



NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of an Sister City Advisory Committee will be held on Thursday 25 July 2024 in the Council Chambers, 43-51 Tanunda Road, Nuriootpa, commencing at 5.30pm.



Jo Moen
DIRECTOR CORPORATE SERVICES &
BUSINESS INNOVATION
THE BAROSSA COUNCIL

A G E N D A

Welcome by the Mayor.

1. ATTENDANCE RECORD

1.1 Members Present

Apologies

Nil

Not Present

Nil

Leave of Absence

Nil

2. CONFIRMATION OF PREVIOUS MINUTES

2.1 Minutes of previous meetings – for confirmation:

- 2.1.1 Sister Cities Advisory Committee meeting held on Thursday 27 June 2024 at 5.30pm

2.2 Matters arising from previous minutes

Nil

3. MATTERS FOR INFORMATION

- 3.1 International Greeter Association 3

4. DISCUSSION

- 4.1 Committee participation in the Barossa Vintage Festival Parade

5. DEBATE REPORT

- | | | |
|-----|--|----|
| 5.1 | Planning Session review of collated data and focus areas for consideration | 4 |
| 5.2 | Establishment of an Event Volunteering Working Group | 13 |
| 5.3 | Establishment of an Exchange Programs Working Group | 16 |
| 5.4 | Establishment of a Marketing, Sponsorship and Fundraising Working Group | 19 |
| 5.5 | Establishment of a Trade Development Working Group | 22 |
| 5.6 | Frequency of Committee Meetings | 25 |

6. CONFIDENTIAL AGENDA

Nil

7. URGENT OTHER BUSINESS

8. NEXT MEETING

Thursday 29 August 2024 at 5.30pm

9. CLOSURE

MATTERS FOR INFORMATION

3.1 INTERNATIONAL GREETER ASSOCIATION

**Author: Executive Business Partner
24/51011**

Ingrid Day sent through a link for 'Big Apple Greeter'. The link below provides information on this program and there will be an opportunity to discuss further during the meeting.

Big Apple Greeter is a free service provided by the New York Office of Tourism that matches visitors with enthusiastic, city-knowledgeable residents.

Founded in 1992, the program has welcomed more than 150,000 visitors from all 50 states and over 100 countries, with visits conducted in 20 languages.

Warm and welcoming, a Greeter meets up to six people and shares his/her personal knowledge of a destination's culture, people and diverse neighbourhoods. A Greeter is not a professional tour guide. Instead, a Greeter is classed as a new friend who is ready to spend two-to-four hours sharing the city he/she knows and loves.

Big Apple Greeter is part of the International Greeter Association of which a link is provided below which outlines how the program works.

There are already established 'Greeters' in Adelaide. Adelaide Greeters offer personalised orientation walks of the City, tailored to your interests and available in multiple languages. Our passionate and knowledgeable volunteers will help you discover the City of Adelaide.

ATTACHMENTS

Nil

SUPPORTING REFERENCES

[Big Apple Greeter \(bigapplegreeters.net\)](http://bigapplegreeters.net)

[Greeters: Free walks with locals - destinations around the world \(internationalgreeter.org\)](http://internationalgreeter.org)

DEBATE REPORT

5.1 PLANNING SESSION REVIEW OF COLLATED DATA AND FOCUS AREAS FOR CONSIDERATION

**Author: Executive Business Partner
24/50964**

PURPOSE

To review the collated data from the Planning Session held on 27 June 2024 and to establish agreed areas of focus.

RECOMMENDATION

That Sister Cities Advisory Committee agree that the main focus areas for the next 18 months will be:

- (1) Event Volunteering
- (2) Exchange Programs
- (3) Marketing, Fundraising and Sponsorship
- (4) Trade Development

REPORT

Introduction

At the 27 June 2024 Sister Cities Advisory Committee, members participated in a planning session which revolved around 4 areas of thought:

1. Event Ideas
2. Itinerary Ideas
3. Possible Learnings
4. Opportunities

The feedback provided from this session, presented a clear interest in pursuing Exchange Programs, not only student exchange for High School students but to investigate other opportunities for professional exchanges, art and music exchanges, produce and retail, student pathways, internships and any avenues that foster experiences and learnings from our Sister City relationship with Grapevine, Texas.

Members of the committee illustrated an interest in helping to coordinate hosting both through exchange programs and visiting delegates from Grapevine bi-annually.

The ideas also exhibited a real interest in gaining more understanding and planning on ways we could use our volunteers to enhance our community engagement and the possibilities of using volunteers for events within the Barossa that not only assist in bringing large scale events locally, but to provide experience, references and education and employment outcomes for those participating. Volunteering is an important part of our community, building connections and well-being outcomes.

The Sister City Program could also benefit from supporting volunteering initiatives that may bring fundraising and sponsorship opportunities.

The collated data in Attachment 1 also shows that the members of the Committee are wanting to see successful trade outcomes, marketing streams and connections that directly provide benefit our region.

The data collated from the committee highlighted four main areas for the committee to work towards generating positive outcomes for the community whilst also observing the Objectives of the Sister City Agreement between The Barossa Council and the City of Grapevine.

The recommended four focus areas are:



Summary and Conclusion

As outlined in Attachment 1, the planning session has been collated and analysed ready for the Committees' review and to determine on 'focus areas' for the Committee.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Planning session collated data from 27 June 2024 Committee Meeting [↓](#) 

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTSCommunity Plan

Community and Culture

Goal

4. The Barossa fosters community resilience, connection and wellbeing through its social planning, recreation, safety, education, preventative health and social strategies especially for our youth and vulnerable people.

