

**3.8 Mornington Peninsula Friends of Lospalos Annual General Meeting 2019 and Friends of Lospalos Executive Meeting 1 March 2020**

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Prepared By   | Chris Munro, Manager - Social Planning and Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Authorised By | Head of Governance and Legal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Document ID   | A9630975                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Attachment(s) | <ol style="list-style-type: none"><li>1. Minutes of the Annual General Meeting held on 28 November 2019</li><li>2. Chairperson's Report</li><li>3. Financial Report to the Annual General Meeting for the Year Ending 30 June 2019</li><li>4. Minutes of the Friends of Lospalos Executive Meeting held 1 March 2020</li><li>5. Casual Vacancy Nominees' Curriculum Vitae</li><li>6. Projects and Milestones Review, 27 March 2017</li><li>7. Role of Councils in Municipal Partnerships, Local Government Victoria</li><li>8. Enhancing Capabilities and Leadership in Timor-Leste's Public Sector</li></ol> |

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**PURPOSE**

The purpose of this report is for Council to receive the Minutes of the Mornington Peninsula Friends of Lospalos Special Committee (Committee) Meeting held 28 November 2019 (Attachment 1); and the Friends of Lospalos Executive (Executive) Meeting held 1 March 2020 (Attachment 4) and to endorse the appointment of the Executive as detailed in the Report.

**BACKGROUND**

The Mornington Peninsula Shire (the Shire), together with the Mornington Peninsula community, has had a special friendship relationship with Lospalos, Timor-Leste (formerly East Timor) since 2000.

Council, at its meeting held 18 October 2004, established as a Section 86 Committee – the Mornington Peninsula Friends of Lospalos East Timor Special Committee. An Instrument of Delegation was endorsed by Council at its meeting of 7 March 2005.

A Memorandum of Understanding by all parties was signed in 2008.

In 2014, the Timor-Leste Government through Local Government Victoria (LGV) invited key local government authorities with friendship relationships to formalise its assistance, advice and support as Timor-Leste moves to provide better services to their local population and to establish local government in its districts.

The Municipal Cooperation Agreement authorised by Council resolution on 15 December 2014 and was signed in January 2015 by the Mayor, Chief Executive Officer and Timor-Leste Vice Minister of State Administration. The Agreement, and its operation is further explained in the document 'Role of Councils in Municipal Partnerships, Local Government Victoria, November 2018' (Attachment 7).

The Committee is essentially a 'Community to Community' and 'Local Government to Local Government' committee with its focus being on fundraising for much needed community development projects recommended by the Lospalos community leadership, the Mornington

**3.8 (Cont.)**

Peninsula Friends of Lospalos and provision of services and in accordance with the 2015 Municipal Cooperation Agreement.

The Committee meets monthly and its meetings are open to all members of the Friends of Lospalos as well as members of the public. Executive representatives meet regularly with the Victorian State Government Local Government Timor Leste Partnership Network. There are 15 participating Victorian Councils.

The Committee's Projects and Milestones 2013 to 2016 were reviewed, and the results reported to Council on 27 March 2017 (Attachment 6). The Committee has reported annually to Council.

The current Executive consists of community volunteers, with Cr Hugh Fraser appointed as the Council representative and Mayor, Cr Sam Hearn and Cr Julie Morris appointed as the substitute representatives.

The Instrument of Delegation and Rules of the Committee under which the Committee operates requires that following the Annual General Meeting (AGM), a report be provided to Council.

Attached to this report are the following documents:

- Minutes of the AGM held on 28 November 2019 (Attachment 1);
- Chairperson's Report (Attachment 2);
- Financial Report to the AGM for the year ending 30 June 2019 (Attachment 3);
- Minutes of the Friends of Lospalos Executive Meeting held 1 March 2020 (Attachment 4);
- Casual vacancy nominees' curriculum vitae (Attachment 5);
- Projects and Milestones Review, 27 March 2017 (Attachment 6);
- Role of Councils in Municipal Partnerships, Local Government Victoria, November 2018 (Attachment 7); and
- Victorian Government Timor-Leste Program 2018-2021 "Enhancing Capabilities and Leadership in Timor-Leste's Public Sector", Department of Premier and Cabinet, November 2018 (Attachment 8).

**DISCUSSION**

Positions on the Executive are declared vacant at the AGM and nominations called for. There were 12 positions for executive places allocated under the Rules for election. The Executive were declared elected and consisted of the following:

- Chairperson – Ms Xiao Li Ma;
- Deputy Chairperson – Mr Graham Pittock;
- Secretary – no nomination submitted;
- Treasurer – no nomination submitted;
- Fundraising Convenor – no nomination submitted; and

**3.8 (Cont.)**

- Executive Members – Ms Cate MacMillan, Ms Debbie Allum, Ms Linda Wimetel and Mr Ollie Wimetel.

There were no nominations submitted for three further Executive member positions.

There are also two positions for Councillor Representatives to be determined annually by Council. Council at its meeting held 26 November 2019 appointed Cr Hugh Fraser as representative and Mayor, Cr Sam Hearn and Cr Julie Morris as substitute representatives.

Executive quorums were unable to be secured for meetings on 13 and 20 February 2020.

A meeting of the Friends of Lospalos Executive was convened and held on 1 March 2020, to approve members filling the casual vacancies under Rule 7.10. Nominees curriculum vitae were circulated at the meeting and have been attached to this report. (Attachment 5).

The Executive were declared elected and consist of the following:

- Chairperson – Mr Timothy Rodgers;
- Deputy Chairperson – Mr Graham Pittock;
- Secretary – Ms Xiao Li Ma;
- Treasurer – Mr Harry Pittock;
- Fundraising Convenor – Ms Colleen Hammond; and
- Executive Members – Ms Cate MacMillan, Ms Patricia Ball, Ms Lucille Rodgers, Ms Virginia Brook.

The Friends of Lospalos Executive is requesting that Council endorses the appointment of the executive members outlined above.

**ISSUES**

Friends of Lospalos maintain a membership list of some 260 people, local people and almost a thousand following its Facebook page. It works tirelessly each year to achieve fundraising to enable it to support projects based in Lospalos using a principled approach recognising key principles of community development practice such as:

- Respect and support for Timorese led decision making;
- Sustainable long-term assistance;
- Relationships are based on partnerships of mutual respect and collaboration;
- A community led development approach; and
- Implementing the 2015 Municipal Cooperation Agreement.

Fundraising in the past year has seen projects completed as noted in the Chairperson's report, including:

- Donation of US\$4,090 to the Serpentine ADM Nuns Foundation Lospalos to provide 21 young disadvantaged early school leavers with job-ready skills;
- Donation of US\$4,982 for NGO Esperance Learning Centre to provide English language courses for 50 local students – 29 male and 21 females;

- Preparatory investigative work for three new capital works projects:
  - Cacavei village – Youth Training Centre construction – US \$4,942.50;
  - Lore 2nd village – Community Literacy Centre rehabilitation – US \$9,490; and
  - Maulo's sub-village – Multifunctioning Building Projects – US \$2,074; and
- Preparatory work for the 'Specs for Los Palos' project.

Without the support of the Mornington Peninsula community, well known for its generosity and sense of justice and humanitarianism, the projects would not be able to be achieved.

#### **OFFICER DIRECT OR INDIRECT INTEREST**

No person involved in the preparation of this report has a direct or indirect interest requiring disclosure.

#### **CONCLUSION**

The Mornington Peninsula Friends of Lospalos Timor-Leste Special Committee has fulfilled its obligation as a Special Committee appointed by Council under section 86 of the *Local Government Act 1989*, by holding its AGM and forwarding the Minutes and associated documents to Council.

