



# **GLADSTONE REGIONAL COUNCIL REGIONAL ARTS DEVELOPMENT FUND COMMITTEE**

## **TERMS OF REFERENCE**

### **1. Background and Purpose**

The Gladstone Regional Council Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Gladstone Regional Council to support local arts and culture in regional Queensland.

Local arts and cultural groups and individuals, can apply to Council for funding for specific short-term projects during two rounds each year, in the following categories:

- Developing Regional Skills
- Building Community Cultural Capacity
- Regional Partnerships
- Cultural Tourism
- Concept Development
- Contemporary Collections / Stories.

The role of the Gladstone Regional Council RADF Committee is to provide assistance to Council with the assessment and advice on arts and cultural grant submissions received under the RADF Program. Therefore, membership of the Committee will be sought from those in the Gladstone Region who reflect the diverse arts, culture and geography of the Council area.

Council may also seek the assistance of the Committee as an advocacy and advisory body for Council's Arts and Cultural Development Policy and Plan and to provide feedback to Council on arts and cultural issues generally or within the region.

### **2. Membership**

2.1 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 the RADF Committee.

2.2 Nominations to serve on the Committee will be received via a nomination process. Voting on nominations received will be at the Committee's Annual General Meeting held in September of each year, with a recommendation on

member appointment put forward to Council.

- 2.3 Members can also be invited onto the Committee by Gladstone Regional Council.
- 2.4 Membership on the Committee will be decided by Gladstone Regional Council.
- 2.5 Members may serve for a maximum term of 4 years, with an expected commitment of a minimum term of 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.
- 2.6 The Committee will consist of up to 15 members with a Council appointed Chair.
- 2.7 Members may resign at any time by notice in writing to Council.
- 2.8 Members may be replaced at any time by resolution of Council.
- 2.9 Replacement members may be sought in the event of vacancy by a new or prior expression of interest process. A replacement member will fill the vacant position to the end of the prior member’s term. The appointment must be made by Council resolution.

### **3. Governance Arrangements**

- 3.1 The Committee has no legislative standing under the *Local Government Act 2019* or *Local Government Regulation 2012*.
- 3.2 Meetings will be held at a minimum of twice yearly to align with funding application rounds. Additional meetings may be required to consider out of round applications or for other purposes. Council Officers will be responsible for calling additional meetings in consultation with the Committee Chair.
- 3.4 Meetings will be held at Council premises unless otherwise decided by the Committee and approved by Council Officers based on a risk assessment.
- 3.5 Committee members are required to complete and abide by the RADF Committee Code of Conduct, participate in RADF Committee training and are encouraged to promote the RADF Program within their own networks and provide mentoring assistance to grant applicants.
- 3.6 Proxy votes will be accepted provided members have completed a proxy delegate form.
- 3.7 Preference is for meeting attendance to occur in person however teleconferencing may be permitted if deemed appropriate by the Committee.

- 3.8 A quorum for meetings is 50% of members + 1, or in the case of an odd number of members, a majority of members. The Chair has a deciding vote, if required.
- 3.8 The Committee will provide recommendations to Council on submissions lodged under the RADF Program. It is Council's role to decide if submissions will be granted or refused based on the Committee's recommendations and advices, presented to Council via an Officer Report.
- 3.9 Where Council is seeking input from the RADF Committee on matters other than RADF submissions, Council Officers will where practical, prepare a briefing note or presentation for the Committee's consideration.
- 3.10 Council will provide administrative support to the Committee, as well as specialist ex-officio officers.
- 3.11 The minutes and records of the Committee remain the property of Gladstone Regional Council and will be managed and made available in line with legal, legislative and corporate requirements.
- 3.12 The Committee has the authority to receive, approve, and/or request amendments to Grant Recipient Outcome Reports which are required to be lodged under the RADF Funding Agreement between the Queensland Government and Council.
- 3.13 Council Officers will ensure that members are made aware of and provided with relevant advice on managing conflicts of interest.

#### **4. Adoption Date**

6 August 2019 – Resolution Number G/19/3883