AGENDA

ARTS, CULTURE & HERITAGE
ADVISORY COMMITTEE MEETING

HELD AT THE SHIRE OF BROOME –
COMMITTEE ROOM AT 3PM

4 MARCH 2014
OUR MISSION

"To provide a quality range of affordable and sustainable services to our community with a strong commitment to customer focus so that our citizens and visitors enjoy a quality lifestyle."

CORE VALUES OF THE SHIRE

The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:

- Communication
- Respect
- Integrity
- Transparency
- Courtesy

DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Broome expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.
SHIRE OF BROOME

ARTS, CULTURE & HERITAGE ADVISORY COMMITTEE MEETING
4 March 2014

INDEX - AGENDA

1. OFFICIAL OPENING ..................................................................................................................... 5
2. PUBLIC QUESTIONS ..................................................................................................................... 5
3. ATTENDANCE AND APOLOGIES .............................................................................................. 5
4. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON ................................................. 5
5. CONFIRMATION OF PREVIOUS MINUTES ................................................................................ 5
6. ITEMS FOR DISCUSSION ............................................................................................................ 6
   5.1 SHINJU MATSURI INC - REPORT ....................................................................................... 6
7. NEXT MEETING ........................................................................................................................... 11
8. MEETING CLOSURE ...................................................................................................................... 11
NOTICE OF MEETING

Dear Committee Member,

The next Arts, Culture & Heritage Advisory Committee Meeting of the Shire of Broome will be held on Tuesday 4 March, in the Function Room, Corner Weld and Haas Streets, Broome, commencing at 3pm.

Regards

K R DONOHOE
Chief Executive Officer

28 February 2014
1. OFFICIAL OPENING

The Deputy Chief Executive Officer declared the meeting open at ____pm.

2. PUBLIC QUESTIONS

3. ATTENDANCE AND APOLOGIES

   Attendance:
   Apologies:
   Officers:

4. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

The Deputy Chief Executive Officer called for nominations for the position of Chairperson and Deputy Chairperson.

Nominations are to be in writing addressed to the Chief Executive Officer and may be received prior to the meeting, or provided at the meeting before the close of nominations.

4. CONFIRMATION OF PREVIOUS MINUTES

   Moved: ______________________  Seconded: ______________________

   That the Minutes of the Arts, Culture & Heritage Advisory Committee meeting held on 25 September 2013 be confirmed as a true and accurate record of that meeting.

   FOR: ______________________
   AGAINST: ______________________
5. ITEMS FOR DISCUSSION

5.1 SHINJU MATSURI INC - REPORT

LOCATION/ADDRESS: Nil
APPLICANT: Shinju Matsuri Inc
FILE: RCS12, ORL33
AUTHOR: Manager Community Development
CONTRIBUTORS: Nil
RESPONSIBLE OFFICER: Deputy Chief Executive Officer
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 27 February 2014

SUMMARY: This report provides a report on the 2013 Shinju Matsuri Festival and submits Shinju Matsuri Inc’s Strategic Plan 2014 – 2017 for consideration. The report recommends further information is sought from Shinju Matsuri before Council considers a three year sponsorship agreement.

BACKGROUND

Previous Considerations

OMC 1 March 2005 Item 9.4.4
OMC 8 June 2006 Item 9.4.3
OMC 30 August 2007 Item 9.4.3
OMC 29 October 2009 Item 9.4.3
OMC 8 July 2010 Item 9.2.3
OMC 12 July 2012 Item 9.2.4
OMC 20 June 2013 Item 10.1

At the OMC 20 June 2013 Council resolved the following:

1. That Council Receives the Minutes of the Arts, Culture and Heritage Committee meeting held on 29 May 2013 and endorses the Committee recommendation as follows regarding Shinju Matsuri Inc;

   That Council;

   1. Notes the improvements made to the organisation’s governance and planning for the future sustainability of the festival.

