

## Shoalhaven Arts Board

**Meeting Date:** Thursday, 15 June, 2017  
**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 - 2 March 2017 ..... 1
3. **Declarations of Interest**
4. **Reports**
  - AB17.9 Shoalhaven Arts Board - Vacancies..... 6
  - AB17.10 Policy Changes - Public Art Policy POL12/351 ..... 8
  - AB17.11 Policy Changes and Reaffirmation - Shoalhaven City Art Collection - Acquisition and Management ..... 15
  - AB17.12 Shoalhaven Arts Board - Resignation - Warwick Keen ..... 25
  - AB17.13 Draft Arts Board Strategic Plan 2017 - 2020 ..... 26
  - AB17.14 Policy Review - Shoalhaven Arts Board Terms of Reference ..... 28
  - AB17.15 Council Policy Revision - Internet, Operation and Children's ..... 35
  - AB17.16 Arts Board Awards..... 47
5. **General Business**

**Membership**

Clr John Wells – Chairperson  
Clr Findley - Mayor  
Clr Kaye Gartner  
Clr John Levett  
Mr Robert Swieca  
Ms Merilynn Weiss  
Mr Warwick Keen  
Mr Ian Grant  
Ms Alison Chiam

Quorum – Majority of the members.

**Purpose**

- To develop strategy and policy both for the Shoalhaven City Council as well as in alignment with the Region.
- To develop and implement policy, planning and promotion for the broad arts within existing resources and using co-opted panel of peers for professional advice. They include:
  - Visual Arts
  - Heritage and Museum Sector
  - Literature
  - Performing Arts
  - Audience development

**Delegated Authority**

- Make recommendation 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
- To 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
- To 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 which needs to work in concert with the Shoalhaven Arts Board and the 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, 2 March 2017

**Location:** Seven Mile Room, City Administrative Centre, Bridge Road, Nowra

**Time:** 1:10 pm

The following members were present:

Clr John Wells – Chairperson

Clr Levett

Mr Ian Grant

Ms Merilynn Weiss

Ms Alison Chiam

Others Present:

Jane Lewis – Section Manager, Recreation Community & Culture

Bronwyn Coulston – Unit Manager, Arts & Culture

Fiona McFadyen – Public Programs Officer

Sara McMahon – Governance Business Unit Manager

Karen Patterson – Shoalhaven Entertainment Centre Manager

### Apologies / Leave of Absence

An apology was received from Clr Gartner & Robert Swieca

### Confirmation of the Minutes

**RESOLVED** (Merilynn Weiss / Clr Levett)

That the Minutes of the Shoalhaven Arts Board held on Wednesday 16 November 2016 be confirmed.

CARRIED

### Declarations of Interest

Nil

## REPORTS

**AB17.1 Shoalhaven Arts Board - Resignation - Troy Lenihan****HPERM Ref:  
D16/405354****Recommendation (Item to be determined under delegated authority)**

That:

1. The Shoalhaven Arts Board accept the resignation of Mr Troy Lenihan
2. Write to Mr Troy Lenihan to thank him for his contribution to the Shoalhaven Arts Board
3. Encourage Mr Shane Brown to apply for the Aboriginal Local Member (Community Member) position on the Shoalhaven Arts Board through the upcoming EOI process.

CARRIED

**RESOLVED** (Merilynn Weiss / Alison Chiam)

That the Shoalhaven Arts Board:

1. Accept the resignation of Mr Troy Lenihan
2. Write to Mr Troy Lenihan, on behalf of Clr Wells, Chairperson, to thank Mr Lenihan for his contribution to the Shoalhaven Arts Board
3. Encourage Mr Shane Brown to apply for the Aboriginal Local Member (Community Member) position on the Shoalhaven Arts Board through the upcoming EOI process.

CARRIED

**AB17.2 Shoalhaven Arts Board - Membership - Term Expires  
June 2017 - Call for Expression of Interest****HPERM Ref: D17/8413****Recommendation**

That Council

1. Call for Expression of Interest for Community Members on the Shoalhaven Arts Board including one (1) position designated as an Aboriginal Local Member
2. Approve the option for a second two (2) year term for Community Members (*add / delete names as required - Ian Grant and Warwick Keen*) in accordance with the Arts Board Terms of Reference
3. Thank retiring Shoalhaven Arts Board Community Members Robert Swieca and Merilynn Weiss for their commitment and services on the Arts Board and their contributions to Arts in the Shoalhaven.

**Recommendation** (Ian Grant / Merilynn Weiss)

That Council

1. Call for Expression of Interest for Community Members on the Shoalhaven Arts Board including one (1) position designated as an Aboriginal Local Member
2. Approve the option for a second two (2) year term for Community Members, Ian Grant and Warwick Keen, in accordance with the Arts Board Terms of Reference
3. Thank retiring Shoalhaven Arts Board Community Members Robert Swieca and Merilynn Weiss for their commitment and services on the Arts Board and their contributions to Arts in the Shoalhaven.

4. Expressions of Interest received for Community Membership positions to be provided at the next meeting of the Shoalhaven Arts Board (1 June 2017) for the Board's consideration.

**AB17.3 Arts Awards 2017**

**HPERM Ref:  
D17/34245**

The Committee discussed the information provided in the report and the agreed that the 2017 Arts Awards should be held after June 2017, possibly in September.

The Committee also discussed the importance of increasing engagement with the arts community and the possibility of linking with another Shoalhaven event such as Riverfest.

The Committee agreed that Council be requested to revote the 2016/2017 balance of funds to the 2017 Arts Awards therefore a recommendation to Council is required. It was noted that additional funding may be required.

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

*Recommendation to be determined and added at the Arts Board Meeting following discussion.*

**Recommendation** (Clr Wells / Merilynn Weiss)

1. The Arts Awards 2017 be held after June 2017
2. Council, be requested to revote the 2016/2017 balance of funds allocated in Job Number 21596/10722 to the 2017 Arts Awards to enable the 2017 awards to be held after June 2017.
3. Clr Wells to meet with the chairperson of Riverfest and the Tourism Advisory Group to discuss event options for the Arts Awards and report back to the Group.
4. Establish a 2017 Arts Awards Subcommittee with the following membership:
  - a. Clr Wells
  - b. Ms Merilynn Weiss
  - c. Karen Patterson
  - d. Fiona McFadyen
5. The Arts Awards Subcommittee to provide a report on the progress of the 2017 Arts Awards at the next Arts Board meeting.

**AB17.4 Renew the Arts Board Representatives on the Business and Employment Development Committee**

**HPERM Ref:  
D17/39935**

Clr Wells advised the members that he is a member of the Business and Employment Development Committee (BEDC) and he explained the role of the BEDC.

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

That the Shoalhaven Arts Board nominate (insert name) as the representative and (insert name) as an alternate on the Business and Employment Development Committee.

**RESOLVED** (By consent)

That the Shoalhaven Arts Board nominate Alison Chiam as the representative and Clr Wells as an alternate on the Business and Employment Development Committee.

CARRIED

## GENERAL BUSINESS

### AB17.5 Arts Centre - Update

**HPERM Ref:**  
**D17/55569**

Bronwyn Coulston, Unit Manager Arts & Culture, advised the Committee that Fiona McFadyen will be Acting Unit Manager Arts & Culture for the remainder of 2017 while Bronwyn is on leave.

Work is being undertaken on the rebranding for the new name of the City Arts Centre, Shoalhaven Regional Gallery, Nowra. There are also opportunities for sub-branding.

