



NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of an Sister City Advisory Committee will be held on Thursday 24 July 2025 in the Council Chambers, 43-51 Tanunda Road, Nuriootpa, commencing at 5.30pm.

Jo Moen
DEPUTY CEO AND DIRECTOR
CORPORATE SERVICES, STRATEGY
AND INNOVATION
SISTER CITIES ADVISORY COMMITTEE

A G E N D A

Welcome by the Chair

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 22 May 2025 at 5.30pm

2.2 Matters arising from previous minutes

Nil

3. MATTERS FOR INFORMATION

- | | | |
|-----|--|---|
| 3.1 | Overview of Kiskőrös - Hungary | 3 |
| 3.2 | Update on Study Tour - Nuriootpa High School | 6 |

4. DISCUSSION

Verbal Update on Delegation Visit

Discussion - Information Gathering for Delegates During
Delegation visit to Grapevine Texas - September 2025

Discussion - Economic Development - Roles and collaborations in
the Barossa Region

5. DEBATE REPORT

- | | | |
|-----|--|---|
| 5.1 | Updated Terms of Reference and appointment of representatives
of the Sister Cities Advisory Committee | 8 |
|-----|--|---|

6. CONFIDENTIAL AGENDA

Nil

7. URGENT OTHER BUSINESS**8. NEXT MEETING**

Thursday 25 September 2025 at 5.30pm

9. CLOSURE

MATTERS FOR INFORMATION

3.1 OVERVIEW OF KISKŐRÖS - HUNGARY

**Author: OMCEO Support Officer
25/48705**

The Council has been approached by Iván Barabás, a Representative of the Municipality of Kiskőrös, Hungary expressing an interest in establishing a Sister City relationship with The Barossa Council. The Representative body includes the Mayor, Deputy Mayor and ten representatives.

Kiskőrös is a historic town located in the heart of Hungary's wine region, with a strong tradition in viticulture and a vibrant local culture, envisioning collaboration in the fields of:

- Cultural exchange and festivals
- Education and youth programs
- Tourism and economic development
- Shared knowledge in viticulture and agriculture

Kiskőrös is the sixth biggest city in Bács-Kiskun county by population and is situated in the middle of Hungary's largest wine producing region, the "Kunsági borvidék." The district has 4 towns and 11 villages, with a population of 54,625, a population density of 48/km² and a total area is 1,130.33 km² (2011 census).

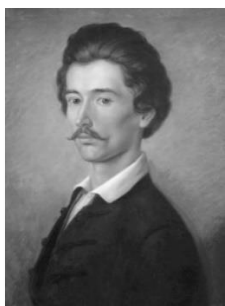
Besides the Hungarian majority, the main minorities are the German, Romani (gypsies), Slovak and Romanian.



City Mayor's Office built in 1893.

For over 200 years, there has been a deep tradition of grape production and winemaking in this region. The sandy soil and high sunlight hours provide the perfect conditions for grape growing. As such, a large percentage of the town workforce has been devoted to the grape and wine industry. Kiskőrös has been holding the title of "The City of Grapes and Wine" since 1987.

Kiskőrös is known for its rich cultural heritage and historical significance. It is famous as the birthplace of the renowned Hungarian poet Sándor Petőfi and houses a museum dedicated to his life and works. In the two-storey memorial museum next to his birthplace, visitors can see a permanent exhibition presenting Petőfi's life and several prestigious exhibitions every year.



Birthplace of Sándor Petőfi

Kiskőrös maintains a close twinning (Sister City) relationship with the following cities highlighting that Kiskőrös is open to getting to know the life, customs and traditions of other cities:

- Tarnow, Poland
- Liptovský Mikuláš and Naszvad, Slovakia
- Margitta, Romania
- Stadtlengsfeld, Germany
- Krimpen aan den IJssel, Denmark
- Lapua, Finland
- Noto, Italy
- Zhenjiang, China

The Kiskőrös Harvest Festival and Slovak National Days are held in September attracting crowds from home and abroad to the main square of the city. This annual event celebrates the abundance of the harvest and enjoy seasonal produce and is a chance to engage with the community and learn about rural life and farming. Some activities are pumpkin painting, traditional games such as corn dolly, craft stations, and food stalls.



The inauguration of the new Wine Knights is a spectacular ceremony during the Harvest Festival. The Order of the Caretaker Wine Knights of Kiskőrös was founded in 1994 and its members are known for promoting local wines and hosting viticulture lectures and disseminating gastronomic information related to wine.

Szentpéteri Borpince is an award-winning winery in Kiskőrös and has been family run for three generations on a 65-hectare vineyard making the most of the unique soil characterized by loess sand and calcareous bedrock.



