

## Central Highlands Arts and Cultural Advisory Committee (CHACAC) Nomination Form

### **Thank you for your interest in being a member of:**

The Central Highlands Arts and Cultural Advisory Committee (CHACAC).

### **An overview of the CHACAC**

The Central Highlands Arts and Cultural Advisory Committee (CHACAC) is a Central Highlands Regional Council committee established to encourage the participation and optimum service delivery for council communities. This group focuses on the art, cultural and heritage aspects of the Central Highlands, including community activities, events and festivals related to these.

### **Purpose**

The aim of the CHACAC is to:

- Provide input and community perspectives into the implementation of council's Arts and Culture Policy, Heritage Management Framework, Creative Cultural Futures Strategy 2016-2026 and the action plan to implement these
- Improve advocacy, inform policy and align strategic priorities with issues facing the arts, cultural and heritage sectors in our region.
- Source funding for arts, cultural and heritage projects from government as well as other organisations and cultural bodies.
- Make recommendations to council on applications made to the 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.

Membership of Central Highlands Arts and Cultural Advisory Committee is as follows:

A representative group of up to 14 members will form CHACAC. These members will consist of up to three councillors, two members from each of the four areas within Central Highlands region (north, south, east and central), a gallery representative from each of the two Central Highlands galleries (Emerald and Springsure) and a heritage representative.

CHACAC members will be selected based on the following criteria:

1. A substantial record of achievement or Curriculum Vitae as a professional practitioner in a particular art form or in the provision of arts, cultural and heritage services.
2. Knowledge of the arts, cultural and heritage industries or services.
3. Established connections with the arts, cultural and heritage industry and community networks around the region.
4. Availability to provide input and support into the development and implementation of the policies and strategies and to the council arts, cultural and heritage communities.

Representatives with supporting project skills for arts, cultural and heritage development may be invited to contribute to ongoing projects.

Preferably members will collectively have knowledge and experience in areas of relevance including: visual arts; craft and design; community cultural development and community arts; dance; music; new media and multi-arts; theatre; writing and publishing; festivals; public art; museums and cultural heritage; libraries; galleries; arts venues and/or touring.

Sub-committees can be developed to progress specific initiatives. Other organisations and individuals may also be invited to participate and/or partner in these sub-committees’.

Councillors (other than CHACAC members) and the general public may attend meetings with notification without voting rights.

## What are the ongoing responsibilities of the Committee?

### Responsibilities

Reference group members will work towards:

- Monitoring and providing advice on issues affecting the arts, heritage and cultural sector in our region.
- Identifying strategic directions for the arts, cultural and heritage sectors to be included and monitored in associated policies and strategies.
- Providing leadership in the development and review of related policies and strategies.
- Contributing to the development of shared priorities, strategies and actions.
- Recognise our strengths and weaknesses, achievements, challenges and activities.
- Share knowledge of arts, cultural and heritage issues including policies and procedures.
- Strengthen the arts, cultural and heritage sector networks.
- Evaluate applications and projects to receive Regional Arts Development Fund (RADF) funding for endorsement by council's Communities Standing Committee (CSC).
- Provide a conduit for broader sector and community engagement in consultation processes.
- Implement the Creative Cultural Futures and Heritage Action Plan in partnership with council and community.
- Attendance at:
  - RADF assessment meetings as scheduled.
  - Planning and project meetings as scheduled.
  - Community engagement where relevant.

Meetings will rotate to varying locations throughout the Central Highlands region.

### Objectives

1. Create more enjoyable and interesting public spaces in Central Highlands through high quality, innovative, evocative and diverse public art.
2. Develop council's reputation as a respected regional Queensland exponent of public art as well as cultural and heritage spaces.
3. Assist with arts, cultural and heritage initiatives and promotion across the region.
4. Ensure that existing programs, collections and works are appropriately maintained.
5. Seek to increase employment opportunities for artists within the region and to introduce renowned artists and their talents.
6. Increase opportunities for economic and tourism development through an active public programming, projects and events.
7. Encourage private and commercial support for arts, cultural and heritage programs; creation of public cultural spaces and celebrate these contributions.
8. Assist with funding for arts, cultural and heritage projects subject to council budget approvals and source additional funding from external organisations and cultural bodies to compliment this process.

