

Regional Arts Development Fund

RADF ASSESSMENT PANEL STRUCTURE

DEFINITIONS

BSC: Banana Shire Council
ACO: Arts and Cultural Officer
RADF: Regional Arts Development Fund
RLO: RADF Liaison Officer

PURPOSE

- To assess RADF grant applications
- To ensure that community members are involved in RADF decision making
- To ensure the process is efficient and accessible to the community

SCOPE

The RADF Assessment Panel will provide data to create funding recommendations for RADF grant applications to be ratified at Council Meetings.

PANEL DESCRIPTION

- 2 x BSC Councillors
- Nominated community individuals, must be Banana Shire residents
- Members are expected to have arts and cultural interest or experience
- Up to 12 members in total
- Membership is assessed by the RLO and/or BSC management staff
- Membership will be monitored by the RLO to ensuring opportunity for new members to join the panel. Eg. longest standing member may leave the panel to allow a new member to join.

NOMINATIONS

- Potential new assessors can apply at any time via a nomination form
- Nomination forms to be sent to the RLO via email, post via (details listed in document header) or in person to Biloela, Moura or Taroom Customer Service Centres.

PANEL RESPONSIBILITIES

- Read and assess funding applications against the assessment criteria, provide funding recommendations, and review outcome reports
- Complete an online grant assessment in a timely manner (generally 1 week turnaround)
- Advise the RLO if they are unable to assess a grant round
- Attend RADF Assessment Panel meetings as per appropriate
- Sign and abide by code of conduct
- Act as an ambassador for RADF in the community

FUNDING RECOMMENDATIONS

- Funding recommendations will be created upon the survey data received, and will be based on the average opinion
- Outcomes may include: full funding, partial funding, no funding, as well as addition of special conditions in the funding agreement
- In the event that no assessments are received the application will go directly to Council for assessment and approval. The RLO may provide feedback for Councillors to consider.

APPLICATION ASSESSMENT PROCEDURE

The process for assessing RADF funding is as follows:

1. Grant round closes
2. Grant applications will be checked for eligibility by the RLO
3. Applications will be sent to the RADF Assessment Panel via email
4. Assessors will consider:
 - Eligibility
 - RADF Assessment Criteria
 - Project alignment with Banana Shire Local Arts and Cultural Priorities
 - Funding multiple art forms
 - Available funding
5. The panel member will submit their funding recommendation via completion of an online survey
6. RLO/BSC Management create a funding recommendation using the survey data
7. Recommendation goes to Council meeting to be ratified
8. All Applicants will be advised of funding outcome and successful applicants will be provided with required paperwork
9. The name, project description and amount of successful applications will be advertised on the BSC website and on social media platforms

All applicants are encouraged to seek feedback on their application

MEETINGS

The RADF Assessment Panel will have the opportunity to discuss RADF more broadly at the 'Arts and Cultural Network Meetings' held quarterly. Additionally BSC will organise in person meetings to discuss RADF with the Assessment Panel as appropriate, as a guide 2 per year. This will not be for application assessment, but for broader consultation such as RADF program development and feedback.

TRAINING AND SUPPORT

- Where possible additional training opportunities will be identified by the RLO and discussed with the RADF Assessment Panel
- An information pack will be given to each assessment panel member to assist in making funding decisions, inductions may be given if necessary, for example new panel members

RADF ASSESSMENT PANEL NOMINATION FORM

Thank you for your interest in being a member of the RADF Assessment Panel

Please complete and submit this form to the RADF Liaison Officer

Email: enquiries@banana.qld.gov.au

Post: PO Box 412 Biloela QLD 4715

In Person: 62 Valentine Plains Road, Biloela or Moura/Taroom Customer Service Centres

