



## Blue Mountains City Council Hatobuilico Friendship

### Committee Terms of Reference

Committee established:	25 January 2005, Minute 6
Terms of reference endorsed by the Committee:	19 August 2019
Terms of reference endorsed by the Council:	26 November 2019 Minute No. 385

### Background and history of the committee

The Blue Mountains East Timor Friendship Committee (the Committee) was established by resolution of the Blue Mountains City Council (the Council) at the Ordinary Meeting held on 25 January 2005, Minute 6. It adopted the sub-district of Hatobuilico as its partner community following a recommendation by the then Consul General of Timor-Leste, Senor Abel Guterres.

Hatobuilico sub-district is in the district of Ainaro in the mountainous centre of Timor-Leste, 100km south of Dili. Hatobuilico, which is comprised of three villages and twenty-one sub-villages, has a population of approximately 12,000 people, most of whom are subsistence farmers. Hatobuilico is situated at the foot of Mount Ramelau, Timor-Leste's highest mountain.

In November 2007 Council sent a formal delegation to Hatobuilico to sign the formal Friendship Agreement between the Council and the District Administrator for Ainaro. The delegation consisted of the Mayor, a Councillor, a council support officer and several Blue Mountains community members. At the signing of the agreement a community lunch was provided for around four hundred people.

This Friendship Agreement was recognised by the then District Administrator as a government-to-government agreement. The agreement forms the basis of our ongoing relationship with the sub-district of Hatobuilico.

Friendship relationships, such as the one between the Blue Mountains and Hatobuilico, are an important way to provide support for the development efforts of the people of Timor-Leste.

The Blue Mountains City Council support focus to date is on education in the form of the Hatobuilico University scholarship program. This program has enabled many young people to study in Dili and bring their skills back to the area, especially as teachers. It provides incentive to the secondary school students to study hard to access this opportunity.

Since 2009 community members have raised funds for projects arising from the Blue Mountains Hatobuilico Friendship, most notably the Trek for Timor, run every two years since 2010. In 2015 members of the Friendship Committee formed an incorporated association Blue Mountains Together for Timor Inc. to facilitate this

fundraising and other partnership activities with Hatobuilico communities. The work of Trek for Timor and Together for Timor has included the building of Taurema Primary school, establishment of Hatobuilico Senior Secondary school with on-going assistance with teachers' stipends, assistance to water projects, community centre refurbishment, preschools, formation of women's groups and many other projects.

### **Committee purpose**

The Committee's purpose is to act in an advisory capacity to the Council and to assist the Council to perform its role as contributor to the relationship between the City of the Blue Mountains and its partner community Hatobuilico, Timor-Leste. This will include making recommendations to Council on how to best allocate budgeted funds to assist in supporting the Hatobuilico community.

### **Committee approach**

The Committee has been established in a spirit of partnership between the people of the Blue Mountains and the people of Hatobuilico in Timor-Leste.

The Committee aims to approach its tasks in a co-operative manner encouraging an ongoing relationship with the people of Hatobuilico that respects self-determination and supports sustainable practices for the local people of Hatobuilico.

Over the longer term, a role of the Committee will be to assist Council in building the relationships that may provide support to Timor-Leste when it establishes a local government structure. It is noted that the development of Local Government structures in Timor-Leste is a complex process which will take time to be implemented through regional and isolated areas of the country.

### **Establishment and dissolution of the committee**

The Council may, through resolution of the Council, establish advisory committees for the purposes it sees fit. Recommendations made by the Committee must be endorsed by Council resolution. The Council retains the right to dissolve a committee at any time by resolution of the Council.

### **The terms of reference**

These terms of reference are to be reviewed every four (4) years. The terms of reference are expected to provide a full overview of the management of all aspects of the committee administration and other functions. Any member of the committee can request an amendment to these terms of reference, however such a request should be tabled as a committee agenda item and any agreed changes recorded in the meeting minutes. To become effective, any amendment to the terms of reference must be endorsed by the Council.