## **The RADF Program**

### **What is the Regional Arts Development Fund?**

#### **Purpose**

- 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. 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.

#### **RADF Objectives are to:**

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities.
- build local cultural capacity, cultural innovation and community pride.
- deliver Queensland Government's objectives for the community.

Arts Queensland is proud to partner with local government to support quality arts and cultural experiences across Queensland through the 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.

Central Highlands Regional Council (CHRC) are strategically aligning arts, cultural and heritage objectives from the CHRC Creative Cultural Futures Strategy 2016-2026 with other complimentary programs to provide maximum economic and partnership benefits for the region.

CHRC have a large focus on cultural tourism, heritage and social history, innovation, skills development, place making and partnerships.

CHRC are partnering with new and existing peak bodies to enhance growth across Central Queensland and beyond to intergrade more fully utilising innovative technologies supporting state, national and global programming and projects. Projects and programs will include creative recovery, well-being, indigenous and business development.

**CHRC Local Priorities for RADF 2018/19:**

1. Support a diverse economy stimulating local artists and arts and cultural activity to develop and build safe, caring and connected communities.
2. Invest in locally-determined priorities delivered through quality arts, cultural, heritage and environmental activities linking to growing Queensland's cultural reputation and cultural tourism offerings.
3. Provide opportunities for communities to participate in arts and cultural activities and encourage event and festival stimulus of the region.
4. CHRC Creative Cultural Futures action planning to develop strategic initiatives and partnership networks which will contribute towards wide reaching arts, cultural and heritage priorities.
5. Provide access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences; encouraging inclusive community and stakeholder involvement in RADF priority setting and decision making.
6. Deliver innovative leadership in arts, heritage, eco and cultural tourism, a regional arts, cultural and heritage app with additional innovative experiences such as augmented (AR) and virtual reality (VR) which will include Central Queensland Tourism partners.
7. Provide regional growth and contribute to the creation of jobs through professional and business development opportunities and cross regional program partnerships and training for regional Queenslanders.

**RADF** promotes the role and value of arts, culture and heritage as key drivers to: support diversity and inclusivity; grow strong regions; and provide training, education and employment opportunities for Queensland artists and local communities.

Councils will deliver locally based programs based on the identified priorities, opportunities and capacities of their local communities.

**CHACAC voting rights:**

- All CHACAC members have full voting rights
- The RADF Liaison Officer (RLO) provides advice and support to the CHACAC but has no RADF voting rights.
- If the CHACAC is unable to reach a majority decision, the Chair will have the casting vote.

## RADF Assessment Criteria

Grants will be assessed against the following criteria:

Criteria	Considerations:	
<b>Quality</b>	Produces or contributes to high quality arts and cultural initiatives for local communities.	<ul style="list-style-type: none"> <li>• Who will deliver particular projects or activities? Provide evidence of the quality of their work.</li> <li>• The types of outcomes expected from the projects and activities and how these are important in the local context.</li> <li>• How the projects or activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector.</li> <li>• Any innovative aspects of proposed project or activities. How it is innovative for the particular council or community?</li> </ul>
	Proven capacity to effectively support and deliver arts and cultural services.	<ul style="list-style-type: none"> <li>• Evidenced track record of delivering high quality arts and cultural initiatives.</li> <li>• How the proposed program of activities will build on past performance.</li> </ul>
<b>Reach</b>	Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.	<ul style="list-style-type: none"> <li>• Who in the community will be engaged through the proposed program of activities?</li> <li>• How does the proposed program of activities respond to diversity within the community?</li> </ul>
	Evidence of local demand for proposed program/s.	<ul style="list-style-type: none"> <li>• How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities?</li> <li>• How does the applicant know there is demand for the proposed program of activities?</li> <li>• How does the applicant know the proposed program of activities responds to local needs and interests?</li> </ul>
	Demonstrates community and stakeholder involvement in RADF priority setting, decision-making and evaluation.	<ul style="list-style-type: none"> <li>• How did council arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection inform the application)?</li> </ul>
<b>Impact</b>	Demonstrates cultural, artistic, social or economic returns on investment.	<ul style="list-style-type: none"> <li>• What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed project or activity will contribute to the community?</li> <li>• How will council communicate the public value of RADF activities in the community?</li> </ul>

