

Shoalhaven Arts Board

Meeting Date: Wednesday, 18 May, 2022

Location: Jervis Bay Meeting Room, City Administrative Centre, Bridge Road, Nowra

Time: 4:00pm

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 - 4 April 2022 1
- Special Shoalhaven Arts Board - 28 April 2022 3

3. Declarations of Interest

4. Reports

- AB22.19 Update on Actions - April 2022 5
- AB22.20 Council Policy Revisions - Shoalhaven Libraries - Operations Policy 17
- AB22.21 Council Policy Revisions - Shoalhaven Libraries - Children's Policy 29
- AB22.22 Council Policy Revisions - Internet Usage Policy 36
- AB22.23 Shoalhaven Libraries - Update 45
- AB22.24 Shoalhaven Arts Board - Expression of Interest - Appointment of
Community Members 49
- AB22.25 Shoalhaven Regional Gallery- Update- February, March, April 2022 51
- AB22.26 Update - Shoalhaven Arts Foundation and South Coast Regional Arts
Development Organisation 56
- AB22.27 Variation Request - Shoalhaven Arts Board Grants 67
- AB22.28 Shoalhaven Entertainment Centre Update 70
- AB22.29 Cultural and Creative Industries Strategy & Planning 75

5. General Business

Membership

Ms Christine Dunstan - Chairperson
Clr Tonia Gray
Clr John Kotlash
Clr Moo D'Ath
Clr Patricia White (Alternate)
Clr Paul Ell (Alternate)
Mr Stephen Buzacott
Mr Rob Crow
Mr Frank Howarth
Dr Lynda Kelly
Ms Jenny Thompson

Quorum – Majority of the members.

Purpose

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

Delegated Authority

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

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

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

MINUTES OF THE SHOALHAVEN ARTS BOARD

Meeting Date: Monday, 4 April 2022

Location: Email Meeting

The following members participated in the e-meeting:

Clr Tonia Gray
Clr John Kotlash
Clr Moo D'Ath
Mr Robert Crow
Ms Jenny Thompson
Mr Frank Howarth
Dr Lynda Kelly
Mr Stephen Buzacott
Ms Christine Dunstan

Apologies / Leave of Absence

Nil

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the Shoalhaven Arts Board held on Thursday 03 March 2022 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

AB22.15 Proposal to Change Time of Future Shoalhaven Arts Board Meetings

**HPERM Ref:
D22/128069**

Recommendation

That the start time for meetings of the Shoalhaven Arts Board be amended from 1:00pm to 4:00pm to facilitate attendance of Councillors appointed by the Council as members of the Board

RESOLVED (By consent)

That the start time for meetings of the Shoalhaven Arts Board be amended from 1:00pm to 4:00pm to facilitate attendance of Councillors appointed by the Council as members of the Board

FOR: Clr Gray, Clr Kotlash, Clr D'Ath, Robert Crow, Jenny Thompson, Lynda Kelly and
 Christine Dunstan

AGAINST: Frank Howarth and Stephen Buzacott

CARRIED

Please note that all meetings will be sent with an audio visual link via Microsoft Teams.

There being no further business, the meeting concluded.

Senior Governance Officer
CONVENOR

MINUTES OF THE SPECIAL SHOALHAVEN ARTS BOARD

Meeting Date: Thursday, 28 April 2022

Location: Teams Meeting

Time: 4.00pm

The following members participated:

Clr Tonia Gray
Clr John Kotlash
Clr Paul Ell
Ms Jenny Thompson
Dr Lynda Kelly
Mr Stephen Buzacott
Ms Christine Dunstan

Others present:

Jane Lewis – Director City Lifestyles
Bronwyn Coulston – Manager – Arts & Culture
Karen Patterson - Manager - Shoalhaven Entertainment Centre

Apologies / Leave of Absence

An apology was received from Frank Howarth.

Declarations of Interest

Nil

AB22.18 Election of Chairperson

Bronwyn Coulston – Manager – Arts & Culture assumed the Chair and asked the members present if there were any nominations for the role of Chairperson.

Christine Dunstan was nominated by Clr Gray for the position of Chairperson, seconded by Clr Kotlash. A second nomination for Christine Dunstan was also received from Jenny Thompson.

The Arts Board agreed the election process was conducted fairly and reasonably. Bronwyn Coulston – Manager – Arts & Culture - declared Christine Dunstan as Chairperson.

RESOLVED (By consent)

That Christine Dunstan be appointed as Chairperson of the Shoalhaven Arts Board for the two year term to April 2024.

CARRIED

There being no further business, the meeting concluded, the time being 4:14pm.

Christine Dunstan
CHAIRPERSON

AB22.19 Update on Actions - April 2022

HPERM Ref: D22/194313

Department: Business Assurance & Risk

Approver: Kevin Norwood, Manager - Shoalhaven Swim Sport Fitness

Attachments: 1. Action Table - April 2022 [↓](#)

Reason for Report

To provide the Shoalhaven Arts Board with a progress report on outstanding actions.

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Arts Board receive the Update on Actions report for information.

Options

1. Adopt the recommendation as written.

Implications: The Shoalhaven Arts Board is updated on progress of actions and recommendations made at previous meetings.

2. Request more information.

Implications: Members of the Shoalhaven Arts Board request further information.

Background

This report is to update the Shoalhaven Arts Board on outstanding actions from previous meetings. Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings, including items which are still in progress, and identifies actions that have been completed.

Should Shoalhaven Arts Board members require further information on the status of the actions in the table attached Council staff will provide as requested.

Community Engagement

It is important that the members of the Arts Board are kept informed on progress towards the completion of actions and projects. This report provides a structured approach to facilitate this information exchange.

OPEN ACTIONS FROM ARTS BOARD

Meeting Date: 22/04/2021	Item No: AB21.11	Officer: Coulston, Bronwyn	Completed:
Title: Shoalhaven City Art Collection - recommendations for Deaccessioning select items from Collection			
<p>RESOLVED (Alison Chiam / Christine Dunstan)</p> <p>That the below items from the City Art Collection are deaccessioned in line with the City Art Collection – Acquisitions and Collection Management Policy (POL18/23)</p> <ol style="list-style-type: none"> 1. Phil Campbell – Depression Session – 1980 – pencil, charcoal, crayon on sawboard 2. S Bailey – Four Painted Plates of Houses – 1981 – hand painted ceramic plates 3. Maurie Caswell – Pampas Grass and Urn – 1986 – Watercolour on paper 4. Jelders Michael Davey – Solitude – undated – Type C Photographed 1/20 5. Gretel Doering – Dead Trees Dreaming – 1968 – watercolour on paper 6. Alna Nicmanis – Under the Dark Clous – 1975 – mixed media 7. Leslie Kienan – Fruit basket with flowers – 1991 – watercolour on paper 8. Mollie McCloskey – Abstract 8 – 1974 – mixed media 9. Joy Morrison – Enchanted Garden – 1970 – mixed media on masonite 10. Terrance Murphy – MinMin Shore – 2008 – oil on canvas 11. Terrance Murphy – Apline Spring – 2001 – acrylic on craftboard 12. Terrance Murphy – Outer Hedrides – 1991 – acrylic on craftboard 13. Terrance Murphy – Cosmic Poem – 1997 – acrylic on linen 14. Helen Kaminski – Autumn Gums – 1981 – pencil and pastel on paper 15. J Stewart – Crookhaven Heads Lighthouse – undated – oil on masonite 		<p>Notes:</p> <p>04 Oct 2021 4:22pm Coulston, Bronwyn Deaccessions remain a work in progress. Donors / Estate holders are being identified where possible.</p> <p>24 Feb 2022 11:21am Coulston, Bronwyn Deaccessions continue to progress slowly. Limited information found on donors / estate holders. Next step is to offer works to other community organisations / education orgs.</p> <p>06 May 2022 1:11pm Coulston, Bronwyn No Further progress on this item. Current collection focus is resolving matters with the Birkett Weatherhead Gift and the Dingle Hughes Gift. Once these items are resolved, we will return to progressing deaccessioning of agreed items.</p>	

16. Thora Wilson – Tabby Tom at Molong – 1988 – watercolour on paper
 17. Alison Duncan – Golden Goddesses – undated - watercolour on paper
 18. Lee Elvy – Untitled – Undated - acrylic on board
 19. Gray Dunreath-Cooper – Softly Softly – 1975 – watercolour on paper
 20. Grace Paleg – Portrait of Dorothy – 2001 – pastel on paper
 21. Greg Hughes – Abstract, Symbolic Economic Code – undated - acrylic and pastel on canvas
 22. Lyn Ryall – Bird – undated – ceramic
 23. Irene Kitchen – Plate – undated – earthenware
- CARRIED

Meeting Date:	Item No:	Officer:	Completed:
03/03/2022	AB22.5	Coulston, Bronwyn	
Title: Art Acquisition & Collection Sub committee / Grants Working Group / Collection Strategic Planning Working Group - Membership			
RESOLVED (Clr Gray / Alison Chiam) That the following subcommittees and working groups be established with the membership as detailed <ol style="list-style-type: none"> 1. Art Acquisition and Collection Subcommittee <ol style="list-style-type: none"> a. Chair of the Shoalhaven Arts Board b. Manager – Arts and Culture or nominated representative c. Shoalhaven Arts Board member - Stephen Buzacott d. Shoalhaven Arts Board member - Alison Chiam e. Shoalhaven Arts Board member – Clr Moo D’Ath f. Invited Arts Professional – Boe-Lin Bastian 2. Arts Board Grants Working Group <ol style="list-style-type: none"> a. Shoalhaven Arts Board member - Christine Dunstan b. Shoalhaven Arts Board member - Jenny Thompson c. Shoalhaven Arts Board member - Peter Lavelle d. Appropriate Council officer from the Cultural sector 		Notes: 06 May 2022 1:23pm Coulston, Bronwyn All groups now have vacancies due to member terms ending. Vacancies will be filled with new members at the August meeting.	

<ul style="list-style-type: none"> e. Invited Art Professional 	
3. Art Collection Strategic Planning Working Group	
<ul style="list-style-type: none"> a. Chair of the Shoalhaven Arts Board b. Manager – Arts and Culture or nominated representative c. Shoalhaven Arts Board member Alison Chiam d. Shoalhaven Arts Board member Clr Moo D'Ath e. Invited Arts Professional -- Boe-Lin Bastian f. Invited Arts Professional Aboriginal 	
CARRIED	

Meeting Date: 03/03/2022	Item No: AB22.6	Officer: Coulston, Bronwyn	Completed:
Title: Shoalhaven Arts Board 2021 / 2022 Grants Program - Professional Development / Sense of Place - Funds voted - Headspace allocation			
RESOLVED (Clr Gray / Frank Howarth) That 1. The Shoalhaven Arts Board grants be allocated as follows: <ul style="list-style-type: none"> a. Professional Development Grants <ul style="list-style-type: none"> i. Brooke Boland – Advanced Creative Non-Fiction course - \$420 ii. Joanna Thomas – Colour Pencils in Contemporary Botanical Art - \$1,900 iii. Damien Lane and Johnny Leahy – Attendance at the Australian International Documentary Conference 2022 - \$3,000 b. Sense of Place Grants <ul style="list-style-type: none"> i. Connect Sanctuary Point – Outdoor Art Space - \$2,500 ii. Shoalhaven Youth Orchestra – South Coast Sketches - \$10,000 iii. Headspace Nowra – Vincentia High School Pride Mural - \$10,000 		Notes: 06 May 2022 1:25pm Coulston, Bronwyn Funding agreements have been signed with all recipients except Joanna Thomas. Joanna has submitted a variation request for consideration. Approved activities by recipients have commenced and are being delivered in accordance with the submitted program.	

iv. Nowra Public School – Connecting Community to School - \$10,000 2. The remaining funding from the Grants Program (\$1,180) and the remaining budget in the 2020 Schools Art Project (\$3,100) are combined providing funding of \$4,280. 3. Funding of \$4,280 is allocated to Headspace Nowra to support the documentation of their Sense of Place project contingent on Headspace providing evidence to of their ability to fund any shortfall in the project budget. CARRIED			
Meeting Date: 03/03/2022	Item No: AB22.10	Officer: Coulston, Bronwyn	Completed:
Title: Shoalhaven City Art Collection - Acquisitions / Donations - Glenn Barkley / Michelle Cawthorn / Peter Sharp / Geoff La Gerche / Fred Leist / Graham Blondel			
RESOLVED (Stephen Buzacott / Christine Dunstan) That 1. The offer of donation through the Cultural Gifts program of the work <i>Bleak Milestones</i> by Glenn Barkley is accepted 2. The offer of donation through the Cultural Gifts program of the work <i>A Chorus Line: Neville</i> by Michelle Cawthorn is accepted 3. The offer of donation through the Cultural Gifts program of the works <i>Road Hazard, Conjola and Arthur's Rocks, Bundanon</i> by Peter Sharp is accepted 4. The offer of donation through the Cultural Gifts program of the work <i>Three Sisters</i> by Geoff La Gerche is declined 5. The offer of donation of the untitled work by Fred Leist is accepted 6. The offer of donation through the Cultural Gifts program of the work <i>Apparition of the Mythmaker</i> by Graham Blondel is accepted. CARRIED		Notes: 06 May 2022 1:39pm Coulston, Bronwyn Contact has been made with all donors. Items by Glenn Barkley, Peter Sharp and Graham Blondel are now onsite, we await delivery of work by Fred Leist and Michelle Cawthorn.	

