

## Shoalhaven Arts Board

**Meeting Date:** Thursday, 08 February, 2018  
**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 - 7 December 2017 ..... 1
3. **Declarations of Interest**
4. **Reports**
  - AB18.1 Support for Funding Request - Shoalhaven Regional Gallery Climate Control System ..... 9
  - AB18.2 Events and Festivals Based Awards System - Nominations and Process and Presentation ..... 12
  - AB18.3 Establishment of an Arts Foundation..... 13
5. **General Business**
  - AB18.4 Verbal Updates - Entertainment Centre, Libraries and Arts



**Membership**

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

Quorum – Majority of the members.

**Purpose**

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

**Delegated Authority**

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

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

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

## MINUTES OF THE SHOALHAVEN ARTS BOARD

**Meeting Date:** Thursday, 7 December 2017

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

**Time:** 1:00pm

The following members were present:

Clr John Wells - Chairperson

Clr John Levett

Clr Kaye Gartner

Ms Karen Akehurst

Ms Barbara Dawson

Dr Peter Lavelle

Ms Alison Chiam

Others present:

Jane Lewis – Recreation, Community and Culture Manager

Karen Patterson – SEC Manager

Sara McMahon – Governance Unit Manager

Sarah Taylor – Unit Manager – Library Services

Fiona McFadyen – Acting Unit Manager Arts and Culture

### **AB17.34 Additional item - Address to the Members - Agenda Items and Items to Be Dealt with in Conjunction**

Note: Clr Wells addressed the Committee and advised that if in future the members have any items they wish to be added as part of the Agenda, they contact him to discuss, prior to sending the item to the Governance Unit for inclusion on the Agenda.

Clr Wells noted that the Arts Board Terms of Reference identifies the Chair as the port of contact between Board members and Council Staff.

### **RESOLVED** (Clr Wells / Clr Levett)

That the following items will be dealt with in conjunction with Item AB17.24 - Arts Board Awards Cancellation and Future Use of Dedicated Fund:

- AB17.26 - Arts Board Workshop - Resourcing Community Groups
- AB17.30 - Nowra CBD Revitalisation Committee Invitation
- AB17.31 - Arts Festivals - Future Directions
- AB17.33 - Arts Board Awards

CARRIED

### Apologies / Leave of Absence

Apologies were received from Ian Grant

### Confirmation of the Minutes

Note: Alison Chiam arrived at the meeting at 1.05pm

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

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

CARRIED

### Declarations of Interest

Karen Akehurst – AB17.32 – Shoalhaven Writers Festival – significant non pecuniary interest declaration – she is a member of the Shoalhaven Writers Festival Group – will leave the room and will not take part in discussion or vote.

## REPORTS

### AB17.23 Draft Shoalhaven Libraries Strategic Plan 2017 - 2021

**HPERM Ref:  
D17/324683**

Sarah Taylor advised that the draft Shoalhaven Libraries Strategic Plan 2017-2021 will go out on Public Exhibition after the adoption.

### Recommendation

That:

1. Council place the Draft Shoalhaven Libraries Strategic Plan 2017 – 2021 on public exhibition for a period of 28 days
2. If no significant adverse comments are received at the close of the public exhibition period, the Draft Shoalhaven Libraries Strategic Plan 2017 – 2021 be deemed adopted.

### RECOMMENDATION (Karen Akehurst / Peter Lavelle)

That:

1. Council place the Draft Shoalhaven Libraries Strategic Plan 2017 – 2021 on public exhibition for a period of 28 days
2. If no significant adverse comments are received at the close of the public exhibition period, the Draft Shoalhaven Libraries Strategic Plan 2017 – 2021 be deemed adopted.