Strategies

- 4.1. Build on a strong sense of community pride with active community groups and individuals participating in local decision making and community building activities.

Corporate Plan

- BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil

COMMUNITY ENGAGEMENT

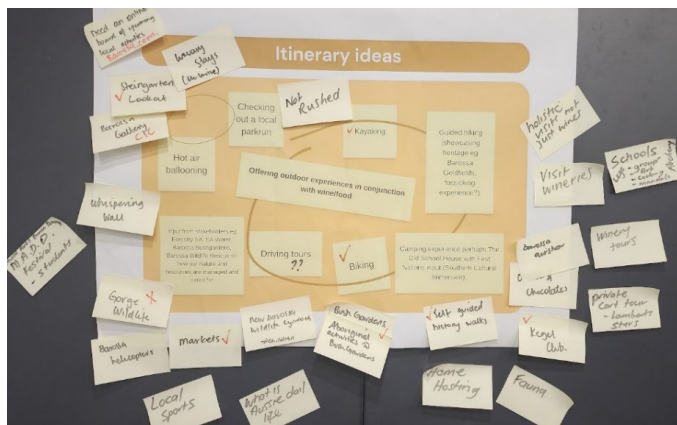
Nil



Planning Session Notes

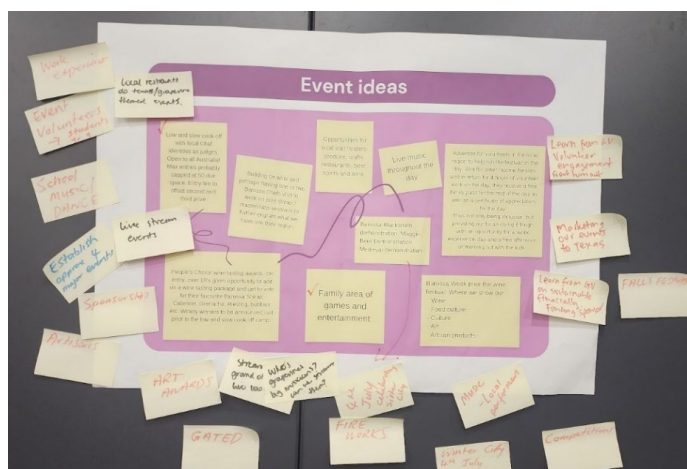
From the 27 June 2024 Sister Cities Advisory Committee

ITINERARY IDEAS



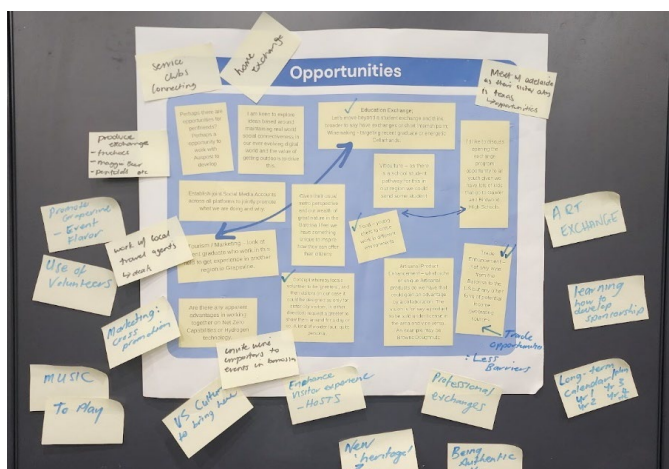
- Hot Air Ballooning
- Input from Stakeholders
- Kayaking
- Outdoor Experiences in conjunction with wine/food
- Driving tours
- Biking
- Guided hiking
- Barossa Goldfields
- Camping experiences (old school house/first nations input)
- Barossa.com - upcoming activities
- Steingarten Lookout
- Barossa Gallery
- Luxury Stays
- Whispering Wall
- Cheese & Chocolates
- Barossa Helicopters
- New Barossa Wildlife - Lyndoch
- Bush Gardens
- Aboriginal Activities at Bush Gardens
- Self-Guided History Walks
- Kegel Club
- What is Aussie daily life?
- Home hosting
- Fauna
- Local sports
- Winery tours
- Private Car Tours
- Holistic visits
- Barossa Airshow
- MADD - Music Arts Dance Drama (students)
- Not rushed
- Schools - groups, art, cooking, mandala, archery, lego
- Winery visits
- Markets

