

RADF - Committee Member Nomination

Regional Arts Development Fund

Thank you for your interest in being a member of Douglas Shire Council's Regional Arts Development Fund Committee.

The following provides an overview of RADF, how the program is delivered in the Shire, and the responsibilities of Committee members. If you have any questions please telephone Council's RADF Liaison Officer on 07 4099 9444 or email enquiries@douglas.qld.gov.au.

What is the Regional Arts Development Fund?

The Queensland Government recognises local governments as key partners and co-investors in Queensland's arts and culture and local governments play a significant role in supporting arts and culture in their communities through:

- Supporting and implementing arts and cultural programs, activities and events
- Providing funding to local arts and cultural practitioners and organisations
- Providing employment for arts and cultural workers
- Cultural planning for increased live ability and economic growth
- Ownership and management of local cultural facilities such as libraries, galleries and performing arts centres.

The Regional Arts Development Fund (RADF) is a Queensland Government and Douglas Shire Council partnership to support local arts and culture 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 and invests in local arts and cultural priorities, as determined by local communities. RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

What are the key objectives of RADF?

RADF supports arts and cultural activities that:

- Contribute value to local communities
- Engage local communities
- Deliver local priorities
- Deliver Queensland Government priorities including encouraging safe and inclusive communities, building regions, stimulating economic growth and innovation and increasing workforce participation.

How were our local priorities determined?

Douglas Shire Council's locally identified priorities were determined through community feedback from Douglas Shire Council's *Corporate Plan 2014-2019* and *Arts Strategy 2017-2021*.

The RADF Committee – Terms of Reference

The RADF Committee Terms of Reference include:

- Reflects the diverse arts, culture and geography of our Shire;
- Voluntarily promoting the RADF program throughout the arts and cultural community;
- Assessing RADF grant applications and recommending funding to Council; and
- Network with industry contacts and organisations for the promotion of RADF programs

The committee can also be asked to consult on directional strategies and policy for the arts as per the 2017-2021 Arts Strategy. The RADF Committee may consist of up to five community members and up to two Councillors. The Committee is assisted by Council's RADF Liaison Officer, who administers the local RADF program.

Who can be a RADF Committee member?

Douglas Shire residents with an active interest, involvement or experience in one or more of the following areas are eligible to be members of the RADF Committee.

- Community Arts and Cultural Development
- Dance
- Music
- Museums and Cultural Heritage
- Festivals
- Visual Arts
- Craft
- Design
- Theatre
- Writing
- Multimedia

How will nominations be assessed?

RADF Committee members will be selected on their:

- Ability to demonstrate an active interest, involvement or experience in at least one of the above areas;
- Knowledge of the arts and cultural community in the Douglas Shire;
- Capacity to assess grant applications in accordance with RADF Guidelines and assessment criteria in a confidential, impartial manner;
- Availability to attend meetings at least twice a year;
- Ability to effectively promote RADF in the Douglas Shire community;
- Ability to confidentially access email correspondence (including grant applications), from the RADF Liaison Officer on a regular basis;
- Ability to represent community groups such as older people, young people, Aboriginal and / or Torres Strait Islander people, people with a disability and people from culturally or linguistically diverse groups.

Nominations will be collated by Council's RADF Liaison Officer, and presented at a Councillor Workshop for Councillors to assess. At the Ordinary Council meeting following the workshop, successful nominees will be endorsed and two Councillors will be nominated for Committee positions as well.

Successful and unsuccessful nominees will be advised in writing of the outcome of their nomination after the Council meeting.

How long does a member serve on the Committee?

Committee members, including the Committee Chair, may serve for a maximum term of 4 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.

The Chair of the RADF Committee may be nominated by either Council or the newly elected RADF Committee. Where the Chair of the RADF Committee is a Councillor, they may remain as Chair for the length of their term in Council.

What are the responsibilities of the Committee?

Successful nominees will be required to:

- Abide by the *RADF Terms of Reference and Guidelines*, and *Committee Code of Conduct*; (Copy attached for information purposes only)
- Provide guidance in implementing the 2017-2021 Arts Strategy;
- Provide professional discussion on arts matters and projects initiated by Council;
- Provide advice on future RADF funding program priorities; and
- Network industry contacts and organisations for the promotion of RADF programs;

Please complete the attached nomination form and return to Council's RADF Liaison Officer with the required support material.