CARRIED

**AB17.24 Arts Board Awards Cancellation and Future Use of Dedicated Fund**

**HPERM Ref:  
D17/387447**

Note: Cllr Gartner arrived at the meeting at 1.12pm

The following items will be dealt with in conjunction with Item AB17.24 - Arts Board Awards Cancellation and Future Use of Dedicated Fund:

- AB17.26 - Arts Board Workshop - Resourcing Community Groups
- AB17.30 - Nowra CBD Revitalisation Committee Invitation
- AB17.31 - Arts Festivals - Future Directions
- AB17.33 - Arts Board Awards

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

That the Shoalhaven Arts Board:

1. Approves the reallocation of the 2017/18 annual awards in funding of \$4,500 to the delivery of:-
  - a. two workshops focusing on social media marketing, and data collection to assist with event evaluation and eligibility for grant applications, and
  - b. the development of an Event Marketing Tool Kit

**RESOLVED** (Alison Chiam / Cllr Gartner)

That the Shoalhaven Arts Board

1. Approves the reallocation of the 2017/18 annual awards in funding of \$4,500 to the delivery of:-
  - a. two workshops focusing on social media marketing, and data collection to assist with event evaluation and eligibility for grant applications, and
  - b. the development of an Event Marketing Tool Kit
2. Council invite a representative from the Nowra CBD Revitalisation Committee to attend the workshops on social media marketing and data collecting
3. Investigate via a working group the establishment of an events and festival based awards system to be organised and managed by events and festival organisations (not for profit) and report back to the Board
4. Members refer the community to Council events staff for guidance in relation to arts festivals and events.
5. Invite Council's Events Staff to attend the Shoalhaven Arts Board in the future to advise on programs and their role in relation to events in the City

CARRIED

**AB17.25 Shoalhaven Regional Gallery Additional Resources Allocation**

**HPERM Ref:  
D17/391923**

It was noted that \$100,000 is needed for additional resourcing etc which will allow resourcing for staff to continue operating for 5 days per week.

**Recommendation**

That the Shoalhaven Arts Board

1. Endorses Shoalhaven Regional Gallery request for additional resources to be allocated to

allow for all part-time staff to become permanent staff, allowing continual growth for the Shoalhaven community and CBD.

2. Champions the integral role Shoalhaven Regional Gallery can take in the revitalisation of Nowra CBD

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

That the Shoalhaven Arts Board

1. Endorses Shoalhaven Regional Galleries request for additional budget and resources to be allocated to enable consolidation of the facilities success and continual growth of the galleries services for the Shoalhaven community and CBD.
2. Champions the integral role Shoalhaven Regional Gallery can take in the revitalisation of Nowra CBD

CARRIED

**AB17.26 Arts Board Workshop - Resourcing Community Groups**

**HPERM Ref:**  
**D17/374643**

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

That a workshop be designed for arts board members outlining council's resources which are available to community organisations.

Note: This item was dealt with in conjunction with item AB17.24 - Arts Board Awards Cancellation and Future Use of Dedicated Fund.

Refer – AB17.24 (part 4).

**AB17.27 Cultural Destination - Partnering with Shoalhaven Tourism**

**HPERM Ref:**  
**D17/374650**

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

That a representative from tourism be invited to attend arts board meetings.

**RESOLVED** (By consent)

That:

1. A representative from Tourism be invited to attend the Shoalhaven Arts Board meetings.
2. The Shoalhaven Arts Board (SAB) nominate Barbara Dawson to be the SAB representative on the Shoalhaven Tourism Advisory Group working group considering cultural tourism opportunities.

CARRIED

**AB17.28 Creation of Action Plan**

**HPERM Ref:**  
**D17/374662**

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

That an action plan for the goal "identity and destination" be created for co-ordinated communication towards potential funding opportunities like business and development, tourism and Re-vitalise Nowra Committees.

**RESOLVED** (By consent)

That Alison Chiam organise a workshop in February 2018 to discuss a way forward with an Action Plan for the goal “identity and destination” be created for co-ordinated communication towards potential funding opportunities including but not limited to:

1. Business and development,
2. Tourism; and
3. Re-vitalise Nowra Committees.

CARRIED

**AB17.29 Vacant Arts Board Position - Aboriginal Local Member****HPERM Ref:**  
**D17/374673****Recommendation (Item to be determined under delegated authority)**

That the vacancy for the local Aboriginal Member be filled.

