

Friends of Aileu Community Committee Terms of Reference

Type of Committee	Citizen Committee
Purpose and Scope	<p>The purpose of all Citizen Committees is to inform Council decision-making by:</p> <ul style="list-style-type: none"> - Providing formal pathways for community input; and - Providing regular, formal feedback to Council. <p>Committees are one way Council engages with community to obtain local input, expertise and participation to inform planning and decision making.</p> <p>Further to this, the purpose of Friends of Aileu Community Committee is to:</p> <ul style="list-style-type: none"> - Provide a means for the Moreland and Hume City Councils and their communities to carry out the objectives and spirit of the friendship relationship with Aileu, Timor-Leste, in accordance with the Friendship Agreement 2016. <ul style="list-style-type: none"> • Note: In 2016 the two Councils also signed a complementary Municipal Agreement with Government of Timor-Leste to support Aileu during the decentralisation process and its transition to responsible local government; the terms of these Agreements have been developed between the Government of Victoria and the Government of Timor-Leste. - Provide advice to both Moreland and Hume City Councils on issues relating to: <ul style="list-style-type: none"> • the Friendship Agreement and the Municipal Agreement • the two Councils' East Timor Partnership Project, which supports the above Agreements. - Work with the two Councils, Australian and Timor-Leste partner organisations and others to help consult on, design, implement, monitor, assess and report on agreed projects and activities through which we can: <ul style="list-style-type: none"> • work together with the people of Aileu as they build their local democracy and a sustainable future • share our cultures, improve mutual understanding and strengthen both our communities. - Work with the two Councils, Australian partner organisations, other community organisations and businesses, and members of the community to: <ul style="list-style-type: none"> • raise awareness about the issues facing Timor-Leste as a newly developing nation, Aileu as a developing community, and the potential of the friendship relationship to enrich community life both in Aileu and in Moreland and Hume • raise funds to support agreed projects and activities in Aileu. - Function as a decision-making body in relation to expending funds raised or donated to support or implement agreed projects and activities in Aileu.

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	<p>The Friends of Aileu Community Committee is supported by the Friends of Aileu Project Officer, who is employed under the Moreland and Hume City Councils' East Timor Partnership Project and serves as Convenor for the Committee.</p> <p>Funds raised or donated shall be managed in accordance with the requirements and using the Moreland City Council's financial systems.</p>
<p>Membership</p>	<p>Membership of the Committee shall include individuals from the community and representatives of partner organisations who support the objectives and spirit of the friendship relationship with Aileu.</p> <p>People who live, work or study in the Cities of Moreland and Hume, and/or have professional or personal connections to or knowledge of Aileu or Timor-Leste, and citizens from different geographic locations from Moreland are particularly encouraged to apply for Committee membership.</p> <p>Membership is composed of up to 35 persons, including:</p> <ul style="list-style-type: none"> - Organisational representatives (up to 15) <ul style="list-style-type: none"> • a Councillor representative nominated by Moreland City Council and a Councillor representative nominated by Hume City Council, who will have the roles of Chair and Deputy Chair (2) • a representative of each Australian partner organisation (up to 10), currently including Merri Health, North Richmond Community Health, CERES, the Alternative Technology Association and Wild Timor Coffee Co.), appointed based on an MOU or other agreement with Council following recommendation by the Committee - representatives of other organisations with an active interest in Aileu or Timor-Leste (up to 3), appointed by Council following recommendation by the Committee - Individual members (up to 20) <ul style="list-style-type: none"> • community members: persons who live, work or study in Moreland and Hume (up to 12), appointed following Council's process for appointments via formal expressions of interest, or by Council following recommendation by the Committee • special interest members: other persons with a demonstrated personal or professional connection to Aileu or Timor-Leste (up to 4), appointed following Council's process for appointments via formal expressions of interest, or by Council following recommendation by the Committee • persons co-opted by the Committee (up to 4), appointed by Council following recommendation by the Committee. <p>If a Community member resigns within their term, the Committee shall recommend a suitably qualified nominee as replacement, with appointment being subject to Council approval.</p>

