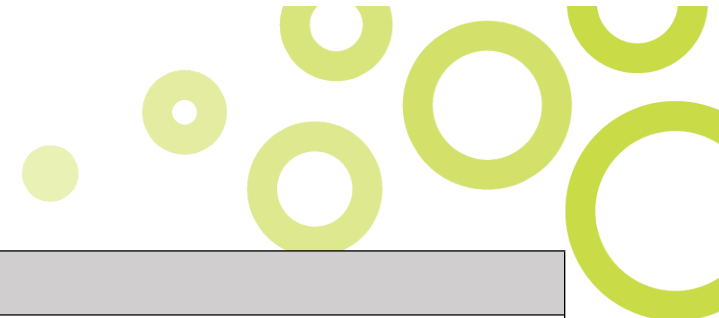




**Central Highlands Arts and Cultural Advisory Committee (CHACAC)
Planning Minutes**

Date:	Friday 23 October 2020
Venue:	Emerald Town Hall Supper Room
Chair:	Cr Gai Sypher
Minute taker:	Narisa Kerr – Administration Officer (AA)
Present:	CHACAC members: Sharon Gimbert and Barbara Beazley. CHRC: Cr Gai Sypher, Cr Christine Rolfe, Cr Charles Brimblecombe (via Skype), Karen Newman – Arts and Cultural Officer (ACO), Nikki Pickering – Arts and Cultural Officer – Galleries (ACOG), Narisa Kerr – Administration Assistant and Brooke Wright – Administration Assistant.
Apologies:	CHACAC members: Gail Nixon, Maureen Burns. CHRC: Suzanne Poulter - Manager Connected Communities, Katerina Hatzipanagiotis – Coordinator Arts & Engagement.
Meeting time:	10.00 am to 1.15 pm
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC Planning Meeting Minutes – 25 September 2020 • CHACAC Member Update Form • CHACAC Nomination Form • Regional Arts Development Fund Guidelines 2020-2021



Item	Subject	Discussions
1.	Acknowledgement of Country and opening of meeting	Cr Sypher shared an Acknowledgement of Country and welcomed attendees.
2.	Confirmation of previous meeting minutes	<p>Minutes were taken as read. Cr Brimblecombe picked up an error on page four, item number five. This should state January 2021.</p> <p>Moved: Barbara Beazley Seconded: Sharon Gimbert</p> <p>Action: ACO to fix error in previous minutes document.</p>
3.	Previous meeting review and actions update	<p>Completed</p> <ul style="list-style-type: none"> • Arts around August – ACO confirmed this has been completed. A short report has been received from Mark Svendsen about his workshop. • Carnarvon Gorge – Council have not yet been reimbursed for accommodation. Manager Connected Communities is following up. This action item has now been closed as no more committee involvement is required. • Public Arts Project assessment panel – ACOG confirmed assessment panel is in place, members being Cr Sypher, and council staff members; Nikki Pickering, Rollo Davey, Jason Hague and Paul Albert. <p>In progress</p> <ul style="list-style-type: none"> • Arts Precinct – Cr Sypher raised the need for an update to be provided to stakeholders. There has been no follow up since initial consultations. Cr Sypher stated and ACO confirmed that a design concept was created, with progress being contingent on resolution of the car parking issue. Cr Sypher suggested that the Manager Connected Communities be consulted so that we may communicate next steps to the groups. Barbara Beazley advised that on the previous Tuesday, a council employee was taking photos for



