

Terms of Reference

Benalla Festival Advisory Committee

March 2026

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1. Title

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

2. Purpose

The purpose of the Committee is to facilitate and deliver the Benalla Festival.

3. Duties and Functions

The Committee has the following duties and functions:

- 3.1 To develop a Benalla Festival program which engages both the local community and visitors.
- 3.2 To facilitate community groups to participate in the Benalla Festival.
- 3.3 To actively promote the Benalla Festival.
- 3.4 To source funding and sponsorship.

4. Delegations

- 4.1 The Committee is an Advisory Committee of Council. 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 up to 10 members:
 - Up to three councillors
 - Up to two Council officers, nominated by the Chief Executive Officer
 - A maximum of five community representatives.
- 5.2 The Council will appoint Councillors and community representatives.
- 5.3 Any community representatives appointed to the Committee shall hold office for a period of three years.
- 5.4 Following the completion of their term of appointment, community representatives of the Advisory Committee shall be eligible for re-appointment for a further term.
- 5.5 A member of the Committee may resign from their position at any time in writing.
- 5.6 If the member who resigns is a community representative as specified in 5.1, the Council shall invite nominations for community representatives to fill the vacancy.
- 5.7 Members are encouraged to attend all meetings of the Benalla Festival 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. The Council shall follow the procedure set out in Clause 5.6 to fill the vacancy.

- 5.8 The Advisory Committee shall recommend to Council on the appointment of all persons.
- 5.10 The Committee shall provide the Council with a list of names of the persons nominated by the Benalla Festival Advisory Committee.
- 5.11 The Council may in its absolute discretion decline to appoint to the committee any such person who has been nominated or recommended for appointment.
- 5.12 The Benalla Festival Advisory Committee will nominate a chairperson at its May meeting each year for the Councils consideration.
- 5.13 The Committee may appoint any sub-committees which it considers necessary to carry out its functions.
- 5.14 The role of Chairperson shall be:
 - a. To chair all meetings of the Advisory Committee.
 - b. To act as official spokesperson for the Advisory Committee.
 - c. To act as the liaison person between the Advisory Committee and the Council.

6. Frequency of Meetings

The frequency of meetings will be determined by the Committee.

7. Quorum

The quorum for a meeting will be no less than a majority of the members appointed to the committee.

8. Support

Administration support will be provided by the Economic Development and Sustainability department to:

- provide appropriate notice of meetings.
- circulate meeting documentation.
- take the minutes for each meeting.
- track the decisions of the Working Group.
- keep appropriate records of the meeting documentation, including the confirmed minutes.

9. Review of Terms of Reference

- 9.1 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.
- 9.2 The Council shall consult with the committee prior to amending the Committees terms of reference.