MEMORANDUM OF UNDERSTANDING

BETWEEN

HUME CITY COUNCIL AND
MORELAND CITY COUNCIL

AND

CENTRE FOR EDUCATION AND RESEARCH IN ENVIRONMENTAL STRATEGIES (CERES)

for the Friends of Aileu partnership
Memorandum of Understanding

Introduction

In 2013, CERES Global proposed to initiate a program of community engagement tours to Timor-Leste, including Aileu District, in conjunction with the Friends of Aileu. CERES subsequently signed a Memorandum of Understanding with the Moreland and Hume City Councils, which was endorsed by the Friends of Aileu Community Committee.

Since then CERES Global has collaborated with the two councils, through the Friends of Aileu, on a number of community development initiatives as part of the Friendship Relationship with the Municipality of Aileu, Timor-Leste.

The partnership with Friends of Aileu is in line with CERES Mission: ‘CERES is a place for community-based learning and action to create environmentally beneficial, socially just, economically satisfying, culturally enriching and spiritually nurturing ways of living together.’ CERES also partners with a wide variety of organisations to bring about mutually beneficial outcomes, and reaches across the planet with CERES Global taking groups to a range of communities including in India, Indonesia, Timor-Leste, Samoa, Chile and Cuba and to Aboriginal and Torres Strait Islander communities in Arnhem Land, Victoria and elsewhere in Australia.

CERES has a commitment to building community and supporting sustainable ways of living. CERES Education is one of the largest sustainability education providers in Victoria, and has the potential to provide opportunities for sharing a range of experiences in developing sustainable futures in the context of the friendship relationship with Aileu.

CERES Global aims to encourage a better world through harnessing connections and building cross-cultural friendships; through sharing ideas, skills and experiences; and through creating understanding between people from diverse backgrounds. CERES Global offers the opportunity for people interested in sustainability, the environment, community development, global equity, health and education to travel to developing areas in the region, including Timor-Leste, and contribute to local village societies by sharing skills in a range of community engagement areas.

Background

As part of their commitment to social justice, Moreland City Council and Hume City Council established a Friendship Relationship with the District of Aileu, Timor-Leste, in 2000 by signing a Memorandum of Understanding with Xanana Gusmao, then President of CNRT (The Timorese National Council for Resistance) on behalf of the District of Aileu.

The Friendship Relationship aimed to assist the community of Aileu to build local democracy and a sustainable future.

The Friendship Relationship was renewed in 2005 and 2010, with the signing of a Friendship Agreement between the two Councils and the Aileu District Administration, and again in 2016 with the signing of a Friendship Agreement (Annexe 1) with the Aileu Municipal Administration and the Timor-Leste Ministry of State Administration.

In 2016 the two Councils each entered into Municipal Agreements (Annexes 2A and 2B) with the Timor-Leste Ministry of State Administration to support Aileu during the decentralisation process and its transition to responsible local government. Thirteen other Victorian councils
have entered into similar Municipal Cooperation Agreements in respect of their partner municipality in Timor-Leste.

These Municipal Cooperation Agreements are coordinated by the Department of Environment, Land, Water and Planning (DELWP), consistent with a Memorandum of Understanding between the Government of The Democratic Republic of Timor-Leste and the Government of Victoria, which was renewed in 2017 (Annexe 3).

**Partnerships, Governance & Relationships and Strategy & Action Plan**

Moreland and Hume City Councils jointly established the Friends of Aileu Community Committee (FACC) to help guide the Friendship Relationship and support its community awareness, fundraising and community development activities.

The Aileu Relationship Commission, chaired by the Aileu Municipal Administrator, advises on needs and priorities that can be considered for support as part of the Friendship Relationship.

The Moreland and Hume City Councils, together with community members and partner organisations such as CERES, Merri Health, Dental Health Services Victoria and North Richmond Community Health, make up the Friends of Aileu.

Governance arrangements and the relationships between the various parties to the friendship relationship are illustrated at Annex 4.


