

1 Triennial Operational Funding for Friends of Same, Timor-Leste

Abstract

This report seeks Council's approval to grant operational funding of \$14,617 per annum (adjusted annually for CPI) for the Friends of Same for a further two years (1 July 2014 to 30 June 2017), to give the FOS the time needed to explore other funding sources and partnerships to support their operational costs to reduce their dependence on Council funds after 30 June 2019.

Council officers will develop a new Memorandum of Understanding between Friends of Same and the City of Boroondara, which will include the expectation that the FOS will seek alternative long-term funding for their administration costs. Officers will review Council funding to the FOS in the second year to assess the success of FOS in securing alternative sources of long-term funding and to assist Council to determine future ongoing operational funding.

The FOS was launched in 2002 as a community group under the auspices of Council to develop the friendship relationship entered into by the City of Boroondara with the Sub-District of Same in the District of Manufahi, Timor-Leste. This relationship was in accordance with the framework of the Friendship Cities Program of the Victorian Local Governance Association (VLGA). The Friendship Cities Program aimed to: (1) establish community to community partnerships based on mutual respect and friendship; (2) facilitate the sharing of knowledge and expertise of local governments and communities in Australia with communities in Timor-Leste; and (3) assist with community re-building and the strengthening of democracy in Timor-Leste.

In 2015, to assist with the transition to decentralisation in Timor-Leste, the Friendship Cities Program was replaced by the establishment of Municipal Agreements between 12 Districts in Timor-Leste and some Victorian local governments.

Council was invited to sign a new Municipal Agreement with the Manufahi District. This Agreement was intended to replace the Friendship Agreement with the Same Sub-District. In October 2015, Council resolved not to sign the new Municipal Agreement and to continue to support capacity building in Timor-Leste through its current funding for the FOS. Council decided not to sign the new Municipal Agreement because it contained definitive wording regarding commitments expected of Council, which could involve funding and actions that were yet to be scoped.

Council has provided financial support of varying amounts to FOS since 2008. Without the current funding from Council, the FOS could struggle to exist. This funding supports a part-time Administration Officer position and other ongoing expenses. In particular, this role supports the volunteer steering committee and the wider volunteer membership to raise money and in-kind sponsorship to meet specific needs in Same.

As a member of the Boroondara Volunteer Resource Centre, the FOS provides residents in Boroondara with important opportunities to volunteer and share professional and personal skills and knowledge. The FOS has also benefitted from the many Boroondara residents who volunteer through their contributions to program planning, networking and annual fundraising campaigns. In addition to volunteer and in-kind support, the FOS raised \$55,543 from 2014-16 for their community development projects.

The FOS volunteers have visited Same using their own personal funds to build connections, coordinate projects and see first-hand the impact of their contribution. This has led to strong bonds being established between the communities in Same and Boroondara and a level of mutual understanding, which has enabled the successful implementation of many joint projects.

FOS's achievements over the previous three years include:

- funding for the Fuan Nabilan Education Centre for Blind and Vision Impaired children and adults
- funding a horticulture project at Boaventura Youth Centre
- funding the construction of toilets at Sao Miguel orphanage
- the purchase of dictionaries and language texts for Betano Youth Group
- funding a motorcycle training and maintenance course for the Luta ba Future group, which facilitates remote water and sanitation programs
- providing 45 computers for an Agricultural College and Veterans' Vocational School.

The FOS has built a strong community development program in Same. In consultation with the District Administration in Same, the FOS identifies their projects using the following criteria; projects that focus on education and agriculture/horticulture development needs that will benefit a large proportion of the population for a small financial outlay. Projects are also selected based on the successful project outcomes and where the organisations running the projects have provided timely reports and documentation.

Over the next three years the FOS will focus on:

- assisting the Same Youth Centre to deliver educational programs in IT, literacy and horticulture with refurbished laptops sourced from Melbourne to expand the IT training capacity
- providing financial support for the education of people with disabilities, in particular those with vision impairment, via Fuan Nabilan Education Centre for Blind and Vision Impaired children and adults in Same
- increasing the capacity of schools in Same, in particular, vocational schools (agriculture, IT, civil construction and hospitality) by supplying tools for the civil construction course and funding a water pump for the agricultural school
- assisting the Same Hospital to obtain much-needed medical equipment, in partnership with Melbourne University Health Initiative.
- supporting the women's group in Same to increase their skills and income generating capacity e.g. via coconut oil production and marketing their handcrafts
- initiating a 'food garden' program in schools in Same, similar to the Stephanie Alexander 'kitchen garden' program in Victoria.

Officers' recommendation

That Council resolve to:

1. Endorse the operational funding of \$14,617 per annum (adjusted annually for CPI) for a further two-year period (1 July 2017 to 30 June 2019) for the Friends of Same Incorporated.
2. Direct officers to develop a new Memorandum of Understanding between Friends of Same and the City of Boroondara for the period 1 July 2017 to 30 June 2019.

