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# Regional Arts Development Fund Advisory Committee

## Terms of Reference

The RADF Program is a partnership between Arts Queensland and Council that promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

### 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:

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

### 2. Functions

The RADF Advisory Committee will:

2.1 Actively promote RADF within the community

2.2 Provide advice on Council's RADF Program and annual funding application to Arts Queensland

2.3 Provide assistance on the implementation of Council's RADF Program

2.4 Assess and provide recommendations regarding funding of applications for RADF Community Grants and approval of resulting Outcome Reports

2.5 Provide advice on Council's Arts and Culture Strategic Policy and Plans

2.6 Assist Council to conduct arts and cultural events and activities, for example, the Mareeba Arts Festival.

### 3. Composition

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

3.2 The Advisory Committee will consist of one Councillor appointed by Mareeba Shire Council and six community members having extensive knowledge and / or experience in the development or practice of arts, culture and / or heritage activities.

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 RADF Advisory Committee has no decision making powers and will make recommendations only for consideration by Mareeba Shire Council.

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 at least twice a year or as required for the preparation and implementation of the RADF Program.

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

#### **5. Conditions of Membership**

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.