OPEN ACTIONS FROM ORDINARY

Meeting Date: 23/03/2021	Item No: AB21.7	Officer: Coulston, Bronwyn	Completed:
Title: Additional Item - Shoalhaven Arts Foundation Constitution - Seed Funding - 2020 / 2021 Budget / Quarterly Budget Review			
RESOLVED* (Clr Wells / Clr White) MIN21.152 That Council consider a funding allocation in the 2020/21 budget or a quarterly budget review of \$150,000 to facilitate the drafting of a Shoalhaven Foundation Constitution that could support the Arts and other objects (such as Economic Development opportunities and Environmental outcomes), its business registration and name, securing charitable status, and obtaining an Australian Business Number to facilitate the Foundation's pursuit of funding for the Arts and other objects in the City of Shoalhaven. CARRIED		Notes: 04 Oct 2021 4:26pm Coulston, Bronwyn Request considered at Quarter 3 budget review - no funding identified. Request will be reconsidered at Quarter 4 review. 10 Oct 2021 9:15pm Coulston, Bronwyn Funding for the Arts Foundation included in the 2021/22 Delivery Program and Operational Plan for Council. Item 1.2.01.08 - 'Continue to progress development of the Shoalhaven Arts Foundation', with the reporting measure being 'Funding allocated to facilitate drafting of Shoalhaven Foundation Constitution' 24 Feb 2022 11:19am Coulston, Bronwyn Funding for Arts Foundation submitted through the Operational Bid process. A councillor briefing on the Foundation is scheduled to occur on the 31st March 2022. The briefing will address funding needs. 06 May 2022 1:08pm Coulston, Bronwyn Funds voted at Ordinary Meeting - 26th April 2022. Foundation will progress to establishment in the 22/23FY. (MIN22.302)	

Meeting Date: 31/08/2021	Item No: AB21.20	Officer: Coulston, Bronwyn	Completed:
Title: Shoalhaven Regional Gallery - Strategic Plan 2020 - Summary of Achievements - 2021 / 25 Plan - New Gallery development			
RESOLVED* (Clr Gartner / Clr Findley) MIN21.609 That: 1. The report on the Shoalhaven Regional Gallery – Strategic Plan 2020 – Summary of Achievements be received by the Shoalhaven Arts Board for information. 2. Arts Board members are consulted and given opportunity to provide feedback as part of the planning and development of the new 2021-2025 Gallery Strategic Plan 3. The Shoalhaven Arts Board continue to champion the work of the Shoalhaven Regional Gallery and the need for ongoing financial support.		Notes: 04 Oct 2021 4:19pm Coulston, Bronwyn Staff planning for the new strategic plan will occur in November 2021. Following this a survey will be distributed to members of the Shoalhaven Arts Board, representatives of various arts organisations and the broader community for feedback and input. , The Draft Strategic Plan will be presented to the Shoalhaven Arts Board in early 2022. 24 Feb 2022 11:26am Coulston, Bronwyn Development of a new strategic plan for Shoalhaven Regional Gallery continues. Members will be invited to participate and provide information and feedback at appropriate points in the development process.	

<p>4. Council include in the Strategic Plan 2021-2025 the development of a plan for a new regional gallery.</p> <p>CARRIED</p>	<p>10 May 2022 12:45pm Coulston, Bronwyn</p> <p>Part 1 has been completed.</p> <p>Part 2 is ongoing and the draft strategic plan for Shoalhaven Regional Gallery will be presented to the Arts Board at an appropriate time.</p> <p>Part 3 is ongoing</p> <p>Part 4 is in progress with the Draft Delivery Program and Operational Plan (DPOP) now adopted by Councillors and on public exhibition for comment and feedback. It includes in section 1.2.01.06 the Action 'Undertake investigations to articulate a vision for a new Shoalhaven Regional Gallery' with the reporting measure 'Form a small working group to articulate the high level vision for a new Shoalhaven Regional Gallery by June 2023'.</p>
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Meeting Date: 31/08/2021	Item No: AB21.24	Officer: Coulston, Bronwyn	Completed:
Title: Shoalhaven Arts Foundation Proposal - Working Party establishment - New Regional Arts & Cultural Facility (Gallery)			
<p>RESOLVED* (Clr Gartner / Clr Findley) MIN21.610</p> <p>That Council:</p> <ol style="list-style-type: none"> Note the intention of the Shoalhaven Arts Board to continue to advocate the establishment of the Shoalhaven Arts Foundation and doing so the Board will: <ol style="list-style-type: none"> Urge Council to support funding the legal work necessary to develop a robust and functioning constitution for a Shoalhaven arts foundation. Consider a proposal that a new contemporary art gallery be the first major project to be supported by an arts foundation, once established. Contribute to the development of a "prospectus" for a leading-edge contemporary Art Gallery. Be attentive to the scope and scale of projects and programs that are able to be supported by the Foundation to achieve cultural benefits for the community. Establish a working party at the appropriate time to progress planning towards the establishment of a new regional arts and cultural facility (art gallery), and the role that the future Foundation will play in the articulation of that facility. 		<p>Notes:</p> <p>24 Feb 2022 11:32am Coulston, Bronwyn</p> <p>1 (a) - A briefing has been set for the 31st March to present information to council on the Arts Foundation and the need for funding. An operational budget bid has been submitted to seek funding for the establishment costs. , 1 (b) - intention is noted, but Council will not have ability to direct the focus and funding allocation of the Foundation, 1 (c) - The Arts Board will continue to be consulted at an appropriate point in time to contribute to the development of a new Regional Gallery, 2 - The Board will be able to contribute to the aims and objectives of the Foundation through the development of the constitution. , 3 - The establishment of a working party will be progressed at an appropriate time.</p> <p>10 May 2022 12:11pm Coulston, Bronwyn</p> <p>Funds for establishment of the Foundation are included in the Draft Budget for the 2022/23 FY.</p>	

CARRIED

Meeting Date:	02/11/2021	Item No:	AB21.27	Officer:	Coulston, Bronwyn	Completed:	
Title:	Update - Shoalhaven Arts Board Grants 2020 / 2021 - Acquittals and variations - Anti Nuclear Family Play - Consider funding						
RESOLVED* (Clr Pakes / Clr White)	MIN21.812			Notes:			
That:				24 Feb 2022 11:43am Coulston, Bronwyn			
1. The acquittals be accepted from				Grant projects continue to progress as per parts 2 & 3. , Funding received for part 4, funding has been used as co-contribution for application to Building Better Regions Fund - Community Investment Stream (seeking additional \$25,000) to ensure creative development can happen.			
a. Anna Nangle							
2. Variation requests be accepted from				10 May 2022 12:28pm Coulston, Bronwyn			
a. Albatross Musical Theatre Company				New variation request has been received from Alaska Turner (see report D22/185881). , Parts 2 & 3 continue has per report. Part 4 continues to be developed and we await information about the outcome of the application to the Building Better Regions Fund.			
b. Alaska Turner							
c. Natalie McDonagh							
d. Annaliese Szota							
3. Updates are noted for the grants awarded to							
a. Jill Talbot							
b. Alana Valentine							
4. In relation to the grant referred to item 3b above, Council give consideration to the allocation of \$25,000 to enable the creative development of a play called the Anti-Nuclear Family, to be funded by an adjustment to the Quarterly Budget Review process.							
CARRIED							

Meeting Date:	02/11/2021	Item No:	AB21.34	Officer:	Coulston, Bronwyn	Completed:	
Title: Additional Item - New Regional Gallery - Inclusion in Community Strategic Plan - DPOP 2022 / 2023							

RESOLVED* (Clr Pakes / Clr White) MIN21.813 That Council: <ol style="list-style-type: none"> Through the forthcoming review and preparation of its new Community Strategic Plan (CSP), articulate its vision for a new Shoalhaven Regional Gallery and include this in the new plan, with this being explored further in the Delivery Program and Operational Plan (DPOP) 2022/23. In articulating its vision for a new Regional Gallery, consult with and seek input from the Shoalhaven Arts Board and include this as an Operational Plan Action in the Delivery Program and Operational Plan (DPOP) 2022/23. CARRIED	Notes: 24 Feb 2022 11:45am Coulston, Bronwyn Manager - Arts and Culture is working with Manager - Corporate Performance and Reporting to progress actions and ensure parts 1 & 2 are included in relevant corporate documents. 10 May 2022 12:45pm Coulston, Bronwyn The Draft Delivery Program and Operational Plan (DPOP) has been adopted by Councillors and will go on public exhibition for comment and feedback.
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Meeting Date: 28/03/2022	Item No: AB22.7	Officer: Coulston, Bronwyn	Completed:
Title: Public Art - Opportunities Requirements - Consider Allocating Funds - 2022 / 2023 Budget - Specialist Contract - Review Policy - Document existing art			
RESOLVED* (Clr Ell / Clr White) MIN22.211 That Council consider allocating funds of \$100,000 in the 2022/23 budget process to contract an arts specialist to: <ol style="list-style-type: none"> Undertake a full review of the current Public Art Policy and make recommendations for a new policy that supports innovative and best practice approach to public art in the Shoalhaven. Develop suitable internal procedures and documentation that ensures that consistent approach and standards are applied to Public Art projects, supporting excellence in commissioning standard, safety and community engagement. Document all existing public art across the Shoalhaven, it's current condition, conservation / maintenance needs and status for recording in the City Collection Management system. CARRIED	Notes: 10 May 2022 12:49pm Coulston, Bronwyn Funding for this project has not been allocated in the Draft budget for the 2022/23 FY. Alternate avenues will be explored to deliver parts 1 and 2 within existing resources and budget. Part 3 will be deferred until suitable funding / resourcing is identified.		

Meeting Date: 28/03/2022	Item No: AB22.11	Officer: Coulston, Bronwyn	Completed:
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Title: Lake Tabourie Museum - Collection Care Management - Consider Operational Budget 2022 / 2023 & Recurrent Funding		
RESOLVED* (Clr Ell / Clr White)	MIN22.212	Notes:
That Council:		10 May 2022 12:51pm Coulston, Bronwyn
1. Receive the report for information.		Funding allocated in the Draft Budget for the 2022/23 FY dependent on grant funding being provided by Create NSW.
2. Consider an operational budget bid of \$40,000 and a recurrent funding of \$10,000 per annum as part of the 2022/23 budget process, to ensure critical conservation work can be undertaken at Lake Tabourie Museum		
CARRIED		

COMPLETED ACTIONS FROM 28 FEBRUARY 2022

Meeting Date: 03/03/2022	Item No:	Officer: Hollier, Leah	Completed: 12/04/2022
Title: Election of Chairperson - Deferred to next meeting			
RESOLVED (Christine Dunstan / Clr White)		Notes:	
That Clr Paul Ell be appointed as the Chairperson for today's meeting and that the election of the Chairperson of the Shoalhaven Arts Board be further considered at the next meeting.		12 Apr 2022 4:36pm Hollier, Leah - Completion	
CARRIED		Completed by Hollier, Leah (action officer) on 12 April 2022 at 4:36:07 PM - Noted to add to Agenda for 19 May meeting	
The position of Chairperson will be resolved at the next meeting of the Shoalhaven Arts Board.			

Meeting Date: 22/07/2021	Item No: AB21.21	Officer: Coulston, Bronwyn	Completed: 06/05/2022
Title: Shoalhaven City Art Collection - Acquire Duhk-ling XII & Duhk-ling I Therese Sweeney - Echo Overload No 4 - David Voight			
RESOLVED (Stephen Buzacott / Alison Chiam)		Notes:	
That the Shoalhaven Arts Board:		06 May 2022 1:13pm Coulston, Bronwyn	
1. Accept the offer of Donation of the works <i>Duhk-ling XII & Duhk-ling I</i> from Therese Sweeney		Duhk-ling XII and Duhk-ling I have been received into the collection. The offer of Echo Overload No 4 has now been withdrawn and will not be entering the collection at this stage.	
2. Reject the offer of Donation of the work <i>Live a little (Ducklings Born)</i> from Therese Sweeney		06 May 2022 1:16pm Coulston, Bronwyn - Completion	
3. Accept the offer of Donation through the Cultural Gifts program of <i>Echo Overload No 4</i> by David Voight from Stephen Westgarth			

CARRIED	Completed by Coulston, Bronwyn (action officer) on 06 May 2022 at 1:16:00 PM - Items by Therese Sweeny have now been accepted into the collection. The donation from Stephen Westgarth has been withdrawn and is no longer available.
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Meeting Date: 03/03/2022	Item No: AB22.14	Officer: Bell, Coralie	Completed: 11/04/2022
Title: Additional Item - Action for Agriculture & Kreative Koalas - refer to Shoalhaven Tourism Advisory Group			
<p>Clr Gray advised that Lynne Strong who is the founder of the “Action for Agriculture” and “Kreative Koalas” wants to embark in the Shoalhaven and asked if this is something that could be coordinated through the Arts Board or Council. Jane Lewis – Director City Lifestyles recommended this be brought up at the Shoalhaven Tourism Advisory Group and Rob Crow – Tourism Advisory Group Representative also supported this being brought up at the Shoalhaven Tourism Advisory Group.</p>		<p>Notes: 11 Apr 2022 2:02pm Bell, Coralie - Completion Completed by Bell, Coralie (action officer) on 11 April 2022 at 2:02:18 PM - Tourism Manager has met with Community Connections Manager, as the Tourism Advisory Group is not meeting again soon, this matter was managed by staff and information distributed to schools via community connections team.</p>	

Meeting Date: 04/04/2022	Item No: AB22.15	Officer: Hollier, Leah	Completed: 07/04/2022
Title: Change of Start Time for Shoalhaven Arts Board Meetings			
<p>RESOLVED (By consent)</p> <p>That the start time for meetings of the Shoalhaven Arts Board be amended from 1:00pm to 4:00pm to facilitate attendance of Councillors appointed by the Council as members of the Board</p> <p>FOR: Clr Gray, Clr Kotlash, Clr D'Ath, Robert Crow, Jenny Thompson, Lynda Kelly and Christine Dunstan</p> <p>AGAINST: Frank Howarth and Stephen Buzacott</p> <p>CARRIED</p>		<p>Notes: 07 Apr 2022 4:47pm Hollier, Leah - Completion Completed by Hollier, Leah (action officer) on 07 April 2022 at 4:47:00 PM - Updated</p>	

Meeting Date: 28/04/2022	Item No: AB22.18	Officer: Hollier, Leah	Completed: 03/05/2022
Title: Christine Dunstan - Appointed as Chairperson- Update ewok, InfoCouncil and Committee Folder Notes			
<p>RESOLVED (By consent)</p> <p>That Christine Dunstan be appointed as Chairperson of the Shoalhaven Arts Board for the two year term to April 2024.</p>		<p>Notes: 03 May 2022 10:00am Hollier, Leah - Completion</p>	

CARRIED	Completed by Hollier, Leah (action officer) on 03 May 2022 at 10:00:02 AM - updated records
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AB22.20 Council Policy Revisions - Shoalhaven Libraries - Operations Policy

HPERM Ref: D22/180270

Department: Library Services

Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. POL22/61 - Shoalhaven Libraries - Operations Policy - Draft Changes [↓](#)

Reason for Report

To review and reaffirm Shoalhaven Libraries Operations Policy.

