

## Terms of Reference

# Benalla Street Art Advisory Committee

**MAY 2023**

**Document Control**

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## **1. Title**

The advisory committee will be known as the Benalla Street Art Advisory Committee (the Committee).

## **2. Purpose**

The purpose of the Committee is to facilitate and deliver the Benalla Street Art Festival 2024-2027.

## **3. Duties and Functions**

The Committee has the following duties and functions:

- 3.1. Organise and deliver the Benalla Street Art Festival 2024 to 2027 (BSAF).
- 3.2. Develop a *Benalla Street Art Reactivation Strategy* to determine the scope and cost of a similar sized Festival as held in 2019.
- 3.3. Facilitate a BSAF of international standard to establish Benalla Rural City as a world leader in public art.
- 3.4. Deliver a BSAF aimed at attracting increased visitation and generate increased economic benefit to Benalla Rural City.
- 3.5. Engage members of the community to assist in the delivery and promotion of the BSAF.
- 3.6. Ensure the successful engagement of the community and other stakeholders.
- 3.7. Support and facilitate ongoing communication between the Council and local community.
- 3.8. Assist with consultation and evaluation activities as they arise.
- 3.9. Assist with funding sourcing for the BSAF.
- 3.10. The Committee is an Advisory Committee of Council. It has no delegated power from the Council.

## **4. Delegations**

- 4.1. The Committee has no delegated power to act on behalf of the Council or commit the Council to any expenditure.

## **5. Membership**

- 5.1. The Committee will comprise of up to nine members:
  - Up to two Councillor representatives.
  - Up to two Councillor officer nominated by the Chief Executive Officer.
  - Community representatives with skills in festivals, events, creative arts, community engagement, marketing, fundraising and governance.
  - Representatives from key stakeholder groups.
- 5.2. The Council will appoint Councillors and community and key stakeholder representatives.
- 5.3. The members of the Benalla Street Art Advisory Committee are appointed for the term of the project (2024-2027).
- 5.4. The Committee will elect a chairperson.
- 5.5. The committee may seek the involvement of additional members with interests and expertise relevant to the task at hand.
- 5.6. A member of the Benalla Street Art Advisory Committee may resign from their position at any time.
- 5.7. Members are encouraged to attend all meetings of the Benalla Street Art Advisory Committee. If a member fails to attend three consecutive meetings of the Committee without obtaining a leave of absence that member shall be deemed to have resigned from the Committee.

## **6. Frequency of Meetings**

- 6.1. The frequency of meetings will be determined by the Committee.

## **7. Quorum**

- 7.1. The quorum of the Committee will be no less than a majority of the members appointed to the Committee.

## **8. Reporting**

- 8.1. The business of the Committee shall be recorded in proper minutes.
- 8.2. Agendas and notes of each meeting will be distributed to all members.
- 8.3. The Committee will provide reports on its activities as required.
- 8.4. The Council will be responsible for providing administration support to the Committee.
- 8.5. In accordance with *Local Government Act 2020*, committee members must not improperly direct or influence a member of council staff in the exercise of any power or in the performance of any duty or function.

**9. Review of Terms of Reference**

- 9.1. The Committee’s terms of reference will be reviewed in 2027 following the delivery of the 2027 Benalla Street Art Festival.
- 9.2. The Committee’s terms of reference may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.
- 9.3. The Council shall consult with the Committee prior to amending the Committees terms of reference.