		<p>asset management, inside and outside the precinct buildings. He thought the groups had been advised he was coming, but they had not.</p> <ul style="list-style-type: none"> • Art asset gap analysis – Capella, Blackwater and Springsure collections are still to be valued. Valuer Ross Searle is to be engaged to finish this work. Timeframe will depend on his availability and budget • Van Gogh “Big Easel” Sunflower Painting – ACO advised council’s assets team is working with contractors to evaluate the easel’s condition. • Public Art project – Expressions of Interest are due today. ACOG advised two applications are expected today. ACO advised a third application may also be received. • Digitisation project – The machine has been ordered and will be installed in the library. Planning has commenced around what items will be digitised first; a hierarchy around the region; and format to be used. Dr Melanie Piddocke has flagged priority items in a recent collection assessment including Blackwater Herald newspaper and photograph collection. Eight containers of photographers and newspapers in the Emerald library need sorting. Council staff will execute the digitisation. Cr Sypher expressed concern that this is a lot of work for council staff. ACO advised there have been discussions around outsourcing, grants or a potential traineeship for this work. • Arts and culture website – There will be changes to RADF and projects pages, broken links have been fixed. The heritage trails and maps have been added. • Cemeteries – Cr Sypher knows where there are some lone graves to record. Cr Rolfe advised that taking a photo of the site with a phone will log the GPS coordinates, as long as location is turned on. • CQ RASN Queensland Day – The CQ RASN group’s contract finishes in June 2021 and it is uncertain if it will progress beyond this date. A Queensland Day event held over the long weekend has been proposed. A funding application to Arts Queensland for part of this event was unsuccessful. • RADF – Cr Sypher was on radio promoting RADF last Friday. Further discussion later in the agenda. • Film festivals – ACO has provided a letter of support to Noosa Film Festival to include our area in their program, and had conversations with a film crew in Gladstone regarding training. • MZAZA – Performance will be at the Capella Cultural Centre, Thursday 5 November 2020. ACO advised the event is listed on the Capella Cultural Centre website. Sharon Gimbert advised it is not on MZAZA’s website, and requested more advertising to be sent out. Capella Cultural Centre COVID-19 safe capacity has increased to 200 people. • Mosaic tables – ACO has raised another CRM for the maintenance required.
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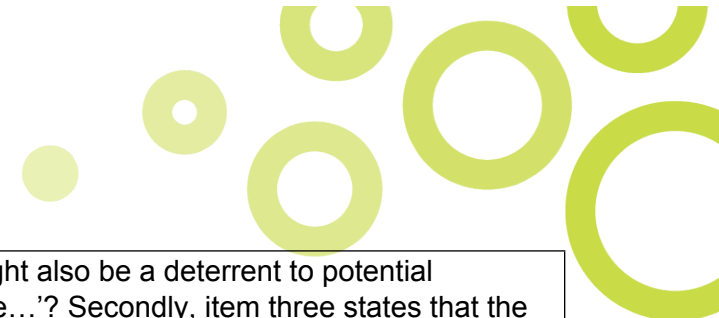
		<p>Action: ACO to meet with Manager Connected Communities in relation to communicating progress of the Arts Precinct with relevant stakeholders.</p> <p>Action: ACO to update and distribute film groups spreadsheet to CHACAC members.</p> <p>Action: ACO to contact MZAZA to request the Capella event is listed on their website.</p>
4.	RADF 2020-21 update	<p>Regional Arts Development Fund (RADF) 2020-2021</p> <ul style="list-style-type: none"> • ACO provided new promotional flyers, which have been distributed to council libraries. CHACAC members will take some for distribution and display on noticeboards. • A new social media and online marketing package is being trialled through NewsCorp. RADF will now come up in searches on YouTube, Google and other search sites. • ACO provided new RADF Guidelines which will be displayed on the council website. • ACO confirmed we received \$39,500 from Arts Queensland and Council has provided \$26,667 = \$66,167 in total. The Arts Queensland funding is the highest amount we have ever received. • Some approved RADF applications could not take place because of COVID-19 restrictions. They will be encouraged to deliver their projects as soon as possible. Approved applicants will be asked to submit an amendment on their project delivery time by ACO. • Mark Svendsen has expressed interest in hosting and filming a performance at Capella Pioneer Village. This project would involve local people and provide opportunities to develop their script writing skills. • Paul Albert from libraries joined the previous writers' workshops run by Mark Svendsen. He has developed a screenplay which is going to be produced through the Little Theatre in Emerald. This is a great result. • Sharon Gimbert met with the facilitator of the writing workshop in the Gemfields. The facilitator's mother attended a writing workshop in her aged care home which was focused on recording their stories. Part of her mother's writing about her life was utilised by her family in her mother's eulogy. Sharon discussed the possibility of running similar workshops in our region's aged care homes. <p>RADF Council Initiated Projects (CIP)</p> <ul style="list-style-type: none"> • Videography – ACO advised that Lou Petho is currently in Victoria. He will be finalising projects once he returns. Part of the videography project was to be a Central Rail video, in which Queensland Rail were