Recommendation

That Council adopt the revisions of the Shoalhaven Libraries Operations Policy.

Options

1. Adopt the recommendations.

Implications: This will allow the inclusion of changes to make the relevant policy 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 provision and controls for the relevant Policy.

Background

Operations Policy

The Shoalhaven Libraries Operations Policy was initially adopted in 2002 and is used to inform library staff and customers of the operations of Shoalhaven Libraries.

A copy of the recommended changes to the policy are detailed in Attachment 1 'POL22/61 – Operations Policy – Shoalhaven Libraries – Draft Changes' and summarised below:

- Updated legislative references.
- Updated library membership details, regarding membership categories, loan limits, and library cards.
- Updated Customers Code of Conduct

Community Engagement

The reviews of the Shoalhaven Libraries Operations and Children's Policies and South Coast Cooperative Libraries Collection Development Policy are considered minor policy changes that do not warrant community engagement.

Policy Implications

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

Financial Implications

There are no additional financial implications resulting from reaffirming the above policies.

Shoalhaven Libraries - Operations

Adoption Date:	23/07/2002
Reaffirmed:	22/02/2005
Amendment Date:	28/04/2009, 21/05/2013, 27/06/2017, 15/12/2020
Minute Number:	MIN02.891, MIN05.135, MIN09.489, MIN13.490, MIN17.566, MIN20.933
Review Date:	01/12/2021
Directorate:	City Lifestyles
Record Number:	POL22/61

Shoalhaven Libraries - Operations

1. Purpose

The purposes of this Policy is:

- to inform library staff and the public of the operations policy of Shoalhaven Libraries;
- to detail library membership and lending conditions that apply to the library and its collections;
- to outline the service delivery standards and requirements of the library.

2. Statement

The policy is to be read in conjunction with Council's Code of Conduct ([POL20/75](#)), Shoalhaven Libraries Internet Usage Policy ([POL22/60](#)) and Shoalhaven Libraries Children's Policy ([POL22/59](#)) and amendments made therein. It was adopted by Minute 02.891 on 23rd July 2002 and renamed and reaffirmed in its revised format by Minute 05.135 on 22nd February 2005 and Minute 09.489 on 28 April 2009.

3. Provisions

3.1. Mission Statement

Shoalhaven Libraries aims to educate, enrich, entertain, inform, involve and empower the people of the Shoalhaven.

Shoalhaven Libraries is also committed to serving the information and recreation needs of children and young people. The Library aims to provide a welcoming environment, with resources and programs to meet the needs of all Library patrons-customers including targeted groups.

3.2. Professional Values

Shoalhaven Library services are underpinned by the following professional values:

The **ALIA Statement on Free Access to Information (2018)** states "that freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas."

The Australian Library and Information Association (ALIA) 'believes that library and information services have particular responsibilities in supporting and sustaining the free flow of 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.

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.

The **ALIA Professional Conduct Policy Statement (2018)** states that 'People engaged in library and information services are members of a profession committed to act with integrity, ethics, trust, expertise and the promotion of public good.'

Shoalhaven Libraries - Operations

The Library Council of NSW guideline **Access to Information in New South Wales Public Libraries (201908)** 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.'

Public Libraries acknowledge the democratic rights of individuals to freely pursue their own information interests. This view is articulated in the **UNESCO Public Library Manifesto (1994)** 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.'

The ~~patron's~~ customer's user's right to privacy with respect of the use of the library or its materials is fully recognised and guarded within the provisions of the **Library Act of New South Wales 1939** and **amendments**.

4. Library Service Charter

Library ~~patrons~~ customers can expect:

- Prompt, courteous, and efficient service by approachable and non-judgemental staff.
- A welcoming and safe environment.
- Free and equal access to resources and services to all individuals and groups within the community, in accordance with the NSW Library Act 1939.
- A range of library resources and services at each library tailored to the needs of each community.
- Library information resources which are relevant and up-to-date.
- Access to a range of information technologies, including public computers, internet access, Wi-Fi and electronic resources.
- Access to staff with professional expertise and knowledge.
- Provision of assistance to people who need adaptive technology and different media to enable them to use the full range of library services and facilities.
- Confidentiality in accordance with the NSW privacy legislation.
- To have suggestions and comments about the library service welcomed.

5. ~~Library Patrons~~ Shoalhaven Libraries' Customer- Code of Conduct

5.1. All ~~patrons~~ customers of Shoalhaven Libraries branches are required to observe the following facility rules:

5.1.1. Agree to abide by all rules of the facility applicable to the general public.

5.1.2. Agree not to harass, threaten, or intimidate facility staff ~~in the carrying out of their duties or Library customers.~~

~~5.1.3. Agree not to harass, threaten or intimidate other Library patrons.~~

~~5.1.4.5.1.3.~~ Agree not to behave in a manner that would be regarded by a reasonable person as being offensive.

~~5.1.5.5.1.4.~~ Observe all lawful directions from staff in relation to conduct whilst in Council facilities.

Shoalhaven Libraries - Operations

~~5.1.6.5.1.5.~~ Bags and personal belongings are your responsibility and should be kept with you at all times. Library customers that leave items in the Library do so at their own risk.

~~5.1.7.~~ Library patrons that leave items in the Library do so at their own risk

~~5.1.8.5.1.6.~~ Photography in the Library is not permitted without prior permission.

~~5.1.9.5.1.7.~~ Adults must accompany and supervise children at all times.

~~5.1.10.5.1.8.~~ Refrain from using mobile phones while visiting the Library Discussion and the use of mobile phones in the library should not disturb other Library Customers.

~~5.1.11.5.1.9.~~ Respect the rights of other Library patrons customers.

~~5.1.12.5.1.10.~~ Push bikes and skateboards are not permitted in the Library and are left at the Library patrons customer's own risk

~~5.1.13.5.1.11.~~ Evacuate the Library quickly and safely when requested by staff

~~5.1.14.5.1.12.~~ *"Safety is Everyone's Responsibility"*: Report any problems, or potential risks, to the Library staff immediately

~~5.1.15.~~ Library patrons who do not comply with the Visitors and Library patrons Code of Conduct may be asked to leave the library or may be refused access to the library buildings by any library staff member.

~~5.1.16.5.1.13.~~ The health and safety of our patrons customers is is important to us.

You ARE NOT PERMITTED TO ENTER these premises if you are experiencing or exhibiting symptoms of cold, flu, COVID-19, respiratory illness or other infectious illness or disease.

Such symptoms may include:

- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell
- Skin rash, lesions, or sores.

If you are experiencing or exhibit any of these symptoms whilst on these premises, you may be asked to leave.

Library customers who do not comply with the Shoalhaven Libraries' Customer Code of Conduct may be asked to leave the library or may be refused access to the library buildings by any library staff member.

~~5.1.14.~~ By entering these Council facilities, you have accepted the above terms and conditions.

6. Shoalhaven Libraries Objectives

- To provide the Community with a library service that is free, equitable, accessible, safe, cost effective and efficient.;
- To provide access to a current and relevant collection which meets community needs.;

Shoalhaven Libraries - Operations

- To provide physical facilities that are attractive, designed for efficiency, [accessibility](#), and sustainability, flexible and functional, and which will serve the identified needs of the community.
- To provide a specially designed and equipped mobile library service to those people who cannot reach a static branch or central library.
- To provide the community with a range of programs and activities to enhance community engagement.
- To strive for excellence in customer service and to ascertain library customer satisfaction or dissatisfaction with library services.

7. Shoalhaven Libraries – Responsibility Statement

7.1 Collection Development

The criterion for the selection of library materials follows professional standards as defined by the Australian Library & Information Association (ALIA) and is outlined in the Collection Development Policy of the South Coast Cooperative Library Service ([POL20/73](#)).

7.2 Access to Resources

The role of Shoalhaven Libraries staff is to guide and assist customers in finding and accessing resources appropriate to particular interests and needs.

The catalogue of the South Coast Cooperative Library Service is available online allowing [patrons-customers](#) to access the collections of the libraries that make up the South Coast Cooperative Library Service. Member services are also available through the library catalogue at www.shoalhavenlibraries.com.au

Shoalhaven Libraries general collection may contain publications ~~that have been~~ [that are](#) classified 'Unrestricted' and films classified 'G' (General), 'PG' (Parental Guidance), 'M' 'MA' (Mature) or 'R' (Restricted) in accordance with the Classification (Publications, Films and Computer Games) Act 1995 ~~(eth)~~. [Members under the age of 18 are not permitted to access films with an 'R' rating, and members under the age of 15 should only access films rated 'MA' with the consent of their parent or guardian. DVDs classified MA and R cannot be borrowed by junior library members.](#) All other resources are available to all persons without restriction. It is the responsibility of parents or guardians, not library staff, to make a final decision as to what is suitable for their child.

The Library promotes and supports Library ~~patrons'~~ [customers'](#) access to information, including electronic information through its internet facilities. Accessing illegal or offensive sites is prohibited.

7.3 Shoalhaven Libraries Services Statement

7.3.1 Information & Readers Advisory Services – to offer reference and readers' advisory services to Library [patronscustomers](#). This includes:

- access to ~~up-to-date~~ [up-to-date](#) reference materials and online databases.

Shoalhaven Libraries - Operations

- education programs to support information and digital literacy, and effective use of library resources and facilities.
- Reader's Advisory tools such as 'What to Read Next' advice, booklists, bookmarks, and online databases.

7.3.2 Reservations – to provide an access and delivery service to branches for items on loan or held at Cooperative branches. A cost recovery fee [applies may apply](#).

7.3.3 Interlibrary Loans and Document Delivery – to facilitate access to resources held in other Australian library and information services collections. This includes public, special, educational, State and National Libraries. Fees apply.

7.3.4 Local Heritage Collection – to preserve, maintain and provide access to a collection of local heritage information, that covers the social, economic, and historical development of the Shoalhaven.

7.3.5 Cataloguing

- To provide a framework for bibliographic control of library materials and the exchange of bibliographic data.
- To maintain rigorous control to ensure consistency and uniformity to facilitate use by those unfamiliar with library protocols.

7.3.6 Community Noticeboards ~~and Display Cabinet~~

- ~~A glass display case at Nowra Library can be booked and is available for use by community groups~~
- All material for display should be approved, signed, and dated by the Customer & Community Resources Manager or other senior staff.
- [Priority will be given to the display of material for sporting, recreational, arts, health, educational and cultural activities held within the Shoalhaven Local Government Area. Notices of such activities not pertaining to the local area will be displayed only when space permits.](#)
- [Government publications and notices will be displayed, space permitting.](#)
- The Community Noticeboards are not to be used for advertising for private business, personal 'For Sale' notices and /or commercial endeavours.

7.3.7 Services to Targeted Customer Groups

- To provide services and materials which meet the needs of [particular targeted](#) customer groups.
- To provide the community with a range of activities/programs and events related to library services and collections that enrich the lives of the community.

The major library customer groups represented in the Shoalhaven are:

7.3.8 Children & Youth Services

Shoalhaven Libraries - Operations

(See Shoalhaven Libraries – Children’s Policy ([POL22/59](#)))

7.3.9 Other Targeted Customer Groups

- **Literacy** – to actively promote and support programs for members of the community with identified literacy and digital literacy needs
- **CALD** – to meet the library needs of culturally and linguistically diverse communities
- **Aboriginal & Torres Strait Islanders** – to actively consult and negotiate with Indigenous Australians to promote library and information literacy
- **People with a disability** – to provide barrier-free access to library services and resources for people with a disability.
- **Aged** – to ensure that older members of the community can access and use library collections, services, and programs. The Home Library Service provides access to library information and resources for those community members who are unable to physically access their local library due to disability or age. A doctor’s certificate is required as proof of eligibility to register.
- **Mobile Libraries** – to provide access to library resources to customers in remote areas.
- **Digital** – Digital membership that provides 24-hour access to resources and information.

7.4 Library Membership

Membership to the library is free, in accordance with the requirements of the Library Act 1939.

The Act sets out the core library services that must be offered free of charge; determines the regulations governing the use of the Library; defines the relationship between Local Government and the State Government with regard to public library services, and articulates the State Government funding process.

