

Shoalhaven Arts Board

Meeting Date: Wednesday, 09 May, 2018

Location: E-meeting

Time:

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Agenda

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5. General Business

Membership

Clr John Wells – Chairperson
Clr Kaye Gartner
Clr John Levett
Mr Ian Grant
Ms Alison Chiam
Ms Karen Morrow Akehurst
Ms Barbara Dawson
Dr. Peter Lavelle
Mr Shane Brown
Mr Rob Crow

Quorum – Majority of the members.

Purpose

- a) To contribute to and develop strategy and policy both for the Shoalhaven City Council as well as in alignment with the Region.
- b) To develop and implement policy, planning and vision for the broad arts within existing resources and use a co-opted panel of peers for professional advice. They include:
 - Visual Arts
 - Heritage and Museum Sector
 - Literature
 - Performing Arts
- c) Advocate and maintain specific arts related portfolios.
- d) Advocate and promote Board recommendations.

Delegated Authority

- Act within adopted budgets aligning with Council's strategic plans and document, and make recommendations on the arts to Council
- Appoint suitable representatives to fill casual vacancies on a set term basis
- Inform and recommend policy for arts related funding programs, and where required by Council, vote on related matters
- Establish a peer panel of professionals, experts and practitioners across art forms, heritage and cultural platforms to be co-opted as needed for input and advice to the Shoalhaven Arts Board
- Establish a Shoalhaven Arts Foundation:
 - To support the development and enrichment of broad arts across the Shoalhaven including visual, heritage, literature & performing arts
 - To ensure that the Foundation in its governance, membership and charter are independent/ and at arms-length from Council yet works in concert with the Shoalhaven Arts Board, Council and the community needs
 - To fundraise and develop a sustainable principal investment to generate ongoing grant funds

Relevant staff will work collaboratively with the Shoalhaven Arts Board to:

- Develop and implement activities to achieve objectives in line with the Shoalhaven Arts Board recommendations, the Council's policies and corporate plan

MINUTES OF THE SHOALHAVEN ARTS BOARD

Meeting Date: Thursday, 8 February 2018

Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra

Time: 1.00pm

The following members were present:

Clr John Wells - Chairperson

Clr Kaye Gartner – arrived 1.05pm

Clr John Levett – arrived 1.03pm

Ms Alison Chiam

Ms Karen Akehurst

Mr Peter Lavelle

Others Present

Clr White

Jane Lewis – Recreation, Community and Culture Manager

Coralie Bell – Tourism Manager

Karen Patterson – SEC Manager

Bronwyn Coulston – Arts and Culture Manager

Robin Sharpe – Outreach and Digital Services Manager

Apologies / Leave of Absence

An apology was received from Barbara Dawson.

It was also noted that Ian Grant had forwarded his resignation to the Chairperson. Jane Lewis – Manager Recreation, Community and Culture advised that this can be filled as a casual appointment by the Shoalhaven Arts Board.

AB18.5 Additional Item - Condolences to Barbara Dawson

Clr Wells – Chairperson of the Shoalhaven Arts Board and the members of the Shoalhaven Arts Board conveyed their condolences to Barbara Dawson for the loss of her brother.

Confirmation of the Minutes

Note: Clr Levett arrived 1.03pm

RESOLVED (Karen Akehurst / Peter Lavelle)

That the Minutes of the Shoalhaven Arts Board held on Thursday 07 December 2017 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

AB18.1 Support for Funding Request - Shoalhaven Regional Gallery Climate Control System

**HPERM Ref:
D18/25664**

Note: Cllr Gartner arrived 1.05pm

Cllr Wells and the members are in support of the request and it was suggested that this matter be reported to Council for allocation of the funds.

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Arts Board

1. Endorses the Shoalhaven Regional Gallery request for \$600,000 in capital allocation to the replacement and upgrade of the Climate Control System across the galleries.
2. Champions the integral role of the Shoalhaven Regional Gallery in the cultural fabric of the region and the need to have a climate control system that meets industry standards.

