

Arts and Creativity Grants Program Assessment Panel

Terms of Reference June 2026

1. NAME

Arts and Creativity Grants Assessment Panel (A&CGAP)

2. PURPOSE

The purpose of the Arts & Creativity Grants Assessment Panel (the Panel) is to provide independent expert advice to Northern Beaches Council on the assessment of Arts and Creativity Grant applications.

The Panel will provide comments and scoring for eligible applicants to:

- Present a final list of applicants recommended for funding in accordance with the Arts & Creativity Grants Guidelines to be considered by Council.

3. MEMBERSHIP

Collectively the Panel will have professional knowledge of Sydney's creative sector, an informed view of the Northern Beaches and an understanding of the objectives of the Arts & Creativity Grants program in accordance with the Northern Beaches Arts & Creativity Strategy 2029.

Membership of the Panel comprises up to four members representing the following:

- Two individual community representatives: local residents of the Northern Beaches with expertise in arts and culture. Aboriginal-identified people with expertise in arts and culture are highly encouraged to apply.
- Two Council staff members

4. ELIGIBILITY

- Councillors are not eligible to nominate for membership on the Panel. Community appointments will be determined and endorsed by the Executive Manager, Community Arts and Culture.
- Panel members must possess relevant skills and expertise in arts and culture.
- Should a representative vacancy occur during the terms of appointment, a new representative will be determined and endorsed by the Executive Manager, Community Arts and Culture.
- Members must meet the requirements of clauses 3.5 and 3.6 of the [Procedures for the Administration of the Model Code of Conduct](#) for Local Councils in NSW.

5. APPOINTMENT

Individual Community Representatives will gain membership through written application to Council using the template provided by Council for that purpose. Any relevant skills, experience or expertise required of members, as outlined in these Terms of Reference, must be addressed in any nomination submitted to Council.

6. TERM

Panel members are appointed for a limited term for the purpose of assessing the grant applications, July – October 2026.

There is also an option to extend the term to include grant assessment for the 2027 round, which will be reviewed by both parties at the end of the 2026 term.

If there is a change to the Term, Council will provide notice to affected Committee members in writing.

7. RESPONSIBILITIES AND MEETING SCHEDULE

The primary responsibility of the Panel is to provide independent, expert advice to Council. All members of the Panel have an obligation to:

- Review all eligible applications
- Score and provide comments for each eligible application against each of the assessment criteria – a form is provided for this purpose
- Attend all meetings scheduled for the Panel:
 - The Panel will meet up to two (2) times throughout the process.
 - A meeting will be scheduled to review the scoring of panellists and to come to a consensus for the list of recipients recommended for funding. The duration of the meeting will be determined by the volume of applications.
 - The schedule of meeting dates and venues will be provided to the members in advance.
- Share knowledge, encourage discussion and actively participate in Panel deliberations
- Communicate and seek feedback from each other to achieve consensus on recommendations, and where consensus is not possible for any reason, respect the Panel's majority decision regarding advice provided to Council
- Respect the values of the communities that may be affected by Panel advice
- Treat fellow Panel members and Council staff professionally and act in good faith
- Maintain confidentiality as appropriate and as required
- Serve independently with the ability to give impartial advice without financial interest and without representing the specific interests of specific groups or individuals

- Demonstrate a robust approach to actual or perceived conflicts of interest and provide relevant updates as required.

8. MEETING PRACTICES AND PROCEDURES

The meetings will be chaired by a nominated Council staff member.

All members are expected to attend the meetings.

The Panel should have the intention of reaching consensus when finalising the list of applicants recommended for funding.

9. SUPPORT

Council will provide necessary resources to the Panel. This will include the venue and administrative support such as facilitating and running the meeting, preparation, and distribution of the notice of meeting, agenda and the recording of the minutes.

The Community, Arts and Culture Business Unit is responsible for managing the Panel and will be the main point of contact for members on Panel related matters. Specialist staff will be available to provide expertise, if required.

The Assessment Panel may seek additional information on an application from other grant giving panels and areas of Council.

10. MODEL CODE OF CONDUCT FOR GROUPS AND COMMITTEES

- All members are required to observe the adopted Model Code of Conduct and any other policy or requirement applicable to the proper functioning of the Panel.
- Members shall act in a professional and responsible manner with the information they obtain.
- Members must respect each other (often despite differences) and work together to create an open and trusting atmosphere. The Panel requires openness and honesty in order to function well, and members should feel free to express their opinions and views without fear of recrimination.
- A breach of the Terms of Reference may lead to the member being removed from the Panel by the Chair.
- Members of the Panel do not have the authority to make representations to the media on Council or the Committee's' behalf. In accordance with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Panel.
- Conflicts of Interest: Council recognises that community representatives join such Groups and Committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups, so members will be requested to declare any organisation they may represent. Disclosures of Conflicts of Interest need to be made by members of the Panel and recorded in the minutes in accordance with section 442 and 443 Local Government Act 1993.
- Where there is a pecuniary or significant non-pecuniary Conflict of Interest, the Panel member will not be able to assess the grants and will be removed from the Panel.

- Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

11. COUNCIL VALUES

All members of the Panel and all meeting attendees are expected to observe Northern Beaches Council Values outlined below:

- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud to doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make
- **Leadership:** Everyone has a leading role

12. NEXT REVIEW DATE

The Terms of Reference will be reviewed prior to the establishment of a new Panel, June 2027.