



9.2 **FRIENDS OF SUAI/COVALIMA CHAIRPERSON AND TERMS OF REFERENCE**

EXECUTIVE MEMBER: **TONY KEENAN, GENERAL MANAGER, COMMUNITY AND ECONOMIC DEVELOPMENT**

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1. PURPOSE

- 1.1 To seek Council endorsement of the 2020 Friends of Suai/Covalima (FoSC) Community Reference Committee (CRC) updated Terms of Reference and the appointment of the 2019 FoSC CRC Chairperson.

2. EXECUTIVE SUMMARY

- 2.1 The FoSC CRC has continued to evolve as an effective mechanism to advise Council on the program and implement the FoSC Strategic Plan 2010-20.
- 2.2 The 2014 Terms of Reference have been updated to reflect a revised structure and the current Council Plan 2017-27 and requires endorsement from Council.
- 2.3 The Chairperson of FoSC CRC is appointed by Council on the recommendation of the FoSC CRC, for a period of three years.
- 2.4 Megs Alston has been nominated to continue in the role as Chairperson for a further three-year term. Support for her nomination was confirmed at the FoSC Annual General Meeting held on 19 November 2019.

3. RECOMMENDATION

That Council:

- 3.1 Accepts and endorses the nomination of Megs Alston as Chairperson of Friends of Suai/Covalima Community Reference Committee 2019-22.
- 3.2 Accepts and endorses the 2020 Friends of Suai/Covalima Community Reference Committee Terms of Reference.
- 3.3 Delegates authority to the Chief Executive Officer to make amendments to the Terms of Reference to correct any minor drafting errors that do not materially alter the intent.

4. KEY POINTS/ISSUES

- 4.1 The FoSC CRC is an advisory group to Council and is resourced and supported by the FoSC Program Coordinator. The CRC has appropriate community membership to facilitate its functioning and ensure good governance to achieve its purpose.



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- 4.2 The achievements of FoSC in the last 12 months are highlighted in the 2018/19 FoSC Annual Report (Attachment 2). The Annual Report was unanimously endorsed by Council on 6 November 2019.
- 4.3 The FoSC program and structure has continued to evolve as an effective mechanism to advise Council on the program and to implement the FoSC Strategic Plan 2010-20. Council appreciates that the FoSC CRC may evolve and adapt to remain functional and relevant.
- 4.4 The 2014 Terms of Reference for the FoSC CRC were endorsed by Council in December 2014. The 2020 Terms of Reference (Attachment 1) have been updated to reflect a revised a structure which consists of a CRC, general membership and focus groups.
- 4.5 The FoSC CRC Office Holders will consist of the Chairperson, Council Representative, Treasurer, Secretary, Publicity & Media Coordinator and Timorese Adviser. CRC Office Holders will be endorsed by a general meeting of FoSC membership once every three years.
- 4.6 The Chairperson of the FoSC CRC is appointed by Council on the recommendation of the FoSC CRC for a period of three years. The Chairperson is eligible for re-appointment by Council.
- 4.7 Megs Alston was appointed as Chairperson of the FoSC CRC in 2016 and has been nominated to continue in this role for a further three-year term. Support for the nomination was confirmed by the CRC at the FoSC Annual General Meeting on 19 November 2019.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 The 2020 Terms of Reference have been updated in consultation with the FoSC CRC Chairperson, Megs Alston.

6. LEGAL AND RISK IMPLICATIONS

- 6.1 Not applicable.

7. FINANCIAL IMPACT

- 7.1 The financial impacts of Friends of Suai/Covalima were reported to, and endorsed by, Council on 6 November 2019 and are included in the FoSC 2018/19 Annual Report (Attachment 2).

8. ENVIRONMENTAL IMPACT

- 8.1 The environmental impacts of Friends of Suai/Covalima activities were reported to, and endorsed by, Council on 6 November 2019 and are included in the FoSC 2018/19 Annual Report (Attachment 2).



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9. COMMUNITY IMPACT

9.1 The extensive community impacts of Friends of Suai/Covalima activities were reported to, and endorsed by, Council on 6 November 2019 and are included in the FoSC 2018/19 Annual Report (Attachment 2).

10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

10.1 Since 2000, the FoSC Friendship Agreement and program have been guided by Council values and align with the strategic goals of each Council Plan.

10.2 The FoSC program aligns with the 2017-27 Council Plan Strategic Direction 1: We embrace difference and people belong. The Suai Covalima Timor Leste partnership is an engagement and partnership priority that supports this direction and the FoSC Strategic Plan 2010-20 is a planning instrument for this direction.

11. IMPLEMENTATION STRATEGY

11.1 TIMELINE

11.1.1 The 2020 Terms of Reference and reappointment of the Chairperson will take effect immediately.

11.2 COMMUNICATION

11.2.1 The FoSC membership and interested parties will be advised of the reappointment of the CRC Chairperson.

11.2.2 The 2020 Terms of Reference will be made available to the public through the City of Port Phillip website.

12. OFFICER DIRECT OR INDIRECT INTEREST

12.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 10/08/02

ATTACHMENTS

1. Terms of Reference 2020 - Friends of Suai Covalima Community Reference Committee
2. Friends of Suai Covalima Annual Report 2018/19