**Responsible director: Carolyn McClean
Community Development**

1. Purpose

This report seeks Council's approval to grant operational funding of \$14,617 per annum (adjusted annually for CPI) for the Friends of Same for a further two years (1 July 2014 to 30 June 2017), to give the FOS the time needed to explore other funding sources and partnerships to support their operational costs to reduce their dependence on Council funds after 30 June 2019.

Council officers will develop a new Memorandum of Understanding between Friends of Same and the City of Boroondara, which will include the expectation that the FOS will seek alternative long-term funding for their administration costs. Officers will review Council funding to the FOS in the second year to assess the success of FOS in securing alternative sources of long-term funding and to assist Council to determine future ongoing operational funding.

2. Policy implications and relevance to council plan

The work of the FOS relates to Strategy 2 Community inclusion in the Council Plan 2013-17, which aims to foster a 'cohesive, healthy and connected community' through monitoring and planning for the 'community's changing needs, aspirations and opportunities to contribute to community life'. The FOS does this by building a network of Boroondara residents to work together to contribute and support the people of Same.

3. Background

Timor-Leste is one of the poorest countries in the Asia-Pacific region, and it will require substantial assistance from the international community, including Australia, for some time to come.

As a close neighbour, Australia is strongly committed to Timor-Leste's development priorities and provides support to assist the government of Timor-Leste to achieve stability and greater prosperity. Decentralisation of the government structure to a local government model in each of the 13 regional districts is a focus of the government of Timor-Leste. The success of this will depend on the capacity building of representatives and the administrators within the districts.

According to the Australian Government's Department of Foreign Affairs and Trade website, the current population of Timor-Leste is approximately 1.2 million. Although Timor-Leste has made significant progress since independence in 2002 with a fast-growing economy and a long period of stability, challenges remain. Four in 10 Timorese live below the national poverty line. The country's mainly subsistence-based agriculture sector has low productivity and there is limited access to markets. The private sector faces difficulties including accessing finance, and there is a low-skilled workforce and poor infrastructure. The maternal mortality rate is one of the highest in the region. School enrolment has improved but learning outcomes remain poor.

Women face significant barriers in accessing education and employment and nutrition is a major concern with high rates of stunting in children under five years (50 per cent).

On the 23 July 2001, Council resolved to formally offer a friendship relationship to the Sub-District of Same in the District of Manufahi, Timor-Leste in accordance with the framework of the Friendship Cities Program of the Victorian Local Governance Association (VLGA). A letter was sent from Council on the 23 June 2003 to the District Administrator of Manufahi offering a hand of friendship to assist in rebuilding Same through the sharing of knowledge and expertise. On the 20 April 2004, Council received a letter from the District Administrator of Manufahi agreeing to the friendship relationship. The two letters are in **Attachment 1**.

The FOS was launched in 2002 as a community group under the auspices of Council to develop a friendship relationship with the City of Boroondara with the Sub-District of Same in the District of Manufahi, Timor-Leste. The Friendship Cities Program aimed to: (1) establish community to community partnerships based on mutual respect and friendship; (2) facilitate the sharing of knowledge and expertise of local governments and communities in Australia with communities in Timor-Leste; and (3) assist with community re-building and the strengthening of democracy in Timor-Leste. The program supported the concept of local governments cooperating with their counterparts in Timor-Leste for the purpose of exchanging information and promoting international understanding.

With the support of Council, FOS was incorporated on 7 November 2007. Council provided FOS with two seeding grants to cover operational expenses for the periods January to June 2008 (\$7,500) and July 2008 to June 2009 (\$15,000). On 7 September 2009, Council approved a two-year operational grant (\$12,000 per annum adjusted for CPI) from 1 July 2009 to 30 June 2011 and a Memorandum of Understanding (MOU) between FOS and Council was developed. On 4 April 2011, Council approved a further three-year operational grant for FOS. The second MOU between FOS and Council was developed covering the period from 1 July 2011 - 30 June 2014. A further three-year operational grant 2014-17 was approved by Council (see **Attachment 2** for the 2014-17 MOU). The FOS is not eligible for competitive Triennial Operational funding from Council because the focus of their activities is overseas. They are in a separate category and receive non-competitive Triennial Operational funding. This is reflected in the Community Strengthening Grants Policy endorsed by Council in late 2013.

Non-competitive Triennial Operational funding recipients must meet the following conditions:

- become a signatory to a funding agreement (memorandum of understanding for the FOS), which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued.
- provide a written project evaluation report annually (or as otherwise specified in the funding agreement) against agreed performance outcomes. These reports will be reviewed by Council Officers.