EVENT IDEAS



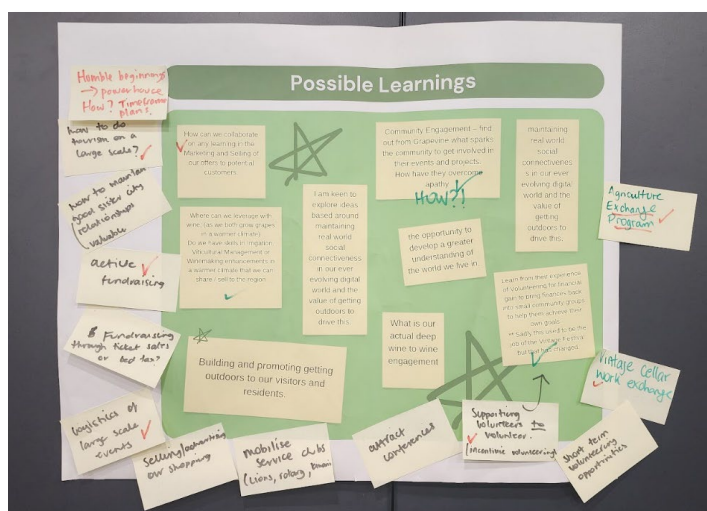
- Work Experience
- Local restaurants - Texas/grapevine themed events
- Event volunteers - students
- Gated
- School Music/Dance
- Fireworks
- Artisans
- Falls Festival
- Sister City / Winter City - 4th July Celebration
- Learn from Grapevine - Volunteer engagement without burnout
- Marketing our events to Texas
- Learn from Grapevine on sustainable financially funding sponsor
- Competitions
- Music - Local Performers
- Live Stream events
- Sponsorship
- Art Awards
- Grapevine big musicians - can we stream them?
- Stream Grand ol Oprey - 100 years?
- Establish approx. 4 major events
- Low and Slow Cook Off
- People's Choice Wine Tasting Awards
- Masterclass - Wine/Dinner
- Family area for games and entertainment
- Local stallholders - produce, beer, wine, restaurants, crafts
- Live music throughout the day
- Barossa Blacksmith demonstration
- Maggie Beer demonstration
- Medieval demonstration
- Volunteer - 4 hours 'work experience' for family pass

OPPORTUNITIES



- Service clubs connecting
- Home Exchange
- Music
- Art Exchange
- Meet with Adelaide - Sister City is Texas
- New heritage
- Trade Opportunities/Enhancement - not just wine
- Less Barriers
- Professional exchanges
- Being authentic to the Barossa
- Enhance Visitor Experiences - hosts
- Produce Exchange - Fruchocs, Maggie Beer, Penfolds
- Work with Local Travel Agents - deals
- Marketing - cross promotion
- Bring US culture here
- Invite Wine importers to events in the Barossa
- Promote Grapevine - Event Flavour
- Long Term Calendar/Plan - 1+ years
- Pen-friends - work with Australia Post
- Joint Social Media Accounts
- Tourism/Marketing graduate - get experience in Grapevine
- Advantages in working together in Net Zero Capabilities/Hydrogen
- Real world social connectiveness
- Sister City Greeter - personal tour guide - volunteer
- Nature in the Barossa
- Education Exchange - Internship - Winemaking
- Viticulture - student pathway
- Food - young chefs
- Artisanal Product Enhancement - sold under licence, collaboration

POSSIBLE LEARNINGS



- Humble Beginnings
- Timeframes
- How to do Tourism on a large scale
- How to maintain good sister city relationship
- Active fundraising
- Fundraising through ticket sales or bed tax
- Logistics of Large-Scale Events
- Real world social connectiveness
- Selling/advertising our shopping
- Mobilise service clubs (Lions, Rotary, Kiwanis)
- Attract conferences
- Supporting Volunteers to volunteer - incentivise
- Short Term Volunteer Opportunities
- Vintage Cellar Work Exchange
- Collaborate on learning in marketing and selling our offers
- Irrigation/Viticultural Management/Winemaking enhancements we can share
- Promote outdoors to our visitors and residents
- Enhance Visitor Experience - Hosts
- Community Engagement - what sparks community involvement
- Develop greater understanding of the world we live in
- What is our actual wine to wine engagement
- Volunteering and bringing finances back into the community

COMMON THREADS

Exchange Opportunities

- Home Hosting
- Music
- Art Exchange program – already established in Grapevine
- Produce Exchange - Fru chocs, Maggie Beer, Penfolds
- Pen-friends - collaborate with Australia Post
- Tourism/Marketing graduate - get experience in Grapevine
- Sister City 'Greeter' - personal tour guide - volunteering
- Education Exchange - Internship - Winemaking
- Viticulture - student pathway
- Vintage Cellar Work Exchange
- Food - young chefs exchange program
- Agricultural Exchange Program
- Professional exchanges

Community & Volunteering

- Active fundraising
- Fundraising through ticket sales or bed tax
- Mobilise service clubs (Lions, Rotary, Kiwanis)
- Supporting Volunteers to volunteer - incentivise
- Short Term Volunteer Opportunities
- Community Engagement - what sparks community involvement
- Volunteering and bringing finances back into the community
- Service Clubs connecting

Trade & Economic Development

- Trade Opportunities/Enhancement - not just wine
- Invite Wine importers to events in the Barossa
- Advantages in working together in Net Zero Capabilities/Hydrogen
- Artisanal Product Enhancement - sold under licence, collaboration
- How to do Tourism on a large scale
- Logistics of Large-Scale Events
- Real world social connectiveness
- Attract conferences
- Irrigation/Viticultural Management/Winemaking enhancements we can share
- Wine to wine engagement

Marketing & Promotion

- Explore the barriers
- Being authentic to the Barossa
- Work with Local Travel Agents – deals/sponsorship
- Marketing - cross promotion
- Bring USA culture here as an experience
- Promote Grapevine - Event Flavour
- Long Term Calendar/Plan - 1+ years
- Joint Social Media Accounts
- Maintain good sister city relationship
- Selling/advertising our shopping
- Collaborate on learning in marketing and selling our offers
- Promote outdoors to our visitors and residents
- Enhance Visitor Experience - Hosts
- Promoting Nature in the Barossa
- Sponsorship

Suggested 'Focus Areas' from the feedback and linking to the Objectives of the Sister City Accord:

Event Volunteering

Objective 1

Facilitation of the sharing of best practice and exchange of new ideas and successful experiences across a range of disciplines to improve capability and build more vibrant cities and local government authorities.