RECOMMENDATION (Cllr Wells / Cllr Levett)

That:

1. Council vote \$600,000 from the Strategic Project Reserve for the replacement and upgrade of the Shoalhaven Regional Gallery Climate Control System
2. Staff seek any Grant Funding that may be available to assist with the forgoing capital cost
3. The Shoalhaven Arts Board champions the integral role of the Shoalhaven Regional Gallery in the cultural fabric of the region and the need to have a climate control system that meets industry standards

CARRIED

AB18.2 Events and Festivals Based Awards System - Nominations and Process and Presentation

**HPERM Ref:
D18/30133**

It was noted that this will need to be considered by the Mayor in conjunction with the Australia Day Panel.

It was suggested that this matter be deferred to allow staff to meet with the Working Group and the Mayor.

Recommendation

That:

1. Invitations are extended to representatives from all arts organisations in the Shoalhaven to attend an awards focus group, attached to the proposed professional development workshop.
2. The awards be incorporated in the annual Australian Day Awards in two categories:
 - a. Outstanding emerging artist – any art form
 - b. Outstanding contribution to arts and culture

RESOLVED (Karen Akehurst / Clr Gartner)

That:

1. This matter be deferred pending further discussions with the Mayor and the Working Group in the near future.
2. A report be provided by staff to the Board on the outcome of the discussions.

CARRIED

AB18.6 Additional Item - Arts Awards and Nowra Buskers Festival

Clr Wells advised that the Arts Board needs to revote funds from the Arts Awards to another purpose. The Balance is approximately \$7,500

It was suggested that some funding could possibly go towards hosting a Nowra Buskers Festival

Jane Lewis – Manager Recreation, Community and Culture advised that Staff can research and report back to the Committee for the possibilities of repurposing the funds.

The report can also include consultation with Steve Russnello from South Coast Tickets regarding ticket sales for such an event.

A recent document by MyTravelResearch that was presented to the Nowra CBD Revitalisation Committee will be attached to the Minutes.

RESOLVED (By consent)

That staff investigate and report back to the Committee on the possibility of reallocating Arts Award funding to the possibility of an event such as Nowra Buskers Festival.

CARRIED

AB18.3 Establishment of an Arts Foundation

**HPERM Ref:
D18/30221**

The Committee discussed the need for the right expertise for membership of a working group to work on establishing an Arts Foundation.

The Working Group can invite relevant stakeholders as required.

Legal fees are estimated at \$20-25,000.

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Arts Board form a Sub-committee to establish a Shoalhaven Arts Foundation,

consisting of the following members, (insert names).

RESOLVED (By consent)

That the Shoalhaven Arts Board:

1. Form a Working Party to establish a Shoalhaven Arts Foundation, consisting of the following members:
 - a. Allan Baptist
 - b. Alison Chiam
 - c. Nominated Council Staff
 - d. Cllr Patricia White
2. That the working party have the ability to invite relevant stakeholders as required
3. That the working party provide updates to the Shoalhaven Arts Board

CARRIED

GENERAL BUSINESS

AB18.7 Additional Item - Lake Tabourie Museum

Cllr White - advised that she had recently attended a CCB meeting at Lake Tabourie where an item was raised about the Lake Tabourie Museum.

It was noted at this meeting that the Museum had a visit from a Museum Professional as part of the Museum Advisor Program. The representative made comments that the Museum may hold State and National significant pieces.

Bronwyn Coulston – Arts and Culture Manager advised that Council entered into an agreement with Museums and Galleries NSW (MGNSW) employ a consultant (Margo Jolly). The representative works with nominated museums and has been to a number of museums in the Shoalhaven. The representative will work with Museums and their collection records to elevate the museum practices.

AB18.4 Verbal Updates - Entertainment Centre, Libraries and Arts

HPERM Ref:
D18/27854

Art Gallery – Bronwyn Coulston

- Collection Valuation completed, waiting on final report
- Discussions have started with Sydney Living Museums regarding expanding our support for the Meroogal Women's Arts Prize and furthering our partnership with them
- The Museum Advisor Program – a joint project between SCC and MGNSW has started with 5 volunteer led museums in the Shoalhaven now working with museum professional Margot Jolly. Margot has completed her first visit to the museums and will undertake 20 days per annum of consultation and support.
- The Gallery recently completed the MGNSW Standards Program which helps us to identify areas of growth to come into line with national standards for collecting institutions. The final report has been received and the recommendations will be considered against the 2020 strategic plan.