7.4.1. Membership Categories

- **Digital** – any resident of Shoalhaven Local Government Area can join free of charge and access all digital resources
- **Adults** – permanent residents, ratepayers and those working in the Shoalhaven Local Government Area can join free of charge
- **Juniors** – persons under sixteen (16) years of age must have permission of a parent or legal guardian. The parent or guardian should accompany the child or young adult to the library and produce current identification ~~in order~~ to join.
- **Non-residents** – Visitors to the Shoalhaven Local Government Area may join as non-residents. This type of membership is free and provides restricted lending conditions of five (5) items and one renewal, no interlibrary loans and no borrowing of Kiama or Gerringong collection items.
- ~~**Reciprocal Borrowers** – Visitors and non-residents who are current members of their local public library (in Australia) may join as a reciprocal borrower. This type of membership is free, however a current membership card from their home library is required to be held by Shoalhaven Libraries, and staff will verify the status of their public library membership. Reciprocal borrowers must return the Shoalhaven Libraries card and all items on loan to them before their home library membership card is returned to them.~~

Shoalhaven Libraries - Operations

- ~~Temporary Members~~ – ~~Visitors and non residents may join the library by paying a refundable deposit. Temporary members must return the Shoalhaven Libraries card, all items on loan and the original receipt before the refund is processed.~~
- **Organisations** – Local organisations (e.g.e.g., Nursing homes, pre-schools) can join the library, however written approval from the organisation's executive on letterhead is required.
- **Unconfirmed Address** – any resident of the Shoalhaven who currently has no fixed address can join free of charge. This type of membership provides restricted lending conditions of five (5) items and one renewal, no interlibrary loans and no borrowing of Kiama or Gerringong collection items. Acceptable forms of identification are Medicare, Centrelink, or concession cards for name confirmation purposes only.

Current identification showing a current address must be shown (except in the case of Unconfirmed Address). Accepted forms of identification are:

- A current NSW Driver's Licence or NSW Photo Card
- A current Health Care Card (Centrelink)
- Shoalhaven Council Rates Notice
- Student Card
- Defence Card
- Lease Agreement/Rent Receipt

Only one library membership per person is allowed.

8. Lending Conditions

8.1 Loan Period

- The standard loan period is four (4) weeks.
- Two (2) loan extension (renewal) is allowed, except if an item is reserved or overdue by more than two (2) weeks.
- Heavily reserved items will have a reduced loan period of two (2) weeks.
- Requests for loan extensions can be made by phone, email or in person at any branch library. Members can also renew their loans online via the online catalogue or the Shoalhaven Libraries App.
- ~~Some library~~ Library collections ~~are~~ not for loan ~~include, such as~~ Reference, Local Heritage, and newspapers. The materials in these collections are for use within the library only.
- Extended loan periods greater than four (4) weeks can be requested and is allowed at the discretion of each branch manager.
- The loan period for special collections or materials may vary from the standard period as determined by the Library Manager.

8.2 Loan Limit

- Overall borrowing is limited to ~~twenty-three~~ (320) items per borrower.
- Non-fiction collection - maximum of three (3) items per topic (per household).
- Fiction collection – a limit of three (3) books by the same author applies
-
- Games and Puzzles – a limit of three (3) per membership
- The loan limit for special collections or materials may vary from the standard policy as determined by the Library Manager and Branch Managers.

Shoalhaven Libraries - Operations

8.3 Reservations

- Library members may reserve lending material at any branch library and can choose to collect the reserved item at any branch library. A fee [may be](#) applicable.
- Members are advised when a reserved item is ready for collection.
- Uncollected reservations are returned to the collection for others to borrow when the ten (10) day hold period expires.
- Items reserved by other members cannot be renewed.

8.4 Library Cards

- [Library members must show their library card or know their member number to](#) borrow material and use public access computers, [library members may show their library card, a valid form of ID or provide their member number.](#)
- Library members can use either their physical library card or access a digital copy through the library app
- The person using a computer booking must be the same library card holder booked in for the session and the member is responsible for having their card or knowing its number.
- The member named on the membership card, or their guarantor, is responsible for losses and/or damage to library material borrowed on that card.
- Lost membership cards should be reported immediately.
- A fee is charged for the replacement of any membership card which has been lost or damaged.

8.5 Overdue and Lost / Damaged Items

- All borrowing privileges will be suspended if any items are overdue for longer than 30 days. Once the items are returned undamaged borrowing privileges will be reinstated.
- Library notices will be sent to remind members of overdue loans and request their return. Final Demand notices are also sent for non-returned and lost material stating the replacement cost if the items are not returned after 90 days. [If the items are not returned or replacement fees paid within 30 days of the Final Demand notice being sent borrowers will be banned from using library services.](#)
- Charges also apply for the replacement of items lost or damaged by a [borrower/member](#). [The replacement charge consists of the original purchase price or value and an item processing fee.](#) Once paid this is non-refundable.
- Borrowing privileges are withdrawn if accounts for fines or lost or damaged items remain unpaid.

8.6 Fees, Charges and Fines

- Core library services (as detailed in the Library Act 1939 and amendments) are free to members. [Charges are assigned for services defined as value-added.](#)
- The Local Government Act provides for Council to apply fees and charges as resolved by Council annually. All fees and charges are set by resolution of Shoalhaven City Council and are included in Council's Annual Management Plan.
- Borrowers must pay for items which are non-returned, lost, or damaged.
- The library does not charge overdue fines. For a list of current fees & charges charged by Shoalhaven Libraries please visit www.shoalhavenlibraries.com.au

8.7 Responsibility for Minors

Shoalhaven Libraries - Operations

- Responsibility for losses or damage incurred by members under sixteen years of age is assumed by the parent or guardian. This acceptance of responsibility is indicated by the parents or guardians signed declaration on the membership application form or by clicking Submit when registering online.
- Parents or guardians are responsible for the supervision of their children's reading matter, Internet access and behaviour in the Library.

9. Food and Drink

9.1 Drinks

- Non- alcoholic beverages in spill-proof or covered containers are permitted (such as covered coffee cups, soft drink cans and water bottles).

9.2 Food

- Snacks are permitted (such as commercially wrapped bars and biscuits)

9.3 Prohibited Area – Local Heritage and Technology Area

- No food or drink is allowed in the Local Heritage Area or Technology Area. -No food or drink is to be consumed near Local Heritage material.

9.4 General Conditions

- We ask you to act responsibly when consuming food and drink in the library and to be considerate of other library [patrons](#) customers.
- Please dispose of your rubbish in the bins provided and report any spills to library staff.
- Library staff will use their discretion in determining whether food and drink are suitable to be consumed in the library. You will be asked to remove food or drink if it is considered to be unsuitable.

9.5 Children

- Parents and Guardians are responsible for monitoring the consumption of food and drink by children under their supervision.

9.6 Library Activities and Functions

- Alcohol will only be served at an activity or function with the prior approval of library management. The library practises responsible service of alcohol.
- Drink containers and foods not prescribed above may be used at library activities or functions with staff supervision.
- Parents, teachers, and supervisors of young children shall be alerted when food or drink is served at children's activities.

10. Implementation

The City Lifestyles Directorate will administer this policy.

11. Review

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

AB22.21 Council Policy Revisions - Shoalhaven Libraries - Children's Policy

HPERM Ref: D22/180349

Department: Library Services

Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. POL22/59 - Shoalhaven Libraries - Children's Policy - Draft Changes [↓](#)

Reason for Report

To review and reaffirm Shoalhaven Libraries Children's Policy.

Recommendation

That Council adopt the revisions of the Shoalhaven Libraries Children's Policy.

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 provision and controls for the relevant Policy.

Background

Children's Policy

Shoalhaven Libraries Children's Policy was first created and adopted in 2004 and has been updated over the years.

A copy of the recommended changes to the policy are detailed in Attachment 1 - POL22/59 - Shoalhaven Libraries - Children's Policy - Draft Changes' and summarised below:

Updated legislative references.

Updated services to children and young people.

Community Engagement

The reviews of the Shoalhaven Libraries Children's Policies are considered minor policy changes that do not warrant community engagement.

Policy Implications

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

Financial Implications

There are no additional financial implications result from reaffirming the above policies.

Shoalhaven Libraries – Children’s Policy

Adoption Date:	25/05/2004
Reaffirmed:	22/02/2005
Amendment Date:	28/04/2009, 3/09/2013, 27/06/2017, 15/12/2020
Minute Number:	MIN04.663, MIN05.135
Review Date:	01/12/2020
Directorate:	City Lifestyles
Record Number:	POL22/59

Shoalhaven Libraries - Children's Policy

1. Purpose

The Policy provides children, young ~~people~~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 (POL20/~~7535~~), Shoalhaven Libraries Operations Policy (POL~~46/20922/61~~), Shoalhaven Libraries Internet Usage Policy (~~46/249~~POL22/60), and amendments made therein.

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.

1.1. Professional Values

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

- 1.1.1. The Australian Library & Information Association (ALIA) Statement on Free Access to Information ([2018](#)) states 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.

- 1.1.2. A publication that has not been subjected to legal restriction or prohibition will not be excluded from the collection on moral, political, ~~racist~~racist, or religious grounds alone whatever the pressure that may be brought to bear by individuals or groups.
- 1.1.3. The ALIA ~~Statement on Professional Conduct~~Professional Conduct Policy Statement ([2018](#)) states that people engaged in library and information services are members of a profession committed to act with integrity, ethics, trust, ~~expertise~~expertise, and the promotion of public good.
- 1.1.4. The Library Council of NSW Guideline ([2019](#)) '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"*.
- 1.1.5. The Library Council of NSW 'Children's Policy Guidelines for NSW Public Libraries' (~~revised July 2008~~[2020](#)) 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"*.
- 1.1.6. 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 ([1994](#)) which states that *"constructive participation and the development of democracy depend on*

Shoalhaven Libraries - Children's Policy

satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information”.

1.1.7. 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~~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.

1.2. Service Statement – Services to Children and Young People

Shoalhaven Libraries services to children and young people include:

- fiction and nonfiction ~~books~~collections in a range of formats
 - ~~magazines~~early literacy programs (for example Storytime and related activities)
 - ~~CDs~~access to the internet
 - ~~DVDs~~information services such as reference assistance and homework help
 - ~~audio books on CD and Playaway~~public space
 - ~~computer and Internet access~~events and performances
 - ~~assistance from specialist and general staff in accessing collections~~games
-
- | | |
|---|---|
| • access to resources for homework help | • space for activities and study |
| • ebooks and eresources including streaming services | • literacy programs |
| • storytimes and related activities for preschoolers and school age children | • events and performances |

1.3. Parent / Carer Responsibility Statement

1.3.1. Access to resources

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 <https://shoalhaven.libero.com.au/libero/WebOpac.cls>.

Shoalhaven Libraries - Children's Policy

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.

Shoalhaven Libraries' also offers access to films via [DVD and](#) streaming services, which may include films that have been classified 'MA' and 'R'. Members under the age of 18 are not permitted to access films with an 'R' rating, and members under the age of 15 ~~may~~ [should](#) only access films rated 'MA' with the consent of their parent or guardian.

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 ([POL22/60](#)~~POL16/210~~) for more information about Internet responsibilities.

1.3.2. 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, apart from emergency First Aid, the Library does not have the facilities or appropriate licenses to attend to children who are sick, injured, or hungry.

Children left unattended in ~~the Library~~ [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 the Library are exposing their child to potential harm and may be committing an offence under Section 228 of the same Act.

Young children left alone in a library can become distressed, ~~bored~~ [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.

~~Shoalhaven Libraries – Children's Policy~~
~~Shoalhaven Libraries – Children's Policy~~
~~Shoalhaven Libraries – Children's Policy~~

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~~carer, or the authorities named above.

1.4. Child safe, child friendly principles

- 1.4.1. Child-safe means taking steps to keep children safe from physical, ~~sexual~~sexual, or emotional abuse.
- 1.4.2. Child-friendly means children are valued, ~~respected and~~respected and included so that they feel confident that they will be listened to.
- 1.4.3. Council ensures that the Library is safe for children from a Work Health Safety point of view and 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 / guardians / carers at all times.
- 1.4.4. Shoalhaven Libraries value eSafety and lifelong ~~learning, and~~learning and are committed to helping children and parents stay safe online. We are currently working towards being eSmart accredited. eSmart is a cyber safety framework designed to fully equip libraries, ~~staff~~staff, and library users with the skills they need for smart, ~~safe~~safe, and responsible use of digital technology.

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' (2020) 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 City Lifestyles Directorate will administer this Policy.

5. Review

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

AB22.22 Council Policy Revisions - Internet Usage Policy

HPERM Ref: D22/195566

Department: Library Services

Approver: Kevin Norwood, Manager - Shoalhaven Swim Sport Fitness

Attachments: 1. Shoalhaven Libraries - Internet Usage Policy- Draft changes [↓](#)

Reason for Report

To review and reaffirm Shoalhaven Libraries Internet Usage Policy.

Recommendation

That Council adopt the revisions of the Shoalhaven Libraries Internet Usage Policy.

Options

1. Adopt the recommendation.

Implications: This will allow the inclusion of changes to make the policy 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 provision and controls for the relevant Policy.

Background

Internet Policy

Shoalhaven Libraries Internet Policy was first created and adopted in 2014 and has developed over the years with changes in technology. In the 2020 review major changes were made to reflect our commitment to cyber safety and went out on public exhibition for 28 days. In this current review only minor changes were made to define usage of the internet service more clearly.

Community Engagement

The reviews of the Shoalhaven Libraries Internet Policy is considered minor policy changes that do not warrant community engagement.

Policy Implications

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

Financial Implications

No additional financial implications result from reaffirming the above policy.