1. **Parties to this MOU**

This Memorandum of Understanding (MoU) is between the Moreland City Council and Hume City Council and CERES. It is endorsed by the Friends of Aileu Community Committee (FACC), which has been jointly established by the Moreland and Hume City Councils.

2. **Purpose**

The purpose of this MoU is to provide a framework within which the parties can work together to support the development of the Aileu, Timor-Leste, through the sharing of knowledge and skills in sustainability and in particular through community engagement tours to Aileu involving local organisations, in the context of the ongoing friendship relationship between the Moreland and Hume City Councils and their communities and the Municipal Administration and people of Aileu.

3. **Principles**

The parties agree that the partnership should be guided by the principles embodied in the Friendship Agreement between Aileu and the Moreland and Hume City Councils, in particular ‘mutual respect, cooperation and local decision-making’ as stated in the Friendship Agreement 2016(Appendix 1).

4. **Operation**

In the operation of the partnership, the parties agree to:

- Work together on agreed projects to assist the development of Aileu, taking account of the Strategy Plans of the FACC and the Aileu Relationship Commission, and the policies and programs of the Timor-Leste Government
• Ensure that all projects and initiatives to be undertaken in Aileu are agreed by the FACC and by the Aileu Relationship Commission, which represents the Aileu District Administration and the Aileu community
• Share relevant information
• Support fundraising for such projects
• Participate in activities which support the relationship, as far as is practicable.

In particular, the Friends of Aileu will:
• Assist CERES in its fundraising activities in support of agreed projects in Aileu
• Ensure accountability for donations of funds or material aid which are provided to Aileu by CERES
• Provide CERES with information to support its participation in the relationship, in particular information about health-related projects undertaken by other partners
• Publicise CERES’ activities
• Enable CERES to participate in meetings of the FACC and other events
• Assist with the management of funds, as outlined in Annexe 6.

For its part, CERES will:
• Consult with the FACC and seek endorsement for any project proposal or initiative which affects the relationship
• Develop, implement, monitor and evaluate agreed projects in collaboration with the partner organisations in Aileu and Timor-Leste
• Provide the FACC with information about its fundraising and related activities
• Promote the activities of the FACC.

5. Contact
The points of contact for the facilitation of this MoU are:

Friends of Aileu: CERES:
Chris Adams Ben Walta
Friends of Aileu Project Officer CERES Global Coordinator
Mobile: 0475 954 068 Mobile: 0498 399 702
Email: cadams@moreland.vic.gov.au Email: global@ceres.org.au

6. Term
This MoU will be current for 3 years from the date of signing

7. Review
The parties will review the MoU after 1 year.

8. Variation.
The MoU may be varied by the parties by written agreement.
9. No legal effect

The parties acknowledge that the MoU is not intended to have legal effect and does not create legal relationships, rights or obligations between the parties.

Signed by the parties:

Signature:_____________  Signature:________________  Signature:________________
Cinnamon Evans  Cr John Kavanagh  Cr Geoff Porter
Chief Executive Officer  Mayor  Mayor
CERES  Moreland City Council  Hume City Council
Date:  Date:  Date:

Endorsed by:

Signature:________________
Cr Annalivia Carli Hannan
Chair
Friends of Aileu Community Committee
Date:
Friendship Agreement between the Municipality of Aileu, Timor-Leste, and Moreland City Council and Hume City Council, Victoria, Australia, 2016

In recognition of the aspirations of the people of Timor-Leste, and in particular, of the District of Aileu, to build their own democracy and take control of their future, a friendship relationship was established between the District of Aileu and the Moreland and Hume City Councils on 4 May 2000, and was subsequently renewed in 2005 and 2010. Now, after fifteen years of developing friendship, we reaffirm our commitment to that relationship and to the principles and values on which it is based.

We recognize the important roles of the Aileu Municipal Administration, in supporting the people of Aileu, and of the Aileu Friendship Relationship Commission, in representing the people of Aileu in the friendship relationship.

