



## **Regional Arts Development Fund Advisory Committee**

### **Terms of Reference**

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Mareeba Shire Council to support local arts and culture in regional Queensland. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

#### **1.0 Purpose**

1.1 The RADF Advisory Committee is constituted under Section 264 of the *Local Government Regulation 2012*, which allows Mareeba Shire Council to appoint advisory committees.

1.2 The purpose of the RADF Advisory Committee is to:

- a) Provide information, advice and recommendations for consideration by Mareeba Shire Council on matters associated with the development of the arts, culture and heritage sector throughout the Mareeba Shire; and
- b) Actively assist in the implementation of Mareeba Shire Council's Regional Arts Development Fund (RADF) Program.

#### **2.0 Functions**

2.1 The RADF Advisory Committee has no decision-making powers and will provide information, advice and recommendations for consideration by Mareeba Shire Council.

2.2 The RADF Advisory Committee will:

- a) Attend and participate in meetings, communications and training as required.
- b) Provide advice on Mareeba Shire Council's RADF Program and funding application to Arts Queensland.
- c) Provide advice on Mareeba Shire Council's arts and culture activities and initiatives, as required.
- d) Review and assess RADF Community Grant applications and outcome reports.
- e) Make recommendations for funding of RADF Community Grant applications that align with RADF objectives, eligibility criteria and local priorities.
- f) Promote the RADF Program within your own networks.

#### **3.0 Composition**

3.1 The Chairperson of the RADF Advisory Committee will be a Councillor appointed by Mareeba Shire Council.

3.2 The RADF Advisory Committee will consist of Councillor/s appointed by Mareeba Shire Council and six community members from the Mareeba Shire.

3.3 Mareeba Shire Council will call for expressions of interest from members of the community who have significant interest, knowledge or experience in the arts, culture and heritage sector who are interested in being members of the Committee.

3.4 Mareeba Shire Council will seek broad representation across artforms, culture, geography and demographics to promote a diversity of voices and a balance of interests from the community.

#### **4.0 Terms of Appointment**

4.1 Members are appointed for a period of up to three (3) years.

4.2 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 Mareeba Shire Council.

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

4.4 The Committee will meet at least twice a year in Mareeba unless otherwise determined and members are also expected to be available for regular communication by email or telephone.

#### **5.0 Member Responsibilities**

5.1 Members will abide by Mareeba Shire Council's *Handbook for Advisory Committees, Volunteers Handbook* and *Employee Code of Conduct*.

5.2 Members will abide by the *Information Privacy Act 2009* and *Right to Information Act 2009*.

5.3 Members have a duty to act honestly, fairly, exercise reasonable skill, care and diligence in carrying out their duties and not make improper use of information.

5.4 Members are to work collaboratively towards the purpose of the Committee and exercise common courtesy on all occasions.

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

5.6 Members are not authorised to speak directly to the media or public on behalf of Mareeba Shire Council or with regard to any matter that has or is to be discussed by the Committee unless otherwise determined and agreed by Mareeba Shire Council.

#### **6.0 Administration**

6.1 Mareeba Shire Council officers will be responsible for secretariat duties associated with the Committee.

6.2 Committee meetings will be held in accordance with the Mareeba Shire Council *Handbook for Advisory Committees*.

6.3 Members of the Advisory Committee are covered by Mareeba Shire Council's Public Liability Insurance and Personal Accident Insurance while acting in their capacity as a Committee member.