

Regional Arts Development Fund Committee *Terms of Reference*

Purpose

The Regional Arts Development Fund (RADF) Committee provides advice and assistance to the Lockyer Valley Regional Council on the delivery of the RADF program within the Lockyer Valley Region.

The RADF committee's role is to:

- Attend and participate in RADF meetings.
- Assess RADF grant applications against current assessment criteria
- Assess grant acquittal reports
- Participate in RADF applications to Arts Queensland
- Provide feedback and contribute to the efficient functioning of the RADF committee, specifically on issues or key trends affecting the arts, heritage and cultural sector in the Lockyer Valley.

This Terms of Reference sets out the conditions for which the Lockyer Valley RADF committee operates.

Background

The Regional Arts Development Fund (RADF) was established in 1991 as a state and local government partnership to support artists and art workers living in regional Queensland. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities across Queensland. RADF is delivered as a partnership between the Queensland Government (through Arts Queensland) and the Lockyer Valley Regional Council.

Funding

Lockyer Valley Regional Council and the Queensland Government contribute funds to the program. 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.

Membership

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

- Publicly advertising for expressions of interest; and/or
- Direct invitation of Committee members.

The Committee will consist of two Councillors appointed by Council and at least two, but no more than six, community members.

Councillor members shall serve on the RADF Committee for their four-year Council term.

The Chairperson of the RADF Committee will be a Councillor appointed by Council. The Chairperson does not assess applications but chairs the meetings where grant funding is determined.

Term

Community members may serve for a maximum term of four years with an option to step down after two years. The RADF Liaison Officer is responsible for implementing a public EOI process at the end of each term. Members may submit another EOI at the end of their four-year term.

To be considered for a position as a community member 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.
- Indicate which groups they represent within the community: young people (under 26), people with a disability, older people (55+), female, male, Indigenous people, Torres Strait Islanders, culturally and linguistically diverse individuals.

Nominations for community members will be assessed by a panel including the RADF Liaison Officer and two other Council employees appointed by the Chief Executive Officer. The panel will submit their recommendations for community members for endorsement by Council.

Termination / Vacancy

A member may be removed from the RADF committee if they are absent from three consecutive meetings. Members may also be removed by Council if they break these Terms of Reference.

Members may resign at any time by notice in writing to the RADF Liaison Officer.

In the event of a member vacancy, replacement members may be sought by a new or prior expression of interest process. Each appointment must be made by Council resolution.

Remuneration

Community members on the RADF Committee is on a voluntary basis and members are not eligible for any form of remuneration or reimbursement of expenses.

Authority

The RADF Committee is an advisory group and does not have the authority to direct Council or Council staff or authorise purchasing or payments. The Committee's role is to make representations and recommendations to Council.

All selected members of a RADF Committee have full voting rights. Council's RADF Liaison Officer provides administrative support to the committee but has no voting rights.

All representations and recommendations to Council shall be decided by consensus (defined as general, but not necessarily unanimous) among the members of the committee. If the RADF Committee is unable to reach a majority decision, the Chair will have the casting vote.

All members of the Committee have access to the RADF Liaison Officer so that emergent matters can be tabled for consideration through the Chair at Committee meetings.

Roles and Responsibilities

Committee Members Role

Members of the RADF Committee are required to:

- Adhere to the Terms of Reference.
- Attend and participate in RADF meetings.
- Assess RADF grant applications against current RADF assessment criteria and recommend grant funding allocations to Council. If a committee member considers that they have a real or perceived conflict of interest in an application, they are required to inform the RADF Liaison Officer of the conflict prior to the Committee meeting. They will be required to remove themselves from the discussion and decision-making process in relation to that application.
- Ensure that funding allocated is in line with the RADF Key Performance Outcomes and Council's Arts and Culture Strategy.
- Participate in planning meetings to set the direction of the RADF bid and program.
- Participate in RADF training.
- Advise the RADF Liaison Officer prior to the meeting if they are unable to attend, to ensure that a quorum can be met.

Council's Role

As part of Lockyer Valley Regional Council's RADF partnership with Arts Queensland, Council's Chief Executive Officer will appoint a staff member as a RADF Liaison Officer to support the RADF Committee and the local RADF program.