In 2015, to assist with the transition to decentralisation in Timor-Leste, the Friendship Cities Program was replaced by the establishment of Municipal Agreements between 12 Districts in Timor-Leste and some Victorian local governments.

Council was invited to sign a new Municipal Agreement with the Manufahi District. This Agreement was intended to replace the Friendship Agreement with the Same Sub-District. In October 2015, Council resolved not to sign the new Municipal Agreement and to continue to support capacity building in Timor-Leste through its current funding for the Friends of Same. Council decided not to sign the new Municipal Agreement because it contained definitive wording regarding commitments expected of Council which could involve funding and actions that were yet to be scoped.

4. Outline of key issues/options

Council funding for the FOS will cease on 30 June 2017. The FOS has requested further non-competitive triennial funding from Council to maintain an Administration Officer role and to cover other ongoing operational expenses.

The FOS has three sources of income:

- the City of Boroondara funding to cover administration expenses
- coffee and handcraft sales used to support projects
- fundraising and donations.

The combined funds raised through coffee and handcraft sales and other fundraising and donations from 2014-16 was \$55,543.

Without funding from Council, the FOS could struggle to exist. Part of the success of the FOS is that it is able to utilise many volunteers in Boroondara to assist with its work. These volunteers have visited Same using their own personal funds to build connections, coordinate projects and see first-hand the impact of their contribution. The essence of the local government friendship relationships with Timor-Leste is people-to-people contacts. This has led to strong bonds being established between the communities in Same and Boroondara and a level of mutual understanding that has enabled the successful implementation of many joint projects. The FOS provides opportunities for passionate local residents to work together for a common good and to make an impact on an international level.

The FOS has initiated and developed a number of projects to raise money and in-kind sponsorship to meet specific needs in Same. In consultation with the District Administration in Same, the FOS identifies their projects using the following criteria; projects that focus on education and agriculture/horticulture development needs and that will benefit a large proportion of the population for a small financial outlay. Projects are also selected based on successful project outcomes and where the organisations running the projects have provided timely reports and documentation.

The FOS uses the funds that it raises mentioned above to provide long-term support for tertiary and secondary students through the Scholarship Program, support to the Fuan Nabilan Centre for blind and visually impaired children and adults, and for educational programs at the Boaventura Youth Centre in Same. In addition to these ongoing programs, the FOS contributes support for new activities each year in partnership with other organisations.

The new activities that the FOS has completed in the most recent three-year MOU period include:

- funding a horticulture project at Boaventura Youth Centre in Same, enabling the young people to grow and sell plants at the market
- funding the construction of toilets at Sao Miguel orphanage, Betano, Same Sub-District
- supporting the purchase of dictionaries and language texts for Betano Youth Group
- funding the purchase of a coconut oil press, so the Same Women's Group could make and sell coconut oil in their shop, which also sells woven handcrafts made by the women
- funding a motorcycle training and maintenance course for Luta ba Future (Struggle for the Future) community group, which travels to remote villages to facilitate a much-needed water and sanitation program
- providing 45 computers for Dotic Agricultural College and Same Veterans Vocational School.

Attachment 3 lists further achievements of the FOS in the period 1 July 2014-30 June 2017. These activities are funded through FOS's fundraising activities and by working in partnership with other organisations.

As a member of the Boroondara Volunteer Resource Centre, the FOS provides residents in Boroondara with important opportunities to volunteer and contribute their professional and personal skills and knowledge to support the activities of the group overseas. Our community values volunteering as evidenced by Boroondara having the highest rate of volunteering in Metropolitan Melbourne, with almost a quarter of our residents aged over 15 years volunteering (2011 Census). The FOS has also benefitted from the many Boroondara residents who volunteer through their contributions to program planning and delivery, networking and annual fundraising campaigns.

In Boroondara, the FOS holds stalls at the Hawthorn Craft Market where it sells coffee and Timorese handcrafts. It provides an avenue for Boroondara residents to contribute collectively to the rebuilding of Timor-Leste. The group has a membership of 30 individuals. However, the FOS network extends well beyond the membership, using a variety of media to engage with a number of individuals, organisations and groups in the Boroondara community. The FOS has a mail and email distribution list of approximately 240 and three newsletters are distributed each year. The newsletters are an important part of the work of the FOS, as they often elicit donations and contributions of volunteer time. The newsletters also provide information on the progress of projects to the donors and supporters of the FOS. The majority of newsletter recipients are Boroondara residents. To strengthen its capacity and long-term sustainability, the FOS has also been working with Boroondara Volunteer Resource Centre. This will expand the volunteer base and improve the capacity of their current volunteers.

