



Regional Arts Development Fund Advisory Committee Terms of Reference

1. Intent

- 1.1 To advise Council on the Regional Arts Development Fund (RADF) operations.

2. Scope

- 2.1 The terms of reference apply to Councillors, committee members and staff of Tablelands Regional Council (TRC).

3. Powers of the committee

- 3.1 This committee is an advisory committee to Council under Section 264(b) of the Local Government Regulation 2012.
- 3.2 The [Advisory Committees Policy](#) applies to this advisory committee.

4. Purpose

- 4.1 Advise Council on the implementation of the RADF program and associated goals in the TRC Cultural Plan.
- 4.2 Assess RADF applications and outcome reports, according to the RADF principles, eligibility criteria and the TRC Cultural Plan.
- 4.3 Provide advice and recommendations to Council for the allocation of RADF grants.
- 4.4 Encourage funding applications to the Regional Arts Development Fund.
- 4.5 Promote the RADF program and develop strong networks by actively attending club meetings and events and holding RADF information sessions at meetings/events.
- 4.6 Assist applicants with their application form, outcome report and provide advice about the RADF program.

5. Membership

- 5.1 Members must have a demonstrated commitment, interest, experience or expertise in the arts and community and be committed to the promotion of arts and culture across the Tablelands.
- 5.2 Members:

- 5.2.1 Secretary (TRC Officer)
- 5.2.2 TRC Regional Arts Officer (non-voting member)
- 5.2.3 Between four and eight community skills-based positions
- 5.3 The committee may seek the advice of persons with a specialist knowledge and invite them to attend a meeting.

6. Committee term

- 6.1 The term of the committee is two years.
- 6.2 By Council resolution, the committee may be renewed with the same membership or expressions of interest called for positions.

7. Meetings

- 7.1 Meetings will be held four times a year or otherwise as required.

8. Reporting

- 8.1 The committee, through the Council Officer, will provide a report to Council in January and July including actions and outcomes, and when recommendations require Council endorsement..

9. Evaluation of performance

- 9.1 The committee will undertake an annual assessment of performance against the Terms of Reference.

10. Responsibility

Council is responsible for the adoption, amendment and repeal of the Terms of Reference and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines.

11. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of the Terms of Reference and recommend appropriate changes. This Terms of Reference will be formally reviewed every three years or as required by Council.

This Terms of Reference is to remain in force until otherwise amended/repealed by resolution of Council.