



CITY OF PORT PHILLIP

City of Port Phillip - Friends of Suai Community Taskforce Terms of Reference

Purpose	To work with and assist the City of Port Phillip to develop sustainable and productive relationships between the Port Phillip and Suai communities.
Objectives	<ol style="list-style-type: none"> 1. To promote the Friends of Suai program throughout the Port Phillip community. 2. To encourage community members to participate and provide support to Friends of Suai. 3. To work in partnership with the Suai community collective in identifying appropriate projects and activities. 4. To make recommendations to Council officers about funding of programs and activities and the expenditure of funds raised. 5. Where appropriate, to liaise with wider Victorian contacts and networks related to East Timor, in order to promote and support Friends of Suai. 6. To organise and support fundraising activities for the Friends of Suai program.
Policy Framework	The framework for the Friends of Suai Community Taskforce ¹ was established by a Statement of Friendship signed 05 May 2000 by the elected representatives of Port Phillip and East Timor Xanana Gusmao, the former Commander of the CNRT and later President 2002-2007. A further Memorandum of Understanding was signed by City of Port Phillip and the District Administrator 07 May 2005. Both agreements are based on friendship and mutual respect.
Work Plan	The Taskforce will annually update its strategic plan.
Membership	<ol style="list-style-type: none"> 1. Anybody may attend and speak at meetings of the Friends of Suai Community Taskforce. 2. To become a member of the Friends of Suai Community Taskforce, a community member must: <ol style="list-style-type: none"> a. Attend at least one meeting of the Community Taskforce, then b. Be invited by resolution of a meeting to become a member. 3. Council will appoint a Councillor to be a member of the Committee. 4. Community taskforce membership may not exceed 25 members. 5. The Chairperson is appointed by the CEO or Council after consideration of recommendations made by the Friends of Suai Community Taskforce through a democratic process. 6. If a member fails to attend three consecutive meetings without apology the Community Taskforce may require the member to relinquish their membership. 7. Members will be required to fill out a declaration of interest form when they join the taskforce, and to update their declaration at least annually.

¹ The Friends of Suai Community Taskforce is also known as the Friends of Suai Community Steering Group

Committee Roles	Chairperson - Bill Armstrong OA Council Representative Cr Karen Sait Treasurer - David Brand Secretary – Desleigh Kent Friends of Suai Coordinator – Pat Jessen
Member Accountability	On an annual basis the Friends of Suai Community Taskforce reviews its own performance prior to providing an annual report to council
Remuneration	N/A
Resourcing	<p>Written minutes meetings are the responsibility of the Secretary. An agenda is prepared by the Friends of Suai Coordinator and the Chairperson. Agenda and other papers for meetings will be compiled and distributed by the Friends of Suai Coordinator.</p> <p>The Friends of Suai Coordinator will ensure that new members receive copies of the Community Taskforce terms of reference, guidelines, friends of suai vision statement and any other relevant information.</p>
Consultation	The Friends of Suai Community Taskforce has a wide range of views brought to the table by the committee members and consults with organisations and individuals with expertise as appropriate.
Meetings	The taskforce will usually meet monthly, and must meet at least four times in each calendar year.

Friends of Suai Community Taskforce – General procedures

Closing the loop	Council officers are responsible for ensuring that committee members are advised of: <ul style="list-style-type: none"> • progress or outcomes of any advice provided by the committee • any Council report or Council decision relevant to the committee's work • dates of Council meetings discussing matters relevant to the committee
Committee powers	Committees provide advice and organise their work according to their terms of reference. Advisory committees do not have any formally delegated powers under the Local Government Act.
Declaration of interests	A member with a conflict of interest or perceived conflict of interest in a matter before the committee must declare their interest prior to committee discussion of the item.
Term of membership	Members of committees will be appointed for a term of two years or less. Membership terms will end no later than 31 December of the relevant year. Members can be reappointed for further terms.
Annual report	Each committee will provide an annual report to the council in October, November or December of each year. The report will set out the committee's work of the previous year and planned work for the coming year.
Term of committee	Each committee will continue its work until no later than 31 December 2006. ² Council may extend the term of any committee. The annual report of the committee can recommend to Council that its term be continued.
Review of terms of reference	Committee terms of reference may only be amended by the Council. Committees may recommend to Council changes to their terms of reference in their annual report.

Note: the procedures on this page apply to all advisory committees of the Council of the City of Port Phillip in addition to each committee's separate terms of reference.

² At the City of Port Phillip Council Meeting, December 2006 council agreed to support the continuance of the Friends of Suai Community Taskforce and extend the expiry date of the committee until 31 December 2010