	Supports one or more of the Queensland Government <a href="#">Objectives for the Community</a> including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation, and conserving heritage.	<ul style="list-style-type: none"> <li>Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?</li> </ul>
<b>Viability</b>	Evidence of good planning for strong governance and management of RADF at a local level.	<ul style="list-style-type: none"> <li>How RADF is managed locally. What processes are in place to ensure transparent and effective management including monitoring of outcomes?</li> <li>How council governance of RADF builds on previous successful models of management or has been reviewed in light of learnings or challenges.</li> </ul>
	Evidence of partnership capacity with partners including business and government.	<ul style="list-style-type: none"> <li>Information about any local partnerships that will contribute to delivery of the proposed program of activities.</li> <li>How will the proposed activities leverage off other local projects, programs and events?</li> </ul>

### Thank you for your interest

Please complete only the attached nomination form and return it to your RADF Liaison Officer in Council or any local council office.

Please retain all the other pages for future reference.

## Central Highlands Arts and Cultural Advisory Committee

(CHACAC) Code of Conduct

By accepting the role of a CHACAC member for the Council:

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 in a fair manner
- attend meetings throughout the year to plan, assess and acquit RADF Applications
- participate in Committee training activities and policy development
- support the Committee and work as a team member for the betterment of arts, culture and heritage for the entire Central Highlands region.

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 (see over the page)

4. If a conflict of interest arises I will declare the nature of my conflict of interest and be exempt from the assessment of the application during a Committee meeting.

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 a CHACAC 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.

***Included for Nominee reference only.***

If your nomination is successful, you will be asked to complete the Committee Code of Conduct as part of your induction.

## **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 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 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 Committee 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.

As a Committee Members, 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.



## CHACAC Committee Nomination Form

To register your interest in becoming a member of the Committee, please complete and submit this Nomination Form with the required support materials to CHRC Arts and Cultural Officer.

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### Nominee Details

Title:            Mr     Ms     Other (please \_\_\_\_\_)

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Street address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address:    If different from your street address \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Work Phone:    (    )                                  Home    (    )                                  Mobile \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website address: \_\_\_\_\_

Are you:  Female     Male

Please indicate if you represent one or more of these groups:

- Aboriginal people
- Torres Strait Islanders
- Culturally and Linguistically Diverse people
- Young people (under 30)
- Older persons (55 years +)
- People with a disability
- Council

Have you previously been a RADF Committee member?

- YES Please state which Council RADF Committee you were a member of \_\_\_\_\_
- NO

Why would you like to join the CHACAC?

Please indicate the artforms you have expertise in (please tick all relevant boxes).

- Visual Arts, Craft and Design       Community Arts & Cultural Development
  
- Theatre                               Writing                               Multi-arts
  
- Dance                                     Music                                     Museums and Galleries
  
- Festivals                                 Cultural Tourism                     Heritage

Please list any organisations and/or collectives of which you are a member and your membership status (e.g. Local Arts Council, general member).

NAME OF ORGANISATION and/or COLLECTIVE	YOUR MEMBERSHIP STATUS

Please attach the following documents to support your nomination.

- current resume/CV
- letters of support from organisations/collectives of which you are a member (as above).

## Certification

### 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 Committee.

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 anonymised and used for statistical purposes.

The names of the members of the CHACAC (including RADF) 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.

### **I, the undersigned, certify that:**

- I have read and understand the roles and responsibilities of a CHACAC 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: \_\_\_\_\_