The RADF Liaison Officer will oversee coordination and provide administrative support to the RADF committee, including:

- Participating in meetings
- Ensure group adherence to these Terms of Reference
- Provide administrative support to the RADF committee including coordination and preparation of agendas, minutes and other documentation, minute taking, coordinating the grant application and acquittal assessment process via SmartyGrants, correspondence, communication and meeting preparation.
- Report to Council
- Assess the performance and effectiveness of the RADF program by preparing and updating guidelines.
- Report to Arts Queensland

Obligations

All members of the RADF Committee will:

- Comply with these Terms of Reference; and
- Declare any real or perceived conflicts of interest at the commencement of each meeting; and

- May be required to leave the meeting for any discussions in which they may have a real or perceived conflict of interest.

Conduct of Members

Committee members are expected to:

- Attend an induction for the RADF Program.
- Sign an agreement to abide by Council's Code of Conduct.
- Attend a Lockyer Valley Regional Council Volunteer induction session.
- Represent the interest of the Lockyer Valley arts and cultural community.
- Act with honesty, good faith and integrity

Committee members are not permitted to directly apply for a grant while they are on the RADF committee, but they may be associated with someone else's application. In such a case, the committee member would be required to declare a conflict of interest.

Meetings

Frequency

The Lockyer Valley Regional Council RADF program has two grant rounds per year and Committee meetings are held to assess applications following the close of each round.

Procedures

A quorum will consist of 50% of committee members.

If the Chairperson is absent, an interim chair will be appointed for that meeting. The interim chair will be a committee member selected by the Committee or appointed by the Council's Chief Executive Officer (CEO) or the CEO's delegate.

Agendas, applications and support material will be provided online to members in sufficient time to enable consideration prior to each meeting. On completion of the assessment meeting, Committee Members are required to destroy all applications and support materials they may have downloaded.

In addition to Assessment meetings, Committee members may be required to attend additional meetings to set priorities for the coming grant round or to address any issues that may arise.

Members are required to demonstrate due diligence by the preparation for, attendance at and participation in Committee meetings.

The RADF Liaison Officer is responsible for the preparation of meeting agendas and minutes.

Meetings are not open to the public for observation.

The minutes of Committee meetings will be provided to:

- Lockyer Valley Regional Council; and
- All members of the Committee.

Grant Approval Process

Once the RADF Committee has reached agreement on which grant applications are to be recommended and for what level of funding, the RADF Liaison Officer will present the recommendations to Council at a Local Government meeting for ratification and approval.

Council can veto committee recommendations but only when they do not accord with Council's policies or compromise other Council initiatives.

Quick Response Grant Approval Process

A RADF Quick Response Grant is a mechanism for Council to respond to opportunities where it can be demonstrated that they have arisen at short notice and require a response that cannot be delivered within the timeframes of the standard grant rounds.

Quick response grants are assessed by a panel that includes a minimum of two RADF committee members and Council's Chief Executive Officer (CEO) or the CEO's delegate. Applicants will be notified of the outcome within 21 days from submitting their application. The RADF Liaison Officer will complete arrangements for successful applications as soon as possible. The RADF Liaison Officer will submit a report to the next available Council meeting advising of Quick Response Grant applications and approvals.

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 public release unless directed by the Chair for the purpose of sector/community engagement.

All matters discussed by the Committee will be in accordance with the requirements of the *Information Privacy Act 2009* and *Right to Information Act 2009*. The views of Committee members will be treated with respect and will not be discussed with external parties.

Communication

All communication with the media will be undertaken by Council unless otherwise approved by Council's CEO or 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.

Performance Indicators

The RADF Liaison Officer is required to submit reports to Arts Queensland and prepare a detailed application for funding. These reports contain detailed criteria for assessing the performance and effectiveness of the RADF program and its committee in any given year.

Amendments of the Terms of Reference

Council may, at any time after consultation with the RADF Committee, vary these Terms of Reference. The RADF Committee may recommend to Council variations to the Terms of Reference which Council will consider.

The Terms of Reference will be reviewed every 3 years.

Privacy and Disclosure

The personal information of all RADF committee members and applicants will be managed in accordance with Council's privacy standards.

The following information may be published on Council's website:

- Names of committee members (upon their appointment)
- RADF Committee Terms of Reference.

Further information on the RADF Program

Detailed information about the RADF program, including guidelines, assessment information, committee nomination forms and other information can be viewed at Lockyer Valley Regional Council's website.

Contact Officer

For further information contact Council's RADF Liaison Officer, on 5462 0317 or galleries@lvrc.qld.gov.au.

Group: Community and Regional Prosperity
Branch: Communities
Approved: Council
Date Approved: 25/10/2023
ECM: 4644511

Effective Date: 25/10/2023
Version: 6
Review Date: 30/09/2026
Superseded/Revoked: 3970919