

City of Ipswich

Regional Arts Development Fund (RADF) Terms of Reference



ACKNOWLEDGEMENT OF COUNTRY

Ipswich City Council respectfully acknowledges the Traditional Owners of the Ipswich region, the Jagera, Yuggera and Ugarapul People as custodians of the land and waters we share. We pay our respects to their Elders past, present and emerging, as keepers of the traditions, customs, cultures and stories of proud people.

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 to:

- 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 City Council's (hereafter, the 'council') RADF Assessment Panel (hereafter, the 'panel').

PURPOSE AND PRINCIPLES

The purpose of the panel is to assess RADF funding applications and provide feedback and advice on the effective functioning of the funding program, in turn contributing to the development of Ipswich's art, heritage, culture and creative community.

The employment of a panel is underpinned by the principles of peer assessment and arms-length decision making. Assessment by industry experts aligns with council's commitment to funding processes that are transparent, equitable, efficient and robust.

MEMBERSHIP

Eligibility

Members of the panel must have:

- relevant industry expertise
- a demonstrable connection to Ipswich's art, heritage, culture and/or creative community; this may involve living and/or working in the region
- capacity to assess applications; this includes availability, ability to use relevant programs and technologies such as SmartyGrants and the facility to determine to what extent a funding application aligns with the council's funding priorities as set out in relevant guidelines.

Application

Council will call for applications through a widely publicised Expression of Interest (EOI) process. Candidates are required to:

- provide a concise two-page Curriculum Vitae highlighting relevant skills and experience
- nominate one to three areas of Art Form expertise and indicate any or all Community Perspectives
- provide contact details for two referees who can vouch for their professional expertise and character.

Art forms

- Community Art and Cultural Development
- Experimental and Emerging Art
- Museums, Heritage, and Collections
- Music
- Performing Arts: dance, theatre, etc
- Television, Film and Multimedia
- Visual Art, Craft and Design
- Writing

Community Perspectives

- Aboriginal and/or Torres Strait Islanders
- Age: children, youth, older people
- Gender and Sexuality
- People living with a disability
- People from culturally and linguistically diverse backgrounds

Composition – Professional Development and Time and Space

Assessment for the professional development and time and space funding applications will be assessed by nominated employees of Ipswich City Council who have undertaken relevant SmartyGrants training. No community members will assess these applications.

Composition – Major Projects

From the pool of external applicants, council will appoint a minimum of 5 and maximum of 25 panellists from the community who are not already Ipswich City Council employees. Council will seek to appoint a panel that contributes a range of art form expertise and diverse perspectives.

The final selection of new members will be carried out by a group of nominated people comprising two industry experts and two council officers from the Community, Culture and Economic Development Branch. Ipswich City Council officers will be the Coordinator, Creative Industries Development and another council officer from the Community, Cultural and Economic Development Department. These roles will also administer and moderate the panel.

Remuneration

Council is committed to valuing the time and expertise of creatives and art workers through fair and reasonable remuneration. Community panellists will be remunerated as follows:

- \$35 honorarium per application assessed
- \$250 sitting fee per induction/training meeting or moderation meeting of up to three hours
- There is no fee available for council employees who complete assessments.

Term

Panellists will be appointed for an initial term of two years. Following this period, they may seek reappointment for one additional term of two years via the standard EOI process. To ensure fresh perspectives and diversity, members are not eligible for continuous service beyond four years.

If a new panellist joins partway through a term, they will align with the length of the term remaining for other members and if desired may reapply for another term at the same time as other members.

Resignation

Resignations are permitted at any point during a panellist's term via written notice to the Coordinator, Creative Industries Development.

Termination

A panellist may be removed if:

- the panellist is unavailable for assessing and/or completing two consecutive funding rounds
- the panellist breaches these Terms of Reference
- the panellist engages in inappropriate conduct for a RADF Assessment Panellist.

Vacancy

Should a vacancy arise, the Coordinator, Creative Industries Development may consider candidates from the most recent EOI. If there are no suitable candidates, council will undertake a public EOI process.

AUTHORITY

The RADF Assessment Panel provides funding recommendations to council for approval. The panel has capacity to influence decision making, however it does not hold decision-making authority. This remains the function of council.

The Panel further has no authority to make comment to the media nor applicants about the RADF funding process, applications, assessment, discussion nor decisions.