   2. Given that plans for the future of the festival are currently being developed, authorises the CEO to enter into a sponsorship agreement with Shinju Matsuri Inc to deliver the 2013 Shinju Matsuri Festival under the following conditions:

      a) The agreement is for one year, commencing 1 July 2013.
      b) The Shire will support Shinju with a $60,000 cash component in the 2013/14 financial year.
      c) The Shire will support Shinju by providing approx. $37,000 in-kind support (in addition to the cash contribution) to be detailed in the agreement.
      d) In-kind support will include waiving venue hire fees for the use of the Broome Civic Centre for up to 16 days over the period of the Festival (equating to approximately $14,000).
3. Requests the CEO to hold a workshop involving members of the Arts, Culture and Heritage Advisory Committee, Shinju Matsuri Committee, Councillors and Shire Officers to explore options for future financial commitment from the Shire of Broome and explore options for supporting the future sustainability of the event.

4. Requests Shinju Matsuri Inc to measure and report on the performance of the 2013 festival and submit a three year business plan and indicative budget no later than March 2014 to support Council’s consideration of a three year Memorandum of Understanding.

2. That Council:

a) Resolves to continue as the guarantor for the overdraft facility in favour of Shinju Matsuri Committee, limited to $15,000 for a period of one (1) year from the date of this resolution.

b) Requests the Chief Executive Officer to include the consideration of the guarantee of the overdraft facility in the sponsorship agreement for the delivery of the 2013 Shinju Matsuri Festival and any proposed Memorandum of Understanding if applicable.

Officers have, on several occasions, informed different members of the Shinju Matsuri Inc committee of the outcomes of the above resolution, both verbally and via email, and have requested the opportunity to hold a workshop as requested by Council. This opportunity has not been provided to date.

Further to Item 1.4 of the above resolution Officers have received an evaluation report of the 2013 Shinju Matsuri Festival that includes audited financial statements and a Strategic Plan 2014-17. It should be noted that Committee members of Shinju Matsuri Inc have indicated they will attend this meeting of the Arts, Culture and Heritage Advisory Committee and hope to address the Committee regarding future plans.

COMMENT

Officers have reviewed the evaluation report and audited financial statements relating to the 2013 Shinju Matsuri Festival (attached) and note the following;

- Attendance rates are reported to have increased by 16% compared with the 2012 Festival
- Significant Japanese cultural content (Special guest: Japanese Consul-General)
- Increased Indigenous participation with Gudirr Gudirr and Microwave Jenny as headline events
- Participation by visiting Indonesian naval officers in various events
- Significant promotion is reported with a cash spend of $36,664 and a further estimated $276,00 of in-kind media support
- In 2013 the organisation received $142,384 less than 2012 in grants, sponsorship and other income. Expenses decreased by only $108,450 compared to 2012 and the organisation posted an operating loss of...
$11,540 for 2013 which is attributed to the ‘delivery by contractor’ model employed for the 2013 festival.

It is an issue of concern that the organisation’s Statement of Financial Position indicates a negative position of $25,321 as at 30 September 2013. It is noted however, that this includes a liability of $30,000 which has been quarantined for the start-up and development of the 2014 festival. It is the view of Officers that this is in fact, restricted cash rather than a liability. Given this, and the overdraft facility of $15,000 approved by Council, Officers are satisfied that the organisation is not operating while insolvent. The Shinju Committee has indicated that more stringent financial controls are being implemented this year.

Shinju has also submitted its Strategic Plan 2014-2017 which was developed following a Committee planning session held in February this year. It was identified that a degree of separation is required between sourcing funding and the delivery of the festival. Therefore, in 2014, the Board will assume responsibility for seeking start-up and grant funding and a fixed price contract will be entered into with a professional event organiser for delivery. Further, the Committee has agreed to establish several working parties to oversee various aspects of the festival and its governance with increased scrutiny around financial control and reporting. An indicative budget for 2014-17 was not attached to the Strategic Plan submitted.

