

## Shoalhaven Arts Board

**Meeting Date:** Thursday, 14 November, 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 1.00pm

**Please note:** Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

### Agenda

#### 1. Apologies

#### 2. Confirmation of Minutes

- Shoalhaven Arts Board - 5 September 2019..... 1

#### 3. Declarations of Interest

#### 4. Presentations

AB19.24 Sussex Inlet and Districts Forum - Mural Project

*Gail Drummond will present the outcome of the Sense of Place 2018-2019 Grant received by Sussex Inlet and Districts Forum for the Mural Project.*

AB19.25 Update from Margot Jolly, Museum Advisor

*Margot Jolly (Museum Advisor for Shoalhaven City Council) will provide a summary of the work over the past two years to improve and support the development and sustainability of volunteer-run museums in the region.*

*The Museum Advisor program is a partnership between Shoalhaven City Council and Museums and Galleries NSW (through funding from Create NSW) which funds a museum professional to spend 20 days per year working with volunteer led museums in the Shoalhaven region.*

#### 5. Reports

AB19.26 Shoalhaven Arts Board - Resignation - Karen Akehurst - Vacancy ..... 9

AB19.27 Notification - Council Resolution - Re-establishment of Shoalhaven Arts Board..... 11

AB19.28 Subcommittee Membership, Working Groups, Portfolios and Panel of Peers ..... 19

---

AB19.29	Shoalhaven City Art Collection - Art Acquisition .....	45
AB19.30	Quarterly Update - Shoalhaven Regional Gallery - Highlights and Achievements .....	49
AB19.31	Shoalhaven Libraries - Update .....	54
AB19.32	Arts Reserve - Current Status .....	57

**6. General Business**

**Membership**

Clr John Wells – Chairperson  
Clr Jo Gash  
Clr Mark Kitchener  
Mr Stephen Buzacott  
Ms Alison Chiam  
Mr Rob Crow  
Mr Frank Howarth  
Dr Lynda Kelly  
Dr Peter Lavelle  
Mr Paul McLeod  
Ms Jennifer Thompson

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, 5 September 2019

**Location:** Jervis Bay Rooms 1 & 3, City Administrative Centre, Bridge Road, Nowra

**Time:** 1.17pm

The following members were present:

Clr John Wells - Chairperson

Ms Alison Chiam

Ms Karen Akehurst

Dr Peter Lavelle

Mr Robert Crow

Also present:

Clr Patricia White

Coralie Bell – Acting Manager, Recreation Community & Culture

Bronwyn Coulston – Manager, Arts & Culture

Karen Patterson – Manager, Shoalhaven Entertainment Centre

Sarah Taylor – Manager, Library Services

### Apologies / Leave of Absence

Apologies were received from Clr Kitchener and Jane Lewis, Acting Director, Finance Corporate & Community Services.

### Confirmation of the Minutes

**RESOLVED** (Robert Crow / Peter Lavelle)

That the Minutes of the Shoalhaven Arts Board held on Thursday 23 May 2019 be confirmed.

CARRIED

### Declarations of Interest

Nil

## REPORTS

**AB19.14 NSW Cultural Infrastructure Plan - Advice and Information****HPERM Ref:  
D19/253091**

Bronwyn Coulston (Manager, Arts & Culture) explained this report is intended to ensure that the Arts Board are aware of the Cultural Infrastructure Plan, as it sets out the directions for Create NSW for the next six years. This State Plan was developed following a series of consultations, one of which had been held in Wollongong with participants from the Shoalhaven. The resultant Plan makes no specific mention of this region, but there are significant opportunities for the Arts Board and Council to progress ideas.

The Plan's geographical priorities include support for regional economic and social development, a coordinated approach to local and regional cultural infrastructure planning, and a strategic, coordinated approach to cultural infrastructure investment.

It has become important to link grant applications to these plans and strategies to access State funding. 'Hard' and 'soft' (e.g. programming) projects now compete for the same funding. Cllr Wells noted the deterioration of the State's financial position, which puts funding at risk.

Coralie Bell (Acting Manager, Recreation Community & Culture) noted there appears to be no Shoalhaven regional arts/cultural strategy, although there is an agreed arts strategic plan. Alison Chiam clarified that this had been previously recommended by the Arts Board; perhaps it could be re-tabled. Coralie advised it would require considerable resources, and assistance could be sought to seek grant funding. Peter Lavelle suggested the incoming community members of the Arts Board have experience in this area and they could be invited to join a project group. This will be addressed after the next meeting.

Cllr Wells advised that a Shoalhaven-specific plan needs to be prepared as part of the NSW Plan.

**Recommendation (Item to be determined under delegated authority)**

That the Shoalhaven Arts Board

1. Receive the report for information, and
2. Continue to champion the need for Cultural Infrastructure that is fit for purpose within the Shoalhaven.

**RESOLVED** (Alison Chiam / Karen Akehurst)

That the Shoalhaven Arts Board

1. Receive the report for information.
2. Continue to champion the need for Cultural Infrastructure that is fit for purpose within the Shoalhaven.
3. Pursue grant opportunities to fund the development of a Strategic Cultural Plan for the region, which would sit under the overarching NSW Strategic Cultural Plan.

CARRIED

**AB19.15 Shoalhaven Arts Board - Terms of Reference - Update and Amend.****HPERM Ref:  
D19/267826**

Bronwyn Coulston explained that the proposed amendments are aimed expanding and enhancing the Arts Board, formalising some of the relationships with other Committees, and formalising changes that have occurred over the last 12-18 months.

- The current total Arts Board membership is 9; it is proposed to increase this to 12.

- The current number of community representatives is 5; it is proposed to increase this to 7.
- The designated Aboriginal Local Member role is to have a formalised relationship with the Aboriginal Advisory Committee (AAC). They would be nominated by the AAC rather than through an EOI process. The nominee would not be required to be an AAC member.
- There is also an amendment to formalise the relationship with the Shoalhaven Tourism Advisory Group (STAG), whose representative must be a member of STAG.

The Board discussed the role of all Councillors, and proposed that they be invited to attend meetings, and that the three member Councillors should be able to nominate alternates.

### **Recommendation**

The Shoalhaven Art Board recommend that Council adopt the following changes to the Shoalhaven Arts Board Terms of Reference 3.3 - Membership:

1. Amend the total membership of the Shoalhaven Arts Board to be twelve (12) members
2. Amend the number of community representatives to be seven (7) members
3. Formalise the relationship of the Shoalhaven Arts Board and the Aboriginal Advisory Committee by updating in relation to the Aboriginal community member position as follows:
  - a. "One (1) designated Aboriginal Local Member. A nomination for this position will be made by the Aboriginal Advisory Committee when the position comes vacant or the member term expires. The nominee need not be a member of that committee"
4. Formalise the relationship between the Shoalhaven Arts Board and the Shoalhaven Tourism Advisory Group (STAG) by allowing the representative from STAG voting rights, thus updating the wording as follows:
  - a. "One (1) representative from the Shoalhaven Tourism Advisory Group (STAG). A nomination for this position will be made by STAG when the position comes vacant or the member term expires."

### **RECOMMENDATION** (Peter Lavelle / Robert Crow)

The Shoalhaven Art Board recommend that Council adopt the following changes to the Shoalhaven Arts Board Terms of Reference 3.3 - Membership:

1. Amend the total membership of the Shoalhaven Arts Board to be twelve (12) members
2. Amend the number of community representatives to be seven (7) members
3. Formalise the relationship of the Shoalhaven Arts Board and the Aboriginal Advisory Committee by updating in relation to the Aboriginal community member position as follows:
  - a. "One (1) designated Aboriginal Local Member. A nomination for this position will be made by the Aboriginal Advisory Committee when the position comes vacant or the member term expires. The nominee need not be a member of that committee"
4. Formalise the relationship between the Shoalhaven Arts Board and the Shoalhaven Tourism Advisory Group (STAG) by allowing the representative from STAG voting rights, thus updating the wording as follows:
  - a. "One (1) representative from the Shoalhaven Tourism Advisory Group (STAG). A nomination for this position will be made by STAG when the position comes vacant or the member term expires."
5. Attendance at meeting be extended to all Councillors, with the three member Councillors able to nominate alternates.

CARRIED

**AB19.16 Shoalhaven Arts Board - Vacancies****HPERM Ref:  
D19/253447**

Bronwyn Coulson provided a verbal report on the recommendations of the selection panel for the Arts Board Community Member EOI. Under the Arts Board Terms of Reference it is recommended that community members be representative of a number of areas including Health & Well-being, Education, Arts Institutions, Artists and Corporate / Business, as well as having a range of strategic capabilities, expertise and advice from within the Arts.

As a result of the applications and interviews of six (6) prospective members, the panel had recommended that four (4) new community members be appointed to the Shoalhaven Arts Board. These are:

1. Frank Howarth
2. Dr Lynda Kelly
3. Stephen Buzacott
4. Jennifer Thompson

Bringing these four new members on will provide a diversity of industry representation and enhance the range of strategic capabilities and expertise.

**RECOMMENDATION** (Alison Chiam / Peter Lavelle)

That the Shoalhaven Arts Board, as recommended by the selection panel, appoint the following community members to a two (2) year term:

1. Frank Howarth
2. Dr Lynda Kelly
3. Stephen Buzacott
4. Jennifer Thompson

CARRIED

**AB19.17 Shoalhaven Arts Board budget allocation****HPERM Ref:  
D19/260367**

This report gives the current status of the Arts Board Budget for 2019/20. Council has not yet authorised the revotes from last financial year. Coralie Bell clarified this is to be reported at the next Arts Board meeting. It was confirmed that this budget is quarantined, in accordance with its status as a deductible gift recipient (DGR).