We are pleased to acknowledge our communities and partner organisations, including the Friends of Aileu, the Shire of Campaspe and the Campaspe East Timor Association in Friendship, Kangaroo Valley-Remexio Partnership, Friends of Lauara, Merri Health, North Richmond Community Health, Alternative Technology Association, CERES Global, who are committed to working with, and strengthening their relationships with, the people of Aileu.

We also look forward to working together in support of the Government of the Democratic Republic of Timor-Leste and the Aileu Municipal Administration, as elected responsible local government is established in Aileu and the other Timor-Leste municipalities, including under the Municipal Cooperation Agreements between Government of the Democratic Republic of Timor-Leste and Moreland City Council and Hume City Council signed in April/May 2016.

Accordingly, we agree that we will:

• work together to respond to the aspirations of the people of Aileu as they build their local democracy and a sustainable future
• support activities that share the benefits of the friendship relationship widely within the Municipality of Aileu
• ensure that our efforts are directed towards working with the people of Aileu so that they are able to achieve the goals they have for their own community
• base all of our activities on the principles of mutual respect, cooperation and local decision-making
• ensure that projects and initiatives which we commit to take account of the policies and programs of the Government of the Democratic Republic of Timor-Leste and the capacity of our communities to resource and sustain them
• pay particular attention to the needs of young people, who are the basis for the future of both of our communities
• seek ways to share our cultures, to improve mutual understanding and continue to strengthen both of our communities.

This agreement seeks to guide our organisations, and the communities which they represent, in a further five years of friendship. It is not intended that the agreement will have any legal effect.

Dated this 7th day of August 2016

Sr Tommy da Rosario Cabral
Vice-Minister for State Administration
Democratic Republic of Timor-Leste

Cr Samantha Ratnam
Mayor Moreland City Council
Chair, Friends of Aileu
Community Committee

Cr Helen Patsikarelo
Mayor Hume City Council
Deputy Chair, Friends of Aileu
Aileu Community Committee

Witnessed by:

Sr João Tito de Rego
Administrator, Municipality of Aileu
President, Aileu Relationship Commission

Friends of Aileu

Moreland City Council

Hume City Council
MUNICIPAL COOPERATION AGREEMENT

Formalising the desire to develop and strengthen cooperation between Timorese and Victorian Municipalities and their populations, it is agreed to:

1. Consider economic, cultural, social, educational and/or other interchange between local community representative organisations.

2. The Victorian Municipality of Moreland will cooperate with the Timorese Municipality of Aileu according to their respective resources and through the following support:
   - Contributing to strengthen professional knowledge and skills of Aileu 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 of Moreland and Aileu 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 of Moreland and Aileu will cooperate in projects where the objectives are the development of trading skills, creation of business opportunities and economic independence of Aileu Population.

5. The Municipalities of Moreland and Aileu will undertake procedures to obtain support to assist with implementing this municipal agreement.

6. This protocol may be amended at any time by the mutual consent of the Victorian Municipality and the Vice-Minister of State Administration, Timor-Leste.

CR SAMANTHA RATNAM
MAYOR
MORELAND CITY COUNCIL

MR TOMAS DO ROSARIO CABRAL
VICE-MINISTER OF STATE ADMINISTRATION

Moreland City Council
MUNICIPAL COOPERATION AGREEMENT

Formalising the desire to develop and strengthen cooperation between Timorese and Victorian Municipalities and their populations, it is agreed to:

1. Consider economic, cultural, social, educational and/or other interchange between local community representative organisations.

2. The Victorian Municipality of Hume will cooperate with the Timorese Municipality of Aileu according to their respective resources and through the following support:
   - Contributing to strengthen professional knowledge and skills of Aileu 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 of Hume and Aileu 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 of Hume and Aileu will cooperate in projects where the objectives are the development of trading skills, creation of business opportunities and economic independence of Aileu Population.

5. The Municipalities of Hume and Aileu will undertake procedures to obtain support to assist with implementing this municipal agreement.

6. This protocol may be amended at any time by the mutual consent of the Victorian Municipality and the Vice-Minister of State Administration, Timor-Leste.