Bronwyn updated members on:

- Grants and award nominations. The Arts Centre, in collaboration with Waste Services has been nominated in the Local Government Professionals Award for the art work on rubbish trucks.
- Community Heritage Grants and Festival Australia
- Arts Residency Program and upcoming workshops. Launching the Sea of Waste Public Program
- The Museum & Galleries Advisor will be starting soon
- Museum & Galleries National Standards Program
- Arts Board grants

### AB17.6 Library Services - Update

**HPERM Ref:**  
**D17/55582**

Jane Lewis, Section Manager, Recreation Community & Culture provided an update for Library Services.

- Grant applications are currently being taken
- Club grants – There is a submission for a permanent display location for the Nowra Flood Boat at the Nowra Aquatic Park.
- Heritage Near Me program Nowra Flood Boat and possible application for restoration of the war memorial in Berry
- Outcome of the NSW Public Library Grant is pending
- Building Brighter Babies programs and Community partnership grants were successful
- Council Hosted the NSW Public Library conference in Ulladulla in late 2016, and the event was very successful
- The Library's "Librarian Rhapsody" were winners of the NSW Public Libraries Marketing Awards
- The Milton Ulladulla Ex Servos Club were awarded the contract to manage events and activities for the Ulladulla Civic Centre
- Seniors Week is coming up. There will be a day of oral histories to collect stories
- The trial of the pop-up café the "Book Book Café" in the front foyer of the Library has proven successful. If all continues to go well this will go out to expression of interest.

**AB17.7 Shoalhaven Entertainment Centre - Update****HPERM Ref:  
D17/55586**

Karen Patterson, Shoalhaven Entertainment Centre Manager provided an update on the 2017 SEC Live Program and advised:

- Memberships have increased since March 2016.
- The Morning Matinees Program is doing well.
- The Shoalhaven Business Awards will be held in August at the SEC
- The 2018 VC Diggers Day Dinner is expected to be a very big event
- Tickets sales are increasing for "Unearthed"

Clr Wells thanked Bronwyn and wished her well for her leave.

**AB17.8 Code of Conduct & Code of Meeting Practice****HPERM Ref:  
D17/57038**

Sara McMahon, Governance Unit Business Manager provided the presentation on Council's Code of Conduct and Meeting Procedure after the conclusion of the meeting.

There being no further business, the meeting concluded, the time being 1.53pm .

Clr John Wells  
CHAIRPERSON

## AB17.9 Shoalhaven Arts Board - Vacancies

**HPERM Ref:** D17/134570

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

### Purpose / Summary

For the Shoalhaven Arts Board to appoint four (4) community members to the Board to fill the vacancies that have arisen due to changes in Board membership.

### Recommendation

1. That Karen Morrow Akehurst be appointed to the Shoalhaven Arts Board as a community member for a term to expire on 30 June 2019.
2. That Barbara Dawson be appointed to the Shoalhaven Arts Board as a community member for a term to expire on 30 June 2019.
3. That Peter Lavelle be appointed to the Shoalhaven Arts Board as a community member for a term to expire on 30 June 2019.
4. That Alison Chiam be appointed to the Shoalhaven Arts Board as a community member for a term to expire on 30 June 2019.
5. Thank Merilynn Weiss and Robert Swieca for their contribution and service to the Shoalhaven Arts Board.

### Options

1. Adopt the recommendations  
Implications: This will allow the Shoalhaven Arts Board to continue with its work
2. Amend the recommendation  
Implications: Currently unknown
3. Reject the recommendation and provide an alternative  
Implications: Currently unknown

### Background

Vacancies have arisen in the Shoalhaven Arts Board due to expiration of board membership and resignations of some current board members. Robert Swieca and Merilynn Weiss will both step down from their roles on the Board and Warwick Keen and Troy Lenihan have tendered their resignations. Robert and Merilynn have both been instrumental in supporting the transition of the Board following the review in 2015.

An Expression of Interest was conducted in order to fill these community representative vacancies during April and applications closed on 28<sup>th</sup> April 2017. Four (4) nominations were received and in accordance with the Shoalhaven Arts Board Terms of Reference applications



were reviewed and interviews were conducted with a panel consisting of the Shoalhaven Arts Board Chairperson, a Council staff member, and one (1) suitably qualified independent representative.

Following this process it is recommended that Karen Morrow Akehurst, Barbara Dawson, Peter Lavelle and Alison Chiam be appointed to the Shoalhaven Arts Board. The term of appointment is for an initial two (2) years with the option for a further two (2) years. The two-year term of the appointment will commence upon adoption by Council and be due for review prior to 30<sup>th</sup> June 2019.

At this point in time there remains a Local Aboriginal Member position vacant which the Shoalhaven Arts Board may wish to consider as a casual vacancy and seek applications by appropriate needs to fill the vacancy.

### **Community Engagement**

The opportunity to nominate for membership of the Shoalhaven Arts Board was advertised widely across the Shoalhaven.

### **Financial Implications**

There are no financial implications related to the appointment of members to the Shoalhaven Arts Board. Funding to support arts and cultural activities is provided by Council and administered through the Arts and Cultural Unit, Recreation Community and Culture Section in the Finance Corporate and Community Services Group of Council.

## AB17.10 Policy Changes - Public Art Policy POL12/351

**HPERM Ref:** D17/72726

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

**Attachments:** 1. Public Art [↓](#)

### Purpose / Summary

To review changes to, and reaffirm the Public Art Policy

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

That Council place the revised Public Art Policy on Public Exhibition for a 28 days and if no significant adverse comment is received the Policy be deemed adopted.

### Options

1. Adopt the Recommendation

Implications: This will reaffirm the Policy with the recommended changes and ensure that the community, private artists and groups within Council have clear guidelines for the development and implementation of Public Art throughout the Shoalhaven.

2. Amend the Recommendation

Implications: Unknown at this stage.

3. Rescind the Policy

Implications: Not recommended as this will result in the loss of guidelines and structure around the development of public art and will potentially prevent future public art proposals from being made.

### Background

The Public Art Policy was originally intended to be accompanied by an internal document *Public Art Procedures* that provided significant detail into the process and format of developing public art. This document was never adopted internally as changes in staff and responsibilities hindered the development project.

In reviewing the policy, and comparing it to Public Art Policies from other local government organisations around Australia and internationally, the amended process by which Council shall accept, adopt and deliver public art projects is current practise. This policy consolidates information from other entities, Council existing Policy and the internal Procedure.

As a result of the review of policies from several other local governments, significant changes are suggested to the Shoalhaven City Council's Public Art Policy to make the policy more transparent, to provide greater information to the community on the process of proposing and

developing Public Art and ensuring greater clarity across Council on the intention of the policy.

### **Community Engagement**

The recommended changes to the policy ensure greater clarity for the Community on the process to propose and deliver Public Art Projects and should encourage more community based ownership of Public Art.

Given the extent of the changes it is proposed that the Policy should be placed on public exhibition for 28 days and if no significant adverse comment are received the Policy be deemed adopted.

### **Policy Implications**

The recommended changes provide greater clarity to the policy and remove the need for an internal document.

### **Financial Implications**

There are no financial implications from the review of the Policy.



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

## Public Art

**Policy Number:** POL16/197 • **Adopted:** 19/04/2013 • **Minute Number:** MIN13.178 • **File:** 41419E • **Produced By:** **Finance** Corporate & Community Services Group • **Review Date:**

### 1. PURPOSE

~~The *Public Art Policy* provides an integrated framework for Council to encourage and support excellence, innovation and aspirations of the Shoalhaven region through the display and installation of public art.~~

To provide a policy for the development, planning, acquisition, maintenance, de-accessioning and integration of public art that supports the development of a diverse range of permanent, temporary and ephemeral artworks in public places which contribute to the social, cultural, environmental and economic value of the Shoalhaven region.