- Events
 - Summer sessions to farewell Soft Core went very well with around 150 people taking part in various activities across the day
 - The Margaret Dredge exhibition was well received with 35 people attending the 'In Conversation' Event.
 - Opening of the current exhibitions saw over 300 people at the galleries. The Iconic Houses exhibition was opened by Lindsay Johnston, Convenor, Architecture Foundation Australia.
- Upcoming events and exhibition
 - Promiscuous Provenance by Anna Glynn is the major exhibition the gallery has commissioned in 2018. This exhibition will tour following the show at SRGN, and we already have 4 definite tour venues and a further 3 enquiries.
 - Jamberoo Mountain Road – opening 9th June will be a significant exhibition with several contemporary Australian artists taking part including Ann Cape, Elisabeth Cummings, Euan Macleod, Guy Warren and Luke Sciberras.
 - We have been approached by a significant Australian contemporary artist to consider a survey show of their works in 2019. This is an opportunity we are working to achieve, but is dependent on improving gallery climate control systems.

SEC Update – Karen Patterson

Highlights for Q2

- Inclusion of 10 additional wheelchair seats in Auditorium
- 3 sold out shows: Guy Sebastian x1/Carl Barron x 2 shows
- Quarter on Quarter 46.5% increase box office sales
- For Entertainment Centre entrepreneurial shows this is a jump from 813 to 2,750

Queens Baton Relay

- Final stop was at SEC. Looked great. Excellent community event. SEC delivered an intensive community engagement activity. 20 children attended the centre for three hours Wednesday to Friday last week, and then all day on Saturday and Sunday where they devised a performance on the premise of Pass Me The Baton! They worked with Queensland's Circa Training School and Livewire Studios from Milton. Their performances were excellent. Great feedback from the 10-15 year olds and their families.

Coming up:

- The first show for our 2018 Season this Saturday – Tapestry – sold more than 660 tickets
- On Feb 28 the centre is showing a ripping yarn of an Australian play by Last Cab to Dawrin writer Reg Cribb. It's a 5-hander and we'd love to have your support. Members were asked – if they would like to see more great Australian writing and powerful stories from here and abroad to come and see a show.
- Advance bookings for commercial hires are extremely healthy.

Working on: Sponsorship policy, an internal uniform policy, and we're currently scoping our 3-5 year business & marketing plan.

Workshops:

The Tourism Department's Shannan Perry-Hall is seeking quotes from two local companies. One of our ideas is to seek quotes from a regional event marketing guru so that the workshop can be relatable in terms of local events, marketing channels media etc. Evaluation tools and results used for local events.

It is intended these workshops, focusing on social media and data collection(to assist with event evaluation and eligibility for grant applications) will be delivered in the north and the south of the

Shoalhaven in winter – traditionally a quieter time for event planners/committees. The intention is to offer a post-workshop networking opportunity.

We're aiming to have the toolkit available in May. It will be linked to Council's tourism grant opportunities. The toolkit will also highlight available grants both local and State. The toolkit will sit within the Business-to-business website for Events on Council's Tourism website.

Library Services – Robin Sharpe

- Preparing to take delivery of the new Library Mobile Van that will be used predominantly in the Southern part of the Shoalhaven. This vehicle does not require a special driver's licence allowing all staff to potentially use it. The current schedule is being reviewed in order to accommodate the new van. Launch date is July 1st.
- The Gen Connect program (delivered in partnership by Shoalhaven Libraries and Community Development) that provides tech assistance to seniors delivered by students of Nowra High has been nominated for a Local Government Excellence Award. This program ran in 2017 and provided much needed one on one tech assistance and also had a huge social connection and engagement impact for both seniors and young people.
- Shoalhaven Libraries have been promoting their newest e resources including OverDrive and Borrow Box which are ebook and e-audio platforms, Kanopy and Beamafilm which are film streaming products and Pressreader which contains over 7000 newspapers from around the globe. These resources are user-friendly and the promotion has been very successful.
- The café in the library foyer will reopen in the coming weeks under the operation of aquatics.

AB18.8 Additional Item - Shoalhaven Literary Awards - Incorporation

Clr Wells advised that the Shoalhaven Branch – of the Fellowship of Australian Writers can no longer take on the Shoalhaven Literary Awards. Council had already provided a donation for \$1,500 to the Fellowship of Australian Writers. Clr Wells advised they wished to return the funds.

