



# Regional Arts Development Fund (RADF)

## Committee Member Nomination Package



## **RADF Committee Nomination Package**

### **Thank you for your interest in being a member of the RADF Committee**

The RADF Program, established in 1991, is a highly successful state and local government partnership that supports quality arts and cultural experiences across Queensland. The Program 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.

### **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 Council. This money is then made available to the community by application through published funding rounds.

The RADF Committee assesses RADF applications against the RADF Guidelines developed by Council and approved by Arts Queensland and Council's Corporate Plan, Arts and Cultural Investment Policy and recommends 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 RADF Committee**

The RADF Committee is a group of informed representatives who reflect the diverse arts, culture, heritage and geography of the Council area. Each member of the Committee has a responsibility for portfolio/s that reflect/s their area of expertise.

### **What are the ongoing responsibilities of the Committee?**

- actively assist applicants with advice about the RADF Program within the member's area of expertise;
- actively promote RADF in the region within the member's area of expertise;
- read and assess all RADF applications and outcome reports in a fair manner, ensuring that funding allocated is aligned with the RADF Principles, eligibility criteria, and the priorities of Council's plans and policies;
- attend meetings throughout the year to assess and acquit RADF applications;
- participate in RADF Committee training activities and policy development; and
- support the RADF Committee and work as a team member for the betterment of RADF.

### **How long does a member serve on the Committee?**

Committee members, including the Committee Chair, 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 'rest' for a period of 12 months before being eligible for re-election.

The Chair of the RADF Committee is nominated by 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 by the current Committee. They can also be invited onto the Committee by Council.

### **What are the 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.

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### 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 within their portfolio areas and develop strong networks by actively:

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

For more information see the RADF website [www.arts.qld.gov.au](http://www.arts.qld.gov.au). You will find 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 by email to [mail@charterstowers.qld.gov.au](mailto:mail@charterstowers.qld.gov.au) or in person at Council's Administration Centre at 12 Mosman Street, with the required support material.

Please retain all the other pages for future reference.

## RADF Committee Code of Conduct

By accepting the role of RADF Committee member for Council:

1. I commit myself to:
  - actively assist applicants with advice about the RADF Program within the members area of expertise;
  - actively promote RADF in the region within the member's area of expertise;
  - read and assess all RADF applications and Outcome Reports in a fair manner, ensuring that funding allocated is aligned with the RADF Principles, eligibility criteria, and the priorities of Council's cultural plans and policies;
  - attend meetings throughout the year to 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; and
  - stand for a maximum four-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 below).
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's 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 Council unless otherwise determined and agreed by Council.

### Information Privacy

The provisions of the [Information Privacy Act 2009](#) ("the Act") apply to documents in the possession of 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 a 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 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 Council, unless required or authorised by law;
- immediately notify 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 Council to enable 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 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 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. 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 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 Council's RADF Liaison Officer.

### Nominee Details

**Title:** Mr ☐ Ms ☐

**Other** (please specify):

**First Name:**

**Surname:**

**Street Address:****Suburb/Town:**

**State:**

Postcode:

**Postal Address:**

Suburb/Town:

State:

Postcode:

**Mobile Phone:**

**Email:**

**Please indicate if you are:** ☐ Female ☐ Male

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

<input type="checkbox"/> Indigenous people	<input type="checkbox"/> Regional Township Resident	<input type="checkbox"/> Culturally and Linguistically Diverse People	
<input type="checkbox"/> Seniors (aged 55 years +)	<input type="checkbox"/> Young people (under 30 years)	<input type="checkbox"/> People with a Disability	<input type="checkbox"/> Council

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

<input type="checkbox"/> Theatre, Dance, Performance		<input type="checkbox"/> Visual Art, Craft, Design		<input type="checkbox"/> Community Cultural Development
<input type="checkbox"/> Writing	<input type="checkbox"/> Multimedia	<input type="checkbox"/> Festivals	<input type="checkbox"/> Music	<input type="checkbox"/> Museums, Cultural Heritage

**Have you previously been a Charters Towers RADF Committee member?**

☐ **YES** Please state the years that you were involved. From \_\_\_\_\_ to \_\_\_\_\_

☐ NO

### Why would you like to join the RADF Committee?

## RADF Committee Nomination Form

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

Name Of Organisation/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 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 anonymised and used for statistical purposes.

The names and contact details of the members of the RADF Committees may be published on Council's website and/or on 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.

#### 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: \_\_\_\_\_

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.



## **RADF Committee Nomination Package**

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