Exchange Programs

Objective 4

Facilitation of education, cultural and sporting exchanges that empower our youth, support the education sector, celebrate our unique heritage, create opportunities for artistic expression and activate community participation.

Marketing, sponsorship & fundraising

Objective 3

Promotion of each other's cities as visitor destinations, cross participation in festivals and events and facilitation of the exchange of destination marketing expertise and experience to enhance the tourism market intelligence of both cities.

Trade Development

Objective 2

Fostering trade and investment initiatives that promote business development, provide accelerated access and open doors into key markets to connect our cities more effectively with buyers and sellers.

DEBATE REPORT

5.2 ESTABLISHMENT OF AN EVENT VOLUNTEERING WORKING GROUP

**Author: Executive Business Partner
24/50908**

PURPOSE

Pursuant to Clause 4 of the Committee's Terms of Reference, the Committee to appoint interested members to the Event Volunteering Working Group to investigate and facilitate possible opportunities pursuant to the Sister City Relationship and Engagement Policy.

RECOMMENDATION

That the Sister Cities Advisory Committee appoint the following members to form an Event Volunteering Working Group:

- (1)
- (2)
- (3)
- (4)
- (5)

REPORT

Introduction

As part of the Sister City Relationship and Engagement Policy, Council is committed to establishing and maintaining effective relationships with international local governments in accordance with the objectives:

Objective 1 - Facilitation of the sharing of best practice and exchange of new ideas and successful experiences across a range of disciplines to improve capability and build more vibrant cities and local government authorities.

Discussion

The planning session that the Committee participated in on 27 June 2024, highlighted a common interest in investigating various opportunities on implementing a Volunteer Program at local events. It is anticipated that we may learn from successful events in Grapevine where volunteers are used for all aspects of the events including fundraising and promotion.

The planning session also emphasised an interested in opportunities for fundraising to enhance programs and events and innovative ways to use fundraising to increase the committee's sustainability and support Exchange Programs.

It is recommended that members with a keen interest in this focus area, nominate to participate in an Event Volunteering Working Group that aims to investigate and

support various opportunities that support Council events and bring back to the Committee any updates, recommendations or decisions.

As per the Terms of Reference Sister Cities Advisory Committee:

Clause 4 – Establishing Working Groups

The Committee may appoint Working Groups subject to Clauses 4.2 to 4.4, to investigate or perform a specific activity, matter, purpose or thing to which the Committee may require, subject to the control of the Committee, and is an activity, matter, purpose or thing which may be considered by the Committee to be essential to the objectives of the Committee.

- 4.2 Each Working Group appointed shall be for a fixed term of not more than twelve (12) months and limited to no more than 5 (five) members.
- 4.3 The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.
- 4.4 Any Working Group will not be provided Executive Officer support and therefore shall manage its own agenda and minute processes.

It is recommended that each Working Group have a Council staff member from the Committee appointed to facilitate any assistance that the Working Group may need.

Summary

We seek nominations from members of the Committee to establish the Event Volunteering Working Group.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Supporting references

[Sister-City-Relationships-and-Engagement-Policy.pdf \(barossa.sa.gov.au\)](#)
[Terms of Reference Sister Cities Advisory Committee](#)

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture

Goal

- 4. The Barossa fosters community resilience, connection and wellbeing through its social planning, recreation, safety, education, preventative health and social strategies especially for our youth and vulnerable people.

Strategies

- 4.1. Build on a strong sense of community pride with active community groups and individuals participating in local decision making and community building activities.

Corporate Plan

BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil

COMMUNITY ENGAGEMENT

Nil

DEBATE REPORT

5.3 ESTABLISHMENT OF AN EXCHANGE PROGRAMS WORKING GROUP

**Author: Executive Business Partner
24/50889**

PURPOSE

Pursuant to Clause 4 of the Committee's Terms of Reference, the Committee to appoint interested members to the Exchange Programs Working Group to support the Student Exchange Program in March 2024 and to investigate and facilitate possible exchange programs pursuant to the Sister City Relationship and Engagement Policy.

RECOMMENDATION

That the Sister Cities Advisory Committee appoint the following members to form an Exchange Programs Working Group:

- (1)
- (2)
- (3)
- (4)
- (5)

REPORT

Introduction

As part of the Sister City Relationship and Engagement Policy, Council is committed to establishing and maintaining effective relationships with international local governments in accordance with the objectives:

Objective 4 - Facilitation of education, cultural and sporting exchanges that empower our youth, support the education sector, celebrate our unique heritage, create opportunities for artistic expression and activate community participation.

City of Grapevine currently participates in Student Exchange Programs with its other Sister City regions and has initiated an upcoming Student Exchange Program with Nuriootpa High School aiming to take place in late March 2025.

Discussion

The planning session that the Committee participated in on 27 June 2024, highlighted an interest in investigating various other exchange programs, such as professional exchanges, art and music exchanges, produce and retail, viticulture, internships including any avenues that foster experiences and learnings from our Sister City relationship with Grapevine, Texas.

From this data, it is recommended that members with a keen interest in this focus area, nominate to participate in an Exchange Programs Working Group that aims to
Item 5.3

investigate and support various exchange programs and bring back to the Committee any updates, recommendations or decisions.

As per the Terms of Reference Sister Cities Advisory Committee:

Clause 4 – Establishing Working Groups

The Committee may appoint Working Groups subject to Clauses 4.2 to 4.4, to investigate or perform a specific activity, matter, purpose or thing to which the Committee may require, subject to the control of the Committee, and is an activity, matter, purpose or thing which may be considered by the Committee to be essential to the objectives of the Committee.