### 2. STATEMENT

~~2. Shoalhaven City Council recognises that public art is as diverse as the landscape of the region in which it is presented. Public Art is inspired and informed by a multitude of environments – the cultural, physical, political, emotional and spiritual. Shoalhaven City Council is committed to establishing a standard of excellence that underpins the implementation of public art throughout the region. This Policy will refer to art that is distinctly separate from the Shoalhaven City Council Art Collection.~~

~~Shoalhaven City Council is committed to developing a management and best practice framework to establish a standard of excellence underpinning the implementation of public art throughout the region. This Policy will refer to art that is distinctly separate from both the 'Shoalhaven City Council Regional Gallery Collection' and 'Shoalhaven City Council City Collection'.~~

#### 2.2.2.1. Scope

For the purposes of this policy, public art typically refers to contemporary artwork occurring in public spaces, in both public and private developments, away from the confines of traditional galleries and museums. Public arts can be comprised of diverse art forms and materials to produce both permanent and temporary works that enrich the City's public spaces, assist in the creation of a 'sense of place' and are created by highly experienced public artists, young and emerging artists and artists working in a community setting.

~~For the purposes of this policy, public art typically refers to contemporary visual art practice comprised of diverse artforms and materials to produce permanent and temporal artworks for~~

Shoalhaven City Council - Public Art

~~public exhibition in the public domain such as; site specific work, landscape and building elements, sculpture, local art, painting, digital media and conceptual art.~~

A best practice approach, particularly in integrated public art, involves close collaboration between artists, professionals or designers who work in the built environment, key project stakeholders and community. Examples might include street furniture (chairs, tables, gates etc), playground equipment, bike racks, signage, lighting, pavements as well as components in buildings, bridges and major asset developments.

The *Public Art Policy* ~~and corresponding Public Art Procedures~~ comprehensively outlines strategies and procedures relevant to the achievement of public art projects and cover areas such as ~~education, employment, training for the creative arts sector, cultural identity, heritage, innovative public art models,~~ maintenance, conservation, archiving, de-accessioning of works and professional development for the artist/s.

### 2.3.2.2. Background

The development of public space portrays interactions within and between communities. As a contributing element in the shaping of public space, public art signifies its local and regional identity - revealing aspects of community history, character and aspirations. Public art provides opportunity to forge an environment of inclusiveness through careful selection, maintenance and appropriateness to the context of place.

Shoalhaven City Council seeks to build a strong vital arts and heritage culture that acknowledges, promotes and reflects the diversity of its people through the exchange of ideas and responsible urban planning that enhances the quality of public space for residents, ratepayers and visitors.

### 2.4. Policy Implementation

~~Shoalhaven City Council will support this Policy by implementing Council's strategies and corresponding procedures that constitute key categories:~~

- ~~• Major art projects~~
- ~~• Aboriginal and Torres Strait Islander art~~
- ~~• Temporal art~~
- ~~• Local and community art~~
- ~~• Art in new development~~
- ~~• Partnerships~~
- ~~• Conservation~~
- ~~• Communication~~
- ~~• Art & Cultural Heritage Strategies 2010-14 (smARTspaces)~~

## **3. PROVISIONS**

To achieve this commitment, and in partnership with stakeholders and relevant agencies, Shoalhaven City Council will put into practice the following specifications:

### **3.1. Key Principles for Public Art Acquisition Approval**

Shoalhaven City Council - Public Art

~~The process for acquisition of Public Arts provisions is outlined in the Public Art Procedures.~~  
Evaluation and implementation of all public artworks will be based on the following criteria:

- Standards of excellence and innovation
- Appropriateness of the work relative to purpose and context of its site
- Relevance to the ~~objectives and actions of smARTspaces Art and Cultural Heritage Strategy 2010-14~~ Arts Board Strategic Plan 2020
- Consistency with current planning, heritage and environmental policies and plans of management
- Consideration of public safety; the public's access to and use of the public domain
- Consideration of sustainability and maintenance requirements
- Evidence of funding source and satisfactory budget including an allocation for ongoing maintenance if appropriate
- Evidence of formal agreement between Council and artist/s specific to the acquisition being undertaken
- Non-duplication of monuments commemorating the same or similar events

### 3.2. **Acquisition Approval Process for Public Art**

~~3.2.1. The process for acquisition of Public Arts provisions is outlined in the Public Art Procedures, which detail directives for qualitative management and processes specific to the type of acquisition being undertaken. Primary means of acquisition include:~~ New Public Art Projects can be developed and approved through the following means:

- Commissioning by Shoalhaven City Council of a specific artist for a project
- Purchase by Shoalhaven City Council of a suitable work
- Loan of a work by an artist / collector to Shoalhaven City Council for a specific time period
- Gift or donation to Shoalhaven City Council by an artist or collector
- Application to Shoalhaven City Council by an artist or group for the development and installation of a new work.

~~3.2.2. Where an application, loan, gift or donation is made to Shoalhaven City Council approval for the Public Art project will require~~

- Application made to council in writing, describing the project or work, and demonstrating how it meets the Key Principles for Public Art (3.1)
- If a development approval is deemed to be required, this must be submitted prior to any further approval processes being undertaken
- Details of the proposal must be advertised publicly and response sought from interested citizens
- Comment should be sought from the Unit Manager – Arts and Culture; the Shoalhaven Arts Board; relevant Group Directors as appropriate, Council's Insurance Officer and Council's WHS Unit Manager.
- The Unit Manager – Arts and Culture will be responsible for informing the applicant of the outcome of their application but will not be responsible for justifying the decision.

### 5.4. DE-ACCESSIONING OF PUBLIC ART

*Shoalhaven City Council - Public Art*

The process for de-accessioning of Public Arts provisions is outlined in the Public Art Procedures, which detail the process of selling or otherwise disposing of works for the purposes of rationalising the Collection. Primary considerations in de-accessioning of artworks include:

- Rationalisation for the proposed disposal of artwork
- Determine origins of artwork and acquisition status (loan, donation, purchase)
- Complete documentation and permanent archival records of the decommissioning process and artwork

Manage proceeds from sale Where a work has been severely damaged, has lost the original intent or relevance, has reached its agreed lifespan or Council is redeveloping the site, Council has the right to de-accession the work.

De-accessioning of a work can only be undertaken following an assessment and review process which considers:

- The historical, cultural and artistic value of the work
- The origins and acquisition status of the work
- Options and cost to repair or restore the work
- Opportunities to relocate or rehome the work at an alternate council site.

Where the decision is made to de-accession a permanent public artwork, Council shall undertake the following process:

- The work shall firstly be offered for return to the artist / donor or next of kin
- The work shall then be offered to another council, cultural institution or community group
- Only if no other option is available shall the work be sold and the proceeds from the sale

#### **6.5. COLLECTION RESPONSIBILITY**

6.1.1.5.1.1. The collection is administered by Council's designated arts unit, in consultation with other Council units as appropriate.

6.1.2.5.1.2. All items of public art shall be placed on the public art data base, administered by the Arts & Culture Unit 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 purchase, value, storage place and description.

#### **7.6. FUNDING**

The following sources of funding should be considered and pursued as appropriate:

7.1.1.6.1.1. Council's annual capital works and operational budgets.

7.1.2.6.1.2. Donations and sponsorships from the private sector.

7.1.3.6.1.3. State and Federal Government funding.

7.1.4.6.1.4. Public funding for projects and "in kind" support from the community and commercial sector.

*Shoalhaven City Council - Public Art***8.7. IMPLEMENTATION**

The ~~City Services & Operations~~ Finance Corporate and Community Services Group is allocated overall responsibility for the administration and implementation of this policy.