**RESOLVED** (Karen Akehurst / Robert Crow)

That the Shoalhaven Arts Board receive the Budget Allocation report for information.

CARRIED

**AB19.18 Shoalhaven Arts Board Grants Program****HPERM Ref:  
D19/258175**

Karen Patterson (Manager, Shoalhaven Entertainment Centre) was commended for her work on bringing together this report.

The Communications Team will be asked to amend some references to Sport Groups and the Sports Board in the Arts Board Grant Funding Campaign 2019-2020 document.

**RESOLVED** (Alison Chiam / Peter Lavelle)

That:

1. Shoalhaven Arts Board 2019/20 budgets for the Arts Awards of \$10,900, and the Shoalhaven Arts Grant (Sense of Place), be combined to provide a total pool of \$31,200.
2. Both the Sense of Place Grant and the Arts Practitioners' Professional Development Grants be advertised and promoted together, and in effect, jointly evaluated.
  - a. The Sense of Place Grants will fund applications for works of up to \$10,000.
    - i. The Sense of Place Grants will no longer be broken into two categories – Developing the Arts & Public Art.
  - b. Sense of Place Grant applicants may still apply for a grant to support public art.
  - c. Sense of Place applications should be evaluated first, and should the \$10,000 prize pool not be fully granted; remaining funds will boost the Professional Development Grants fund.
  - d. Individual Sense of Place grants remain to the value of up to \$3,000.
  - e. \$920 be excised from the grant funds to create graphic designs and a communications plan to support a four-week campaign to promote the grants.

CARRIED

**AB19.19 Shoalhaven City Art Collection - Art Acquisition**

**HPERM Ref:  
D19/261589**

Bronwyn Coulston advised that the work referred to in recommendation 2, *Dahlias and Striped Cushion*, has been sold in the interim. Clr Wells suggested the work *Cornflowers and Yellow Scarf*, or another by the artist, might be purchased instead. A report on available works is to be brought to the next meeting.

**Recommendation (Item to be determined under delegated authority)**

That Shoalhaven Arts Board:

1. Acquire the works *Suspended Light III & Suspended Light IV* by Martine Emdur through the Cultural Gifts Program as an addition to the Shoalhaven City Council Art Collection.
2. Purchase the work *Dahlias and Striped Cushion* by Kim Grivas for \$690

**RESOLVED** (Clr Wells / Alison Chiam)

That Shoalhaven Arts Board:

1. Acquire the works *Suspended Light III & Suspended Light IV* by Martine Emdur through the Cultural Gifts Program as an addition to the Shoalhaven City Council Art Collection.
2. Consider a report on the back catalogue of works by Kim Grivas for a potential alternative acquisition.

CARRIED

**AB19.20 Quarterly Update - Shoalhaven Regional Gallery - Highlights and Achievements**

**HPERM Ref:  
D19/253390**

Clr Wells noted the Gallery has hosted some tremendous exhibitions over the last three months.

Bronwyn Coulston advised that, since the report was written, the Promiscuous Provenance travelling exhibition has been installed at Moruya, with feedback received that this had the best visitation in that new space. The exhibition will be going to Canberra in January.

**RESOLVED** (Robert Crow / Alison Chiam)

That the Shoalhaven Arts Board receive the Shoalhaven Regional Gallery Quarterly Update report for information.

CARRIED

**AB19.21 Shoalhaven Libraries - Update****HPERM Ref:**  
**D19/251034**

Sarah Taylor (Manager, Library Services) advised the Libraries have been running many programs – some in conjunction with the community, which has been beneficial. All four libraries are doing well.

- The Mobile Library has been launched, albeit used in a limited capacity at present due to staffing. A new Ulladulla Library Manager and staff member have been appointed so the Mobile Library can now be used for more outreach in the southern region. By November it should be running at full capacity.
- Both library cafes are going well; the aim is to increase usage.
- A new app has been launched to offer improved access for mobile phone users – over half of site users access the website on mobiles.
- Board members expressed their appreciation of the lights on the fig tree at Nowra Library, erected by the Revitalisation Committee.
- Sarah will report on the Children's Book Festival and Book Week in the next quarterly update report.
- Cllr Wells noted he has received very good feedback on the art walking trail. It was suggested it be linked to a coffee trail, as the Shoalhaven is known for its excellent coffee outlets.

**RESOLVED** (Peter Lavelle / Karen Akehurst)

That the Shoalhaven Arts Board receive the Shoalhaven Libraries Update report for information.

CARRIED

**AB19.22 Shoalhaven Entertainment Centre - Information****HPERM Ref:**  
**D19/258646**

Karen Patterson reported the Entertainment Centre had hosted many large scale events. She described the complex logistical arrangements involved in reconfiguring the auditorium set-up for the variety of event types hosted over a sample seven-day cycle.

- The NAIDOC Awards had been "a joy to work".
- The Centre is shortly to start its Strategic Plan focus groups, to which Arts Board members and Councillors will be invited.
- The new website is going live with the next season launch.
- Community feedback has been extraordinary. Of the 17,888 responses received in a survey conducted on behalf of 39 arts centres, 900 related to the Shoalhaven Entertainment Centre, demonstrating it has a very loyal audience.
- Cllr Wells noted that more than 550 had attended the Sydney Symphony Orchestra performance of Mozart's 29th Symphony on a Saturday afternoon.
- The Shoalhaven Business Awards were also very well hosted. Alison Chiam commended the presentation and consideration of the staff in providing an efficient dinner service for so many.

Clr Wells congratulated Alison on receiving an Award.

- Overall, the Board commended the professional nature of the Entertainment Centre staff.

**RESOLVED** (Clr Wells / Karen Akehurst)

That the Shoalhaven Arts Board receive the Shoalhaven Entertainment Centre report for information.

CARRIED

**AB19.23 Gift of personal collection to Shoalhaven City Council**

**HPERM Ref:  
D19/295724**

Bronwyn Coulston described the contents of Jim Birkett's and Roy Weatherhead's diverse and personal collection, many highlights of which are noted in the report. It was also noted that some works in the collection do not meet the collecting themes currently outlined in the Collection Policy, including works from SE Asia, and that in the future it would be worth considering whether the Policy should be updated to reflect the changing demographics of the Shoalhaven allowing more multicultural art to be collected. The generosity of the gift is exemplified by its provision that Council may put aside works to sell to fund the collection's maintenance. The gift comprises an unknown number of pieces, perhaps 100-200, and is currently being catalogued.

The Shoalhaven Regional Gallery currently has restricted space for storing large works, and the Board discussed the need for additional capacity.

**Recommendation (Item to be determined under delegated authority)**

That:

1. Shoalhaven Arts Board give In Principle support to accept the offer from Jim Birkett and Roy Weatherhead to gift their personal art collection to Shoalhaven City Council,
2. Shoalhaven Arts Board give In Principle support for Council staff to enter into a Deed of Gift agreement with Jim Birkett and Roy Weatherhead,
3. Upon finalisation of the Deed of Gift an appropriate mark of appreciation be made to Jim Birkett and Roy Weatherhead.

**RECOMMENDATION** (Alison Chiam / Peter Lavelle)

That:

1. Shoalhaven Arts Board give In Principle support to accept the offer from Jim Birkett and Roy Weatherhead to gift their personal art collection to Shoalhaven City Council,
2. Shoalhaven Arts Board give In Principle support for Council staff to enter into a Deed of Gift agreement with Jim Birkett and Roy Weatherhead,
3. Upon finalisation of the Deed of Gift an appropriate mark of appreciation be made to Jim Birkett and Roy Weatherhead.
4. The CEO (Director, Finance Corporate & Community Services) prepare a report on the identification and/or provision of appropriate storage facilities to accommodate the Shoalhaven City's expanding collection.
5. The Shoalhaven Arts Board extend its gratitude to Mr Birkett and Mr Weatherhead for their generous contribution to the City of Shoalhaven.

CARRIED

## **GENERAL BUSINESS**

### **Australia Day Awards**

Alison Chiam noted that organisation of the Australia Day Awards for 2020 has commenced. Arts Board members should consider potential nominees, specifically for the categories of Outstanding Artist and Outstanding Contribution to the Arts.

### **Shoalhaven Tourism Advisory Group**

Rob Crow advised that STAG has welcomed its new members. Recent statistics show virtually no dip in visitation records, showing a sustainable rather than peak/trough pattern. Employment figures in the region have improved.

Coralie Bell noted the expanding interest in Arts and Culture becoming evident in the city.

### **NOW Contemporary**

Bronwyn Coulston reported that entries for NOW Contemporary have closed, with 199 entries from 186 artists. The selection of the 39 finalists will be released on Monday 9 September; the exhibition opens on 5 October. Sponsorship has almost covered the prize money.

There being no further business, the meeting concluded, the time being 2.24pm.

Clr John Wells  
CHAIRPERSON

## **AB19.26 Shoalhaven Arts Board - Resignation - Karen Akehurst - Vacancy**

**HPERM Ref:** D19/350692

**Group:** Finance Corporate & Community Services Group

**Section:** Human Resources, Governance & Risk

### **Purpose / Summary**

To advise the Board that Council has received a notice of resignation from Karen Akehurst as a community member on the Shoalhaven Arts Board, and to appoint a community member to the Board to fill the vacancy.