It was suggested that the Awards be held in conjunction with the Shoalhaven Readers and Writers Festival.

Karen Akehurst (Event Coordinator – Shoalhaven Readers and Writers Festival) advised that she will contact Colleen Duncan to discuss the possibility.

RESOLVED (By consent)

That Council:

1. Confirm with Fellowship of Australian Writers NSW that they are not going ahead with the Shoalhaven Literary Awards 2018

If part 1 is confirmed,

2. Seek the return of the \$1,500 donation that has already been allocated.

CARRIED

AB18.10 Additional Item - Albury City Council - 2017 Creative Economy Strategy

Jane Lewis – Manager Recreation, Community and Culture advised that she had met with representatives from Albury City Council presented their Albury Creative Economy Strategy 2017-2021.

The plan took a number of years to create and was established by the Economic Development Department.

The Plan covers Arts and Culture and how this has an economic impact on the City. There is also a range of data in the plan. The links to the documents are as follows:

Landing Page:

<http://investalbury.com.au/resources/ecodev-reports>

Direct Link:

<http://online.fliphtml5.com/zfst/apax/>

The Shoalhaven has all of those elements and needs a way that we can bring it all together, with the right help to develop a strategy.

Bendigo is another good example of where arts and culture are strong driver of a Creative Economy. There is huge potential for the Shoalhaven and gives regional areas a point of difference and potential competitive advantage for investment and lifestyle choices.

RECOMMENDATION (Clr Wells / Alison Chiam)

That in the planned Councillor Briefing sessions related to CL18.12 – Notice of Motion Health Professionals and Businesses in Shoalhaven and CL18.27 – Beyond Plastic Pollution, the session cover information on the Albury Creative Economy Strategy 2017-2021, taking into account the work done throughout regional Australia in this space.

CARRIED

AB18.10 Additional Item - Resignation - Ian Grant - Shoalhaven Arts Board

Clr Wells advised the Committee that he had just received an email from Ian Grant who advised that he will be resigning from the Shoalhaven Arts Board.

Jane Lewis – Manager Recreation, Community and Culture advised that the Shoalhaven Arts Board can fill this as a casual vacancy to and until 30 June 2019.

RESOLVED (By Consent)

That a letter be sent to Ian Grant thanking him for his contributions to the Shoalhaven Arts Board.

CARRIED

There being no further business, the meeting concluded, the time being 3.04pm.

Clr John Wells
CHAIRPERSON

AB18.11 Policy Changes - Shoalhaven City Art Collection - Acquisition & Management

HPERM Ref: D18/144102

Group: Finance Corporate & Community Services Group
Section: Recreation Community & Culture

Attachments: 1. Art - Shoalhaven City Council Art Collection - Acquisition & Management - Recommended Changes - May 2018 [↓](#)

Purpose / Summary

To review changes proposed to the Shoalhaven City Art Collection – Acquisition and Management Policy (POL16/174).

Recommendation (Item to be determined under delegated authority)

That Council reaffirm the Shoalhaven City Art Collection – Acquisition and Management Policy (POL18/23) with the proposed changes as outlined in the attachment.

1. Delete the requirement for the Acquisition Sub-Committee to include the Shoalhaven Arts Board Executive Officer as Convenor,
2. Amend the position title within the Acquisition Sub-Committee members from Shoalhaven Arts Manager to Manager – Arts and Culture, Shoalhaven City Council

Options

1. Adopt the recommendations

Implications: This will allow for inclusion of minor changes to make the policy relevant and up to date.

2. Defer the recommendations for review and discussion at a later meeting

Implications: The current policy document prevents the Acquisition sub-committee from forming and meeting as the membership requirements no longer match the staffing and makeup of the Arts Board and the Arts and Culture Unit. Deferring the recommendation will further delay the formation of the Acquisition Sub-Committee and prevent Shoalhaven City Council from considering / accepting donations currently being offered to Council.

Background

The Shoalhaven City Art Collection – Acquisition and Management Policy guides the Shoalhaven Arts Board and Shoalhaven City Council in the collection, rationalisation and management of the Shoalhaven City Art Collection. The City Art Collection is a growing asset to Council and provides opportunities to engage the Shoalhaven Community and others with art relevant to the Shoalhaven.