AB22.22

Shoalhaven Libraries – Internet Usage Policy

Adoption Date:	10/06/2014
Amendment Date:	27/06/2017, 15/12/2020
Minute Number:	MIN17.566, MIN20.933
Review Date:	01/12/2021
Directorate:	City Lifestyles
Record Number:	POL22/60

Shoalhaven Libraries - Internet Usage Policy

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.
- Ensure that the user understands their rights
- Provide a clear statement of acceptable use of the Internet.

2. Statement

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

Shoalhaven Libraries is committed to serving the information and recreation needs of this community. Our libraries strive to provide a welcoming environment, and public access to the internet to support lawful access to information and services, access to recreational material and avenues for community engagement and participation.

3. Provisions

3.1. Access

Shoalhaven City Council provides free access to all members of Shoalhaven Libraries for one hour with the option to increase to two hours dependant on availability of computers. ~~up to 2 hours.~~

Free access to the internet through the libraries public computers requires:

- Members use their 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 free 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 can be made up to one month in advance by phone, in person or online.
- Bookings for longer than one hour can be requested and decided by each library's manager.
- To ensure privacy, only 2 users per terminal is permitted.
- Group bookings can be made. Permission is at the discretion of each library manager.
- Earphones are to be used for listening to audio. For hygiene reasons users should supply their own earphones. Earphones can also be purchased for \$3.00
- As a courtesy to others, mobile phones should be kept on silent and any urgent calls be taken outside of the library.

Shoalhaven Libraries - Internet Usage Policy

- Shoalhaven Libraries is not responsible for any loss or damage occurring from the use of this resource, including, privacy and identity theft, the accuracy or content of web sites, technical difficulties, service interruptions, financial transactions, printing layouts or the transmission of computer viruses.
- Saving work 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 for \$10.00.
- 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 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:

- Sites or content presents a risk to the network, other users or Council's operations.
- 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:

- 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.

The Library reserves the right to direct the client to leave the Library, not to re-enter the Library for a specified period, and to report any unlawful conduct 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.

Unsupervised children can be at risk in any public place, including public libraries and the online environment. Library staff do not supervise children in the library so there is a risk that unsupervised children may be subject to cyber bullying.

Shoalhaven Libraries - Internet Usage Policy

3.3. Shoalhaven Libraries and cyber safety.

Definitions

Bullying is when someone repeatedly uses their power to hurt or intimidate others. Bullying can be verbal, physical, emotional, electronic or sexual. It may be planned, spontaneous or even unintentional.

Cyber bullying is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, digital technologies (for example: mobile phones or tablets), social media or social networking sites such as Facebook and Twitter, or any other type of digital technology.

Cyber Safety is the act of taking precautions to protect and maintain anonymity of your own and/or another person's security and wellbeing when connecting and interacting with people in an online environment.

Digital Literacy is the knowledge, skills and behaviours required to use a broad range of digital devices to critically navigate, evaluate and create information and develop new social and economic opportunities for oneself and others in the community.

Digital Technologies are electronic devices, systems and resources that generate, store or process data. In this document it includes, but is not limited to, computer workstations, notebooks, cameras, smart phones, tablets, video and audio players/recorders, social media and networking sites and cloud solutions.

eSmart means knowing how to guard against security and privacy risks online, download content in a legal and ethical way, research and reference information, as well as manage reputation and relationships in cyberspace (The Alannah and Madeline Foundation).

Social Media is computer-mediated services that are used as a means of supporting interactions among people and organisations in which they create, share and exchange information and ideas (for example: Twitter, Facebook, Tumblr, Snapchat).

Cyber Safety Overview

Shoalhaven Libraries have a responsibility to provide a safe environment to the general public that promotes respect and equality of all members of the community. Where possible, the Library will assist users with the identification and mitigation of online risks.

Staying Safe Online

To improve a user's chance of staying safe online there are certain precautions that can be taken, including;

- Keeping profiles set to private and checking settings regularly.
- Thinking about personal safety before 'checking in' or using location based services.
- Not sharing personal information and being cautious of strangers online.
- Managing digital reputation responsibly
- Respecting others and looking after each other online

(Adapted from: www.esafety.gov.au)

Shoalhaven Libraries - Internet Usage Policy

Cyber Bullying

Cyber bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group, which is intended to harm others. Shoalhaven Libraries does not condone any form of bullying via its electronic resources and facilities. Cyber bullying can occur in the following forms:

- Flaming - sending angry, rude, vulgar messages directed at a person or persons privately or to an online group.
- Harassment - repeatedly sending a person offensive messages.
- Denigration - sending/posting rumours, harmful, untrue information about the person to others.
- Cyber stalking - harassment that includes threats of harm or is highly intimidating.
- Impersonation or masquerading - pretending to be another person and posting/sending material online to make them look bad.
- Outing or trickery - tricking a person into sending information (secrets, embarrassing and personal information that can be used to send to others online).
- Exclusion - excluding someone purposefully from an online group.
- Cyber-stalking – following someone through cyberspace. Moving with them to different sites and applications; posting where they post (Source: www.police.nsw.gov.au)

Cyber bullying can occur using the following applications:

- Email
- Social networking sites such as chat rooms, Facebook and Twitter
- Personal websites, blogs and forums
- Video and photo sharing sites such as YouTube, Vimeo, TikTok, Snapchat, Instagram and Tumblr
- Mobile phone calls and SMS

Dealing with Cyber bullying

- Block the cyber bully.
- Take a screenshot as evidence of the cyber bullying.
- Report offensive material to the website administrator or service provider.
- Talk to a friend or trusted adult.
- Report it to www.esafety.gov.au
- For more help, call the Kids Helpline (1800 55 1800) or contact the police (131 444 for non-urgent matters or 000 for emergencies) (Adapted from: www.esafety.gov.au)

Reporting Cyber Incidents

Depending on the nature of the issue, there are various methods to reporting cyber incidents. These methods are outlined on the Australian Government eSafety website and include direct links to reporting incidents.

- Website administrator – contact the website to report issues about someone or something on their site.
- ACMA – contact the Australian Communications and Media Authority to report offensive, inappropriate or illegal material on a website.
- ScamWatch – contact ScamWatch to report online scams and fraud.
- Police – report online child sexual exploitation (Source: www.esafety.gov.au)

Shoalhaven Libraries - Internet Usage Policy

If you believe you or someone else is in physical danger, contact the necessary law enforcement officials.

For more information on staying safe online please visit these links:

<https://www.accc.gov.au/publications/the-little-black-book-of-scams>

<https://www.esafety.gov.au/>

To report online abuse please visit ~~this these these~~ link_s:

~~<https://www.esafety.gov.au/>~~

~~<https://www.accc.gov.au/publications/the-little-black-book-of-scams>~~

<https://www.esafety.gov.au/report>

If you have any immediate concerns please see staff at the front desk. For all other concerns please email council@shoalhaven.nsw.gov.au

3.4. Groups with specific needs using the internet.

Young people

Resources available on the internet are not subject to collection development and classification by the public libraries. Parents/guardians of young people are solely responsible for a young person's access to and use of the library's Internet facilities, including access to sites, their subject matter and content. Parents/guardians must ensure that their children's use of the Library's Internet facilities accords with the library's Internet policy.

Indigenous people

Some Indigenous clients may have concerns about information about Indigenous people presented online. It is appropriate to acknowledge the existence of this information and its potential impact on Indigenous clients.

Culturally and linguistically diverse communities

For many CALD clients the public library provides vital access to information in their first language, including government, legal and health information in translations. The library also provides a valued gateway to communication with friends and relatives and to information from home countries. In order to facilitate this service it is necessary to ensure that the fonts required are downloaded on library equipment to support access and equity for clients reading non-roman scripts.

People with disabilities

Where libraries are developing content online it is recommended that they comply with W3C Web Accessibility Initiative known as Web Content Accessibility Guidelines Version 2.0 (WCAG 2.0) to ensure that all members of a community have equal access to online information

3.5. Security

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

Shoalhaven Libraries - Internet Usage Policy

- 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 i.e.: logging out of accounts and internet banking details.
- Privacy and confidentiality cannot be totally assured in the use of any online resource. Library clients and staff must be aware that the security of data and networks cannot be guaranteed. Clients must also be aware that, network and systems administrators, during the performance of their duties, need to observe the contents of certain data, on storage devices and in transit, to ensure proper functioning of the library's internet facilities and computer networks.
- Report cyberbullying to library staff.
- Do not share personal information.

3.6. Printing

- Printing is on a fee for service basis. Users undertaking printing are responsible for collection and payment of all 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.

3.7. 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 City Lifestyles Directorate will administer this policy.

5. Review

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

[Shoalhaven Libraries - Internet Usage Policy](#)



AB22.23 Shoalhaven Libraries - Update

HPERM Ref: D22/181137

Department: Library Services

Approver: Jane Lewis, Director - City Lifestyles

Reason for Report

To update the Shoalhaven Arts Board on activities and services at Shoalhaven Libraries.

Recommendation (Item to be determined under delegated authority)

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

Options

1. Receive the report for information.

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

2. Request more information.

Implications: Unknown

Background

The third quarter of 2021-2022 financial year (January, February, March) saw over 56,000 people come through the doors at Shoalhaven Libraries and borrow nearly 72,000 items. We welcomed over 570 new members and answered nearly 7900 technology, reference, local heritage, and general queries. The Digital Library also loaned 10,661 eBooks, 13,131 eAudiobooks and 3,961 eMagazines.

Although returning to normal operating hours from mid December 2021, COVID still made an impact on library visits and attendances at library events in the early part of the quarter. As COVID restrictions were lifted we have seen the return of babies and toddlers for Rhymetime and Storytime sessions and the slow return of adults attending adult programmes.

From February masks were no longer mandatory and density limits were removed which made it possible to open up more bookings and places for programmes. Throughout this time staff have remained responsive and we are hopeful that people will continue to return to the library to enjoy its services and facilities on offer.

Focus Weeks/Months:

During this quarter we celebrated:

- History Week
- Harmony Week
- Seniors Week
- Women's History Month

The 2022 theme for History Week was "From the Ground Up" and this was celebrated with a presentation from Lloyd Pitcher into Shoalhaven's built heritage. Lloyd uncovered the stories

behind the structures, embellished our understanding of past people and events and reminded us of the continuity between past and present.

Harmony Week was held between 21 – 26 March with the theme being “Everyone Belongs”. This was celebrated on March 21st with a Cultural Story Telling presentation, where local residents from Poland and Chile recounted stories of their upbringing and childhood. A special Harmony Day themed Storytime was held for children aged 2-5 years where they could decorate a cardboard hand to be displayed on the Harmony Day tree.

Seniors Week is celebrated during the last week of March and is aimed at delivering engaging activities for people over 60 years of age. We promoted the week with a Lunchtime Quiz, Craft Sessions, Tech & Tea and a variety of other technology classes.

Author Talks:

With COVID restrictions lifted we were able to offer the library space for author talks and book launches once again. The authors that held talks and launched their publications were: Christine Cummins, discussing her book “Dignity in a Teacup”; Michele Browne discussing her book “Beyond the Reef” and Paula J. Beavan, discussing her novel “Daughter of the Hunter Valley.” A special book launch was held by 10-year-old local author Cosette Richardson sharing her debut novel “Lavender Makes a Friend.”

Online author talks are continuing to be offered with the NSW State Library hosting an online conversation with Amelia Mellor, the author of “The Grandest Bookshop in the World.”



Online Assistance:

Libraries continue to provide a lot of digital assistance to all members of the community. During this quarter we have provided regular free tech help sessions, Tech Savvy Senior sessions covering such things as Internet Safety, Introduction to Emails, Introduction to Smartphones, Introduction to video calling, Introduction to transport apps, Introduction to Social Media, sharing photos online, Introduction to iPads and an introduction to Androids.

Local Heritage:

The Local Heritage Collection is a unique part of our library service, and we love promoting the resources and services that we provide. Our weekly Facebook Flashback Friday posts highlight our local heritage and recent topics have been: The History of Hyams Beach &

District; Narrawallee Inlet and the old railway line; Sussex Inlet; St. George's Basin and the boarding house of Mr Ellmoos; Milton Public School; Ulladulla Public School; Croobyar National School; The Burrill Lake School; The Wreck of the Walter Hood; Bawley Point; and Meroogal.

There was a focus on the Southern Shoalhaven Schools for Flashback Fridays to coincide with a live webinar showing digital copies of the Ulladulla Schools archives and a question-and-answer session in conjunction with the NSW State Archives.

We have recently purchased equipment to enable staff to commence recording oral histories for an NSW State Library programme regarding multicultural communities. Five oral history recordings are planned to be completed over the next few months, of which two have been recorded and are now being transcribed.

Other Public Programmes:

Our Children's programmes resumed to full capacity in February and these sessions continue to be extremely popular. In addition to these sessions, all Shoalhaven Libraries members have free access to our digital resource Story Box Library, which has engaging online stories read aloud by favourite storytellers.

A special "Speechie" Story Time was held on March 1 by local speech pathologist Christopher Bogg. Christopher read stories and discussed how parents and caregivers can support their child's language and literacy development.

Lego and Coders Club also resumed with good numbers and fantastic work has been created by the children.

The winners of our summer bookmark competition were announced. Two adult and six junior designs were selected and will now be printed as a series and handed out to library patrons.

Movies at Midday resumed at Nowra and Ulladulla Library with viewings of Days of Bagnold Summer, Tracks, No Time to Die and In the Heights.

The Pathfinders programme continued with presentations by Lloyd Pitcher on February 9 titled "From the Ground Up". This talk coincided with History Week as Lloyd uncovered the stories behind Shoalhaven structures. Lloyd's talk on March 16 told of the Highland Clearances 1760-1850. This talk explored the history of the forced eviction on the inhabitants of the Highlands and Western islands of Scotland.



