

Terms of Reference

Name: Blue Mountains East Timor Friendship Committee

Date of Adoption: April 2008

Purpose

The Blue Mountains City Council joins other councils in Australia in forming a Friendship Committee (hereafter referred to as BMETFC) to formally participate in the Local Government Partnerships Program in the Hatu-Builico area of Timor-Leste (referred to as TL in this document).

TL has established a two level National and Regional Government administration. Local Government is small and has special expertise and knowledge about local issues, local governance, democratic process and town planning.

In the Blue Mountains, our experiences in Local Government and community cultural development can assist TL. In simple terms experience can help construct and equip safe accessible buildings for schools, hospitals, residential and commercial accommodation. We have the skills to assist with information technology, mapping, road building, water mitigation and environmental management, social service planning, health, the provision of arts and cultural development, traineeships, as well as the governance requirements for sound administrative management for social, environmental and economic sustainability.

In return, the contact with a new country and a newly liberated people offers the Blue Mountains an opportunity to deepen our community understanding of other cultures, to appreciate the relative and actual luxury in which we live and to share the excitement of people living in safety with the hope of access to education, health, work and play.

Vision

BMETFC has been established in a spirit of partnership between the people of the Blue Mountains and the people of Hatu Bulico in Timor-Leste.

BMETFC hopes to approach its tasks in a co-operative manner encouraging an on-going relationship with the people of Hatu Bulico.

BMETFC wishes to encourage exchange and reciprocal actions that support self-determination, sustainable practices and equity for the people of Hatu-Bulico.

It is hoped that the working of this committee will demonstrate how local people can contribute to the political and governance processes and have the right to be part of solutions at a local level.

Committee Structure

BMETFC is a formal committee of Council formed by a resolution of Council in January 25th 2005. The next review of this Committee, the Terms of Reference and membership will occur following the September 2008 Local Government Elections.

The Committee's its function is to act in an advisory capacity and to perform its role in liaison with Council and in accordance with Council policies, protocols and regulatory requirements.

Roles of convenor, chair, deputy chair, staff representative and minute taker have been identified as follows:

Mayor Jim Angel - Convenor
Councillor Kerrin O'Grady - chair under delegation from the Mayor
Council appointed - minute taker
Jasmine Payget – Staff Representative

The role of the Convenor is:

- Assigned to the Mayor under the Local Government Act 1993 as the default Chair of all Council Committees; and
- Under this default Chair can resume the Chair at any time.

The role of the Chair is:

- Accept the delegations of the Mayor to Chair the Committee;
- Facilitate the meeting and develop the Agenda and Papers for each meeting; and
- Ensure delivery of the meeting papers and schedule on time; and
- Liaise with the Executive of Council to ensure that Governance requirements are met.

The role of Records Management is:

- Prepare the Agenda and papers and circulate at least four working days prior to the meeting;
- Minute the meeting;
- Negotiate the next Agenda with the Chair of the meeting;
- Assist with the process of development of Business Papers; and
- Where practical, process documents through the Council systems eg advertisements.

The role of the Staff Representative is:

- Liaise with the Committee and staff; and
- Communicate and promote throughout the Council the Friendship Committee activities.

Other roles and responsibilities may be defined and agreed to in future.

Committee Membership

The number of committee participants was determined on September 1st 2005 and is reviewed annually each June or in the year of a Local Government election, following that election.

The current membership is:

Name	Role
Cr Jim Angel	Convenor
Cr Kerrin O'Grady	Chair
Cr Pippa McInnes	Councillor Representative
Cr Van der Kley	BM Sister City Committee
Mary Waterford	Community Representative
Judy Finch	Community Representative
Gail Clifford	Community Representative
Astrid Evans	BM ET Sisters Committee
Suzie Van Opdorp	BM ET Sisters Committee
Wendy Whitton	Community Representative
John Telford	Community Representative
Elaine Telford	Community Representative
Jasmine Payget	Staff Representative
Pattie Angel	Community Representative

BMETFC agrees that there is an open invitation to all Councillors to attend the BMETFC at any time.

Other community representatives or guests may be invited to attend meetings from time to time when a specific purpose is nominated.

The Objectives of BMETFC

The role of BMETFC may include but shall not be limited to the following:

1. Demonstrate a participatory local government model founded on community identified needs in partnership with the Hatu-Builico Friendship Committee in Timor-Leste.
2. Share ideas and determine solutions and activities that strengthen relationships between the communities of Hatu Builico and the Blue Mountains local government area in consultation and guidance with the Office of the District Administrator of Ainaro.
3. Work in collaboration with other organisations of the Blue Mountains working in East Timor eg BM ET Sisters Project, Springwood ET Group.
4. Provide advice and assistance to Council on issues relating to Hatu Builico and make recommendations to the Council for activities to be undertaken in Hatu-Builico.
5. Make representations to both Federal and State Governments and other relevant community based organisations.
6. Contribute expertise or interest in specific skills pertaining to activities being undertaken in Hatu-Builico.
7. Attend official functions in both Hatu-Builico and the Blue Mountains and welcome visitors from TL relevant to the work of BMETFC.
8. Undertake fund-raising activities to finance committee plans and activities.
9. Promote the values of the BMETFC that include, but not are not limited to:
 - Providing a grass roots, community-to-community link between Hatu Builico and the Blue Mountains;
 - Creating awareness of the cultural and community development principles operating through the BMETFC; and
 - That the friendship framework as a long-term commitment to sustainable community development.

Media and Publicity /Spokesperson for BMETFC

As a committee of Council the BMETFC operates within the procedures and protocols of Council's media policy.

It is agreed that the official Committee media releases and public comment will be made by the Convenor, the Mayor or delegate in liaison with Council's

Communications Officer. Wherever feasible BMETFC will have discussed the content and reason for media releases prior to the event.

Budget

Council has agreed to establish a separate cost centre to administer funds for BMETFC.

All monies of BMETFC will be held in this account and administered as per the Financial Management Procedures provided by the Council Finance Department.

Code of Conduct

Blue Mountains City Council is committed to highly ethical standards and it is the responsibility of all Councillors, members of staff, committee members and delegates representing Council to continually maintain those standards.

Council's Code of Conduct applies to BMETFC members as designated persons of Council under the Local Government Act 1993.

Reporting to Council

A Committee of Council reports to the first Council Meeting of the new financial year outlining activities, outcome and expenditure against budget in line with the Management Plan.

A Business Paper Report would also be prepared on the resignation of a member and the introduction of a new member as the latter need to be approved by the Council.

Term of appointment to BMETFC

BMETFC current members will be reviewed in September 2008 following the Local Government Election.

Membership of Committees remains in Council's control but consideration will be given at any time to recommendations from BMETFC on the matter of membership.

Dissolution of Committees

Council retains the right to dissolve a Committee at any time.

Each Committee appointment and delegation must be reviewed by Council in the first twelve months of each term of office. Committees are eligible for reappointment

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