

**Regional Arts Development Fund
Committee**



TERMS OF REFERENCE

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Terms of Reference

This document should be read in conjunction with the Rockhampton Regional Arts Development Fund Guidelines, released each financial year.

1. Purpose

The Rockhampton Regional Council (RRC) Regional Arts Development Fund (RADF) Committee is to provide advice and assistance to RRC on arts and cultural grants submissions received under the RADF program.

2. Background

The RADF grants program was established in 1991 as a state and local government partnership to support professional artists and art practitioners living in regional Queensland. The program promotes the role and value of art, culture and heritage as key drivers of diverse and inclusive communities and strong regions. The RADF is a partnership between the Queensland Government and RRC to support local arts and culture in the Rockhampton Region.

Local artists, art groups and cultural groups, and individuals can apply to RRC for funds to support specific short-term projects during two rounds each year in the following categories:

- Developing regional skills
- Building community cultural capacity
- Developing regional partnerships
- Cultural tourism
- Concept development
- Contemporary collections / stories

3. Membership

RRC will establish a RADF Committee which reflect the diverse arts, culture and geography of the RRC area.

Local artists, arts and cultural workers, members of cultural groups, local organisations or associations and people active within the arts community are eligible to be members of the RADF Committee.

The RADF Committee will consist of up to thirteen members, made up of one Councillor as Chair appointed by RRC, two ex-officio members, of whom one may be the RADF liaison officer and a minimum of six (up to ten) members of the Rockhampton region arts community.

The two Ex Officio Members, RADF Liaison officer, and chair have non-voting roles.

Nominations to serve on the Committee will be received via a nomination process. Voting on nominations received will be at the Committee's Annual General Meeting held in September of each year, with a recommendation on member appointment put forward to RRC.

Members can also be invited onto the Committee by RRC.

Membership on the Committee will be decided by RRC.

Members may serve for a maximum term of 4 years, with an expected commitment of a minimum term of two years. Committee members who have served for a continuous four-year term are required to 'rest' for a period of 12 months before being eligible for re-election.

Members may resign at any time by notice in writing to RRC.

Members may be replaced at any time by resolution of RRC.

Replacement members may be sought in the event of vacancy by a new or prior expression of interest process. A replacement member will fill the vacant position to the end of the prior member's term. The appointment must be made by RRC resolution.

Committee members are required to complete and abide by the RADF Committee Code of Conduct, participate in RADF Committee training and are encouraged to promote the RADF Program within their own networks and provide mentoring assistance to grant applicants.

4. Chairperson

The Chair of the RADF Committee is a Councillor as identified by RRC.

The Chair will be empowered by RRC to ensure the good order and conduct of the Committee meetings. The Chair will:

- Ensure that meetings are run from an agenda and that minutes of all RADF meetings are kept;
- Check the previous minutes for accuracy at the start of each meeting;
- Ensure that debate and discussion of applications is open and accountable;

The Chair has a non-voting role unless a consensus decision cannot be reached, in which scenario the Chair may cast a final vote.

The Chair of the RADF Committee will sit in the role for the four (4) year local government term, unless otherwise determined by RRC.

5. Committee Member Responsibilities

The primary responsibilities of Committee members are to:

- Attend and participate in RADF meetings where necessary.
- Assess RADF applications and review outcome reports in a fair manner.
- Ensure that funding allocated is in line with the RADF Key Performance Outcomes and Council's Arts and Cultural priorities.
- Participate in the RADF bidding and reporting cycles where necessary.
- 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.

6. RADF Liaison Officer

As part of RRC's RADF partnership with the Queensland Government, RRC is required to nominate a staff member as a RADF Liaison Officer to support the RADF Committee and the local RADF program, coordinate program delivery and act as primary contact for Arts Queensland.