AB22.23

Sanctuary Point Library:

The new Sanctuary Point library project continues to progress well. Library and council staff are currently working with the architects on finalising some of the internal elements. The Public Art component is also tracking well, and the working group has developed a strong cultural narrative which will provide a framework for the project moving forward.

Shoalhaven Libraries Strategic Plan:

Work continues in updating the Shoalhaven Libraries Strategic Plan. The current plan was completed last year, and we recently held SWOT sessions involving library staff for feedback. An analysis of the SWOT feedback is currently being collated and this will be used in conjunction with customer survey responses, professional public library research, benchmarking, statistics and industry trends to form the new plan.

New Mobile Library:

Plans for the new mobile library are well underway and are close to completion. Specifications for the truck include wheelchair access, skylights and a solar battery system. The possibility of an electric/hybrid vehicle is also being investigated.

AB22.24 Shoalhaven Arts Board - Expression of Interest - Appointment of Community Members

HPERM Ref: D22/183472

Department: Library Services

Approver: Jane Lewis, Director - City Lifestyles

Reason for Report

For the Shoalhaven Arts Board to appoint [number to be decided at meeting] community members to the Board to fill the vacancies that have arisen due to changes in Board membership.

Recommendation

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

1. *(insert successful applicants' names as determined at the meeting)*

Options

1. Adopt the recommendations of the selection panel for the appointment of community members to the Shoalhaven Arts Board.

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

2. Reject the recommendation of the selection panel and appoint other applicants to the Shoalhaven Arts Board as community members.

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

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

Implications: The vacant positions will be declared casual vacancies and will be filled in-line with the Terms of Reference for the Shoalhaven Arts Board. The Arts Board may have problems achieving a quorum until these positions are filled.

Background

Vacancies have arisen in the Shoalhaven Arts Board, due to the expiration of two Board memberships of Dr. Peter Lavelle and Alison Chiam, and an ongoing vacancy for a designated Aboriginal Local Member.

An Expression of Interest was conducted in order to fill these community representative vacancies for two weeks and applications closed on 6 May 2022. 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.

AB22.24

Applicants were asked to address specific areas of the Terms of Reference and the Arts Board Strategic Plan and were considered based on their understanding of the purpose of the Shoalhaven Arts Board; the diverse skills and experiences they brought and how those fitted into the Membership aims of the Terms of Reference (POL 22/69 3.3), and their understanding of the Shoalhaven Arts Board Strategic Plan.

Under the Membership criteria of the Shoalhaven Arts Board Terms of Reference (POL22/69) it is recommended that community members are chosen to represent the areas of:

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

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

The interviews had not been held at the time of the report being written, and thus a written summary report will be prepared and a verbal report shall be provided to the Board with the recommendation for appointment.

Community Engagement

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

Policy Implications

The recruitment and selection process was carried out in accordance with the Shoalhaven Arts Board Terms of Reference (POL 22/69)

Financial Implications

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

AB22.25 Shoalhaven Regional Gallery- Update- February, March, April 2022

HPERM Ref: D22/184063

Department: Arts & Culture

Approver: Kevin Norwood, Manager - Shoalhaven Swim Sport Fitness

Reason for Report

To inform the Shoalhaven Arts Board of the activities and events that have occurred at Shoalhaven Regional Gallery for the period of February, March and April 2022.

Recommendation (Item to be determined under delegated authority)

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

Options

1. Receive the report for information.

Implications: The Shoalhaven Arts Board will be informed of the activities and achievements of Shoalhaven Regional Gallery

2. Request more information.

Implications: Unknown

Background

Shoalhaven Regional Gallery has delivered a wide range of exhibition and activities in the period from February 2022 – April 2022.

Exhibitions

February saw the start of four new exhibitions, with Peter Sharp's touring show, *Accidental Tourist* displayed in the Main Gallery open from 5 February until 26 March 2022. The exhibition consisted of forty 'plein air' paintings selected from his practice over the past thirty years. In situ, photographs of the painted view illuminate the artist's process of capturing the essence of the landscapes with which he engages.



Peter Sharp & his exhibition, *Accidental Tourist*



New Horizon's works displayed in the Foyer Gallery

AB22.25

Kanun Onsel's *Illusions Aboard* featured in the Foyer Gallery, from 5 February until 26 February 2022. Kanun is a Cambewarra based, emerging artist whose work consists of a series of panels in a range of sizes, each with its own unique geometric patterns inspired by interpretations of angles and illusions on walls, buildings, and architectural sites.

Louisa Chircop's *Nebuchadnezzar Tree Dreaming* exhibited in the Access Gallery from 5 February until 26 February 2022. The exhibition illustrated personal and universal evocations exploring power, lust, greed, pleasure, guilt, and emotional, spiritual, and physical deprivation and highlights the artist's ongoing interest in hybrid dialogues between art history and psychological phenomenon. Each work on paper was accompanied by a response in clay to further reinforce surreal and existential insights into the artists' work and creative process.

Regenerate was displayed in the East Gallery from 5 February until 26 February 2022 and was developed with Shoalhaven primary schools and community members to look at the way Australian bushland responds to fire, in particular the regeneration that occurs in Australian bushland after bushfires. During 2021, Shoalhaven Regional Gallery supplied leaf and new growth templates printed on card for people to cut out and decorate in any materials, in either drab 'burnt' colours or bright, 'new leaf' colours. These were then installed on a series of hanging ribbons to create a curtain of colour and pattern for visitors to enjoy.

Regenerate was developed by Orange Regional Museum and Orange Regional Gallery who then generously shared the project with Shoalhaven Regional Gallery to aid recovery and resilience for our school community after the lived experience of 2019 - 2020 Black Summer fires.

New Horizons showcased 2021 HSC Visual Arts from across the Shoalhaven, from 5 March until 26 March 2022. Schools participating this year were Bomaderry High School, Kiama High School, Nowra Anglican College, Nowra High School, Nowra Christian School, Shoalhaven High School, St John the Evangelist Catholic High School, Ulladulla High School, and Vincentia High School.

Visitor comments included:

- Got great enjoyment from viewing Peter Sharp's work, enjoyed the short documentary too. Very interesting.
- The HSC students works were original and unpretentious. Most impressive! I found this exhibition much more satisfying than ARTEXPRESS at AGNSW

- Appreciated hearing Louisa Chircop discuss her work
- Fascinated by Peter Sharp's small format painted on board and framed.

Public Programs

Our Public Programs came back into full swing with the updated Public Health Guidelines.

The Art after School classes began in February 2022 and three different age groups enjoyed classes for Term 1 with our educator, Nicole Ison. Two out of the three classes were completely booked out and the students were enthusiastic to be back in the Art Studio again.

The Artways class ran for two 4-week blocks from February to April 2022, focusing on Mixed Media Artist Books.

Peter Sharp led a Plein Air Painting workshop at Voyager Park, Huskisson on 12 March 2022, sharing his insights into how to create a painting on site. Giving practical techniques and creative and technical 'hacks' gleaned over years of making paintings in the landscape.

Artist, Tamara Dean, lead a guided tour of the Art Walk on 17 March 2022, featuring her photography works from Bomaderry to Nowra. The Art Walk is funded by the NSW Government through the Streets as Shared Spaces project.



Participants at Peter Sharp's Plein Air Painting workshop

Grant Funded Projects

Arts and Culture department continue to apply for and receive funding for a range of activities.

The freestanding modular wall system funded through Create NSW's Create Capital Program are expected to be delivered in June 2022.

The final component of the forecourt upgrade, funded through the Local Roads and Community Infrastructure program (Department of Infrastructure, Transport, Regional Development and Communications), has been delayed until the end of August 2022.

The final stage includes the installation of planter boxes and seats in the forecourt to create a welcoming space that encourages community members to engage with the gallery and enjoy green space in the CBD.

The **Streets as Shared Spaces** public art project (funded through Dept of Planning and Environment) has now had all components delivered. Recently completed projects include the Forecourt activation and public artwork at Shoalhaven Entertainment Centre. This project will be formally launched on the 5 June 2022, and the Gateway project will have a community celebration on the 28 May 2022.



The **Regional Cultural Fund Digitisation Project** (funded by Create NSW through the Regional Cultural Fund Digitisation round) continues to be delivered with consultants pivoting to digital delivery where possible. Museums have continued to deliver articles for digitisation and inclusion in the 'Collections and Stories' project delivered by Museums and Galleries NSW. Photography of the articles for digitisation has continued through February, March, and April 2022. The *storyplace* website, which features items from across regional NSW, was launched on the 5 May 2022.

'A new welcome – enhancing the entrance at Lake Tabourie Museum' (CHART Grant) from the Culture, Heritage, Arts Regional Tourism fund was awarded and is expected to be delivered within the next two months. This grant will see the addition of new signage & a showcase display cabinet at the Lake Tabourie Museum.

Current Grant submissions awaiting determination include:

- 'Plant your Feet' – a major solo exhibition by Glenn Barkley – funding sought from Create NSW through their Local Govt Authority Project round – submitted January 2022.
- 'Jack's Back' – a framework for the Lake Tabourie Museum Collection – funding sought from Create NSW through their Local Govt Authority Project round – submitted January 2022.
- 'Create Stay Play – Developing a Creative Economy Strategy for the Shoalhaven' – funding sought from the Building Better Regions Fund Community Investment Stream – submitted February 2022.
- 'Blurring Boundaries – exhibition research and development by Tianli Zu in partnership with Shoalhaven Regional Gallery' – funding sought from the Australia Council Project round – submitted February 2022.

Current / Coming up

Currently exhibiting in the Gallery are two brilliant shows. Graham Blondel's *Mindscales* in the Main and Foyer Gallery displays abstract artworks that have a diverse universal narrative

derived from his domestic life, extensive travels, street art, his interest in all cultures, especially tribal and a love of art history. There are elements of Pop art and graphic street art in his works.

In the Access and East Gallery, Zanny Begg's exhibition, *These Stories Will be Different* is playing out. Bringing together three of the artist's most significant video installations, including *The City of Ladies* (with Elise McLeod) 2017, *The Beehive* 2018, and *Stories of Kannagi* 2019. This exhibition is a *UNSW Galleries and Museums & Galleries of NSW touring exhibition*. *This project has been assisted by the Australian Government through the Australia Council for the Arts, its arts funding and advisory body.*

AB22.26 Update - Shoalhaven Arts Foundation and South Coast Regional Arts Development Organisation

HPERM Ref: D22/185778

Department: Arts & Culture

Approver: Kevin Norwood, Manager - Shoalhaven Swim Sport Fitness

Attachments:

1. Shoalhaven Arts Foundation Funding Needs and Way Forward - Ordinary Meeting - 26 April 2022 [↓](#)
2. South Coast Regional Arts Development Organisation - Update & Request To Council - Ordinary Meeting 26 April 2022 [↓](#)

Reason for Report

To inform the Arts Board of the decision made by Shoalhaven City Council regarding funding for the Arts Foundation and the Regional Arts Development Organisation (RADO).

Recommendation (Item to be determined under delegated authority)

That the report be received for information.

Options

1. Accept the recommendation.

Implications: All members of the Arts Board are informed about the decision of Council

2. Amend the recommendation.

Implications: Unknown

Background

At Council's Ordinary Meeting held on 26 April 2022, Shoalhaven City Council received reports with requests for funding to support the Shoalhaven Arts Foundation and the South Coast Regional Arts Development Organisation. The reports are attached.

As per MIN22.302 and MIN22.301 presented below, Council voted in favour of funding both of these initiatives to the full value requested.

RESOLVED (Clr Ell / Clr White)

MIN22.302

That Council:

1. *As part of the 2022/23 budget preparations, allocate funding for the establishment of the Shoalhaven Arts Foundation for three years. Funding amounts to be:*
 - a) *\$150,000 in the 2022/23 Financial year*
 - b) *\$150,000 in the 2023/24 Financial year*
 - c) *\$100,000 in the 2024/25 Financial year*
2. *Progress the formal establishment of the Shoalhaven Arts Foundation as a legal entity.*

AB22.26

FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Ell, Clr Christen,
Clr White, Clr Watson, Clr Kitchener and Clr Gray

AGAINST: Nil

CARRIED

RESOLVED (Clr Butler / Clr D'Ath)

MIN22.301

That Council:

1. Support the continued development and establishment of the South Coast Regional Arts Development Organisation;
2. Nominate Councillor Tonia Gray to represent Shoalhaven City Council on the Board of the South Coast Regional Arts Development Organisation with an appropriate staff member as support person and proxy;
3. Allocate \$38,825 from the general funds in the 2022/23 FY budget as Council's financial contribution and recurrent funding + 3.5% increase year on year thereafter.
4. Approve under delegation that the Chief Executive Officer (Director City Lifestyles) enter into a Memorandum of Understanding (MOU) with South Coast Regional Arts Development Organisation which will also detail the provision of in-kind support to be provided by Council.

FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Ell, Clr Christen,
Clr White, Clr Watson, Clr Kitchener and Clr Gray

AGAINST: Nil

CARRIED

Funding for these projects has been included in the Draft Budget. The Budget will be adopted following the exhibition period for the Delivery Program and Operational Plan at the end of June 2022.

Community Engagement

The RADO and the Arts Foundation are being established as independent, Not-for-Profit organisations. Council will maintain a relationship with the Boards of the organisations and may undertake community engagement with the organisations as appropriate.

Policy Implications

With the establishment of the Shoalhaven Arts Foundation, the Arts Board may wish to consider adjusting their terms of reference to provide membership to a representative from the Foundation on the Board. This change will be considered at a suitable time in the establishment process of the Foundation.

