



## Policy Type

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Council

## Policy Purpose

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This policy applies to all Sister City and international relationships, including, Friendship City and Memorandum of Understanding. This policy also applies to applications and requests to the City of Cockburn for letters of invitation and for intended visits by international sister city delegations.

The purpose of the policy is to:

1. facilitate the development and maintenance of effective international relations that promote and enhance Cockburn's triple-bottom line sustainability;
2. outline the rationale and criteria for entering into international and sister city relationships;
3. provide Council with guidelines for initiating and accepting requests to engage in new relationships.

## Policy Statement

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The City of Cockburn is committed to establishing and maintaining effective relationships with international cities, Western Australian local government cities and shires and Australian national government cities and shires to facilitate sustainability and continuous improvement in the development of its economic, educational, cultural, social and environmental objectives.

All relationship initiatives must contribute to the achievement of at least one of the City of Cockburn Strategic Community Plan strategy objectives. The officer designated by the Chief Executive Officer shall be the central point of coordination and assessment of all relationships.

In establishing a new relationship the Council is to first establish a Friendship Agreement which will be reviewed by Council after a period of five years, or earlier if appropriate, to determine if a Sister City relationship would be beneficial to the City.

The friendship is to have demonstrated considerable activity in the areas of trade, tourism, education, cultural and sporting exchanges.

### (1) Criteria

A relationship may only be entered into if it is likely to yield one or more of the following outcomes:



1. Economic
  - (a) Business partnerships and opportunities;
  - (b) Trade, investment and / or export opportunities;
  - (c) Industry attraction and expansion;
  - (d) Introduction of new technologies;
  - (e) Tourism promotion opportunities.
2. Educational
  - (a) Enhanced education and training opportunities;
  - (b) Attraction of new tertiary institutions and students;
  - (c) Knowledge Intensive, Export Oriented (KIEO) university partnerships.
3. Environmental
  - (a) Ecosystem and biodiversity research and conservation partnerships;
  - (b) Environmental and climate change adaptation information exchange;
  - (c) Environmental technology and innovation exchange.
4. Social/Cultural
  - (a) Cultural enhancement;
  - (b) Attraction of sporting competitions and events;
  - (c) Improved governance, leadership and internal standing

## (2) Sister Cities

1. Council will support a visitation program of each of its Sister Cities. Any program of visiting delegations, both inbound and outbound, will be supplemented by an appropriate funding allocation in Council's annual Municipal Budget. The visitation program will allow for annual delegations (incoming or outgoing) to be reciprocated to/by the partner City in the following financial year. The program will be routinely reviewed as a means of assessing the outcomes of the visits and determining their value for the future.
2. Council will encourage all delegates (both inbound and outbound) to be supplemented with representatives who may be able to assist in furthering the benefits of these relationships, as noted at Clauses (1) 1 – 4 above.
3. Outbound delegations will be led by the Mayor and accompanied by up to a maximum of three (3) other Councillors and the Chief Executive Officer (CEO) or nominated representative. In the event of the Mayor not being available to attend any outbound delegation, the Deputy Mayor will be nominated to undertake this responsibility.
4. The principle of selecting Councillors referred to in Clause (2) 3 above will be on the basis of expressions of interest and administered by the CEO as follows:
  - (a) The CEO will arrange a ballot, if required, to which all Councillors participating in the ballot will be invited to attend at the time and place nominated by the CEO,



- (b) If a Councillor has previously joined a delegation, then that Councillor is ineligible to enter the ballot.
- (c) When or if all Councillors have participated in a delegation, then the process recommences with all previous attendances being disregarded for the future selection process.
- (d) A register of delegates attending outward delegations is to be established and maintained by the officer designated by the Chief Executive Officer.

5. The Mayor, accompanied by the Chief Executive Officer or his/her delegated nominee and any other person deemed to have relevance to the enhancing of the relationship, may participate in a delegation subject to appropriate provisions being made in the City's adopted budget.

(3) Compliance with Foreign Policy

Any requirements in relation to Federal Government legislation (Foreign Arrangements Scheme) must be complied with for all new and existing Sister City Relationships and Engagements.

The Chief Executive Officer is authorised to make arrangements for official travel under this policy and the expenditure of appropriate funds to meet the costs involved without further reference to the Council.

An Elected Member may, as part of other travel, be provided with a letter of introduction to visit a sister city. Such a visit is not considered to be an official Sister City visit and is not to be funded from the Sister City budget or Council.

Any travel related to Sister Cities that is not in accordance with this policy is required to be formally considered by the Council.

(4) International Relationships Types

<b>Model</b>	<b>Purpose</b>	<b>Duration</b>
<b>Sister City</b>	A Sister City relationship is a formal, long-term relationship based on diverse linkages between the two cities, including cultural, educational, tourism, sporting and business links. Sister Cities often have similar demographic and other characteristics; however, this is not a mandatory requirement. The relationship requires a high degree of commitment on both sides.	Long-term commitment.
<b>Friendship City</b>	A Friendship City relationship is less formal than a Sister City	Generally enduring, but can be set for a specific

<b>Model</b>	<b>Purpose</b>	<b>Duration</b>
	relationship and it generally has a lower profile. It is likely to be a long-term relationship, but the level of required community support and involvement is not as high as for a Sister City relationship. For example, the purpose may be for only a particular sporting event held on an annual basis, cultural diversity, a specific project, specific objectives and opportunities between two cities, mentoring.	term
<b>Memorandum of Understanding (MoU)</b>	A MoU is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, and may not imply a legal commitment. It is a more formal alternative to a Statement of Intent, but in some cases, depending on the exact wording, lacks the binding power of a contract.	Generally entered into for a specific term.

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