### **Conduct and governance**

Councillors, council officers and committee members must comply with the Council's Code of Conduct. Committee members will be issued with a copy of the Council's Code of Conduct on endorsement to the committee's membership by the Council and at such times as the Code of Conduct is reviewed.

The committee's governance processes are set out by the terms of reference.

## **Membership**

The Executive members of the Committee shall be Chairperson, Deputy Chairperson and committee office bearers for specific functions or projects as required. Membership is to be endorsed by the Council commencement of a new term of the Council.

Excluding the Council Support Officer, the Committee will have a minimum of 5 and a maximum of 12 members, two (2) of whom are Councillor Representatives and the remainder are community representatives. The Council Support Officer is not considered a committee member.

Committee membership is reported to Council at the commencement of a new term of the Council. Any changes in the community representative membership during the term, are to be voted upon by the committee and endorsed by Council resolution. Membership is terminated by resignation or non-attendance for two consecutive meetings without prior leave of absence. Membership may also be terminated due to a breach of the Code of Conduct.

### ***Register of committee members***

The Council will maintain a register of members. The register of members will contain the following information for each committee member:

Name and contact details (contact details for committee purposes only and not for public release);

Dates of commencing and vacating membership.

Any office bearer positions held including the dates the position was held; and

Project Specific Sub-Committee and volunteer member name, contact details and period of service.

### ***Formal nomination process***

A member of the public who is interested in becoming a committee member may register their interest in writing to the Council. At any meeting the committee may vote to recommend that the new member is accepted into the committee and it be included in the next report to the Council and advised to Council Support Officer for update to the Register of Members.

### ***Leave of absence***

Committee members may apply for a leave of absence to the committee Chair. This leave of absence will be recorded in the minutes of the meeting. Committee members will continue to receive communications relating to the committee during a leave of absence unless they express otherwise.

### ***Attendance of non-members***

There is an open invitation to all elected Councillors, who are not members of the committee, to attend and to speak at a meeting of the committee. Other community representatives or guests may be invited to attend meetings from time to time when a specific purpose is nominated.

However, a Councillor or invited guest who is not a member of the Committee is not entitled to:

- (a) Give notice of business for inclusion in the agenda for the meeting;
- (b) Move or second a motion at the meeting; or
- (c) Vote at the meeting.

## **Committee Structure**

Office bearer positions of Chair and Deputy Chair will be reviewed by the Council

every four (4) years to coincide with the Local Government election.

The following positions are considered standing committee positions:

### **Chair**

The Mayor, or their delegate, will Chair the committee for the term of the Council. The role of the Chair is to manage committee meetings by:

- Directing debates;
- Ensuring that the meeting follows the prepared agenda and progresses in a timely manner;
- Ensuring that members are afforded the opportunity to address the meeting equally; and
- Ensuring that resolutions are understood by the committee members.

Additional functions of the Chair include:

- Taking a lead role in focusing and maintaining the committee aims are followed;
- Ensuring that the committee terms of reference are maintained and followed;
- Assisting the staff representative in preparing meeting agendas and reports;
- Welcoming and inducting new members;
- Mediating disputes between members;
- Representing the committee at official functions; and
- Calling special meetings when required to address time critical matters.

### **Deputy Chair**

The Mayor's Councillor representative, or as required, the committee's nominee present at the meeting, shall act in the role of committee Deputy Chair. The role of the Deputy Chair is to support the Chair in their functions and to act as Chair during periods of absence. It is expected that the Deputy Chair will have a sound understanding of the functions of the committee and the role of Chair.

