

Gladstone Region RADF Committee Nomination Kit



The Regional Arts Development Fund is a Queensland Government and Gladstone Regional Council partnership program to support local arts and culture

Thank you for your interest in being a member of the Gladstone Region RADF Committee.

The RADF Program, established in 1991, is a highly successful state and local government partnership that supports professional artists and arts practitioners living in regional Queensland. The Program focuses on the development of quality art and arts practice for, and with, regional communities.

An overview of the RADF Program

The amount of money available for grants to your community is made up of an annual allocation of funds received from Arts Queensland, combined with Council's own contribution and any surplus funds rolled over from previous years. This forms the annual RADF budget for your Council. This money is then made available to the community by application through published funding rounds.

The RADF Committee assesses RADF applications against the Gladstone RADF Guidelines, Revisions (as at 1 July 2015), Council's Corporate Plan and Arts and Cultural Policy to then recommend applicants for funding. The RADF Liaison Officer presents the RADF Committee's recommendations to Council for ratification.

Council can overturn recommendations made by the RADF Committee only if the application is ineligible under the Guidelines or interferes with Council initiatives that are already in progress.

The Gladstone Region RADF Committee

The Gladstone RADF Committee is a group of informed representatives who reflect the diverse arts, culture and geography of the Council area. Each member of the Committee will have the opportunity to mentor an applicant during an Expression of Interest phase, which precedes each funding round. The committee also acts as a focus group for arts and culture in the Gladstone Region and may be approached for other Council considerations. This is a much valued and appreciated aspect that reflects the expertise of the group.

What are the ongoing responsibilities of the Committee?

- attend and participate in RADF meetings
- assess RADF submissions, including applications and outcome reports
- ensure that funding allocated is aligned with the RADF Principles, eligibility criteria, and the priorities of the Council's cultural plans and policies
- inform the RADF bidding and reporting cycles
- participate in RADF Committee training
- promote the RADF Program within your own networks
- inform the RADF Liaison Officer, prior to the meeting, if they are unable to attend or have any conflicts of interest

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 is nominated by the Council. Where the Chair of the RADF Committee is a Councillor, they may remain as Chair for the length of their term in Council.

Who can be a RADF Committee member?

Local artists, arts and cultural workers, members of cultural groups, local organisations or associations and people active within the arts community are eligible to be members of their local RADF Committee. Committee members can be elected through a public election by either show of hands or secret ballot. They can also be invited onto the Committee by Council.

Committee voting rights

All RADF Committee members have full voting rights.

The RADF Liaison Officer provides advice and 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.

How do RADF Committee members ensure that they can provide appropriate and current advice in the assessment process?

It is anticipated that the Committee members will work with groups they represent in their areas of interest and develop strong networks by actively:

- attending group/organisation meetings and other events
- holding RADF information sessions at meetings/events
- assisting applicants with their application forms and outcome reports
- assisting applicants with advice about the RADF Program
- promoting RADF in the community.

For more information see the RADF website www.arts.qld.gov.au. You will find resources for RADF Committee members, RADF Case Studies and RADF in the News.

You do not have to complete the *RADF Committee Code of Conduct* – it is only included for your information. If your nomination is successful, you will be asked to complete the *RADF Committee Code of Conduct* as part of your induction.

Please complete only the attached nomination form and return it to your RADF Liaison Officer in Council with the required support material.

Please retain all the other pages for future reference.



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Gladstone Region Regional Arts Development Fund (RADF)

RADF Committee Code of Conduct

By accepting the role of RADF Committee member for the Council:

1. I commit myself to:

- actively assist applicants with advice about the RADF Program within my area of expertise
- actively promote RADF in my community within my area of expertise
- read and assess all RADF Applications and Outcome Reports in a fair manner
- attend meetings throughout the year to plan, assess and acquit RADF Applications
- participate in RADF Committee training activities and policy development
- support the RADF Committee and work as a team member for the betterment of RADF
- 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 an 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.

Included for Nominee reference only

If your nomination is successful, you will be asked to complete the RADF Committee Code of Conduct as part of your induction.

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 Members, 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.

RADF Committee Nomination Form

To register your interest in becoming a member of the RADF Committee, please complete and submit this Nomination Form with the required support materials to your RADF Liaison Officer.



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Nominee Details

Title: Mr Ms Other (please specify): _____

First name: _____

Surname: _____

Street address: _____

Suburb/Town: _____ State: _____ Postcode: _____

Postal address: *If different from your street address* _____

Suburb/Town: _____ State: _____ Postcode: _____

Work Phone: () _____ Home () _____ Mobile: _____

Fax: _____ Email: _____

Website address: _____

Are you: Female Male

Please indicate if you represent one or more of these groups:

- Aboriginal people Torres Strait Islanders Culturally and Linguistically Diverse people
- Young people (under 30) Older persons (55 years +) People with a disability
- Council

Have you previously been a RADF Committee member?

YES Please state which Council RADF Committee you were a member of _____

NO

Why would you like to join the RADF Committee?

Please indicate the artforms you have expertise in (please tick all relevant boxes).

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

Please list any organisations and/or collectives of which you are a member and your membership status (e.g. Local Arts Council, general member).

NAME OF ORGANISATION and/or COLLECTIVE	YOUR MEMBERSHIP STATUS

Please attach the following documents to support your nomination.

- current resume/CV
- letters of support from organisations/collectives of which you are a member (as above).

Certification

Information Privacy

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

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

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

The 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 the Council or Arts Queensland.

I, the undersigned, certify that:

- I have read and understand 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 supporting material are my own work.
- I give permission for Council to verify statements outlined on this form.

Signature: _____ Date: / /

Name in full: _____