

Regional Arts Development Fund COMMITTEE APPLICATION FORM



Queensland
Government



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

RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland. RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

Each year, the Maranoa Regional Council combines funding received from Arts Queensland with its own financial contribution, along with any unspent funds carried over from previous years. This combined funding forms the annual RADF budget, which is made available to the community through open funding rounds and Council-led arts and cultural projects.

About the Committee

The Maranoa Regional Council RADF Committee plays a vital role in supporting the Council by assessing and providing advice on arts and cultural grant submissions received under the RADF Program. Membership of the Committee is drawn from individuals within the Maranoa Region who represent the diverse arts, culture, and geography of the area.

Committee members are required to participate in RADF onboarding, actively promote the RADF Program within their networks, and offer mentoring support to grant applicants. Additionally, the Committee may also provide feedback to Council on broader arts and cultural matters affecting the region.

Who can be an RADF Committee member?

The Committee welcomes local artists, arts and cultural workers, members of cultural groups, representatives of local organisations or associations, and individuals actively engaged in the arts community.

The primary responsibilities of the Committee are to:

- Attend and actively participate in RADF meetings
- Assess RADF applications and outcome reports
- Ensure that funding allocated is aligned with the RADF Principles, eligibility criteria, and the priorities of the local council's cultural plans and strategies
- Provide input to the RADF bidding and reporting cycles
- Notify the RADF Liaison Officer if they have any conflicts of interest
- Inform the RADF Liaison Officer in advance if unable to attend a meeting, to ensure a quorum can be achieved

Membership

The Maranoa Regional Council will establish a RADF Committee that is culturally and geographically representative of the community. Membership may be determined through one of the following methods:

- Publicly advertising for expressions of interest; and/or
- Directly inviting individuals to address diversity gaps or specific skill requirements on the Committee.

To be considered for a position on the RADF Committee, candidates must:

- Provide Council with a current CV that highlights relevant arts or cultural experience and outlines any involvement with arts networks and organisations.

The Committee will consist of six (6) to ten (10) members, including two current Councillors.

Regional Arts Development Fund COMMITTEE APPLICATION FORM



Queensland
Government



Chairperson

The Chair of the RADF Committee will be a Councillor appointed by the Maranoa Regional Council. The Chair is empowered by Council to ensure the effective management and conduct of Committee meetings. The Chair will serve for the duration of the four-year local government term unless otherwise determined by Council.

Terms of Membership

- Volunteer committee members are appointed for a two (2) year term, subject to Council endorsement.
- Existing committee members may apply to extend their term in additional two (2) year periods, with Council endorsement required for each renewal term.

Resignation and Replacement of Members

- Members may resign at any time by providing written notice to Council.
- Council may replace members at any time through a resolution.
- Replacement members may be appointed through a new or previous expression of interest process, with all appointments requiring Council resolution.
- Extensions of current memberships must also be approved by Council resolution.

Attendance and Participation

If a Committee member is unable to attend a meeting, they are encouraged to assess applications in advance, where possible and practicable. Assessments should be completed using the Committee Assessment Checklist and submitted via email to the RADF Liaison Officer prior to the meeting.

Members may attend meetings in person or via Microsoft Teams online. The RADF Liaison Officer will ensure online access is available for all members.

The Committee Chair will monitor attendance. If a member's frequent absences negatively impact the Committee or the RADF Program, the Chair may call a vote to recommend to Council to revoke that person's membership.

Meetings

- The Committee will generally meet five (5) times per year, with additional meetings convened as required.
- If an application assessment is needed outside of scheduled meetings, the assessment will be conducted via email through the RADF Liaison Officer.
- Additional meetings will be called by the RADF Liaison Officer in consultation with the Committee Chair.

Code of Conduct

- Committee members must complete and adhere to the RADF Committee Code of Conduct.
- Members are encouraged to promote the RADF Program within their networks and provide mentoring support to grant applicants.
- If a Conflict of Interest arises, the member is to declare the nature of the conflict to the RADF Liaison Officer and fellow committee members. At the discretion of the remaining Committee, the member may be exempt from the assessment of the application.

Quorum and Voting

- A quorum for meetings is 50% of members plus 1.
- All members hold equal voting rights.
- The Chair holds a deciding vote, if required.