Regional Arts Development Fund

RADF Committee Code of Conduct

By accepting the role of RADF Committee member for Council:

1. I commit myself to:

- actively assist Council with advice about the RADF Program within my area of experience;
- provide guidance in implementing the 2017-2021 Arts Strategy;
- provide professional discussion on arts matters and projects initiated by Council;
- actively promote RADF in the community;
- read and assess all RADF applications in a fair manner;
- attend meetings throughout the year to plan, assess and acquit RADF applications;
- participate in RADF Committee training activities;
- support the RADF Committee and work as a team member; and
- stand for a maximum 4 year term with the option to stand down after 2 years.

2. I will be fair, honest and treat all applicants with respect.

3. I understand and will abide by the *Information Privacy Act 2009* and *Right to Information Act 2009* (see over the page)

4. If a conflict of interest arises I will declare the nature of my conflict of interest and be exempt from the assessment of the application during a Committee meeting.

5. I understand that any information an applicant includes in their application and all discussions surrounding the application are confidential.

6. I acknowledge that my public comments should reflect Council policy. During public debate, I will acknowledge when I am speaking in an official capacity as a RADF Committee member and when I am making private comment.

7. 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.

Signature: _____(Signed at RADF Committee Induction) Date: _____

Name in full: _____

Witnessed by a Council representative:

Signature: _____(Signed at RADF Committee Induction) Date: _____

Name in full: _____

Information 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 be 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 the Council immediately.

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To nominate to be a member of the RADF Committee, please complete and submit with support material.

Please contact Council's RADF Liaison Officer if you have any queries.

NOMINEE'S INFORMATION

Nominee Details

Title Mr/Ms/ Other :

First name:

Surname:

Postal Address:

Daytime telephone number:

Email address:

Have you been a RADF Committee member before?

Yes

No

If yes, please advise Council name:

Dates served on the Committee:

PLEASE INDICATE WHICH OF THE FOLLOWING GROUP/S YOU REPRESENT, AND HOW

Group	<input checked="" type="checkbox"/>	Your response - How? Eg personally identify as / professionally / through training / other (please specify)
Women	<input type="checkbox"/>	
Men	<input type="checkbox"/>	
Emerging Artists / Cultural workers	<input type="checkbox"/>	
Established Artists / Cultural workers	<input type="checkbox"/>	
Aboriginal peoples	<input type="checkbox"/>	
Torres Strait Islander peoples	<input type="checkbox"/>	
Australian South Sea Islander peoples	<input type="checkbox"/>	
People from culturally and linguistically diverse backgrounds	<input type="checkbox"/>	
Children and Young people (aged 30 years and under)	<input type="checkbox"/>	
Seniors (aged 55 years or over)	<input type="checkbox"/>	
People with a disability	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

PLEASE INDICATE THE ART FORMS YOU HAVE AN ACTIVE INTEREST/INVOLVEMENT/EXPERIENCE IN (Tick Relevant Boxes)

Art form	<input checked="" type="checkbox"/>	Art form	<input checked="" type="checkbox"/>
Community Arts and Cultural Development	<input type="checkbox"/>	Visual Arts	<input type="checkbox"/>
Dance	<input type="checkbox"/>	Craft	<input type="checkbox"/>
Music	<input type="checkbox"/>	Design	<input type="checkbox"/>
Museums and Cultural Heritage	<input type="checkbox"/>	Theatre	<input type="checkbox"/>
Festivals	<input type="checkbox"/>	Writing	<input type="checkbox"/>
		Multimedia	<input type="checkbox"/>

CERTIFICATION

I, the undersigned, certify that:

- I have read and understood the roles and responsibilities of a RADF Committee member.
- The statements in this nomination form are true and correct to the best of my knowledge, information and belief.
- I give Council permission to verify statements in this nomination and support material.
- If I am appointed to the RADF Committee I agree to sign an agreement to abide by the RADF Committee Code of Conduct.

Signature:		Date:
Full Name:		

Douglas Shire Council – Information Privacy Statement

The information you provide in this nomination form (“the Information”) will be used by Council to process and assess your nomination (including verification of the Information) and, if successful, in connection with your membership of the Committee.

Council may disclose the information to Arts Queensland. The Information may be used by Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be made anonymous and used for statistical purposes.

The names of the members of the RADF Committees may be published on Council’s website and/or the Arts Queensland RADF website.

Council and Arts Queensland treat all personal information in accordance with the Information Privacy Act 2009.

The provisions of the Right to Information Act 2009 apply to documents in the possession of Council or Arts Queensland.