### **Recommendation**

That the Shoalhaven Arts Board

1. Accept the resignation from Karen Akehurst.
2. As recommended by the selection panel, appoint the following community member for a two (2) year term:
  - a. (insert successful applicant's name as determined at the meeting)

### **Options**

1. Adopt the recommendation of the selection panel for the appointment of a community member to the Shoalhaven Arts Board.

Implications: The Shoalhaven Arts Board will have full membership and continue to provide strategic and policy advice to Council as a section 355 committee.

2. Reject the recommendation of the selection panel and appoint another applicant to the Shoalhaven Arts Board as a community member.

Implications: The appointed community member may not be the most suitable candidate for furthering the aims of the Arts Board at this time.

3. Reject the recommendation of the selection panel and not appoint any of the applicants to the Shoalhaven Arts Board.

Implications: The vacant position will be declared a casual vacancy and will be filled in line with the Terms of Reference for the Shoalhaven Arts Board. The Arts Board may have problems achieving a quorum until this position is filled.

### **Background**

On Thursday 5 November 2019, Council received a notice of resignation from Karen Akehurst from the Shoalhaven Arts Board. Karen had been a member of the Shoalhaven Arts Board since June 2017.

Karen's resignation was received at the conclusion of an Expressions of Interest process which followed the expiry of community memberships in June 2019. As recruitment for Board

AB19.26

members had recently been completed it was advised to go out to recruitment again and fill the position that way rather than through a casual vacancy.

An Expression of Interest has been conducted, and applications closed on 1 November 2019. A verbal update will be provided on the number of applications received.

The process for making recommendation will be in accordance with the Shoalhaven Arts Board Terms of Reference whereby applications are reviewed and interviews will be conducted with a panel consisting of the Shoalhaven Arts Board Chairperson, a Council staff member, and one (1) suitably qualified independent representative.

Applicants have been asked to address specific areas of the Terms of Reference and the Arts Board Strategic Plan and will be considered based on their understanding of the purpose of the Shoalhaven Arts Board; the diverse skills and experiences they bring and how those fit into the Membership aims of the Terms of Reference (POL 16/267 3.3), and their understanding of the Shoalhaven Arts Board Strategic Plan.

Under the Membership criteria of the Shoalhaven Arts Board Terms of Reference (POL19/45) it is recommended that community members are chosen to represent the areas of:

- Health & Well-being,
- Education,
- Arts Institutions,
- Artists, and
- Corporate / Business.

The importance of bringing a range of strategic capability, experience and advice from within the arts is also noted.

### **Community Engagement**

The opportunity to nominate for membership was advertised widely across the Shoalhaven, with public notices placed in the papers, social media callouts and direct emails to a range of individuals and organisations with specific interest in the arts.

### **Policy Implications**

The recruitment and selection process will be carried out in accordance with the Shoalhaven Arts Board Terms of Reference (POL19/45)

### **Financial Implications**

There are no financial implications related to the appointment of members to the Shoalhaven Arts Board. Funding to support the arts and cultural activities is provided by Council and administered through the Arts and Culture Unit.

## **AB19.27 Notification - Council Resolution - Re-establishment of Shoalhaven Arts Board**

**HPERM Ref:** D19/337016

**Group:** Finance Corporate & Community Services Group  
**Section:** Human Resources, Governance & Risk

**Attachments:** 1. Terms of Reference - Adopted 20 September 2019 [↓](#)

### **Purpose / Summary**

To advise the Shoalhaven Arts Board of Council's resolution in relation to the re-establishment of the Board and the appointment of a Chairperson/s.

### **Recommendation**

That the Arts Board receive the report on the Council Resolution – Re-establishment of Shoalhaven Arts Board for information.

### **Options**

1. As recommended.

Implications: Councillor Wells be appointed as Chairperson for the period to 30 September 2020, and the membership structure as specified in the Council Resolution is adopted.

2. Propose a different Chairperson or membership arrangement.

Implications: Should the Board wish to endorse the recommendation as outlined in option 2, it is noted that the recommendation will require Council approval.

### **Background**

Each year in September, Council reaffirms all its committees for the next 12 months. At that meeting, Council has the option to: reaffirm its committees; make any change to membership, purpose of the committee, delegation, quorum, and the number of meetings required for those committees; or disband committees.

At the Extra Ordinary meeting on 20 September 2019 Council resolved as follows:

### **CL19.247 Shoalhaven Arts Board (2123E)**

**RESOLVED**

MIN19.679

That Council continue the operation of Shoalhaven Arts Board for the period to 30 September 2020 as outlined below:

<u>Meetings per year</u> – Four (4) per year	Quorum – Majority of the members
Commencement time – 1.00pm	Terms of Reference: <a href="#">POL16/267*</a> Amended: 27 June 2017
<b>Purpose:</b>	
a) To contribute to and develop strategy and policy both for the Shoalhaven City Council as well as in alignment with the Region.	

AB19.27

<p>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:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visual Arts</li> <li><input type="checkbox"/> Heritage and Museum Sector</li> <li><input type="checkbox"/> Literature</li> <li><input type="checkbox"/> Performing Arts</li> </ul> <p>c) Advocate and maintain specific arts related portfolios.</p> <p>d) Advocate and promote Board recommendations.</p>
<p><b>Delegations:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Act within adopted budgets aligning with Council's strategic plans and documents, and make recommendations on the arts to Council</li> <li><input type="checkbox"/> Appoint suitable representatives to fill casual vacancies on a set term basis</li> <li><input type="checkbox"/> Inform and recommend policy for arts related funding programs, and where required by Council, vote on related matters</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Establish a Shoalhaven Arts Foundation: <ul style="list-style-type: none"> <li>o to support the development and enrichment of broad arts across the Shoalhaven including visual, heritage, literature &amp; performing arts</li> <li>o 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</li> <li>o to fundraise and develop a sustainable principal investment to generate ongoing grant funds</li> </ul> </li> </ul> <p>Relevant staff will work collaboratively with the Shoalhaven Arts Board to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop and implement activities to achieve objectives in line with the Shoalhaven Arts Board recommendations, the Council's policies and corporate plan</li> </ul>
<p><b>Chairperson</b> – Appointed by the Board</p>
<p><b>2019-2020 Councillor/ Staff Membership</b>  (Ward 1) Councillor Wells  (Ward 2) Councillor Gash  (Ward 3) Councillor Kitchener</p>
<p><b>Community / Organisational Representatives</b>  Seven* (7) Community representatives, one (1) designated Aboriginal Local Member position, nominated by the Aboriginal Advisory Committee  One (1) representative of the Shoalhaven Tourism Advisory Group, nominated by the Shoalhaven Tourism Advisory Group</p>

AB19.27

\* Revised Terms of Reference was adopted at the same meeting of Council as POL19/45 (20 September 2019, MIN19.654). The revised version is attached.

This report is provided to inform the Board members of the resolution of the Council. Should the Board wish to make any changes to the above, a recommendation to Council will be required to that effect.

**Terms of Reference**

The following amendments to the Terms of Reference Shoalhaven Art Board were adopted by Council at the Extra Ordinary meeting of 20 September 2019 (MIN19.654):

*3.3 - Membership:*

1. *Amend the total membership of the Shoalhaven Arts Board to be twelve (12) members*

2. *Amend the number of community representatives to be seven (7) members*
3. *Formalise the relationship of the Shoalhaven Arts Board and the Aboriginal Advisory Committee by updating in relation to the Aboriginal community member position as follows:*
  - a. *“One (1) designated Aboriginal Local Member. A nomination for this position will be made by the Aboriginal Advisory Committee when the position comes vacant or the member term expires. The nominee need not be a member of that committee”*
4. *Formalise the relationship between the Shoalhaven Arts Board and the Shoalhaven Tourism Advisory Group (STAG) by allowing the representative from STAG voting rights, thus updating the wording as follows:*
  - a. *“One (1) representative from the Shoalhaven Tourism Advisory Group (STAG). A nomination for this position will be made by STAG when the position comes vacant or the member term expires.”*
5. *Attendance at the meeting be extended to all Councillors, with the three member Councillors able to nominate alternates.*

### **Policy Implications**

The Shoalhaven Arts Board Terms of Reference was adopted by Council on 20 September 2019 (MIN19.654). See POL19/45 attached.

No further amendments to the Terms of Reference has been made by this resolution.



**City Administrative Centre**  
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra  
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

**Southern District Office**  
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the Finance Corporate & Community Services Group

## Shoalhaven Arts Board - Terms of Reference

**Policy Number:** POL19/45 • **Adopted:** 17/03/2015 • **Amended:** 23/06/2015, 27/06/2017, 20/09/2019 • **Minute Number:** MIN15.147, MIN15.426, MIN17.565, MIN19.654 • **File:** 2123E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:** 1/12/2020

### 1. STATEMENT

Council recognises the value and place of creative expression, cultural facilities, innovative arts activities and embraces a strategic direction to facilitate progressive cultural development across the City. To guide this development each Board member will be responsible for maintaining and reporting on a specific portfolio.

### 2. 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.

### 3. TERMS OF REFERENCE

#### 3.1. RELATIONSHIP TO COUNCIL

The Shoalhaven Arts Board is a Section 355/377 Committee of Council (Local Government Act 1993). It is a strategic advisory committee to advocate for and inform Council's decision making process.

