

# **CITY OF PORT PHILLIP**

## **Friends of Suai/Covalima Community Reference Committee**

### **2021 Terms of Reference**

#### **1. Council Plan**

Council is committed to collaboratively delivering its Council Plan by valuing and utilising the wealth of skills and knowledge in the community. It acknowledges that sound governance practice for local democracy is high quality, well informed, responsive and accountable decision making in the best interests of the community.

A key strategic direction in the 2017-2027 Council Plan is 'We embrace difference, and people belong'. This direction is supported by Friends of Suai/Covalima and the 2020-25 Strategic Plan.

All decisions, made by Council or by officers under delegation, will be informed by an analysis of community views. The establishment of Reference Committees is integral to Council's Good Governance principles. Through Reference Committees, Council recognises and encourages community leadership, quality decision-making and community participation.

#### **2. Adding value**

To maximise the value of the contribution of the Friends of Suai/Covalima Community Reference Committee (FoS/C CRC), the Committee invites interest from community members who have:

- passion and enthusiasm for the issues and challenges related to the purposes of the FoS/C CRC;
- the ability to appreciate a range of interests and factors impacting on the matters under discussion;
- a demonstrated commitment to participative and consultative processes and
- an understanding and demonstrated commitment to social justice and community development principles

In selecting community members the FoS/C CRC will seek to:

- achieve a mix of skills relevant to the purposes of the CRC;
- ensure a broad representation of the Port Phillip community; and
- create a forum for full discussion of relevant matters.

#### **3. Purpose**

The purpose of the FoS/C CRC is to assist Council by providing advice and feedback in relation to building productive and sustainable relationships with Suai/Covalima, Timor Leste.

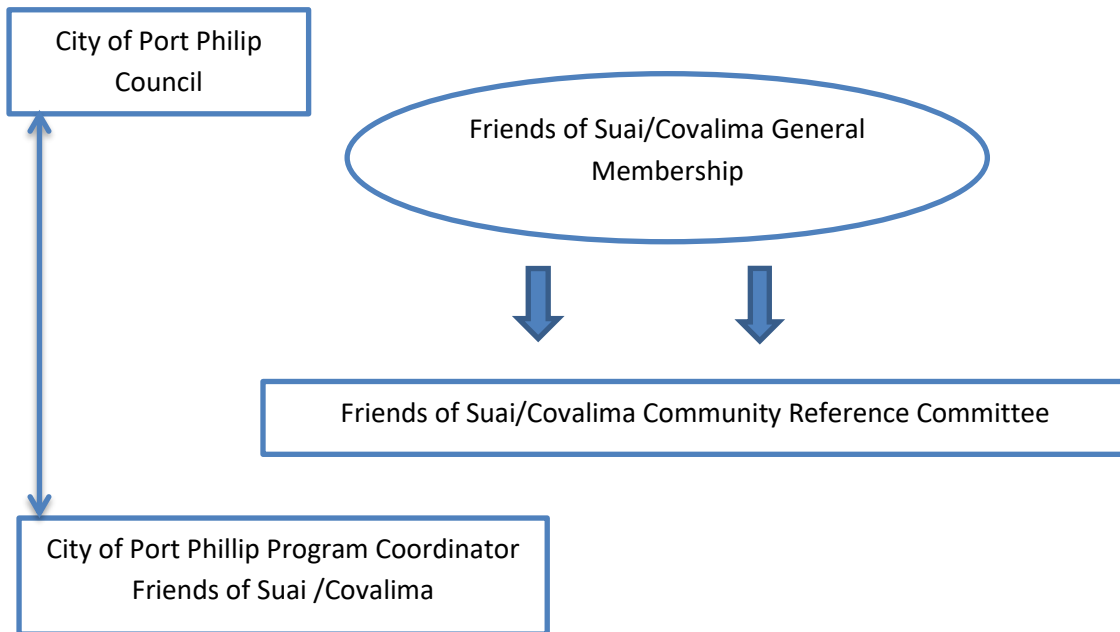
#### **4. FoS/C Structure including the CRC, Focus Groups and General Membership**

The FoS/C general membership was established in 2000. Council endorsed a further ten-year commitment based on the Statement of Friendship and Memorandum of Understanding signed by

the Mayor, City of Port Philip and Deputy Administrator, Covalima District, Timor Leste in October 2010. In 2020, Council endorsed a further ten-year commitment to the Friendship.

The first FoS/C Community Reference Community (the former Community Advisory Group) was established in March 2000 following the formal launch of Friends of Suai. Council appreciates that the FoS/C CRC may evolve and adapt to remain functional and relevant. The current structure consists of the FoS/C General Membership, FoS/C CRC and Focus Groups.

The FoS/C CRC will comprise an appropriate membership to facilitate its functioning and the achievement of its purposes.