As noted earlier, FOS has received funding from Council since 2008. If this funding was to cease at the end of 30 June 2017, this would give FOS very little time to explore alternative operational funding sources and have an immediate impact on its viability. Two years of operational funding is recommended to enable FOS the time to investigate other funding sources and partnerships to fund the administration costs of the program.

The objectives of the two-year MOU include seeking alternative operational funding. The FOS will be asked to:

- promote better knowledge and understanding of the needs of the District of Same and Timor Leste in the Boroondara community
- strengthen its volunteer capacity in the Boroondara community to provide support to the people of Same
- source alternative funding and support for administration costs
- increase partnerships and fundraising capacity in the Boroondara community
- prioritise and evaluate community development and project outcomes in Timor Leste, that will increase economic independence and sustainability in the Same region.

The specific outcomes in Same that will be included in the new MOU are listed below. These have also been determined in consultation with the District Administration in Same:

- assisting the Same Youth Centre to deliver educational programs in IT, literacy and horticulture with refurbished laptops sourced from Melbourne to expand the IT training capacity
- providing financial support for the education of people with disabilities, in particular those with vision impairment, via Fuan Nabilan Education Centre for Blind and Vision Impaired children and adults in Same
- increasing the capacity of schools in Same, in particular, vocational schools (agriculture, IT, civil construction and hospitality) by supplying tools for the civil construction course and funding a water pump for the agricultural school
- assisting Same Hospital to obtain much-needed medical equipment, in partnership with Melbourne University Health Initiative
- supporting the women's group in Same to increase their skills and income generating capacity (e.g. via coconut oil production and marketing their handcrafts)
- initiating a 'food garden' program in schools in Same, similar to the Stephanie Alexander 'kitchen garden' program in Victoria.

Actions for Council in the new MOU will include:

- promoting the FOS fundraising events within Council and throughout the community

promoting and supporting the FOS coffee project through direct sales at customer service outlets.

5. Consultation/communication

The FOS provides an annual report to Council and it has been in regular contact with Council through meetings, phone conversations and email. The preparation of this report has been based on this communication with the FOS.

6. Financial and resource implications

The operational funding requested is \$14,617 per annum (adjusted annually for CPI) for a further two years (1 July 2017 to 30 June 2019). This amount has been included in the draft Budget 2017-18.

This funding is for a part-time Administration Officer role and other ongoing expenses. This position supports the work of the volunteer steering committee and wider membership. The funding will also allow the FOS to rent office space and a meeting room at Hawthorn Community House, which is required for the FOS's effective operation. This is a small contribution compared with the funds raised by the group, which totalled \$55,543 from 2014-16 for their community development projects.

The table below provides a budget breakdown.

Administration services (office manager employed 1 day/week)	\$10,044
Insurances (Public liability, personal accident)	\$ 1,452
Printing, postage, office supplies, craft items	\$ 921
Rent of Hawthorn Community House office space	\$ 2,200
Total	\$14,617

7. Governance issues

The FOS provides an annual report and a financial statement to Council each year, as part of their incorporated responsibilities.

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

The officers responsible for this report have no direct or indirect interests requiring disclosure.

8. Social and environmental issues

The FOS will continue to provide residents in Boroondara with opportunities to volunteer and contribute their professional and personal skills to support the activities of FOS in Timor Leste. Boroondara residents volunteer their skills to program planning and delivery, networking and annual fundraising campaigns.

9. Evaluation and review

The objectives in the new MOU listed earlier in section 4 will form the basis of the annual evaluation of the two-year funding agreement.

The FOS will be asked to demonstrate how it has:

- promoted a better understanding of the needs of the District of Same and Timor Leste in the Boroondara community
- sourced alternative funding and support for administration costs
- strengthened its volunteer capacity in the Boroondara community to provide support to the people of Same, and what forms this support has taken
- increased partnerships and fundraising capacity in the Boroondara community
- prioritised and evaluated community development and project outcomes in Timor Leste, that will increase economic independence and sustainability in the Same region.

Manager: Dr Helen Molnar, Community Planning & Development

Report officer: Liz Landray, Community Development Officer

OFFICE OF THE MAYOR

23 June 2003

Sr Filomeno Tilman
District Administrator
Manufahi District
Same
EAST TIMOR



Attachment 1

BOROONDARA
City of Harmony

Dear Sr Tilman

On behalf of the City of Boroondara and its community I would like to express our sincere goodwill to the people of Same and Manufahi and to offer you our hand of friendship as you rebuild a sustainable future for your community.

The City of Boroondara is a predominantly residential municipality of approximately 160,000 people located in Melbourne's inner eastern suburbs. Our community has expressed its wish that Council makes this approach to you.

If you agree, we would like to work with you to implement a community-to-community partnership that will be of assistance to you and be within our capacity to provide. We strongly believe that this partnership should be based on respect for local decision-making and seek your help in identifying areas of need. We recognise the need for both long-term and short-term assistance.

