

MINUTES OF THE SHOALHAVEN ARTS BOARD

Meeting Date: Wednesday, 18 May 2022

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

Time: 4:00pm

The following members were present:

Ms Christine Dunstan – Chairperson

Clr Tonia Gray

Clr John Kotlash (remotely) – left meeting at 5:07pm

Clr Moo D'Ath (remotely) – joined meeting at 4:15pm

Clr Patricia White

Ms Jenny Thompson (remotely)

Mr Frank Howarth (remotely) – left meeting at 5:03pm

Dr Lynda Kelly (remotely) – joined meeting at 4:03pm, left meeting at 5:05pm

Mr Stephen Buzacott

Others Present:

Bronwyn Coulston - Manager – Arts & Culture

Sarah Taylor – Manager – Shoalhaven Libraries

Karen Patterson - Manager - Shoalhaven Entertainment Centre

Brooke Aldous – Governance Coordinator (remotely)

Apologies / Leave of Absence

Nil.

Confirmation of the Minutes

RESOLVED (Stephen Buzacott / Clr Gray)

That the Minutes of the Shoalhaven Arts Board held on Monday 04 April 2022 and the Special Shoalhaven Arts Board held on Thursday 28 April 2022 be confirmed.

CARRIED

Declarations of Interest

Nil.

REPORTS

AB22.19 Update on Actions - April 2022**HPERM Ref:
D22/194313****Recommendation (Item to be determined under delegated authority)**

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

RESOLVED (Clr Gray / Clr White)

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

CARRIED

**AB22.20 Council Policy Revisions - Shoalhaven Libraries -
Operations Policy****HPERM Ref:
D22/180270****Recommendation**

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

RECOMMENDATION (Jenny Thompson / Christine Dunstan)

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

CARRIED

**AB22.21 Council Policy Revisions - Shoalhaven Libraries -
Children's Policy****HPERM Ref:
D22/180349****Recommendation**

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

RECOMMENDATION (Frank Howarth / Clr Kotlash)

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

CARRIED

AB22.22 Council Policy Revisions - Internet Usage Policy**HPERM Ref:
D22/195566****Recommendation**

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

RECOMMENDATION (Clr Kotlash / Jenny Thompson)

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

CARRIED

AB22.23 Shoalhaven Libraries - Update**HPERM Ref:
D22/181137**

Sarah Taylor – Manager – Shoalhaven Libraries provided an update to the Board.

- People are slowly coming back to the Libraries and the Library activities are generating a lot of interest.
- Sanctuary Point Library is progressing well, and aiming to have construction documents completed and out to tender towards the final quarter (September) 2022.
- The outcome of the Building Better Regions Fund Grant application for \$8.5 million will be known by mid-June.

Action – Sarah Taylor to forward the page showing the Sanctuary Point flyover from the “Get Involved” link to Shoalhaven Arts Board members.

Post meeting note – this was sent by Governance on 22 May 2022.

Recommendation (Item to be determined under delegated authority)

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

RESOLVED (Clr Gray / Clr Kotlash)

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

CARRIED

Note: Clr D’Ath joined the meeting (remotely), the time being 4:15pm

**AB22.24 Shoalhaven Arts Board - Expression of Interest -
Appointment of Community Members****HPERM Ref:
D22/183472**

Sarah Taylor – Manager – Shoalhaven Libraries advised that there were four applications received as a result of the Expression of Interest advertisement.

The applicants were interviewed by the Selection Panel, which comprised of Sarah Taylor - Manager – Shoalhaven Libraries, Christine Dunstan – Chairperson, Shoalhaven Arts Board and Brett Adlington, CEO of Museums & Galleries NSW.

From the interview process, the Selection Panel have agreed on the appointment of the following applicants to the Shoalhaven Arts Board, subject to endorsement by the Shoalhaven Arts Board at today’s meeting:

1. Kate Dezarnaulds – Community Member
2. Bonnie Porter Greene – Community Member
3. Drew Longbottom – Aboriginal Community Member

Christine Dunstan wishes to extend grateful thanks on behalf of the Shoalhaven Arts Board to Alison Chaim and Dr Peter Lavelle for their service and input over the past two terms (4 years).