Internal departments tasked with responsibilities relating to public art will jointly implement the Public Art Policy ~~and the Public Arts Procedure~~ to maximise opportunities, coordinate efforts, ensure efficiencies and reduce costs.

**9.8. REVIEW**

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

**10.9. APPLICATION OF ESD PRINCIPLES**

This policy meets the ESD Principle of developing Social Integrity. Council will maintain and conserve works to ensure the preservation of public art and Council's investment.



## AB17.11 Policy Changes and Reaffirmation - Shoalhaven City Art Collection - Acquisition and Management

**HPERM Ref:** D17/72839

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

**Attachments:** 1. Art Collection - Acquisition & Management [↓](#)

### Purpose / Summary

To review changes proposed to the Shoalhaven City Art Collection – Acquisition and Management Policy and reaffirm the policy.

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

That the Shoalhaven Arts Board reaffirm the Shoalhaven City Art Collection – Acquisition and Management policy with the proposed changes as outlined in the attachment.

1. Name change from Shoalhaven City Arts Centre to Shoalhaven Regional Gallery
2. Minor changes to Section 3 Provisions, sub-section 3.2 Gifts and Donations
3. Minor changes to Section 4 Procedures:
  - a) Sub-section 4.2 Accession
  - b) Sub-section 4.3 Deaccessioning

### Options

1. Adopt the recommendations

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

2. Amend recommendations

Implications: Any significant change to the policy should consider consultation and input from the wider community and/or alternatively may have a resourcing implication.

3. Rescind Policy

Implications: Not recommended as this will result in a loss of provisions and controls for the relevant policy.

### Background

The Shoalhaven City Art Collection – Acquisition and Management Policy guides the Shoalhaven Arts Board and Shoalhaven City Council in the collection, rationalisation and management of the Shoalhaven City Art Collection. The City Art Collection is a growing

asset to Council and provides opportunities to engage the Shoalhaven Community and others with the art of the Shoalhaven.

The proposed changes to the Policy provide greater clarity around the guidelines for collection and rationalising the collection, provides greater flexibility in accepting works as befits the growing collection and awareness of the collection and updates collection management aspects to meet national standards and new software.

These proposed changes are further detailed in the Attachment.

### **Community Engagement**

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

### **Policy Implications**

Reaffirmation of the above policy to make it relevant and up to date.

### **Financial Implications**

No financial implications arising from the proposed changes in the Policy.



## Shoalhaven City Council Art Collection - Acquisition and Collection Management

*Policy Number: POL16/174*

*Adopted: 12/05/2009*

*Amended: 21/05/2013, 18/02/2014*

*Minute Number: MIN09.612, MIN13.522, MIN14.121*

*File: 18106E*

*Produced By: [Finance](#) Corporate & Community Services Group*

*Review Date:*

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*Shoalhaven City Council Art Collection - Acquisition and Collection Management***1. PURPOSE**

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

**2. STATEMENT**

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

The Shoalhaven City Art Collection has been established to:

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

**2.1. Scope**

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

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

*Shoalhaven City Council Art Collection - Acquisition and Collection Management*

2004, the Policy was amended to recognise the significant loans and donations added to the organisations collection.

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 ~~Arts Centre~~ 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 ~~purchase~~acquisition, acquisition status, value, ~~storage place~~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 ~~City Arts Centre~~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

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- 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. ~~No offer of artworks will be accepted into Council's custody until such time as the offer has been formally considered and resolved by Shoalhaven Arts Board to accept the works. 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. ~~Only works which can be stored without incurring unreasonable additional cost or which do not cause curatorial or conservational difficulty will be accepted.~~

~~3.2.4.3.2.3.~~ The Shoalhaven Arts Board will accept donations and bequests under the Cultural Gifts Program which fulfil the requirement of the Collection Policy.

~~3.2.5.3.2.4.~~ 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.

~~3.2.6.3.2.5.~~ 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.

~~3.2.7.3.2.6.~~ On behalf of the Shoalhaven City Art Collection, Council will obtain clear and valid title to all purchases, bequests, gifts, donations or loans.

~~3.2.8.3.2.7.~~ 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.

~~3.2.9.3.2.8.~~ 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



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

**4. PROCEDURES****4.1. Selection Procedure**

- 4.1.1. All proposed acquisitions, whether by purchase, gift, exchange or loan will be appraised by an Acquisition Sub-Committee comprising:
- a Councillor member as nominated by Council
  - Shoalhaven Arts Board Executive Officer as Convenor
  - Shoalhaven Arts Centre Manager
  - A Shoalhaven Arts Board representative with visual arts background/ qualifications as nominated by the Board and
  - An invited/co-opted member of the arts community who possesses knowledge of Australian Art
- 4.1.2. Acquisition appraisals will be consistent with this Policy.
- 4.1.3. Works not accepted into the Shoalhaven City Art Collection may be considered for inclusion and registration as a Council asset without being accessioned as part of the Collection.
- 4.1.4. The Sub-committee may present the opportunity for specialist outside expert comment on proposed acquisitions.
- 4.1.5. All proposals and recommendations shall be in a written report and will include details of:
- The artist's name
  - Residential status
  - The title and image of the work
  - Date of execution
  - Medium and size
  - Method of acquisition
  - The vendor or donor
  - The provenance of the work
  - Price, valuation or insurance value if a gift or a loan
  - Current condition



*Shoalhaven City Council Art Collection - Acquisition and Collection Management*

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 ~~Shoalhaven Arts Board Executive Officer~~ **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.
- 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. ~~Under supervision of the delegated Council Arts Officer artworks newly acquired delivered works must be accessioned by way of registration and cataloguing details into councils Shoalhaven Art Collection database~~ 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;

*Shoalhaven City Council Art Collection - Acquisition and Collection Management*

- 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.

4.3.3.4.3.4. 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.

4.3.4.4.3.5. 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. .

4.3.5.4.3.6. ~~Permission of the donor, or where feasible, next of kin should be sought where artworks have been donated to the Collection or purchased with donated funds. If the original donor (or their descendants) do not consent to deaccessioning, the works must be retained~~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. Al 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.

4.3.6.4.3.7. 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.

4.3.7.4.3.8. 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.

## AB17.12 Shoalhaven Arts Board - Resignation - Warwick Keen

HPERM Ref: D17/130230

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

### Purpose / Summary

To advise the Board that Council has received a notice of resignation from Warwick Keen as a community member on the Shoalhaven Arts Board.

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

That the Shoalhaven Arts Board accept the resignation from Warwick Keen.

### Options

1. As recommended

Implications: nil

2. An alternative recommendation, in addition to the acceptance of the resignation of Mr Keen.

Implications: This will be dependent upon the recommendation which is made.

### Background

Council received on Monday 20 March a notice of resignation from Warwick Keen on the Shoalhaven Arts Board. Warwick Keen has been a member of the Shoalhaven Arts Board since June 2015.

From the March 2017 Meeting it was resolved that expressions of interest be called for the positions expiring in June 2017, one of which was for Warwick Keen.

Action has already been taken to process the expressions of interest, and the Committee will be updated on this process at this meeting.

### Financial Implications

Nil - Costs associated with the expression of interest process are funded in the Arts and Culture Unit budget.

## AB17.13 Draft Arts Board Strategic Plan 2017 - 2020

**HPERM Ref:** D17/132458

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

**Attachments:** 1. Draft SAB - Arts & Cultural Strategic Plan - smART IDEals (under separate cover) ➡

### Purpose / Summary

To review and recommend for adoption by Council the Draft Shoalhaven Arts Board - Arts & Cultural Strategic Plan “smART IDEals 2017 – 2021.

