

CITY OF JOONDALUP
JOONDALUP FESTIVAL AND SUMMER EVENTS COMMITTEE
TERMS OF REFERENCE

1 Definitions

- “Joondalup Festival”: Council’s major event that will provide opportunities to celebrate and promote life in the Joondalup City Centre.
- “Summer Events Program”: Council’s Summer Concerts, Buskers Festival and Little Feet Festival conducted in the summer months to celebrate and promote life in Joondalup.
- “Council”: The Council of the City of Joondalup.
- “Committee”: The Joondalup Festival and Summer Events Committee.
- “External funding bodies”: Private and public agencies separate to Council.

2 Membership

The Committee shall consist of the following members:

- Three Elected Members
- Manager Leisure Services
- Manager Marketing Services
- Cultural Development Coordinator

3 Objectives

- 3.1 To make recommendations to Council on:
- 3.1.1 development of business, marketing, financial and sponsorship plans to ensure the success of the Summer Events Program and Joondalup Festival.
 - 3.1.2 strategies for the ongoing development of the Summer Events Program and the Joondalup Festival.
- 3.2 To liaise with community and other interested groups to develop support for, and involvement in, the Summer Events Program and the Joondalup Festival.
- 3.3 To liaise with external funding bodies regarding funding opportunities for the Summer Events Program and the Joondalup Festival.

4 Management

4.1 Terms of Appointment

All appointments to the Committee shall be by nomination and shall be endorsed by the Council.

4.2 Chairperson

The committee shall appoint a Chairperson.

4.3 Meetings

Meetings shall be arranged at regular intervals as determined by the Committee at an appointed time and place.

4.4 Quorum

A quorum will be by simple majority.

4.5 Minutes

Minutes shall be made of all meetings. A copy of confirmed minutes shall be forwarded to the Committee Clerk. Minutes of all Committee meetings shall be forwarded to all members at least seven days prior to the following meeting.

4.6 Deputations

The Committee may invite any persons or organisations to attend any meetings to discuss issues of interest.

4.7 Action Groups

The Committee may appoint a group of its members to work together on a specific issue. The group will undertake only those duties specified by the Committee.

4.8 Vacancies

If a casual vacancy is created the Committee shall recommend the appointment of a person for the remainder of the Committee's term of office.

4.9 Powers of the Council

Nothing herein contained shall restrict the powers of Council.

5 Sunset Clause

Within two months of the completion of the Festival, the Committee shall submit an evaluation report to the Council. On submission of the report, the Committee shall dissolve pending Council resolution.

