

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 by Council to provide advice on the delivery of the RADF program within the Cairns Regional Council area.

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. Cairns Regional 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.

Scope As part of Cairns Regional 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. Council's nominated RADF liaison officer is the Cultural Services Arts and Cultural Grants Coordinator. The RADF Committee is established by Council and 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 Arts and Cultural Grants Coordinator.

Objectives

Council's central objectives in 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.

Responsibilities

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

- Attend and participate in RADF meetings where necessary.
- 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 Arts and Cultural Grants Coordinator of the conflict prior to the assessment meeting.
- 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 Arts and Cultural Grants Coordinator 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 a private comment
 - ensure public comments reflect Council's Arts and Cultural Policy and the RADF Program Guidelines.

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 for portfolio areas.

In either case, to be considered for a position on a 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.
- Nominate for up to two arts portfolio areas, including creative arts/craft multimedia, visual arts, theatre, community arts and Cultural development, museum and collections, music, dance and literature/writing.
- 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

New Committee members are nominated and approved as a Council Advisory Committee following a Council election. Committee membership will be for the term of the current Council, unless changed by Council resolution. Council retains the right to appoint additional members should the need arise during the term of Council.

RADF Committee nominations are assessed by the Cultural Services assessment panel and the Manager of Cultural Services, final approvals sit with the Cairns Regional Council.

The Chair of the RADF Committee is nominated by the RADF Committee and endorsed by the Cultural Services Manager.

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 a period of 12 months, in which they will chair two assessment meetings. After this period a nomination process will occur to appoint a new Chair. The Chair from the previous 12 months is eligible to accept the role for the following year.

Councillors are invited to attend RADF Committee meetings as observers.

Authority

All selected members of a RADF Committee have full voting rights. Council's Arts and Cultural Grants Coordinator 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 Arts and Cultural Grants Coordinator so that emergent matters can be tabled for consideration through the Chair at committee meetings.

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 Arts and Cultural Grants Coordinator 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 Arts and Cultural Grants Coordinator, in consultation with the Cultural Services Manager.

Prior to each meeting, Committee members are issued with an assessment package (marked confidential) with a USB device containing all applications and supporting material. On the completion of the assessment meeting, Committee Members are required to return the USB devices to the Arts and Cultural Grants Coordinator to be cleared. Cairns Regional Council is committed to sustainability and as such this Committee will operate in an environmentally sustainable manner.

To set priorities for the coming grant round or to address any issues that may arise, Committee members may be required to attend up to two meetings per year in addition to the assessment meetings.

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

The Arts and Cultural Grants Coordinator has responsibility for the preparation of meeting agendas and minutes.

Meetings are not open to the public for observation.

RADF Major Grant Approval Process

Once the RADF Committee has reached agreement on which grant applications should be recommended and for what level of funding, the Arts and Cultural Grants Coordinator will present the recommendations to the Manager of Cultural Services to confirm they are:

- In line with Council's Arts and Culture Policy; and/or
- Do not interfere with Council initiatives already in progress.

The Manager of Cultural Services will then submit a report to Council to consider the recommendations of the RADF Advisory Committee, and endorse recommendations accordingly.

RADF 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 the Cultural Services Assessment Panel and recommendations will be submitted to the full Council for approval or rejection.

The Arts and Cultural Grants Coordinator will inform all applicants of the approval or rejection of their application within five working days of a decision being made.

The Arts and Cultural Grants Coordinator will complete arrangements for successful applications within 30 working days of approval being given.

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 so 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 and Right to Information Act. The views of other Committee members will be treated with respect and 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.

Performance Indicators

The Arts and Cultural Grants Coordinator is required to submit Biannual Reports to AQ at dates to be advised by AQ 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 its committee in any given year.

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 Cairns RADF Webpage.

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

General Manager Responsible for Review:

Community, Sport and Cultural Services

ORIGINALLY ADOPTED: 25/07/2012

CURRENT ADOPTION: 22/07/2020

DUE FOR REVISION: 22/07/2024

REVOKED/SUPERSEDED:



**John Andrejic
Chief Executive Officer**