CR HELEN PATSIKATHEDOROU
MAYOR
HUME CITY COUNCIL

MR TONIS DO ROSARIO CABRAL
VICE-MINISTER OF STATE ADMINISTRATION

HUME CITY COUNCIL
Memorandum of Understanding between the
Governments of: The State of Victoria
And
The República Democrática de Timor-Leste
On Friendship and Cooperation

In recognition of a special friendship between the people of the State of Victoria and Timor-Leste dating back at least to the Second World War, and noting the large East Timorese population in the State of Victoria, the Government of the State of Victoria (the Government of Victoria) and the Government of the República Democrática de Timor-Leste (the Government of Timor-Leste) have reached the following understanding:

A lasting friendship between the State of Victoria and Timor-Leste has been and will continue to be built on a partnership of mutual respect. This friendship will at all times respect and value local as well as national cultures and decision-making processes. The Government of Victoria has provided significant support to Timor-Leste and will continue to provide such support where resources permit.

In recognition of the strong friendship and cooperation manifested over the years between the Government of Timor Leste and the Government of Victoria, this Memorandum of Understanding (MoU) builds on the original MoU signed by both Governments in 2008.

Continued support to Timor-Leste will be provided by the Government of Victoria in consultation and cooperation with the Government of Timor-Leste: specifically, support will be consistent with the Timor-Leste National Strategic Development Plan and the plan to achieve the 2030 Agenda for Sustainable Development.
The principal focus of support provided by the Government of Victoria to Timor-Leste will be on building capacity in the National Government and Public Administration Sector. The knowledge and expertise of the Public Service of the State of Victoria will be shared through partnerships with the Public Service of Timor-Leste. Government departments and ministries in the State of Victoria and Timor-Leste will endeavour to build on-going, supportive relationships based on mutual respect.

This Memorandum of Understanding may be amended at any time by the mutual consent of the parties.

This Memorandum of Understanding will come into effect on the date of signing by both parties and will remain in effect unless it is terminated by either party giving three month’s written notice to the other party.

Signed on the twenty third day of May in the year of two thousand and seventeen.

THE HON RICHARD WYNNE
MINISTER FOR PLANNING

HE DIONISIO BABO SOARES
MINISTER OF STATE,
COORDINATOR OF STATE ADMINISTRATION AFFAIRS AND JUSTICE AND MINISTER OF STATE ADMINISTRATION

ON BEHALF OF STATE GOVERNMENT OF VICTORIA ON BEHALF OF REPUBLICA DEMOCRATICA DE TIMOR-LESTE
Annexe 4: Friends of Aileu Governance and Relationships

<table>
<thead>
<tr>
<th>Friends of Aileu Community Committee (FACC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moreland Council: Cllr Joseph Hawel (Chair) &amp; Cllr Karen Sherry</td>
</tr>
<tr>
<td>Hume Council: Cr Mark Riley (Deputy Chair) &amp; Cr Annelise Carl-Hennan</td>
</tr>
<tr>
<td>Membership: Community members and representatives of Friends of Aileu partner organisations – refer FACC TOR</td>
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<tr>
<td>Roles:</td>
</tr>
<tr>
<td>• Advise Moreland and Hume Councils</td>
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<tr>
<td>• Provide means for the two Councils and their communities to carry out the objectives and spirit of the friendship relationship</td>
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| Working Groups as agreed for specific functions, eg: Community Engagement, Fundraising and Projects; Health; Education; etc. |
| Ad hoc event working groups: Music & Comedy Night, Anniversary Dinner, Toila Night, etc. |

| Australian partner organisations which have an MoU with the two Councils or other formal agreement with Friends of Aileu: |
| • Shire of Campaspe & Campaspe East Tinor Association in Friendship (linked with Leeton Administrative Post) |
| • Men’s Health |
| • Dental Health Services Victoria & North Richmond Community Health |
| • CERES (Centre for Education & Research in Environmental Strategies) |
| • Alternative Technology Association (ATA) |