The Strategic Plan indicates that three new events are planned for inclusion in the 2014 Festival;
1. Black Pearl Kimberley Basketball Challenge - a weekend long basketball carnival;
2. Shinju Roebuck Bay Rickshaw Cup – a triathlon event involving a run, a sailing component and a rickshaw relay.

Priorities for 2015-17 include increasing the local performance content of the festival, and a series of mini events held in local open spaces featuring the talents of the local residents in each community. While goals, strategies and outcomes are included in the 2014-17 Strategic Plan, no performance indicators have been developed as targets by which to measure the success (or not) of each festival.

Shinju is the oldest multicultural festival in Australia and is highly valued by the community as a unique part of Broome’s culture and lifestyle. Should the organisation falter, the community would look to the Shire to deliver the event. While this is an option, the benefits of a community driven cultural festival should not be underestimated. In addition, the cost to the Shire to run a similar event would be far higher than what it currently costs and could not be considered within the Shire’s current resources.

It is clear that the Shinju committee has identified the strengths and weaknesses of the festival and has developed strategies to build on the strengths and to address its weaknesses. While the organisation is still financially vulnerable, measures have been put in place to mitigate some of the identified risks. Officers recommend that the Shire continues to work with Shinju Matsuri Inc to build the capacity and sustainability of the organisation.

CONSULTATION

Shinju Matsuri Inc
STATUTORY ENVIRONMENT

Section 5.2 Administration of Local Governments
Division 2 — Council meetings, committees and their meetings and electors’ meetings
Subdivision 2 — Committees and their meetings

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2013/14 sponsorship agreement between the Shire and Shinju Matsuri Inc is detailed below:

Funding Source: Shinju Matsuri Sponsorship Agreement

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Capital or Start Up Expense</th>
<th>Life Cycle Costs (Annual)</th>
<th>Funding Details (eg RLCIP)</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
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<td>60,000 Operating</td>
<td>Cash</td>
<td>116180</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8,000 Operating</td>
<td>Cash</td>
<td>116180</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6,000 Operating</td>
<td>In-Kind</td>
<td>116185</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18,300 Operating</td>
<td>In-kind</td>
<td>116186</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,700 Operating</td>
<td>In-kind</td>
<td>22174</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$105,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It should be noted that the expenses incurred by Works and Parks & Gardens for the 2013 festival have exceeded budget by $17,882 and in accordance with the Shire’s Sponsorship Agreement, will be charged to Shinju Matsuri Inc as private works.

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Identify affordable services and initiatives to satisfy community needs.

Create community spaces.

Nurture and build social capital to increase community capacity.

Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:

Preserve and promote the unique and significant historical and cultural heritage of Broome.

Retain and build on Broome’s iconic tourism assets and reputation.
**Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:**

Work with agencies and others to ensure affordable and equitable services and infrastructure.

**Our Organisation Goal – Continually enhance the Shire’s organisational capacity to service the needs of a growing community:**

Review and analyse strategic and operational plans.

Manage resource allocation.

Encourage community engagement.

**VOTING REQUIREMENTS**

Simple Majority

<table>
<thead>
<tr>
<th>COMMITTEE RECOMMENDATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council:</td>
</tr>
<tr>
<td>1. Receives the following documents from Shinju Matsuri Inc as attached:</td>
</tr>
<tr>
<td>(a) 2013 Evaluation Report and Audited Statements</td>
</tr>
<tr>
<td>(b) 2014 - 2017 Strategic Plan</td>
</tr>
<tr>
<td>2. Notes the outcomes of the 2013 Festival and the current financial position of Shinju Matsuri Inc.</td>
</tr>
<tr>
<td>3. Requests the Chief Executive Officer to reconfirm with Shinju Matsuri Inc its desire to receive confirmation of the organisation’s financial and operational sustainability.</td>
</tr>
</tbody>
</table>

**FOR:**

**AGAINST:**

Attachment: 32 Pages
6. **NEXT MEETING**

The next meeting will be held on the 27 May 2013 in the Committee Room of the Shire Offices.

7. **MEETING CLOSURE**

There being no further business the Chairperson declared the meeting closed at ____ pm.