**RESOLVED** (By consent)

That the Shoalhaven Arts Board invite Shane Brown to join the SAB to June 2019 as a Local Aboriginal Member.

CARRIED

**AB17.30 Nowra CBD Revitalisation Committee Invitation****HPERM Ref:**  
**D17/375435****Recommendation (Item to be determined under delegated authority)**

That the Arts Board invite a representative from the CBD Revitalisation Committee to a meeting to discuss the potential for strategic partnership.

Note: This item was dealt with in conjunction with item AB17.24 - Arts Board Awards Cancellation and Future Use of Dedicated Fund.

Refer AB17.24 (part 2)

**AB17.31 Arts Festivals - Future Directions****HPERM Ref:**  
**D17/375439****Recommendation (Item to be determined under delegated authority)**

That the Arts Board determine what role it will take in supporting new and established arts festivals.

Note: This item was discussed in conjunction with item AB17.24 - Arts Board Awards Cancellation and Future Use of Dedicated Fund

Refer AB17.24 (parts 1 and 3)

**RESOLVED** (Karen Akehurst / Barbara Dawson)

That report regarding Arts Festivals – Future Directions be received for information and noted that Workshops will be held in the future.

CARRIED

**AB17.32 Shoalhaven Writers Festival****HPERM Ref:  
D17/375445**

Karen Akehurst – AB17.32 – Shoalhaven Writers Festival - significant pecuniary interest declaration – she is a member of the Shoalhaven Writers Festival Group – left the room and did not take part in discussion or vote.

It was noted that the Tourism Section can provide information in relation to this matter.

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

That Arts Board auspice a small pilot Writers Festival in 2018 and a sub committee be established to carry the concept further. (Background report attached).

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

The Shoalhaven Arts Board supports the formation of an incorporated not-for-profit Shoalhaven Writers Festival organisation and the board consider this proposal at the next meeting pending further information.

CARRIED

**AB17.33 Arts Board Awards****HPERM Ref:  
D17/387910****Recommendation (Item to be determined under delegated authority)**

That a portion of the Arts Awards funding for 2017 be used for a 2018 Arts Lifetime Achievement Award.

Note: This item was discussed in conjunction with item AB17.24 - Arts Board Awards Cancellation and Future Use of Dedicated Fund.

Refer AB17.24 (part 3)

**GENERAL BUSINESS****AB17.35 Additional Item - Information from the Economic Development Workshop**

Alison Chiam provided the below information from the regional Economic Development Workshop

*The Shoalhaven is one of 34 regions to receive a slice of a 1.34 Billion dollar injection in funding to boost economic development. A workshop facilitated by the Business + Employment Development Committee and run by consultants was held to identify a project to leverage existing economic sectors in the Shoalhaven and further boost our economy.*

**AB17.36 Additional Item - Staff Update - Fiona McFadyen - Arts and Culture**

Ms Fiona McFadyen provided the following verbal update:

Since September all Arts Board Grants 2017/18 have been accepted and are under way.

**Exhibitions include:**

- Shoalhaven Arts Society 9-29 September
- Embedded in Land – Jim Birkett 7-28 October
- Creative Moments 7-28 October

**Other Events:**

- In Conversations x 3
- Artist Led Workshops x 2 (sold out)
- Preschool Visits x 2
- School tours x 4
- 4 x Gallery Openings

**Forecourt Activation**

- Wastey Whale – Sea of Waste
- Partnership the River Festival with artist Anthony Jones - Tank Art displayed in the gallery forecourt until Soft Core ends on Saturday 13 January.
- Next forecourt instalment Iconic Cubby in conjunction with Iconic Houses

**Other events and dates to note:**

- Soft Core – Summer Show.
- Summer Session – flyer encouragement to spread the word.
- In partnership with Roxy Theatre, Nowra Whitely Movie Feb 2018
- Dinner event in the Gallery space of Anna Glynn's Promiscuous Provenance Sat 21<sup>st</sup> April.
- New SRG Brochure and What's On Brochure delivered
- Bronwyn Coulston returns part time on January 2 2018.