Mr Tony Barta, Convenor of the Friends of Same, who last year brought some materials for schools donated by our community, has told us much about your beautiful part of East Timor. Through his video we have been able to meet many people in Same, including yourself and your colleagues.

I would like to introduce Mr Kevin Bain, a member of the Boroondara community, who kindly agreed to personally deliver this letter to you. I would hope that he may be able to bring a reply from you.

I wish you very good health and eagerly await your response.

Yours sincerely

Cr Judith Voce
MAYOR

BOROONDARA OFFICE

8 Inglesby Road Camberwell Victoria 3124 Telephone 9278 4444 Facsimile 9278 4466

TTY 9278 4848

POSTAL ADDRESS

Private Bag 1 Camberwell Victoria 3124

WEB SITE

www.boroondara.vic.gov.au



Attachment 1

REPÚBLICA DEMOCRÁTICA DE TIMOR – LESTE
Ministerio da Administração Estatal
Direcção Nacional da Administração do Território
Distrito Manufahi

November 4, 2003

Cr. Judith Voce
The Mayor of Boroondara City
in Australia (www.boroondara.vic.gov.au)

CC: kevinbain@yahoo.com.au;
barta@latrobe.edu.au;
righetti@un.org;
antonitoaraujo@yahoo.com

Dear Cr. Voce

On 11 September 2003 I have send the letter to you to say thank you for your attention to us in Same as a friends city, but many times Mr Kevin Bain say that I never replay your letter. About that, through this letter I would like to say sorry for the Mayor and all council members and I hope our relation should be continue. I never have idea to destruct your attempts to develop our relationship but the problems are the communication and times from my side very difficult to contact Boroondara and I hope all of you to understand this situation in Same.

On 15 September 2003, through Mr. Sergio A Silva his e-mail address, Mr Kevin said that the friends of Same has voted to finance two projects in Same town - a kindergarten playground and a mother and child clinic. About that IMM very happy with this information and they are ready to make bank account number as follow: (Branch BSB no. /Acc. no. 1011068415-030 NGO: Ida Mos Maunfahe) and District Administrator will supervise them until the end of projects.

Sorry with my poor English and best regards

Filomeno Tilman
District Administrator of Manufahi



BOROONDARA
City of Harmony

Memorandum of Understanding

Friends of Same Inc A0050892M

and

City of Boroondara

1 July 2014 - 30 June 2017

Memorandum of Understanding

Between:

**City of Boroondara
(Council)**

and

**Friends of Same Inc A0050892M
(Friends of Same Inc)**

the Parties

1. Preamble

On the 23 July 2001, Council made a resolution to formally offer a friendship relationship to the Sub-District of Same in the District of Manufahi, Timor-Leste in accordance with the framework of the Friendship Cities Program of the Victorian Local Governance Association.

Friends of Same was launched in 2002 as a community group under the auspices of Council to develop a friendship relationship with the City of Boroondara and the Sub-District of Same in the District of Manufahi, Timor-Leste. The Friendship Cities Program aims to: (1) establish community to community partnerships based on mutual respect and friendship; (2) facilitate the sharing of knowledge and expertise of local governments and communities in Australia with communities in Timor-Leste; and (3) assist with community re-building and the strengthening of democracy in Timor-Leste. The program supports the concept of local governments cooperating with their counterparts in Timor-Leste for the purpose of exchanging information and promoting international understanding.

With the support of Council, Friends of Same was incorporated on 7 November 2007. Council provided Friends of Same with two seeding grants to cover operational expenses for the periods January to June 2008 and July 2008 to June 2009. On 7 September 2009, Council approved a two-year operational grant from 1 July 2009 to 30 June 2011 and a Memorandum of Understanding between the Parties was developed. On 4 April 2011, Council approved a three-year operational grant for Friends of Same. A second Memorandum of Understanding between the Parties was developed that covered the period from 1 July 2011 - 30 June 2014. On 12 June 2014, Council approved a further three-year operational grant for the Friends of Same and the development of a third Memorandum of Understanding between the Parties that will cover the period 1 July 2014 - 30 June 2017.

Attachment 2

2. Purpose

- 2.1. This Memorandum of Understanding provides a framework for the ongoing working relationship between the Parties.
- 2.2. This Memorandum of Understanding sets out the common understanding between the Parties as a statement of intent and contains the serious commitment of both Parties for the duration of the Memorandum of Understanding.

3. Term of Memorandum of Understanding

This Memorandum of Understanding commences on the 1 July 2014 - 30 June 2017 or until terminated in writing by either Party.

4. Review

This Memorandum of Understanding will be reviewed by the Parties at least once every 12 months to ensure the terms remain relevant and that each Party's commitments are being met. The first review is to take place by 30 June 2015.