#### **RECOMMENDATION**

1. That Council receives and notes the report titled Mornington Peninsula Friends of Lospalos Annual General Meeting 2019 and the Friends of Lospalos Executive Meeting 1 March 2020.
2. That Council acknowledges the appointment of the 2020 Executive as follows:
  - A. Chairperson – Mr Timothy Rodgers;
  - B. Deputy Chairperson – Mr Graham Pittock;
  - C. Secretary – Ms Xiao Li Ma;
  - D. Treasurer – Mr Harry Pittock;
  - E. Fundraising Convenor – Ms Colleen Hammond; and
  - F. Executive Members – Ms Cate MacMillan, Ms Patricia Ball, Ms Lucille Rodgers and Ms Virginia Brook.
3. That Council thanks the Friends of Lospalos, its Executive and Council officers for their excellent work for the people of Timor-Leste.

#### **COUNCIL DECISION**

**Moved: Cr Fraser**  
**Seconded: Cr Brooks**

**That the recommendation be adopted.**

**Carried Unanimously**

# Minutes

Friends of Lospalos Annual General Meeting 28<sup>th</sup> November 2019  
Mornington Peninsula Shire Offices Mornington

**1. Welcome and Apologies**

The AGM of the Friends of Lospalos was called to order by the Chairperson, Xiao Li Ma at 7.30 PM on Thursday 28<sup>th</sup> November 2019, in the Mornington Peninsula Shire Council Chamber in Mornington.

**a. Present**

Cr Hugh Fraser, Xiao Li Ma, Graham Pittock, Cate MacMillan, David Harrison, Debbie Allum, Linda and Ollie Wimetel, Wayne Ashdown, Amanda Sapolu (MPSC Head of Governance and Democratic Support).

**b. Apologies**

**2. Confirmation of Minutes AGM 2018**

Minutes of the 2018 Annual General Meeting was tabled, confirmed and carried. See attached.

**3. Chairperson's Report**

The Chairperson's report for YE 30 June 2019 was presented and carried. See attached.

**4. Treasurer's Report**

Treasurer's report for YE 30 June 2019 was tabled, confirmed and carried. See attached.

**5. Delegates Report**

Cr Fraser provided a summation of FOLP activities for YE 30 June 2019, outlined priorities for the incoming Committee and thanked outgoing Treasurer Linda Wimetel and outgoing Secretary Debbie Allum for their work.

**6. Election of Office Bearers**

The Chairperson handed over the meeting to Ms Sapolu who declared all Executive positions open. The following Executive positions were elected for the YE 30 June 2020:

Chairperson – Xiao Li Ma

Deputy Chairperson – Graham Pittock

General Committee Members – Cate MacMillan, Debbie Allum, Linda and Ollie Wimetel

**Mornington Peninsula Friends of Lospalos Annual General Meeting**  
Chairperson's Report  
Mornington Library Meeting Room

**Introduction**

The purpose of this report is to provide Council with an account of Mornington Peninsula Friends of Lospalos (Friends of Lospalos) activities for the YE 2019.

Mornington Peninsula Shire Council at its meeting held in October 2004, formally established the Mornington Peninsula Friends of Lospalos as a section 86 Committee (the Committee) to work in partnership with the Friends of Mornington Peninsula Commission (the Commission) – the sub-district of Lospalos, Timor Leste.

Friends of Lospalos receive funding from the Shire to equip the Commission with necessary resources to identify and prioritise projects which are important to the people of Lospalos. The Commission has appointed a Focal Point Worker, Sr Frederico Sampaio as the key liaison between the Commission and Friends of Lospalos. Requests for project funds are received from the Commission via Sr Frederico Sampaio then evaluated and prioritised by Friends of Lospalos according to the guidelines set out by Council in the Instrument of Delegation.

Members of the Friends of Lospalos then work in partnership with the local Mornington Peninsula community to fundraise for projects nominated by the Commission and approved by the Friends Executive.

Income-generating initiatives by the Friends include, but are not exclusive to, the sale of traditional Timor Leste goods, ticket sales for fundraising nights, the sale of sustainable East Timor coffee, wine drives, and project donations.

Current members of the Committee constitute volunteers from the community and a council appointed delegate, Councillor Hugh Fraser with support from Councillors Sam Hern and Julie Morris.

**Projects Delivered**

- A financial contribution of US\$4,980 to the Serphine ADM Nuns Foundation in Lospalos provided 21 young women from disadvantaged backgrounds with job-ready skills, thus improving the social-economic outcomes of these young women. Through this project, students obtain training culinary (Portuguese and Indonesian) and sewing skills, training to work in agriculture and office administration, basic computer skills, and training in the English language.
- A financial contribution of US\$4,892.00 for the ONG Esperanca Learning Centre provided resources for the centre to deliver an English language course for 50 local

students (29 males and 21 females). This project has allowed the youth to train and be competent in speaking English, creating further opportunities later in life for the participants, whether it be to apply for a scholarship or to obtain work.

**Significant Milestones**

- Joint film screening of Abdul and Jose with Padua on Wednesday 12 September 2018 at Council Chambers in Rosebud. The event was opened by former Mayor Cr. Bryan Payne and consisted of presentations from Padua students on their trip to Timor Leste.
- The Forest Rangers Association of Lospalos was formally incorporated into the International Rangers Federation in October 2018 with seed funding received from a member of the Friends of Lospalos.
- Launch of the Education Sponsorship Drive at the Friends of Lospalos "At Home" and Christmas Get Together at the home of Councillor Hugh Fraser on 2 December 2018. The event generated \$1,950 in donations of which \$1,750 was for a commitment for three years annual scholarship.
- The graduation of Joao Baptista with a Bachelor of Education on 2 March 2019 was made possible through funds from the Friends of Lospalos.
- Partnership with the Mornington Peninsula Human Rights Group Oration on Wednesday 13 March generated \$215 in sales from the Friends of Lospalos trade table; \$15.50 in donations for general purpose use; and attracted one new \$20 membership.
- Partnership with the Mornington Peninsula Shire in support of the Seasonal Worker Program. Lucy Rodgers from the Timor Leste Embassy delivered a presentation to local industry and a representative from the Catholic Churches Support Program for workers on 18 March 2019. The program offers employers in the agriculture sector the opportunity to fill seasonal labour shortages with workers from Timor Leste.
- Strategic decision to change our coffee supplier to 'With One Bean'. This organisation is not-for-profit, and funds generated from the sale of coffee go towards subsistence farming in Timor-Leste. To date, coffee sales remain the main income generator for Friends of Lospalos.
- Hosting of the First Secretary Samuel Soares from the Timor Leste Embassy in Canberra at the home of former Mayor and current Friends of Lospalos Deputy Chairperson Graham Pittock.
- Event to commemorate Timor-Leste Independence Day on 23 May 2019 at Council offices in Mornington in partnership with the Mornington Peninsula Shire as part of this year's Library and Information Week celebrations. Bernard Collaery and Clinton Fernandes were both present to launch Clinton's latest book "Island of the Cost of Asia". The event attracted over 80 attendees, including the Mayor Cr. David Gill, Councillor Morris and the Shire CEO John Baker. Donations received on the night include \$1,500 towards the education scholarship program; \$1,000 for young

women's education; and a general donation of \$26 for general purpose use. The trade table made \$12 in sales and we received a \$40 membership subscription. An article and photographs from the event were also published in the "Mornington Peninsula News".