**AB17.37 Additional item - Staff Update - Sarah Taylor - Library Services**

Sarah Taylor provided the following verbal update:

- Busy with Christmas activities – lots of storytimes, rhymetimes and visits from Santa. We have also launched our Summer Reading Club which runs for the whole of January through all Shoalhaven Libraries.
- Nowra Library refurbishment is nearing completion and we'll have an official opening early next year.
- Have launched new electronic resources – Borrowbox (eBooks and eAudiobooks – lots of Australian content and searchable through catalogue); Kanopy (movie streaming service – again lots of Australian content)

Information was handed out to members present from the Libraries, SEC and Art Gallery

**AB17.38 Additional item - Staff Update - Karen Patterson - SEC**

Karen Patterson advised that the SEC has now launched the 2018 season which has been well received.

The Morning Matinee attendance has increased by over 100 people per show.

The SEC will probably see over 5000 in attendance this week.

Note: The Chairperson conveyed congratulations to all staff for their work during 2017 and wished staff and members a happy and safe Christmas.

There being no further business, the meeting concluded, the time being 3.28pm.

Clr John Wells  
CHAIRPERSON

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

HPERM Ref: D18/25664

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

### Purpose / Summary

The upgrading and replacement of the current climate control system at the Shoalhaven Regional Gallery has now reached critical levels and further delay to this project due to lack of funding has significant potential consequences including reputational risk, inability to undertake planned programs, regular closure of the main gallery and loss of Regional Gallery status.

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

That the Shoalhaven Arts Board

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

### Options

1. Adopt the recommendations to endorse the Shoalhaven Regional Gallery's request for a capital allocation of \$600,000 to contribute to the cost of the system replacement, thereby allowing for the continued growth and development of the exhibition program

Implications: This would enable the system replacement and assurances in continuity of Regional Gallery operation, exhibitions and programs

2. Allocate a minimum of \$300,000 (50% of the replacement cost) to contribute towards the cost of the system replacement, which will enable a grant application for matching funding to be prepared through a grant funding submission

Implications: Without funding of at least 50% of the cost of the replacement system, Shoalhaven Regional Gallery are unable to apply for grant funding, and will be unable to exhibit touring shows, works on paper or delicate and historic items in the galleries.

3. Adopt a modified recommendation.

Implications: This would depend on the actual resolution of the committee.

### Background

Shoalhaven Regional Gallery have sought capital funding through Council's budget process for the past three years to offset at least 50% of the cost to replace the climate control system throughout the galleries, including temperature and humidity control and installation of automatic sliding doors to assist with maintaining a stable environment. This funding has

been unsuccessful and as a result we have been either unable to, or been unsuccessful in applying for grant funding from a range of organisations.

A recent incident where a mechanical failure of a connector within the humidity controller, has seen the entire system now set at 50% capacity as a replacement part is having to be sourced from the manufacturer. The current system is now facing obsolescence and parts are not able to be readily sourced. The immediate ramifications of the mechanical failure and subsequent issues related to the inability of the system to operate at 100% have seen the main gallery closed for a 2-week period while repairs and rectification works are undertaken. This has forced the cancellation of a show, and damaged our reputation within the industry and the community.

If SRG is not successful in replacing the climate control system and meeting industry standards, there are significant consequences to the long-term programming of exhibitions and the continued growth of the gallery. We have already been informed by some organisations that their touring shows are unable to be shown at SRG due to lack of suitable climate control, and, as a result of recent issues we are now further limited in the type of touring shows we will be approved for. Our forward program of exhibition is scheduled until 2020, however without proper climate control and due to the current system no longer being reliable we will be forced to withdraw from agreement with artists, curators and partner organisations, significantly damaging our reputation within the industry and community.

