

Tamworth Region Inclusive Culture Advisory Committee (TRICAC)

TERMS OF REFERENCE

1. Name of Committee

Tamworth Region Inclusive Culture Advisory Committee and more informally known as "TRICAC".

2. Purpose

The broad purpose and aim of the Tamworth Region Inclusive Culture Advisory Committee (TRICAC) is to provide strategic advice to the Council in relation to diversity and other specific cultural matters, within the region and make recommendations regarding priority areas for development and or support. TRICAC recognises and encourages diversity across the Tamworth Regional Council area.

3. Objectives/Roles/Expectations

- (i) Advice on and monitoring of the implementation of actions in the Tamworth Region Culture Plan which relate to cultural diversity.
- (ii) Provision of expert advice and ideas to Council on ways to support inclusive local cultural development and community building.
- (iii) Advice on and assistance to Council in enhancing community participation and consultation in the development and evaluation of Council's cultural events and community arts.
- (iv) Advice and leadership in the development of the strategic initiatives that involve cultural diversity in current and future cultural planning documents of Tamworth Regional Council.
- (v) Promotion and engagement across the broader region, and on a state, national and international level.

Committee members are encouraged to act as 'Inclusive Culture' champions within the region, particularly in the event of Tamworth Regional Council facilitated 'Cultural Forums' which aim to provide opportunity for consultation and engagement with representatives of the arts and cultural communities and other community groups.

4. Composition/Membership

The TRICAC will have the following core membership:

- Tamworth Regional Council:
 - no more than five (5) Councillors;
 - Director Liveable Communities; and
 - Manager Cultural and Community Services.
- up to eight (8) community members;
- and one Arts North West representative.

Representation is encouraged from arts and cultural practitioners from within hard-to-reach communities.

- 4.1 Community membership will be appointed through an Expression of Interest (EOI) process on a biennial basis. Community members will be selected for the skills and experience they bring to the Committee. A panel made up of:
- two (2) Councillors;
 - Director Liveable Communities;
 - Manager Cultural and Community Services.

5. Operations of the Committee

5.1 **Chairperson:** The TRICAC will be chaired by an elected Councillor of Tamworth Regional Council to be determined at the first TRICAC meeting following the appointment of the new term of Council.

5.2 **Quorum:** A quorum shall be a minimum of three (3) community members plus one (1) Councillor.

5.3 **Frequency of Meetings:** TRICAC will meet quarterly for a scheduled two (2) hour meeting. If a meeting is cancelled due to a lack of quorum, the agenda items will be carried over to the next scheduled meeting.

Cultural forums with the wider arts and cultural community may replace scheduled Tamworth Region Inclusive Culture Advisory Committee (TRICAC) meetings on occasion. Joint meetings with The Tamworth Region Arts Advisory Committee (TRAAC) may occur from time to time.

5.4 **Attendance at Meetings:** Attendance at meetings is expected from all Members. During a period of twelve months, an unexcused absence of more than three (3) occasions may be deemed a reason for dismissal unless reasonable explanation is provided.

5.5 **Notice of Meetings:** Business Support will email the TRICAC members annual dates for all meetings for the calendar year. They will also send out a reminder two (2) weeks prior to the schedule meeting date. The notice can be provided by telephone, email, SMS or post.

5.6 **Agenda Items:** Agenda items for the next meeting are to be received within ten (10) days prior to the next scheduled meeting. Agenda items and attachments will be forwarded to members with the Notice of Meeting. Items outside of the agenda can be raised during 'General Business'.

5.7 **Meeting Venue:** Council shall provide suitable facilities for the conduct of the meetings of the Group.

5.8 **Business Support:** Council shall provide administrative support to the Committee, and professional advice/input where required. Business Support will collate the minutes of each meeting and circulate within a timely manner. Minutes of the Meeting will incorporate an attendance register, noting any apologies or absences and an outcome of the recommendations put forward in the agenda. Minutes of the previous meeting must be confirmed at the next meeting of the Committee.

6. Authority

The Committee will be authorised to co-opt members on the basis of their relevant expertise to assist with specialist knowledge and support of the Committee.

7. Voting Rights and Rules

Voting members of the Committee will include:

1. The Chair
2. The Community representatives
3. The Councillor representatives; and
4. The Arts North West representative

The Committee will make recommendations based upon consensus. Where this is no consensus on a particular item, the recommendation to Council should note the dissenting views.

8. Relationship to Tamworth Regional Arts Advisory Committee (TRAAC)

TRICAC's primary focus is to foster inclusive attitudes and activities that celebrate cultural diversity in the region. The TRAAC Committee will continue to work on the implementation of the Cultural Plan, in particular, cultural infrastructure and the implementation of 'The Arts'.

There will be some crossover between the two Committees. Both Committees will receive minutes from TRICAC and TRAAC meetings. The two Committees will also have joint sessions on an 'as-needs' basis.

9. Reporting Requirements/Council Support

The Committee will have no delegated authority from the Council to make decisions binding the Council and will submit reports, with recommendations, as required, to the Council under the Management Accountability of the Director Liveable Communities incorporating, but not limited to:

- (i) Meeting minutes;
- (ii) Contribute to Cultural Plan annual reporting, detailing implementation of the elements relating to inclusion; and
- (iii) Specialist reports as requested by the Council.

10. Media

The Chairperson, the Director Liveable Communities and Manager Cultural and Community Services are authorised to represent and speak on behalf of the Group in any media discussions.

11. Confidentiality

Confidentiality is to be maintained by all members of the Committee. Discussions occurring within the Committee shall be treated as confidential until the minutes are reported to Council or as agreed for release to the media.

12. Review Period

The Terms of Reference is to be reviewed at least once in each four (4) year period.