

# RADF LIAISON OFFICER

## WHAT ARE THE ROLES AND RESPONSIBILITIES OF THE RADF LIAISON OFFICER?

The RADF Liaison Officer is not an official member of the RADF Committee and is, therefore, not eligible to vote at Committee meetings. However, the RADF Liaison Officer plays a pivotal role in the effective management of the RADF Program and in supporting an informed decision-making process for the Committee.

The duties of a RADF Liaison Officer include:

- familiarity with the RADF Guidelines and resources
- develop and update the application, assessment and reporting forms and stages in SmartyGrants
- provision of expert advice on the purpose of RADF grants, categories of funding and any Council business that might affect a proposed application
- liaison with Arts Queensland, RADF Committee and the local community in relation to RADF
- organisation of RADF Committee meetings and the selection process
- planning and preparation of:
  - RADF Committee meeting agendas and minutes (ensuring a quorum for each meeting)
  - memoranda to the Libraries and Creative Industries Manager seeking approval of the RADF Committee's recommended projects
  - public meetings/community consultations to support Council's annual RADF bid
  - the two RADF biannual reports to Arts Queensland (due April and September)
- the final funding agreement between Arts Queensland and Council through the Libraries and Creative Industries Manager's Support Officer.
- ensuring that all promotional materials produced by both Council and applicants adhere to the RADF promotions protocol
- record filing and keeping all RADF correspondence, minutes, committee recommendations and Council decisions, applications, acquittals and financial reports for five years
- maintaining SmartyGrants RADF program to support accurate reporting
- supporting the Creative Industries Program Leader as Chair of the RADF Committee to advise the RADF Committee of any funding not supported by Council if an application is ineligible, not aligned with the cultural policy, or might impede current Council initiatives
- ensuring that annual bids and biannual reports are approved by the Libraries and Creative Industries Manager before being sent to Arts Queensland
- developing culturally appropriate strategies to ensure specific community groups have representation in committee decision-making processes.

## APPRECIATING THE RADF COMMITTEE

Councils and the RADF Program are the beneficiaries of the time, experience and commitment of the RADF Committee members. The RADF Liaison Officer is encouraged to negotiate an agreement with their council to cover the following costs:

- honoraria for assessing applications, and reimbursement of expenses when required to undertake public engagement activities on behalf of Council.
- catering for meetings
- attendance of Committee members at public RADF events organised on behalf of Council
- Other ways to express appreciation for the contribution of Committee members include:
  - a letter of thanks to departing Committee members
  - providing access to training or mentoring activities.

### **WHAT ANNUAL RADF COMMITTEE MEETINGS AND EVENTS DOES AN RLO NEED TO ORGANISE EACH YEAR?**

- A series of RADF meetings or events must be held throughout the year. The number of times the Committee meets can vary according to the:
  - number of funding rounds held per year
  - number of other matters arising in a year that require discussion.
- The RADF Liaison Officer should endeavour to hold regular Committee meetings outside of the funding round assessment meetings. These additional meetings include:
  - selection of RADF Committee members
  - induction and training of RADF Committee members
  - promotion of the RADF Program
  - community consultation
  - development of the annual RADF bid
  - consultation and development of the Arts, Culture and Heritage Strategy.

### **WHAT ARE THE RADF FUNDING CYCLES AND TIMELINES?**

There are two types of grant application and grant acquittal cycles that occur each financial year for RADF. These are:

- Logan City Council: funding bid submission to Arts Queensland for the next financial year's funding support; and
- submit bi-annual reports about the previous financial year's activities
- An outline of the timeline for this process is provided under the heading Council/Arts Queensland bidding cycle.
- RADF applicants: submit a funding application to the RADF Committee for arts activities
- submit an outcome report at the conclusion of funded arts activities

The RADF Committee is advised to set aside money for out-of-round funding. This money can be used to help the Committee or a community organisation when an unforeseen opportunity arises.

### **HOW IS THE RADF PROGRAM MANAGED ELECTRONICALLY?**

The RADF program is managed in the SmartyGrants grants administration system.

SmartyGrants helps the RADF Liaison Officer to keep a record of:

- all applications received
- what stage the applicant is at in terms of the grant-funding process
- information for merging into contracts, reports and letters.