- Commencement of logistical discussions surrounding Colleen Hammond and former Mayors Tim Rodgers and Graham Pittock's proposed trip to Lospalos on 18 July 2019 as part of the 'Specs for Lospalos' project. Due to the geographic locality of Lospalos to Dili (Timor Leste's Capital) the community had been without an optometrist for over 18 months. Through the goodwill and generosity of Mornington Peninsula residents and optometric and ophthalmic professions the project idea for 'Specs for Lospalos' was born. The project offers practical assistance and support for the well-being of Lospalos residents and is based on partnerships of mutual respect and collaboration. Friends of Lospalos wish the project team well in their endeavours.
- Purchasing and registration of a square reader with the ATO to enable Friends of Lospalos to accept credit card payments – ABN 70508891625.
- Skyhydrant water filter information session at the home of former Mayor and current Friends of Lospalos Deputy Chairperson Graham Pittock.
- Advocacy for the prosecution of Bernard Collaery and "Witness K" to be discontinued under section 71 of the *Judiciary Act* 1903.
- Launch of Friends Across the Timor Sea: A History of Friendship Groups at a reception held by Peter McMullin, the new Consul General in Victoria, at Parliament House for the retiring Timor Leste Ambassador to Australia H.E. Abel Guterres. Peter McMullin replaces the retiring Consul Rae Kingsbury. The event was attended by Mayor, Councillor David Gill, Councillor Hugh Fraser and Friends of Lospalos Chairperson Xiao Li Ma. Friends of Lospalos would like to thank H.E. Abel Guterres for his excellent work in developing and promoting the Friends Groups across local governments in Australia. The Friends look forward to welcoming and developing a close relationship with the new Ambassador when appointed.
- Information sessions delivered to Rotary and Probus to promote our work.
- Participation in the Local Government Timor-Leste Partnership Network meetings hosted by Nick Oats from the Department of Environment, Land, Water and Planning has provided us with an ideal forum to exchange information and gather support for new projects.

#### **Project Proposals**

We were advised in June that the Commission was considering the following proposals from Sukos (Villages) in Loaplaos. The projects are:

- Cacavei village – Youth Training Centre Construction - US\$4,942.50
- Lore 2nd village – Community Literacy Centre Rehabilitation - US\$9,490
- Maulo'o sub village – Multifunctioning Building Project - US\$2,074



### **Challenges**

There has been a hiccup in our education sponsorship plans. We had anticipated sponsoring one student this year. However, this is also the first year where Friends of Lospalos have ensured that requests for student sponsorship from Marist Brothers Teacher's College go through Sr Frederico Sampaio and the Commission. Whilst we are clear that we (Friends of Lospalos) are led by Timorese decision making, the support of the College preceded the establishment of the Commission and the communication systems have been difficult to adjust.

The Friends of Lospalos Executive have also been challenged by differing views on how the Instrument of Delegation and Rules of the Committee should be applied. On Thursday 21 November 2019 a workshop was convened to work through these differences. The workshop provided members with a forum to explore our understanding of the vision, mission and processes for the committee. The take-home message from the evening is that we need to have an established process to deal with opportunistic projects which align with the mission and vision of the Friends of Lospalos Committee but do not originate from the Commission. The development of this process will need to be a priority for the incoming Executive if we are to embrace innovative and creative partnership opportunities between community organisations here and in East Timor.

Lastly, fundraising remains a difficult task for our small committee of volunteers as some project requests require significant monetary contributions which can at times be difficult to coordinate.

### **Acknowledgements**

As the Chair, I wish to extend a most sincere thanks to Mornington Peninsula Shire for their continued support of the work of Friends of Lospalos. I also wish to offer my gratitude to all the hard-working members and volunteers who have empowered this friendship network to continue delivering positive outcomes for the people of Lospalos.

**Xiao Li Ma**  
**Chairperson**  
**Mornington Peninsula Friends of Lospalos**

| Mornington Peninsula Friends of Lospalos                                |                                                                        |                    |                     |               |                   |                     |
|-------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------|---------------------|---------------|-------------------|---------------------|
| Annual Consolidated Financial Report for the period 1/07/18 to 30/06/19 |                                                                        |                    |                     |               |                   |                     |
|                                                                         |                                                                        | 019900 7402        | 063539 1036 0877    |               |                   |                     |
|                                                                         |                                                                        | <b>Timor Trust</b> | <b>CBA 1.</b>       | <b>CBA 2.</b> | <b>Cash Float</b> | <b>Total</b>        |
|                                                                         |                                                                        | \$                 | \$                  | \$            | \$                | \$                  |
| Op bal 1/07/18                                                          |                                                                        | \$ 443.69          | \$ 7,700.11         | \$ 7.77       | \$ 50.00          | \$ 8,201.57         |
| Income                                                                  | Memberships, donations and fundraising                                 |                    | 692.50              |               |                   | 692.50              |
|                                                                         | Education Donations                                                    |                    | 6,700.00            |               |                   | 6,700.00            |
|                                                                         | Bank Interest                                                          |                    |                     |               |                   |                     |
|                                                                         | Ritchies Com Benefit Card                                              |                    | 252.55              |               |                   | 252.55              |
|                                                                         | Shopnate                                                               |                    | 98.00               |               |                   | 98.00               |
|                                                                         | Sales-handcrafts                                                       |                    | 324.00              |               |                   | 324.00              |
|                                                                         | Sales- coffee MPS                                                      | 2,832.00           |                     |               |                   | 2,832.00            |
|                                                                         | Sales-coffee committee                                                 |                    | 425.00              |               |                   | 425.00              |
|                                                                         | Sales - With One Bean Fundraiser                                       |                    | 1,125.00            |               |                   | 1,125.00            |
|                                                                         | Sales - Clinton Fernandes Book                                         |                    | 577.00              |               |                   | 577.00              |
|                                                                         | Prospect Wines Fundraising                                             |                    | 944.24              |               |                   | 944.24              |
|                                                                         | MP Shire Annual Grant                                                  |                    | 9,000.00            |               |                   | 9,000.00            |
|                                                                         | Transfer of funds between accounts                                     |                    |                     |               |                   |                     |
|                                                                         |                                                                        |                    |                     |               |                   | -                   |
| <b>Total</b>                                                            | <b>Income</b>                                                          | <b>2,832.00</b>    | <b>\$ 20,138.29</b> | <b>\$ -</b>   | <b>\$ -</b>       | <b>\$ 22,970.29</b> |
| Expenses                                                                |                                                                        |                    |                     |               |                   |                     |
|                                                                         | Bank Charges/ Int transfer fees                                        |                    | 116.01              |               |                   | 116.01              |
|                                                                         | Purchase - Square Reader                                               |                    | 59.00               |               |                   | 59.00               |
|                                                                         | Purchase - Coffee MPS                                                  | 1,131.82           |                     |               |                   | 1,131.82            |
|                                                                         | Purchase - Coffee With One Bean Fundraiser                             |                    | 760.00              |               |                   | 760.00              |
|                                                                         | Purchase - Coffee committee                                            |                    | 387.50              |               |                   | 387.50              |
|                                                                         | Purchase - Monash Uni - Books                                          |                    | 359.40              |               |                   | 359.40              |
|                                                                         | Annual Membership - AusTimor Friendship Network                        |                    | 50.00               |               |                   | 50.00               |
|                                                                         |                                                                        |                    |                     |               |                   |                     |
|                                                                         | <b>Lospalos Projects expenditure</b>                                   |                    |                     |               |                   |                     |
|                                                                         | Focal Point Salary usd \$4479                                          |                    | 6,587.37            |               |                   | 6,587.37            |
|                                                                         | Internet, Commission Budget, Esperanca Youth English Course USD \$5140 |                    | 7,360.73            |               |                   | 7,360.73            |
|                                                                         | ADM Nuns Education Project for Young Women USD \$4990                  |                    | 7,453.32            |               |                   | 7,453.32            |
|                                                                         | Commission Budget USD \$1125                                           |                    | 1,709.73            |               |                   | 1,709.73            |
|                                                                         |                                                                        |                    |                     |               |                   |                     |
|                                                                         | <b>Sub Total of Lospalos Projects Expenditure</b>                      | <b>-</b>           | <b>23,111.15</b>    | <b>-</b>      | <b>-</b>          | <b>23,111.15</b>    |
| <b>Total</b>                                                            | <b>Expenditure</b>                                                     | <b>\$ 1,131.82</b> | <b>\$ 24,843.06</b> | <b>\$ -</b>   | <b>\$ -</b>       | <b>\$ 25,974.88</b> |
|                                                                         |                                                                        |                    |                     |               |                   |                     |
| CI bal 30/06/19                                                         |                                                                        | \$ 2,143.87        | \$ 2,995.34         | \$ 7.77       | \$ 50.00          | \$ 5,196.98         |