The proposed changes to the policy update the Acquisition Sub-Committee membership to reflect current staffing structure and the Shoalhaven Arts Board Terms of Reference.

These proposed changes are further detailed in the Attachment.

Community Engagement

The review of the above policy is considered a minor policy change that does not warrant community engagement. Community engagement is recommended only if the policy is significantly considered for amendment.

Policy Implications

Adoption of the recommended changes make the policy relevant and up to date.

Financial Implications

No financial implications arising from the proposed changes in the Policy

Risk Implications

Reputational risk if the proposed changes are not adopted as the Acquisition Sub-Committee cannot be formed and Shoalhaven City Council will not be able to review and accept any donations or acquisition approaches.



Shoalhaven City Council Art Collection - Acquisition and Collection Management

Policy Number: POL18/23
Adopted: 12/05/2009
Amended: 21/05/2013, 18/02/2014, 27/06/2017
Minute Number: MIN09.612, MIN13.522, MIN14.121, MIN17.586
File: 18106E
Produced By: Finance Corporate & Community Services Group
Review Date: 1/12/2020

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Shoalhaven City Council Art Collection - Acquisition and Collection Management

1. PURPOSE

The aim of this Policy is to establish administrative guidelines for a purposeful, consistent approach to acquisition of works and management of the Shoalhaven City Art Collection.

2. STATEMENT

The title shall be the “Shoalhaven City Art Collection – Acquisition and Collection Management Policy” and will be owned and managed by Shoalhaven City Council.

The Shoalhaven City Art Collection has been established to:

- Collect contemporary and historical works of visual art of demonstrable excellence by artists of significance with an emphasis on Australian artists and artists who have a connection to the Shoalhaven.
- Enrich, educate and inform the community of Shoalhaven City and its visitors in quality visual arts practice in Australia,
- Stimulate awareness and appreciation of the visual arts
- Strengthen an historical, social and locally relevant visual arts resource
- Establish a valuable collection of Regional significance and National interest

2.1. Scope

The Policy for acquiring art is to further develop the present strengths of the Collection, especially by seeking works that are of local, national and international significance. All artworks selected, acquired or commissioned by Council will contribute towards the development of a unique and distinctive collection and will give priority to acquiring works of art that satisfy one or more of the following scoping statements:

- 2.1.1. Relate to the Shoalhaven region, by Australian artists, particularly those who have a proven record of practice and development of their art form and who are represented in public collections or who have received recognition through awards and prizes
- 2.1.2. Build upon strengths and fill gaps in the current holdings of the Shoalhaven City Art Collection, as well as develop the representation of artists already held, in order to create a comprehensive, though specifically oriented, collection.
- 2.1.3. Artworks by local Indigenous artists, particularly those who have proven development and commitment to their art form or represent a significant group or time
- 2.1.4. To consider exceptions where the works are significant and relate to the current policy

2.2. Background

The Art Collection of Shoalhaven City Council has been gradually acquired over many years . The Shoalhaven Arts Board, after its inauguration in 1998, created Guidelines and a single Policy to inform acquisition. With the establishment of the Shoalhaven City Arts Centre in 2004, the Policy was amended to recognise the significant loans and donations added to the organisations collection.

Shoalhaven City Council Art Collection - Acquisition and Collection Management

In early 2008, Shoalhaven City Council's Art Collection was divided into two (2) separate Collections to distinguish between a primary Collection with works of significance titled "The Shoalhaven Regional Gallery Collection" and a secondary Collection with works of significance titled "The City Collection" which included gifts to the City of lesser artistic, historic or monetary value (as identified at the time of the audit).

