



RADF Committee Nomination Form

Thank you for your interest in being a member of the Mackay Regional Council RADF Committee. The Regional Arts Development Fund (RADF), established in 1991, is a highly successful state and local government partnership that supports local arts and culture in regional Queensland. The Program is designed to be flexible, enabling local Councils to tailor their Programs to suit the needs of their community.

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 the Program. An allocation of this money is made available to the community over three funding rounds in October, February and May.

The RADF Committee assess RADF applications against the RADF Guidelines, (which link to Council's Corporate Plan and Arts and Cultural 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 sector, culture and geography of the Council area. Each member of the Committee has a responsibility for portfolio/s that reflect their area of expertise.

What are the ongoing responsibilities of the Committee?

- Know the Mackay Regional Council Corporate and Arts & Cultural Plans;
- participate in RADF Committee training;
- attend and participate in RADF meetings (and inform the RADF Liaison Officer, prior to the meeting, if unable to attend);
- assess RADF applications, and 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;
- act as a mentor to successful RADF applicants and attend RADF funded activities when able;
- participate in the annual RADF Showcase Event;
- promote the RADF Program within your own networks.

How long does a member serve on the Committee?

Committee members, 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-nomination.

The Chair and Deputy Chair of the RADF Committee are Councillors, and may remain as Chair/Deputy 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 and/or heritage groups, local organisations or associations and people active within the arts, culture and heritage community are eligible to be members of the RADF Committee. Committee members are selected via a self-nomination process open to the general community. Successful nominees are invited onto the Committee by Council after an assessment process that focusses on ensuring a broad representation from our arts, culture and heritage sectors as well as geographic locations.

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?

RADF committee members receive induction training prior to commencing in the role and are given an assessment and scoring manual to assist them through the process. New committee members can also seek support from the RADF Liaison Officer, and current committee members during their first few assessment processes.

It is anticipated that Committee members will at some point work with groups they represent in their portfolio areas and develop strong networks by actively:

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

How do I complete the application assessments using smarty grants?

All RADF applications, assessments and acquittals are completed on the smarty grants online platform. If your nomination is successful your details will be added to the system and you will receive log in details and training in how to navigate the online platform during your induction process.

Committee members score each application against four selection criteria: Quality, Reach, Impact & Viability. A scoring and assessment manual is provided to all committee members to use as a guide when completing assessments.

Will being a committee member make me ineligible to apply to the RADF Program in the future?

RADF Committee members are eligible to apply for RADF funding either individually or as part of a collective. The RADF Committee member requesting funds will not be able to participate in the assessment of applications for that particular funding round so as to maintain a fair and equitable distribution of funds.

Please complete the attached nomination form, and return it to the Arts Development Officer (Fiona Vuibeqa) in Council with the required support material.

Please retain all the other pages for future reference.

**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.

Regional Arts Development Fund (RADF)

RADF Committee Code of Conduct

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

1. I commit myself to:
 - actively promote RADF in my community within my area of expertise;
 - actively assist applicants with advice about the RADF Program within my area of expertise, and act as an allocated mentor to selected successful applicants;
 - read and assess all RADF applications in a fair manner, referring to the assessment and scoring manual if required;
 - attend at least three committee meetings throughout the year to assess RADF applications;
 - participate in RADF Committee training activities and policy development as required;
 - 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.