Regional Arts Development Fund COMMITTEE APPLICATION FORM



- The RADF Liaison Officer provides administrative support but does not have voting rights.

Communication and Confidentiality

- All communication regarding assessment outcomes must be conducted through the RADF Liaison Officer. If approached by an applicant, Committee members must refer them to the RADF Liaison Officer.
- All matters discussed at Committee meetings and materials provided to members are for informed discussion and debate only. These are not for public release unless directed by Council for community engagement purposes.
- All discussions and materials must comply with the *Information Privacy Act* and the *Right to Information Act*. The views of other Committee members must be treated with respect and not disclosed to external parties.
- Meetings are not open to public observation.
- All communication with the media will be managed by Council unless otherwise authorised by the CEO's delegate. Committee members must not make public comments or release information about the Committee or its activities without Council's approval.

Recommendations and Reporting

- The Committee will provide recommendations to Council on RADF submissions. Council will decide whether to approve or reject submissions based on the Committee's advice, which will be presented via an Officer Report.
- For non-RADF submission matters, Council Officers will, where practical, prepare a briefing note or presentation for the Committee's consideration.
- The minutes and records of the Committee meetings are the property of Maranoa Regional Council and will be managed in accordance with legal, legislative, and corporate requirements.

Review and Amendments

- Council may amend these Terms of Reference at any time following consultation with the RADF Committee.
- The RADF Committee may recommend changes to the Terms of Reference, which Council will consider.
- The Terms of Reference will be reviewed every two (2) years.

How to express interest in becoming an RADF Committee member

To express your interest in joining the RADF Committee, please complete the Committee Application Form (below) and submit it, along with the required supporting documents, to your local RADF Liaison Officer. For further information about the RADF Program or the Committee, please contact Council's RADF Liaison Officer- arts@maranoa.qld.gov.au.

Regional Arts Development Fund COMMITTEE APPLICATION FORM



Queensland
Government



NOMINEE DETAILS

Nominee Name			
Street Address			
Postal Address			
Contact Numbers	Phone (Business hours)	Phone (After hours)	Mobile
Email Address		Website Address	

PLEASE INDICATE IF YOU REPRESENT ANY OF THE FOLLOWING GROUPS:

☐ Aboriginal people ☐ Torres Strait Islanders ☐ Councillor ☐ Female ☐ Male	☐ Older persons (55 years +) ☐ People with a disability ☐ Young People (under 26) ☐ Culturally and Linguistically Diverse
---	--

HAVE YOU PREVIOUSLY BEEN A RADF COMMITTEE MEMBER WITH MARANOA REGIONAL COUNCIL AND/OR WITH ANOTHER COUNCIL?

☐ YES	On which Council were you previously a RADF Committee member:
☐ NO	

TELL US WHY YOU WOULD LIKE TO JOIN THE MARANOA REGIONAL COUNCIL RADF COMMITTEE?

Regional Arts Development Fund COMMITTEE APPLICATION FORM



Queensland
Government



PLEASE INDICATE THE ART FORMS YOU HAVE EXPERTISE IN (PLEASE TICK ALL RELEVANT BOXES)

- | | | |
|--------------------------------------|---|--|
| ☐ Visual Arts | ☐ Craft | ☐ Design |
| ☐ Theatre | ☐ Writing | ☐ Multimedia |
| ☐ Dance | ☐ Music | ☐ Museums and Cultural Heritage |
| ☐ Festivals | ☐ Community Cultural Development | |

ARE YOU A MEMBER OF ANY ARTS AND CULTURAL ORGANISATIONS AND/OR COLLECTIVES? IF SO, PLEASE LIST YOUR MEMBERSHIP STATUS (E.G. ARTS WORKERS ALLIANCE, GENERAL MEMBER).

-
-
-
-
-

HAVE YOU ATTACHED THE FOLLOWING TO SUPPORT YOUR NOMINATION FORM?

- ☐ Letter outlining why you should be on the RADF committee
- ☐ Letters of support from organisations / collectives you are a member of

CERTIFICATION

I, the undersigned, certify that:

- I have read and understand the roles and responsibilities of an 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: _____