## Friends of Lospalos Executive Committee Meeting Minutes

Sunday 1st March 2020, 4.00 PM  
Unit 5/6 Lucerne Avenue, Mornington

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ACTION         |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1.       | <p><b>Present:</b> Hugh Fraser, Tim Rodgers, Graham Pittock, Xiao Li Ma, Harry Pittock, Lucy Rodgers (via teleconference), Cate MacMillan, Virginia Brook, Christina Metz, David Ball, Patricia Ball.</p> <p><b>Apologies:</b> Colleen Hammond, Debbie Allum, Linda Wimetal, Ollie Wimetal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |
| 2.       | <p><b>Casual Vacancies</b></p> <p>The purpose of the meeting was to fill the casual vacancies on the Committee under Rule 7.10 – Secretary, Treasurer, Fundraising, Convener and three Executive Members. Notification of this meeting was issued via email on 23<sup>rd</sup> February 2020.</p> <p>The Chair Xiao Li Ma outlined the purpose of the meeting. New membership and subscriptions were received from – Colleen Hammond, Patricia Ball, David Ball, Harry Pittock, Lucy Rodgers, Tim Rodgers, Virginia Brook, Christina Metz, Justin Moloney, Jess Foster.</p> <p>Nominations for casual vacancies were received and read out by Cr Fraser. Nominee CVs were subsequently circulated by Cr Fraser. As there were no other nominations, the following positions were declared duly elected –</p> <p>Treasurer – Harry Pittock<br/>Fundraising Convener – Colleen Hammond<br/>Executive – Patricia Ball<br/>Executive – Lucy Rodgers<br/>Executive – Virginia Brook</p> <p>Following the election of the above-mentioned positions, Ms. Xiao Li Ma resigned from the position of Chair. Graham Pittock, Deputy Chair then called for nominations.</p> <p>Nomination was received from Tim Rodgers and as there were no other nominations on the day, Mr. Rodgers was declared duly elected.</p> <p>Nominations for the Secretary position was then called for by the Chair Tim Rodgers. Xiao Li Ma was then declared duly elected as FOLP Secretary.</p> | <b>CARRIED</b> |

## Friends of Lospalos Executive Committee Meeting Minutes

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| 3. | <b>Minutes of the Previous Meeting:</b> Minutes of 17 <sup>th</sup> Oct 2019<br><b>Moved:</b> Xiao Li Ma<br><b>Seconded:</b> Cate MacMillan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4. | <b>Business Arising</b> <ul style="list-style-type: none"> <li>a. <b>Items for newsletter</b></li> <li>b. <b>Correspondence concerning the prosecution of Witness K &amp; Bernard Collaery</b> – Letters were sent to the Federal AG, Shadow AG, and local Federal Members.</li> <li>c. <b>Sky hydrant project</b> – G.P. provided an update of the project.</li> <li>d. <b>Friendship documents</b> – H.F. provided an outline of the key documents which guide the operations of the Executive Committee.</li> <li>e. <b>Proposed new format for the agenda</b> – H.F outlined key items for consideration by the Committee.</li> </ul> | <p>Actioned</p> <p>Send a letter to Alex Hawke Minister for International Development and the Pacific – X.M.</p> <p>Ascertain the level of support from the Commission – X.M.</p> <p>X.M. to circulate the Instrument of Delegation, MPSC Rules for FOLP Committee, and Municipal Cooperation Agreement.</p> <p>X.M. to update the FOLP flyer, and membership form with contact details of the new Committee.</p> <p>X.M. &amp; L.R. to setup FOLP email &amp; dropbox for correspondence.</p> <p>V.B. to send through Code of Conduct, WWC and any other key documents for consideration by volunteer committees.</p> <p>X.M. &amp; H.F. to formalize and present to the Committee at the next meeting.</p> |
| 5. | <b>Projects from the Commission</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Friends of Lospalos Executive Committee Meeting Minutes

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
|    | <p>Subject to the availability of funds, the FOLP Committee has agreed to fund the following projects, the total cost of approximately \$15,000, from the Commission.</p> <ul style="list-style-type: none"> <li><b>a. Multi-function building for Raca village</b></li> <li><b>b. Youth training centre for Cacavei village</b></li> <li><b>c. Rehabilitation of a community literacy centre for Lore 2 village</b></li> </ul> <p>Confirmation as to the order of priority for these projects and feedback to Committee was requested.</p> <p><b>Moved:</b> Cate MacMillan<br/><b>Seconded:</b> Virginia Brook</p>                                                                                                                         | X.M. to follow up.                                               |
| 6. | <p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li><b>a. Commission's proposal for internet and laptop</b> – It was noted that the internet proposal from Fredy is dated June 2018 – June 2019.<br/><br/>Item to be deferred until the next formal meeting so that everyone will have time to read and consider the proposal.</li> <li><b>b. Who is responsible for ongoing costs?</b></li> </ul>                                                                                                                                                                                                                                                                                                                          | <p>X.M. to circulate the proposal.</p> <p>H.F. to follow up.</p> |
| 7. | <p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li><b>a. Human Rights Oration</b> – Wednesday 18<sup>th</sup> March, 6.00PM – 9.00PM. Peninsula Community Theatre, 91 Wilsons Road, Mornington. X.M &amp; G.P to arrive around 5.00PM for set up.</li> <li><b>b. Library Week</b> – Proposed joint event. X.M. to follow up with Bernard Collaery about the event.</li> <li><b>c. Strengthening Partnerships</b> – C.M to invite Padua to the next meeting.</li> <li><b>d. Unsolicited Donations</b> – Next meeting to discuss how the Committee should address this issue?</li> <li><b>e. Coffee Sales</b> – H.F provided an update to the Committee on sales generated over the Christmas period and net profit.</li> </ul> |                                                                  |
| 8. | <p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li><b>a. No report</b> – Waiting on a handover.<br/><b>Commonwealth Bank Signatories</b> – Linda and Debbie are the current signatories. Harry and Xiao Li to be added as new signatories. A handover of all</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>5.b. CARRIED</b>                                              |

## Friends of Lospalos Executive Committee Meeting Minutes

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|            | <p>documents relating to the treasurer's role is required. Hugh to organize.</p> <p><b>Moved:</b> Hugh Fraser<br/><b>Seconded:</b> Patricia Ball</p> <p><b>b.</b> X.M thanked David &amp; Patricia Ball for their generous donation of \$200. Receipt tabled and handed over to the incoming Treasurer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>9.</b>  | <p><b>Councillor Delegate's Report</b></p> <p>Hugh has briefed Council of meeting to fill casual vacancies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>10.</b> | <p><b>General Business</b></p> <p><b>a. Federal Government's Friendship Grant</b> - H.F. to follow up with Nick Oaks regarding the application process. X.M. to update the Committee on what grants were successful in previous.</p> <p><b>b. Specs for Lospalos</b> – Timeframe to prepare for the next trip and for the collection of glasses. C.H to provide an update at the next meeting.</p> <p><b>c. DFAT letter</b> – H.F. to draft a letter to welcome Timor Leste's newly appointed Ambassador to Australia.</p> <p><b>Moved:</b> Xiao Li Ma<br/><b>Seconded:</b> Virginia Brook</p> <p><b>d. Federal Government's Scholarships</b> – X.M. to forward information about the Australian Government's Australia Awards Scholarships to the Commission.</p> |  |
|            | Meeting Closed: 5.00PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|            | <p><b>NEXT MEETING</b><br/><b>Sunday 22 March 2020, 4.00 PM start</b><br/>Home of Graham &amp; Prue Pittock, 55 Shergolds Lane,<br/>Dromana</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