Collecting activities are often cost prohibitive, however, the Collection does not seek to cover a complete range of art. Following an audit of both Collections conducted by external art consultants in 2012/13, the objective to define the focus of the Collection has led to the merger of both Collections and determined six (6) primary collecting areas:

1. Australian Landscape
2. War and Peacekeeping
3. Australian Contemporary
4. Indigenous
5. Secular and Religious
6. Ceramics

3. PROVISIONS

3.1. General

- 3.1.1. The Collection is managed by Council's Arts Manager.
- 3.1.2. Council will contribute an annual budget allocation for adequate maintenance and acquisition of new works in the Shoalhaven City Art Collection. Unexpended annual funding will be accumulated in a suspense reserve to form a growing resource.
- 3.1.3. All works shall be placed on a database and insured in accordance with Council's asset management plans and catalogued with details including title, image, size, and medium, artist, and provenance, date of acquisition, acquisition status, value, location and description.
- 3.1.4. The services of professionals in the field will be obtained for conservation, valuation, restoration and museum standard pest treatment.
- 3.1.5. "The Shoalhaven City Art Collection" will be stored at the Shoalhaven Regional Gallery, Nowra or as permanent exhibition throughout Council's City Administrative Centre, Nowra, or in a separate suitable location as deemed necessary.
- 3.1.6. Acquisition of artworks will be directed by this Policy and the following considerations:
 - The artwork's current and future relevance to the Collection
 - Local significance
 - Significance of the artist
 - Historical and/or cultural value
 - Cost and/or value for money
 - Available funding
 - Advantageous opportunities

3.2. Gifts and Donations

- 3.2.1. Artworks can be accepted into the Collection in the form of donations and bequests. The works must correspond with the details of the Collection Policy as part of acquisition procedure.
- 3.2.2. With consideration to insurance and risk requirements, artworks may be temporarily accepted by Council for the purposes of consideration of a donation or purchase, formal assessment of a work or to seek valuation of a work prior to acquisition.
- 3.2.3. The Shoalhaven Arts Board will accept donations and bequests under the Cultural Gifts Program which fulfil the requirement of the Collection Policy.
- 3.2.4. Objects outside the scope of this Policy and gifted to Council through national and international relations will be registered as Council assets in place of being accessioned.
- 3.2.5. Donors will be informed that neither conditions nor provenance will be accepted as part of the donation or bequest and that the art work/s becomes the property of Shoalhaven City Council and subject to its prevailing Policy.
- 3.2.6. On behalf of the Shoalhaven City Art Collection, Council will obtain clear and valid title to all purchases, bequests, gifts, donations or loans.
- 3.2.7. On rare occasion, when a unique bequest, which falls beyond the general guidelines is offered, the Shoalhaven Arts Board may deliberate over the acceptance of such a bequest and its capacity to honour any stated provenance. In this event, the Shoalhaven Arts Board will make a special recommendation to be ratified by Council.
- 3.2.8. Donations of money, grants or art works will be receipted within the convention and standards of the Australian Taxation Act.

3.3. Loan Items

- 3.3.1. Council's formal Artwork Loan Agreement is to clearly and contractually specify the conditions of any loan to or from the Collection and to be signed by relevant parties. The Agreement outlines detail relating to the term of loan, ownership, responsibilities, conservation, security, maintenance, insurance and date of return.
- 3.3.2. Items offered for loan are subject to the selection criteria and procedure contained in this Policy and do not warrant automatic inclusion into the Collection.
- 3.3.3. No loan of artworks will be accepted into Council's custody until such time as the matter has been formally considered and resolved by the Shoalhaven Arts Board to accept the works. Works accepted on loan will be maintained, insured and administered as collection items, however, Council does not own the items. Any valuation of the Art Collection should delineate between the value of the Collection owned as distinct from the value of the Collection administered.
- 3.3.4. Works on loan should not be lent to other institutions or individuals without the written consent of the owner of the work.

3.4. Conflict of Interest

- 3.4.1. Acquisition of works for the Shoalhaven City Art Collection will be in accordance with this Policy. At all times, Council and Shoalhaven Arts Board members are to declare any conflict of interest prior to deliberations on the acquisition of artworks.

Shoalhaven City Council Art Collection - Acquisition and Collection Management

- 3.4.2. Purchase or acceptance of donations from current full-time Council officers or Shoalhaven Arts Board members will not ensue without first obtaining an independent valuation of the work and ratification from the responsible delegated Council authority.

4. PROCEDURES

4.1. Selection Procedure

- 4.1.1. All proposed acquisitions, whether by purchase, gift, exchange or loan will be appraised by an Acquisition Sub-Committee comprising:

- a Councillor member as nominated by Council
- ~~Shoalhaven Arts Board Executive Officer as Convenor~~
- Shoalhaven Arts Manager/Manager – Arts and Culture, Shoalhaven City Council
- A Shoalhaven Arts Board representative with visual arts background/ qualifications as nominated by the Board and
- An invited/co-opted member of the arts community who possesses knowledge of Australian Art

- 4.1.2. Acquisition appraisals will be consistent with this Policy.

