

COMMUNITY SERVICES COMMITTEE 11 JULY 2012	11
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REGIONAL ARTS DEVELOPMENT FUND TERMS OF REFERENCE –
GENERAL POLICY

Andrea Huelin: 10/25/3-02, #3620499

RECOMMENDATION:

It is recommended that Council:

- a) **approves the attached Terms of Reference General Policy for the Regional Arts Development Fund Committee; and**
- b) **delegates authority to the Chief Executive Officer in accordance with Section 257 of the *Local Government Act 2009* to finalise any minor amendments to the Terms of Reference in conjunction with the abovementioned Advisory Committee.**

INTRODUCTION:

The Regional Arts Development Fund was established in 1991 as a state and local government partnership to support professional artists and arts practitioners living in regional Queensland. This report looks to formalise the terms of reference for Council's existing Regional Arts Development Committee as a General Policy of Council.

BACKGROUND:

The procedures for operating the RADF program are set out in detail by the State Government through Arts Queensland, including guidelines on the establishment and management of a committee made up of local arts and heritage practitioners. The committee is required to assess RADF grant applications and to provide guidance and advocacy in the community about the program. The committee meets two or three times a year to review RADF applications and to make recommendations for funding. The committee is managed by Council's RADF Liaison Officer.

COMMENT:

The RADF committee operates according to guidelines set out by Arts Queensland (attached to this report). This is the first time these guidelines have been incorporated into a Council policy, to formalise the committee terms of reference and to allow for ease of access for Council staff and Councillors.

CONSIDERATIONS:

Corporate and Operational Plans:

Corporate Goal – Building Vibrant Communities: Section 2.4 – ‘Provide enhanced arts and cultural activities that add value to the life of residents and visitors alike’.

Cairns Regional Council Cultural Plan 2009 - 2014

Statutory:

None

Policy:

The new policy is attached for Council consideration.

Financial and Risk:

This policy has no direct financial implications for Council and can be implemented within existing budget.

Sustainability:

The blue indicators represent the neutral impact that the Terms of Reference has on resources and the environment. The positive impacts pertain to community and governance.

There are no negative impacts brought about by Cairns Regional Council developing the Terms of Reference.



CONSULTATION:

- Arts Queensland
- RADF Committee members
- Manager Creative Cairns Regional Council
- Team Leader Creative Partnerships
- Acting RADF Liaison Officer

OPTIONS:

That Council:

Option 1:

- a) approves the attached Terms of Reference General Policy for the RADF Committee; or

Option 2:

- a) that Council does not endorse the revised Terms of Reference for the RADF Committee.

CONCLUSION:

It is recommended that Council adopt the Terms of Reference for the existing RADF Committee. The procedures for recruiting and operating the committee as set out in the RADF guidelines are comprehensive and effective, and these procedures form the basis of the attached Terms of Reference.

ATTACHMENTS:

Attachment 1: RADF Committee Terms of Reference General Policy DM #3620658

Attachment 2: Arts Queensland Regional Arts Development Fund Guidelines

Attachment 3: Arts Queensland Regional Arts Development Fund – Revisions as at 1 July 2011

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Attachment 1: RADF Committee Terms of Reference General Policy DM#3620658

CAIRNS REGIONAL COUNCIL

General Policy

REGIONAL ARTS DEVELOPMENT FUND COMMITTEE – TERMS OF REFERENCE

Intent The Regional Arts Development Fund (RADF) Committee consists of a group of artists and arts workers who are appointed to advise Council on the suitability of diverse culture and geography of the Cairns Regional Council area, and each member has responsibility for a particular arts portfolio.

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.

Arts Queensland manages the RADF program by means of an annual budget for allocations to participating councils and infrastructure support for councils in their administration of the program. Cairns Regional Council contributes funds to match Arts Queensland's allocation, and the extent of Council's funding is determined by AQ according to a ratio based on the region's population.

Scope As part of Cairns Regional Council's RADF partnership with Arts Queensland, Council is required to establish the RADF Committee and cover its operational expenses, hold biennial elections for the RADF Committee and nominate a staff member as a RADF Liaison Officer to support the RADF Committee and the local RADF program.

Committee members are expected to develop strong networks within their particular portfolio areas to promote the RADF program in the community.

Committee members may also be called upon for advice or guidance from a prospective grant applicant, or by the RADF Liaison Officer.

1. Objectives

Council's central objectives in participating in the RADF program and establishing a RADF Committee are in line with the key RADF principles set out by Arts Queensland, including:

- Supporting professional artists and arts workers, including those working in a cultural development context, to practise originality and innovation in the development of quality arts activities and initiatives.
- Supporting locally determined arts and cultural policies. Cairns Regional Council can determine priorities for RADF grants from its Cultural Plan.
- Supporting cultural activities not supported by other state government agencies or Council grants.
- Supporting the participation of community members in arts development projects run by professional artists and arts workers. RADF will support professional artists and cultural development practitioners to run developmental projects for community groups who enjoy participating in the arts, but who are not practising professional artists.