**MORNINGTON PENINSULA FRIENDS OF LOSPALOS – MEETING OF EXECUTIVE – SUNDAY 1 MARCH  
2020**

**Current Executive –**

Chairperson – Xiao Li  
Deputy Chairperson – Graham Pittock  
Secretary – vacant  
Treasurer – vacant  
Fundraising Convener – vacant  
Executive – Cate MacMillan  
Executive – Linda Wimetall  
Executive - Oli Wimetall  
Executive - Debbie Allum  
Executive – vacant  
Executive - vacant  
Executive - vacant  
Delegate – Cr Hugh Fraser

**The new Executive proposed to include–**

**Treasurer – Harry Pittock**

B Sc (University of Melbourne) currently completing a Masters in Electrical Engineering. Visited Timor Leste and Lospalos as part of the volunteer ophthalmic team in July 2019 with particular responsibility for the maintenance and operation of the donated ophthalmic equipment.

**Fundraising Convenor – Colleen Hammond**

Registered optometrist and currently employed by Specsavers Rosebud. B VisSci, M Optom. Convenor and fundraiser for the recent volunteer ophthalmic clinic team to Lospalos – securing donations of ophthalmic equipment to the value of \$80,000 and over \$2,000 in donations.

**Executive - Patricia Ball**

Together with David Ball - longstanding member and supporters of Friends of Lospalos. Last visited Timor Leste and Lospalos in July 2019 as part of the volunteer optometry team in July 2019 with particular responsibility in dispensing the Lions “Recycle for Vision” prescription spectacles. Previous 2014 visit to Lospalos in which the provision of spectacles project was successfully trialed.

**Executive - Lucy Rodgers**

Lucy is graduate of the University of Melbourne B Sc and a M A (Monash) in international relations with high distinction majoring diplomacy and trade. Further studies in the Korean language at Busan National University. Intern with the Korean Consulate in Melbourne. On graduation she was employed by the Timor-Leste Embassy in Canberra as their Seasonal Worker Liaison Officer building up Timorese seasonal worker programs throughout Australia until December 2019. Currently an officer with the Commonwealth Department of Industry, Science, Energy and Resources working in its strategic policy in its resources division in Canberra.

**Executive - Virginia Brook**

Virginia had extensive experience working with the Timorese community in Melbourne in the 1980s. More recently, Virginia has worked as a Senior Policy and Programs Officer at DELWP. Prior to that she worked in Coastal Planning at the Shire. She holds postgraduate qualifications in Landscape Architecture and Community Development and has a long term interest in education and multicultural exchange. She has lectured in both post and undergraduate programs and speaks French and Spanish as second languages and passable Portuguese.

**Chairperson – Timothy Rodgers**

A former Mornington Peninsula Shire Councillor 2005 -2016 and Mayor. Chairperson Friends of Lospalos 2011 to 2017. Five times visitor to Lospalos and as VLGA accredited election observer to parliamentary and presidential Timor-Leste elections, most recently in July 2019 as part of the volunteer optometry clinic team to Lospalos. Negotiated the execution of 2015 Municipal Co-operation Agreement of the Mornington Peninsula Shire and the Government of Timor Leste. B Bldg (University of Melbourne). Proprietor Tim Rodgers Furniture.

**Secretary - Xiao Li** – current Chairperson Friends of Lospalos Executive since 2017. Former Mornington Peninsula Shire officer. Two visits in 2017 and 2018 to Timor Leste as member of the VLGA International Election Observer Team for the Parliamentary elections. Most recent 2018 visit to Timor Leste as Chairperson also to open the new Library funded by the Friends. Community Access Planner with the Mornington Peninsula Shire 2012 -2017, La Trobe Community Health Service as Senior Local Area Coordinator; Assistive Technology and Home Modification Subject Matter expert and NDIS Quality auditor from 2017 to current.



### Key milestones - Friends of Lospalos

(Updated: 27 March 2017)

| Date       | Milestone event                                                                                                                                                                                                                      |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aug 1999   | East Timor <b>Independence Referendum</b> - VLGA observer teams                                                                                                                                                                      |
| Nov 1999   | Austrian Local Government Association (ALGA) motion passed acknowledging the significant skill and experience within Local Government to assist East Timor in rebuilding its communities.                                            |
| May 2000   | Discussions initiated between MPS (Mayor, Council Officers) and representatives of the transitional leadership of East Timor about establishing a friendship relationship (Abel Gutierrez CNRT)                                      |
| May 2000   | Council meeting resolved to establish a friendship relationship between Mornington Peninsula and Lospalos.                                                                                                                           |
| May 2000   | <b>"Fundraising event</b> to launch friendship agreement held at Xanadu, Hasting Marina, raises \$18,000. Appeal was launched by Xanana Gusmao, President of the National Council of East Timorese Resistance (CNRT).                |
| Sept 2000  | MPS mission to Lospalos to ascertain community needs. Mission undertaken in response to invitation from President Xanana Gusmao, and comprised two Councillors and two officers.                                                     |
| Nov 2000   | Friendship launched through establishment of Lospalos community committee and MP Friends of Lospalos committees.                                                                                                                     |
| May 2001   | Dr Jose Ramos Horta makes inaugural Mornington Peninsula Shire Human Rights Oration                                                                                                                                                  |
| April 2002 | MPS Manager of Governance and Corporate Support participated as a member of the VLGA/ United Nations Observer delegation for the first democratic election of President of East Timor                                                |
| May 2002   | Council reaffirms its relationship with Lospalos.                                                                                                                                                                                    |
| Oct 2004   | "Mornington Peninsula Friends of Lospalos East Timor Special Committee" established by MPS Council as Section 86 Committee                                                                                                           |
| ___? 2005  | FoL Commission established in Lospalos to relate to FoL Special Committee                                                                                                                                                            |
| June 2008  | Dili Conference – <b>"Strengthening Communities Through International Friendship"</b> . 250 delegates attended; 5 from FoL including Cr Bev Colomb and Cr Dave Gegan.                                                                |
| June 2008  | Memorandum of Understanding signed in Lospalos by Cr Bev Colomb.,                                                                                                                                                                    |
| Aug 2010   | FoL participated (5 members) in the <b>"Strengthening Friendship - People to People Conference"</b> held in Maubisse and jointly organised by the Ministry of State Administration and the Australia Timor Leste Friendship Network. |

|            |                                                                                                                                                                                                                                                                                                             |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July 2012  | FoL joined Australia Timor Leste Friendship Network International Observer Mission for the <b>Timor Leste Parliamentary elections</b> . Cr Tim Rodgers and Olli and Linda Wimetal undertook election monitoring in Lospalos.                                                                                |
| Aug 2013   | <b>Tour De Amizade/Friendship Tour</b> . 14 FoL members visited Lospalos to strengthen friendship links, build awareness among donors and supporters, and consult with Lospalos leaderships on future support and friendship opportunities.                                                                 |
| July 2014  | <b>Working Together with Timor Leste – The Next Ten Years</b> International Conference convened in Melbourne by VLGA. FoL supported 2 member delegation from Lospalos (including Sr Zeferino and Sr Domingos) and arranged study tours and briefings within MPS.                                            |
| July 2014  | <b>Reaffirmation of Friendship Relationship</b> by MPS Council and signing of Agreement linking Mornington Peninsula Shire with the new municipality of Lautem.                                                                                                                                             |
| Nov 2014   | Appointment of full time FoL Commission Focal Point - Freddy Sampaio.                                                                                                                                                                                                                                       |
| Sept 2015  | <b>Notice of Motion</b> passed by MPS Council calling for a “Fair Go for Timor L’este”. Letter from Mayor sent to Prime Minister Abbott calling for Australia to resubmit to the maritime boundary jurisdiction of the International Court of Justice and the International Tribunal on the Law of the Sea. |
| April 2016 | <b>Municipal Agreement</b> signed by Mayor Graham Pittock and CEO, Carl Cowie. Purpose of agreement is to formalise assistance and advice as Timor Leste establishes local government in its districts.                                                                                                     |
|            |                                                                                                                                                                                                                                                                                                             |