#### 3.2. DELEGATED AUTHORITIES

- 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

*Shoalhaven Arts Board – Terms of Reference*

- 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

### **3.3. MEMBERSHIP**

- The membership of the Shoalhaven Arts Board to be twelve (12) members in total and to include:
  - Seven (7) community member representatives from Health & Well-being, Education, Arts Institutions, Artists and Corporate/Business with a range of strategic capabilities, expertise and advice from within the arts;
  - A maximum of three (3) skills based Councillors (one from each of the three (3) wards);
  - One (1) designated Aboriginal Local Member. A nomination for this position will be made by the Aboriginal Advisory Committee when the position comes vacant or the member term expires. The nominee need not be a member of that committee;
  - One (1) representative from the Shoalhaven Tourism Advisory Group (STAG). A nomination for this position will be made by STAG when the position comes vacant or the member term expires.
- Community member representatives of the Board are appointed through an Expression of Interest process with the exclusion of casual vacancies should they arise.

### **3.4. ELECTION/APPOINTMENT**

#### Industry Representatives

- Appointment to the Board can be for a maximum four (4) years with a set commencement and finish date
- Vacancies will be advertised locally via media, Council communication channels and industry networks
- Applications will be actively sought from appropriately skilled industry representatives,
- Council will manage the application process,
- An interview panel will consist of a Council staff member, the Chairperson of the Board and one (1) suitably qualified independent representative to assess the applications and make recommendations for appointments to the Board and Council.

*Shoalhaven Arts Board – Terms of Reference*

Councillors

Council will advise Shoalhaven Arts Board of its appointed representatives. Council at its discretion can replace representatives at a time of its choosing.

**3.5. CASUAL VACANCIES**

Should there be a casual vacancy; the Shoalhaven Arts Board will seek applications by appropriate means to fill these vacancies to align with finish dates.

**3.6. TERM OF APPOINTMENT**

- Appointments will be for a term of two (2) years
- If representative is terminated or resigns an early substitute will be appointed only until the fixed finish date as a casual vacancy

**3.7. SUB COMMITTEES/WORKING GROUPS/PORTFOLIOS**

The Board will have the right to establish sub groups as deemed appropriate to assist in fulfilling their role and purpose.

**3.8. BOARD MEETING PRACTICE AND PROCEDURES**

- The administrative provisions of Council's adopted Code of Meeting Practice shall apply subject to any amendments by the Terms of Reference.
- Formal Board Meetings will be held quarterly in a form and format as determined by Shoalhaven Arts Board
- To hold Arts/museum/culture industry forums for feedback and ideas that might inform the Annual strategic plan will be held
- Agenda and minutes from previous meetings will be circulated to members at least seven (7) days prior to the meeting
- Members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest
- Informal Board meetings, special meetings will be held as and when required or set by the Board
- Planning and costs associated with conducting meetings will be borne by Council and funded from a line item in the Arts & Culture budget.
- The Chairperson will be appointed by the Board, the position will be limited to a two (2) year term and is open to all members of the Board.
- The Quorum will consist of at least half plus one (1) of the members.
- Voting and Recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes
- Where a consensus cannot be reached at two (2) consecutive meetings, then the majority of 60% of those present can adopt a recommendation
- Alternative views are to be minuted
- The Board shall ensure that an agreed written record of each of their meetings is forwarded to Council.

**3.9. CODE OF CONDUCT**

- All members of the Board are to abide by Council's Code of Conduct.

*Shoalhaven Arts Board – Terms of Reference*

- Board members should act in a professional and responsible manner with the information they obtain as a member, as the Board requires openness and honesty to function well.
- Board members should feel free to express their opinions and views without fear of recrimination
- It is essential for Board members to accept collective responsibility, remain loyal to decisions of the Board, even where they may not have agreed with the final decision.

**3.10. CONFIDENTIALITY AND PRIVACY**

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

**3.11. COMMUNICATION**

- All issues must be clearly communicated including priorities, limitation and benefits to the community
- Members of the Board are not permitted to speak to the media as Committee of Council representatives of the Board unless approved by the Chairperson
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Board and not of Shoalhaven City Council
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes
- The Chair of the Board is the point of contact for communication between Board members and Council staff.

**3.12. PARENT ADVISORY GROUP**

Ordinary Council

**3.13. STAFF ATTENDANCE**

Executive staff are normally required to attend the meetings of the Board. Other staff at the Directors' discretion or at the Board's request can attend meetings as required. Staff have no voting privileges.

**3.14. EXPECTATIONS OF BOARD MEMBERS**

- Board members will undertake the prescribed Induction process
- Pecuniary Interest Returns are required on appointment and annually as required by the Office of Local Government and Council

**3.15. RESPONSIBILITY OF COUNCIL**

Council will provide secretarial support to arrange meetings and take minutes and provide professional officer support where required.

Council at its discretion may review and change the Terms of Reference, Role and Structure of the Board.

*Shoalhaven Arts Board – Terms of Reference*

**4. IMPLEMENTATION**

The Finance Corporate and Community Services Group of Council is allocated responsibility for the administration of the policy.

**5. REVIEW**

To be reviewed within one (1) year of the election of a new Council, or earlier at the discretion of Council.

## **AB19.28 Subcommittee Membership, Working Groups, Portfolios and Panel of Peers**

**HPERM Ref:** D19/362750

**Section:** Recreation Community & Culture

**Approver:** Kevin Voegt, Chief Information Officer

**Attachments:**

1. Shoalhaven Arts Board - Terms of Reference [↓](#)
2. Shoalhaven Arts Board Strategic Plan [↓](#)
3. Art - Shoalhaven City Council Art Collection - Acquisition & Management [↓](#)

### **Reason for Report**

To establish working groups and portfolios and appoint members of the Shoalhaven Arts Board to these as per the Shoalhaven Arts Board Terms of Reference.

### **Recommendation (Item to be determined under delegated authority)**

That the following subcommittees, working groups and portfolios be established with the membership as detailed [names to be filled in at meeting]:

1. Art Acquisition and Collection Subcommittee
  - a. Chair of the SAB
  - b. Unit Manager Arts and Culture or nominated representative
  - c. Shoalhaven Arts Board member [name to be filled in at meeting]
  - d. Shoalhaven Arts Board member [name to be filled in at meeting]
  - e. Invited Arts Professional
2. Arts Board Grants Working Group
  - a. Shoalhaven Arts Board member [name to be filled in at meeting]
  - b. Shoalhaven Arts Board member [name to be filled in at meeting]
  - c. Appropriate Council officer from the Cultural sector
3. Shoalhaven Arts Foundation working group
  - a. Unit Manager Arts and Culture or nominated representative
  - b. Shoalhaven Arts Board member [name to be filled in at meeting]
  - c. Shoalhaven Arts Board member [name to be filled in at meeting]
  - d. Invited Community Member
  - e. Invited Shoalhaven City Councillor
4. Shoalhaven Cultural Strategy working group
  - a. Shoalhaven Arts Board member [name to be filled in at meeting]
  - b. Shoalhaven Arts Board member [name to be filled in at meeting]
  - c. Appropriate Council officers from the Cultural sector
  - d. Invited Community Member
  - e. Invited Shoalhaven City Councillor

## Options

1. Adopt the Recommendation

Implications: The Shoalhaven Arts Board will operate as per the Terms of Reference, providing strategic and policy advice to Council and achieving the aims of their strategic plan.

2. Amend the Recommendation

Implications: unknown at this time

3. Reject the Recommendation

Implications: The Shoalhaven Arts Board will not be able to operate within the Terms of Reference and will be limited in their ability to provide direction and advice to Shoalhaven City Council.

## Background

In accordance with clause 3.7 of the Terms of Reference, the Shoalhaven Arts Board has the authority to establish sub committees and working groups as deemed appropriate to assist in fulfilling their role and purpose. The Terms of Reference also recommend members of the Board maintain and report on a specific portfolio (clause 1). To assist in the Board meeting the aims of its strategic plan and providing members with clarity of purpose, it is recommended that the following Sub Committees and Working Groups be established.

1. Art Acquisition and Collection Subcommittee

It is proposed that this subcommittee is responsible for making recommendation on acquisitions and deaccessions as per the Shoalhaven City Art Collection – Acquisition and Collection Management Policy (POL18/23). Members should have a good knowledge of contemporary art and artists and understand the collecting themes and strengths of the current Shoalhaven City Art Collection.

Further, the subcommittee will develop a 10-20-year plan for the growth and development of the collection to be endorsed by the Shoalhaven Arts Board and Shoalhaven City Council. The strategic plan will be closely aligned to the Shoalhaven City Art Collection – Acquisition and Collection Management Policy (POL18/23) and will identify artists and works that support and enhance the collecting areas and themes identified in the Collection Policy. The development and adoption of this strategy will provide the subcommittee with greater flexibility in the future to respond to limited time opportunities (such as auctions) and support the integration of collection aspirations into a fundraising strategy.

2. Arts Board Grants Working Group

It is proposed this working group be responsible for making recommendations to the Board on the structure of the grants program, and then, on the grants to be awarded following the applications being received. The budget allocated to the Grants Program and the administration of the program is managed operationally and is not within the remit of the Working Group.