| Other active Australian partner organisations include: |
| • Kangaroo Valley - Ramekian Partnership, Shoalhaven Shire, NSW |
| • Bass Coast Friends of Laizeia, Inverloch, Bass Coast Shire |
| • Warr Tintor Coffee |
| • PromeSCIT (Monash University Science Centre) |
| • Rotary Club of Greenvale |
| • Toila Link |
| Potential exists to develop stronger relationships with others such as: |
| Other Rotary Organisations, the community health sector (eg: Dianella Health) and the University (TAFE sector (eg: Bandip Kangar TAFE, BMIT, Swinburne, Victoria LaTrobe, Melbourne & Federation Universities), Plan International, Engineers Without Borders, World Vision, Oaktree Foundation & other youth and groups, Australian Volunteers International, other Moreland & Hume City Councils (eg: Youth, Arts, Library, MiCH, Economic Development) |

| Related groups and networks, including: |
| • Local Government Tinor-Leste Network coordinated by DELWP with DPC |
| • Australian Tinor-Leste Friendship Network and other friendship groups |
| • Friendship schools and church groups |
| • METAC, TAV, ETBA & other East Timorese groups in Melbourne |
| • Australian East Timor Association (AETA) |

| Principal partner organisations in Aileu: |
| • Aileu Resource & Training Centre |
| • Una Ta Non Parish Clinic & St Francis Assisi Disability Workshop |
| • Ministry of Health in Aileu, hospital & health centres |
| • Ministry of Education in Aileu and schools |
| • Rotary Club of Aileu |
| • Aileu University Students Association |
| Other emerging partner organisations including: |
| • Aileu Municipal Youth Centre, Aileu Parish Youth Group and other young people/youth organisations contributing to activities that align with the Friendship Agreement |
| • Education institutions such as Aileu Science and Technology Institute and Crystal Institute Aileu |

| Cooperation with other NGOs & development organisations, including: |
| • PRISMAT |
| • Plan International Timor-Leste |
| • Engineers Without Borders |
FRIENDS OF AILEU STRATEGY PLAN 2016

VISION
Our vision is of an enduring friendship between the people of the municipalities of Aileu, Hume and Moreland, based on the principles of mutual respect, cooperation and local decision-making as expressed in our Friendship Agreement.
To realise this Vision we will work with our community organisations and local governments to contribute to a more sustainable future for our communities by sharing stories, culture, insights, expertise and resources.

GOALS
Our goals are:
Goal 1 – Communities and Friendship:
To provide opportunities for the people of Moreland, Hume and Aileu to strengthen their communities by contributing to the development of the friendship relationship
Goal 2 - People and Organisations:
To support the people of Aileu in their own development and that of their local government and community organisations
Goal 3 - Programs and Projects:
To support community development programs and projects in Aileu identified in agreement with our Aileu friends and partners
Goal 4 - Partnerships and Networks:
To develop and maintain partnerships, collaborate with others and participate in networks that support the friendship relationship, focussing on the achievement of Goals 1 to 3
Goal 5 - Capabilities and Resources:
To maintain and develop the capabilities and resources of the Friends of Aileu and individual members and supporters to contribute towards achieving Goals 1 to 4

ACTIVITIES
The activities we will undertake to achieve these Goals, and to work towards our Vision, are outlined in the Friends of Aileu Action Plan 2016–2020, and will be expressed in more detail for each year in an Annual Action Plan.

Endorsed by Moreland and Hume City Councils, August 2016

Moreland City Council
Hume City Council
Friends of Aileu

A partnership established in 2000
Building Strong Communities in Timor-Leste and Australia

FRIENDS OF AILEU ACTION PLAN 2016 - 2020

Strategy Plan Goal 1 – Communities and Friendship:
Provide opportunities for the people of Moreland, Hume and Aileu to strengthen their communities by contributing to the development of the friendship relationship

Actions
1. Provide opportunities for community members and staff of the Moreland and Hume City Councils to involve themselves in and support the friendship relationship
2. Collaborate with the Australian East Timorese community and organisations and Timor-Leste students in activities of mutual interest
3. Support cultural exchanges and visits between Timor-Leste and Australia