5. Council commitments

Council will:

- 5.1. Meet as required with nominated members of the Friends of Same Executive to discuss training, capacity-building requirements and other expertise that the City of Boroondara may be able to offer.
- 5.2. Facilitate and promote Friends of Same fundraising and awareness-raising events within Council through the Boroondara Bulletin, staff magazine, The Fuse e-newsletter, the Intranet and other means as appropriate.
- 5.3. Provide Council facilities for the use of Friends of Same events at a discounted rate (in line with Council policy) if the facility is available.
- 5.4. Maintain an updated webpage on Council's website on the work of Friends of Same.
- 5.5. Provide Friends of Same with a three-year operational grant of \$13,915.00 AUD (no GST is charged) per annum from 1 July 2014 to 30 June 2017. This grant will be adjusted annually for CPI and will be subject to satisfactory performance.
- 5.6. Distribute the annual grant payments of \$13,915 as soon as possible after receiving a detailed written annual report from the Friends of Same referred to in Clause 6.6.

Attachment 2

- 5.7. Continue to promote and support the East Timor Coffee Project, through direct sales at customer service outlets, forwarding revenue and sales data to Friends of Same on a quarterly basis.
- 5.8. Facilitate opportunities for Friends of Same to sell East Timorese coffee at agreed Council events and community festivals.

6. Friends of Same commitments

Friends of Same will:

Local level

- 6.1. Build a better knowledge and understanding of the needs of the District of Same and Timor Leste at Council and in the Boroondara community.
- 6.2. Promote and increase the membership of the Friends of Same.
- 6.3. Organise fundraising initiatives to support projects in Same.
- 6.4. Administer all income and expenditure related to the East Timor Coffee Project on projects in Same.
- 6.5. Apply for grant funding through the Annual Community Strengthening Grants program for one-off projects if required.
- 6.6. Seek partnerships and other funding opportunities to assist their longer-term financial sustainability.
- 6.7. Establish a separate line item in its accounts for receipt and expenditure of the operational grant and submit this to Council as soon as is reasonably practical after the end of each financial year.
- 6.8. Submit a detailed written report on the activities and achievements of Friends of Same in the previous twelve months. The report must contain a financial statement detailing expenditure during the financial year and such other information as Council may reasonably require. The report needs to be submitted as soon as is reasonably practical after the end of each financial year. Grant payment is subject to the completion of the report.
- 6.9. Provide up-to-date information for uploading to Council's website.
- 6.10. Acknowledge Council assistance in the Friends of Same newsletter and website and promotional materials for any Council-supported activities as agreed.
- 6.11. Friends of Same may be required to keep Councillors informed of program activities and outcomes in Same and the Manufahi District Administration (or anybody that succeeds it) through presentations to Council.

Attachment 2

International level

- 6.12. Provide funds to support the projects of the Fuan Nabilan education centre for blind and vision-impaired children and adults.
- 6.13. Continue to provide a scholarship program so students can attend secondary school and university.
- 6.14. Provide funds to support the projects of the Same Youth Centre, which runs a variety of courses for young unemployed people.
- 6.15. Assist in rebuilding the orphanage.
- 6.16. Support projects aimed at increasing economic independence and sustainability in the Same region.

7. Mutual commitments of the Parties

- 7.1. The Parties will identify and consider potential partnerships, both in Australia and Timor-Leste, that will further the aims of the Friendship Cities Program in Same.
- 7.2. The Parties will support opportunities for Council staff to participate in activities that raise awareness of the work of Friends of Same.
- 7.3. The Parties will share information and inform each other before publicising any outcomes under this Memorandum of Understanding during the period of the Memorandum of Understanding.

8. Liaison officers

- 8.1. Each of the Parties will appoint a liaison officer to be responsible for communication and facilitation regarding annual reviews of this Memorandum of Understanding and identification of any issues arising in relation to the operation of this Memorandum of Understanding.
- 8.2. The liaison officers at the time of signing are:

Friends of Same:	Chris Moss Committee member
Boroondara City Council:	Tam Tran Senior Coordinator Community Strengthening
- 8.3. The Parties reserve the right to appoint an alternate liaison officer as required and will advise each other Party as the need arises.

Attachment 2

9. Goods and services tax

No GST is charged on the Operational Grant as Friends of Same is not registered for GST.

10. Dispute resolution

If a dispute arises between the Parties concerning the terms of this Memorandum of Understanding, the Parties agree to take action to resolve the dispute within 14 days. An agreed independent party may be appointed to resolve the dispute if the Parties are not able to solve the dispute within this time. Council will meet the costs of any independent party brought in to mediate a dispute.

Attachment 2

Signed by and on behalf, and with the authority, of the **City of Boroondara** by Carolyn McClean, **Director Community Development**, in the exercise of a power conferred by an Instrument of Delegation.

