

CITY OF PORT PHILLIP
ST KILDA FESTIVAL REFERENCE GROUP
TERMS OF REFERENCE

1. Purpose

The purpose of the St Kilda Festival Reference Group (“**Group**”) is to assist Council to get the best result by ensuring that the views of relevant stakeholders are expressed and taken into account during review of the St Kilda Festival (“**Festival**”).

2. Objectives

The Group will provide input and advice to the review process for the Festival ensuring that the views of each of the stakeholders are known and given full consideration.

3. Membership

The Group will be comprised of the following:

- Councilors (x2)
- Community representatives (reflecting amenity issues / residential considerations) (x2)
- Community representatives (representing festival audience/participants) (x2)
- Community representatives (representing trader interests) (x2)
- Artists (representing the Musicians) (x2)
- Members should demonstrate the following:
 - Knowledge of issues related to activities and events in the public realm;
 - Knowledge of community and cultural capacity building issues and strategies particularly pertaining to the St Kilda precinct.
 - Knowledge of local community and local economy;

The Chairperson will be the Executive Director Community Development and Planning or delegate.

4. Meetings

The Group will meet approximately 6 times throughout the review process. It is anticipated that the Group will cease to exist at the conclusion of the review.

The Group will meet at times to be determined by the Group, the first meeting to be convened by the Chairperson at the earliest opportunity. Meetings should be scheduled in advance and desirably recorded in a forward meeting program.

The quorum for a meeting will be half the number of members plus one.

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be distributed to Group members, Councillors and the Council's Executive Team as soon as they are prepared.

5. Resourcing

The Chairperson will have responsibility for preparation of agenda papers for meetings and for distributing those three days prior to the meeting.

6. Reporting

The Chairperson is responsible for reporting to Council, via a formal report (or briefing when appropriate) as key milestones are reached or if a Council decision is required.