- 4.1.3. Works not accepted into the Shoalhaven City Art Collection may be considered for inclusion and registration as a Council asset without being accessioned as part of the Collection.

- 4.1.4. The Sub-committee may present the opportunity for specialist outside expert comment on proposed acquisitions.

- 4.1.5. All proposals and recommendations shall be in a written report and will include details of:

- The artist's name
- Residential status
- The title and image of the work
- Date of execution
- Medium and size
- Method of acquisition
- The vendor or donor
- The provenance of the work
- Price, valuation or insurance value if a gift or a loan
- Current condition

as well as a statement setting out the reasons for acquisition, its place in the collection and its merit as a work of art in its own right.

- 4.1.6. The Arts Manager, on the advice of the Arts Acquisition Sub-Committee, will present a recommendation to the Shoalhaven Arts Board for its consideration and adoption

- 4.1.7. Acknowledging that some artwork is sacred and restricted, only works intended for public display or approved for display in consultation with appropriate representatives and communities will be considered for acquisition.

- 4.1.8. No acquisition will be made which compromises or jeopardises the financial viability of the Collection budget.

Shoalhaven City Council Art Collection - Acquisition and Collection Management

4.1.9. The Shoalhaven Arts Board will not accept any work which bears any unreasonable or inappropriate restrictions on its display, storage, maintenance and provenance.

4.1.10. The Board will be mindful of Australian or international laws or covenants that restrict or govern the acquisition of cultural material.

4.2. Accession

4.2.1. Newly acquired works are to be registered in the Collection Management System on receipt by the Shoalhaven Regional Gallery. Registration and catalogue data include:

- issue of a unique identifier number
- photographic image of work
- information regarding materials, technique and provenance

4.2.2. File and document numbers of related documents such as Acquisition Agreement, Loan Agreement, Maintenance Schedule and Condition Report must also be entered into the database.

4.3. Deaccessioning

4.3.1. The process of removing or disposing of works in the collection, otherwise known as deaccessioning, will not be undertaken for any reason apart from:

- lack of relevance to the Collection
- duplication of another object in the collection
- requirement of prohibitive conservation work and/or the work is beyond repair
- the work has already been destroyed, lost or stolen
- cannot be suitably stored
- should be returned as restitution of cultural property
- subject to legislation which prevents Council holding title to it

4.3.2. For deaccessioning to proceed, the Board must receive written recommendation and formally determine to deaccession the work. The report will clearly state the reason for disposal and include:

- object unique identification number;
- description;
- photograph;
- advice on legal status (if available);
- any written specialist advice;
- impact the action would have on the collection; and
- suggested method of disposal

4.3.3. Where deaccessioning is approved the order of priorities for removing the work from the collection shall be:

- Donated works returned to the original donor / artist or next of kin
- Donated works offered as a donation to another cultural institution, or works that were purchased are offered for sale to another cultural institution based on current valuation.
- Works sold at auction and the proceeds of the sale reinvested into the collection acquisition fund.

Shoalhaven City Council Art Collection - Acquisition and Collection Management

- 4.3.4. For items that have already been destroyed, lost or stolen, the deaccessioning process must also be completed. The Board will then determine whether reasonable steps, if economically viable, have been taken to locate/recover /restore the work.
- 4.3.5. After a 2 month interval (cooling off period) works which have previously been presented to the Arts Board for deaccessioning and rejected, may be re-submitted for consideration and further determination by the Arts Board. .
- 4.3.6. Where artworks have been donated to the collection, the donor, or where feasible the next of kin, should be offered the opportunity to have the work returned to them. All reasonable effort should be made to contact the donor or next of kin to discuss the deaccessioning of the work. Works purchased via a collective (group) donation do not fit this category.
- 4.3.7. Procedural guidelines for each method of disposal and/or removal of artworks must be clearly defined, implemented and proceed in full public knowledge. Evidence of compliance should be attached to deaccessioning documentation.
- 4.3.8. Archived records documenting deaccessioned work will be permanently stored within Council.