Financial Implications

The RADO will seek annual funding from Council in line with Create NSW's recommended annual increase. This funding will be negotiated each year by the Board of the RADO and Council.

The Shoalhaven Arts Foundation should be self-sufficient after three years and no further funding requests are anticipated from that organisation.

AB22.26

CL22.201 Shoalhaven Arts Foundation Funding Needs and Way Forward

HPERM Ref: D22/152007

Department: Arts & Culture
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Statements of Intent - Shoalhaven Arts Foundation - reasons for establishment

Reason for Report

To inform Councillors of the next steps and the funding requirements to progress the establishment of a Shoalhaven Arts Foundation and the potential opportunities and benefits that can be achieved by the Foundation.

Recommendation

That Council:

1. As part of the 2022/23 budget preparations, consider funding for the establishment of the Shoalhaven Arts Foundation for three years. Funding amounts to be:
 - a) \$150,000 in the 2022/23 Financial year
 - b) \$150,000 in the 2023/24 Financial year
 - c) \$100,000 in the 2024/25 Financial year
2. Subject to confirmation of a three-year funding commitment, progress the formal establishment of the Shoalhaven Arts Foundation as a legal entity.

Options

1. Accept the recommendation as written.

Implications: The Shoalhaven Arts Foundation will have certainty of funding for the first three years allowing the Foundation time to establish itself and secure donations to support and sustain ongoing operational expenses.

2. Amend the recommendation.

Implications: The Foundation may not be able to be established to full operational capacity and the ability of the Foundation to meet self-funding targets may be compromised.

3. Reject the recommendation.

Implications: The Shoalhaven Arts Foundation will not be able to progress through the formalisation of the constitution and establishment as intended.

Background

This report is brought to Council for consideration following a Briefing to update Councillors on the status of a Shoalhaven Arts Foundation and the next steps should Council determine its establishment. It also presents to Council the 'seed' funding required to progress this.

The proposal to establish a Shoalhaven Arts Foundation has been worked on since 2008 and has been an action in the Arts Board Terms of Reference and Strategic Plans since 2015. There has been considerable progress made on the idea, with a working party established in 2018 to draft up a constitution and consider the reasons for and value of an Arts Foundation.

The working party reviewed similar foundations in New South Wales and Queensland and outlined a series of statements and reasons for an arts foundation, which are attached. These working statements helped to form the basis of the draft constitution.

The working party are unable to progress the establishment of the Foundation any further as legal advice is needed to formalise the constitution and prepare the necessary applications for charitable status.

Support for the foundation establishment was gained through Council in 2020 with MIN20.223 noting

1. *Formally endorse the establishment of a Shoalhaven Arts Foundation to support the development and promotion of all arts in the city with the following funding:*
2. *Seed funding of \$150,000pa for the 2020/21 and 2021/22 Financial Years*
3. *Seed funding of \$100,000 for the 2022/23 Financial Year - Following which, it is anticipated that the foundation will be fully self-funded*
4. *Provide in-kind, support for the Shoalhaven Arts Foundation, through the provision of office space at a suitable Council owned and managed asset.*

This minute remains unfunded due to other funding priorities.

Opportunities and Benefits

A Shoalhaven Arts Foundation will serve as a single organisation working to receive and disburse charitable donations to support the further growth and development of Arts and Culture in the Shoalhaven.

The Foundation would not prevent individual arts organisations, artists or community groups from undertaking their own fundraising, but recognises that finding and growing donors is a significant undertaking and requires skill sets not often found in volunteer organisations.

In acting as a central portal, the Foundation would be able to receive significant gifts – including those for a stipulated purpose – and disburse them through funding programs, grant programs or as stipulated in the deed of gift. The Foundation could also act as a programming body – commissioning and delivering arts activities where there was a gap in the sector or a community need.

A review of similar foundations nationally and internationally, shows that having a single body with the sole purpose of fundraising significantly increases donations to arts and culture in the region and supports increased revenue for all the arts in the area through the dispersal of funds gifted to the Foundation.

The Shoalhaven is experiencing significant population growth and needs to ensure that the Arts and Cultural sector grows in line with the expectations of new residents and increased services.

With many plans and strategies being put into place for a revitalised city and major attractions, it is important that there is opportunity for artists, arts organisations and community groups to contribute to that growth and development. Increased funding is

needed for this to happen, and that funding needs to come from the private sector – donors, philanthropists and businesses.

The Arts Foundation will be able to help ensure that there is an increase in funding to the sector in the Shoalhaven, and that donors, philanthropists and businesses can donate with confidence that their funding is being managed properly and providing real and meaningful contributions to the sector and region.

Significant work has been undertaken to advance this to a stage where funding is now required for:

- Legal consultation to establish the Foundation as a constituted legal entity
 - Preparation of a legal brief
 - Establishment process
- Recruitment of Staff
 - Executive Officer and Administration Support
 - Set up Foundation systems, processes, procedures and operations
- Development of a Communications Plan - outlining
 - Expression of Interest process for Founding Board Members
 - Informing the community about the foundations
 - How / When donations for the Foundation will be sought

Community Engagement

The Shoalhaven Arts Foundation has received significant support from the Arts Board who have articulated their ongoing support for its establishment. A workshop held in 2016 with community representative and Councillors showed strong support for the Foundation if it was established as an independent organisation and not part of Council.

Once funding is achieved to progress the Foundation to establishment phase, a communications strategy will be developed which will allow for community engagement including, but not limited to the appointment of founding Board Members and raising the profile of the Foundation with information about donations and opportunities to support the arts.

Policy Implications

The establishment of an Arts Foundation is in the Arts Board Terms of Reference. (POL19/45)

Section 3.2

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*

Financial Implications

Funding to establish the Foundation would need to be allocated from the General Fund. Funding is sought for a three-year period to provide the Foundation with seed funding for its establishment. This funding would support staff costs, administrative and set up costs, and legal advice for establishment.

Year	Items	Cost	Total Cost
1	Legal Fees for establishment Administration officer (FT) Executive Officer (0.6) (not employed for full year) Administration set up	\$20,000 \$48,000 \$50,000 \$32,000 + in-kind support for office space / HR support	\$150,000 + in-kind support
2	Administration officer Executive Officer Administration costs – includes subsidized rent paid to Council	\$50,000 \$66,000 \$34,000 + in-kind support for HR support	\$150,000 + in-kind support
3	Administration Officer Executive Officer (partly funded by Council) Administration costs	\$50,000 \$50,000 Rental subsidy only	\$100,000 + subsidized rent

Alternate options for funding have been considered by staff, but no suitable sources of funding have been identified.

The Arts have a significant positive impact in Regional Australia through:

- Community Connectedness
- Economic Regeneration
- Social Inclusion
- Civic Pride
- Regional Development

For every \$1 invested in the arts there is an estimated benefit or return of \$1.88 to the NSW economy.

The Support Report 2018 by JB Were shows that NSW is responsible for 40% of all tax-deductible donations in Australia.

Go Fund Me research from 2019 shows that Rural and Regional towns give more per capita than city locations.

In 2015-16, corporate philanthropy gave \$17.5 billion, while 14.9 million Australians gave \$12.5 billion, to charities and not-for-profit organisations including arts and cultural organisations.

Shoalhaven Arts Foundation working statements						
Because	There is no central process to take philanthropic donations / bequests for the arts in the Shoalhaven	We Will establish an arts foundation	That Leads To	Money coming in from donors / philanthropists	So That	The arts in the Shoalhaven can flourish
Because	There is no ready funding for community arts / artists	We Ensure the foundation can seek, receive, invest and distribute funds	That Leads To	Funding being available	So That	The foundation can resource the arts
Because	We want to grow arts in the Shoalhaven	We Increase the resource base through funding and opportunities	That Leads To	Artists and art organisations able to flourish short and long-term	So That	The arts enhance the liveability and well-being of the LGA
Because	We want to grow participation in the arts	We Ensure there are opportunities across all art forms and throughout the Shoalhaven	That Leads To	Increased audience diversity and engagements	So That	Audience growth and diversity sustains long-term growth of the arts
Because	We are seeking to maintain and sustain excellence over time	We Need to plan and fund long-term	That Leads To	A secure arts environment	So That	Artists / arts organisations can be bold and exciting and produce works of national significance
Because	There is no leadership or structure to sustain donor engagement	We Need a qualified board, a suitable constitution and appropriate resourcing (staff, consultant, IT, CRM etc)	That Leads To	A self-sustaining, active and strong board	So That	The foundation is able to achieve its objectives in perpetuity
Because	We want to support local artists and arts organisations	We Ensure the foundation provides opportunities for creative output across the LGA and all art forms	That Leads To	Diversity, depth and breadth in arts output	So That	The arts in the Shoalhaven can flourish
Because	We want to inspire artists and the community	We Ensure the actions of the foundation inspire and reward excellence and originality	That Leads To	A foundation cultural / strategic plan	So That	The foundation has a clear direction to build excellence
Because	The arts eco-system of the Shoalhaven needs	We Fund innovation, collaboration and new	That Leads To	Greater creativity	So That	There is sufficient diversity to develop a

CL22.201 - Attachment 1

breadth and depth (multi-arts, collaborations, commissioning new works etc)	commissions across all art- forms	creative and prosperous city
Because We are not seen as an arts destination or a creative city	We Provide support and a funding partner for arts / cultural projects and initiatives that drive a point of difference	The Shoalhaven is seen and known as a creative hub
Because We need an independent cultural network	We Appoint a board / subcommittees and advisory groups that are representative	We have a vibrant and contemporary arts scene

Foundation Aims

- To be a self-sustaining, engaged and progressive organisation
- To support a culture of philanthropy across the Shoalhaven for the benefit of the arts
- To encourage a diversity of art output across the region that builds excellence
- To provide funding and opportunities that support a vibrant and contemporary arts scene

Case for Support

'By providing support and opportunities to artists and arts organisations across the Shoalhaven we ensure we build excellence through a vibrant and contemporary arts scene. We want all residents and visitors to the Shoalhaven to have the opportunity to engage with a flourishing arts ecosystem that supports bold and exciting works, and contributes to a healthier, happier and more prosperous city.'

CL22.201 - Attachment 1

CL22.200 South Coast Regional Arts Development Organisation - update and request to Council

HPERM Ref: D22/150592

Department: Arts & Culture
Approver: Jane Lewis, Director - City Lifestyles

Reason for Report

To inform Council of the status of the South Coast Regional Arts Development Organisation (RADO) and the request for support through nomination of a Board Member, financial contribution and in-kind support.

Recommendation

That Council:

1. Support the continued development and establishment of the South Coast Regional Arts Development Organisation;
2. Nominate a Councillor [*Councillor name to be inserted at meeting*] to represent Shoalhaven City Council on the Board of the South Coast Regional Arts Development Organisation with an appropriate staff member as support person and proxy;
3. Allocate \$38,825 from the general funds in the 2022/23 FY budget as Council's financial contribution and recurrent funding + 3.5% increase year on year thereafter.
4. Approve under delegation that the Chief Executive Officer (Director City Lifestyles) enter into a Memorandum of Understanding (MOU) with South Coast Regional Arts Development Organisation which will also detail the provision of in-kind support to be provided by Council.

Options

1. Adopt the recommendation as printed.
Implications: The South Coast RADO will continue to progress to operational status with the support from, and representation of Council.
2. Amend the Recommendation.
Implications: The RADO may not be able to operate within the Shoalhaven as well as intended, and representation on the board may be impacted.
3. Reject the Recommendation.
Implications: The RADO will be reduced in its ability to represent the Shoalhaven in its activities which will have flow on impacts to arts and arts organisations within the region.

Background

In July 2021 Council received a presentation from Create NSW on the proposal to investigate the establishment of a Regional Arts Organisation (RADO) for the South Coast. A report was considered by Council in August 2021 and MIN21.596 was resolved:

That Council:

1. *Provide In Principle support for the proposal by Create NSW to undertake a three (3) month investigation into the establishment of a Regional Arts Development Organisation (RADO) for the South Coast;*
2. *Receive an update from Create NSW at the conclusion of the investigations;*
3. *Consider support for a RADO and the likely financial implications as part of the 2022/23 Delivery Program and Operations Plan and Budget;*
4. *Write to The Minister for the Arts, The Hon. Don Harwin MLC to thank him for this opportunity and provide an update on Council's In Principle support for the proposal.*

In accordance with Part (2) of the resolution Council invited Create NSW to provide an update to Council via a Councillor Briefing on 31 March 2022.

Create NSW have concluded their three-month investigation into the opportunities and community response to the proposal has been undertaken with strong support and engagement across Shellharbour, Kiama and the Shoalhaven.

Following the period of investigations Create NSW have interviewed for and appointed an establishing Board for the South Coast RADO and are now working on the establishment of the organisation, including registration as a charity, setting up financial, administration and IT systems and appointment of an Executive Director.

To fully progress the establishment phase of the RADO, Create NSW and the founding board of the South Coast RADO, are asking Council to provide firm commitment to the RADO through financial contribution and nomination of a representative to the Board.

In accordance with Part (3) of the resolution the likely financial implications have been considered as part of the 2022/23 Delivery Program and Operations Plan and Budget.

In accordance with Part (4) of the resolution a letter was sent to the then Minister for the Arts, the Hon. Don Harwin MLC on 27 August 2021.

Board Member nomination

The RADO board is made up of seven (7) co-opted board members with a diverse skill set, a chair and one (1) representative from each of the three councils totalling eleven (11) board members in total. The options available to Council are to consider a nomination of either:

1. A councillor, or
2. A suitable staff member, or
3. A councillor with a supporting staff member who is also the proxy

Council has representatives on several boards with various options for representation.

