

1. NAME

North Burnett Arts and Cultural Advisory Committee (NBACAC).

2. BACKGROUND

The North Burnett Arts and Cultural Advisory Committee (NBACAC) is a regional advisory group, facilitated by the North Burnett Regional Council, to develop the arts, cultural and heritage sectors within and for the communities of the North Burnett region.

3. PURPOSE AND OBJECTIVES

- a) Be an advocacy and advisory body for the development and implementation of Council's arts and cultural strategic direction.
- b) Provide feedback to Council on issues facing the arts, cultural and heritage sectors of the North Burnett region.
- c) Assist Council in the promotion and development of arts and culture across the North Burnett.
- d) Make recommendations to council on applications made to the North Burnett Regional Arts Development Fund (RADF). RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

4. MEMBERSHIP

- a) The Committee will consist of members of the community that represent the geographic areas of the North Burnett (with the aim of at least one representative from each of the regions six (6) main towns).
- b) A Council nominated Chairperson. This may be a member of the community or Council. Should Council not nominate a Chairperson, the committee may appoint one of its members as Chairperson.
- c) The committee will be supported and facilitated by Council's Community Development Officer.

- d) The Committee may invite other members of the community, council and other stakeholders to meetings to discuss specific issues.
- e) Members may resign at any time by notice in writing to Council.

5. APPOINTMENT PROCESS

- a) Council may seek expressions of interest for nominations or invite suitably qualified persons to apply.
- b) Regard will be given to the following in the selection process:
 - a. Geographical representation across the North Burnett region.
 - b. Representation of local artists and arts and cultural workers.
 - c. Ability to represent and work with others in the community.
 - d. Understanding of the arts sector.
 - e. Understanding of issues relating to the arts in the North Burnett and beyond.
 - f. Representation of local arts, historical and cultural groups and organisations.
 - g. Commitment to work in a positive relationship with Council.
 - h. Interest in the Chairperson position and relevant skills or experience.
- c) Members will be appointed by resolution of Council.

6. DURATION OF APPOINTMENT

- a) Members may serve for a maximum term of 4 years, with an expected commitment of a minimum term of two years.
- b) Committee members who have served for a continuous four-year term are required to 'rest' for a period of 12 months before being eligible for re-election (this includes the Chairperson).
- c) When a Committee Member resigns or has served their maximum four years on the Committee, the vacancy will be filled by an Expression of Interest (EOI) process.
- d) Nominees will be required to submit an EOI form and CV. Expressions of interest received will be voted on by the existing NBACAC Committee with a recommendation on member appointment put forward to Council.

7. ROLES AND RESPONSIBILITIES OF MEMBERS

- a) Monitor and share knowledge of issues affecting the arts, cultural and heritage sectors in our region.
- b) Identify strategic directions for the arts, cultural and heritage sectors to inform the development and review of associated policies and strategies.

- c) Strengthen networks and provide a channel for broader community consultation on the arts, cultural and heritage sectors within the North Burnett region.
- d) Evaluate applications and projects to receive RADF funding for endorsement by Council.
- e) Assist in the promotion of the RADF program throughout the community by recognising potential projects and empowering groups/individuals to seek funding.
- f) Attend meetings as scheduled: RADF assessment meetings – 2-3 times per year, other meetings as required.
- g) Appointments are voluntary roles and are not paid meeting fees.

8. COMMITTEE GOVERNANCE

- a) The Committee is an Advisory Committee as set out in the *Local Government Regulation 2012 (Qld) s265*.
- b) Each NBACAC group member must represent, in an unbiased manner, each geographic area and art genre demographic within the North Burnett Regional Council area.
- c) Meeting attendance may occur in person or via teleconferencing as deemed appropriate and practicable by the Committee.
- d) A quorum for meetings is 50% of members plus the chairperson.
- e) A Council Officer will be responsible for calling meetings in consultation with the Committee Chair.
- f) Committee members are required to sign and abide by the NBACAC Committee Code of Conduct.
- g) Where Council is seeking input from the NBACAC on matters other than RADF submissions, Council Officers will, where practical, prepare a briefing note or presentation for the Committee's consideration.
- h) The minutes and records of the Committee remain the property of North Burnett Regional Council and will be managed and made available in line with legal, legislative and corporate requirements.

9. RADF PROGRAM ADMINISTRATIVE PROCEDURES

- a) The RADF Liaison Officer (RLO) is the main contact for the RADF Program and fulfils the role as per North Burnett Region's RADF guidelines. Support offered by the RLO include meeting minute taking, record keeping, as well as reporting and correspondence to the Committee, Council and Arts Queensland.
- b) The RADF Liaison Officer is to carry out all official correspondence with applicants throughout the application and acquittal process. All communication in regards to the

outcomes of an assessment process should be made through the RADF Liaison Officer. If a member of the RADF Committee is approached by an applicant, they are to refer the person to the RADF Liaison Officer.

- c) The Committee is able to provide advice and support to applicants as they develop their project and write their application.
- d) The Committee assesses the RADF applications after each funding round closes and makes recommendations to Council whether applications should be funded or not.
- e) Proxy votes will be accepted provided members have completed a proxy delegate form.
- f) It is Council's role to decide if submissions will be granted or refused based on the Committee's recommendations and advice, presented to Council via an Officer's report.
- g) Meetings will rotate between Council premises throughout the region unless otherwise decided by the Committee and approved by Council Officers based on a risk assessment.
- h) The Committee has the authority to receive, make recommendations to approve or not approve and/or request more information from grant applicants for applications and outcome Reports.

9.1. Declaring a Conflict of Interest:

- a) Committee Members must declare a conflict of interest prior to the RADF application being discussed and leave the room when the application in question is being discussed and voted on.
- b) All conflicts of interest must be noted in the minutes of the meeting.

9.2. Late Applications:

- a) As the closing dates for each round will be advertised in advance, extenuating circumstances *only* will be considered as a reason for a late application. Therefore, if a RADF application is submitted late (with due cause) but prior to the holding of the assessment meeting, the Committee can make a decision on whether or not the application can be considered within the round.

9.3. RADF Committee Induction, Training and Meeting Attendance:

- a) Following the election of a new member, the RLO will conduct an induction with the newly elected NBACAC Committee Member at the earliest convenience. The following documents will be provided, discussed and noted on the RADF Committee Induction Checklist: RADF Resource Kit containing North Burnett Regional Council RADF Guidelines, Terms of Reference and Code of Conduct.

- b) All RADF training opportunities will be offered to Committee Members and subsidised where possible through the RADF Program. Local training will be developed and offered on an “as needs” basis.
- c) If a committee member is not able to attend a meeting, they are still required, if possible and practicable, to assess the applications prior to the meeting utilising the Committee Assessment Checklist.

9.4. Frequency of Applications:

- An individual, group or organisation can submit one application per round. The applicant cannot apply for another grant until the current one is acquitted successfully.
- An auspicing body may choose to auspice several applications in one round.

Adoption Date: 25 November 2020