3. Shoalhaven Arts Foundation Working Group

It is proposed that this working group will continue the work done to date on the establishment of a Shoalhaven Arts Foundation. It will be responsible for developing necessary documentation and communications with local and federal members, Councillors and the CEO to progress the Foundation and find ways to fund the establishment of it.

4. Shoalhaven Cultural Strategy Working Group

It is proposed that this working group will progress the development of a Shoalhaven Cultural Strategy that links to the NSW Cultural Strategy, in line with a range of strategic and development plans across the region and supports the growth of a cultural economy in the region. The working party will not necessarily be responsible for the creation of the strategy, but will initially establish the scope and desired outcomes from such a strategy and then report back to the Board on the best way to achieve the strategic outcomes – either by undertaking the work themselves or by contracting out the required service and the required funding for such an exercise.

**Community Engagement**

The Shoalhaven Arts Board can call on a panel of peers to support their work and provide specific industry knowledge and experience. In forming subcommittees and working groups, it is recommended that the Arts Board utilise community members to increase the knowledge and skill sets of specific groups and consequently provide a greater opportunity for community representation and engagement.

**Policy Implications**

The establishment and purpose of Subcommittees and working groups by the Shoalhaven Arts Board are managed within the Terms of Reference.



**City Administrative Centre**  
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra  
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

**Southern District Office**  
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the Finance Corporate & Community Services Group

---

## Shoalhaven Arts Board - Terms of Reference

**Policy Number:** POL19/45 • **Adopted:** 17/03/2015 • **Amended:** 23/06/2015, 27/06/2017, 20/09/2019 • **Minute Number:** MIN15.147, MIN15.426, MIN17.565, MIN19.654 • **File:** 2123E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:** 1/12/2020

### 1. STATEMENT

Council recognises the value and place of creative expression, cultural facilities, innovative arts activities and embraces a strategic direction to facilitate progressive cultural development across the City. To guide this development each Board member will be responsible for maintaining and reporting on a specific portfolio.

### 2. 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.

### 3. TERMS OF REFERENCE

#### 3.1. RELATIONSHIP TO COUNCIL

The Shoalhaven Arts Board is a Section 355/377 Committee of Council (Local Government Act 1993). It is a strategic advisory committee to advocate for and inform Council's decision making process.

#### 3.2. DELEGATED AUTHORITIES

- 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

*Shoalhaven Arts Board – Terms of Reference*

- 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

### **3.3. MEMBERSHIP**

- The membership of the Shoalhaven Arts Board to be twelve (12) members in total and to include:
  - Seven (7) community member representatives from Health & Well-being, Education, Arts Institutions, Artists and Corporate/Business with a range of strategic capabilities, expertise and advice from within the arts;
  - A maximum of three (3) skills based Councillors (one from each of the three (3) wards);
  - One (1) designated Aboriginal Local Member. A nomination for this position will be made by the Aboriginal Advisory Committee when the position comes vacant or the member term expires. The nominee need not be a member of that committee;
  - One (1) representative from the Shoalhaven Tourism Advisory Group (STAG). A nomination for this position will be made by STAG when the position comes vacant or the member term expires.
- Community member representatives of the Board are appointed through an Expression of Interest process with the exclusion of casual vacancies should they arise.

### **3.4. ELECTION/APPOINTMENT**

#### Industry Representatives

- Appointment to the Board can be for a maximum four (4) years with a set commencement and finish date
- Vacancies will be advertised locally via media, Council communication channels and industry networks
- Applications will be actively sought from appropriately skilled industry representatives,
- Council will manage the application process,
- An interview panel will consist of a Council staff member, the Chairperson of the Board and one (1) suitably qualified independent representative to assess the applications and make recommendations for appointments to the Board and Council.

*Shoalhaven Arts Board – Terms of Reference*

Councillors

Council will advise Shoalhaven Arts Board of its appointed representatives. Council at its discretion can replace representatives at a time of its choosing.

**3.5. CASUAL VACANCIES**

Should there be a casual vacancy; the Shoalhaven Arts Board will seek applications by appropriate means to fill these vacancies to align with finish dates.

**3.6. TERM OF APPOINTMENT**

- Appointments will be for a term of two (2) years
- If representative is terminated or resigns an early substitute will be appointed only until the fixed finish date as a casual vacancy

**3.7. SUB COMMITTEES/WORKING GROUPS/PORTFOLIOS**

The Board will have the right to establish sub groups as deemed appropriate to assist in fulfilling their role and purpose.

**3.8. BOARD MEETING PRACTICE AND PROCEDURES**

- The administrative provisions of Council's adopted Code of Meeting Practice shall apply subject to any amendments by the Terms of Reference.
- Formal Board Meetings will be held quarterly in a form and format as determined by Shoalhaven Arts Board
- To hold Arts/museum/culture industry forums for feedback and ideas that might inform the Annual strategic plan will be held
- Agenda and minutes from previous meetings will be circulated to members at least seven (7) days prior to the meeting
- Members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest
- Informal Board meetings, special meetings will be held as and when required or set by the Board
- Planning and costs associated with conducting meetings will be borne by Council and funded from a line item in the Arts & Culture budget.
- The Chairperson will be appointed by the Board, the position will be limited to a two (2) year term and is open to all members of the Board.
- The Quorum will consist of at least half plus one (1) of the members.
- Voting and Recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes
- Where a consensus cannot be reached at two (2) consecutive meetings, then the majority of 60% of those present can adopt a recommendation
- Alternative views are to be minuted
- The Board shall ensure that an agreed written record of each of their meetings is forwarded to Council.

**3.9. CODE OF CONDUCT**

- All members of the Board are to abide by Council's Code of Conduct.

*Shoalhaven Arts Board – Terms of Reference*

- Board members should act in a professional and responsible manner with the information they obtain as a member, as the Board requires openness and honesty to function well.
- Board members should feel free to express their opinions and views without fear of recrimination
- It is essential for Board members to accept collective responsibility, remain loyal to decisions of the Board, even where they may not have agreed with the final decision.

**3.10. CONFIDENTIALITY AND PRIVACY**

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

**3.11. COMMUNICATION**

- All issues must be clearly communicated including priorities, limitation and benefits to the community
- Members of the Board are not permitted to speak to the media as Committee of Council representatives of the Board unless approved by the Chairperson
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Board and not of Shoalhaven City Council
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes
- The Chair of the Board is the point of contact for communication between Board members and Council staff.

**3.12. PARENT ADVISORY GROUP**

Ordinary Council

**3.13. STAFF ATTENDANCE**

Executive staff are normally required to attend the meetings of the Board. Other staff at the Directors' discretion or at the Board's request can attend meetings as required. Staff have no voting privileges.

**3.14. EXPECTATIONS OF BOARD MEMBERS**

- Board members will undertake the prescribed Induction process
- Pecuniary Interest Returns are required on appointment and annually as required by the Office of Local Government and Council

**3.15. RESPONSIBILITY OF COUNCIL**

Council will provide secretarial support to arrange meetings and take minutes and provide professional officer support where required.

Council at its discretion may review and change the Terms of Reference, Role and Structure of the Board.

*Shoalhaven Arts Board – Terms of Reference*

**4. IMPLEMENTATION**

The Finance Corporate and Community Services Group of Council is allocated responsibility for the administration of the policy.

**5. REVIEW**

To be reviewed within one (1) year of the election of a new Council, or earlier at the discretion of Council.





**“Creativity and participation in the arts contributes to innovative and sustainable outcomes that benefit everyone in the community, not just those who participate.”**



## MESSAGE FROM THE CHAIR OF THE SHOALHAVEN ARTS BOARD

**The Shoalhaven has a rich history of inspiration and artistic endeavour – from our traditional custodians of the land, the people of the Yuin Nation; to the legacy of the European settlement and development; to artists and craftspeople who have been inspired and captivated by the unique beauty of this region.**

Creativity and cultural expression have always been inherent in our lives. Importantly, the Shoalhaven is a place where arts and culture is recognised as an essential element of our community's vitality and wellbeing. Creativity and participation in the arts contributes to innovative and sustainable outcomes that benefit everyone in the community, not just those who participate.

Shoalhaven City Council has worked with the community to build a strong foundation for Arts & Cultural activity within the region. This relationship, professionally managed by Council staff and guided by the expertise of the Shoalhaven Arts Board, has enabled

Council to actively respond to community needs and successfully develop a series of outstanding initiatives and facilities.

Today the Shoalhaven is generously catered for via its arts places including the Shoalhaven Regional Gallery, Shoalhaven Entertainment Centre, the Milton Theatre, the Ulladulla Civic Centre, four Libraries across the City and a mobile library service which visits towns and villages. In addition there is a range of significant volunteer managed museums, privately run galleries and cultural facilities.

This current 2017-2021 plan will build upon preceding achievements. The framework was developed by Shoalhaven Arts Board members in 2016/17.

I trust that we will continue to realise a growing, rich and mature culture through our strategies and programs that build opportunity and enrichment for arts and culture to flourish throughout the Shoalhaven.

Clr John Wells  
Chair Shoalhaven Arts Board 2017



**Vision:** Make the Shoalhaven a recognised outstanding arts destination that connects people, fosters sustainable communities and celebrates indigenous and contemporary history

Shoalhaven Arts board 2017

## **CITY VISION & ARTS CONTEXT**

**Council’s Vision – “ We will work together in the Shoalhaven to foster a safe and attractive community for people to live, work, stay and play; where sustainable growth, development and environmental protection are managed to provide a unique and relaxed lifestyle. ”**

The Shoalhaven City Council is underpinned by a strong set of objectives and strategies, determined by extensive community consultation undertaken in 2017 to formulate the City’s ‘Community Strategic Plan 2017 – 2027’.