2. Responsibilities

The primary responsibilities of the Cairns Regional Council RADF Committee are to:

- Attend and participate in RADF meetings. If a member cannot attend a grant assessment meeting, they should record their assessment of all applications on an assessment sheet, and nominate the RADF Liaison Officer or another member of the Committee to present their assessments.
- Assess RADF applications and outcome reports in a fair manner. If 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 meeting.
- Ensure that funding allocated is in line with the RADF Principles, eligibility criteria, and Council's Cultural Plan.
- Participate in the RADF bidding and reporting cycles.
- Participate in RADF training.
- Advise the RADF Liaison Officer, prior to the meeting, if they are unable to attend, ensuring that a quorum can be met.

Committee members are also required to:

- Attend an induction for the RADF Program.
- Sign an agreement to abide by the 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 private comment
 - ensure public comments reflect Council's arts and cultural development policy and the RADF Program Guidelines.

3. Membership

Council will establish the RADF Committee by publicly advertising for expressions of interest, seeking a membership that is culturally and geographically representative of the community. Appointments will be made by Council.

To be considered for a position on a RADF committee, candidates will need to:

- Nominate for up to two arts portfolio areas, including creative arts/craft multimedia, visual arts, theatre, music, dance, literature/writing
- Indicate which groups they represent within the community: Young people (under 26), people with a disability, older people (55+), female, male, Aboriginal people, Torres Strait Islanders, Culturally and Linguistically Diverse, Councillor. (Arts Queensland has stipulated that there should be no more than 2 Councillors on the committee at any one time).
- Provide a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.

The Chair of the RADF Committee is nominated by the newly elected RADF Committee.

Committee members, including the Committee Chair, may serve for a maximum term of four years, with an option to step down after 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.

When required, Committee vacancies are advertised and a selection process is undertaken according to the processes set out by Arts Queensland. These processes involve filling out an application form and code of conduct available through the Arts Queensland website at <http://www.arts.qld.gov.au/funding/radf-info-councils.html>.

Councillors may attend RADF Committee meetings as observers.

4. Authority

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. 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.

5. Meetings

The Cairns Regional Council RADF program has two grant rounds per year, and Committee meetings are held to assess applications from each round. A quorum will consist of at least four members. If the Chair is absent, an interim chair will be appointed by the RADF Liaison Officer to preside for that meeting. The interim chair may be selected from the Committee or appointed by the CEO's delegate – in this case the RADF Liaison Officer in consultation with the Manager Creative Cairns.

Prior to each meeting, Committee Members are issued with a package of photocopied applications (marked confidential) and a CD of supporting material. On the completion of the assessment meeting, Committee members are required to return the application forms and CDs to the RADF Liaison Officer to be destroyed. Cairns Regional Council is committed to sustainability and as such this Committee will operate in an environmentally sustainable manner.

Committee members may be required to attend up to two meetings per year in addition to the assessment 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 has responsibility for the preparation of meeting agendas and minutes. Templates for these and other assessment documents are available as resources on the Arts Queensland RADF website, to ensure consistency across Councils.

Meetings are not open to the public for observation.

6. Training

Under the RADF guidelines, participating Councils are expected to apportion a percentage of the RADF operational expenses to RADF Committee training. These expenses may include registration fees for training sessions, travel and incidentals. RADF Liaison Officers are required to report on the training provided in a given year in that year's annual report to Arts Queensland.

7. RADF Grant Approval Process

Once the RADF Committee has reached agreement on which grant applications should be recommended and for what level of funding, the RADF Liaison Officer will present the recommendations to Council for ratification.

Council can veto recommendations but only when they:

- Are not in line with Council's cultural policy
- Interfere with Council initiatives already in progress.

The Committee Chair may be invited to address the Council Committee meeting should the need arise.

8. Confidentiality

All matters discussed at Committee meetings together with all material provided to members of the Committee is for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purposes 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 but will not be discussed with external parties.

All communication with the media will be undertaken by Council 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.

9. Performance Indicators

RADF Liaison Officers are required to submit an Annual Report to Arts Queensland in February each year, and prepare a detailed bid for funding for the following financial year. These reports contain detailed criteria for assessing the performance and effectiveness of the RADF program and its committee in any given year.

10. Further information on the RADF Program

Detailed information about the RADF program, including guidelines, assessment information, committee nomination forms and committee and Council responsibilities can be viewed at <http://www.arts.qld.gov.au/funding/radf.html>.



This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager Community, Sport and Cultural Services

**ADOPTED:
DUE FOR REVISION:
REVOKED/SUPERSEDED:**