- 4.2 Each Working Group appointed shall be for a fixed term of not more than twelve (12) months and limited to no more than 5 (five) members.
- 4.3 The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.
- 4.4 Any Working Group will not be provided Executive Officer support and therefore shall manage its own agenda and minute processes.

It is recommended that each Working Group have a Council staff member from the Committee appointed to facilitate any assistance that the Working Group may need.

Summary

We seek nominations from members of the Committee to establish the Exchange Programs Working Group.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Supporting references

[Sister-City-Relationships-and-Engagement-Policy.pdf \(barossa.sa.gov.au\)](#)
[Terms of Reference Sister Cities Advisory Committee](#)

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture

Goal

- 4. The Barossa fosters community resilience, connection and wellbeing through its social planning, recreation, safety, education, preventative health and social strategies especially for our youth and vulnerable people.

Strategies

- 4.1. Build on a strong sense of community pride with active community groups and individuals participating in local decision making and community building activities.

Corporate Plan

BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil

COMMUNITY ENGAGEMENT

Nil

DEBATE REPORT

5.4 ESTABLISHMENT OF A MARKETING, SPONSORSHIP AND FUNDRAISING WORKING GROUP

**Author: Executive Business Partner
24/50909**

PURPOSE

Pursuant to Clause 4 of the Committee's Terms of Reference, the Committee to appoint interested members to the Marketing, Sponsorship and Fundraising Working Group to investigate and facilitate possible opportunities pursuant to the Sister City Relationship and Engagement Policy.

RECOMMENDATION

That the Sister Cities Advisory Committee appoint the following members to form a Marketing, Sponsorship and Fundraising Working Group:

- (1)
- (2)
- (3)
- (4)
- (5)

REPORT

Introduction

As part of the Sister City Relationship and Engagement Policy, Council is committed to establishing and maintaining effective relationships with international local governments in accordance with the objectives:

Objective 3 - Promotion of each other's cities as visitor destinations, cross participation in festivals and events and facilitation of the exchange of destination marketing expertise and experience to enhance the tourism market intelligence of both cities.

Discussion

The planning session that the Committee participated in on 27 June 2024, highlighted a common interest in investigating various marketing, sponsorship and fundraising opportunities including any avenues that foster experiences and learnings from our Sister City relationship with Grapevine, Texas. This includes promotion, cross promotion and seeking collaboration and support from organisations and businesses that support the program and increase visibility of the Barossa as well as promote and educate our community on Grapevine.

The planning session also emphasised an interested in opportunities for sponsorship to enhance programs and events and innovative ways to use fundraising to increase the committee's sustainability and support Exchange Programs.

It is recommended that members with a keen interest in this focus area, nominate to participate in a Marketing, Sponsorship and Fundraising Working Group that aims to investigate and support various opportunities and bring back to the Committee any updates, recommendations or decisions.

As per the Terms of Reference Sister Cities Advisory Committee:

Clause 4 – Establishing Working Groups

The Committee may appoint Working Groups subject to Clauses 4.2 to 4.4, to investigate or perform a specific activity, matter, purpose or thing to which the Committee may require, subject to the control of the Committee, and is an activity, matter, purpose or thing which may be considered by the Committee to be essential to the objectives of the Committee.

- 4.2 Each Working Group appointed shall be for a fixed term of not more than twelve (12) months and limited to no more than 5 (five) members.
- 4.3 The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.
- 4.4 Any Working Group will not be provided Executive Officer support and therefore shall manage its own agenda and minute processes.

It is recommended that each Working Group have a Council staff member from the Committee appointed to facilitate any assistance that the Working Group may need.

Summary

We seek nominations from members of the Committee to establish the Marketing, Sponsorship and Fundraising Working Group.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Supporting references

[Sister-City-Relationships-and-Engagement-Policy.pdf \(barossa.sa.gov.au\)](#)

[Terms of Reference Sister Cities Advisory Committee](#)

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture

Goal

- 4. The Barossa fosters community resilience, connection and wellbeing through its social planning, recreation, safety, education, preventative health and social strategies especially for our youth and vulnerable people.

Strategies

- 4.1. Build on a strong sense of community pride with active community groups and individuals participating in local decision making and community building activities.

Corporate Plan

BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil

COMMUNITY ENGAGEMENT

Nil

DEBATE REPORT

5.5 ESTABLISHMENT OF A TRADE DEVELOPMENT WORKING GROUP

**Author: Executive Business Partner
24/50910**

PURPOSE

Pursuant to Clause 4 of the Committee's Terms of Reference, the Committee to appoint interested members to the Trade Development Working Group to investigate and facilitate possible opportunities pursuant to the Sister City Relationship and Engagement Policy.

RECOMMENDATION

That the Sister Cities Advisory Committee appoint the following members to form a Trade Development Working Group:

- (1)
- (2)
- (3)
- (4)
- (5)

REPORT

Introduction

As part of the Sister City Relationship and Engagement Policy, Council is committed to establishing and maintaining effective relationships with international local governments in accordance with the objectives:

Objective 2 - Fostering trade and investment initiatives that promote business development, provide accelerated access and open doors into key markets to connect our cities more effectively with buyers and sellers.

Discussion

The planning session that the Committee participated in on 27 June 2024, highlighted a common interest in investigating various trade opportunities including any avenues that foster experiences and learnings from our Sister City relationship with Grapevine, Texas.