### Recommendation

That Council adopt the draft Shoalhaven Arts Board – Arts and Cultural Strategic Plan ‘smART IDEals’ 2017 - 2021

### Options

1. As Recommended

Implications: Adoption of the draft Shoalhaven Arts Board – Arts and Cultural Strategic Plan ‘smART IDEals’ 2017 - 2021 provides a clear framework and strategic direction for the Arts Board and will assist in supporting grant funding applications.

2. Provide an alternate recommendation

Implications: Unknown at present – however this may delay the adoption of the draft Shoalhaven Arts Board – Arts and Cultural Strategic Plan ‘smART IDEals’ 2017 - 2021 and the implementation of the Plan.

3. Decline to adopt the draft Shoalhaven Arts Board – Arts and Cultural Strategic Plan ‘smART IDEals’ 2017 – 2021.

Implications: this will result in no clear framework and strategic direction for the Arts Board and may hinder the securing of grant funding applications.

### Background

The Shoalhaven Arts Board Strategic Plan was due for review, the previous Plan ‘smARTspaces’ has served the Board well over this period of time. Following the review of the Shoalhaven Arts Board and the adoption of new Terms of Reference - which broadened the scope to focus on literary, performing arts, heritage and museums (where funded) in addition to visual arts, it has been necessary prepare a new Shoalhaven Arts Board Arts & Cultural Strategic Plan to include these sectors in the Plan.

The draft Arts & Cultural Plan 2017 - 2021 ‘smART IDEals’ was prepared through two (2) facilitated workshops involving the members of the Shoalhaven Arts Board and built on the initial foundation work undertaken by community members of the Board and Council staff.

The Plan clearly articulates the Vision, Mission and Values of the Shoalhaven Arts Board and sets out goals, Strategies and Success Indicators. A copy of the Plan will be distributed at the meeting.

The implementation and delivery of aspects of the Plan, including the annual review, evaluation and reporting will require ongoing input and support of the Arts Board members. A review of the current sub-committees, portfolios and membership therein will be undertaken at the September Board meeting once new community members have been appointed to the Board.

The adoption and implementation of the draft Shoalhaven Arts Board Arts & Cultural Strategic Plan 'smART IDEals' will be beneficial when applying for grants and may assist in the securing of funding as will enable a clear demonstration of how the project aligns with Council's strategic direction for arts and culture.

### **Community Engagement**

The Shoalhaven Arts Board members have been actively involved in the development of the draft Shoalhaven Arts Board Arts & Cultural Strategic Plan 'smART IDEals'.

### **Policy Implications**

There are no policy implications arising from the adoption of the draft Shoalhaven Arts Board Arts & Cultural Strategic Plan 'smART IDEals'.

### **Financial Implications**

There are no current budget implications arising from the adoption of the draft Shoalhaven Arts Board Arts & Cultural Strategic Plan 'smART IDEals'.

Further reports will be submitted should the need arise which are outside the Shoalhaven Arts Board delegation.

## AB17.14 Policy Review - Shoalhaven Arts Board Terms of Reference

**HPERM Ref:** D17/132516

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

**Attachments:** 1. Shoalhaven Arts Board - Terms of Reference [↓](#)

### Purpose / Summary

To review and reaffirm the Shoalhaven Arts Board Terms of Reference.

### Recommendation

That Council adopt the revised Shoalhaven Arts Board Terms of Reference

### Options

1. Adopt the recommendation (as printed).

Implications: This will allow the inclusion of changes to make the Arts Board Terms of Reference appropriate and current.

2. Amend the recommendation.

Implications: Unknown at this stage.

3. Rescind the Shoalhaven Arts Board Terms of Reference.

Implications: Not recommended as this will result in a loss of provisions and governance framework for the Shoalhaven Arts Board.

### Background

At the request of the previous Council a complete review of all Council's Committees and Boards which included the Shoalhaven Arts Board was conducted. This was undertaken in 2014 with a working group being established which included then members of the Shoalhaven Arts Board, relevant Council staff and an external independent representative from the arts and cultural industry sector.

Michael Rolfe, the CEO of Museums and Galleries NSW, guided the working group and discussed the issues around the role of an arts board, governance structures, and the requirement for their focus to be on policy issues at a strategic level which enables staff to manage operational matters.

The outcome of this process was reported to the Arts Board in February 2015 and as a consequence the Board recommended, and Council adopted a new governance structure under which the Shoalhaven Arts Board operates – the Shoalhaven Arts Board Terms of Reference.

These Terms of Reference have been successful in informing the Board and staff on the governance and functions of the Shoalhaven Arts Board since that time.

A copy of the recommended changes to the Shoalhaven Arts Board Terms of Reference are detailed in Attachment 1 and summarised below:

- Reviewed with other Council policies related to Boards, Committees and Advisory Groups to ensure consistency and alignment,
- Inclusion of portfolio roles in Statement (s1) and Purpose (s2) and advocacy roles role in Purpose (s2),
- Clarified Relationship to Council (s3.1),
- Update Delegated Authorities (s3.2),
- Clarified Membership (s3.3) with regard to community members,
- Clarified Election / Appointment process related to Industry Representatives (s3.4),
- Clarified Term of Appointment (s3.6) and term for casual appointment,
- Consolidated a series of sub sections into Board Meeting Practice and Procedures (s3.8),
- Added new sub section with details pertaining to Confidentiality and Privacy (s3.10),
- Added details to Communication (s3.11),
- Clarified Staff Attendance (s3.13) and no voting privileges,
- Added two new sections - Implementation (s4) and Review (s5),
- Minor formatting changes.

### **Community Engagement**

The review of the Shoalhaven Arts Board Terms of Reference is considered a minor policy change that does not warrant community engagement. Community engagement is recommended only if the policy is significantly considered for amendment by the elected Council.

### **Policy Implications**

Reaffirmation of the Shoalhaven Arts Board Terms of Reference to make them relevant and up to date

### **Financial Implications**

No additional financial implications result from reaffirming the Shoalhaven Arts Board Terms of Reference.



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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:** POL16/267 • **Adopted:** 17/03/2015 • **Amended:** 23/06/2015 • **Minute Number:** MIN15.147, MIN15.426 • **File:** 2123E • **Produced By:** [Finance](#) Corporate & Community Services Group • **Review Date:**

### 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 [promotion-vision](#) for the broad arts within existing resources and [using a](#) co-opted panel of peers for professional advice. They include:
  - Visual Arts
  - Heritage and Museum Sector
  - Literature
  - Performing Arts
  - [Audience development](#)
- 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

[Shoalhaven Arts Board](#)



*Shoalhaven Arts Board – Terms of Reference*

- 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
- To 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
- To 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 which needs to work in concert with the Shoalhaven Arts Board, and the 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

- a) The membership of the Shoalhaven Arts Board to be nine (9) members in total and to include community member representatives from Health & Well-being, Education, Arts Institutions, Artists, Corporate/Business and a maximum of three (3) skills based Councillors (one from each of the three (3) wards).
- b) To ensure inclusion in the membership of the board of a range of strategic capability, expertise and advice from within the arts.
- One of the positions community member representatives is designated as an Aboriginal Local Member.
- c) 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,

*Shoalhaven Arts Board – Terms of Reference*

- 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](#).

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 ~~a~~ substitute will be appointed only until the fixed finish ~~date~~ [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 PROCEDURESS](#)**

- [The administrative provisions of Council's adopted Code of Meeting 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 ~~including one 'annual art/culture strategy session' for the purpose of reviewing the status quo, quality and relevance of programs and projects and to identify and prioritise future short and long term goals~~
- To hold ~~an annual~~ [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.](#)

**~~3.9.~~ QUORUM**

- [The Quorum will consist of at least half plus one \(1\) of the members.](#)

### **3.10. VOTING AND RECOMMENDATIONS**

- 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.
- 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. Code of Conduct**

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

*Shoalhaven Arts Board – Terms of Reference***3.14. Record of Minutes**

The Board shall ensure that an agreed written record of each of their meetings is forwarded to Council.