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CMcClee

Date: *23 October 2014*

Kerry Woolam
.....
Name of Witness

[Signature]
.....
Signature of Witness

Signed for and on behalf of **Friends of Same Inc. A0050892M** by the following authorised delegate of **Friends of Same**:

Date: *29-10-14*

Esther Anderson
.....
Name of Convenor

[Signature]
.....
Signature of Convenor

JOAN FORDYCE
.....
Name of Witness

Joan M. Fordyce
.....
Signature of Witness

Attachment 3

Friends of Same achievements 1 July 2014- 30 June 2017**Facilitating Communication**

Friends of Same (FOS) facilitated communication between the City of Boroondara, the administration in Sub-District Same and the District of Manufahi.

This has been achieved through the following:

- visits by members of FOS
- liaison via other contacts in Timor-Leste
- Appointment of part-time liaison employee in Same to assist with management of the scholarship program

Communications with contacts in Timor-Leste: communications with the new District Administrator, Sr Carlito Araujo Pinheiro and the former District Administrator (now advisor) Sr Filomeno Tilman, the Deputy District Administrator, Sr Arantes Sarmento and other members of the administration have been maintained via connections in Same. This includes visits by members of Friends of Same, Convenor Esther Anderson, Barbara Penson, Secretary Chris Moss and Dr Bill Anderson. While in Timor, they liaised with the District Administration, people involved with the FOS scholarship program, including students studying at the University of Timor Lorosae (UNTL) the Boaventura Youth Centre in Same, a Youth Group in Betano, staff and students at an education centre for blind students and adults (Fuan Nabilan), various primary and secondary schools, including two new vocational schools, the Manufahi Department of Health and the Coordinator of the Same Hospital. Communication also occurred by phone and email.

Council representation on FOS Executive Committee: The executive committee comprises seven members of FOS.

Meetings with Council staff: Informative meetings, phone conversations and email communications have been held with Community Development Officers Liz Landray and Fiona Brown.

Projects Supported by Friends Of Same

Scholarship program: Friends of Same supports students studying agriculture at the University of Timor-Leste, and secondary school students at the Salesian Sisters Vocational High School, Venilale, Don Bosco Vocational College Fatumaca and Natabora Agricultural College. Friends of Same funding supports living expenses and school/university expenses for students.

Fuan Nabilan Centre for blind and visually impaired children and adults: This centre runs a schools' integration program enabling blind children to attend school, in addition to Braille teaching and mobility and orientation, music and handcraft skills are taught at the centre. It is the only centre for blind and visually impaired people in rural Timor-Leste. Friends of Same pays the staff salaries and incidental expenses and in 2015-16 Friends of Same contributed towards improving the living quarters by funding windows, doors and a veranda.

Boaventura Youth Centre in Same: Friends of Same has funded educational programs in IT, literacy and horticulture programs. The details of these programs

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include, 1) the continuation of a project whereby members of the Youth Centre write, design and print books in the local language Tetun, and distribute these to primary schools in rural areas that have almost no books, for the children to learn reading, 2) Sending refurbished laptops, sourced from Infoxchange in Melbourne to expand their IT training capacity and, 3) enabling the young people to grow and sell plants at the local market.

Luta ba Futuru (Struggle for the Future): Friends of Same funded a community group motorcycle training and maintenance course during the first half of 2016 and will continue funding until June 2017. Luta ba Futuru is involved in facilitating a much-needed water and sanitation program. This involves travelling to remote villages along bad roads in all weather conditions. Following the deaths of two of their members last year in motorcycle accidents, Luta ba Futuru applied for training for all their members in motorcycle training and maintenance from the group MotoAid.

Sao Miguel orphanage, Betano, Same Sub-District: Friends of Same funded the construction of toilets

Betano Youth Group (ADTL = Action Development Timor-Leste): Friends of Same provided money to purchase dictionaries and language texts.

Same Women's Group: Friends of Same funded a coconut oil press, so the group could make and sell coconut oil in their shop, which also sells woven handcrafts made by the women.

Supply of Computers for Dotic Agricultural College and Same Veterans Vocational School. The Manufahi District Administration encourages Friends of Same to support these newly established schools, as many facilities are lacking. Friends of Same sent 25 computers to Dotic Agricultural College and 20 to Same Veterans' Vocational School with the help of Computers4Kids and Community and Rotary Donations in Kind.

Medical Equipment for Same Hospital: This year Friends of Same has partnered with Melbourne University Health Initiative to source and send much needed equipment and consumables (disposable gloves etc.) to Same Hospital and Maternity Unit.

