

Regional Arts Development Fund Committee

Term of Reference

1. Intent

The Regional Arts Development Fund (RADF) Committee consists of a group of local artists and art influencers who are appointed by Council to make decisions about the RADF program within the Goondiwindi Regional Council area.

2. Background

The RADF grants program was established in 1991 as a state and local government partnership to support professional artists and arts practitioners living in regional Queensland. The program focuses on the development of quality arts and arts practice for regional communities.

Goondiwindi Regional Council (Council) contributes funds to the program annually and Arts Queensland (AQ) manages the RADF program at a State level by way of an annual funding allocation to participating councils. The scale of the Queensland Government investment varies depending on the contribution made by Council and the State RADF Assessment Panel's moderation and funding recommendations.

3. Objectives

Council's central objectives for participating in the RADF program and establishing a RADF Committee are in line with the RADF Purpose, Key Objectives and the Key Performance Outcomes as set out by AQ.

4. Membership

Council will establish a RADF Committee membership that is culturally and geographically representative of the community by either of two methods:

- Publicly advertising for expressions of interest; and/ or
- Direct invitation of committee members to meet a diversity gap or skill set on the committee.

In either case, to be considered for a position on the RADF committee, candidates will need to:

- Provide Council with a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.

Council's RADF Committee will consist of a minimum of six (6) members, made up of a nominated Councillor and volunteer Committee members.

Expressions of interest are generally called only when a vacancy on the committee exists, however Council may review committee membership from time to time.

New Committee members are approved at an Ordinary Council meeting. Council retains the right to appoint additional members should the need arise during the term of Council.

The Chair of the RADF Committee is a Councillor as identified by Goondiwindi Regional Council.

The Chair will be empowered by Council to ensure the good order and conduct of the Committee meetings. The Chair of the RADF Committee will sit in the role for the four (4) year local government term, unless otherwise determined by Council.

5. RADF Liaison Officer

As part of Council's RADF partnership with AQ, Council is required to nominate a staff member as a RADF Liaison Officer to support the RADF Committee and the local RADF program.

6. Responsibilities

The primary responsibilities of Council's RADF Committee are to:

- have a thorough understanding of Council's RADF Guidelines
- assess RADF applications in a fair manner. If a committee member considers that they have a conflict of interest in assessing a particular application, they are required to inform the RADF Liaison Officer of the conflict prior to the assessment.
- ensure that funding allocated is in line with the RADF Key Performance Outcomes and Council's RADF priorities.
- attend and participate in RADF meetings as requested (up to two (2) per year).
- participate in the RADF bidding and reporting cycles as requested.
- participate in RADF training as requested.

Committee members are also required to attend an induction for the RADF Program and sign an agreement to abide by Council's Code of Conduct and to:

- be fair and honest
- treat applicants with respect
- treat all the information an applicant includes in their application and any discussion surrounding the application as confidential and undertake to respect that confidentiality
- acknowledge when speaking in an official capacity as a RADF Committee member and when making a private comment
- ensure public comments reflect Council's RADF Program Guidelines.

The RADF Liaison Officer is responsible for:

- the preparation of meeting agendas and minutes
- ensuring the program operates in accordance with Section 194 and 195 of the Local Government Regulation 2012
- meeting the annual reporting requirements as per Section 189 of the Local Government Regulation 2012
- reporting any concerns about failure to align funding allocation or process with Council's RADF guidelines, policy or legislation to the Chief Executive Officer

7. Authority

All RADF Committee members have full voting rights. If the RADF Committee is unable to reach a majority decision, the Chair will have the casting vote.

Council's RADF Liaison Officer provides administrative support to the committee, but has no voting rights.

8. Assessing Applications

Council's RADF program can be operated using discrete rounds each year, or through an all year round process. This is at the discretion of Council with consideration to the resources required to manage the process.

An application can be assessed either by:

- Email exchange; and/or
- RADF Committee meeting

Committee members are required to demonstrate due diligence by the preparation for, and assessment of RADF applications, as well as participation in RADF program discussions.

Assessment via email - A majority decision will consist of at least four Committee members in agreement.

Assessment via meeting - A quorum at a RADF meeting is at least four Committee members.

The RADF Committee assesses each application on merit against the assessment criteria and provides a recommendation to Council on what level of funding to award. The RADF Liaison Officer, as approved financial delegate, will advise applicants on the status of their application, process payments and follow-up on any funding conditions.

Where email is used to assess the application, the initial assessment and response to the rest of the RADF Committee should generally occur within a two (2) weeks of receiving the application.

9. Liaison with Applicants

RADF Committee members cannot accept gifts from any RADF Program applicant.

Reasonable attempts are to be made by RADF Committee members to avoid attempts by applicants to discuss their application. The approach must also be reported to the RADF Liaison Officer and disclosed to the RADF Committee.

10. Confidentiality

All matters discussed at Committee meetings, together with all material provided to members of the Committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless directed so by Council for the purpose of sector/ community engagement.

All matters discussed by the Committee will be in accordance with the requirements of the Information Privacy and Right to Information Act. The views of other Committee members will be treated with respect and will not be discussed with external parties.

Meetings are not open to the public for observation.

Council will undertake all communication with media unless otherwise approved by the CEO's delegate.

Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

11. Performance Indicators

The RADF Liaison Officer is required to submit all required reports to AQ and prepare a detailed bid for funding for the following financial year.

12. Dispute Resolutions/ Complaints

Committee member issues relating to the management of the RADF Program, including the RADF Liaison Officer should be raised with the RADF Chair and CEO. Issues relating to the RADF Committee Chair (Councillor) are to be directed to the Mayor.

Attachment 1

RADF Committee member

Code of Conduct – Goondiwindi Regional Council

By accepting the role of RADF Committee member for the Goondiwindi Regional Council

1. I commit myself to:
 - Actively promote RADF in my community within my area of expertise
 - Read and assess all RADF applications in a fair manner
 - Attend meetings throughout the year to plan, assess and support the RADF program
 - Participate in committee training activities and policy development as required
 - Support the committee and work as a team for the betterment of RADF
2. I will be fair and honest in my assessment of all applications.
3. I will not discriminate in my assessment of any application.
4. I understand applicants are not permitted to lobby or provide gifts to RADF Committee members and any attempt by an applicant must be disclosed.
5. If a conflict of interest arises, I will declare the nature of my conflict of interest to the RADF Liaison Officer and my fellow Committee members. If required, I will be exempt from the assessment of the application due to the nature of my conflict of interest.
6. I understand that any information an applicant includes in their application and discussion surrounding the application are confidential.
7. I acknowledge that my public comments should reflect Council policy.
8. During public debate, I will publicly acknowledge when I am speaking in an official capacity as an RADF Committee member, and when I am making a private comment.
9. I understand that I am not authorised to speak directly to the media or public on behalf of the Council, unless otherwise determined and agreed by Council.
10. I acknowledge that I am bound by Goondiwindi Regional Council's Code of Conduct, a copy of which has been provided by Council.

Signature: _____ Date: / /

Name in full: _____

Witnessed by: _____

Signature: _____ Date: / /

Representative of Council: _____