		<p>also interested. Lou has also been working with Maureen Burns. Once finalised, there will be an end of project showcase.</p> <ul style="list-style-type: none"> • Sharon Gimbert provided the following updates: <ul style="list-style-type: none"> ○ Watercolour workshops – the first was delivered on the weekend by Randelle McClure. It was well-prepared and well-received. The second watercolour workshop, to be held in Blackwater with the Blackwater Art Society, is postponed to February 2021. ○ Photography workshop - postponed to 1 November 2020. ○ Patchwork workshop – this is being revised for delivery over two weekends in the Gemfields. This will allow participants to complete a small project. It is proposed that the instructors then attend the Emerald Group’s Club Day once a month to teach those techniques to beginners. ○ Writers workshop – this will be held early next year. The instructor has been receiving mentoring from Fred Wild on how to deliver the workshop. ○ Procreate workshop – yet to set a date as the facilitators require attendance confirmation which is hard to gain with COVID-19 restrictions. ○ Jet James workshop – postponed until 2021 due to COVID-19 restrictions and Jet’s other commitments. ○ Kindness Rocks – in Capella and Sapphire this weekend. • Cr Sypher expressed concern about potentially having too many projects next year if many are being postponed to 2021. She asked how projects get rolled over. ACO advised that project facilitators can submit a project amendment. Cr Sypher asked if these projects can go beyond June 2021 if necessary. Sharon Gimbert confirmed that they can and ACO advised that the funding is held in a rollover budget. Sharon said there is no need for concern about multiple projects being held in one month, because they cover different areas of interest and appeal to different people. • Cr Sypher asked for further clarification around mandated spending timeframes. ACO advised that there is no set rule, but it is normally no more than 3 years. ACO will present roll over figures at next CHACAC meeting. Cr Sypher advised that there needs to be governance around these timeframes and how long funding can remain unused and being rolled over. Cr Rolfe believes this to be a council issue rather than for the committee to advise. Cr Sypher pointed out that the funding is provided to council and the committee decides how it is distributed. Cr Rolfe stated that the principle is whether council should be banking funds and holding them for too long.
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		<ul style="list-style-type: none"> • Sharon Gimbert clarified that once a project is approved, the funding is expended from council to the group who will then use that money for their project. Once the project is delivered, they have eight weeks to submit an outcome report for acquittal. Apart from circumstances surrounding COVID-19 restrictions, projects are usually completed within a 12-month period. Rollovers are not common. • Cr Sypher stated again that we need to keep track of governance around the rolling over of funds. <p>Action: ACO to liaise with approved RADF applicants whose projects were delayed due to COVID-19 restrictions. Each applicant will need to submit an amendment on their project delivery time.</p> <p>Action: ACO to present roll over figures at the next CHACAC meeting.</p>
5.	<p>CHACAC Terms of Reference (TOR) and new member advertising</p>	<ul style="list-style-type: none"> • ACO confirmed TOR have been endorsed by council. • ACO to amend CHACAC membership nomination form with new TOR and advertise for new members. A new marketing and communications plan is being developed by ACO and Coordinator Arts & Engagement. Marketing has been an ongoing concern for CHACAC, a consistent marketing strategy is required. Advertising is planned to begin next week. • Sharon Gimbert advised she had someone who was interested in joining the CHACAC committee however she worked full time and would not be able to attend meetings. Sharon said they previously offered night-time meetings. The committee agreed to keep the meetings as is, if people are passionate about it, they will attend. • ACO raised the potential of face-to-face meetings in community as has been done in the past. This is a good way to promote it around the region. Barbara Beazley and Sharon Gimbert have been talking to their contacts about nominating. • Sharon Gimbert suggested advertising in school newsletters. Cr Rolfe suggested also advertising in community newsletters (e.g. Rolleston Rag, Bauhinia Bulletin) and the CHRC e-newsletter. • Barbara Beazley questioned the requirement for a resume and letter of support, she believes it turns people off nominating. A letter of support might take up to two months to obtain. ACO advised this nomination form was developed from a standard RADF form and that no feedback was received on the form prior to this meeting. Barbara felt that receiving the form in a more timely manner would have allowed a greater opportunity to provide feedback. ACO asked if members could provide feedback by the end of next week and she could potentially take the letter of support out of the requirements.