Friends of Lospalos - Projects Summary: 1/4/2013 - 31/12/2016

| #  | Project Title and brief description                                                                                                                                                                                                                                                                                                                                            | Fin Year | Cost        |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| 1  | <b>Viva Harmonica:</b> provision of 200 harmonicas and two harmonica music seminars as a vehicle for strengthening friendships through music between communities of Lospalos and Mornington Peninsula. (200 beneficiaries)                                                                                                                                                     | 2013/14  | \$1,420.00  |
| 2  | <b>Reading Glasses for Lospalos:</b> 250 pairs of reading glasses were collected from individuals and opticians in the MPS, forwarded to Lospalos Hospital, and provided to needy patients following simple eyesight tests.                                                                                                                                                    | 2013/14  | \$400.00    |
| 3  | <b>Esperanca Kindergarten and Youth Project:</b> provision of early childhood development supplies and equipment.                                                                                                                                                                                                                                                              | 2013/14  | \$2,127.56  |
| 4  | <b>Luzeirio Sewing Training Project:</b> provision of sewing machines and training for women in dressmaking and income generation.                                                                                                                                                                                                                                             | 2013/14  | \$2,861.20  |
| 5  | <b>Music equipment for Lulira School:</b> provision of assortment of musical instruments for the teaching of music at school.                                                                                                                                                                                                                                                  | 2014/15  | \$2,347.66  |
| 6  | <b>Art Publiku and Vida Arte Galeria Project:</b> sponsorship of young people of Lospalos to attend arts day arts festival in Dili.                                                                                                                                                                                                                                            | 2014/15  | \$6,655.18  |
| 7  | <b>Timorlink friendship group assistance:</b> to develop booklet on "Friendship" for primary school children.                                                                                                                                                                                                                                                                  | 2014/15  | \$550.00    |
| 8  | <b>Lulira School Basketball/Volleyball court renovation,</b> benefitting 617 boys and girls.                                                                                                                                                                                                                                                                                   | 2014/15  | \$13,033.91 |
| 9  | <b>Haliku women's cancer group:</b> production and distribution of breast cancer information pamphlet.                                                                                                                                                                                                                                                                         | 2014/15  | \$716.70    |
| 10 | <b>Local Government Study Tour to MPS:</b> FoL hosted 2 Lospalos officials (district and sub-district administrators) to the Melbourne Conference on Local Government and Friendship Groups; and then facilitated attendance of Council Meetings, briefings on local government services and roles and study tours with a focus on tourism, environment, water and sanitation. | 2014/15  | \$6,842.86  |
| 11 | <b>Red Cross (CVTL) Youth Internet Cafe, Lospalos:</b> 5 computers and ancillary IT equipment provided to establish computer skills centre to help Lospalos youth and volunteers use computers to learn, communicate and find employment.                                                                                                                                      | 2015/16  | \$5,680.01  |
| 12 | <b>Moto Lori I bridge:</b> overcome community separation caused by annual flooding through the construction of an all-weather bridge to enable intra-community linkages, access to health and education services, trade and community activities (beneficiaries: 25 families, 100+ people).                                                                                    | 2016/17  | \$7,132.23  |
| 13 | <b>Primary School Teacher Training at Baucau Marist TTC:</b> expand access to primary education through the training of teachers from and for the Lospalos community. (12 teachers trained since 2009)<br>2013/14 - \$5,000<br>2014/15 - \$4,000<br>2015/16 - \$2,000<br>2016/17 - \$800                                                                                       | 2013-17  | \$11,800.00 |
| 14 | <b>Commission support:</b> Costs of full time secretariat, meeting costs and office running expenses.<br>2014/15 - \$6,428.33<br>2015/16 - \$7,168.03<br>2016/17 - \$5,792.06                                                                                                                                                                                                  | 2014-17  | \$19,388.42 |
| 15 | <b>Commission capacity building and training:</b> laptop, internet and english training (30 per course in 2015 and 2016).<br>2014/15 - \$9,239.57<br>2015/16 - \$9,978.31                                                                                                                                                                                                      | 2014-17  | \$19,217.88 |

|              |                     |
|--------------|---------------------|
| <b>Total</b> | <b>\$100,173.61</b> |
|--------------|---------------------|

**Proposed activities and budget needs for 2017 (met and unmet)**

|   | Activity                                                                                                                | Cost               |
|---|-------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1 | Construction of Moto Lori Bridge.                                                                                       | \$7,200.00         |
| 2 | Primary school teacher training: two 3rd/final year students                                                            | \$2,800.00         |
| 3 | Library construction at Trinta de Agosto School, Fuiloro Village - 18 teachers and 613 student beneficiaries (USD5,500) | \$7,300.00         |
| 4 | Rehabilitation of teacher office/resource centre at Maluro Central Basic School (USD5,477)                              | \$7,700.00         |
| 5 | Toilet and well construction at Lospalos Local Government Post (USD11,500)                                              | \$16,100.00        |
| 6 | English language training for 40 civil servants and community leaders. (USD3,200)                                       | \$4,200.00         |
| 7 | Commission costs (2017/18) - costs of full time secretariat, travel and meeting costs                                   | \$5,000.00         |
|   | <b>Total</b>                                                                                                            | <b>\$50,300.00</b> |

Local Government Timor-Leste Partnership Network  
Clarifying the roles of councils and friendship groups

## Context

- Municipal partnerships between Victoria and Timor-Leste are distinct from Friendship Relationships, but generally build on the foundation of these relationships and the work of the Friendship Groups; consequently, defining the role of the council compared to the friendship group can be challenging.
- Some network members have expressed a desire to clarify the nature and expectations of the municipal relationship, which will assist them in working with their local Friendship Group.
- This document attempts to outline the points of difference and intersection/overlap between municipal partnerships and friendship groups.
- In doing so, it aims to provide guidance to councils in how they can consider their partnership work with Timor-Leste municipalities, and how they may involve friendship groups in it.
- The document is provided for discussion by the Local Government Timor-Leste Partnership Network, with a view to developing a simple shared “statement” for use by councils in both working with their friendship group and in explaining the council role to councillors/staff.

## Points of distinction

### Core nature of the relationship

- Municipal Partnerships: Part of a formalised program under the special relationship between the governments of Timor-Leste and Victoria; the program was developed in the context of a government-to-government partnership aimed at strengthening public sector skills, and of decentralising government services in Timor-Leste.
- Friendship Relationships: Independent community-based relationships, with a commitment to listening to Timorese needs and discussing how Australian counterparts may be able to support them.

### Establishment of the model

- Municipal Partnerships: Established at the request of Timor-Leste’s Ministry of State Administration, with a view to creating support for Timorese municipalities as they take on additional responsibilities through the decentralisation process.
- Friendship Relationships: Established through discussion between Abel Guterres (then representative of the Council for Timorese National Resistance, now Timor-Leste’s Ambassador to Australia), and Rae Kingsbury (representing the Victorian Local Governance Association and Darebin council), and initially linking to a small number of councils (Darebin, Moreland, Port Philip), with a view to genuine friendships that would support Timorese communities in their journey through independence to development.

