

TERMS OF REFERENCE

(January 2026 – December 2027)

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to Elders past, present and future.

Background and Purpose	<p>Hume City Council has a long-standing commitment and relationship with the Hume faith communities. The Hume Interfaith Network was founded in 2001.</p> <p>Hume City Council's Social Justice Charter reflects its commitment to social justice - tackling disadvantage, standing up against all forms of discrimination and responding equitably to the needs and aspirations of Hume's diverse community.</p> <p>The Hume Interfaith Network aims to foster understanding and harmony among the diverse faiths and cultures represented in Hume City.</p> <p>The Hume Interfaith Network works in collaboration with Council to share knowledge and experiences that strengthen social justice, deepen mutual respect, and promote community participation and wellbeing.</p>
Objectives	<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 for 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. • Strengthen relationships between Council and the local faith communities to support appropriate responses to community needs. • Provide feedback and advice to Council on policies, plans and services relevant to multifaith communities. • Share information from Council about programs and services relevant to multifaith communities. • Collaborate on and deliver local interfaith activities and projects for the Hume community.
Values Statement	<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.

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<p>HIN Executive Team</p>	<p>Representatives who are not officially nominated or designated faith leaders must provide a general letter of support from their faith group or organisation endorsing their participation in the Hume Interfaith Network (HIN) as a representative.</p> <p>The HIN Executive Team will consist of up to 15 members (excluding Council Officers) with representation from</p> <ul style="list-style-type: none"> • Faith Leaders from various faiths. • Community Leaders representing different faiths and ethnic groups. <p>The Executive Team aims to reflect the diversity of Hume's religious and multicultural community. All positions on the HIN Executive Team are voluntary.</p> <p>Additional organisational representatives will support the HIN, including:</p> <ul style="list-style-type: none"> • A Hume City Council Councillor delegate. • Victoria Police representatives.
<p>Terms of Appointment</p>	<ul style="list-style-type: none"> • Members of the Executive are appointed for two years (January 2026 – December 2027). • Members may resign at any time. • The HIN Terms of Reference will also be reviewed every two years or as required for significant changes.
<p>Expression of Interest (EOI) process</p>	<ul style="list-style-type: none"> • At the completion of each Term, an EOI process will be undertaken. • In addition, to ensure diversity representation within the Executive Team: <ul style="list-style-type: none"> ○ Expressions of Interest (EOIs) to recruit new members may take place anytime to replenish membership. ○ EOIs may be open to the broader community or targeted as appropriate.
<p>HIN Executive Chairperson</p>	<p>The Chairperson of the HIN Executive Team will be selected by the group and may be shared between two co-chairs (faith or community leader representatives).</p> <p>The Chair role is a two-year commitment.</p> <p>Key responsibilities include</p> <ul style="list-style-type: none"> • Chairing and convening meetings, facilitating productive discussions, and ensuring all members have a voice. • Setting meeting agendas in collaboration with the Secretary (Council Officer) as needed. • Supporting members to uphold the roles and responsibilities of the HIN and adhere to the code of conduct.

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Selection Criteria	<p>All HIN members must be able to demonstrate:</p> <ul style="list-style-type: none"> • Direct connections to a faith community and/or faith-based organisation. • Capacity to facilitate engagement between the HIN, Council and the local faith organisations or multifaith communities (e.g. through information sharing or interfaith activities). • Ability to provide advice and feedback to Council based on a sound understanding of both local and broader issues affecting faith communities.
Broader HIN members (non-Executive Team members)	<p>It is acknowledged that not all faith and community leaders will be able to commit to the HIN Executive Team.</p> <p>However, representatives of faith organisations and individuals are welcome to be part of the broader Hume Interfaith Network. Participation in events and activities is welcomed on an ad-hoc basis, including involvement in time-limited working groups, as appropriate and in alignment with HIN's objectives and values.</p>
Roles and Responsibilities	<p>All HIN Executive Team members are expected to:</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 collaborative relationships within the Interfaith Network and with Council. • Actively participate in meetings and contribute to agendas and discussion. • Attend at least 60% of all meetings (i.e. 4 out of 6 meetings annually). • Notify the meeting organiser in advance if they are unable to attend a scheduled meeting. • Respond to Council requests for feedback with consideration of cultural and faith perspectives. • Support Council's engagement with multifaith and multicultural communities. • Identify and lead opportunities for collaboration on interfaith activities or projects aligned to the goals and objectives of the Multicultural Framework 2019, the Social Justice Charter 2021 and Council Plan 2021-2025.
Conduct of Members	<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 actively listening and ensuring all members have a voice. • Avoid misuse of their position or information gained through their role and declare any conflicts of interest as appropriate. • Respect the confidentiality and sensitivity of information, where applicable. • Members do not represent Council and are not authorised to speak to the media about the HIN's activities or discussions without prior permission. • Participate in a Council-led induction as needed.

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Secretariat Support	<p>A Council Officer will provide secretariat support to the HIN Executive Team. Council Officers hold a non-voting role.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Acting as the primary contact for all members. • Preparing meeting agendas and minutes, following up on action items, and reporting back to the group. • Managing the budget, bookings, and administrative tasks related to HIN activities.
Working Groups and collaboration on events and activities	<ul style="list-style-type: none"> • The HIN may establish Working Groups to address specific issues as they arise or to collaborate on events and activities. • Working Groups are time-limited and may include members of the HIN Executive Team, the broader network, and other relevant stakeholders. • HIN events and activities are covered under Hume City Council's Public Liability Insurance.
Raising Concerns and Dispute Resolution	<p>Disputes Between Members (on matters related to the Hume Interfaith Network)</p> <ul style="list-style-type: none"> • In the first instance, those involved should attempt to resolve the matter directly with the other party if they feel comfortable and safe to do so. • If the matter is resolved at this stage, Council should be informed in writing, outlining the issue and the resolution. • If the matter remains unresolved, members should contact Council directly for assistance in addressing the concern or dispute. <p>Disputes Involving Council and Members (or Between Members Requiring Mediation)</p> <ul style="list-style-type: none"> • As a first step, those involved should attempt to resolve the matter directly with the other party if they feel comfortable and safe to do so. • If the matter is resolved, Council will document the issue and the agreed resolution. • If the dispute remains unresolved, the parties involved may seek mediation alternatives such as the Dispute Settlement Centre of Victoria, to help resolve the issue.
Meeting Dates and Times	<ul style="list-style-type: none"> • The HIN Executive Team will meet every two months, typically on the 2nd or 3rd Thursday of the month, from 6pm to 8pm. • Meetings will be held in person, and where feasible, venues will rotate between Council offices, community spaces, and places of worship within Hume.