

Maranoa Regional Council RADF Committee Protocols

ROLES AND RESPONSIBILITIES:

The **RADF Liaison Officer** is the main contact for the RADF Program and fulfils the role as per the standard RADF Guidelines. This role is carried out by the Regional Arts & Culture Coordinator who is responsible for meeting minute taking, record keeping, as well as reporting and correspondence to the Committee, Council and Arts Queensland.

The **RADF Committee** is the regional advisory group to Council and follows the RADF Guidelines as set by Arts Queensland. As per the RADF guidelines, each Committee member must represent in an unbiased manner each portfolio, geographic and art genre demographic within the Maranoa Regional Council area. The Committee assesses the RADF applications after each funding round closes and recommends to Council whether applications should be funded or not.

ADMINISTRATIVE PROCEDURES:

- The RADF Liaison Officer is to carry out all official correspondence with applicants throughout the application and acquittal process.
- The Committee is able to provide advice and support to applicants as they develop their project and write their application.
- The Committee members are also to assist with the promotion of the RADF program throughout the community by recognising potential projects and empowering groups/individuals to seek funding.
- The RADF Liaison Officer is to take and distribute the RADF Committee's meeting minutes in a timely manner to all committee members.

SIZE OF RADF COMMITTEE AND QUORUM:

The size of the RADF Committee will ideally be kept at 8 with a minimum membership of 4.

The quorum for a meeting is 50% of current membership plus 1. There must be a quorum for each meeting and all email decisions. In the event of the quorum not being met or the Committee not being able to meet, the applications may be assessed by the RADF Committee members present as well as either obtaining Proxys who can act at the Meeting, or second for the purposes of that Meeting an interested participant conversant in the Arts and Cultural Development of the Region.

COMMITTEE SERVICE

An individual may serve a maximum of four (4) years on the RADF Committee. All Committee Members have equal voting rights during their time of service. Should a disagreement arise with an equal number of votes on each side, the Chairperson shall have the casting vote.

RESIGNATION OF COMMITTEE MEMBERS:

RADF Committee Members must give their resignation in writing to the RADF Liaison Officer with as much notice as possible.

SELECTION OF COMMITTEE:

When a Committee Member resigns or has served the maximum amount of four (4) years on the Committee the vacancy will be promoted through the local media by calling for Expressions of Interest. Expressions of interest received will be voted on by the existing RADF Committee.

Nominees will be required to submit an expression of interest form and CV as per Arts Qld Guidelines.

The Maranoa Regional Council Councillor representative on the Committee will automatically be delegated as Chair of the Committee.

LOCAL COMMITTEE INDUCTION AND CODE OF CONDUCT:

The procedure below will be applied following the election of a new committee member at the earliest convenience of the Local RADF Support Officer and the new Local Area Committee Member. At the first meeting attended by the new member, the following will occur:

- The Local Area Support Officer will run through the Committee Induction Sheet provided as part of the RADF resource kit
- The new member will be provided with an up to date copy of the RADF Guidelines, Maranoa Regional Council RADF Committee Protocols and RADF Committee Handbook.
- The member will be asked to read and sign the standard Code of Conduct provided in the RADF resource kit.

MEETING ATTENDANCE:

The Committee Chair will monitor the attendance of all Committee Members to meetings. If the Committee Chair feels that a Committee Member's regular absence from meetings is

adversely affecting the Committee or RADF Program they have the right to call a vote to cancel that person's membership.

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, this can be submitted via email to the RADF Liaison Officer. Should the elected representative of the RADF Committee be unable to attend a meeting, a Proxy may be nominated by the absent Committee Member to act on his/her behalf.

DECLARING A CONFLICT OF INTEREST:

The procedure is as follows:

- The Committee Member declares a conflict of interest prior to the application being discussed
- The Committee Chair may ask the Committee Member to leave the room when the application in question is being discussed and voted on, should that Committee member decline to leave the meeting having been asked, the Committee may elect not to assess the application, or depending on the severity of the issue, the RADF Liaison Officer may withdraw their membership and reconvene the meeting at an alternative time.

