

REGIONAL ARTS DEVELOPMENT FUND COMMITTEE TERMS OF REFERENCE

PURPOSE

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

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 Logan City Council.

FUNDING

Logan City 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

A representative and informed Committee reflects the diverse culture and geography of the council area. Each

member of the Committee should have responsibility for a portfolio area.

RADF Committee members are appointed to the Committee through the following process:

- Members of the community nominate for the Committee by completing a nomination form. To be considered for a position on a RADF Committee, candidates will need to nominate for up to two arts, culture or heritage portfolio areas:
 - creative arts/craft
 - multimedia
 - visual arts
 - theatre
 - design
 - music
 - dance
 - literature/writing
 - film
 - heritage
 - tourism
- Indicate which groups they represent within the community:
 - female
 - male
 - young people (under 25)
 - people with a disability
 - older people (55+)
 - Aboriginal people/Torres Strait Islanders
 - culturally and linguistically diverse
- Committee nominees must provide a current CV highlighting relevant arts, cultural or heritage experience and outlining any involvement with

relevant arts networks and organisations.

- Committee members are allocated to portfolio areas.
- Council will establish a RADF Committee membership by:
- Publicly advertising for expressions of interest; and/or
- Direct invitation of Committee members.

RADF Committee nominations are assessed by the Creative Industries assessment panel and the Libraries and Creative Industries Manager, final approvals sit with Logan City Council.

The Committee will consist of at least six, but no more than ten, community members.

The Chairperson of the RADF Committee will be the Creative industries Program Leader and have a non-voting role. The Chairperson does not assess applications but chairs the meetings where grant funding is determined.

HOW LONG DOES A MEMBER SERVE ON THE COMMITTEE?

Community members 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 step down for a period of 12 months before being again eligible for membership on the Committee.

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

Replacement members may be sought in

the event of a vacancy by a new or prior expression of interest process.

As part of Logan City 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.

COMMITTEE VOTING RIGHTS

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.

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.

FREQUENCY OF MEETINGS

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

MEETING PROCEDURES

A quorum will consist of 50% of Committee members, plus one. If the Chair is absent, an interim chair will be appointed by the Libraries and Creative Industries Manager 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 Libraries and Creative Industries Manager.

Agenda, applications and support material will be provided online through SmartyGrants 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, training 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:

- Logan City Council; and
- All members of the Committee.

WHAT ARE RADF COMMITTEE MEMBERS REQUIRED TO DO UPON COMMENCEMENT OF THEIR APPOINTMENT?

Members of the RADF Committee are to:

- Attend an induction for the RADF Program.
- Sign an agreement to abide by Council's Code of Conduct and to:
 - be fair and honest
 - treat applicants with respect
 - declare any conflict of interest
 - 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, Culture and Heritage Strategy 2018-2022 and the RADF Administration Guidelines.

WHAT ARE THE ONGOING RESPONSIBILITIES OF COMMITTEE MEMBERS?

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.

HOW DO COMMITTEE MEMBERS ENSURE THAT THEY ARE ABLE TO PROVIDE APPROPRIATE AND CURRENT ADVICE IN THE ASSESSMENT PROCESS?

It is anticipated that Committee members will inform the groups they represent in their portfolio area(s) about RADF and develop strong networks by actively:

- attending local arts meetings
- attending local arts events
- participating in RADF information sessions
- assisting applicants with advice about the RADF Program
- promoting RADF in the community.
- If a member cannot attend an assessment meeting, they should:
- complete and record their assessments of all applications through SmartyGrants
- nominate the RADF Liaison Officer, or another member of the Committee, to present their assessments.

If the absent member represents a particular community group such as the Aboriginal and Torres Strait Islander community or people with a disability, they may -recommend a representative of that group to present their assessment to the meeting.

WHO ARE THE ADVISORS TO THE RADF COMMITTEE?

Other personnel can be invited to join a RADF Committee at any time as an advisor under various circumstances. For instance:

- If expertise is missing on the Committee for the assessment of a particular application, an expert in that field can be invited to provide independent advice to the Committee.
- A translator may be necessary if material presented to the Committee is in a language other than English. It is appropriate to use RADF funds for this purpose.
- Recognition may also be given to signers and facilitators when including applicants with a disability.

Advisors can be a RADF Committee member from another council and Logan City Council staff.

