

Mareeba Multicultural Festival Advisory Committee

Terms of Reference

The Mareeba Multicultural Festival (MMF) commenced in 1998 and is a highly successful annual event that brings the Far North Queensland community together to celebrate the cultural depth of the region and promotes cultural understanding and mutual respect.

The free, one day Festival includes dance and music by hundreds of performers from many different cultural backgrounds. Fabulous food showcasing a range of cuisines is available. Social cohesion, acceptance and mutual understanding are promoted through the sharing of cultural experiences.

Mareeba Shire Council has received funding from the Queensland Government's Celebrating Multicultural Queensland program, and the MMF Advisory Committee plans and delivers the event with assistance from Council.

1. Purpose

1.1 This committee is an expert advisory committee to Council under the *Local Government Regulation 2012*.

1.2 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.

2. Functions

The Mareeba Multicultural Festival Advisory Committee will:

- 2.1 Actively promote MMF within the community;
- 2.2 Provide advice on the triennial funding application to Multicultural Affairs Queensland;
- 2.3 Identify and liaise with potential sponsors to improve the sustainability of the festival;
- 2.4 Identify and liaise with performers to deliver a schedule of cultural entertainment at the event;
- 2.5 Advise Council on any relevant issues impacting the community which may have a bearing on the delivery of the MMF.

3. Composition

3.1 The Chairperson of the Advisory Committee will be a volunteer Committee Member.

3.2 The Advisory Committee will consist of one Councillor appointed by Mareeba Shire Council and at least six community members having extensive knowledge and / or experience in the delivery

of festivals, markets or events with a cultural focus or other relevant skills and experience as identified by Council.

3.3 Council will call for expressions of interest from suitably qualified and experienced members of the public who are interested in being members of the Committee.

3.4 The Mareeba Shire Council will (as far as reasonably practicable) give consideration to choosing persons so as to provide a broad range of representation across the shire.

4. Terms of Appointment of the Advisory Committee

4.1 The MMF Advisory Committee can make operational decisions regarding the delivery of the event, but any decisions of a strategic nature will be made by Mareeba Shire Council in consideration of recommendations by the Committee.

4.2 Members are appointed for a period of three (3) years. Committee members who have served a three-year term are eligible for re-selection to the Advisory Committee by submitting an expression of interest to Council. Council reserves the right to amend or reconstruct the Committee at any time.

4.3 Members are appointed on a voluntary basis and meeting fees are not available.

4.4 Meetings of the Committee will be held in Mareeba unless otherwise determined. Meetings will be held between January and August each year and will commence on a monthly basis, but the frequency will increase during the latter months of planning.

4.5 Members are expected to be available for regular communication by email and / or telephone.

5. Conditions of Appointment

5.1 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.

5.2 Members are to exercise common courtesy on all occasions.

5.3 Members are to work collaboratively towards the purpose of the Committee.

5.4 Members must declare if a conflict of interest arises and be exempt from the relevant discussion and / or assessment of applications.

5.5 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.

5.6 Members are to comply with the *Mareeba Shire Council Handbook for Advisory Committees and the Mareeba Shire Council Employee Code of Conduct*.

6. Administration

6.1 Council Officers will provide information, secretarial and other assistance to the Committee as required.