COMMUNICATION/ CONFIDENTIALITY:

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.

COMMITTEE REMUNERATION:

Due to the vast distances that some RADF Committee Members have to travel due to the regional nature of the committee, they will be remunerated for travel costs at a cents/km rate as set down by the Maranoa Regional Council.

The Maranoa Regional Council will also provide light catering for meetings.

COMMITTEE TRAINING:

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.

NUMBER OF MEETINGS AND LENGTH OF MEETINGS:

One assessment meeting will be held as part of each round of funding (generally three rounds per year), with special meetings called when/if required.

Meetings should be scheduled to allow Committee Members ample travel time during daylight hours.

PROMOTION:

The following promotional tools will be considered for the RADF program:

- Press releases will be forwarded to the local media including the Western Star, Maranoa Mail, Bottle Tree Bulletin and 4ZR radio station.
- A list of closing dates will appear regularly in the Bottle Tree Bulletin.
- Posters distributed to key locations by the RADF Liaison Officer
- RADF rounds will be promoted on Council's website by the RADF Liaison Officer.
- A link to the resource kits on Arts Queensland's website to be provided on Council's website.
- Closing dates will be promoted via Council's website and Facebook Page.
- Email reminders and information will be sent to the RADF Committee contact group for their personal distribution.

ACKNOWLEDGEMENT OF RADF:

The RADF Liaison Officer is responsible for ensuring the applicants are clear on how to acknowledge RADF funding.

Acquittals will not be accepted if there is no evidence of public acknowledgement of the RADF program or attempts to acknowledge RADF. All RADF funded projects must be open for attendance by all interested people within the Maranoa Regional Council area.

LATE APPLICATIONS:

If an application is submitted late with due cause and prior to the holding of the assessment meeting, the Local RADF Committee can make a decision on whether or not the application can be considered within the round. However, as the closing dates for each round will be advertised 4 weeks in advance, extenuating circumstances only will be considered as a reason for a late application.

OUT OF ROUND APPLICATIONS:

Out of Round applications are submitted directly to the RADF Liaison Officer for assessment by the RADF Committee via email or teleconference. The applicant must

demonstrate a reason for not applying within the standard funding rounds within a cover letter.

NUMBER OF ROUNDS PER YEAR:

The Maranoa Regional Council will offer 3 funding rounds per year with the option of one (1) Special Funding round if required.

REGULAR APPLICANTS:

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.

AUSPICING BODY:

An auspicings body can auspicings several applications in one round.

PROFESSIONAL DEVELOPMENT:

Category 1 applications are for Professional Development only.

Individuals who apply for Category 1 are limited to **one** application per year.

If an individual is funded to attend a McGregor Summer/Winter School or equivalent institution they will not be eligible to apply to attend that event for another 2 years. The Maranoa Regional Council RADF Program will support a maximum of two (2) placements per year at Summer/Winter schools as per the RADF Guidelines.

The RADF Committee will not fund an individual under Category 1 to attend an event, workshop or activity that has already received an RADF grant within the Maranoa Regional Council area.

Successful applicants in Category 1 are required to submit evidence following completion of their project showing how their Professional Development has directly benefitted arts and culture in the local council area. Where this does not fit within the timeline of the outcome report the applicant is required to submit this evidence to the RADF Committee prior to the applicant being deemed eligible for further Professional Development opportunities under this program.

POOR QUALITY APPLICATIONS:

Applicants will be provided with feedback on their application by the RADF Liaison Officer. Applicants, who do not take steps to improve the quality of their applications after advice has been offered, will be advised that their application may not be assessed.

The Committee has the right not to assess any incomplete applications.

CANCELLATION OF A PROJECT:

If a project is cancelled the full amount of funding is to be returned to the Maranoa Regional Council, however in extenuating circumstances the RADF Committee may consider allowing the grant recipient to keep some of the funds to cover items that have been expended (e.g. advertising).

Where a non-refundable booking fee is paid and the activity/project has had to be cancelled because of low participation, RADF grant money should not pay for this as the RADF money would have been granted due to the workshop organisers demonstrating a strong demand from participants in the first place.