The Shoalhaven Arts Board Arts & Cultural Strategic Plan fits within the context of state and national peak bodies who provide valuable research and measures which guide the activities in the region.

At a State Government level the Arts NSW ‘Create in NSW’ Vision is:

*“NSW will be known for its bold and exciting arts and culture that engage our community and reflect our rich diversity”.*

At the Australian Government Federal level the Australia Council for the Arts purpose is: *“To champion and invest in Australian arts. We do this by supporting excellence across all art forms and leveraging our investment in the arts to support and build a vibrant arts ecology”.*

**Vision:** Make the Shoalhaven a recognised outstanding arts destination that connects people, fosters sustainable communities and celebrates indigenous and contemporary history



**Mission:** Shoalhaven Arts Board actively connects and engages with artists, audiences, businesses and visitors to develop social, cultural, economic and capital excellence



**Values:** Shoalhaven Arts Board values the role of the Arts in stimulating, inspiring and supporting innovative artistic expression that benefits the community



## VISION FOR ART & CULTURE AND THE ROLE OF THE ARTS BOARD

**Council established ‘The Shoalhaven Arts Board’ in 1998.**

**Council recognises the value and place of creative expression, cultural facilities and innovative arts activities, and embraces a strategic direction to facilitate progressive cultural development across the City.**

To guide this development each member of the Shoalhaven Arts Board will be responsible for maintaining and reporting on a specific portfolio.

The Shoalhaven Arts Board membership is made up of representatives from the local Shoalhaven community, including a Local Aboriginal member, and Councillors. Members of the Board come from a range of backgrounds and bring a rich spectrum of skills and capabilities, expertise and advice. The Board aims to include representatives from health and wellbeing, arts institutions, education, arts practitioners, the corporate/business sector and elected Councillors.

The Shoalhaven Arts Board Terms of Reference identify the purpose of the Board as:

- 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

## REVIEW, EVALUATION & REPORTING

The chair and members of the Shoalhaven Arts Board will undertake an annual review and prepare a report to Council on the Goals, Strategies and Success Indicators. This will be presented at the end of each financial year.

Shoalhaven Arts Board (SAB) Strategic Plan 2017 - 2021

# smART IDEALS

**Vision:** Make the Shoalhaven a recognised outstanding arts destination that connects people, fosters sustainable communities and celebrates indigenous and contemporary history

**Mission:** Shoalhaven Arts Board actively connects and engages with artists, audiences, businesses and visitors to develop social, cultural, economic and capital excellence

**Values:** Shoalhaven Arts Board values the role of the Arts in stimulating, inspiring and supporting innovative artistic expression that benefits the community



## PEOPLE

- A city that builds inclusive, safe & connected communities
- Activated communities through arts, culture & events
- Active, healthy liveable communities



## PLACE

- Continually improving our road & transport infrastructure
- Manage & plan sustainable development
- Showcase and protect the natural environment



## ECONOMY

- Attracting, retaining and growing business & partnerships
- Maintaining an innovative robust economy & vibrant towns & villages

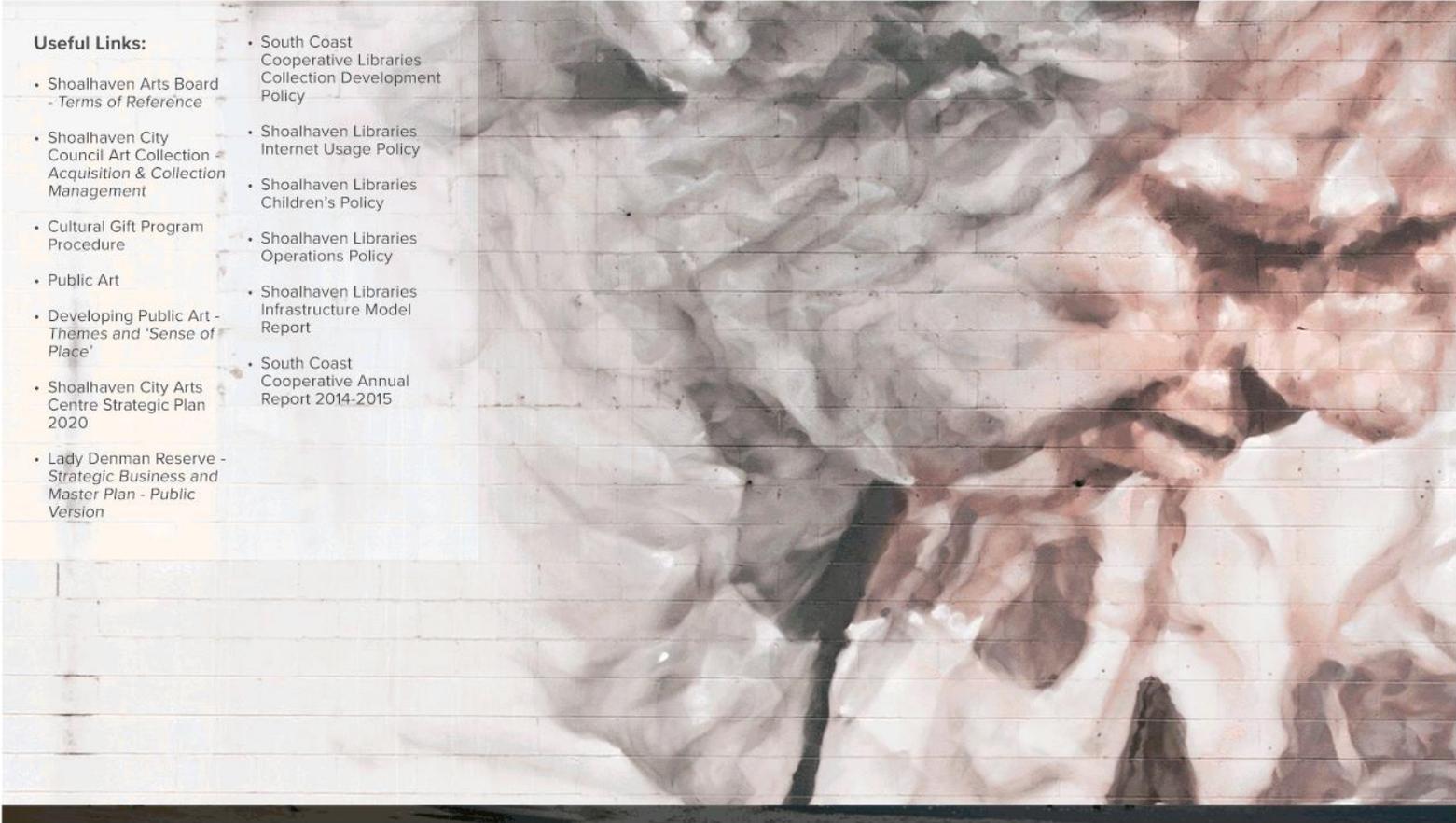


## STEWARDSHIP

- Reliable services that meet daily community needs
- Strong leadership & advocacy through effective government

