

SUGGESTED MEETING SCHEDULE FOR 2017

Tuesday 28 February, 4pm – 5pm

Tuesday 30 May, 4pm – 5pm

Tuesday 29 August, 4pm – 5pm

Tuesday 28 November, 4pm – 5pm