The Shoalhaven Arts Board plays an integral role in championing the Shoalhaven Regional Gallery in the cultural fabric of the region and the need to have a climate control system that meets industry standards.

### **Community Engagement**

SRG is poised to be a leading organisation in the Nowra CBD revitalisation with visitor numbers more than doubling over the past 18 months. Further we are increasingly being approached by artists of note and other regional galleries to host or curate specific shows. Without an industry standard climate control system across all galleries we cannot continue to advance these emerging partnerships and build on the opportunities for the community to engage with a range of visual art exhibition of national standards.

### **Financial Implications**

Recent costings for a replacement system, using the existing ceiling ducts and piping, has been estimated at around \$600,000. Most grant applications for capital works require the organisation to have at least 50% of total costs from internal or other sources. Capital bid funding through Council's budget process allocates resources on a need/risk basis.

\$600,000 is required to install a system commensurate with Industry Standards.

### **Risk Implications**

Continued delay of replacement of the system and the further obsolescence of replacement parts of the exhibition system will have:

- Compounding reputational implications
- Risk of reduced visitation,
- Reduced income,
- Reduction in gallery activities,
- An increasing likelihood of requests to host touring exhibitions being refused

- Removed from the Regional Gallery network and, as a consequence loss of ability to access grant funding from Create NSW, Australia Council for the Arts and other similar bodies.
- Loss of Regional Gallery Status.

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

HPERM Ref: D18/30133

Select: Karen Akehurst

### Recommendation

That:

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

### Details

A working party was convened to discuss item AB17.24, recommendation 3 from Arts Board meeting Dec 7<sup>th</sup>, 2017. The recommendation read as follows:

*Investigate the establishment of an events and festival based awards system to be organised and managed by events and festival organisations.*

The system was approached in two parts: 1) award nominations and 2) awards process and presentation.

### Nominations

The initial suggestion that events and festival organisations have a role in organising and managing the nomination process was discussed and set aside by a majority of the members, with one Community Member, Peter Lavelle, dissenting, arguing that it should remain an option for future consideration.

It was agreed that in order to investigate an improved awards system moving forward, it is essential to first consult with the arts community about reasons for poor uptake and potential solutions. A structured focus group is therefore proposed to precede the planned workshop for all Shoalhaven non-profit arts organisations, as part of a professional development and networking half day.

### Process and Presentation

- It was felt by some members that incorporating arts categories into the annual Shoalhaven awards (Australia Day) may increase the profile of the awards within both the arts community and the local community and therefore generate more interest from potential nominees.
- No expenditure is required for a stand-alone presentation event or prize, providing an opportunity to repurpose the funds.
- It would acknowledge the contribution of art and artists within the broader community.

## AB18.3 Establishment of an Arts Foundation

HPERM Ref: D18/30221

Select: Alison Chiam

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

That the Shoalhaven Arts Board form a sub-committee to establish a Shoalhaven Arts Foundation, consisting of the following members, (insert names).

### Details

The Shoalhaven Arts Board Terms of Reference (POL15/56) and Shoalhaven Arts Board Strategic Plan 2017 – 2021 contain within them the aim of the Arts Board to establish a Shoalhaven Arts Foundation. In line with this aim, the Shoalhaven Arts Board Community members, Councillors, Council staff members and community leaders attended a workshop in Feb 2017 facilitated by Frank Howarth to help in defining the purpose, objectives and operations of an Arts Foundation.

Frank Howarth has extensive experience in the cultural sector, holding roles such as Director of the Australian Museum and Director of the Royal Botanic Gardens Sydney. Frank now runs a consultancy business helping identify and increase philanthropic support for the arts. He has worked with several local governments to identify opportunities and establish improved practises around philanthropy and was engaged by Shoalhaven City Council to provide advice and assistance for the successful establishment of an Arts Foundation.

An Arts Foundation committee will be tasked with setting up a successful arts foundation to support the development and enrichment of broad arts in the Shoalhaven.