ROLES AND RESPONSIBILITIES

RADF Assessment Panel

Members of the RADF Assessment Panel provide industry expertise to council, including:

- assessing RADF applications in line with council funding priorities and criteria
- attending and participating in RADF induction, training and moderation meetings
- attending and participating in workshops to set the strategic direction of the RADF Program
- contributing to the annual RADF application to Arts Queensland
- contributing to the efficient functioning of the RADF Program, including through:
 - promoting the program to the local arts, heritage, cultural and creative community
 - monitoring and providing advice to council on key trends and issues affecting the local sector
- members are not required to assess quick response funding applications, variation requests and/or acquittals.

Members of the RADF Assessment Panel are further required to:

- adhere to these Terms of Reference
- uphold the RADF Program's commitments to peer assessment and arms length decision-making
- uphold the RADF Program's commitments to transparent, equitable, efficient and robust processes
- demonstrate integrity and impartiality
- declare Conflicts of Interest (COI) and follow the COI process as outlined below
- maintain suitable privacy and confidentiality of applications as well as Panel assessments, discussions and decisions
- refrain from use of any information disclosed within applications and/or at meetings for personal purposes or gains, for either themselves or others, including financial gains
- represent the interests of the local arts, heritage, cultural and creative community.

Coordinator, Creative Industries Development

The Coordinator, Creative Industries Development oversees the panel's effectiveness, providing coordination and administrative support to the panel and the program, including:

- coordinating the appointment and replacement of panellists
- coordinating panel inductions and/or training
- coordinating all grant applications, variations and acquittal processes, including allocating applications to relevant panellists
- recording and adjudicating on actual and perceived conflicts of interest
- facilitating moderation meetings
- overseeing dispute resolution
- record keeping, including:
 - EOI applications and other selection process documentation
 - member details
 - agendas and minutes for each meeting
 - reports to council
 - these Terms of Reference
 - any other relevant correspondence or information
- ensuring group adherence to these Terms of Reference
- undertaking a four-yearly review of these Terms of Reference
- reporting to council

The Coordinator, Creative Industries Development additionally facilitates all RADF Media and Communications in line with council's Media and Communication Policy and Procedure.

Components of this role may be suitably filled by an alternate council officer from the Community, Cultural and Economic Development Department.

Support Officer

The Support Officer assists both the Facilitator and the Assessment Panel:

- ensuring items are added to the agenda and are received in a timely manner by all community representatives on the panel
- recording and filing meeting minutes, including any appropriate flying minutes.

The role of Support Officer is filled by a council officer from the Department of Community, Culture and Economic Development branch.

CONFLICT OF INTEREST

Panellists are required to declare any actual or perceived conflicts of interest related to funding applications prior to or as soon as possible during assessment, discussion and decision-making. Where a panellist has an actual conflict of interest, they are required to abstain from assessment, discussion and decision-making. Where a panellist has a perceived conflict of interest, continued participation or abstinence will be determined by the Coordinator, Creative Industries Development.

Actual Conflicts of Interest:

Actual conflicts of interest exist where a panellist:

- holds a close familial, personal or professional relationship with an applicant
- holds an executive position on or interest in an applicant business/organisation
- contributes to an application or assisted with its development
- benefits from the dis/approval of the application.

In these scenarios, the panellist must declare a Conflict of Interest.

Perceived Conflicts of Interest:

Perceived conflicts of interest may exist where a panellist:

- holds a distanced personal or professional relationship with an applicant
- previously held an executive position on or interest in an applicant business/organisation
- contributed to earlier funding applications and/or development
- indirectly or potentially benefits from the dis/approval of the application.

In these scenarios, the panellist must declare a perceived Conflict of Interest.

ASSESSMENT

Members of the panel may be called upon to contribute to the assessment of two rounds of applications per year. The Coordinator, Creative Industries Development will allocate applications to panellists that best align with the Panel Members art form/s expertise and community perspective, typically allocating no more than 10 applications to a panellist per round. Not all panellists will contribute to all rounds.

MODERATION

Following the assessment of applications, participating panellists will meet online or in person, as determined by the Coordinator, Creative Industries Development, to moderate and formalise funding recommendations. A consensus-based decision-making process is preferred. Where required, each panellist—except those who have declared a conflict of interest—holds the right to vote and each vote is rated equally.

QUORUM

Decision is held by a majority quorum at each meeting. The quorum for a meeting is 50% of the group, plus one.

PRIVACY AND DISCLOSURE

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

- names of the members
- Ipswich RADF Assessment Panel Terms of Reference.

The personal information of all RADF Committee members and applicants will be managed in accordance with council's privacy standards.

INSURANCE

The panel is covered under council's public liability insurance policies when partaking in in-person inductions, training and meetings.

CONTACT

Contact the Coordinator, Creative Industries Development via email: creative.industries@ipswich.qld.gov.au or phone: (07) 3810 6666.




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