Key Priorities

GOALS	<p><b>1. RECOGNITION &amp; ADVOCACY</b></p> <p>The Shoalhaven is a place where participation in arts and culture contributes to innovative and sustainable outcomes that benefit the community</p> <p>This goal seeks to ensure that – together with economic, social and environmental factors - arts and culture is recognised as vital to a healthy, connected and sustainable community</p>	<p><b>2. IDENTITY &amp; DESTINATION</b></p> <p>This goal seeks to promote and further develop cultural tourism in the Shoalhaven.</p> <p>The Shoalhaven Arts Board (SAB) will advocate the Shoalhaven as a cultural destination and partner with Shoalhaven Tourism Advisory Group (STAG) to assist in product development</p>	<p><b>3. ENJOYMENT &amp; LEARNING</b></p> <p>Support opportunities for artistic collaboration in the community</p>	<p><b>4. ENRICH &amp; EXPAND THE ARTS</b></p> <p>Support stronger ties between the Shoalhaven Regional Gallery (SRG), Libraries and Shoalhaven Entertainment Centre (SEC)</p> <p>Advocate for the development of an Arts &amp; Culture precinct in Nowra</p>	<p><b>5. ESTABLISHMENT OF AN ARTS FOUNDATION</b></p> <p>Investigate the feasibility of an Arts Foundation</p> <p>The Foundation would:</p> <ul style="list-style-type: none"> <li>• Support the development &amp; enrichment of broad arts</li> <li>• Fundraise and develop a sustainable principal investment to generate ongoing funds</li> </ul>
STRATEGIES	<ol style="list-style-type: none"> <li>1. Lobby Council to ensure arts and culture is acknowledged as a vital factor in building sustainable communities</li> <li>2. Provide advice to Council and stakeholders on how to integrate arts and culture in all elements of planning and policy making</li> <li>3. Advise stakeholders on the development of measurable outcomes for arts projects</li> <li>4. Advocate on behalf of the Arts and Cultural institutions of the Shoalhaven to promote the arts</li> </ol>	<ol style="list-style-type: none"> <li>1. Support the development of public art projects, including the 'Outdoor Gallery' throughout the Shoalhaven</li> <li>2. Support Arts organisations through grants and donations programs</li> <li>3. Support the development of a curated season of arts and entertainment presented at the Shoalhaven Entertainment Centre</li> <li>4. Support the development of a curated exhibitions calendar at the Shoalhaven Regional Gallery</li> <li>5. Support the expansion of NOW Contemporary Art Exhibition to become a biennial regional prize</li> </ol>	<ol style="list-style-type: none"> <li>1. Encourage audience development across the arts and culture sector</li> <li>2. Promote public programs</li> <li>3. Support the volunteer network across the sector</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide advice on City Art Collection purchases, as per the Collection Policy</li> <li>2. Champion and communicate the Boards support for the development of a powerful presence in the arts in the Shoalhaven, connecting artists, audience and community</li> <li>3. Be active in the promotion of Shoalhaven Arts grants</li> <li>4. Act as ambassadors for arts and culture to inform the community and visitors regarding arts and cultural activities, attractions and projects</li> <li>5. Provide advice and support for Arts based festivals and events</li> </ol>	<ol style="list-style-type: none"> <li>1. Review the progress of the business case in support of the creation of a Foundation</li> </ol>
INDICATORS	<ol style="list-style-type: none"> <li>1. Recognise and advocate for Council's support and investment in arts and culture</li> <li>2. Successful recommendations by SAB to Council on behalf of the Community</li> <li>3. Regular attendance at arts and culture events</li> <li>4. Positive feedback from artists, audience and community</li> <li>5. Provide moral and written support of grant applications</li> </ol>	<ol style="list-style-type: none"> <li>1. The awarding of SAB Grants annually for projects that support the development of a sense of place</li> </ol>	<ol style="list-style-type: none"> <li>1. Promotion and attendance at annual events in recognition of the contribution of volunteers</li> <li>2. Increase in number of Arts Board website page views</li> </ol>	<ol style="list-style-type: none"> <li>1. Lobby for improved funding and support to expand the Grants &amp; Awards Program</li> <li>2. Support the development of the City Art Collection through acquisitions</li> <li>3. Evaluate acquittals and outcomes from Arts Grants and review arts grants guidelines</li> <li>4. Evidence of quality arts, festivals &amp; events in the Shoalhaven</li> <li>5. Effective governance, delivery and management of successful and sustainable arts festivals and events</li> </ol>	<ol style="list-style-type: none"> <li>1. Continued investigation into the establishment of a financially sustainable foundation</li> </ol>



**Useful Links:**

- Shoalhaven Arts Board - Terms of Reference
- Shoalhaven City Council Art Collection Acquisition & Collection Management
- Cultural Gift Program Procedure
- Public Art
- Developing Public Art - Themes and 'Sense of Place'
- Shoalhaven City Arts Centre Strategic Plan 2020
- Lady Denman Reserve - Strategic Business and Master Plan - Public Version
- South Coast Cooperative Libraries Collection Development Policy
- Shoalhaven Libraries Internet Usage Policy
- Shoalhaven Libraries Children's Policy
- Shoalhaven Libraries Operations Policy
- Shoalhaven Libraries Infrastructure Model Report
- South Coast Cooperative Annual Report 2014-2015



[shoalhaven.nsw.gov.au/My-Community/Arts/Shoalhaven-Arts-Board](http://shoalhaven.nsw.gov.au/My-Community/Arts/Shoalhaven-Arts-Board)

Disclaimer: Information is up to date at time of production, but does not guarantee the accuracy, reliability or currency of the information.



## 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, 15/05/2018*

*Minute Number: MIN09.612, MIN13.522, MIN14.121, MIN17.586, MIN18.351*

*File: 18106E*

*Produced By: Finance Corporate & Community Services Group*

*Review Date: 1/12/2020*

AB19.28 - Attachment 3

---

**For more information contact the Finance Corporate & Community Services Group**

Administrative Centre, Bridge Road, Nowra • **Telephone (02) 4429 3111** • Fax (02) 4422 1816 • PO Box 42 Nowra 2541  
Southern District Office – Deering Street, Ulladulla • **Telephone (02) 4429 8999** • Fax (02) 4429 8939 • PO Box 737  
Ulladulla

[council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au) • [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

---

## **CONTENTS**

<b>1. Purpose</b> .....	<b>1</b>
<b>2. Statement</b> .....	<b>1</b>
2.1. Scope .....	1
2.2. Background .....	1
<b>3. Provisions</b> .....	<b>2</b>
3.1. General .....	2
3.2. Gifts and Donations .....	3
3.3. Loan Items .....	3
3.4. Conflict of Interest .....	3
<b>4. Procedures</b> .....	<b>4</b>
4.1. Selection Procedure .....	4
4.2. Accession .....	5
4.3. Deaccessioning .....	5
<b>5. Implementation</b> .....	<b>6</b>
<b>6. Review</b> .....	<b>6</b>
<b>7. Application of ESD Principles</b> .....	<b>6</b>

*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
  - Manager – Arts and Culture, Shoalhaven City Council
  - Two Shoalhaven Arts Board representatives (one with visual arts background) 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.

## **AB19.29 Shoalhaven City Art Collection - Art Acquisition**

**HPERM Ref:** D19/361672

**Group:** Finance Corporate & Community Services Group

**Section:** Recreation Community & Culture

### **Purpose / Summary**

To advise the Shoalhaven Arts Board members of the recommendations of the Shoalhaven Arts Board Art Acquisition Sub-Committee regarding additions to the Shoalhaven City Council Art Collections through donations, cultural gifts and purchases in accordance with Policy (POL18/23) Shoalhaven City Council Art Collection – Acquisition and Management.

### **Recommendation (Item to be determined under delegated authority)**

That Shoalhaven Arts Board:

1. Acquire the work *The Pidgeon House over Conjola Forest* by Clem Millward through the Cultural Gifts Program as an addition to the Shoalhaven City Council Art Collection.
2. Accept the offer of donation for the work *Pink Vanitas* by Wayde Owen.

### **Options**

1. Accept the recommendation.

Implications: The Shoalhaven City Art Collection will continue to grow in line with the Policy and develop the key collecting areas; increasing the value of the collection both for the community access to a range of visual arts and as a regional gallery collection of significance, while ensuring that the allocated budget for conservation and preservation of works is not placed under undue stress.

2. Amend the recommendation.

Implications: The Shoalhaven City Art Collection will continue to grow in line with the Policy and develop the key collecting areas. The arts reserve budget may be reduced, impacting our ability to acquire works of significance in the short term and reducing our ability to further grow and enhance the collection.

3. Adopt an alternate resolution.

Implications: The Shoalhaven City Art Collection may not grow and develop in line with the policy, and conservation requirements of the collection may impact the future acquisition budget.

### **Background**

Shoalhaven City Council has been approached by Clem Millward to acquire his work *The Pidgeon House over Conjola Forest*. An oil on canvas work measuring 71x84cm.

Millward is based in Thirroul and has a highly successful and well recognised art practice. His work is held in numerous public collections including the Art Gallery of NSW, the Australian National Gallery, National Maritime Museum and many regional galleries. He was awarded the Wynne Prize in 1973 and his works has been hung in both the Archibald and

the Sulman Prize exhibitions. He also held a solo exhibition at Shoalhaven Regional Gallery in 2006.

The proposed acquisition fits into the collecting theme of Australian Contemporary, and fits the collection policy section 3.1.6 under the following categories

- Significance of the artist
- Local significance
- Value for money
- Advantageous opportunities.



AB19.29

Wayde Owen, a finalist in the NOW Contemporary Art Prize, has offered to donate his work Pink Vanitas to the Shoalhaven City Art Collection.

The work is 140cm(h) x 120cm (w), is made of Oil, Synthetic Polymer and bitumen on canvas. It is listed with a sale price of \$8,500.

Wayde lives in Byron Bay, and is represented by Libby Edwards Gallery and Gallery One. He was the Brett Whitely Travelling Artist Scholarship winner in 2005 and was a finalist in the Paddington Art Prize in 2017. His work is held in collections including Hawkesbury Regional Gallery, Gold Coast City Art Gallery, University of Queensland Art Museum and the Southbank Institute of Technology.

The proposed acquisition fits into the collecting theme of Australian Contemporary, and fits the collection policy section 3.1.6 under the following categories

- Value for money
- Advantageous opportunities.



AB19.29

### Community Engagement

Shoalhaven Regional Gallery provides a broad range of local and nationally significant exhibitions to showcase a cross section of artworks and media. It is important that the City Art Collection supports this and reflects the range of artists and artwork produced within the Shoalhaven. This provides an aspirational element to inspire artists and community members who visit the gallery.

### Policy Implications

All offers to acquire works have been assessed against the Shoalhaven City Art Collection – Acquisition and Management Policy (POL18/23) and the subclause 3.1.6.

### **Financial Implications**

Works acquired through the Cultural Gift Program are received as donations, with the only cost the valuation of the work. As per standard procedure for cultural gift donations, the Gallery will pay for one of the valuations required, and the artist will pay for the other. This cost is covered within the operational budget for the gallery.

AB19.29

## AB19.30 Quarterly Update - Shoalhaven Regional Gallery - Highlights and Achievements

HPERM Ref: D19/361385

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

### Purpose / Summary

To inform the Shoalhaven Arts Board of activities and events that have occurred at the Shoalhaven Regional Gallery over the past quarter.

### Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Arts Board receive the Shoalhaven Regional Gallery Quarterly Update report for information.

### Options

1. Receive the report for information

Implications: The Shoalhaven Arts Board will be informed about the events and activities that have taken place at Shoalhaven Regional Gallery since the last Arts Board meeting.