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	<p>Committee members should have the willingness and ability to exercise and develop their skills to contribute to the work of the Committee.</p> <p>Selection of members will aim for gender balance and to include a range of ages, and relevant skills and experience, including in communication, marketing and fundraising, business and accounting and community development.</p> <p>All members will be required to participate in accordance with these Terms of Reference.</p> <p>Members will be inducted into their roles and responsibilities and may be provided with training and development opportunities that will enable them to perform their role on the Committee. Training is optional and will be provided at no cost.</p>
<p>Roles, Responsibilities and Accountabilities</p>	<p>The Committee is accountable to Moreland City Council and Hume City Council, whose roles are to support the Committee.</p> <p>Conflict of Interest:</p> <p>All members of the Committee will be made aware of their duty to avoid any conflict of interest in relation to their participation in discussion, provision of advice or decision making. This includes the requirement to declare any conflict of interest and absent oneself from the part of a meeting considering any relevant matter.</p> <p>Individual Members (community members, special interest individuals and co-opted members):</p> <p>Role: Contribute respectfully to discussion and decision making and to assist with the design, implementation, monitoring, assessment and reporting of agreed activities according to availability, ability and interest.</p> <p>Responsibility: Responsible for seeking and considering relevant information, including through reading papers distributed for the meeting and listening to others contributions.</p> <p>Accountability: Accountable to the Committee through the Chair.</p> <p>Organisational Representatives (from partner of other special interest organisations):</p> <p>As above for Individual members, but also:</p> <p>Responsibility: Responsible for representing the views of their organisation and informing their organisation of relevant Committee decisions and facilitating the involvement of their organisation in relevant activities.</p> <p>Accountability: Accountable to their own organisation.</p> <p>Councillors (one each from Moreland and Hume City Councils):</p> <ul style="list-style-type: none"> - A Councillor Chairs the Committee (by annual rotation between the Moreland and Hume City Council representatives, or as otherwise agreed), ensuring meetings are fair and effective. - Both Councillors' participation is to objectively hear and understand community views and to work with the Convener to

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	<p>bring Committee views and recommendations to their respective Council to inform decision making.</p> <ul style="list-style-type: none"> - Councillors may nominate a replacement Councillor for a given meeting. - Councillors may also bring Council decisions to the Committee. <p>Convener (Friends of Aileu Project Officer):</p> <p>The Convener provides the coordination and support role for the Committee including:</p> <ul style="list-style-type: none"> - scheduling meetings, preparing the agenda, minutes and reports - communication between Council and Committee members on Committee business, preparing Councillor briefings and Council reports - supports the Committee's effectiveness including introducing relevant information and opportunities, and facilitating Committee induction and dispute resolution process - liaising with the Aileu Municipal Administration and the Timor-Leste Ministry of State Administration, the Aileu Relationship Commission (the counterpart to the Friends of Aileu Community Committee in Aileu), Australian and Timor-Leste partner organisations, other community organisations and businesses, community members and other relevant individuals about Committee business and other Friends of Aileu activities - supporting Committee members, partner organisations, community members and others in implementing committee decisions - the Project Officer is responsible to line management at Moreland Council as the employer, and to line management of both Moreland and Hume City Councils under the terms of the East Timor Partnership Project.
<p>Reporting requirements</p>	<p>A meeting agenda and relevant reports and other information will be distributed to members prior to each meeting.</p> <p>Minutes will be taken by the Convenor and will be distributed to members (within two weeks of each meeting) and lodged with each Council as required.</p> <p>Assembly of Councillors filed within one business day as required.</p> <p>Input, feedback and recommendations from the Committee will inform reports to Council in order to inform Council planning and decision making.</p> <p>An Annual Report shall be prepared and lodged with each Council, with copies provided to the Aileu Municipal Administration via the Aileu Relationship Commission, the Timor-Leste Ministry of State Administration and other Australian, Aileu and Timor-Leste government and civil society partners.</p> <p>Periodic Newsletters and project information sheets will be prepared and provided to all Committee members and other interested</p>

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	<p>individuals, groups or organisations on a community distribution list, and to the Aileu Relationship Commission and other Aileu and Timor-Leste government and civil society partner organisations and individuals.</p>
<p>Meetings</p>	<p>Meetings will be held:</p> <ul style="list-style-type: none"> - at least five times per year, generally bi-monthly - so far as practicable, alternatively at Moreland and Hume City Council premises or venues - generally commencing at 6pm on the first Tuesday of the nominated month unless otherwise agreed. <p>Date, time and location of meetings may be varied by agreement at the Committee, or as determined by the Chair and Deputy in consultation with the Project Officer, and will be scheduled well in advance.</p> <p>The Agenda will be circulated at least one week prior to each meeting.</p> <p>Where members are unable to attend a meeting, an apology should be forwarded to Convener prior to the meeting.</p> <p>The Committee may call special meetings or set up sub-committees or working groups to progress plans and activities between meetings. Any such sub-committees or working groups shall as far as practicable be lead and convened by a Committee member with agreed support provided by the Project Officer.</p> <p>Working groups may also be established by the Project Officer with the agreement of relevant committee members.</p> <p>Such sub-committees or working groups shall operate in the manner determined by the Committee, or in the absence of such determination as they see fit.</p> <p>All sub-committees or working groups are accountable to the Committee and shall to report to the Committee at the each Committee meeting or as otherwise directed.</p> <p>Other persons who may participate in meetings in a non-voting capacity include:</p> <ul style="list-style-type: none"> - Invited guests, as agreed with the Chair or the Convenor - Other Moreland and Hume Councillors, as agreed with the Chair and Deputy Chair - Other Council officers - Other members or staff Friends of Aileu partner organisations - Representatives of other friendship groups and municipal councils associated with Friends of Aileu, currently including the Campaspe East Timor Association in Friendship (CETAF), Shire of Campaspe, Friends of Laulara, Kangaroo Valley Remexio Partnership (KV-RP), Sacred Heart Parish Sandringham and other community groups active in Aileu

