

TERMS OF REFERENCE

<p>Purpose</p>	<p>The purpose of the Hume Interfaith Network is to further develop understanding and harmony across the diverse faiths and cultures represented in Hume City.</p> <p>The Hume Interfaith Network aims to work collaboratively together and with Council to share their knowledge and experiences in strengthening social justice, deepening mutual respect and promoting community participation and wellbeing.</p>
<p>Objectives</p>	<p>The Hume Interfaith Network (HIN) works collaboratively with its members, and with Council to</p> <ul style="list-style-type: none"> • Develop harmonious relationships between all people who live, work or practice faith in the City of Hume. • Create peace, understanding and respect of diverse beliefs, cultures and traditions. • Foster social harmony, inclusivity and dialogue and not promote or debate one religion over another. • Celebrate our similarities and share our differences to foster peace and goodwill.
<p>Values Statement</p>	<p>The HIN values are</p> <ul style="list-style-type: none"> • Openness: Be open to the wishes and needs of all groups of people within Hume’s multicultural and multifaith community. • Integrity and honesty: Operate in a visible and transparent manner. • Reliability: Deliver action and outcomes by being structured and focused on its operations and accountable for its performance. • Partnership: Seek genuine partnership with Council and other relevant bodies to achieve outcomes for Hume.
<p>HIN Executive Team</p>	<p>The HIN Executive Team will consist of up to 18 members (excluding Council Officers) with representation from</p> <ul style="list-style-type: none"> • Faith Leaders from different faiths • Community Leaders representing different faiths/ ethnic groups • Victoria Police representatives (organisational) • Hume City Council – Councillor delegate. <p>The HIN Executive Team aim to reflect the diversity of the Hume religious and multicultural community.</p> <p>HIN Executive Team positions are voluntary positions.</p> <p>The HIN Executive Team will have one place on Council’s Multicultural Advisory Group (MAG).</p>
<p>Terms of Appointment</p>	<ul style="list-style-type: none"> • Commitment to the HIN Executive Team membership is for two years (term commences at the time that the member formally joins the HIN Executive Team). • Members can resign at any time. • To ensure diversity of representation within the Executive Team, Expressions of Interest to recruit new members can take place anytime. The EOI may be open broadly to community or targeted to replenish membership as appropriate. • The HIN Terms of Reference and membership will be reviewed every two years or as required for any significant changes.

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<p>HIN Executive Chairperson</p>	<p>The Chairperson of the HIN Executive Team will be determined by the group and may be shared between two co-chairs (faith or community leader representatives).</p> <p>Commitment to the role of chair is for two years.</p> <p>Responsibilities include</p> <ul style="list-style-type: none"> • Chair and convene meetings, facilitate productive discussions and ensure all members have a voice. • Set agendas in collaboration with the Secretary (Council Officer) as needed. • Assist members to abide by the roles of the HIN and code of conduct.
<p>Selection Criteria</p>	<p>All HIN members will be able to demonstrate</p> <ul style="list-style-type: none"> • Direct links to a faith community and/or organisations. • Ability and willingness to facilitate engagement with the local faith community and/or organisations. • Knowledge and understanding of the local and broader needs and issues affecting faith communities. • An interest in and/or understanding of Local Government services and programs from a multicultural and faith-based community perspective (desirable).
<p>Broader HIN members</p>	<p>It is acknowledged that not all faith and community leaders will be able to commit to the HIN Executive Team and drive its events and activities.</p> <p>Representatives of faith organisations and individuals are welcome to be part of the broader Hume Interfaith Network. Representatives are invited to participate in the events and activities on an ad-hoc basis, including being part of a time-limited working groups as appropriate and in adherence to HIN objectives and values.</p>
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • Act in a manner consistent with the roles, values and priorities of the HIN and Hume City Council • Build a collaborative relationship within the Interfaith Network and with Council • Actively participate in meetings and contribute to agendas and meeting topics/issues • Attend a minimum of 50% of all meetings (3 out of 6 meetings) • Notify the meeting organiser prior if unable to attend a scheduled meeting • Respond with a cultural and faith lens to requests for feedback on Council initiatives, policies and reports • Facilitate Council's engagement with the multifaith and multicultural community • Identify and drive opportunities for collaboration on interfaith activities/projects which are aligned to the goals and objectives of the Multicultural Framework 2019, the Social Justice Charter 2021 and Council Plan 2021-2025.
<p>Conduct of Members</p>	<p>Members are expected to act in a respectful and inclusive manner</p> <ul style="list-style-type: none"> • Behave with respect and openness by listening to one another and by allowing all members to have a voice. • Not misuse their position, make improper use of information acquired because of their position and declare conflict of interest as appropriate. • Respect the confidentiality and sensitivity of information as appropriate. • Members do not represent Council and are not authorised to speak to the media in respect of the group's activities and deliberations without permission.

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	<ul style="list-style-type: none"> • Council will provide an induction to new members and update members with information as appropriate.
<p>Secretariat Support</p>	<p>A Council Officer will provide secretariat support to the Executive Team. Council Officers have a non-voting role.</p> <p>Responsibilities include</p> <ul style="list-style-type: none"> • Act as the key contact for all members. • Prepare meeting agendas and minutes, follow up on actions identified in meetings and reporting back. • Manage finances, bookings and administration for HIN related activities.
<p>Working Groups and collaboration on events and activities</p>	<ul style="list-style-type: none"> • The HIN may establish Working Groups to address specific issues as they arise or collaborate on events and activities. • Working Groups are time-limited and may comprise members of the HIN Executive Team and the broader network and other relevant stakeholders.. • HIN events and activities are covered under Hume City Council Public Liability Insurance.
<p>Raising Concerns and Dispute Resolution</p>	<p>Where the concerns or disputes are between members</p> <ul style="list-style-type: none"> • Firstly, those involved in the dispute will attempt to address the matter directly with the other party (if they feel comfortable or safe to do so). • If matters are resolved at this stage, Council should be kept informed in writing what the issue was and the resolution. • If any matters remain unresolved, members should contact Council directly who will assist with addressing these concerns/ disputes. <p>Where dispute resolution is required between Council and members or between members</p> <ul style="list-style-type: none"> • Firstly, those involved in the dispute will attempt to address the matter directly with the other party (if they feel comfortable or safe to do so). • If matters are resolved at this stage, Council will document the issue and the resolution. • If a dispute remains unresolved, the parties involved will seek mediation alternatives such as the Dispute Settlement Centre Victoria Council to address the matter.
<p>Meeting Dates and Times</p>	<ul style="list-style-type: none"> • The HIN Executive Team will meet every 2 months for 2 hours (weekday evenings). • Members will determine the meeting dates, times and location (online or in person). • An acknowledgment of the Wurundjeri Woi-wurrung People as the Traditional Owners will be made at every meeting.