		<ul style="list-style-type: none"> • Cr Sypher raised that using the word 'knowledge' in item two might also be a deterrent to potential nominees. Can this be changed to 'passionate about arts, culture...'? Secondly, item three states that the nominee must have established connections. Could this be changed to 'the ability to establish connections'. ACOG suggested perhaps combining these to read 'established connections or the ability to establish connections'. Cr Sypher added there were 11 dot points for responsibilities, which could also deter potential nominees. Cr Sypher will work on these dot points to reduce the number. • It was agreed that the nomination form needs to be reduced to two pages and the requirements reviewed to invite more nominations. <p>Action: CHACAC members to provide ACO with feedback on nomination form. Action: Cr Sypher to review the responsibilities to reduce the number of dot points. Action: ACO to update nomination form to go out with the new Terms of Reference document. Action: ACO to start the advertising process for CHACAC committee nominations.</p>
6.	RADF program planning and documents	<ul style="list-style-type: none"> • The program breakdown has been flagged for review for a number of years. ACO has researched other program models across Queensland. This research indicated the need to improve the arts and cultural space within the council's website. • Sharon Gimbert raised that the timeframes have been an issue. Groups need to be educated about the process and how much lead time is required for an application. Sharon raised that information evenings have been discussed for years but have not taken place. Until this information is distributed, the committee needs to be more flexible about turnaround times to allow for quick response funding. ACO advised that this would need to be formally documented as part of our governance. • Cr Sypher discussed the possibility of having an arts and culture showcase, or a regional forum to promote our grants, showcase different art styles in our region, offer workshops. This is something that could be developed and build over time. Sharon thought an informal approach would be more effective to reach the people who we would want to apply for funding. An informal information night was organised years ago at the Maraboon Tavern that was very well attended. • Cr Sypher requested that RADF information sessions be investigated. Suggestions included:



		<ul style="list-style-type: none"> ○ Coffee mornings ○ Funding workshops ○ Book time with clubs and groups ○ Agenda item at Community Reference Group meetings ○ School and community newsletters ○ Community Facebook pages ○ Council Facebook page ○ Artist email distribution list <ul style="list-style-type: none"> ● It was discussed that the next round closes 13 November 2020. The following round closes 22 January 2021 which would allow more time to roll out an action plan. ● ACO advised she had previously conducted an outreach program. She feels that face-to-face is a necessary delivery mode and this could be reintroduced. Cr Rolfe suggested that members and councillors can invite ACO to attend community meetings and events to present RADF. ACO confirmed this was a possibility and could be planned into her calendar. Cr Sypher expressed concern that community consultations may not reach the target audience. Our marketing needs to be more targeted. ● Cr Sypher proposed that in 12 to 18 months, an Arts Festival could be developed for our region. Barbara Beazley agreed that this would be great for our region and it's something we haven't previously had. Little Theatre, musicians, dancers, artists etc could all be involved. Cr Sypher will develop an outline and investigate funding. This could be a two-year plan. <p>Action: ACO to investigate RADF information sessions.</p> <p>Action: Cr Sypher to develop an outline for an Arts Festival.</p> <p>Action: ACO to liaise with Communications team regarding councillors and members adding RADF to community Facebook groups.</p> <p>Action: ACOG to distribute RADF information to artist email list.</p>
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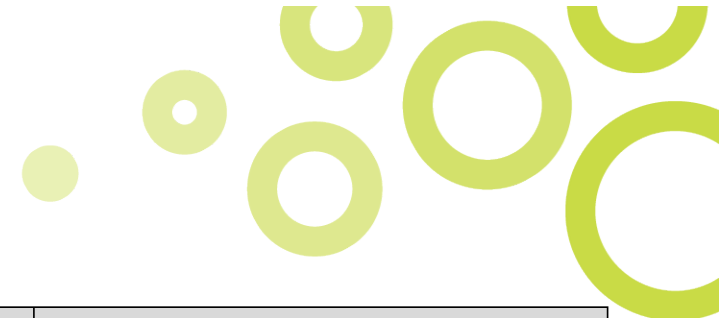
7.	CHACAC calendar and Creative Cultural Futures and Heritage Action Plan 2018-2020 FYs quarterly update	<ul style="list-style-type: none"> • ACO asked committee if they would prefer quarterly or six-monthly updates. It was agreed that ACO will deliver quick quarterly updates, starting at the next meeting. <p>Action: ACO to add action plan update as an agenda item for next CHACAC meeting.</p>
8.	Galleries update	<ul style="list-style-type: none"> • 180 people attended the Emerald Art Gallery last Friday night for the opening event for 'Creating the Future'. Individual cheese platters were served due to COVID-19 restrictions. • History exhibition - Maureen Burns is managing and curating this exhibition, scheduled for the Emerald Art Gallery in March 2021. Objects and materials are being sourced from many different historical groups across the Central Highlands region and Clermont. Example items which may be included are a 1905 wedding dress, 1880-1900 sewing machine, WW2 first aid kit, framed images etc. Groups have been asked to provide five items. ACO suggested a callout day through the libraries, if needed. Cr Rolfe suggested some sort of competitive exercise, perhaps who has the oldest object. It was agreed that a historical showcase would be very popular. • Annual Art Awards Springsure - Entry form will be distributed early November 2020. Entries close January 2021. Dates have been advertised in the Central Highlands Regional Galleries Newsletter for the past few months. • Sharon Gimbert confirmed with ACOG that the Sunflower Festival exhibition is still due to be held end of March 2021.
9.	Metal in March	<ul style="list-style-type: none"> • The vision for Metal in March is a festival of workshops. It was initially scheduled for 2020 but was not planned effectively. It is now due for March 2021, and planning needs to be started now. • Sharon Gimbert has been in contact Melinda Rodgers, who created the sculptures for the Lake Dunn Sculpture Trail. She has provided a quote for a two-day wire sculpture workshop. The quote is \$2,374 for travel and accommodation. She could undertake a wire workshop, or a workshop involving welding if we had a suitable venue. Cr Sypher confirmed welding could be undertaken at the Emerald Agricultural College or Central Queensland University campus.