### Agreement content

- Municipal Partnerships: Consistent in content and signed by the Victorian council (Mayor and/or CEO) with the Ministry of State Administration – in short, partners agree to cooperate on initiatives to strengthen professional knowledge and skills of municipal officers, which can include study or working visits, providing technical advice, and related networking, collaboration and exchange (agreement content and list of signatory councils is at [Appendix 1](#)).
- Friendship Relationships: Varies between groups depending on local priorities and aspirations, signed by specific representatives according to the needs of the partners.

Local Government Timor-Leste Partnership Network  
Clarifying the roles of councils and friendship groups

**How Victorian participants connect**

- **Municipal Partnerships:** Participating councils connect through the Local Government Timor-Leste Partnership Network, managed by Local Government Victoria, which aims to share information between councils, the Victorian Government, and the Government of Timor-Leste.
- **Friendship Relationships:** Friendship Groups connect through the Australia Timor-Leste Friendship Network, which aims to improve communication and connection between the Timor-Leste Government and Friendship Groups; foster links and synergy between Friendship Groups; and advocate for Friendship Groups. Individual Friendship Groups may also connect outside of the network at their own initiative.

**Points of intersection / overlap**

- **Foundations:** Municipal Partnerships are generally built on the foundation of Friendship Groups, complementing the existing village/community level relationship (and respecting its continuation) by forming one at the municipal level.
- **Establishment:** Many Friendship Relationships were established through government channels to some extent, either through the local government and/or an approach by Abel Guterres (representing the Government of Timor-Leste) and involve a community-based Friendship Group, with a range of formality (e.g. local community group, incorporated community organisation, advisory committee of council, formal Section 86 committee of council).
- **Signatory:** Some Friendship Agreements are signed by a council representative (e.g. Mayor), but with a district or sub-district level counterpart rather than through the Ministry of State Administration.
- **Delivery:** In many cases, much of the tangible engagement between the Victorian and Timorese counterparts within municipal partnerships is driven by Friendship Groups – when council employs a project officer, these roles are primarily designed to support the Friendship Group, rather than to activate the municipal partnership in its own right (noting however that some activities may ultimately support the district or sub-district administration at the request of Timorese stakeholders). Councils are often also directly involved in Timor-Leste programs coordinated by the Victorian Government, noting in these cases they generally engage with national government representatives, rather than representatives from their municipal partner.

Local Government Timor-Leste Partnership Network  
Clarifying the roles of councils and friendship groups

## Statement on the role of councils

In forming Municipal Partnerships (by signing Municipal Cooperation Agreements), councils have committed to cooperate on initiatives to strengthen professional knowledge and skills of their Timorese counterparts, according to their respective resources, and through activities such as: sharing advice, experience and mentoring; study or working visits in both directions; providing technical advice; regular networking, collaboration and exchange; and projects aimed at developing trading skills, business opportunities and economic independence.

At a minimum, Victorian councils are expected to give fair consideration to any request for support by their Timorese partner or by the Government of Victoria, noting such requests generally relate to in-kind provision of training or related activities.

Given the current state of the decentralisation process, in practice many Victorian signatory councils support public sector skills strengthening in Timor-Leste through contributions to training activities coordinated by the Victorian Government. The primary beneficiaries of these activities are often national government staff rather than municipal counterparts, but with the understanding that improvements at the national level will ultimately benefit municipalities, and that the areas of training often include an explicit municipal role. Councils are also able to work directly with their municipal partner to progress independent activities.

Municipal Partnerships and Friendship Groups are distinct but complementary relationships:

- As Municipal Partners, councils focus primarily on strengthening local government staff and systems
- As Friends, friendship groups develop, refine, and update their focus according to local needs and capacities.

The nature of the relationship between the Victorian council and the relevant friendship group is defined on an individual basis, and in developing their activities councils and friendship groups may: seek support from each other; work as partners; or operate independently.



Local Government Timor-Leste Partnership Network  
Clarifying the roles of councils and friendship groups

## Appendix 1:

### Municipal Cooperation Agreements – contents and signatories

Partner councils agree to the following terms:

1. To consider economic, cultural, social, educational and/or other interchange between local community representative organisations.
2. To cooperate with the Timorese Municipality according to their respective resources and through the following support:
  - Contributing to strengthen professional knowledge and skills of municipal officers according to their needs and mainly through sharing advice, professional experience and mentoring;
  - Organising study and working visits by municipal delegations from Timor-Leste to Victoria and from Victoria to Timor-Leste by the public and the private sectors;
  - Providing support with technical advice to assist with implementation of municipal programs and projects under the direction of the Vice-Minister of State Administration;
  - Regular networking, collaboration and interchange of information between municipal officers and interested parties.
3. The Municipalities will be able to effectively communicate and cooperate in all aspects of their activities, which are aimed to provide better services to their local population.
4. The Municipalities will cooperate in projects where the objectives are the development of trading skills, creation of business opportunities and economic independence of the local Population.
5. The Municipalities will undertake procedures to obtain support to assist with implementing this municipal agreement.

### Participating Victorian councils and year of signing

Ainaro and Ballarat (2014)  
Ainaro and Bendigo (2016)  
Aileu and Hume (2016)  
Aileu and Moreland (2016)  
Baucau and Darebin (2014)  
Baucau and Yarra (2014)  
Cova Lima and Port Phillip (2016)  
Dili and Indigo (2014)

Ermera and Casey (2016)  
Lautem and Mornington Peninsula (2016)  
Liquiçá and Moonee Valley (2014)  
Manatuto and Kingston (2016)  
Manufahi and Macedon Ranges (2016)  
Viqueque and Geelong (2016)  
Viqueque and Wangaratta (2016)



# Victorian Government Timor-Leste Program 2018-2021

*Enhancing Capabilities and Leadership in  
Timor-Leste's Public Sector*

## Contents

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## 1. Introduction

There is a strong and unique bond between the State of Victoria and Timor-Leste. Victoria is home to the largest Timorese diaspora community in Australia (approximately 5000 people), and many senior officials of the Timorese Government have studied, lived and worked in Victoria.

The Victorian Government has been actively engaged with Timor-Leste since 2002. A Memorandum of Understanding (MoU) between the two Governments was signed in 2008 and renewed in 2017, as a way of demonstrating enduring commitment to the relationship. The MoU highlights the spirit of friendship and cooperation between the two jurisdictions, with a firm commitment to support and align with Timor-Leste's national development priorities, as articulated in the Government's National Strategic Development Plan (2011-2030), and with a key focus on supporting capability within the National Government and public administration sector.

## 2. Partnership Overview

Over the past sixteen years, the Victorian Government has provided expertise and advice to the Timorese Government, ranging from general public service employees to officials at the highest level. Approximately 150 Timor-Leste government officials have completed training placements in Victorian Government departments, local governments, and other Victorian institutions. Many past participants are now occupying senior positions such as Secretaries of State, or General and National Directors in various ministries, directorates and departments. Support and training to Timor-Leste government officials has also taken place through follow up training and mentoring activities in Timor-Leste by Victorian public service staff.

The aim of the program has been to strengthen Timor-Leste's public-sector capability, through the provision of technical expertise from relevant Victorian Government departments and the facilitation of capability building opportunities with key Victorian institutions, including the private sector, education institutions, local government, non-government organisations and friendship groups.

An expert evaluation of the program was undertaken in 2013 by Dr. Mandy Charman from the former Department of Planning and Community Development. The results were positive, with the Timorese public servants involved in program activities reporting on ways in which they have successfully implemented their new knowledge and skills through new attitudes, innovative practices and new projects into their professional lives. The program has had positive impacts on them and their communities, workplaces, agencies and the broader public service.

