

Terms of Reference

Benalla Festival Advisory Committee

1. Introduction

- 1.1 The Benalla Rural City Council (“Council”) has resolved to appoint an Advisory Committee to facilitate the annual Benalla Festival.
- 1.2 The Council has resolved that the Advisory Committee shall consist of:
 - (a) Representatives of Council and Council Officers; and
 - (b) Representatives of the local community.
- 1.3 The Council has set no limit on the duration of the establishment of the Committee. The Committee will remain in existence until such time as the Council resolves to revoke its establishment.

2. Objectives of the Advisory Committee

- 2.1 To organise the annual Benalla Festival.
- 2.2 To develop a Benalla Festival program which engages both the local community and visitors.
- 2.3 To facilitate community groups to participate in the Benalla Festival.
- 2.4 To actively promote the Benalla Festival.
- 2.5 To source funding and sponsorship.

3. Delegation

- 3.1 This Advisory Committee has no delegated power to act on behalf of the Council or commit the Council to any expenditure unless resolved explicitly by the Council.

4. Committee Membership

- 4.1 The Council has resolved that the Advisory Committee shall be comprised of the following members:
- (a) Benalla Rural City Councillor/s
 - (b) Council Officer/s nominated by the Chief Executive Officer
 - (c) Community representatives.

5. Appointment

- 5.1 Any person appointed to the Committee shall hold office for a period of three years which will conclude three years post their appointment.
- 5.2 Following the completion of their term of appointment, members of the Advisory Committee shall be eligible for re-appointment for a further term.
- 5.3 A member of the Committee may resign his/her position at any time.
- 5.4 If any member fails to attend three consecutive meetings of the Committee without obtaining a leave of absence that member shall be deemed to have resigned their position on the Committee.
- 5.5 Any person nominating to be appointed to the Advisory Committee must do so in writing on the form provided.

6. Office Bearers and Sub-Committees of the Advisory Committee

- 6.1 The Advisory Committee shall elect a Chairperson.
- 6.2 The Advisory Committee may elect any Sub-Committees which it considers necessary to carry out its functions.
- 6.3 The role of the Chairperson shall be:
- (a) To chair all meetings of the Advisory Committee.
 - (b) To act as the liaison person between the Advisory Committee and the Council.

7. Reporting

- 7.1 The Council will provide administrative support for the preparation of agendas and minutes and the distribution of such to Advisory Committee members.

8. Meetings of the Advisory Committee

- 8.1 Meetings of the Advisory Committee will be professionally conducted to ensure an efficient and effective working committee.
- 8.2 The quorum of the Advisory Committee will be no less than a majority of the members appointed to the Committee, unless otherwise determined by the Council.

9. Review

- 9.1 The Council may carry out a review of the Advisory Committee's terms of reference at any time.
- 9.2 The Council may carry out a special review of the Committee's Terms of reference at the request of the Advisory Committee.
- 9.3 The Council shall consult with the Advisory Committee prior to the making of amendments or alterations to the Committee's charter.