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;
- Ensure that applications and outcome reports are completed and signed;
- Monitor the attendance of Committee members at meetings (members who are regularly absent from meetings should be asked to step down).
- Reporting any concerns about failure to align funding allocation or process with Council's RADF guidelines, policy or legislation to the Chief Executive Officer.

The RADF Liaison Officer has no voting rights.

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

7. Frequency of Meetings

Meetings will be held at a minimum of twice yearly to align with funding application rounds.

Additional meetings may be required to consider out of round applications or for other purposes. Council Officers will be responsible for calling additional meetings in consultation with the Committee Chair.

Meetings will be held at Council premises unless otherwise decided by the Committee and approved by RRC based on a risk assessment.

8. Meeting Procedures

A quorum for meetings is 50% of members + 1, or in the case of an odd number of members, a majority of members.

Decisions made by a Majority with consensus from all members (where members are satisfied with the decision even though it may not be their first choice). If this is not possible, the Chair makes the final decision.

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 RRC's CEO or the CEO's delegate.

Preference is for meeting attendance to occur in person however teleconferencing may be permitted if deemed appropriate by the Committee.

The minutes and records of the Committee remain the property of RRC and will be managed and made available in line with legal, legislative and corporate requirements.

9. Disputes, Complaints and Grievances

All disputes, complaints and grievances will be handled in accordance with RRC policies and procedures.

10. Governance

The Committee has no legislative standing under the *Local Government Act 2019* or *Local Government Regulation 2012*.

The Committee will provide recommendations to RRC on submissions lodged under the RADF Program. It is RRC's role to decide if submissions will be granted or refused based on the Committee's recommendations and advices, presented to RRC via an Officer Report.

Where RRC is seeking input from the RADF Committee on matters other than RADF submissions, RRC Officers will where practical, prepare a briefing note or presentation for the Committee's consideration.

RRC will provide administrative support to the Committee, as well as specialist ex-officio officers.

The Committee has the authority to receive, approve, and/or request amendments to Grant Recipient Outcome Reports which are required to be lodged under the RADF Funding Agreement between the Queensland Government and RRC.

11. Assessing Applications

When assessing applications for RADF grants, Committee members are required to use the assessment tools provided.

A concise rationale for assessment decisions are recorded as part of the minutes, so that applicants can be provided with feedback on their applications.

Funding recommendations will be based on:

- The RADF funding categories;
- eligibility criteria;
- The available budget.

Applications will be judged on merit.

The full amount being requested should be supported unless there are clear reasons for reducing funding requests.

Not all available funds need to be allocated in a financial year if the quality of applications does not warrant support.

12. 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

relevant meeting and 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.

Meetings are not open to the public for observation.

RRC will undertake all communication with media unless otherwise approved by RRC. 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 RRC.

13. Performance Indicators

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

14. Amendments to the Terms of Reference

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

The Terms of Reference will be reviewed annually.

15. Conflict of Interest

A conflict of interest involves a conflict between your public duty and responsibility to serve the public interest, and your private interest.

If a Committee member considers that they have an actual, potential, perceived, pecuniary or non-pecuniary interest in an application they are asked to assess, they are required to identify this in the assessment process, inform the RADF Liaison Officer of the conflict and not assess that application until the conflict has been resolved. The Committee member can assess all other applications where there is no actual, potential, perceived, pecuniary or non-pecuniary conflict of interest.

Committee members may apply for a grant or be associated with a grant application while they are on the RADF Committee. In such cases, the Committee member would be required to declare a conflict of interest and remove themselves from the process.

RRC Officers will ensure that members are made aware of and provided with relevant advice on managing conflicts of interest.

Attachment 1.

RADF Committee Member

Code of Conduct – Rockhampton Regional Council

1. I commit myself to:
 - a. Actively promote RADF in my community within my area of expertise;
 - b. Read and assess all RADF applications in a fair manner;
 - c. Attend meetings throughout the year to plan, assess and support the RADF program;
 - d. Participate in committee training activities and policy development as required; and
 - e. 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 Rockhampton 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: _____