NOMINEE DETAILS	Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		
	Name		
	Street Address		
	Suburb	State	Postcode
	Postal Address		
	Suburb	State	Postcode
	Mobile	Home Phone	
	Email		
	Website (if relevant)		
ARTS & CULTURE EXPERIENCE	Please indicate the artform/s you have expertise or interest in		
	<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Craft	<input type="checkbox"/> Museums and Cultural Heritage
	<input type="checkbox"/> Design	<input type="checkbox"/> Multimedia	<input type="checkbox"/> Community Cultural Development
	<input type="checkbox"/> Theatre	<input type="checkbox"/> Dance	<input type="checkbox"/> Festivals
COMMUNITY INVOLVEMENT	Please list any organisations and/or collectives of which you are currently a member of or have been in the recently. (e.g. Local Arts Council, general member).		
	NAME OF ORGANISATION and/or COLLECTIVE	YOUR MEMBERSHIP STATUS	
COMMUNITY GROUPS	Please indicate if you identify with any of the following groups		
	<input type="checkbox"/> Women	<input type="checkbox"/> Aboriginal peoples	
	<input type="checkbox"/> Men	<input type="checkbox"/> Torres Strait Islander peoples	
	<input type="checkbox"/> Emerging Artists / Cultural workers	<input type="checkbox"/> Australian South Sea Islander peoples	
	<input type="checkbox"/> Established Artists / Cultural workers	<input type="checkbox"/> People from culturally and linguistically diverse backgrounds	
	<input type="checkbox"/> Young people aged 13-30 years	<input type="checkbox"/> Other (please specify)	
	<input type="checkbox"/> Seniors aged 55 years or over		
	<input type="checkbox"/> People with a disability		

Why would you like to join the RADF Assessment Panel?
Outline the experience/expertise you will bring to the role.

[Empty response box for providing reasons for joining the RADF Assessment Panel]

CERTIFICATION

I, the undersigned, certify that:

- I have read and understand the roles and responsibilities of a RADF Assessment Panel 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: _____

Name in full: _____

Date: / /

INFORMATION PRIVACY

The information you provide in this nomination form ("the Information") will be used by the Council to process and assess your nomination (including verification of the Information) and, if successful, in connection with your membership of the Panel.

The Council may disclose the Information to Arts Queensland. The Information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The Information may be redacted and used for statistical purposes.

The names of the members of the RADF Assessment Panel may be published on the Council website and/or on the Arts Queensland RADF website.

The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

CODE OF CONDUCT

By accepting a role on the RADF Assessment Panel:

1. I commit myself to:

- actively assist applicants with advice about the RADF Program within my area of expertise
- actively promote RADF in my community within my area of expertise
- read and assess all RADF Applications and Outcome Reports in a fair manner
- participate in RADF training activities and policy development
- support the RADF Assessment Panel and work as a team member for the betterment of RADF

2. I will be fair, honest and treat all applicants with respect.

3. I understand and will abide by the *Information Privacy Act 2009* and *Right to Information Act 2009*

4. If a conflict of interest arises I will declare the nature of my conflict of interest and be exempt from the assessment process.

5. I understand that any information an applicant includes in their application and all discussions surrounding the application are confidential.

6. I acknowledge that my public comments should reflect Council policy. During public debate, I will acknowledge when I am speaking in an official capacity as an RADF Assessment Panel member and when I am making private comment.

7. I understand that I am not authorised to speak directly to the media or public on behalf of the Council unless otherwise determined and agreed by Council.

NOMINEE

Signature: _____

Name in full: _____

Date: / /

WITNESS

Signature: _____

Name in full: _____

Date: / /

INFORMATION PRIVACY

The provisions of the *Information Privacy Act 2009* ("the Act") apply to documents in the possession of the Council or Arts Queensland. "Personal Information" means information or an opinion (including that information or opinion forming part of a database) whether true or not and whether recorded in material form or not, about an individual whose identity is apparent, or can be reasonably be ascertained, from the information or opinion.

In performing your obligations as a RADF Committee Member, you must:

- a comply with Parts 1 and 3 of Chapter 2 of the Act as if you were the Council;
- b not use or transfer outside of Australia Personal Information obtained under this Agreement, unless required or authorised by law;
- c not disclose Personal Information obtained as a RADF Committee Member without the written agreement of the Council, unless required or authorised by law;
- d immediately notify the Council if you become aware that a disclosure of Personal Information obtained under this Agreement is, or may be, required or authorised by law;
- e fully co-operate with the Council to enable the Council to respond to applications for access to, or amendment of, a document containing Personal Information and privacy complaints; and
- f comply with such other privacy and security measures as the Council advises you in writing from time to time.

RIGHT TO INFORMATION

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland. This means that applicants may apply for any documents relating to the RADF program, including documents associated with RADF applications or with RADF Assessment Panel membership. The Council or Arts Queensland may be required to disclose such documents (in full or in part) and to publish these documents in a disclosure log on their websites.

You must keep professional, accurate and impartial records of your considerations and assessments. If you are unable to act impartially in relation to a particular application, please advise the Council immediately.