This includes Trade Enhancement; not only wine from the Barossa to the US but any other form of potential income generating sources, Artisanal Product Enhancement; cross-collaboration of unique Artisanal products.

To seek to increase visibility of Barossa products, retail and wine, as well community engagement, joint marketing opportunities with the aim to generate income sources for organisations and businesses in our community.

It is recommended that members with a keen interest in this focus area, nominate to participate in a Trade Development Working Group that aims to investigate and support various opportunities and bring back to the Committee any updates, recommendations or decisions.

As per the Terms of Reference Sister Cities Advisory Committee:

Clause 4 – Establishing Working Groups

The Committee may appoint Working Groups subject to Clauses 4.2 to 4.4, to investigate or perform a specific activity, matter, purpose or thing to which the Committee may require, subject to the control of the Committee, and is an activity, matter, purpose or thing which may be considered by the Committee to be essential to the objectives of the Committee.

- 4.2 Each Working Group appointed shall be for a fixed term of not more than twelve (12) months and limited to no more than 5 (five) members.
- 4.3 The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.
- 4.4 Any Working Group will not be provided Executive Officer support and therefore shall manage its own agenda and minute processes.

It is recommended that each Working Group have a Council staff member from the Committee appointed to facilitate any assistance that the Working Group may need.

Summary

We seek nominations from members of the Committee to establish the Trade Development Working Group.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Supporting references

[Sister-City-Relationships-and-Engagement-Policy.pdf \(barossa.sa.gov.au\)](#)

[Terms of Reference Sister Cities Advisory Committee](#)

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture

Goal

- 4. The Barossa fosters community resilience, connection and wellbeing through its social planning, recreation, safety, education, preventative health and social strategies especially for our youth and vulnerable people.

Strategies

- 4.1. Build on a strong sense of community pride with active community groups and individuals participating in local decision making and community building activities.

Corporate Plan

- BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil

COMMUNITY ENGAGEMENT

Nil

DEBATE REPORT

5.6 FREQUENCY OF COMMITTEE MEETINGS

**Author: Executive Business Partner
24/51002**

PURPOSE

For the Committee to review and update the Terms of Reference for the Sister Cities Advisory Committee as per Attachment 1 regarding the frequency of meetings.

RECOMMENDATION

That Sister Cities Advisory Committee endorse the Terms of Reference as per Attachment 1 to reflect meetings occurring on the fourth Thursday of every second month at 5.30pm.

REPORT

Discussion

If the Committee chooses as per Items 5.2 to 5.5, to establish Working Groups, there is a reduced need for monthly meetings of the Committee. The Working Groups would meet and communicate outside of the formal Committee meetings and as such, it is suggested the Committee meetings occur on a bi-monthly frequency.

This would allow Working Groups to participate in key activities, actions and allow time to prepare reports back the Committee.

The Committee is asked to consider amend the Committee meetings to occur bi-monthly and update the Terms of Reference as per Attachment 1 to reflect this change.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Draft Terms of Reference - Sister Cities Advisory Committee - 25 July 2024 [!\[\]\(4f6bf54ae7e4144a72d78316053e412d_img.jpg\) !\[\]\(1be454ab98bc856a53cc962da77a541d_img.jpg\)](#)

Supporting references

Current - [Terms of Reference Sister Cities Advisory Committee](#)

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture

Goal

4. The Barossa fosters community resilience, connection and wellbeing through its social planning, recreation, safety, education, preventative health and social strategies especially for our youth and vulnerable people.

Strategies

- 4.1. Build on a strong sense of community pride with active community groups and individuals participating in local decision making and community building activities.

Corporate Plan

- BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims

Legislative Requirements

Section 41, The Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil

COMMUNITY ENGAGEMENT

Nil

THE BAROSSA COUNCIL

TERMS OF REFERENCE

SISTER CITIES ADVISORY COMMITTEE



1. ESTABLISHMENT

- 1.1** Pursuant to Section 41 of the *Local Government Act 1999* (the "Act"), The Barossa Council (the "Council") has established a committee to be known as the Sister Cities Advisory Committee (the "Committee").
- 1.2** The Committee, in partnership with Council, industry and community, is established to support Council's strategic commitment to the development and maintenance of effective international relations via Sister City and Friendship City relationships and provide a framework for entering into, maintaining and assessing such relationships to ensure that maximum benefits can be realised by both parties.
- 1.3** As a Committee established pursuant to Section 41 of the Local Government Act, the Committee will be required to be re-established after each periodic election of Council.

2. OBJECTIVE

- 2.1** The Committee will provide advice and support to Council, industry and the community to enhance Sister City relationships and programs and will actively undertake the facilitation of activities with the objective of nurturing and fostering the relationship and providing cross-cultural understanding, building connected communities, and generating mutual benefits for Sister Cities by:
- 2.1.1** Facilitation of the sharing of best practice and exchange of new ideas and successful experiences across a range of disciplines to improve capability and build more vibrant cities and local government authorities.
- 2.1.2** Fostering trade and investment initiatives that promote business development, provide accelerated access and open doors into key markets to connect our cities more effectively with buyers and sellers.
- 2.1.3** Promotion of each other's cities as visitor destinations, cross participation in festivals and events and facilitation of the exchange of destination marketing expertise and experience to enhance the tourism market intelligence of both cities.
- 2.1.4** Facilitation of education, cultural and sporting exchanges that empower our youth, support the education sector, celebrate our unique heritage, create opportunities for artistic expression and activate community participation.