ATTACHMENTS

Nil

SUPPORTING REFERENCES

[The City | Kiskőrös](#)
[About us – Szentpéteri borpince](#)

MATTERS FOR INFORMATION

3.2 UPDATE ON STUDY TOUR - NURIOOTPA HIGH SCHOOL

**Author: OMCEO Support Officer
25/50687**

Texas Study Tour – Fundraising and Progress Report

The last few months have seen the Nuriootpa High School Texas study group complete their busy fundraising schedule. The Stockwell Quiz Night on 14 June was a beautifully presented event with about 100 guests in attendance. Study tour student, Nick Richardson and The Barossa Council CEO, Martin McCarthy did a wonderful job of hosting the event, which was well organised by fellow student, Arrabella Haaren's parents. The sum of \$2,415.72 was raised allowing the tally to push well up towards our intended target of \$40,000.



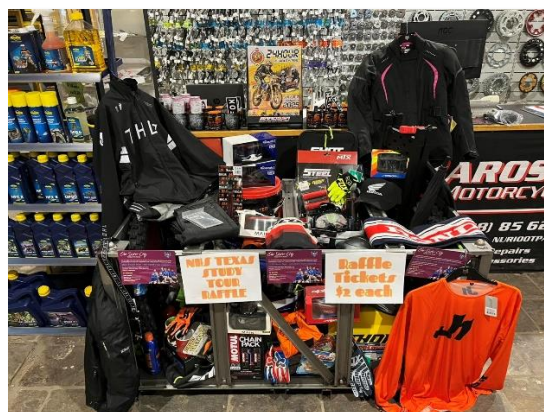
A travel itinerary has been received from Charity McConnell, Grapevine- Colleyville Independent School District, which got many of the families and students excited. Some highlights are a 9/11 memorial service and attending a Dallas Cowboys game vs NY Giants. At present the students are exchanging details with their host families and finalising their last pieces of administration.

On the 24 June, all families involved with the study tour were invited to Nuriootpa High School to participate in an evening presentation which was designed to give the parent/students a comprehensive overview of the upcoming tour, a discussion around the gear purchased for the trip and also an opportunity for families to explore any queries they might have had. The evening was a wonderful experience leaving the group feeling extra grateful and excited about the trip.

On 4 July, the team gathered on the stage at Nuriootpa High School during the end of term assembly to announce that the fundraising target had been met through the keen contributions of all the families and students involved in the study tour. A huge thank you goes to Janine Harding and Catherine Nacey for the countless hours put towards this initiative.



The final fundraising efforts are one last Mitre 10 BBQ and Maddy Sherwood's huge Motocross Raffle. Maddy did exceptionally well to obtain approximately \$7,000 worth of motorbike accessories through her contacts to produce an outstanding raffle. The venue for Maddy's fundraising is the 24hour Motorbike Enduro being held at Eudunda on 11-13 July.



We are super impressed with all involved with this inaugural push to get a Sister City Student Exchange going and we are really excited to get over to Grapevine in September and experience some Texan hospitality and witness how they do life, education and industry.

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil

DEBATE REPORT

5.1 UPDATED TERMS OF REFERENCE AND APPOINTMENT OF REPRESENTATIVES OF THE SISTER CITIES ADVISORY COMMITTEE

**Author: Executive Business Partner
25/48908**

PURPOSE

To advise the Committee of the Council endorsed updated Sister Cities Advisory Committee's Terms of Reference (TOR).

RECOMMENDATION

That the Committee receive and note the report.

REPORT

Background

On 21 November 2023, pursuant to Section 41 of the *Local Government Act 1999*, Council endorsed the establishment of the Sister Cities Advisory Committee including adoption of the committee's Terms of Reference for the legislative operation of the Committee and its members.

Pursuant to Clause 1.2 of the ToR: *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.*

Council then appointed the member representatives to the Sister Cities Advisory Committee on 20 February 2024:

MOVED Cr de Vries

That Council appoints the following representatives to the Sister Cities Advisory Committee for a Term of two years commencing on 20 February 2024:

- (1) As nominated by the Chief Executive Officer of The Barossa Council appoint the following officers pursuant to Clause 3.1.2 of the Sister Cities Advisory Committee Terms of Reference (TOR) the Corporate Services and Business Innovation; Executive Business Partner; Community Development Officer; and Manager, Tourism Services.
- (2) Five Community representatives pursuant to Clause 3.1.3 of the TOR being Vanessa Lambert, Matt Hale, Ingrid Day, Carol Dadds and Louise Hickinbotham and if a further nomination is received during the current period of appointment Council shall consider that appointment at that time.
- (3) Organisational representatives pursuant to Clause 3.1.3 of the TOR being Scott Hazeldine, Barossa Australia; Rolf Binder, RDA Barossa, Gawler, Light and Adelaide Plains; Bill Simons, Rotary Barossa District; Michelle Schwarz, Faith Lutheran College; and Rick Lane, Nuriootpa High School, noting that if for any reason the Organisational representative is no longer available to sit on the committee, then the organisation will nominate a replacement for the remainder of the appointees term upon approval of the Sister Cities Advisory Committee.