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	<ul style="list-style-type: none"> - Representatives of the Timor-Leste Government in Australia (e.g. Ambassador, Honorary Consul in Melbourne) - Representatives of Timor-Leste community organisations in Melbourne (e.g. METAC, TAV, etc) - Representatives of other Timor-Leste friendship groups and peak bodies and networks, such as the Australia Timor-Leste Friendship Network - Representatives of Non-Government Organisations active in Aileu, such as World Vision, Plan International, Engineers Without Borders, Oaktree Foundation - Any person who has an interest in the friendship relationship with Aileu.
<p>Decision making</p>	<p>The Committee does not have any decision making powers in respect of either Council's policy, budgets, programs or projects.</p> <p>The Committee does have decision making powers in relation to projects to be supported or activities undertaken by the Committee, for purposes consistent with these Terms of Reference and the Friendship Agreement.</p> <p>The Committee also has decision making powers and accountability for the expenditure of funds raised by it, contributed by partner organisations, or donated by other organisations and individuals.</p> <p>Partner and associated organisations may retain sole control over funds they contribute but shall expend and account for them as agreed under the terms of any MOU or Letter of Agreement, or as otherwise agreed by the Committee.</p> <p>Only committee members as determined by appointment by Council.</p> <p>All decisions creating financial commitments (against the funds raised by the Committee or against the Councils' East Timor Partnership Project Cost Centre budget) shall be taken on the basis of a motion with a mover and seconder and determined by a simple majority of votes on a show of hands.</p> <p>Expenditure of funds raised by the Committee shall only be authorised on the basis of such a vote.</p> <p>Retrospective approval may be provided by the Committee for minor or altered expenditures, and for re-allocation of expenditures previously approved, where circumstances change materially between meetings.</p> <p>Other decisions will usually be taken on the basis of a simple majority, determined by a show of hands.</p> <p>The Chair may seek to determine consensus or take a non-binding vote by a show of hands, involving all participants at a meeting to guide subsequent formulation of motions or to provide general advice to the Project Officer or the convenor of a sub-committee or working group.</p>
<p>Timeline for involvement</p>	<p>Membership begins at the meeting following appointment and spans a term of two years.</p>

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	Members may be re-appointed for a further term or terms as agreed by the Committee.
Relevant information and references	Attachment A: Friendship Agreement 2016 Attachment B: Municipal Agreement 2016 Attachment C: Friends of Aileu Governance and Relationships https://www.moreland.vic.gov.au/community-health/advocacy-services/friends-of-aileu/ also reached via Contact_Details/Your_Council/Your_Councillors/Council_Committees">https://www.hume.vic.gov.au/About Us Contact Details/Your Council/Your Councillors/Council Committees > Community Committees > Friends of Aileu
Any other information	<p>The Committee shall raise funds to support agreed activities in Aileu from within the community or from donations from partner organisations and other supporting individuals or organisations. Funds shall be held and managed in accounts supervised by Moreland City Council or Hume City Council. The Committee, assisted by the Project Officer, will report on the use of all funds raised and donations received and all expenditures.</p> <p>All projects supported by funds raised by the Committee shall be defined and agreed with the Aileu Municipal Administration, Aileu Relationship Commission, or other responsible organisations or persons in Aileu, with funds provided generally by international money transfer to the relevant responsible organisation's bank account. All implementing organisations in Aileu shall be required to provide a report on all projects that receive funding support.</p> <p>The Committee may develop informal partnerships with supporting organisations in Australia and implementing organisations in Aileu. Substantial and ongoing partnerships may be guided by a Memorandum of Understanding signed on behalf of the organisation and the Moreland and Hume City Councils.</p>
Original approval date	September 2016
Amendments	Inclusion of Conflict of Interest clause in the section covering Roles, Responsibilities and Accountabilities
Amendments approved	Moreland City Council meeting February 2020
Next review	Proposed as part of an overall review of Moreland City Council Citizens' committees and TORs (2020 TBC)

**SELECTION CRITERIA AND PROCESS FOR APPOINTMENT OF INDIVIDUAL
(COMMUNITY AND SPECIAL INTEREST) MEMBERS TO THE
Friends of Aileu Community Committee**

Eligibility for Membership

Committee and special interest membership through expression of interest is open to:

- Community members: all interested persons who live, work or study in Moreland or Hume and have an active interest in Timor-Leste (up to 12 no.), and
- Individual special interest members: persons with a demonstrated personal or professional connection to Aileu or Timor-Leste, but not necessarily living, working or studying in Moreland or Hume (up to 4 no.)

Application Process

Applicants should fill in the application form as required and submit it by the due date.

Selection Process

Expressions of Interest will be invited and applications will be considered by the Manager Governance and the Convenor. Recommendations will be provided to Council for final decision at which time all candidates will be advised of the outcome.

Selection Criteria

Selection of members shall be based on assessment of each individual applicant's ability to contribute to achievement of the Purpose and Scope of the Committee and to fulfil the relevant Roles, Responsibilities and Accountabilities, as detailed in the Terms of Reference.