2. Request more information.

Implications: Unknown

### Background

Shoalhaven Regional Gallery have had a highly successful quarter from August to October 2019.

### Exhibitions

The exhibitions have been popular with the public with 8,485 people visiting the Gallery between 1 August and 20 October. The exhibitions during this period include:

1. Shoalhaven Art Society Annual Open Art Exhibition
2. Creative Moments
3. Iylana – Paula Do Prado
4. NOW Contemporary Art Prize
5. Ephemeral – Greer Taylor
6. Two Rivers – Michelle Hiscock
7. Blind Radius II – Sally McKay

Visitor feedback continues to be strong with comments collected through Culture Counts including

“Great Space, exhibitions always interesting.”

“Love the kids’ activities outside”



**Public Programs**

Public Programs continue to be popular with both artists led workshops, artist talks, school holiday workshops and Artways on Wednesday occurring during this period. All events were well attended, with all but 7 tickets sold to the school holidays program and a sold-out event for Paula do Prado’s workshop.

We also hosted Bomaderry High School to trial our new education program, developed following a grant application from Museums and Galleries NSW. The feedback from students and teachers was positive and we will be launching the program in early December for schools to book in 2020.



AB19.30





AB19.30

### Touring Exhibitions

*Promiscuous Provenance* the touring exhibition was installed at Moruya, in the Basil Sellars Exhibition Centre, and will be travelling to Canberra early in 2020.



### Community Activity

Our Public Programs Officer attended the Birdhaven Festival on Sunday 20 October and Riverfest on 26 October. At each event she conducted 'drop in' art engagement activities relevant to the festival and the exhibitions and activities at Shoalhaven Regional Gallery.



### Coming up

Over the summer period we will be showing *Altered States*, an exhibition curated by Bridget Macleod, that combines the photographs of Tamara Dean and Nicole Welch. This will be a stunning exhibition and will hopefully receive attention from arts media outlets. Alongside the exhibition we will be having a range of public programs including a Gallery Dinner, an afternoon / evening Summer Sessions and school holiday workshops.

AB19.30

NOVEMBER 30 –  
FEBRUARY 8

*ALTERED STATES*  
TAMARA DEAN & NICOLE WELCH

Nicole Welch, *Apparitions #1: Projection - Mount Arapiles and the Mine Road 1988*, Nicholas Orendler, 2013, pigment inks on premium photo paper, face mounted, 85 x 200cm. Courtesy Nicole Welch and Ming Spake, Sydney. Tamara Dean, *Westport Shorebank (Rustic) Coastal Summer 2018*, in *Our Nature for the 21st* Adelaide Biennial of Australian Art, Republic of South Australia, Adelaide, 2018. Courtesy Tamara Dean and Martin Brown, Contemporary, Sydney.

Shoalhaven Regional Gallery Nowra  
12 Berry Street, Nowra, 02 4429 5443, shoalhavenregionalgallery.com.au

Shoalhaven REGIONAL GALLERY NOWRA

## AB19.31 Shoalhaven Libraries - Update

HPERM Ref: D19/363980

**Section:** Recreation Community & Culture  
**Approver:** Kevin Voegt, Chief Information Officer

### Reason for Report

To update the Shoalhaven Arts Board on activities and services at Shoalhaven Libraries during the quarter July 2019 – August 2019.

### Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Arts Board receive the Shoalhaven Libraries Update report for information.

### Options

1. Receive the report for information.

Implications: The Shoalhaven Arts Board will be informed and updated on activities at Shoalhaven Libraries.

2. Request more information.

Implications: Unknown.

### Background

The first quarter of the 2019/20 financial year (July, August and September) has been a busy one for public libraries across NSW and the nation. During this period, we have celebrated Family History Month, National Science Week, National Reading Hour, History Week, eSmart Week, Indigenous Literacy Day, Book Week, and Talk Like A Pirate Day.

We saw over 113,000 people come through our doors and borrow nearly 106,000 items. We also welcomed 820 new members and answered over 27,500 technology, reference, local heritage and general queries.

Shoalhaven Libraries has hosted many regular and special events across its branches and some highlights are:

- The Children's Book Council of Australia's Book Week, which brings children and books together, and during this time schools, libraries, booksellers, authors, illustrators and children celebrate Australian children's literature. At Shoalhaven Libraries it's one of our busiest and most favourite times of the year with activities held at all our branches. This year we performed Tohby Riddle's *Here Comes Stinkbug* and Michael Speechley's *The All New Must Have Orange 430*. We also ran competitions for different age groups: creating a superhero with a secret power and decorating a mask; creating a comic book that introduced a new superhero and a writing competition using the theme 'My Secret Power'.



- As part of eSmart Week we ran Be Connected events at our main branches to promote and provide assistance with using eBooks and eAudiobooks, the new Library App, as well as any other digital assistance that was required.



- There were also lots of author talks held, as well as information and activity sessions, including yoga storytime, coding club, resume skills for teens, local heritage and family history talks and NDIS workshops.



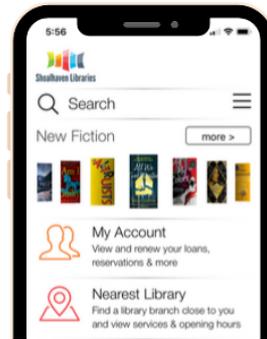
AB19.31

The Strategic Plan continues to provide direction and focuses on the key areas of access, education, culture and inclusion.

We have launched our new Shoalhaven Libraries app and it's now even easier to search for a book, renew your loans and find out what's going on at our local library. It means that you

never have to remember your card again and provides great access to all Shoalhaven Libraries' resources in one spot.

THERE'S  
AN APP  
FOR THAT.



Ulladulla Library received an upgrade to its printing and scanning equipment to allow for self-service, which is now more customer friendly and efficient. All three main branches now offer the same level of service for printing, scanning and photocopying.

Paws 'n' Tales Pet Therapy sessions was successfully conducted at Nowra and Ulladulla Libraries and the program was introduced at Sanctuary Point Library in September. Children who need a little extra help with their reading are able to come in and read to one of the pet therapy dogs. This is an ongoing partnership that provides an important service for the community.

Currently our focus is on preparing for a Shoalhaven wide stocktake to ensure that the catalogue is accurate and current, and as always, we are looking at how to provide services and resources to the community as efficiently and effectively as possible.

AB19.31

## AB19.32 Arts Reserve - Current Status

HPERM Ref: D19/371336

**Section:** Recreation Community & Culture  
**Approver:** Kevin Voegt, Chief Information Officer

### Reason for Report

To provide information to the Shoalhaven Arts Board on the current financial status of the Arts Reserve.

### Recommendation (Item to be determined under delegated authority)

That the Arts Reserve report be received for information.

### Options

1. Receive the report for information.

Implications: The Shoalhaven Arts Board are informed of the current financial status of the Arts Reserve Fund.

2. Request more information.

Implications: Unknown at this time.

3. Provide alternative recommendation

Implications: The Shoalhaven Arts Board may not act in accordance with their Terms of Reference and adopted strategic plan.

### Background

At the Shoalhaven Arts Board meeting of 5 September, following a report on the adopted budget for Shoalhaven Arts Board activities in the 2019/20 Financial year, it was requested that a further report be provided with the financial status of the Arts Reserve. This report will provide that information.

The Arts Reserve is managed as part of Council's Deductible Gift Recipient (DGR) status. Under the requirements of the ATO and the Australian Charities and Not-for-profits Commission (ACNC), Council's DGR status must be maintained to continue to be able to receive tax deductible donations, both cash and objects donated through the Cultural Gifts Program.

The Arts Reserve is available to support the purchase and conservation of works in the Shoalhaven City Art Collection.

The Arts Reserve is supported by specific donations, such as the Guy Warren Big River campaign, which was undertaken in early 2019, and through the transfer of unspent monies allocated to the Arts Purchase budget each year.

**At present, the Arts Reserve fund totals \$25,252.**

The major purchase in 2018/19 FY was for the Guy Warren 'Big River' series. The investment amount for this purchase was \$21,992.

It is anticipated that the \$7,031 received through the Big River Campaign will be transferred to the Arts reserve at the end of the Financial year.

### **Community Engagement**

The ability to maintain DGR status provides the Gallery, Library and SEC with opportunities to engage with the community and encourage financial contributions toward specific projects and outcomes enabling the donations to be tax deductible. This will strengthen the ties between the Gallery, Library and SEC and their supporters, engage new supporters who see benefit in specific outcomes (i.e. education, disability programs etc) as well as providing opportunities for the Gallery, Library and SEC to undertake programs and community activities.

The continuation of the Arts Reserve is essential for the continued growth and care of the Shoalhaven City Art Collection. The Art Collection provides opportunities for the community to access a wide range of artworks, both 2D and 3D from contemporary and historic artists. The collection is dispersed across the Gallery, Administration building, SEC, libraries and other community facilities.

### **Financial Implications**

Reports on art acquisitions will always include a statement on the cost and the impact on the annual acquisition budget and / or Arts Reserve. The Arts Board can make informed decisions regarding purchases and acquisitions through these reports.

### **Risk Implications**

If the Arts Reserve is not managed appropriately and if monies donated for specific projects are not re-allocated to the Arts Reserve, Council may lose its DGR status and prevent Council from offering tax deductibility on monetary gifts of over \$2.