- The South East Zone library collective (a subcommittee of the Public Libraries Association NSW), there is a mix of Councillors and Library Managers in attendance. The Chair is always a Councillor, with councillors attending 3 of the 4 meetings held. The Library Managers (staff) are the decision makers with input from Councillors.
- The Illawarra Academy of Sports has the Mayors of the five (5) representative Councils as Founding Members. The Mayors are able to nominate an alternate which is usually another councillor.
- South Eastern Australia Transport Strategy Inc (SEATS) has representation from Government, Councils, industry and community. The board has three (3) representatives from NSW and a Councillor from one of the local Councils is nominated as Chair. Shoalhaven City Council currently Chairs this group and has a staff member as one of the three NSW representatives.

Based on the above models, it is recommended that Council seek to nominate a Councillor as the Board Member to the RADO, with a staff member acting as support and proxy in

instances where the Councillor cannot attend. The constitution for the South Coast RADO provides for this form of representation by Council.

Financial contribution to the RADO

Create NSW seek financial contributions from each of the represented Councils to support the operational costs of the RADO. The financial contributions are assessed based on the population of the LGA. Both Shoalhaven City Council and Shellharbour City Council are in the population category 40,001 and above. Shoalhaven City Council is asked to provide \$38,825 for the 2022/23 FY with an anticipated 3.5% increase in the amount each Financial Year following. Shellharbour City Council will be requested to consider the same level of funding as Shoalhaven whilst Kiama Council, who fall within the population category 15,001 – 25,000, will be asked to consider funding of \$19,412 in FY2022/23.

In-Kind Support

The South Coast RADO are also asking contributing Councils to consider in-kind support, for their offices. They are ideally seeking a (commercial) premises with good accessibility that can support up to four (4) staff workstations and space for board meetings at a reduced rent.

Alternatively, they are seeking no-fee access to meetings rooms and community halls for meetings, consultation sessions and community engagement programs. Options to support this request are currently being investigated and will be incorporated into the Memorandum of Understanding (MOU) to be finalised between Shoalhaven City Council and South Coast RADO. It is proposed that the MOU be finalised and approved under delegation.

Community Engagement

Create NSW have met with 45 artists and arts organisations across the South Coast region, they have held several community information sessions and undertaken an audit of services and programs, venues and activity of the sector prior to undertaking establishment work. They will use the consultation and information gathered to inform their strategic plan and actions in the establishment phase.

Financial Implications

The South Coast RADO requires financial support from all three member Councils to be successful. The financial contribution supports administration, programming and activity by the RADO in the region.

The contribution in the 22/23 Financial Year is \$38,825 with a 3.5% increase year on year.

The financial contribution will need to be allocated from the General Fund.

AB22.27 Variation Request - Shoalhaven Arts Board Grants

HPERM Ref: D22/185881

Department: Arts & Culture

Approver: Kevin Norwood, Manager - Shoalhaven Swim Sport Fitness

Attachments: 1. Grant Variation Request - Alaska Turner [↓](#)

Reason for Report

To inform the Shoalhaven Arts Board of variation requests received by recipients of the 2020/21 and 2021/22 Arts Board Grants Programs.

Recommendation (Item to be determined under delegated authority)

That, under the Shoalhaven Arts Board Grants Guidelines:

1. Approval to vary project activities be given to Alaska Turner and Joanna Thomas.
2. Approval for a time variation be given to for Alaska Turner.

Options

1. Accept the recommendation

Implications: The grant recipients will be able to carry out the new program of activities and meet the intended outcomes of their Professional Development Grant.

2. Amend the recommendation

Implications: Unknown.

3. Reject the recommendation

Implications: The grant recipients will be asked to return the awarded funds to Council. The funds will be returned to the General Fund and will not be available for additional Professional Development Projects.

Background

Alaska Turner was awarded a Professional Development grant under the 2020/21 Arts Board Grants program for travel to the United State to undertake a program of activities as part of the Aussie All Stars – American Junior Theatre Festival Tour. Due to COVID-19 and travel restrictions, this event was postponed and Alaska has recently been informed of program changes which mean she is no longer able to attend. Alaska has sourced alternate opportunities which provide her with the same level of professional development she would have achieved on the original tour and asks for approval to vary her program and timeline for delivery. Attachment 1 refers to the alternate program.

Joanna Thomas was awarded a Professional Development Grant under the 2021/22 Arts Board Grants Program to undertake a short course with the Botanical Artists' Society of QLD in the use of colour pencils in Botanical Art. This course is no longer being offered by the Society as they have entered caretaker mode.

Joanna has researched alternate opportunities to develop these skills and has received a positive response from the artist Melinda Exstein for a program of individual tutoring in Sydney. Melinda Edstein has recently been awarded the Silver Gilt Award for Botanical Art at the RHS Botanical Art and Photography Show and also exhibits at the Saatchi Gallery, London. Joanna asks for approval to vary her program of activities and undertake this alternate avenue for achieving the increased skills in Botanical Art.

Community Engagement

The Professional Development Grants supports Shoalhaven artists to increase their skill set and career opportunities, supporting a more diverse arts eco-system across the Shoalhaven and enhancing artists' ability to give back to the community through their chosen field.

Financial Implications

The funding for these grants has already been allocated in the current and previous budgets. If the program variations are not approved, the grant recipients will be required to return any funding received to date which will be returned to Council's General Fund.

AB22.27

Revised Schedule and Estimation of Costs Towards Arts Grant for Alaska Turner

Please see below a revised activity schedule for Alaska Turner to try to meet some of the technical (backstage) aspects and performance opportunities she would have attained on the Broadway in America tour.

Alaska has been very lucky to be given the opportunity of a week-long internship with the Head of Lighting at the Sydney Opera House. A "Working at Heights" Course would assist her being able to access all opportunities at this internship.

Opportunity	Focus	Date	Cost
Internship at the Sydney Opera House (chaperone required due to late nights working on shows)	Lighting and technical theatre	5-6 days from 4 July 2022	Accommodation 5 nights \$1000 (approx) Travel \$60
Working at Heights Course-Combined Training - South Nowra	A qualification to enable Alaska to gain access to the Sydney Opera House cat walks and, subsequently, at Shoalhaven Entertainment Centre where she volunteers her time on shows for local groups	Courses are offered a few times a month	Course cost \$295
Introduction to Directing NIDA Course Sydney (2 days)	Gaining skills in technical and creative area of directing	Attempted to complete this in April but was cancelled - will attempt again in October or December holidays - timing dependent on when offered	Course: \$345 Accommodation: \$450
Musical Theatre Performance Course - NIDA or Australian Theatre for Young People (2-3 days)	Gaining skills in singing, dancing and acting - would have undertaken these workshops on Broadway in America	Either in October or December depending on above course	Course: \$345-\$500 Accommodation: \$500-\$600
		TOTAL:	\$3000

Once again, Alaska will be able to implement these in the volunteer and charity work she continues to do in the Shoalhaven performing arts including volunteering as assistant stage manager on the Stars of Nowra in late May / early June 2022, performing in 'Annie' with Albatross Musical Theatre Company in May 2022, being Assistant Stage Manager for 'Honk Jr' in October 2022, again with Albatross AMTC, and as Assistant stage Manager for 'Aladdin Jr' for Nowra Anglican College in October 2022.

AB22.28 Shoalhaven Entertainment Centre Update

HPERM Ref: D22/196794

Department: Shoalhaven Entertainment Centre

Approver: Kevin Norwood, Manager - Shoalhaven Swim Sport Fitness

Reason for Report

To inform Shoalhaven Arts Board of recent and future programming, events and community engagement activities at Shoalhaven Entertainment Centre.

Recommendation (Item to be determined under delegated authority)

That Shoalhaven Arts Board receives the Shoalhaven Entertainment Centre Update report for information.

Options

1. Receive the report for information

Implications: The Shoalhaven Arts Board members are kept updated and apprised of programming, events and community engagement activities at Shoalhaven Entertainment Centre

2. Request for more information

Implications: Unknown

Background

Following long periods of closure due to COVID-19 during 2020 and 2021, the Centre was also closed for essential maintenance works from December 2021 until April 2022. The installation of a fire suppression system throughout the venue was undertaken during this most recent shut-down period. The Centre re-opened on Monday, 11 April 2022, after a huge effort from staff to reinstate the kitchens, café, foyer and rehang every theatrical fixture in both performance spaces.

In the first 28 days of operation, more than 5,000 people have attended 21 ticketed performances at the Centre. Venue hires for performances have included an international comedy act and a junior community theatre production. There have also been a variety of business events including meetings, presentations and a jobs fair with more than 30 stallholders.



Viva Italia!

Within 24 hours of opening, the venue bumped in its first two (2) productions. 'Viva Italia!' a Morning Matinee, starring Jane Rutter, was a popular success with patrons on 12 April 2022, almost 400 patrons enjoyed the complimentary morning tea and gave positive reviews of the performance.

Culture Counts Social Impact Survey Results:

- Cultural Contribution 88%
- Access: 91%
- Presentation: 88%
- Local Impact: 94%

Miss Rutter emailed a post-show thank-you:

"It was gratifying to be your very first concert in 2022 – nice to see such a big crowd in spite of COVID!"

The musicians and I were very pleased to be playing in such a marvellous concert hall: great venue with fabulous staff and facilities.

Would you please pass on my warmest regards and congratulations especially to your technical crew who did an exemplary job - just fantastic...

Technicians like those at the Shoalhaven Entertainment Centre make our performance work much easier. Please thank them again for us.

(As a musician I should add that the new sound system is wonderful...)

Thanks again, very best regards, Jane Rutter"



Alphabet of Awesome Science:

The second 2022 Season production 'Alphabet of Awesome Science' was performed twice on 12 April 2022 in the Studio theatre. Children, parents and grandparents enjoyed the scientific race through the alphabet which featured explosive science experiments. The shows were five (5) sales short of a double sell-out.

Culture Counts Social Impact Survey Results:

- Cultural Contribution 81%
- Access: 72%
- Presentation: 89%
- Local Impact: 90%



Jane Eyre

Queensland based theatre company shake + stir remounted their production of 'Jane Eyre' in the Auditorium in the first week of May in preparation for a 40 venue tour across Australia. The performances on 7 & 8 May 2022 were well received.

The community engagement offered in connection with this production included a literary discussion with direction Michael Fitcher and the company's co-director Nelle Lee who adapted the classic for the stage and also plays the lead role.

The literary discussion, which was free to members and ticketholders, was held on 3 May 2022 in The Studio and was attended by 37 people including high school students right through to lifelong Charlotte Brönte fans in their eighties.

As a professional development opportunity, Shoalhaven community theatre companies and high schools offering drama were invited to attend an open dress rehearsal of 'Jane Eyre'. This was attended by 31 people.

Culture Counts Social Impact Survey Results:

- Cultural Contribution 85%
- Access: 82%
- Presentation: 92%
- Local Impact: 92%

Lloyd Webber and Friends – Morning Matinee

More than 500 people attended 'Lloyd Webber and Friends' performed by musical theatre star Ian Stenlake, Michelle Fitzmaurice and musical director Andrew Worboys on 12 May 2022. At the time of finalising this report, the Culture Counts survey had not been completed.

The Rivoli

Shoalhaven Entertainment Centre offered its first outreach programming in March with the Rivoli, a work by Dance Makers Collective which was a celebration of social life before social media. Two (2) performances were offered at Kangaroo Valley Hall and two (2) performances were offered at Ulladulla Civic Centre.

The Collective worked with up to eight (8) teenage dancers from dance schools in Milton and Nowra. In addition to the workshops and rehearsals, the community dancers performed with the company. All four (4) performances were accompanied by a five (5) piece Shoalhaven band. Audience members were encouraged to dance with the cast prior to and following each performance.

Collective members conducted interviews with community members in Kangaroo Valley, Shoalhaven Heads and Ulladulla to capture their memories of dance hall days. These recordings, which included stories of racing from the hall to the pub in between band sets at Kangaroo Valley Hall in the 1960's, were woven into the soundscape of the performances adding local resonance to the production.

Professional Affiliations and Professional Development

Council's Shoalhaven Entertainment Centre Manager continues as Arts on Tour Deputy Chair; and continues as an executive member of the NSW and ACT Performing Arts Centres Association.

In February, Council's Shoalhaven Entertainment Centre Manager was invited to the Adelaide Fringe, as a HoneyPot Delegate to preview comedy, cabaret, physical and family theatre productions. The Fringe assisted with the cost of flights and covered accommodation costs.



AB22.28

Arty Farty Party

The Shoalhaven's first children's festival, The Arty Farty Party, a joint collaboration of Shoalhaven Regional Gallery, Shoalhaven Libraries and the Entertainment Centre will be held on Saturday, 2 July 2022.

The program of visual, literary and performing arts, will be staged in both theatres and on the Centre's forecourt. The forecourt activation is funded by a Festivals Australia grant.

On the Centre's stages, there will be two performances each of Circa's Wolfgang's Magical Musical Circus (pictured) and Asking for Trouble's FoRT. The forecourt program will include roving acts, dance performances by Shaun Parker Company, storytime and Arena Theatre Company's Hidden Creatures Gallery.

Details are available at www.shoalhavenentertainment.com.au

AB22.29 Cultural and Creative Industries Strategy & Planning

HPERM Ref: D22/163142

Select: Frank Howarth

Recommendation

That Council provide an update to the Shoalhaven Arts Board on any cultural and creative industries strategy and planning that is underway or proposed.

Details

A well planned approach to fostering cultural development and creative industries in the Shoalhaven is important to the future of arts, culture and creative industries in our LGA.

AB22.29