#### 4.1 Friends of Suai/Covalima Community Reference Committee

The FoS/C CRC comprises the Office Holders: Chairperson, Council Representative, Treasurer, Secretary, Publicity & Media Coordinator, Timorese Advisor and up to six co-opted members, with administrative support from the FoS/C Program Coordinator. Meetings are open to members of focus groups.

City of Port Phillip Council will appoint a Councillor to be a Friend of Suai/Covalima.

The Chairperson of FoS/C CRC is appointed by the City of Port Phillip Council on the recommendation of the FoS/C CRC, for a period of 3 years. The Chairperson is eligible to be re-appointed by Council.

Community Office Holders of the FoS/C CRC will be endorsed by a general meeting of FoS/C membership once every 3 years.

The FoS/C CRC is supported and resourced by the FoS/C Program Coordinator. The FoS/C CRC will meet at least 5 times per year and will:

- provide advice to Council as required
- undertake regular reporting to Council and to the broader membership of FoS/C
- maintain an overview of the Friendship

- receive proposals and reports from the FoS/C focus groups
- facilitate the two general meetings of the FoS/C general members per annum, including an AGM
- recommend to Council expenditure to be made
- monitor, implement and review the FoS/C Strategic Plan (see Section 5)

The FoS/C CRC meetings will be scheduled in advance and recorded in a forward meeting program to facilitate participation. A quorum for meetings will be half its membership plus one.

The FoS/C CRC has no delegated powers, but will provide advice in line with these terms of reference. Neither the FoS/C CRC nor general members of FoS/C may speak on behalf of Council.

No remuneration will be paid to members of the FoS/C CRC. However, Council may decide to reimburse members of the FoS/C CRC for some out of pocket expenses.

## **4.2 FoS/C Focus Groups**

Focus Groups may be formed to execute particular work and/or projects. These could include community engagement activities in Port Phillip such as recruitment of new members, promotion, media, events and fundraising, and activities to support work in Suai/Covalima including education and training, scholarships and school library resources, and community development programs.

The FoS/C CRC has the authority to request the development of focus groups to support a particular activity and achieve short term and strategic goals.

## **4.3 Friends of Suai/Covalima General Membership**

Any person may apply to become a Friend of Suai/Covalima by contacting the FoS/C Coordinator to discuss their interests, expertise and capacity to contribute.

All Friends are invited to at least two meetings per year.

## **5. FoS/C strategic plan 2020-25**

The work of the FoS/C is guided by the Strategic Plan 2020-25 to deliver on Council's commitment. The Strategic Plan has three outcomes:

1. The Covalima Community Centre and its programs are strengthened towards sustainability.
2. City of Port Phillip and Covalima municipality and their communities are actively engaged in cultural exchange, mutual learning and development activities.
3. Friends of Suai/Covalima is accountable, effective and efficient.

## **6. Operational Matters of the CRC**

### **6.1 FoS/C Program Coordinator**

It is essential that coordination and communication continues to be channeled through the FoS/C Program Coordinator and that the officer communicates with the Covalima Community Centre. The Coordinator may attend any meeting of any of the focus groups.

### **6.2 Meetings**

The FoS/C Program Coordinator will prepare agenda papers for meetings of the FoS/C CRC with the agreement of the Chairperson. Agendas and supporting material will be circulated three clear working days prior to meetings to ensure a reasonable opportunity to read the papers. At all times the nominated Council officer remains under the direction of her/his General Manager.

The business conducted at each meeting of the FoS/C CRC will be recorded in the minutes and copies of the minutes will be promptly distributed to Committee members. Council may request a formal report from FoS/C CRC.

### **6.3 Reporting**

The Committee will provide an annual report to the Council in October, November or December of each year. The report will set out the achievements of the Friends of Suai/Covalima Program against the five-year Strategic Plan in the previous year.

### **6.4 Resourcing**

The City of Port Phillip staff nominated by management will support FoS/C CRC. Other City of Port Phillip officers will attend meetings to assist as required.

Council officers are responsible for ensuring the FoS/C CRC is advised of progress or outcomes of any feedback, dates of Council meetings considering matters relevant to FoS/C CRC, any Council report or Council decision relevant to FoS/C CRC's work.

### **6.5 Conduct principles**

FoS/C CRC and Focus Group members are expected to:

- actively participate in discussion and offer their opinions and views;
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- act with integrity;
- attend each meeting where practical;
- avoid conflicts of interest and the release of confidential information.

### **6.6 Conflicts of Interest**

If a member believes they have a conflict of interest in a matter before the Community Reference Committee, then that member must declare their interest and not partake in any

discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting. A person nominated or appointed by Council to a Community Reference Committee of Council and for which they receive no remuneration, would not normally have a conflict of interest. However, a person would have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.