SECONDED Cr Preece

CARRIED 2022-26/359

Discussion

The Sister Cities Advisory Committee has been established and in operation for 15 months. The Sister City Program Manager has now presented an updated Terms of Reference as per Attachment 1 for endorsement due to changes within the representative group and operating procedures required for the Committee to function within the boundaries of the ToR. The Summary of changes is listed below:

Clause	Change
3.1	Reduction of total number of members from no more than 17 to 15
3.1.3	Reduction of total number of Community Members from 6 to 5
4.3	Update the word 'minutes' to 'notes' of the meeting to be reported to the Committee. Formal minutes are not required.
5.1.8	Remove clause requiring the Committee to provide an annual report to Council. All agendas and minutes are already provided to Council after each bi-monthly meeting.
7.1.7	Include the clause to ensure all members of the committee assist with hosting delegates every two years and attend any relevant events.
9.1	Remove clause to allow the Council to amend the Terms of Reference without Committee approval.

Members of the Committee were appointed by Council on 20 February 2024 and now require the following changes due to representative resignations and/or requested changes from the CEO and Organisational Representative Members as outlined below:

Committee Member	Who	Changes
Chairperson	Mayor	Remains unchanged
Council Staff	As appointed by the CEO	Limited to up to 4 Council Staff – includes the Sister City Program Manager
Community Members	- Ingrid Day - Carol Dadds - Vanesa Lambert - Louise Hickenbotham	Matt Hale resigned. All other members remain unchanged
Organisational Members	- Scott Hazeldine – Barossa Australia - Rolf Binder - RDA, BGLAP - Sandie Simons - Rotary Club of Barossa Valley - Milly Hoffmann & Rick Lane - Nuriootpa High School	Formally adding Milly Hoffmann as the current Study Tour Coordinator (chaperone taking the NHS Students to Grapevine in Sept 2025) to the Committee. Changing the Rotary Club of Barossa Valley representative from Bill Simons to Sandie Simons. Remove Michelle Schwarz, Faith Lutheran College.

Summary and Conclusion

Council is asked to endorse the Sister Cities Advisory Committee Terms of Reference as per Attachment 1 and appoint membership as outlined in the recommendation.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Draft Terms of Reference - Sister Cities Advisory Committee  

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**Community Plan**

Implementing economic development strategies to support future growth opportunities and a diversified and resilient economy showcasing the Barossa rural and regional character.

Strategic Outcome

We look to maximize community economic return.

Corporate Plan

BS4 Council and Committees - Provision of support to Council and Committees through the provision of required information, agendas, and minutes. Council and Committees are provided with support to enable informed decisions

Legislative Requirements

Local Government Act 1999

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Nil

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

Nil

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

By updating the Terms of Reference and appointing current working members on the Committee demonstrates legislative compliance and transparency and allows the Committee to operate within the parameters of the meeting procedures as outlined.

COMMUNITY ENGAGEMENT

Not required

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 1999*, 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 no more than fifteen (15) 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 five (5) 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 notes of the 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.
- 5.1.8

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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.
- 7.1.7 Assist with hosting and events when Sister City delegates are visiting the Barossa

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.

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 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:

9.1.1 Local Government Act 1999;

9.1.2 Local Government (Procedures at Meetings) Regulations 2013;

9.1.3 Code of Practice for Meeting Procedures;

9.1.4 Sister City Relationships and Engagement Policy;

9.1.5 Any Council policies and processes which are relevant to the operations of the Committee.

9.2 Conflict of Interest

9.2.1 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.

9.2.2 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.

9.2.3 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 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.

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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.

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.

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- 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

13. DOCUMENT CONTROL

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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.			
Document Owner:	Chief Executive Officer			Document Control Officer:	Executive Business Partner, Office of the Mayor and CEO
Consultation Rating:	N/A	Audience:	Internal	Next Review Date:	21/11/2024
Version history					
Version No.	Date			Description of Change	
1.0	21 November 2023			Terms of Reference adopted upon Committee being established	
2.0	17 June 2025			Updated Terms of Reference	

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