



MINUTES OF THE MEETING OF SISTER CITIES ADVISORY COMMITTEE

held on Thursday 25 July 2024 commencing at 5.30pm
in the Council Chambers, 43-51 Tanunda Road, Nuriootpa.

MINUTES

Welcome by Mayor Bim Lange declared the meeting open at 5.31pm.

1. ATTENDANCE RECORD

1.1 Members Present

Mayor Bim Lange, Janine Harding, Rolf Binder, Rick Lane, Bill Simons (via Teams), Louise Hickinbotham, Carol Dadds, Ingrid Day, and Jo Seabrook

Apologies

Jo Moen, Demi Henley, Courtney Percival, Vanesa Lambert, Scott Hazeldine and Matt Hale

Not Present

Michelle Schwarz

Leave of Absence

Nil

2. CONFIRMATION OF PREVIOUS MINUTES

2.1 Minutes of previous meetings – for confirmation:

MOVED Rick Lane

That the Minutes of the Sister City Advisory Committee held on Thursday 27 June 2024 at 5.30pm, as circulated, be confirmed as true and correct records of the proceedings of those meetings.

SECONDED Carol Dadds

CARRIED SCACC/3

2.2 Matters arising from previous minutes

Nil

3. MATTERS FOR INFORMATION

3.1 International Greeter Association

The Committee discussed the concept of greeters in the Barossa. We currently have ambassadors who volunteer and are inducted and trained in this role and they are a trusted source for visitors.

Jo Seabrook and Ingrid Day to look further into this and bring back to the Committee.

4. DISCUSSION

Mayor Lange welcomed Discussion - Committee participation in the Barossa Vintage Festival Parade to the meeting.

The Committee acknowledged that this concept may be too early for any participation as it requires the Committee to mature, allowing for more community promotion and marketing so there is more understanding of the meaning of a Grapevine float.

The Committee decided to have discussions with PW McCallum and the potential for a float exchange for future Vintage Festivals.

5. DEBATE REPORT

5.1 PLANNING SESSION REVIEW OF COLLATED DATA AND FOCUS AREAS FOR CONSIDERATION 24/50964

MOVED Rick Lane

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

SECONDED Ingrid Day

CARRIED SCACC/4

PURPOSE

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

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:

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.

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 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

5.2 ESTABLISHMENT OF AN EVENT VOLUNTEERING WORKING GROUP

24/50908

MOVED Carol Dadds

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

- (1) Janine Harding
- (2) Jo Seabrook
- (3) Louise Hickinbotham
- (4) Matt Hale – to be confirmed

SECONDED Louise Hickinbotham

CARRIED SCACC/5

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.

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 interest 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

5.3 ESTABLISHMENT OF AN EXCHANGE PROGRAMS WORKING GROUP**24/50889****MOVED** Rolf Binder

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

- (1) Janine Harding
- (2) Demi Henley
- (3) Rick Lane
- (4) Bill Simons
- (5) Ingrid Day

SECONDED Louise Hickinbotham**CARRIED SCACC/6****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.

REPORTIntroduction

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 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.

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- 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

5.4 ESTABLISHMENT OF A MARKETING, SPONSORSHIP AND FUNDRAISING WORKING GROUP

24/50909

MOVED Jo Seabrook

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

- (1) Janine Harding
- (2) Jo Seabrook
- (3) Ingrid Day
- (4) Louise Hickinbotham

SECONDED Rick Lane

CARRIED SCACC/7

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.

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 interest 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.

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- 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

5.5 ESTABLISHMENT OF A TRADE DEVELOPMENT WORKING GROUP 24/50910

MOVED Louise Hickinbotham

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

- (1) Janine Harding
- (2) Jo Moen
- (3) Rolf Binder
- (4) Carol Dadds
- (5) Scott Hazeldine – to be confirmed

SECONDED Jo Seabrook

CARRIED SCACC/8

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.

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.

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- 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

5.6 **FREQUENCY OF COMMITTEE MEETINGS**

24/51002

MOVED Ingrid Day

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 as a minimum.

SECONDED Louise Hickinbotham

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.

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 

Supporting references

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

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture

Goal

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Strategies

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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

6. CONFIDENTIAL AGENDA

Nil

7. URGENT OTHER BUSINESS

Finalised itinerary to be sent out for PW McCallum visit 1-2 August. Committee invited to afternoon tea for opportunity to meet PW.

Rolf Binder has contacted Grapevine Sister City, Krems, Austria regarding how they are developing relationships and any learnings they can share. Rolf plans to visit last week of October.

Janine to speak to PW McCallum regarding Art Exchange Program.

8. NEXT MEETING

Thursday 26 September 2024 at 5.30pm

9. CLOSURE

Mayor Lange declared the meeting closed at 6.28pm.

Confirmed at Sister Cities Advisory Committee Meeting on 26 September 2024

Date:..... Chairperson:.....