



SISTER CITY RELATIONSHIPS POLICY

POLICY NUMBER: EXEC-CEO-004

PURPOSE

To promote the City and, where appropriate, assist in fostering economic development, tourism and trade relations.

- To broaden the range of existing cultural, sporting, educational and youth exchange opportunities.
- To seek a wider understanding of other nations, their traditions, customs and cultures.

SCOPE

This applies to all elected members and in respect of all actual and potential sister cities.

DEFINITIONS

CEO means the Chief Executive Officer of the City.

City means the City of Kalgoorlie-Boulder.

POLICY STATEMENT

The Council desires to maintain a small number of active sister city relationships, based upon benefits which can accrue, including trade, tourism, cultural, educational and sporting activities. The Council considers that the abovementioned objectives can be achieved by:

- Educational, cultural, trade, tourism and sporting exchanges; and
- Official Visits.

POLICY DETAILS

1. Role of Council

The Council's role will be:

- To encourage exchanges;



- To facilitate and assist visits and exchanges (through the Sister City Relationships Committee);
- To arrange an exchange of greetings on the occasion of visits from Sister Cities;
- To facilitate exchanges of educational, cultural and promotional material;
- To develop a communication program to better enhance the City communities understanding of the value of our sister city program;
- To capitalise on the activities of individual groups and organisations to the benefit of the wider region; and
- To identify funding assistance opportunities that will facilitate meeting the objectives of the sister cities program.

2. Establishment and Assessment of new relationships

- a. The question as to whether to establish a sister city should consider all the possibilities and benefits to be gained out of the relationship for both parties. In establishing a new relationship the Council is to first establish a friendship agreement.
- b. A two-tiered level of affiliation with cities and towns seeking sister city status with the City is required, as follows:
 - i. Sister city relationship: which provides a formal agreement to develop and maintain a substantial program with mutual long term benefits; and
 - ii. Friendship agreement: consisting of a less formal arrangement with less administrative and financial expectations, which may be appropriate in meeting short term needs and supporting programs, run by other sections of the community.
- c. Friendship agreements are to be reviewed on an annual basis at which time any decision to upgrade the affiliation to that of a sister city relationship or to be discontinued may be made based on actual program outcomes.
- d. The consideration for a new sister city will be based on an assessment of historical links, trade, tourism, cultural, educational and sporting benefits for the City which may flow from the identified relationship.
- e. Existing relationships will be reviewed every five years based on the above criteria to ensure relevance in view of global change and to ensure that the original objectives are still appropriate and achievable.
- f. No more than one sister city and one friendship affiliation will be established with any one foreign country at any given time, except in exceptional circumstances.
- g. Potential sister city relationships can only be explored once mutual interest has been established between the Council and the Municipal authority of the complementary city.



3. Travel

This policy relates to the allocation of approved travel budgets only and takes into consideration that costs for each individual conference or delegation will vary and may exclude the possibility of making the full recommended allocation.

4. Delegations

- a. Travel costs to be inclusive of the following: flights, transfers, accommodation, itinerary costs such as transport, attendance fees and arranged meals which will be met by the City.
- b. The City's Sister City Relationships program is to be represented by:
 - The Mayor or their nominated representative.
 - The Youth Mayor or their nominated representative.
 - The Chief Executive Officer or their nominated representative.
 - Two (2) Elected Members.
 - One (1) Community Committee Member.
- c. To ensure the attendance by Councillors is rotational, the selection of Councillors to join an official delegation is to be determined by:
 - The Governance and Policy Committee.
 - If more than two Councillors submit an advice of interest, then a ballot is to be held by the drawing of names in the presence of those in the ballot.
 - If a Councillor has previously joined a delegation, then that Councillor is ineligible to enter the ballot.
 - When there is a vacancy within a delegation and multiple nominations are received from Councillors who have already attended a delegation, then the vacancy is to be filled by ballot of those Councillors only.
 - When all Councillors have joined a delegation, then the process recommences with all single attendances being zeroed for the selection process.

5. Australian Sister Cities Association Conference

The City is to be represented by:

- The Mayor or their nominated representative.
- The Chief Executive Officer or their nominated representative.
- The Youth Mayor or their nominated representative.



6. Accompanying Partners

- a. Partners and other interested parties may be approved for inclusion in the delegation at their own expense.
- b. Appointed delegates may choose to share their accommodation however, where accommodation upgrades are required to accommodate a non-appointed committee member or partner, excess costs will be at their own expense.
- c. All parties included in/or accompanying a delegation are considered representative of the City.
- d. A register of delegates attending sister city visits is to be maintained by the administration from 1 July 2009 and distributed to Councillors with the calling of expressions of interest for delegations.
- e. The CEO is authorised to make the arrangements for official travel under this policy and the expenditure of appropriate funds to meet the costs involved without further reference to the Council.
- f. A Councillor may, as part of other travel, be provided with a letter of introduction to call on a sister city. Such a call is not considered to be an official sister city visit and is not to be funded from the Sister City Relationships budget.
- g. Any travel related to sister cities that is not in accordance with this policy is to be formally considered by Council.

COMPLIANCE REQUIREMENTS

RELEVANT DOCUMENTS

DOCUMENT CONTROL		
Responsible department	OECCO	
Date adopted by Council	28 August 2023	
Date of last review	July 2023	
Date of next review	July 025	