

RADF

REGIONAL ARTS DEVELOPMENT FUND

Gladstone Regional Art Gallery & Museum
PO Box 29, GLADSTONE QLD 4680
Cnr Goondoon & Bramston Streets, Gladstone
Email: gragm@gladstone.qld.gov.au



GLADSTONE REGIONAL COUNCIL REGIONAL ARTS DEVELOPMENT FUND COMMITTEE CODE OF CONDUCT

The following RADF Committee Code of Conduct – is 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.

COMMITMENTS

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

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.

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

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

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.

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

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.

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.



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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:

- comply with Parts 1 and 3 of Chapter 2 of the Act as if you were the Council;
- not use or transfer outside of Australia Personal Information obtained under this Agreement, unless required or authorised by law;
- not disclose Personal Information obtained as a RADF Committee Member without the written agreement of the Council, unless required or authorised by law;
- 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;
- 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
- 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.

