

5.5. RADF ADVISORY COMMITTEE TERMS OF REFERENCE AND GUIDELINES

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RECOMMENDATION

Council resolves to adopt the draft Douglas Shire Council RADF Advisory Committee Terms of Reference and Guidelines

EXECUTIVE SUMMARY

The RADF Advisory Committee Terms of Reference have been expanded from just an assessment and recommending panel for RADF funding applications to also include an advisory role on arts and cultural matters in the Shire, including the implementation of the Douglas Shire Council's Arts Strategy 2017-2021.

As an Advisory Committee of Council constituted under Clauses 264 and 265 of the Local Government Regulations 2012, guidelines have also been included to ensure the committee complies with legislative requirements and Council policies.

BACKGROUND

With the adoption of the Douglas Shire Council Arts Strategy and Arts Queensland requiring increased consultation in determining RADF Funding priorities, there is an opportunity to review the current RADF Advisory Committee's terms of reference.

COMMENT

By expanding the advisory role of the RADF Advisory Committee there will be a greater opportunity to engage with and receive input from the broader arts and culture community on matters relating to the priorities of future RADF funding programs and the implementation of components of the Arts Strategy.

PROPOSAL

Amendments to the RADF Committee Terms of Reference include:

- Reflecting the diverse arts, culture and geography of our Shire;
- Voluntarily promoting the RADF program throughout the arts and culture community;
- Assessing RADF grant applications and recommending funding to Council; and
- When requested, providing advice on directional strategies on future RADF funding programs as well as actions arising from the 2017-2021 Arts Strategy.

The responsibilities of the RADF Advisory Committee are:

- Abiding by the RADF Committee Terms of Reference and Guidelines;
- Provide guidance in implementing the 2017-2021 Arts Strategy;
- Provide professional discussion on arts matters and projects initiated by Council;
- Provide advise on future RADF funding program priorities; and
- Network with industry contacts and organisations for the promotion of RADF programs

FINANCIAL/RESOURCE IMPLICATIONS

Nil. Membership of the RADF Advisory Committee is on a voluntary basis.

RISK MANAGEMENT IMPLICATIONS

Identified risks are:

Conflict of Interest: Under the guidelines and Code of Conduct committee members are required to declare any real or perceived conflicts of interest. The Chair will manage any declared conflicts.

Non-Attendance: Committee members will be supported in being able to attend meetings, including the use of videoconference and teleconference.

Exceeding Terms of Reference: The Chair will ensure matters dealt with by the committee are within the terms of reference.

SUSTAINABILITY IMPLICATIONS

Economic: RADF supports arts and cultural initiatives that have a direct and indirect contribution to the economic wellbeing of the Shire

Environmental: Nil

Social: RADF assists in supporting our communities to be inclusive and vibrant by supporting and encouraging the arts and unique cultures of our area to enrich the lives of locals and visitors.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2014-2019 Initiatives:

Theme 1 - Celebrating Our Communities

1.1.4 - Support and encourage a healthy, active and capable region through sporting, cultural and recreational opportunities, and community wellbeing initiatives.

1.1.5 - Support local non-profit community, sporting and cultural organisations to build their capacity.

1.3.3 - Foster and support the role of local artists, writers and performers to encourage community vibrancy and wellbeing.

1.3.4 Provide and enhance community facilities and opportunities that cater for the arts, recreational and cultural pursuits.

Operational Plan 2017-2018 Actions:

1.1.3 - Implement actions as identified for Arts Strategy;

1. Increase Awareness of Venue Hire Opportunities
2. Review communication of art activities
3. Actively link with art community to promote their events

COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

Agent	Delivering a program or activity for another organisation (usually another level of government)
Facilitator	Bringing people together to develop solutions to problems
Information Provider	Bringing people together to develop solutions to problems.
Part-Funder	Sharing the cost of a program or activity with other organisations.

CONSULTATION

Internal: RADF Liaison Officer, Councillors

External: Nil

COMMUNITY ENGAGEMENT

The RADF Committee will be advised of the updated terms of reference and guidelines. The broader community has been advised of the current round of RADF funding and priority areas.