## HOW DOES AN RLO RECORD FUNDING DECISIONS AND PROVIDE FEEDBACK TO APPLICANTS?

Unsuccessful applicants for RADF grants often request feedback about why their application was not supported and how they can improve or develop future applications. The RADF Committee plays a role in advising applicants on the development of future applications. The RADF Liaison Officer is responsible for informing applicants of the reason(s) their application was not supported.

The rationale for funding or not funding an applicant must be in the minutes of the funding assessment meeting, together with any other feedback that the RADF Committee may choose to include.

## HOW DOES AN RLO PREPARE A BID TO ARTS QUEENSLAND?

Each year, Council prepares a funding bid for the following financial year's funding allocation from Arts Queensland. The RADF Bid is completed in SmartyGrants to capture all of the information required by Arts Queensland to manage an informed assessment process. The bid application is also a planning document for Council; councils can adjust their planned activities to take advantage of emerging opportunities. RADF Liaison Officers should request a variation from Arts Queensland, in writing, for any substantial changes to its planned program of activities.

## COUNCIL/ARTS QUEENSLAND BIDDING CYCLE

Key: RLO (RADF Liaison Officer), RC (RADF Committee), AQ (Arts Queensland)

WHO	ACTIVITY	DATE
RLO	Preparation and submission of biannual report	Aug-Sept and Feb-Mar
RLO, RC	Liaison Officer leads community consultation for bid	Nov-Feb
RLO	Preparation of bid	Mar
RLO	Bid submitted to AQ	April
AQ	Announcement of AQ annual allocation and signing of agreement	Sept

## HOW DOES AN RLO PREPARE BIANNUAL REPORT FOR ARTS QUEENSLAND?

The biannual report is Council's account of how RADF grants have been managed and expended over the financial year. It is this document that demonstrates how funds have been allocated in compliance with the RADF Guidelines.

The report contains all of the information required by Arts Queensland to manage an informed assessment and acquittal process. It is prepared by the RADF Liaison Officer.

## HOW SHOULD AN RLO SUPPORT APPLICANTS?

When working with prospective RADF applicants, the RADF Liaison Officer should be able to:

- provide advice to help applicants develop and write their application
- advise applicants on how to align their application with council's arts priorities contained in the Arts, Culture and Heritage Strategy, as

- well as ensuring that their proposal meets the RADF Guidelines
- encourage the RADF Committee to help applicants develop ideas for activities or direct RADF Committee members to work directly with applicants
- run or arrange workshops on grant writing.

## CONFLICT OF INTEREST

A Conflict of Interest is:

- A situation that has the potential to undermine the objectivity of a person because of a clash between the person's self-interest and the person's duties and responsibilities with Council.
- A situation that may impair or appear to impair an individual's objectivity.
- The RADF Liaison Officer should be able to identify actual, potential and perceived Conflicts of Interest that may arise in any part of the application process. This could be a conflict that the RADF Liaison Officer, a Committee member, or an applicant may have.
- Actual Conflict of Interest – having, or will have, an effect on current decisions
- Potential Conflict of Interest – possibly influencing decisions in the future
- Perceived Conflict of Interest – of a nature which 'a reasonable person' might interpret as having an influence on decisions.

Conflicts of Interest can be pecuniary or non-pecuniary.

- Pecuniary (also known as a 'material personal interest') generally involves money or some 'benefit'
- Non-pecuniary is fundamentally about relationships.

If a Committee member considers that they have a real, potential or perceived conflict of interest in an application they are asked to assess, they are required to identify this in the SmartyGrants assessment process, inform the RADF Liaison Officer of the conflict by email and not assess that application until the conflict has been resolved. The Committee member can assess all other applications where there is no real, potential or perceived conflict of interest.

The Conflict of Interest is discussed with Libraries and Creative Industries staff and, if required, escalated to the Integrity and Information Program for resolution. If it is found that the member has a conflict of interest, they will be required to remove themselves from the discussion and decision-making process in relation to that application.

## HOW DOES AN RLO PROMOTE THE RADF PROGRAM?

It is imperative that both Council and successful applicants adhere to the RADF funding acknowledgement protocol. The RADF Liaison Officer is responsible for ensuring that all publicity materials, letters, reports and press releases properly acknowledge the partnership with Arts Queensland.

The RADF Liaison Officer will also need to work with Council and the RADF Committee to promote the RADF Program by:

- arranging promotion of the RADF Program
- developing the online application
- distributing promotional material through various networks
- ensuring that all successful applicants abide by the conditions of their grant (contract) in relation to RADF promotional requirements.