Recommendation

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

1. Kate Dezarnaulds – Community Member
2. Bonnie Porter Greene – Community Member
3. Drew Longbottom – Aboriginal Community Member
- 4.

RECOMMENDATION (Clr Gray / Frank Howarth)

That the Shoalhaven Arts Board, as recommended by the Selection Panel, endorse the appoint of the following community members to a two (2) year term:

1. Kate Dezarnaulds – Community Member
2. Bonnie Porter Greene – Community Member
3. Drew Longbottom – Aboriginal Community Member

CARRIED

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

**HPERM Ref:
D22/184063**

Bronwyn Coulston – Manager - Arts & Culture provided an update on the Shoalhaven Regional Gallery.

- In relation to Grant Funded projects, the Streets as Shared Spaces Public Art Project includes the following upcoming two events:
 - Community celebration of the Gateway Artworks at Ulladulla Harbour to be held on 29 May. Invitations will be sent out ASAP.
 - Reconnections Event on the forecourt of Shoalhaven Entertainment Centre to be held on 5 June. Invitations, information and publicity should be out to SAB members by no later than Monday, 23 May 2022.

Recommendation (Item to be determined under delegated authority)

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

RESOLVED (Stephen Buzacott / Clr Gray)

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

CARRIED

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

**HPERM Ref:
D22/185778**

Bronwyn Coulston – Manager - Arts & Culture advised that she has received extensive positive feedback since the Council Resolution to approve funding towards the establishment of the Shoalhaven Arts Foundation.

- Aiming to have the doors open for the Shoalhaven Arts Foundation early in 2023.
- Foundation Board to be established later this year and appointment of staff to commence in early 2023.
- A consultant will be appointed to carry out establishment tasks including the Initial Founding Board. It is likely that the Initial Founding Board will be appointed through an expression of interest process, but this will be determined based on the recommendations of the consultant.
- The Foundation Board will be skills based and is hoped to include legal, financial and philanthropy backgrounds.

The Shoalhaven Arts Board would like to extend incredible gratitude to Council for their support towards the Shoalhaven Arts Foundation and the Regional Arts Development Organisation (RADO).

Recommendation (Item to be determined under delegated authority)

That the report be received for information.

RESOLVED (Frank Howarth / Stephen Buzacott)

That the report be received for information.

CARRIED

AB22.27 Variation Request - Shoalhaven Arts Board Grants

**HPERM Ref:
D22/185881**

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.

RESOLVED (Clr Gray / Clr Kotlash)

That, under the Shoalhaven Arts Board Grants Guidelines, approval to be given to:

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

CARRIED

AB22.28 Shoalhaven Entertainment Centre Update

**HPERM Ref:
D22/196794**

Karen Patterson – Manager – Shoalhaven Entertainment Centre advised that the Live & Local Professional Development program was a success in March, with four different sessions having more than 75 attendants. Live and Local Shoalhaven offered two-hour live music sessions at Stockland Nowra on Thursday evenings, Saturday afternoons and Sunday mornings during March and April. Live and Local continues to receive positive feedback.

Recommendation (Item to be determined under delegated authority)

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

RESOLVED (Jenny Thompson / Lynda Kelly)

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

CARRIED

AB22.29 Cultural and Creative Industries Strategy & Planning

**HPERM Ref:
D22/163142**

- Bronwyn Coulston – Manager, Arts & Culture – advised that as discussed earlier at Item AB22.23, Council is awaiting the outcome on the Building Better Regions Fund Grant application. Council has agreed to match the funding if the Grant application is successful, however if the application is unsuccessful then the Council funding will not be awarded.
- Discussion took place around developing a new strategic plan for the Shoalhaven Arts Board this year, the purpose of which is to provide advice, recommendations and visions to Council

on strategies and planning within cultural and creative industries.