Food Garden Program: Friends of Same is planning a 'food garden' program in schools in Same, similar to the Stephanie Alexander 'kitchen garden' program in Victoria. FOS has been in discussion with Ego Lemos, well known Timorese permaculture expert (and musician) who is involved in organising these programs in all Districts of Timor, with support of other Friendship groups. FOS is planning to create employment for the agriculture graduates supported by Friends of Same. As food security is a major concern in Timor, this program would be highly beneficial nutritionally as well as educationally.

Capacity building for schools: Friends of Same is working to increase the capacity of schools in Same, in particular, vocational schools (agriculture, IT, civil construction and hospitality) by supplying them with suitable equipment and improving the facilities, for example, sending tools for the civil construction course, and funding a water pump for the agricultural school.

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Community Awareness Raising - Boroondara

Newsletters: FOS distributes regular newsletters by mail and email. Distribution of newsletters is an important part of the work of FOS as it often elicits donations, contributions of volunteer time and provides feedback on the progress of projects to supporters. The majority of newsletter recipients are Boroondara residents.

Email distribution: FOS has an established email list with regular additions being made. There are approximately 120 email list recipients.

Website and Facebook page: FOS maintains a website which is widely accessed, locally and internationally. The website address is listed in both editions of the Lonely Planet guide to Timor-Leste, with a brief comment on project initiatives.

The FOS Facebook page is regularly updated and provides exposure to a younger demographic. There is also a Fuan Nabilan Facebook page, which gets visits and responses from around the world.

Hawthorn craft market: FOS has a regular stall at the Hawthorn craft market selling coffee and handicrafts. This provides FOS with an ongoing community presence in a visible Boroondara location and gives residents of Boroondara the opportunity to appreciate and purchase Timorese woven art and organic Timor coffee. FOS also has a presence at other events in Boroondara including festivals, school fetes and other craft markets.

Timor Culture and Independence Celebration hosted by Friends of Same in the Hawthorn Arts Centre in May 2016 attracted a wide cross section of the community and involved a variety of groups including the Timorese Association of Victoria, the Australia East Timor Association and the Macedon Ranges Friends of East Timor. Speakers included film Director Bety Reis from Dili FilmWorks who is working in cooperation with FairTrade Films Australia on a project involving Australian and Timorese actors, Teresa Fraga, the President of the Timorese Association of Victoria, and Alzira Reis, the CEO of the Alola Foundation (which was founded by former Timor-Leste First Lady, Kirsty Sword Gusmao), as well as former Boroondara Councillor and Mayor Judith Voce, and one of the founders of Friends of Same. A group of East Timorese students provided the music.

Community Collaboration: Friends of Same continue to work with other groups in the community including the signing an MOU with the Swinburne Students Amenities Association.

Community Awareness Raising – Same

In the funding period 2014-17 Friends of Same members have raising the profile of the group and strengthened their relationships in Same and the District of Manufahi through visits to the following organisations and other activities:

- The new Agricultural School 3 hours drive from Same and the new civil construction, IT and hospitality Vocational school in Same which is located

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in old buildings that were once used by the Portuguese administrators prior to 1975. These schools are similar to TAFE colleges here except they take younger students. Both these visits were organised by Sr Carlito Pinheiro, the new District Administrator, who was formerly the Director of Education in Manufahi.

- The Youth Centres in Same and Betano, and seeing the horticulture project and the IT classes using computers supplied by Friends of Same.
- Fuan Nabilan where the blind and vision impaired students were working in class.
- The Same Women's group and seeing the coconut oil press working (FOS funded the coconut oil press) and watching the women weave hats, bags etc out of dry leaves, which they sell in their shop.
- Attending the Friendship Cities conference in Dili in 2016 (The Manufahi District Administrator, Sr Carlito Pinheiro who also attended was pleased to have a representative from FoS at the conference, and it was a good opportunity to hear about projects in other districts, and plans for the future of Manufahi)

Fundraising

East Timor coffee sales: Sales of East Timor coffee remains the primary source of fundraising. Coffee is the primary agricultural export commodity for Timor-Leste and the sale of coffee not only raises funds for projects but importantly assists with the development of market outlets for East Timor coffee. FOS has developed a substantial network of customers, including commercial retailers, church groups, businesses, service groups and community agencies. FOS continues to retail coffee directly at Hawthorn Craft Market and at other festivals and events.

Community Barbecues

FoS has run many Community BBQs/Sausage sizzles held at Woolworths' Camberwell and Ashburton

Film Night

FoS held very well attended Film Nights at the Balwyn Palace Cinema in 2015 and 2016

Trivia Night

Students of Event Management at Swinburne University organised and ran a very successful Trivia Night at the Hawthorn Hotel to raise funds for Friends of Same projects in June 2016.

On-line sales: FOS has been developing the facility to sell coffee, tais, handcrafts and Fuan Nabilan CDs on line.