**3.15.3.13. 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.

**3.16.3.14. 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

**3.17.3.15. 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.

**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.

## AB17.15 Council Policy Revision - Internet, Operation and Children's

**HPERM Ref:** D17/133598

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

**Attachments:**

1. Report Attachment - Draft Operations Policy - Shoalhaven Arts Board 1 June 2017 (under separate cover) [⇒](#)
2. Report Attachment - Draft Children's Policy - Shoalhaven Arts Board 1 June 2017 [↓](#)
3. Report Attachment- Draft Shoalhaven Libraries Internet Usage Policy- Shoalhaven Arts Board 1st June 2017 [↓](#)

### Purpose / Summary

To review and reaffirm the following current policies:

- Shoalhaven Libraries – Operations
- Shoalhaven Libraries – Internet
- Shoalhaven Libraries – Children's

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

That Council adopt the revision of the following policies as detailed in this report:

- Shoalhaven Libraries – Operations
- Shoalhaven Libraries – Internet
- Shoalhaven Libraries – Children's

### Options

1. Adopt the recommendation

Implications: This will allow the inclusion of changes to make the relevant policies appropriate and current.

2. Amend the recommendation

Implications: Unknown at this stage

3. Rescind the Policies

Implications: Not recommended as this will result in a loss of provisions and controls for the relevant policy

## Background

The following policies have been developed over a number of years and have been reviewed in line with current implementation, legislation and community feedback.

### Shoalhaven Libraries – Operations

This policy was initially endorsed in July 2002 and has been successful in informing customers and staff on the operations of Shoalhaven Libraries.

A copy of the recommended changes to the policy are detailed in Attachment 1 and summarised below:

- Update of legislation references
- Inclusion of a 'Library Service Charter' and 'Visitors & Library Users Code of Conduct' to provide clarification to customers and staff regarding expected levels of service and behaviour.
- Expansion of the 'Shoalhaven Libraries – Responsibility Statement' to provide more detailed information for customers and staff. This includes updating certain parts of the policy regarding additional membership categories (i.e. digital), loan periods and limits, overdue and lost items and fees, charges and fines.

### Shoalhaven Libraries – Internet

This policy was initially endorsed in July 2002 and has been successful in informing customers and staff on the operations of Shoalhaven Libraries.

A copy of the recommended changes to the policy are detailed in Attachment 2 and summarised below:

- Update to reflect current trends in internet usage including increase in online and social media transactions
- Outline of guidelines related to new hardware at the library i.e. Multi-Function Devices (MFD)
- Inclusion of information regarding customers' personal responsibility in regards to internet usage

### Shoalhaven Libraries – Children's

This policy was initially endorsed in July 2002 and has been successful in informing customers and staff on the operations of Shoalhaven Libraries.

A copy of the recommended changes to the policy are detailed in Attachment 3 and summarised below:

- Inclusion of Mandatory Reporting section as legislatively required
- Minor formatting changes

## Community Engagement

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

**Policy Implications**

Reaffirmation of the above policies to make them relevant and up to date

**Financial Implications**

No additional financial implications result from reaffirming the above policies.



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For more information contact the Finance Corporate & Community Services Group

## SHOALHAVEN LIBRARIES - CHILDREN'S POLICY

**Policy Number:** POL16/208 • **Adopted:** 25/05/2004 • **Reaffirmed:** 22/02/2005 • **Amended:** 28/04/2009, 3/09/2013 • **Minute Number:** MIN04.663, MIN05.135, MIN09.469, MIN13.843 • **File:** 6230E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:**

### 1. PURPOSE

The Policy provides children, young people and their parents / guardians / carers with a clear understanding of the role of the Library and the scope of its services as they apply to children and young people.

### 2. STATEMENT

This Policy is to be read in conjunction with Council's Code of Conduct (POL16/22/290), and Shoalhaven Libraries' Operations Policy (POL16/209) and Internet Usage Policy (POL16/210) and amendments made therein.

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### 3. PROVISIONS

Shoalhaven Libraries is committed to serving the information and recreational needs of children and young people. The Library aims to provide a welcoming environment, and targeted resources and programs to meet the needs of children and young people.

#### 3.1. Professional Values

Public Library services to children and young people are underpinned by the following professional values:

- 3.1.1. The Australian Library & Information Association (ALIA) Statement on Free Access to Information states that ~~that~~ *freedom can be protected in a democratic society only if its citizens have access to information and ideas*.

This statement also addresses censorship. Libraries should resist *"attempts by individuals or groups within their communities to restrict access to information and ideas"*. Collection material should not be rejected on the grounds that its content is controversial or likely to offend some sections of the Library's community.

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- 3.1.2. A publication that has not been subjected to legal restriction or prohibition will not be excluded from the collection on moral, political, racist or religious grounds alone whatever the pressure that may be brought to bear by individuals or groups.



Shoalhaven City Council - Shoalhaven Libraries - Children's Policy

- 3.1.3. The ALIA Statement on Professional Conduct states that *"People engaged in library and information services are members of a profession committed to intellectual freedom and the free flow of ideas and information."*
- 3.1.4. The Library Council of NSW Guideline 'Access to Information in New South Wales Public Libraries', states that public libraries have *"a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues."*
- 3.1.5. The Library Council of NSW 'Children's Policy Guidelines for NSW Public Libraries' (revised July 2008) states that public libraries *"support young people through the provision of collections and programs that foster an appreciation of literature and promote the development of information literacy skills"*.
- 3.1.6. Public Libraries acknowledge the democratic rights of individuals to freely pursue their own information interests. This view is articulated in the United Nations Educational, Scientific & Cultural Organisation (UNESCO) Public Library Manifesto which states that *"constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information"*.
- 3.1.7. The NSW Office of Children and Young People suggests that relevant articles from the United Nations Convention on the Rights of the Child are noted by public libraries, including:
- Article 13: Outlines the child's right to freedom of expression; to seek, receive and impart information and ideas.
  - Article 29: Outlines that children have the right to develop personality, talents and mental and physical abilities to their fullest potential.
  - Article 31: Recognises the right of children to leisure, play and recreational activities and the freedom to participate in cultural and artistic life.

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### 3.2. Service Statement – Services to Children and Young People

Shoalhaven Libraries services to children and young people include:

- fiction ~~and~~ non-fiction ~~and~~ recreational books
- magazines
- CDs
- DVDs
- audio books on CD
- computer and internet access
- assistance from specialist and general staff in accessing collections
- Access to resources for homework help
- internet training
- story times and related activities for preschoolers and school age children
- space for activities and study
- Children's Book Week and Youth Week celebrations
- events and performances

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### 3.3. Parent / Carer Responsibility Statement

#### 3.3.1. Access to resources

*Shoalhaven City Council - Shoalhaven Libraries - Children's Policy*

The role of Shoalhaven Library staff is to guide and assist children and young people in finding and accessing resources appropriate to particular interests and inquiries.

The catalogue of the South Coast Cooperative Library Service is available through the [internet](#), allowing users to access the collections of the libraries that make up the South Coast Cooperative Library Service. Various member services are also available through the WebOpac at <http://library.shoalhaven.nsw.gov.au/libero/WebOpac.cls>.

Shoalhaven Libraries' general collection may contain publications that have been classified 'Unrestricted' and films classified 'G' (General), 'PG' (Parental Guidance) or 'M' (Mature) in accordance with the Classification (Publications, Films and Computer Games) Act 1995 (Cth). This material is available to all persons, including children and young people, without restriction.

