



City of **HOBART**

Taste of Tasmania Advisory Group

Terms of Reference

Scope of Taste of Tasmania Advisory Group

To contribute to the development of a three year business plan that will result in recommendations to the Council regarding the future of The Taste of Tasmania event. The three year business plan will be managed by an external contractor on behalf of the Council.

Role of the Advisory Group

The role of The Taste of Tasmania Advisory Reference Group ('the Group') is to provide advice to the City of Hobart on matters related to stallholder focused issues at The Taste of Tasmania.

The Group will build external stakeholder engagement and support.

Group members will be positive ambassadors for the event and may from time to time be requested by the Council to make a formal statement in the media regarding the event.

Delegation of the Advisory Group

The Group would not have any formal decision making delegations on behalf of Council; with all delegation authority resting with the normal Committee and Council processes.

The Group cannot direct Council officers to undertake actions.

The Group would not have delegated authority budgetary, procurement or policy decisions, or have any direct involvement in the stallholder application selection process.

All programming, policy, financial and operational decisions would be undertaken in accordance with the Council's delegations register, by full Council, the relevant Standing Committee or under the delegation of the General Manager.

Membership of the Advisory Group

The Group shall consist of a maximum of five (5) stallholder representatives, peak body representatives from the festival and events sector, tourism and hospitality industry, and will be chaired by the Lord Mayor of Hobart.

The stallholder membership of the Group would occur through an expression of interest process.

Should a member resign their position from the Group an additional expression of interest will be instigated to fill the vacant position.

Meetings would take place on a monthly basis, or can be called if specific subject/s are required to be discussed out of round.

Term of Office

The Group will be established for an initial trial period of two (2) years.

Administration

The Group will be chaired by the Lord Mayor of Hobart.

Secretarial and other administrative support will be provided by the Community Development Division.

The Group will meet every month, with additional sub-committee meetings, on-site visits, workshops and working groups convened if / as required.

The meeting will be minuted and issued to all current Taste of Tasmania approved stallholders.

Group Agreement

Actively work in partnership throughout the process to ensure that concerns and aspirations are consistently understood and considered.

Conduct of meetings

A quorum for the meeting will be where there is at least one Alderman and three other Group members present.

It will be the responsibility of any member who will be absent for a meeting to advise the Chairman in writing prior to the meeting of their absence and may nominate a proxy to attend in their absence.

Members of the Group would be required to declare any conflict of interest relating to meeting agendas prior to the commencement of each meeting.

Where there is a resignation of a Group member it will be made in writing to the Chairman.