Strategy Plan Goal 2 - People and Organisations:
Support the people of Aileu in their own development and that of their local government and community organisations

Actions
1. Provide organisational and professional development support for the Aileu Municipal Administration as it moves towards responsible local government
2. Provide organisational and professional development support for Aileu government organisations to support decentralisation, as agreed with the Aileu Municipal Administration
3. Provide organisational support for the Aileu Friendship Commission, to assist it develop its accountability and sustainability
4. Provide organisational and professional development support for Aileu non-government and community organisations to assist them to operate more sustainably
5. Support education and training initiatives of benefit for the people of Aileu

Strategy Plan Goal 3 - Programs and Projects:
Support community development programs and projects in Aileu identified in agreement with our Aileu friends and partners

Actions
1. Consult with the Aileu Municipal Administration, the Aileu Friendship Commission and non-government partner organisations in Aileu to identify community priorities that Friends of Aileu has the capacity to support
2. Work with Aileu government and non-government organisations to help them design, deliver and evaluate programs, projects and activities that address identified and agreed priorities and that contribute to building community capacity and sustainability
Friends of Aileu
Building Strong Communities in Timor-Leste and Australia

Strategy Plan Goal 4 - Partnerships and Networks:
Develop and maintain partnerships, collaborate with others and participate in networks that support the friendship relationship, focussing on the achievement of Goals 1 to 3

Actions
1. Work with the Moreland and Hume City Councils to maintain and implement the East Timor Partnership Project, including operating appropriate governance and reporting mechanisms
2. Collaborate with other communities and local governments that have friendship relationships with Aileu and its communities to develop mutual support mechanisms
3. Collaborate with other community groups and local governments on Timor-Leste friendship relationships and cooperation activities, including through the Australia Timor-Leste Friendship Network and the Local Government Timor-Leste Partnership Network
4. Develop partnerships with Australian organisations that can contribute to the friendship relationship with Aileu and to the activities that Friends of Aileu supports
5. Collaborate with other community organisations working with the people of Aileu
6. Support schools and educational organisations that have or wish to develop friendship relationships with Aileu counterparts

Strategy Plan Goal 5 - Capabilities and Resources:
Develop and maintain the capabilities and resources of the Friends of Aileu and individual members and supporters to contribute towards achieving Goals 1 to 4

Actions
1. Enhance community and staff participation in Friends of Aileu Community Committee meetings and Friends of Aileu’s activities
2. Develop Friends of Aileu’s communications capacity and effectiveness
3. Develop and diversify Friends of Aileu’s fundraising capacity
4. Organise events and conduct other activities that support the friendship relationship with Aileu and the achievement of Friends of Aileu’s goals
5. Participate in other community activities promote Friends of Aileu
6. Assist community members and staff of Moreland and Hume City Councils to develop their understanding of Timor-Leste and Aileu and their capacity to contribute to the activities of Friends of Aileu
7. Provide reports on Friends of Aileu’s activities targeted to recipients needs and preferences

Endorsed by Moreland and Hume City Councils August 2016
Annexe 6: Fundraising and Financial Management under this MoU

The following are guidelines for the raising and management of funds

Fundraising

- From time to time, CERES may choose to allocated funds or undertake fundraising internally and externally, in support of agreed projects
- CERES will issue their own receipts to donors
- CERES will keep a record of funds raised and make it available to the Friends of Aileu as agreed
- CERES may use the Friends of Aileu and may acknowledge support of Friends of Aileu, in its fundraising activities
- CERES will provide the Friends of Aileu with information about its fundraising activities, including photos, for use in publicity and reports.

Management, Expenditure and Accountability of Funds

- CERES may retain allocated funds, donations or other funds raised in their own bank accounts or may transfer funds to the Friends of Aileu account at Moreland City Council as agreed
- Funds will be expended on agreed activities, including by transfer from the above bank accounts to the Timor-Leste bank accounts of project fund recipients by arrangement with the Friends of Aileu
- The Friends of Aileu, CERES will keep records of expenditure, including fund transfers to Timor-Leste, and make them available to the other party or parties as agreed.