Parents / [guardians](#) / carers are responsible for ensuring that their child's selection and use of materials in the Library's general collection accords with any restrictions the family may wish to set.

Shoalhaven Libraries encourages parents / [guardians](#) / carers to consult with their child to develop clear rules regarding access to resources that accord with the family's personal values and beliefs.

The Library promotes and supports children's and young persons' access to information, including electronic information through its [internet](#) facilities.

Library staff are available to assist children and young people in the use of the [internet](#), and to recommend websites on particular subjects.

Parents / [guardians](#) / carers are responsible for their child's use of the [internet](#). All users of the [internet](#), including children and young people are not permitted to access illegal sites.

[Please refer to Shoalhaven Libraries Internet Usage Policy \(POL16/210\) for more information about Internet responsibilities.](#)

### **3.3.2. Unattended Children**

Application: in this Policy, a child is defined as a person under twelve (12) years of age.

Unsupervised children can be at risk in any public place, including public libraries. Shoalhaven Libraries staff do not supervise children in the Library, and there is a risk that unattended children may leave the Library at any time, hurt themselves, or be approached by strangers. In addition, [the Library](#) ~~libraries~~ [does](#) not have the facilities or appropriate licenses to attend to children who are sick, injured or hungry.

Children left unattended in ~~a public~~ [the Library](#) may be classed as a child or young person at risk to harm under Section 23 of the Children and Young Persons (Care and Protection) Act, 1998 and may be reported as such to the Director-General of the Department of Community Services. Parents / [guardians](#) / [carers](#) who leave a child unattended in ~~a public~~ [the Library](#) are exposing their child to potential harm, and may be committing an offence under Section 228 of the same Act.

Shoalhaven City Council - Shoalhaven Libraries - Children's Policy

Young children left alone in a library can become distressed, bored or disruptive. Young people who disturb other library users may be removed from the Library under Clause 17 of the Library Regulation 2010 under the Library Act, 1939.

Library staff, in the event of any child left unattended in a public library at the time of library closure, will:

- Notify Council's Call Centre which will log the call, then contact the Police and/or Council's Ranger Service or Security Service, provided that all attempts to notify the parent / guardian / carer have been made prior to notifying the authorities named above.
- Two (2) staff members will remain with any unattended child until the arrival of the parent / guardian / carer or the authorities named above.

#### 3.4. Child safe, child friendly principles

- 3.4.1. Child-safe means taking steps to keep children safe from physical, sexual or emotional abuse.
- 3.4.2. Child-friendly means children are valued, respected and included so that they feel confident that they will be listened to.
- 3.4.3. Council ensures that public libraries the Library are safe for children from a Work Health Safety point of view and public libraries that it takes reasonable care to ensure that the Library is safe and welcoming for all Library users. Responsibility for a child's use of the Library lies with the parents / guardian / carers at all times.

#### 3.5. Mandatory reporting

Under section 24 of the Children and Young Persons (Care and Protection) Act 1998, any person can report harm or risk of a child or young person aged under 16.

General Library staff are not legally required to report incidents, however, there is a legal requirement under Section 27 of the same Act for any person who participates in providing children's services to report incidents where they reasonably suspect, during the course of their work, that a child is at risk of significant harm.

Australian Institute of Family Studies: 'Mandatory reporting of child abuse' (2009) at <https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect-provides-more-information-relating-to-requirements-of-mandatory-reporting-in-NSW>.

#### 4. IMPLEMENTATION

The Finance Corporate & Community Services Group will administer this Policy.

#### 5. REVIEW

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

#### 6. APPLICATION OF ESD PRINCIPLES

- Social integrity
- Social capital
- Ensure equity of service
- A safe place to go
- Plan to meet the needs of future generations



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For more information contact the Finance Corporate & Community Services Group

## Shoalhaven Libraries Internet Usage Policy

**Policy Number:** POL16/210 • **Adopted:** 10/06/2014 • **Minute Number:** D14/146783 • **File:** 6230E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:**

### 1. PURPOSE

The purpose of this policy is to:

- Manage the provision of public access services to the Internet in Shoalhaven Libraries.
- ~~Ensure equity of access to the Internet for library users members of South Coast Cooperative Libraries.~~
- Ensure that the user understands their rights & ~~responsibilities when using electronic resources.~~
- Provide a clear statement of acceptable use of the Internet ~~in Shoalhaven Libraries.~~

### 2. STATEMENT

The policy is to be read in conjunction with the Shoalhaven Library Policy and Shoalhaven Children's Policy and amendments made therein.

### 3. PROVISIONS

#### 3.1. Access

Shoalhaven City Council provides free access to all members of ~~the South Coast Cooperative Library Service.~~ Shoalhaven Libraries for up to 2 hours.

Free access ~~is available when library cards are presented, to the internet through the libraries public computers requires:~~

If users are not a member of the South Coast Cooperative Library Service access is available on showing identification, however a fee does apply.

- Members to present a library card to login for free access. If a library card isn't presented, then a nominal fee applies.
- Non-members pay a nominal fee.
- A standalone 10 minute express terminal is available at Nowra Library

A free Wi-Fi service is available to all customers.

- A mobile print service is also available to all users, however printing costs apply.

### 3.2. Conditions of Use

- Bookings are encouraged and can be made up to one month in advance by phone, in person or online. can be made up to one month in advance by phone, in person or online.

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Half hour or hourly bookings are available which includes time needed for printing.

Session times will be cancelled when more than 15 minutes late to allow access by other customers.

- Bookings for longer than one hour can be requested and decided by each library's manager

- To ensure privacy for everyone, a maximum of only 2 users per terminal is allowed. permitted.

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- Group bookings can be made can be made on request at some branches. Permission is at the discretion of each library manager

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Earphones are to be used for listening to audio. For hygiene reasons users should are requested, where possible, to provide supply their own earphones, to enable listening to audio websites.

- As a courtesy to others mobile phone calls should be kept to a minimum on silent, and where possible any urgent calls be taken outside of the library.

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- Shoalhaven Libraries is not responsible for any loss or damage occurring from the use of this resource, including the accuracy or content of web sites, technical difficulties, service interruptions, financial transactions, printing layouts or the transmission of computer viruses.

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- Saving work product is the responsibility of the user. Backups cannot be made on council computers so it is recommended that users bring their own external drive. Thumb drives can also be purchased from the library.

- All computers automatically shut down 15 minutes prior to the library closing. A warning notice appears 5 minutes before shutdown. Any unsaved work will be lost at this point and cannot be retrieved.

- Library staff can provide brief and general assistance only and are not available to send emails, type documents, fill out forms or provide tuition in any software application. The

Shoalhaven City Council - Shoalhaven Libraries Internet Usage Policy

library does offer technology assistance classes that users are welcome to enquire about at their local branch.

As the Internet is provided by Council and on Council equipment the following rules apply to preserve the integrity of the service:

- a) Only Council installed software can be used.
- b) Only private non-commercial activities can be performed

Access will be withheld if:

- a) Sites or content presents a risk to the network, other users or Council's operations.
- b) Users damage equipment or alter the set-up of computers.

Due to legislative regulations access to the Internet will be withheld if users are found to have:

- ~~Consistently downloaded~~ Downloaded pornographic, offensive or objectionable material;
- Used the Internet for any unlawful or inappropriate purposes;
- Modified or gained access to restricted files or data belonging to others.

Unlawful conduct will be reported to the relevant authorities.

Access to the Internet, including Wi-Fi, by children under the age of 16 is the responsibility of the children's parent or guardian. Junior members must be accompanied by an adult when using the Internet. The parent/guardian is responsible for monitoring appropriate use of all information technology applications, including the Internet.