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- 2.1.5 Enhancement of each other's reputation and capacity to meet emerging policy issues facing our cities in addition to capitalizing on opportunities to explore innovations and improvements in science and technology, viticulture, rural and urban design, public infrastructure and sustainability.
- 2.1.6 Fostering friendship, mutual regard, and understanding among the citizens of our communities.

3	MEMBERSHIP
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- 3.1** Members of the Committee shall be appointed by Council and shall comprise of seventeen (17) Members as follows:

3.1.1 Mayor.

3.1.2 Council staff nominated by the CEO, being no more than four (4) Members with relevant experience and expertise to assist the Committee's purpose.

3.1.3 Community Members that broadly represent the community and in particular will include no more than six (6) Members from the following sectors:

3.1.3.1 Business and wine industry;

3.1.3.2 Tourism, events and marketing;

3.1.3.3 Education, cultural and/or recreation and sport;

3.1.3.4 International Service Clubs;

3.1.3.5 Community members who demonstrate areas of need to achieve the purpose, which may include history, heritage, international relations, economic development, government relationship management, diplomacy.

3.1.4 No more than six (6) Members from industry groups in the following sectors:

3.1.4.1 Barossa Australia

3.1.4.2 RDA, Barossa, Gawler, Light and Adelaide Plains

3.1.4.3 Agriculture

3.1.4.4 Retail, Commercial and Small Business

3.1.4.5 Secondary Education – ie Nuriootpa High School and Faith Lutheran College.

- 3.2** Appointments to the Committee pursuant to Clauses 3.1.3 and 3.1.4 shall be for two (2) years from the date the Committee is established, or the Member is appointed. A new member appointed under circumstances outlined in Clause 3.4 shall be appointed for the remainder of the outgoing Member's term.

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- 3.3** Appointments to the Committee pursuant to Clauses 3.1.1 and 3.1.2 shall be for the period of the enacted Council being a maximum of four (4) years from the date the Council is sworn in.
- 3.4** A Member ceases to be a Member upon resignation or if they are otherwise incapable of continuing as a Member.
- 3.5** Members shall attend and participate in meetings of the Committee and be actively engaged in the planning and execution of program activities and initiatives, or if they are an apology, provide notice of that apology.
- 3.6** Members can renominate to a position on the Committee when their appointment term concludes.
- 3.7** Members so appointed under Clause 3.1.3 and 3.1.4 with remaining terms will be recommended for continuance on the Committee if the Council re-establishes the Committee after the periodic election.

4	ESTABLISHING WORKING GROUPS
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- 4.1** The Committee may appoint Working Groups subject to Clauses 4.2 to 4.4, to investigate or perform a specific activity, matter, purpose or thing to which the Committee may require, subject to the control of the Committee, and is an activity, matter, purpose or thing which may be considered by the Committee to be essential to the objectives of the Committee.
- 4.2** Each Working Group appointed shall be for a fixed term of not more than twelve (12) months and limited to no more than 5 (five) members.
- 4.3** The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.
- 4.4** Any Working Group will not be provided Executive Officer support and therefore shall manage its own agenda and minute processes.

5	COMMITTEE EXECUTIVE SUPPORT
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- 5.1** The Committee's support will be undertaken by the Sister City Program Manager and shall:
- 5.1.1 Provide for agendas and minutes of meetings under the provisions set out in the Act.
- 5.1.2 Submit for confirmation the draft minutes at the next Committee meeting.
- 5.1.3 Submit the draft minutes to Council's Agenda at the next available Council meeting.
- 5.1.4 Coordinate the signing of these confirmed minutes by the Presiding Member.
- 5.1.5 Coordinate the Committee's Annual self-assessment.
- 5.1.6 Make available electronic participation at Committee meetings.
- 5.1.7 Provide the Committee with governance support.

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5.1.8 Ensure an annual report is provided to Council.

6	ROLE OF CHAIRPERSON
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7.1 The Chairperson will be the Mayor.

7.2 The role of the Chairperson is to:

- 6.2.1 Ensure that the Committee acts and operates at all times in accordance with these Terms of Reference;
- 6.2.2 Oversee and facilitate the conduct of meetings in accordance with the Act, Regulations and any relevant Council policies;
- 6.2.3 Ensure that the Guiding Principles at Regulation 5 are observed and that all Committee Members have an opportunity to participate in discussions in an open, respectful and encouraging manner; and
- 6.2.4 Call the meeting to order and move the debate towards finalisation when a matter has been debated significantly and no new information is being discussed.

7.3 If the Chairperson is absent from a meeting a person chosen from those present at the meeting shall preside at that meeting.

7	ROLE OF MEMBERS
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7.1 The responsibilities of the members are to:

- 7.1.1 Serve the Committee in a voluntary capacity;
- 7.1.2 Regularly attend meetings and to actively contribute ideas and commentary;
- 7.1.3 Read agendas and accompanying reports ahead of any meeting;
- 7.1.4 Complete the annual Committee self-assessment as outlined in Clause 11;
- 7.1.5 Actively participate in working groups, sub-committees or specialist panels as required; and
- 7.1.6 Represent the interests of the community rather than pursue personal interests.

7.2 Members are expected to:

- 7.2.1 act honestly and within the law at all times.
- 7.2.2 act in good faith and not for improper or ulterior motives.
- 7.2.3 act in a reasonable, just and non-discriminatory manner.
- 7.2.4 undertake their role with reasonable care and diligence.
- 7.2.5 conduct their ongoing relationship with fellow Committee Members, Council employees and the public with respect, courtesy and sensitivity.
- 7.2.6 use information in a careful and prudent manner.