ATTACHMENTS

1. DSC RADF To R Draft **[5.5.1]**

Douglas Shire Council**RADF Advisory Committee****Terms of Reference and Guidelines**

The Douglas Shire Council RADF Advisory Committee is constituted under Clauses 264 and 265 of the Local Government Regulations 2012

What is the Regional Arts Development Fund (RADF)?

The Queensland State Government recognises local governments as key partners and co-investors in Queensland's arts and culture. Local governments play a significant role in supporting arts and culture in the 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 liveability and economic growth; and
- ownership and management of local cultural facilities such as libraries, galleries and performing arts centres.

Purpose

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government, through Arts Queensland and eligible local councils across the State.
- 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, as determined by local communities, across Queensland.
- RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

Objectives

RADF objectives are to support arts and cultural activities that:

- provide public value for Douglas Shire communities; and
- build local cultural capacity, innovation and community pride.

The RADF Committee

The RADF Committee will assist in the delivery of Arts Queensland and Council investment by voluntarily promoting the program and assessing and providing recommendations to Council on grant applications.

key outcomes of the RADF Advisory Committee are:

- a broader engagement with Douglas Shire's diverse communities through participation in RADF activities and decision making around RADF investment, and
- understanding of Council's Arts Strategy and, when requested, willingness to provide insights and advice on the application of Arts Strategy actions.

To achieve this Douglas Shire Council's RADF Committee members will be selected on the following:

- Their ability to represent the Shire's diverse community groups;
- Their interest in supporting arts and culture in the Douglas Shire;
- Their willingness to promote the RADF program;

- Their ability to assess applications with impartiality; and
- Their ability to be readily contacted via email.

The Committee will comprise of up to six community members and a nominated Councillor as Council's representative. Council's representative will serve as the Committee Chair. Other Councillors may also attend committee meetings as observers if they so wish.

Committee Members may serve for a maximum of four years, with an option to step down after two years. Committee members who have served for a continuous four year term are generally required to 'rest' for a period of 12 months before being eligible for re-election although tenure may be extended at the discretion of Council.

Responsibilities of Committee Members

1. Attend and participate in RADF meetings

There maybe two or three assessment meetings per year. In special circumstances additional meetings may be held. An agenda and copies of grant applications to be assessed will be distributed seven days prior to the meeting via email.

2. Assess RADF applications and acquittals in a fair and unbiased manner
3. Familiarise yourself with Council's RADF guidelines and relevant policies and plans

As well as the guidelines, grants are to be assessed against how well the application aligns with the current RADF funding priorities, Council's Arts Strategy and corporate and operational plans.

4. Promote the RADF program and identified local priorities
5. Participate in RADF training when required
6. Abide by Douglas Shire Council's Code of Conduct for Employees, Contractors and Volunteers
7. Work as a team member with the RADF Committee to support arts and cultural activities in Douglas Shire

Selection Process of Committee Members

Nominations are to be submitted to Council's RADF Liaison Officer.

Received nominations will be assessed by the RADF Committee Chair, Council's Mayor and Chief Executive Officer.

Recommendations will be put to a closed Council meeting for consideration and adoption.

All applicants will be notified of the outcome of their submission.

RADF Committee Code of Conduct

1. A member who does not attend two consecutive meetings without apology will be deemed as a non-current member of the advisory committee.

2. Members are required to declare at the beginning of a meeting whether they believe they have a real or perceived conflict of interest in an item on the meeting's agenda. The Chair will determine how that conflict of interest will be managed.
3. Four nominated committee members constitute a quorum. Where a quorum is not present the meeting may proceed with the recommendations for decisions being carried forward to the next meeting when a quorum is present.
4. If the Chair is an apology, the committee will appoint a Chair for the meeting by consensus.
5. Members are not able to appoint a proxy or alternate
6. The committee shall meet at a time and place agreed to by the committee, or as otherwise directed by Council.
7. Any decisions of the committee can only be in the form of a recommendation for consideration at the next available Council meeting. This excludes decisions of an administrative or Coordination matter.
8. Recommendations for amendments or changes to the terms of reference and guidelines can be made at any time provided the suggested changes are noted on the agenda, a quorum is present at the meeting, and a majority of members present support the recommended change. Amendments to the terms of reference and guidelines must be approved by Council before coming into force.

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