		<ul style="list-style-type: none"> • There is no allocated budget for this project. ACO confirmed that this project is included in the <i>Creative Cultural Futures and Heritage Action Plan 2018-2020 FYs</i>, however no request for council budget has been submitted. Funding for this project could be applied for through RADF. • For council funding, ACO needs to develop a project plan 18 months prior to the event. Work needs to be started now for March 2022. • For March 2021, ACO is to look at grant funding. The action plan item is for one workshop. It was agreed that this is all we have capacity to deliver for March 2021. • The committee brainstormed potential workshop ideas for March 2022: <ul style="list-style-type: none"> ○ silver jewelry making (Flying Arts offer these workshops) ○ blacksmithing (Capella has a forge) ○ scrap metal work ○ wire art ○ bronze ○ sheet metalwork ○ metal cup work • Potential venues: <ul style="list-style-type: none"> ○ Emerald Agricultural College ○ Central Queensland University (they have individual booths) ○ high schools ○ showgrounds ○ Blackwater Pottery Club (enamel workshops) ○ Gemfields Lapidary Club • It was discussed to have something different in each town, across four weekends. People can travel across the community to attend the workshops, with potential for a public artwork to be an outcome. • Cr Sypher suggested budgeting an estimate of \$2,000 to \$4,000 for each workshop. Total project budget would be approximately \$20,000. • Using local instructors will help reduce costs. Committee members are to consider who can be used.
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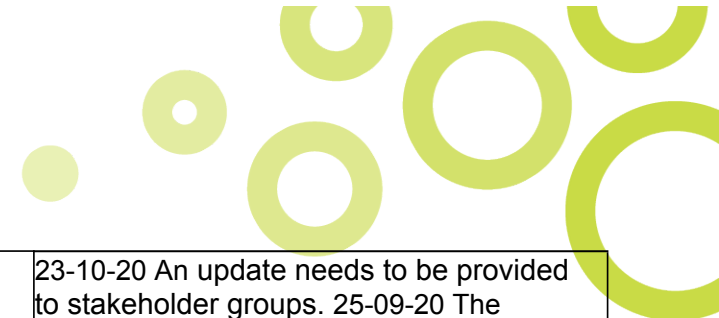