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8	DELEGATED POWERS
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- 8.1.** In order for the Committee to perform its functions consistent with these Terms of Reference, the Council delegates to the Committee:
- 8.1.1 In accordance with section 137 of the *Local Government Act 1999*, the power to expend Council's approved budgeted funds subject to the Committee's budget allocation and Council's policies.
 - 8.1.2 In accordance with Council's Annual Business Plan and Budget policy, the Committee may raise and receive funds solely for the Committee's purpose and shall request that Council's budgets be updated to reflect, and funds raised or received.
 - 8.1.3 Authority to undertake work, programs, events to meet the objectives effectively and efficiently.

9	GOVERNANCE
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- 9.1** A recommendation by the Committee to the Council to amend these Terms of Reference must be made by the majority of all Committee members.
- 9.2** Notwithstanding this Terms of Reference, all Committee members are expected to have read and understood, and must at all times observe and comply with the relevant requirements under the:
- 9.2.1 Local Government Act 1999;
 - 9.2.2 Local Government (Procedures at Meetings) Regulations 2013;
 - 9.2.3 Code of Practice for Meeting Procedures;
 - 9.2.4 Sister City Relationships and Engagement Policy;
 - 9.2.5 Any Council policies and processes which are relevant to the operations of the Committee.
- 9.3 Conflict of Interest**
- 9.3.1 No Committee Member shall vote or take part in debate where they have an interest in any matter before the Committee that would contravene the Conflict-of-Interest provisions under sections 73, 74 and 75 of the Act.
 - 9.3.2 If a Committee Member has a Material Conflict of Interest in the particular matter to be voted upon or debated, the Member must declare a conflict of interest and then leave the meeting place until the matter is concluded. The declaration of a conflict and the time the member left the meeting and returned to the meeting will be recorded in the minutes.
 - 9.3.3 If a Committee Member has an actual conflict of interest or a perceived conflict of interest, the member must deal with the conflict of interest in a transparent and accountable way. The member must inform the meeting of the member's interest in the matter and, if the member proposes to participate in the meeting in relation to

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the matter, how the member intends to deal with the actual or perceived conflict of interest. The declaration of a conflict and the time the member left the meeting and returned to the meeting, or, if the member remained in the meeting, how the member voted on the motion, will be recorded in the minutes.

10	MEETINGS
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10.1 Frequency and Timing of Meetings

10.1.1 The Committee will meet on the fourth Thursday of every second month at 5.30pm.

10.2 Agenda and Minutes of the Meeting

10.2.1 An agenda will be prepared and distributed to all Committee Members at least three (3) clear days prior to the meeting.

10.2.2 Minutes of the meeting (in accordance with legislative requirements) will be kept and provided to all Committee Members within five (5) days of the meeting.

10.2.3 The minutes of each Committee meeting will be presented to Council.

10.2.4 All agenda and minutes will only be provided electronically.

10.3 Quorum

10.3.1 A quorum for a meeting of the Committee shall be half of the current membership, ignoring any fraction resulting from the division and adding 1.

10.3.2 A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.

10.3.3 If a quorum is not present after 30 minutes from the scheduled commencement date the Program Manager shall reschedule the meeting.

10.4 Meeting Procedures

10.4.1 The meetings of the Committee shall be held in accordance with Parts 1, 3 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013*. Part 2 of the Regulations (described as formal meeting procedures) does not apply to this Committee.

10.4.2 Insofar as the Act and/or Regulations or these Terms of Reference do not prescribe the process to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own process. In that case, the Committee will document that process within its Minutes.

10.4.3 Members must comply with the Behavioural Policy and Framework provisions required under the Act.

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10.4.4 Members of the public are able to attend all meetings of the Committee and have access to all documents relating to the Committee, unless prohibited by resolution of the Committee under confidentiality provisions of section 90 and/or 91 of the Act.

10.5 Meetings may either wholly or in part be held via electronic means. A Committee Member participating in a meeting by electronic means is taken to be present at the meeting provided that the member:

- (i) can hear all other members present at the meeting;
- (ii) can be heard by all other members present at the meeting; and
- (iii) can be heard by the person recording the minutes of the meeting

Decisions and Voting

10.5.1 All decisions of the Committee shall be made on the basis of a majority decision of the Members present.

10.5.2 All Committee Members must (subject to a provision of the Act or Regulations to the contrary) vote on any matter arising for decision at a meeting of the Committee.

10.5.3 Each Member (including the Chairperson) of the Committee has a deliberative vote only. In the event of a tied vote, the Chairperson will have a casting vote.

11 REPORTING AND REVIEW

11.1 On an annual basis, all Committee Members must complete a self-assessment that evaluates the Committee's performance to promote continuous improvement in performance and ensure that its actions are aligned with its intended purpose.

11.1.1 The Committee's administrative support officer will facilitate the annual self-assessment process and provide a summary of the results to the Committee and Council's Chief Executive Officer for consideration and further discussion with the Committee as necessary. The results of the self-assessment may be referred to Council if required.

12 RESOURCES

12.1 Local Government Act 1999

12.2 Local Government (Procedures at Meetings) Regulations 2013

12.3 Code of Practice or Meeting Procedures

12.4 Sister City Relationships and Engagement Policy

12.5 Conflict of Interest provision under the Act

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13. DOCUMENT CONTROL					
Corporate Plan Link:		6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements. 6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.			
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Version No.	Date			Description of Change	
1.0	21 November 2023			Terms of Reference adopted upon Committee being established	

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