

City of Ipswich
**Ipswich Regional
Arts Development
Fund (RADF)
Committee**

Terms of Reference

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INTRODUCTION

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. The fund invests in local arts and cultural priorities as determined by local communities across Queensland and its flexibility enables local councils to tailor RADF programs to the specific needs of their communities.

The objectives of RADF as outlined by the State Government are as follows:

- Provide public value for Queensland communities
- Build local cultural capacity, cultural innovation and community pride
- Deliver Queensland Government's objectives to the community.

This Terms of Reference sets out the operating conditions for the Ipswich RADF Committee including the role, structure and responsibilities of the group's members.

PURPOSE

The purpose of the RADF Committee is to promote the RADF Program throughout the arts and cultural community in Ipswich.

The Ipswich RADF Committee's role is to:

- Attend and participate in RADF meetings
- Assess RADF grant applications against current Ipswich RADF assessment criteria. Applications open in February and July each year, and quick response grants are available to artists to attend professional development activities throughout the year

- Assess grant acquittal reports
 - Participate in strategic planning workshops to set the strategic direction of the RADF Program
 - Inform the annual RADF application to Arts Queensland
 - Provide feedback and contribute to the efficient functioning of the RADF Program, specifically on issues or key trends affecting the arts, heritage and cultural sector in Ipswich.
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MEMBERSHIP

Membership on the Ipswich RADF Committee is voluntary and the Committee will consist of:

- A maximum of 12 and a minimum of 8 members all of whom are appointed through an expression of interest (EOI) process
- The Creative Industries Development Officer will provide secretarial support to the RADF Committee including preparation of agendas and minute taking.

TERM

The term of membership is three (3) years. The RADF Liaison Officer (supported by council's Economic and Community Development Branch) is responsible for implementing a public EOI process at the end of each term. Members may submit another EOI at the end of their three year term.

VACANCY

In the event of a member vacancy, a replacement may be appointed by revisiting unsuccessful EOI applications. If there were no unsuccessful or suitable EOI applications, the Creative Industries Development Officer will undertake a public EOI process.

TERMINATION

A member may be removed from the Ipswich RADF Committee if they are absent from three (3) consecutive meetings. Members may also be removed by council, if they breach these Terms of Reference.

Members may terminate their membership at any time. Notice of membership termination must be provided in writing to the Creative Industries Development Officer.

POWERS OF THE IPSWICH RADF COMMITTEE

The Ipswich RADF Committee assesses grant applications for RADF funding and provides recommendations to council for approval. The Ipswich RADF Committee has opportunity to influence decision making, however, does not have decision-making authority. This remains the function of council.

The Ipswich RADF Committee provides feedback to support the RADF Program and assists council to set the strategic direction of the RADF Program.

Community members and guest speakers may be invited to attend a RADF meeting by prior agreement of the RADF Committee.

ROLES AND RESPONSIBILITIES

IPSWICH CITY COUNCIL

The Creative Industries Development Officer will oversee coordination and provide administrative support to the Ipswich RADF Committee, including:

- Participating in meetings
- Ensure group adherence to these Terms of Reference
- Provide administrative support to the RADF Committee including coordination and preparation of agendas, minutes and other documentation, minute taking, coordinating the grant application and acquittal assessment process via SmartyGrants, correspondence, communication and meeting preparation
- Undertake a triennial review of the Terms of Reference and group's efficacy
- Report to council.

MEMBERS

Members of the Ipswich RADF Committee are required to:

- Adhere to the Terms of Reference
- Attend and participate in RADF meetings
- Assess RADF grant applications against current RADF assessment criteria, and recommend grant funding allocations to council
- Assess grant acquittal reports
- Participate in strategic planning meetings to set the strategic direction of the RADF Program
- Inform the RADF annual application to Arts Queensland
- Promote the RADF program to the arts and cultural community in Ipswich
- Monitor and provide advice on issues or key trends affecting the arts, heritage and cultural sector in Ipswich
- Appoint a chairperson at each committee meeting.

MEETINGS

FREQUENCY

The Ipswich RADF Committee will meet, at a minimum, twice per year at a location in Ipswich.

AGENDAS AND MINUTES

The Creative Industries Development Officer will set the agenda and circulate to the RADF Committee at least one week prior to the meeting. Committee members can also request items be added to the agenda. Members will deliberate based on the numbers of applications received and set agenda items. Minutes will be recorded by the Creative Industries Development Officer and will be circulated to members within two weeks of the meeting.

The Creative Industries Development Officer must record conflicts of interest or perceived conflicts of interest by a RADF member.

CONDUCT

Members are expected to:

- Represent the interests of the Ipswich arts and cultural community
- Act with honesty, good faith and integrity
- Abide by the Terms of Reference
- Actively participate in meetings
- Declare any actual or perceived conflicts of interest during discussions and decisions related to funding applications. Where a committee member has

an actual or perceived conflict of interest, that member may be required to abstain from assessing an application and/or vacating the meeting during discussions regarding such applications where the conflict exists. Whether a conflict of interest is actual or perceived will be determined by the Creative Industries Development Officer

- Inform the Creative Industries Development Officer if unable to attend a meeting
- Maintain confidentiality of discussions within meetings
- All Media and Communications of the RADF will be facilitated by the Creative Industries Development Officer and managed in line with council's Media and Communication Policy and Procedure.

Council may remove a member if they breach meeting conduct.

VOTING AND QUORUM

Each member (except those that have declared a conflict of interest) holds the right to vote and each vote is rated equally. Decision is held by a majority quorum at each meeting. The quorum for a meeting is 50% of the group, plus one.

INFORMATION

Members will not use any information disclosed at meetings for personal purposes or gains for either themselves or others (including financial gains) and maintain confidentiality of all information provided.

REPORTING

The Creative Industries Development Officer will forward a summary report of the Ipswich RADF Committee funding recommendations to council.

RECORD KEEPING

The Creative Industries Development Officer will manage record keeping of the RADF Committee in council's internal filing system, including:

- Member details – as provided on the EOI application (personal details will be managed confidentially, in accordance with council's privacy standards)
- EOI applications and other selection process documentation
- Register of meetings
- Terms of Reference
- Agendas and minutes for each meeting
- Reports to council
- Any other related correspondence or information.

DISCLOSURE

The following information will be published on council's public website:

- Names of the members
- Ipswich RADF Committee Terms of Reference

PRIVACY

The personal information of all RADF Committee members and applicants will be managed in accordance with council's privacy standards. The names of the group's members will be published on council's public website upon their appointment.

INSURANCE

The RADF Committee is covered under council's public liability insurance policies when partaking in meetings.

CONTACT OFFICER

Further information on the group can be gained by contacting council's Creative Industries Development Officer at trina.massej@ipswich.qld.gov.au



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