As advisors are not elected Committee members, they will not have voting rights but will still need to adhere to the RADF Code of Conduct.

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.

- Actual – having, or will have, an effect on current decisions
- A committee member is in a position to be influenced by their private interests when doing their job

- Potential – possibly influencing decisions in the future
- A committee member is in a position where they may be influenced in the future by their private interests when doing their job
- Perceived – of a nature which ‘a reasonable person’ might interpret as having an influence on decisions.
- A committee member is in a position to appear to be influenced by their private interests when doing their job.

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

The Conflict of Interest is discussed with Libraries and Creative Industries staff and, if required, escalated to the Integrity and Information Program for resolution. If it is found that the member has a conflict of interest, they will be required to remove themselves from the discussion and decision-making process in relation to that application.

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.

WHAT IS THE ROLE OF THE RADF CHAIR?

The RADF Chair is a member of Council staff and has a non-voting role. The Chair is required to:

- ensure that meetings are run from an agenda and that minutes of all RADF meetings are kept
- ensure that debate on applications and policy-related matters is open and accountable
- ensure that applications and outcome reports are completed and signed
- check previous minutes for accuracy at the commencement of meetings
- monitor the attendance of Committee members at meetings (members who are regularly absent from meetings should be asked to step down from their position)
- negotiate:
 - the size of the Committee (usually between 6 and 9 members)
 - the quorum (50 per cent of the Committee, plus one)
 - representation of artform expertise, and Logan’s demographic and geographic diversity on the Committee
 - any need for the inclusion of additional expertise on the Committee.

HOW ARE APPLICATIONS ASSESSED?

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

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

Funding recommendations should be based on:

- the four RADF funding categories
- eligibility criteria
- Council's Arts, Culture and Heritage Strategy 2018-2022
- the available budget.
- When recommending funding amounts, it is important to remember that:
 - applications should 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.

WHAT HAPPENS AFTER THE RADF COMMITTEE HAS COMPLETED ITS FUNDING RECOMMENDATIONS?

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 the Libraries and Creative Industries Manager for approval. A report is also presented to Council for information. Council can veto Committee recommendations but only when they do not accord with Council's policies or compromise other Council initiatives.

Once the recommendations have been approved, the RADF Liaison Officer prepares:

- contracts for successful applicants
- letters for the unsuccessful applicants
- the method of payment.

WHAT HAPPENS IF A RADF GRANT RECIPIENT WANTS TO CHANGE A PART OF THEIR PROJECT OR ACTIVITY?

Sometimes circumstances change and RADF grant recipients cannot carry out their project exactly as described in their application. Where this happens, the recipient must:

- notify the RADF Committee, via the RADF Liaison Officer, in writing
- where possible, negotiate any change before the project or activity is affected.
- The RADF Committee can:
 - approve the changes
 - request that a new application form be completed
 - ask the recipient to return the funds and to re-submit in the next round.

Any agreement to alterations must be:

- endorsed by the Chair of the RADF Committee

- made in writing through the Libraries and Creative Industries Manager.

HOW ARE OUTCOME REPORTS ASSESSED AND ACQUITTED?

All RADF grant recipients must submit an outcome report no more than eight weeks after the conclusion of their activity.

Reviewing the outcome reports is an integral part of the Committee cycle of activities as it allows the Committee to:

- note program outcomes
- assess the benefits and drawbacks of different activities
- learn from any difficulties experienced with activities
- reflect on the decisions made during the last funding round
- celebrate successes, great and small
- set new priorities and directions.

Outcome reports do not have to be formally assessed by the RADF Committee, but should be presented and recorded in the minutes at any RADF Committee meeting.

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.

REMUNERATION

Community members on the RADF Committee can receive honoraria for assessing applications, and reimbursement of expenses when required to undertake public engagement activities on behalf of Council.

OBLIGATIONS OF THE COMMITTEE

All members of the RADF Committee will:

- Comply with these Terms of Reference; and
- Declare any real, potential 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, potential or perceived conflict of interest.

PERFORMANCE INDICATORS

The RADF Liaison Officer is required to submit Biannual 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 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 annually.

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 Logan City Council's website.

For further information contact Council's RADF Liaison Officer, on 3412 5426 or radf@logan.qld.gov.au or visit the website logan.qld.gov.au/radf.