

Darebin Community and Kite Festival Reference Group Terms of Reference

Background

In September 2013 Council endorsed the establishment of the Darebin Community and Kite Festival Reference Group to advise Council.

Terms of Reference

The purpose of the Darebin Community and Kite Festival Reference Group is to:

- Advise Council on any matters relating to the Darebin Community and Kite Festival and the True North - Reservoir Arts Festival.
- Contribute to discussions on best practice arts, festivals and community cultural development in relation to the festivals.
- Assist with forging relevant & sustainable community and local business connections.
- Provide an avenue of community consultation pertaining to the festivals
- Assist in practical ways with the delivery of the two festivals.

Members' Roles and Responsibilities

- Members' are encouraged to undertake and/or participate in a voluntary capacity in assisting with festival promotion and delivery.
- Members of the Reference Group cannot gain income or employment through the Darebin Community and Kite Festival or the True North - Reservoir Arts Festival.

Length of Term and Meeting Details

- Fourteen (14) community members are appointed for a two year period with half of the positions (7) being advertised each year to ensure continuity.
- In special circumstance members may be appointed for a one year period, at the discretion of Council but the standard length of term is to be two years.
- Councillor Membership will be reviewed annually or as required and will be appointed by Council.
- The group is to meet four times a year, concentrated between Sept and March.
- Meeting dates and times to be set at start of each financial year (July - August) and can be changed by a majority vote of the committee.
- Members are required to attend two of four meetings per year.
- Meetings to be held at the Preston municipal offices with occasional meetings at offsite locations.
- If at the end of a 12 month term any member has attended less than two of four meetings in that period, that member will be retired.
- Former members may reapply for membership.

Reporting and Review

- Council will be required to approve any changes to the Terms of Reference.
- Members may propose changes to the Terms of Reference however Council will be required to approve the proposed changes.
- The Terms of Reference to be reviewed at the first meeting each financial year.

Method of Resignation

- Members will automatically resign after their membership period.
- As per above, retiring members are eligible for re-appointment.
- If a member retires during the course of their term invitations will be sent out to those people who registered interest in being members in the most recent call for members.

Selection Criteria for Membership

It is recommended that Reference Group members will be selected based on;

- Demonstrated knowledge of and commitment to the Darebin community and /or festival management.
- Understanding and interest in local government issues.
- A broad representation of the Darebin community will be sought – based on balance of gender, age range and cultural diversity.
- A broad representation of art forms including professional and amateur.

Selection Process

Membership selection will occur through the following process;

- Advertisements in local media and through Council's website inviting applications from interested community members
- Council may target potential members, if the membership is not filled through the advertising process or if the applications received are deemed by the selection panel to not fulfil the requirements of the reference group.
- If applications through this process out number positions the selection panel will determine membership.