		<ul style="list-style-type: none"> ACO suggested a gallery exhibition could be an outcome of the festival. Cr Sypher suggested a public art installation in Mackenzie Park in Duarina. This is the gateway to our region with high visibility and could become a tourist attraction. ACO will discuss this with the tourist centre in Duarina. <p>Action: ACO to investigate grant funding for Metal in March 2021. Action: ACO to develop project plan for Metal in March funding for 2022. Action: ACO will discuss a public art exhibition of Metal in March art in Mackenzie Park or an exhibition in the tourist centre with the Duarina Historical and Tourism Association.</p>
10.	Member updates	<ul style="list-style-type: none"> Sharon Gimbert and Barbara Beazley provided member updates earlier.
11.	General Business	<ul style="list-style-type: none"> ACO advised Kathy Hawkins had resigned from CHACAC. Cr Sypher suggested nominating Kathy for the Australia Day Awards for her contribution to art and culture. It would be appropriate for a community member to nominate her. She would fall under the Springsure region. Cr Sypher encouraged everyone to search the community for people to nominate for the Australia Day Awards. It doesn't have to be in the last 12 months, it can be for an overall contribution to the community. Arts in August – ACO advised she can hopefully get Queensland Ballet in Capella next year through the grant from Arts Queensland.
12.	Close of meeting	Meeting closed: 1.15 pm

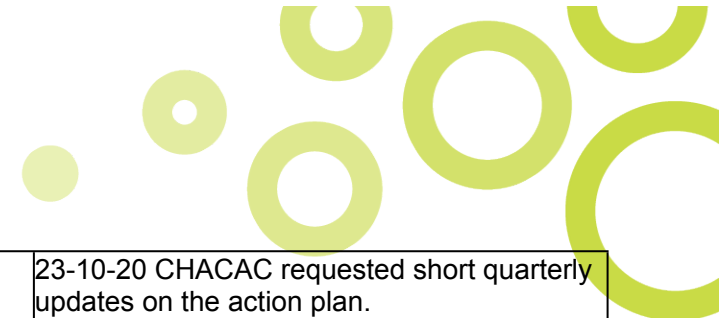


CHACAC Planning Meeting Action Table

Item/Project	Action	Responsible	Status	Notes
Art Asset Gap Analysis – Arts Asset Register (including public art collection)	23-10-20 ACOG to investigate availability of budget to finalise valuations.	ACOG	In progress	23-10-20 Blackwater, Capella and Springsure collections to be valued. 17-07-20 Valuation completed for public art and Emerald's fine art collection.
	23-10-20 ACOG to contact valuer to check availability for desktop review.	ACOG	In progress	
	7-07-20 ACOG to contact former Emerald Art Gallery members regarding information on items not yet valued.	ACOG	Completed	
Arts and cultural website	23-10-20 Changes to be made to the RADF pages	ACO	In progress	23-10-20 ACO has researched other models across Queensland which raised the need for improvements to the RADF website pages.
	13-12-19 ACO to request an update to the Projects and Programs webpage to reflect current achievements. http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/	ACO	In progress	23-10-20 Broken links have been fixed. 23-10-20 Heritage trails and maps have been added. 25-09-20 All projects are all but finalised, ACO to follow up on this being updated on the website. 23-10-20 Work in progress, broken links have been fixed, working through some ideas and also what to do with the projects pages



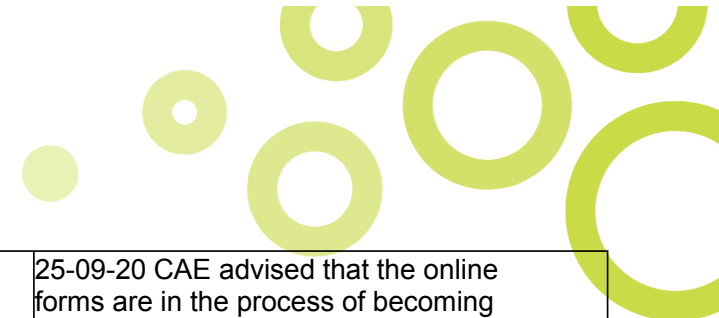
Arts Precinct	23-10-20 Consult with Manager Connected Communities with regards to a meeting to communicate project status and next steps to the stakeholder groups.	ACO	In progress	23-10-20 An update needs to be provided to stakeholder groups. 25-09-20 The community is requesting information regarding what is happening and/or what is underway in relation to the carpark proposed for the Arts Precinct. 25-09-20 Cr Rolfe and Cr Sypher to discuss this issue with council in hopes of finding a resolution. 25-09-20 ACO to attain clarification regarding the parking at the Arts Precinct.
Cemeteries and Lone Grave Register	6-09-19 Members to send to the ACO any lone grave information that they would like recognised by providing a GPS location and a photo of the site.	CHACAC	In progress	23-10-20 Cr Sypher 25-09-200 CHACAC members have provided information of lone graves. No GPS coordinates available to date.
	17-7-20 ACO to compile lone grave information provided by members into a register.	ACO	In progress	25-09-20 Lone graves registrations being progressed.
	19-06-20 ACO to liaise with library and Planning team to determine best place for recording/linking to Duaringa historic cemetery records.	ACO	In progress	
CHACAC membership	23-10-20 CHACAC members to provide ACO with feedback on nomination form.	CHACAC members	In progress	23-10-20 The committee agreed that the nomination form needs to be reduced to two pages and the requirements reviewed to invite more nominations.
	23-10-20 Cr Sypher to review the responsibilities to reduce the number of dot points.	Cr Sypher	In progress	
	23-10-20 ACO to update nomination form to go out with the new Terms of Reference document.	ACO	In progress	
	23-10-20 ACO to start the advertising process for CHACAC committee nominations.	ACO	In progress	23-10-20 Kathy Hawkins has resigned from CHACAC.