### **Council Support Officer**

The Council Support Officer is an employee of the Council, who provides the secretariat support to the committee by the Council. The Council Support Officer will support the committee to meet the administrative, reporting and financial requirements of the committee and the Council. Furthermore, the Council Support Officer will provide advice and support to the Committee to comply with the Council's policy and procedures. In particular, the Council Support Officer will act as the committee secretary, to ensure:

- Meeting agendas are prepared and distributed via email;
- Meeting minutes are taken and distributed;
- Reporting obligations are met, including the preparation of reports to Council;
- Committee minutes, documentation, correspondence and reports are saved to the Council record;
- The register of members is maintained; and
- Committee and public access to information is actioned, in consultation with the Council Information Officer, as required under the *Government Information Public Access Act (NSW) 2009*.

### **Committee meetings**

The Committee will meet at least three times per year. The meetings will be structured around the annual reporting requirements.

As considered best practice, at the commencement of each meeting the committee Chair shall ask for declarations of interest. Declarations will form part of the meeting minutes.

### ***Attendance and quorum for meetings***

Meeting quorum will be half the committee members plus one. The Council Support Officer is not a voting member for the purposes of the committee and will not be counted in quorum.

Committee members will attend meetings in person. In special circumstances, a committee member may attend a committee meeting via teleconference.

Committee members are requested to advise of their apology, at least 3 working days before the scheduled meeting, to the Council Support Officer to ensure that there is likely to be a quorum at the meeting. If there will not be quorum at the meeting, the meeting will be cancelled. The Council Support Officer will consult with the Chair regarding any cancellation of a scheduled meeting and will contact all members to notify them of the cancellation.

### ***Agenda***

On the Chair endorsement, the Council Support Officer will distribute a meeting agenda by email at least five (5) working days prior to each meeting.

Committee members may request the Council Support Officer include additional items on the agenda.

The meeting agenda will commence with standing items for attendance, apologies, confirmation of previous meeting minutes and declarations of interest. Following this, the committee will address items for action and finally, items for noting will be allocated time on the agenda.

### ***Minutes***

The Council Support Officer will take minutes at committee meetings and distribute the draft minutes to committee members and other persons who attended the meeting.

Minutes will be limited to actions and key outcomes.

Corrections or additions may be suggested by any person who attended the meeting. Revised minutes will be distributed to all committee members with the agenda and will be ratified as true and correct on or before the subsequent meeting.

### ***Meeting venue***

The Council Support Officer will arrange an appropriate venue for the meeting. This will usually be at the Blue Mountains City Council office in Katoomba however other locations may be used from time to time.

### ***Special Meetings***

Additional meetings may be added to the meeting schedule when required to ensure that time-critical decisions can be properly considered. A quorum of attendees must be established prior to the meeting being held. Notice to members of no less than five (5) working days is required.

### ***Annual report and budget recommendations to Council***

Based on the recommendations of the committee, the Council Support Officer will prepare a business paper with the Committees reports to be presented for endorsement by the Council.

Each year the committee will prepare an annual report. This will be presented to Council within 3 months following the end of the financial year. The report will include:

- An outline of achievements in response to the previous year's plan of activities;
- Confirmation of the membership of the committee;
- A reconciliation of expenses for the previous financial year; and
- Budget recommendations including rationale on how the proposed budget will be spent in the upcoming financial year.

The Committee may also make other recommendations to be reported to the Council for resolution, including changing the name of the committee, changes to details of the committee future focus and reporting on socio-economic development in Hatobuilico. Ideally, these recommendations will coincide with the annual reports.

Following endorsement by the Council, the Annual Report will be placed on the Council's website on the Blue Mountains Hatobuilico page.

### **Media and committee public relations**

The advisory committee as a Council function operates within the provisions of Council's media policy. In the first instance all media representation, press contact and publications shall be directed through the Council's Communications Officer via the Council Support Officer. Wherever feasible, the Committee will have discussed the content and reason for media representation prior to the event.

Any advertisement placed by the Committee in relation to events and functions of the Committee will be notified to the Council's Communications Officer via the Committee's Support Officer.

### **Dissolution of the Committee**

The Committee may be dissolved by resolution of the Council at any time. Any property or funds held by the Committee would revert to the Council at that time.