

Gladstone Regional Council

Regional Arts Development Fund (RADF) Gladstone 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.

The purpose of the Regional Art Development Fund is to support the creation, promotion, and accessibility of arts and cultural activities, that reflect strong alignment with the identified local priorities. The fund supports local artists, performing arts, and cultural organisations and encourages community connection opportunities supporting development in the arts sector.

The role of the Gladstone Regional Council RADF Committee is to support the program by providing independent assessment and recommendations on grant submissions received under the program. The Committee's role is to ensure that funding decisions are assessed against the priorities of Gladstone Region's arts and cultural landscape.

By investing in local arts and cultural priorities, RADF promotes the value of arts, culture and heritage as key drivers of social change and strong, diverse and inclusive regional communities. RADF is a flexible fund, enabling local councils to tailor RADF programs and funding priorities to suit the needs of their communities.

The Regional Arts Development Fund for the Gladstone Region operates through the Gladstone Regional Art Gallery and Museum (GRAGM).

2. Membership and Roles

2.1 Membership of the Committee shall consist of:

Voting Members:

- a) A Chairperson, who is a Councillor appointed by Gladstone Regional Council.
- b) Up to nine community members referred to as Ordinary Members.

Non-Voting Ex-Officio Representatives:

- c) Two ex-officio advisory representatives of Council, being an officer from the Gladstone Regional Art Gallery and Museum and an officer from the Gladstone Entertainment and Convention Centre.

Non-Voting Council Moderator:

- d) One of the following Council Officers:
 - o Manager of Arts and Entertainment, or
 - o Gladstone Art Gallery and Museum Curator, or
 - o General Manager of Community and Lifestyle.

- 2.2 The ordinary members of the committee are to consist of a diverse group of individuals with experience, expertise, and/or demonstrated interest in the arts sector. Membership shall reflect the geographic, cultural and artistic diversity of the Gladstone Region. Local artists, arts and cultural workers, members of cultural groups, performing arts, local organisations or associations and people active within the arts community are eligible to apply to be members of the RADF Committee.
- 2.3 The role of the moderator at committee meetings is to support constructive dialogue when discussing applications and to provide advice on issues of governance, policy, RADF program requirements or other issues, to ensure that the committee can reach clear, fair and transparent recommendations.
- 2.4 The role of ex-officio representatives is to provide information and advice within their area of expertise.
- 2.5 Each ordinary member of the committee is appointed to serve a term of four years, aligned with the RADF funding agreement.
- 2.6 Prior to the commencement of each four-year term, Council will call for nominations for ordinary members through an expressions of interest process with appointments for the new term to be decided at the Committee's Annual General Meeting.
- 2.7 Where membership falls below ten members during a four-year term, Council may fill the vacancy/ies, for the remainder of the four-year term by:
 - a. A new expression of interest process, or
 - b. Draw on expressions of interest from the last nomination process; or
 - c. Directly invite an individual to join the Committee based on their experience and/or expertise in arts and cultural endeavours.
- 2.8 To maintain accessibility, diversity, and fresh perspectives on the committee, generally ordinary members who have served two consecutive terms (8 years) may be considered ineligible for a third consecutive term unless the committee considers that there is an overriding need to retain the experience or expertise of the committee member.
- 2.9 Members may resign at any time by notice in writing to the Gladstone Regional Art Gallery and Museum.

3. Governance and Administration Arrangements

Note: The Committee has no legislative standing under the Local Government Act 2009 or Local Government Regulation 2012.

- 3.1 The committee will meet at least twice in a calendar year aligned with funding application rounds. Additional meetings may be scheduled to consider out of round applications or for other purposes. Council Officers will be responsible for calling additional meetings in consultation with the Committee Chairperson.
- 3.2 Meetings will be held at Council premises unless otherwise decided by the committee and approved by the Manager Arts and Entertainment.

- 3.3 Committee members must comply with the RADF Committee Code of Conduct, participate in RADF Committee training, are encouraged to promote the RADF Program within their own networks and provide mentoring assistance to grant applicants.
- 3.4 At committee meetings, proxy votes will be accepted provided members have completed a proxy delegate form.
- 3.5 It is preferable for members to attend committee meetings in person, however teleconferencing may be permitted if deemed appropriate by the Committee.
- 3.6 A quorum for committee 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.
- 3.7 The committee will assess and provide recommendations to Council on grant applications. Council is the decision maker on grant applications, except where Council delegates decision making under the provisions of the *Local Government Act 2009*.
- 3.8 Applications that are time sensitive can be considered outside of the two funding rounds available each year. A process will be established to facilitate consideration of these applications.
- 3.9 Funding provided by Arts Queensland, through the RADF, may be utilised to fund community projects initiated by Gladstone Regional Art Gallery and Museum. Initiatives must align with the objectives of Arts Queensland and the RADF. These projects will be subject to the assessment process articulated in 3.7 of this Terms of Reference.
- 3.10 The minutes and records of the committee remain the property of Gladstone Regional Council and will be managed and made available in accordance with legal, legislative and corporate requirements.
- 3.11 Members of the committee will be provided with relevant advice on managing conflicts of interest.

Adoption Date: (insert date)

Document Control

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2	Amendment 1	5/08/2025	