Creative Cultural Futures and Heritage Action Plan –2018-2020 FYs	23-10-20 Set an agenda item to provide quarterly updates at CHACAC meetings.	ACO	In progress	23-10-20 CHACAC requested short quarterly updates on the action plan.
Digitisation project	20-06-19 ACO advised CHACAC members library staff to get Blackwater Herald sent to State Libraries.	ACO	Completed	23-10-20 Blackwater Herald and photographs have been obtained, it will take considerable time to match the photos. 20-06-19 Blackwater Herald conservation has been flagged as a priority. 20-06-20 ACO is obtaining Blackwater Herald newspaper and photographs from Blackwater as digitisation priority.
Film festivals	23-10-20 ACO to add information in the film groups spreadsheet she is compiling and distribute to CHACAC members.	ACO	In progress	25-09-20 ACO to provide a copy of film service/program/event providers.
	25-09-20 ACO to submit a letter of support for Greg Huglin, of Noosa Film Academy to bring their program to our region.	ACO	Completed	
Metal in March	23-10-20 ACO to investigate grant funding for Metal in March 2021.	ACO	In progress	23-10-20 There is no allocated budget for this project. The funding for this would need to be a CIP for RADF.
	23-10-20 ACO will discuss a public art exhibition of Metal in March art in Mackenzie Park or an exhibition in the tourist centre with the Duinga Historical and Tourism Association.	ACO	In progress	
	23-10-20 ACO to develop project plan for budget request for 2021/22 FY	ACO	In progress	



Public art Van Gogh 'Big Easel' sunflower	25-10-19 ACO to contact Canadian artist Cameron Cross for Big Easel van Gogh Sunflower painting in Morton Park contract.	ACO	In progress	23-10-20 This will undergo an asset condition report within the next month. 07-02-20 Currently CHRC Assets and Facilities
RADF Regional Arts Development Fund 2020-2021 program	23-10-20 ACO to present roll over figures at the next CHACAC meeting.	ACO	In progress	23-10-20 Governance is required around the rolling over of funds.
	23-10-20 ACO to liaise with approved RADF applicants whose projects were delayed due to COVID-19 restrictions. Each applicant will need to submit an amendment on their project delivery time.	ACO	In progress	
	23-10-20 ACO to develop a plan for RADF information sessions.	ACO	In progress	
	23-10-20 ACOG to distribute RADF information to artist email list.	ACOG	In progress	
	23-10-20 Cr Sypher to develop an outline for an Arts Festival.	Cr Sypher	In progress	
	23-10-20 ACO to liaise with Communications team regarding councillors and members adding RADF to community Facebook groups.	ACO	In progress	
	25-09-20 Once Arts Queensland approval is completed, the new RADF document will be uploaded to the website and advertising will commence.	ACO	Completed	23-10-20 New promotional flyers have been distributed. 25-09-20 ACO will be approaching all to re-apply once approval is advised. 25-09-20 RADF was oversubscribed to last year, with not enough to go out to everyone/group that applied. 25-09-20 ACO will send out details as soon as RADF program approval is advised.



<p>RADF program Feedback</p>	<p>25-09-20 ACO has requested feedback on the guideline dates for RADF.</p>	<p>ACO</p>	<p>In progress</p>	<p>25-09-20 CAE advised that the online forms are in the process of becoming 'editable'. The more feedback received the better the website can become. 23-10-20 ACO to follow up with Comms in relation to adding to Facebook pages.</p>
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