

## Mareeba Multicultural Festival Advisory Committee Charter

Policy Type	Council Policy	Version:	1.0
Responsible Officer	Chief Executive Officer	Date Approved:	15/03/2023
Review Officer:	Director Corporate and Community Services	Review Due:	15/03/2027
Author:	Senior Compliance Officer	Commencement:	15/03/2023

### 1. PURPOSE

The Mareeba Multicultural Festival Advisory Committee ("**MMFAC**") is established as an advisory committee<sup>1</sup> of the Mareeba Shire Council ("**Council**") and shall exist for the purpose of organising and overseeing the annual Mareeba Multicultural Festival event.

This Charter sets out the roles and responsibilities of the MMFAC within the Council.

### 2. SCOPE

This Charter applies to all members of the MMFAC and to all the activities of the MMFAC.

### 3. CHARTER STATEMENT

#### COMPOSITION

The MMFAC will comprise of at least seven (7) members and a maximum of eleven (11) members of which at least one (1) member shall be a Councillor as appointed by Council. The Chair of the Committee shall be appointed by Council.<sup>2</sup>

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of full Council or acceptance of a resignation. In the event of a Councillor resigning his/her position on the Committee, the full Council will nominate a Councillor to fill the vacant position.

An external member shall be appointed for a period of three years, with an option to extend for one year. Appointments of external members shall be made by way of a public advertisement; an evaluation of candidates and a recommendation for appointment put to Council. The external member may not be a Council officer, employee or contractor and must have significant experience and skills in event management and demonstrate community involvement. The evaluation of potential external members will be undertaken by the Mayor or a nominated Councillor; Chief Executive Officer and if appropriate the Chair.

Mareeba Shire Council will, as far as reasonably practicable, appoint Committee members to provide a broad range of representation across the shire.

#### THE ROLE OF THE CORPORATE COMMUNICATIONS OFFICER

Council's Corporate Communications Officer is responsible for the overall coordination and running of the event. Working closely with the Chair of the Committee, the Corporate Communication Officer will provide

---

<sup>1</sup> See *Local Government Regulation 2012* s 264(1)(b).

<sup>2</sup> *Ibid* s 267(1).

administrative, event, risk management and financial advice and support to the Committee. As the Council Officer charged with organising the event, they will be responsible for taking minutes and keeping records of all activities related to the event. The Corporate Communications Officer reports directly to the Chief Executive Officer.

## MEETINGS

The MMFAC shall meet as often as it determines, but not less than two (2) times per year. Meetings of the Committee are held at the times and places decided by the Committee<sup>3</sup>.

Quorum for the MMFAC shall be the majority of its members however if the number of members is an even number, one-half of the number is a quorum. The meeting will proceed only if a quorum is present. The chairperson shall preside or if the chairperson is absent, the member chosen by the members present as chairperson for the meeting presides.<sup>4</sup>

The Mayor has a standing invitation to attend the meetings. Non-member Councillors may attend in observer mode but must first request confirmation from the Chair regarding planned attendance, in advance of the meeting.

The MMFAC Chair may invite any Council officers to attend Committee meetings as and when required to assist the Committee.

The Chairperson of the MMFAC shall attend a Council meeting on an annual basis to formally report on the progress of the Committee.

Meetings shall be conducted in accordance with the Council's *Handbook for Advisory Committees*.

## RESPONSIBILITIES

The MMFAC will liaise closely with Council to carry out its responsibilities. However, the MMFAC has no expressed or implied executive power or authority.

The MMFAC is responsible for the delivery of the annual Mareeba Multicultural Festival, with the roles and responsibilities of individual Committee members determined by the Chair and Committee members. Committee members are appointed on a voluntary basis and meeting fees are not available. Members are expected to be available for regular communication by email and / or telephone.

The purpose of the Advisory Committee is to organise the annual Mareeba Multicultural Festival, including attracting sponsors, performers and food vendors; and advise Council on the delivery of the event; and promote an environment of cultural inclusiveness.

The MMFAC will promote the principles of *The Multicultural Queensland Charter* as established by the *Multicultural Recognition Act 2016* (Qld) at all times in all dealings.

The MMFAC will observe, promote, give proper consideration to and make decisions compatibly with the *Human Rights Act 2019* (Qld).

---

<sup>3</sup> Ibid s 268.

<sup>4</sup> See *Local Government Regulation 2012* (Qld) ss 269(1)-(2). See also *Handbook for advisory Committees* (MSC) s 3.4.3.

The MMFAC will observe, promote, give proper consideration to and make decisions in line with the Mareeba Multicultural Festival Event Management Plan, a document prepared by Mareeba Shire Council, and endorsed by the MMFAC.

The MMFAC will review this Charter at least biannually and recommend any proposed changes to Council for review.

### CONDITIONS OF APPOINTMENT

- Members have a duty to act honestly and in good faith, exercise reasonable skill, care and diligence in carrying out their duties and not make improper use of information.
- Members are to exercise common courtesy on all occasions.
- Members are to work collaboratively towards the purpose of the Committee.
- Members must declare if a conflict of interest arises and be exempt from the relevant discussion and / or assessment of applications.
- Members are not authorised to speak directly to the media or public on behalf of the Council or with regard to any matter that has or is to be discussed by the Committee unless otherwise determined and agreed by Council.
- Members are to comply with the *Mareeba Shire Council Handbook for Advisory Committees and the Mareeba Shire Council Employee Code of Conduct*.

### 4. REPORTING

---

The MMFAC Chair will forward a copy of all Meeting Minutes to Council's Mayor and Chief Executive Officer within fourteen (14) days from date of each meeting.<sup>5</sup>

### 5. DEFINITIONS

---

Nil.

### 6. RELATED DOCUMENTS AND REFERENCES

---

*Handbook for Advisory Committees* (MSC)  
*Human Rights Act 2019* (Qld).  
*Local Government Regulation 2012* (Qld)

### 7. REVIEW

---

It is the responsibility of the CEO to monitor the adequacy of this policy and recommend appropriate changes. This Charter will be formally reviewed every four (4) years or as required by Council.

---

<sup>5</sup> See *Handbook for advisory Committees* (MSC) s 3.4.6.