5. IMPLEMENTATION

The Finance, Corporate & Community Services Group of Council will administer this policy.

6. REVIEW

To be reviewed within 1 year of the election of a new Council.

7. APPLICATION OF ESD PRINCIPLES

Council will maintain and store works to ensure the preservation of artworks and Council's investment.

AB18.12 Art Acquisition Subcommittee - Formation - Membership

HPERM Ref: D18/141858

Group: Finance Corporate & Community Services Group
Section: Recreation Community & Culture

Purpose / Summary

To appoint the members of the Art Acquisition Subcommittee as per the Shoalhaven City Council Art Collection – Acquisition and Management Policy (POL18/23).

Recommendation

1. That the Art Acquisition Subcommittee of the Shoalhaven Arts Board be established as per the Shoalhaven City Council Art Collection – Acquisition and Management Policy (POL18/23) with the following members:
 - i. Cllr John Wells (as Councillor member nominated by Council),
 - ii. Alison Chiam (Arts Board representative as nominated by the Board),
 - iii. Barbara Dawson (Arts board representative as nominated by the Board),
 - iv. Manager – Arts and Culture as Convenor,
 - v. An invited / co-opted member of the arts community.

Options

1. Adopt the recommendation as printed with the nominated members.

Implications: The Art Acquisition Subcommittee can meet to move on a number of donation, acquisition and cultural gift approaches that have been made to the Shoalhaven Regional Gallery and continue to develop and grow the collection as part of the Terms of Reference and Policy.

2. Choose not to fill the Acquisition Subcommittee at this time and defer the matter to a later meeting.

Implications: A potential delay in the acquisition subcommittee formation will see some artists choose other venues to approach for donations and cultural gift acquisitions, limiting the opportunity of Shoalhaven City Council to further the development of the collection.

Background

The Board, in accordance with clause 3.7 of the Terms of Reference, has the right to establish subcommittees as deemed appropriate to assist in fulfilling its role and purpose. This report recommends the establishment of the Art Acquisition Subcommittee of the Shoalhaven Arts Board as per the Shoalhaven City Council Art Collection – Acquisition and Management Policy (POL18/23) and the appointment of members. This subcommittee will make recommendations to the Shoalhaven Arts Board on the acquisition and purchase of works for the Shoalhaven City Art Collection.

Recent approaches have been made to Council regarding its possible interest in acquiring works. The establishment of the subcommittee and appointment of members therein will enable this process to progress.

The Policy states that an invited / co-opted member of the arts community shall be asked to join the subcommittee. In previous years this position has been held by Deborah Ely (CEO Bundanon Trust) who brought considerable knowledge and valuable advice to the committee.

Deborah will be approached to join the subcommittee again, however, if she is unable to do so, the alternate community members to be approached are Natalie McDonagh, Director / Curator of SeeChange Festival or Robert Hollingworth, Artist and Founder of *The Wall Gallery* in Ulladulla.

Community Engagement

The acquisition of artworks for the Shoalhaven City Art Collection through donation, loan, purchase or Cultural Gift Program benefits the community by providing access to artworks of significance, that reflect the local landscape, history and community and supports the growing art industry. The Art Acquisition Subcommittee reflects the interests and desires of the community and ensure the relevance and interest of the collection for the entire community.

Policy Implications

The Arts Acquisition Subcommittee will be formed as per the revised Shoalhaven City Council Arts Collection – Acquisition and Collection Management Policy POL18/23.

Financial Implications

A budget amount is allocated each year for the purchase of works for the collection, and unexpended funds are accumulated in an Arts Reserve to form a growing resource to manage the collection - (POL18/23, section 3.1.2). Currently there is \$6,200 in the 2017/18 budget (job number 21596 / 10729) and \$25,000 in the Arts Reserve.

Under the Policy (POL18/23) section 4.1.8 'No acquisition will be made which compromises or jeopardises the financial viability of the Collection budget.'

Risk Implications

Continued delay in forming the Art Acquisition Subcommittee will see some approaches for gifts being rescinded and offers made to other institutions. There is a reputational risk that artists of note will no longer make offers to Council due to deliberation processes taking longer than is reasonable. The collection may not grow and develop in a way that reflects the Gallery's exhibition programming and the aspiration of artists to have works in Council's collection.