- It was suggested that the Strategic Plan and development of a working party be added to the Agenda for the next meeting.

Action: Bronwyn Coulston - Manager to forward the link to the current Strategic Plan to the Shoalhaven Arts Board (SAB) members for their review. Any suggested amendments were requested to be sent to Bronwyn Coulston for collation and consideration.

Recommendation

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

Action: Bronwyn Coulston - Manager to forward the link to the current Strategic Plan to the Shoalhaven Arts Board (SAB) members for their review. Any suggested amendments were requested to be sent to Bronwyn Coulston for collation and consideration.

RECOMMENDATION (Stephen Buzacott / Frank Howarth)

That the Shoalhaven Arts Board undertake a review of the existing Strategic Plan and present a Revised Strategic Plan to Council for consideration and adoption following the public exhibition process.

CARRIED

GENERAL BUSINESS

AB22.30 Additional Item - Workshop - Induction of New Members / Strategic Plan Review

Following discussion on the Strategic Plan Review, the Shoalhaven Arts Board members suggested that new members be invited to attend an informal meeting / workshop as an introduction to the Shoalhaven Arts Board, at which time an induction for the new members can be facilitated.

RESOLVED (By consent)

That the Shoalhaven Arts Board:

1. Schedule an informal meeting / workshop to be held in June or July to discuss the review of Strategic Plan.
2. Following Council's final endorsement, extend an invitation to the newly appointed members to attend the abovementioned informal meeting / workshop.
3. Invite Council's Governance Coordinator to induct the newly appointed members to the Shoalhaven Arts Board as part of the meeting / workshop

CARRIED

AB22.31 Additional Item - Cultural Development

- Discussion took place on the suggestion from Cllr Gray for Council to create a new staff position - Cultural Development Officer, whose role would be to work closely with local schools and educators, small arts organisations and across all departments of Council.
- Christine Dunstan noted that there is no existing register of arts organisations and practicing artists throughout the Shoalhaven.
- Sarah Taylor – Manager – Shoalhaven Libraries advised that there is an existing Artist

Directory called WEAVE which consists of Kiama, Shellharbour, Wingecarribee and Wollongong Councils and projects are supported by Arts NSW, Regional Arts NSW and Local Regional Arts Development Organisations.

Action: Sarah Taylor – Manager – Shoalhaven Libraries to circulate the WEAVE Artist Directory to the Shoalhaven Arts Board members for information.

Post meeting note – this was sent by Governance on 23 May 2022.

RECOMMENDATION (Clr White / Clr Gray)

That Council:

1. Review existing staffing models and undertake benchmarking for Cultural Development Officers working in Local Government.
2. Report its findings and potential ways forward at the next Shoalhaven Arts Board meeting to be held on 18 August 2022.

CARRIED

Note by the CEO:

The Terms of Reference of the Shoalhaven Arts Board (POL19/45) specifically limits the delegations of the Board to Act within adopted budgets aligning with Council's strategic plans and document and make recommendations on the arts to Council. It is outside the delegation of this Board to make recommendations to explore additional operational staff positions.

Should the elected Council wish to create additional services or functions in the area of Arts this should be clearly outlined in Strategic Planning documents. Once established as a strategic direction endorsed by the Council, then appropriate resourcing would be identified.

Wording of an appropriate recommendation for this item is provided below:

PROPOSED REPLACEMENT RECOMMENDATION

"That

1. *The Shoalhaven Arts Board in their upcoming review of the Arts Board Strategic Plan, give consideration to a function providing support in the Arts to schools and educators, small arts organisations and to the Council.*
2. *Once adopted by the Council, the Arts Board Strategic Plan initiatives be incorporated for consideration and resourcing in the Council's Delivery Program and Budget."*

Note: Frank Howarth left the meeting, the time being 5:03pm.

Note: Lynda Kelly left the meeting, the time being 5:05pm.

Note: Clr Kotlash left the meeting, the time being 5:07pm.

There being no further business, the meeting concluded, the time being 5:17pm.

Christine Dunstan
CHAIRPERSON