### 3.3. Security

~~Security on the internet cannot be guaranteed. The Library takes no responsibility for any consequences, direct or indirect, arising from the clients' use of particular sites.~~

- All care is taken to ensure security on the internet, however it cannot be guaranteed. The Library takes no responsibility for any consequences, direct or indirect, arising from the use of particular sites.
- All personal devices are the responsibility of the user. Staff are not responsible for the loss or damage of personal computer devices or files contained within them.
- Users are responsible for securing their personal information ie: logging out of accounts and internet banking details.

### 3.4. Printing

Due to Council's information technology security requirements, users may experience limitations when attempting to save or download material from the Internet.

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Shoalhaven City Council - Shoalhaven Libraries Internet Usage Policy

- Printing is available at the Library on a fee for service basis (Council sets printing charges). Users undertaking printing are responsible for collection and payment of all printouts, documents. Payment is to be made before printing is released.
- Printing is only available on paper supplied by the library.
- Release of printing requires acceptance of the cost and layout of printing by the user therefore staff are not responsible for incorrect or unwanted prints and cannot offer a refund once payment has been made. Printing can be previewed before accepting the printing terms.
- Printing in the document queue will be deleted if not collected within 24 hours.
- Mobile or remote printing incurs the same fees as printing from the library PC's.

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### 3.5. Copyright

Users accessing the Internet need to be aware that material on the Internet may be protected by copyright. Individuals are therefore personally responsible for complying with the appropriate laws (both international and federal) governing copyright material.

### 4. IMPLEMENTATION

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

### 5. REVIEW

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

### 6. APPLICATION OF ESD PRINCIPLES

Not applicable.



## AB17.16 Arts Board Awards

**HPERM Ref:** D17/150635

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

### Purpose / Summary

A progress report on the proposed structure of Shoalhaven Arts Award categories and the potential for a collaboration between The Shoalhaven Arts Board (SAB) and the Riverfest, in relation to the biennial 2017 Arts Awards.

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

1. That the Shoalhaven Arts Board Awards sub-committee continues to work with the Riverfest committee members to scope, plan and finalise the inclusion of the Shoalhaven Arts Awards at an event on October 20, 2017.
2. Shoalhaven Arts Board Awards sub-committee finalise the budget for the Shoalhaven Arts Awards. This is contingent on the Council revoting the 2016-17 balance of funds allocated in Job Number 21596/10722 of \$9,143 to enable the awards to be held beyond June 2017.
3. A new structure for the Awards be implemented which comprises four categories, with each award winner to receive a cash prize of \$500, and a certificate.

### Options

1. Adopt this report

Implications: Both the Shoalhaven Arts Board and the Riverfest will potentially leverage an improved profile within the arts community and the wider community.

2. Arts Board to deliver awards separate to the launch of the Riverfest Programme

Implications: A missed opportunity to combine resources and promotional activities.

### Background

The Shoalhaven Arts Awards have been held biennially for more than 10 years. The Arts Awards present an opportunity to recognise, encourage and support the creative arts, community arts, cultural organisations and volunteers in the arts, culture and heritage sector. The awards acknowledge the substantial contribution made by individuals and organisations in the sector towards creating a vibrant, socially connected, and learning community in the Shoalhaven Region.

The SAB at their meeting of 2 March 2017 considered a report on the Shoalhaven Arts Awards for 2017 and made a recommendation to Council. Council adopted MIN17.244 and resolved that:

- “1. The Arts Awards 2017 be held after June 2017*
- 2. Council, be requested to revoke the 2016/2017 balance of funds allocated in Job Number 21596/10722 to the 2017 Arts Awards to enable the 2017 awards to be held after June 2017.*
- 3. Cllr Wells to meet with the chairperson of Riverfest and the Tourism Advisory Group to discuss event options for the Arts Awards and report back to the Group.*
- 4. Establish a 2017 Arts Awards Subcommittee with the following membership:*
  - a. Cllr Wells*
  - b. Ms Merilynn Weiss*
  - c. Karen Patterson*
  - d. Fiona McFadyen*
- 5. The Arts Awards Subcommittee to provide a report on the progress of the 2017 Arts Awards at the next Arts Board meeting.”*

To implement the resolution a sub-committee was formed comprising of Merilyn Weiss, Cllr John Wells, Fiona McFadyen and Karen Patterson.

The Sub-committee met with Riverfest Committee members to discuss the:

- Current Award Categories and their relevance,
- Format / style of the Arts Awards event and opportunities to showcase the Arts through partnering with another Shoalhaven arts organisation.

### ***Award Categories***

The sub-committee considered it necessary to review and update the Arts Award categories to rejuvenate the awards; attract more nominations; better reward community artists, and better reflect contemporary arts practice in the Shoalhaven.

The sub-committee propose four (4) new Arts Award categories to update the previous award structure. These would be open to both individuals and organisations. A set of criteria will be established and nominees will be required to demonstrate how they meet these.

The proposed new award categories would have a prize of \$500 per category awarded to each along with a certificate. The following categories are suggested:

- a) Outstanding Contribution to Arts & Culture Award
- b) Young Achiever Award – Arts & Culture
- c) Emerging Artist or Performer or Writer Award
- d) Riverfest Outstanding Arts and Culture Environmental Award

### ***Timetable***

Subject to adoption the following timeline is proposed:

- June – Create nomination forms and confirm nomination/application process and timetable. Application package to be updated.
- July - call for nominations with supporting media campaign.

- August – Subcommittee to review and judge nominations and make a recommendation to the SAB meeting on 7 September 2017 for approval on Arts Awards recipients. Invitations to be sent to Councillors, Mayor, Council guest list, the Arts Board, Nominees and three guests; plus the Riverfest Committee.
- October 20 – Arts Board Awards to be held in conjunction with the announcement of the Riverfest Program at the Shoalhaven Entertainment Centre.

### **Event format**

The subcommittee is exploring opportunities to partner with the Shoalhaven Riverfest which is considered a pre-eminent community arts festival in the Shoalhaven. Combining forces was proposed as a positive benefit for both organisations.

To date three meetings have been held and discussion on how this could be achieved are ongoing. Karen Patterson, SEC Manager met with the Riverfest Committee to outline the proposal. The sub-committee seeks the support of the SAB to continue planning and delivery of the event.

The sub-committee plans to engage with a variety of regional performing and visual artists to showcase their art forms at the Awards event. The sub-committee also intends to promote the Riverfest Programme, and embark on a media campaign to promote the region's artists and performers. The Riverfest are also sponsoring the Riverfest Outstanding Arts and Culture Environmental Award

The Arts Board is to fund the award prizes, venue costs, food & beverage, and entertainment/artistic showcases.

### **Community Engagement**

The Shoalhaven Arts Award will seek nominations from the community through:

- Media releases,
- Use of Social Media – Council / SEC / Arts Centre / Library websites and Facebook pages,
- Letters to community arts organisations and festival committees in the Shoalhaven who are listed in the Community Directory
- Via electronic newsletters - Library / Arts Centre / SEC / and Council,
- Through the local museum and gallery's network,
- Public Notice and Advertising

Information packs including the nomination form and criteria will be available from early July on Council's website and hard copy at Council's Libraries, Regional Gallery and the Entertainment Centre. Nominations to close in August.

### **Financial Implications**

The cost of the awards will be met within existing 2016/17 budget: Job Number 21596/10722 budget \$9,143.

An estimate of costs are:

- \$2,200 – arts prizes and framed certificates,
- \$600 media & marketing campaign,

- \$6,340 – entertainment, venue hire & catering,

MIN17.244 part (2) adopted by Council in March 2017 sought to revoke the funds of \$9,143 in the 2016/17 budget to enable the event to be staged later in 2017.