"Partners in Government: Victoria and Timor-Leste" was published soon after, outlining the successes of Victorian Government initiatives with Timor-Leste over the twelve years from 2002 to 2014. To access this document on-line, please refer to the link below:

<http://www.multicultural.vic.gov.au/component/content/article?id=232:omac-partners-in-government>

### 3. Future Directions/Strategic Objectives

Following consultation with Timorese government representatives, including those responsible for implementing the government's public administration reform priorities, five broad strategic areas for support have been identified:

- Public administration
- Inclusion and equity
- Local Government development and decentralisation
- Technical support in specific areas
- Public Diplomacy initiatives

The partnership activity matrix (Attachment A) provides an outline of actual and potential activities through inter-departmental collaboration, which align to these strategic objectives.

#### 3.1 Support public administration reform implementation (including key focus on capability building of civil servants)

A well-functioning and effective public service is critical to good governance and hence national development. The Timor-Leste Government's Public Administration Reform Guide (2017-2022) outlines an ambitious agenda for improving leadership capability in the public service to strengthen accountability and service delivery mechanisms to its citizens. This will serve as a key guide for the Victorian Government in shaping its public service capability support to the Timor-Leste Government in the future.

The Victorian Government is well placed to support the Timor-Leste Government's public administration reform agenda in mutually agreed identified gap areas, because of:

- (1) the Victorian Government's strong track record in public administration;
- (2) its history of prior engagement with Timor-Leste, including providing opportunities for capability development of Timorese civil servants in a range of government areas; and
- (3) the effective institutionalisation of Victoria's local governance structures, which easily lends itself to supporting Timor-Leste's decentralisation agenda.

The Victorian Government will support, where appropriate/possible, the Timor-Leste Government to implement its four pillars of reform:

- (1) Institutional strengthening of the public service – rationalising and harmonising human resources;
- (2) Public Service Strengthening – increasing skills and competence of public servants;
- (3) Reforming the National Institute of Public Administration (INAP) into a "Centre of excellence" to deliver quality training (so that pillar # 2 can be achieved); and
- (4) Strengthening the control of the financial and administrative management of the State through capacity development of the State General Inspectorate (IGE).

### 3.2 Support inclusion and equity (institutional and programmatic)

#### Gender Equality

Since Timor-Leste's independence in 2002, gender equality has been an important goal for nation building. Significant progress has been made in addressing inequalities in legislation, policy development and institutional structures and systems. But a number of pressing gender issues remain. The high prevalence of domestic violence, high levels of maternal mortality, gender disparities in the labour force, and low levels of women's participation in local governance, are but a few of the issues raised in the Timor-Leste Country Gender Assessment report (2014).

Gender disparity in the public service has been highlighted as a particular area of concern in the Timor-Leste Government's Public Administration Reform Agenda (2016). Women account for only 30% of public service employees, with a much lower ratio of women at managerial/leadership levels.

The Timor-Leste National Strategic Development Plan articulates the need for further action, and outlines key priority areas to advance gender equality in Timor-Leste.

In 2016, the Department Premier and Cabinet launched the Victorian Government's Gender equality strategy. A broad range of Victorian Government departments are implementing targeted gender equity strategies, for both internal departmental operations, and broader portfolio or sectoral influence. Notably, the Victorian Public Service Commission (VPSC) is working to provide an enabling environment for women managers and leaders in the public service. This puts the Victorian Government in a strong position to provide gender equality and women's leadership capability support.

#### Disability Inclusion

People with Disabilities in Timor-Leste face significant challenges relating to access, stigma and discrimination. These challenges inhibit their capacity to fully participate in community life and to access economic and education opportunities. The Timor-Leste National Strategic Development Plan articulates the need to create a framework for protecting the rights of people with disabilities and providing basic support services for people with disabilities and their families. The Timor-Leste Technical, Vocational, Education and Training (TVET) plan outlines the need to develop strategies to increase education and training opportunities for people with disabilities.

Significant progress has been made by the Victorian Government in strengthening disability inclusion across portfolios, which makes it well placed to provide capability support for this priority area.



### 3.3 Support capabilities for increased service delivery by municipalities for effective decentralisation

Local Government Victoria (LGV) in the Department of Environment, Land, Water and Planning (DELWP) has been providing technical support in municipal administration to Timorese public servants both at national and municipal levels, including a focus on urban planning. This work, along with facilitating capability building opportunities through the suite of Municipal Cooperation Agreements in place between 15 Victorian councils and 11 Timorese partner municipalities, will continue through LGV's ongoing partnership with the Ministry of State Administration.

### 3.4 Technical support for specific areas

The strategy is intentionally flexible and open to a range of opportunities for technical support, where Timorese priorities and needs align with Victorian expertise, capability and capacity. Current opportunities are captured in the partnership activity matrix (Attachment A), which is reviewed and updated periodically.

### 3.5 Public Diplomacy

Public diplomacy initiatives are important for the government-to-government relationship, as they help to build networks, collaboration and connections between people and institutions, which in turn helps build trust and dialogue between Timor-Leste and Victoria.

To this end, the Victorian Government has been supporting a number of initiatives, such as funding provision for the Timor-Leste consulate in Melbourne, and for the development of the Balibo Fort conference facility, as well as in-kind support for the Australia Timor-Leste Friendship Network.

## 4. Implementation Structure for Victorian Government initiatives

The Timor-Leste Government is in a significantly stronger position to identify and articulate its own capability development agenda than when the relationship between jurisdictions formed, as evidenced by its Public Administration reform plan. In acknowledgement of this development, the Department of Premier and Cabinet (DPC) is coordinating a Whole-of-Victorian Government (WoVG) approach to ensure effectiveness and sustainability of program outcomes, and also provide learning opportunities to civil servants across the Victorian Government.

The Hon Richard Wynne MP is the Minister Responsible for Victoria's Relationship with Timor-Leste. The program is supported jointly by the Multicultural Affairs and Social Cohesion Division (MASC) in DPC and the Local Infrastructure Group in the Department of the Environment, Land, Water and Planning (DELWP). DELWP has a longstanding and productive working relationship with the Ministry of State Administration in Timor-Leste to support its decentralisation agenda.

DPC and DELWP work closely with key partners across the Government of Timor-Leste, to identify opportunities for partnership initiatives between both governments, connecting with relevant Victorian Government departments and agencies to develop and deliver specific

activities. The Activity Matrix is a live document, bringing together emerging and actual activities to support overarching program management.

Building on established relationships, and taking the lead from the central Timor-Leste Government about how we engage according to local operational contexts, is key to the successful partnership. Offering opportunities from a Victorian perspective for consideration by the Timor-Leste Government is also important, and all VPS departments and agencies are welcome to be involved in the partnership by proactively engaging with DPC and DELWP to suggest possible initiatives.

DPC and DELWP's role in facilitating the partnership has a strong emphasis on brokering opportunities for involvement across the Victorian Public Sector (VPS), with local councils, and in partnership with the Commonwealth Department of Foreign Affairs and Trade (DFAT) as appropriate. Key coordination mechanisms within the Victorian Government are the WoVG Timor-Leste Network (representatives from Victorian Government departments), the International Engagement Inter-Departmental Committee, and the Local Government Timor-Leste Network (including representatives from local councils, the Australia Timor-Leste Friendship Network and the Timor-Leste Consulate).

## 5. Reporting and Evaluation

This strategy covers the period 2018-2021.

Implementation of the strategy is through an Activity Matrix, which will be regularly updated by DPC/DELWP and reviewed by the WoVG Timor-Leste Network, in consultation with key Timor-Leste stakeholders.

Each activity will have its own feedback and evaluation mechanism, which will feed into periodic program updates via DPC/DELWP executive to the Minister Responsible for the Relationship with Timor-Leste, including the ongoing alignment between activities and strategic objectives.