

FACT SHEET

RADF Committee

Introduction

Thank you for your interest in being a member of the Rockhampton Regional Council Regional Arts Development Fund (RADF) Committee.

The RADF Program, established in 1991, is a highly successful state and local government partnership that supports professional artists and arts practitioners living in regional Queensland. The Program focuses on the development of quality art and arts practice for, and with, regional communities.

RADF Overview

The amount of money available for grants to the Rockhampton community is made up of an annual allocation of funds received from Arts Queensland, combined with Council's own contribution and any surplus funds rolled over from previous years. This forms the annual RADF budget for Council. This money is then made available to the community by application through published funding rounds.

The RADF Committee assesses RADF applications against the RADF Guidelines and Revisions and [Council's Corporate Plan, Arts and Cultural Policy](#) and recommends applicants for funding. The RADF Liaison Officer presents the RADF Committee's recommendations to Council for ratification.

Council can overturn recommendations made by the RADF Committee only if the application is ineligible under the Guidelines or interferes with Council initiatives that are already in progress.

RADF Committee

The RADF Committee is a group of informed representatives who reflect the diverse arts, culture and geography of the Council area.

The ongoing responsibilities of the RADF Committee are as follows:

- Attend and participate in RADF meetings;
- Assess RADF applications and outcome reports;
- Ensure that funding allocated is aligned with the RADF Principles, eligibility criteria, and the priorities of Council's [Arts and Cultural Policy](#);
- Inform the RADF bidding and reporting cycles;
- Participate in RADF Committee training;
- Promote the RADF Program within your own networks; and
- Inform the RADF Liaison Officer, prior to the meeting, if they are unable to attend.

Duration of Term

RADF Committee members, may serve for a maximum term of four years, with an option to step down after two years. RADF Committee members who have served for a continuous four year term are required to 'rest' for a period of twelve months before being eligible for re-election.

The Chair of the RADF Committee is a Councillor as identified by Council. The Chair will sit in the role for the four-year local government term, unless otherwise determined by Council.

Eligibility of RADF Committee Members

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 their local RADF Committee.

Council has resolved to appoint the members of the RADF Committee following the receipt of written applications from suitable members of the local arts community resident within the local government authority.

Voting Rights

The RADF Liaison Officer, ex officio members and the Chair provide advice and administrative support to the RADF Committee but have no voting rights. All other members have full voting rights.

Decisions are 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.

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RADF Committee

How do RADF Committee members ensure that they can provide appropriate and current advice in the assessment process?

It is anticipated that the RADF Committee members will work with groups they represent in their portfolio areas and develop strong networks by actively:

- Attending group/organisation meetings and other events;
- Holding RADF information sessions at meetings/events;
- Assisting applicants with their application forms and outcome reports;
- Assisting applicants with advice about the RADF Program; and
- Promoting RADF in the community.

For more information, see the RADF website www.arts.qld.gov.au. You can find resources for RADF Committee members, RADF Case Studies and RADF on [Council's website](#).

If your nomination is successful, you will be asked to complete the RADF Committee Member Code of Conduct as part of your induction.

Please complete the attached RADF Committee Nomination Form and return it to your RADF Liaison Officer via any of Council's Customer Services Centres or to Rockhampton Regional Council at PO Box 1860, Rockhampton QLD 4700, with the required support material.

Information and Privacy

The provisions of the *Information Privacy Act 2009* ("the Act") apply to documents in the possession of the Council or Arts Queensland.

"Personal Information" means information or an opinion (including that information or opinion forming part of a database) whether true or not and whether recorded in material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion.

In performing your obligations as a RADF Committee Member, you must:

- (a) Comply with Parts 1 and 3 of Chapter 2 of the Act as if you were the Council;
- (b) Not use or transfer outside of Australia Personal Information obtained under this Agreement, unless required or authorised by law;
- (c) Not disclose Personal Information obtained as a RADF Committee Member without the written agreement of the Council, unless required or authorised by law;
- (d) Immediately notify the Council if you become aware that a disclosure of Personal Information obtained under this Agreement is, or may be, required or authorised by law;
- (e) Fully co-operate with the Council to enable the Council to respond to applications for access to, or amendment of, a document containing Personal Information and privacy complaints; and
- (f) Comply with such other privacy and security measures as the Council advises you in writing from time to time.

Right to Information

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland. This means that applicants may apply for any documents relating to the RADF Program, including documents associated with RADF applications or with RADF Committee membership. The Council or Arts Queensland may be required to disclose such documents (in full or in part) and to publish these documents in a disclosure log on their websites.

As a RADF Committee Member, you must keep professional, accurate and impartial records of your considerations and assessments. If you are unable to act impartially in relation to a particular application, please advise Council immediately.