

ATTACHMENT

2013/2014 COMMUNITY GRANTS - MINOR

Refer Item 11.2.3.1



Community Grants Program 2013/2014

Guidelines Minor & Major Grant Applications

Thank you for your Expression of Interest for the Rural City of Wangaratta's 2013/2014 Community Grants Program. Your group has been recommended to progress to the full application process.

The aim of the Community Grants Program is to provide financial assistance to local not for profit community groups and organisations for the development of programs, activities and projects that will develop and enhance the social, cultural and environmental experience for residents of the Rural City of Wangaratta.

The Community Grants Program is one of many ways Council is able to support initiatives developed by the local community, which adds to the overall quality of life for residents of the Rural City of Wangaratta. Priority will be given to projects and organisations that focus on strengthening local involvement and complement the 2030 Community Vision for the Rural City of Wangaratta, link to the 2013-2017 Council Plan strategies and priorities or relevant Rural Community Plan.

Links to these documents can be viewed on Council's website www.wangaratta.vic.gov.au or hard copies are available from Council's Customer Services at the Wangaratta Government Centre, 62-68 Ovens Street, Wangaratta.

Application Process

Applications must be submitted on the form provided and be fully scoped with accurate details and costs that factor in the delivery time of the project.

The letter of confirmation to your group to proceed with a grant application for your nominated project may include some advice on how to strengthen the application. Please consider and act on these recommendations when developing your application.

Minor Applications Close

Friday 27th September 2013 at 5pm

Major Applications Close

Friday 8th November 2013 at 5pm

APPLICATION INFORMATION

Application Forms

Application forms are available as both Word and PDF documents for your convenience. A hard copy has been provided and the forms have been emailed to the email address provided on your EOI Application.

Minor Category – up to \$5,000

The Community Grant Program is aimed at supporting groups that have no other source or opportunity of funding, it is therefore important that you have tried other sources prior to applying for this grant and be able to demonstrate this in your application. Projects commence from January 2014 and are to be completed by December 2014.

It is expected that your application will reflect as many of the following points as possible:

- Strengthening local involvement
- Promoting health and wellbeing
- Inclusion of a diverse range of community groups
- Encouraging participation and community collaboration
- Promoting community sustainability
- Enriching the multi-cultural diversity of our community
- Encouraging lifelong learning and skill development
- Demonstrate the group's capacity to contribute in the form of cash, voluntary labour and in-kind services
- A demonstrated **inability** to receive funding from other sources
- Progresses the goals and actions on the 2030 Community Vision, Council Plan and /or relevant Rural Community Plan

Minor Grants Timeframe

9th August 2013	Feedback provided on EOI's and Groups invited to submit grant application
27th September 2013	Minor Category Applications Close
December 2013	Applicants notified of outcome <u>Successful Applicants:</u> Sign Funding Agreement Provide Financial & Banking Details Authority
January 2014	Projects Commence
December 2014	Project Completed Submit Project Acquittal

Major Category – between \$5,000 and \$25,000

When applying for a major grant, it is imperative that you have sourced other funding to support your project. Projects are to commence from March 2014.

Applications must reflect the following points:

- Strengthening local involvement
- Promoting health and wellbeing
- Demonstrated community support
- Be a priority in a rural community plan (rural projects only)
- Partner with other agencies and/or community groups/ organisations
- Demonstrate the group's capacity to contribute in the form of cash, voluntary labour and in-kind services
- Include joint funding with other funding body / bodies and have in principle approval
- Provide an ongoing sustainable benefit to the relevant community
- Progresses the goals and actions on the 2030 Community Vision, Council Plan and /or relevant community plan

Major Grants Timeframe

9th August 2013	Feedback provided on EOI's and Groups invited to submit grant application
8th November 2013	Major Category Applications Close
March 2014	Applicants notified of outcome <u>Successful Applicants:</u> Joint funding from other funding body/bodies received Sign Funding Agreement Provide Financial & Banking Details Authority
April 2014	Projects Commence
2014-2015	Project Completed Timelines for funding acquittals for the Major Category will be determined for each project

Ineligibility (who and what will not be funded)

Council's Community Grants Program will not provide funding for activities that:

- Duplicate an existing service, activity or item
- Are the responsibility of State or Federal Governments or other organisations
- Will provide trophies, prizes or gratuities
- Are retrospective funding
- Are in conflict with Council's desire to promote harmonious community relations
- Are to provide salaries
- Are profit making activities or commercial ventures
- Will be for groups currently receiving substantial support from Council
- Will be for fixed infrastructure on privately owned land
- Are minor or major maintenance works to buildings that are owned and/or the responsibility of the Rural City of Wangaratta
- Will be for groups outside the Rural City of Wangaratta
- Are a project that has already been funded by the community grants program in previous years
- Are consumables, eg. stationery, art and craft material, food

Please Note: Community groups and organisations that have an outstanding grant acquittal or outstanding commitments to Council will not be eligible to apply for further funding until all requirements have been addressed to the satisfaction of Council.

Other Information

Budget - When developing your budget please make sure you include potential cost increases in consideration of the time delay from the initial application stage to the delivery time of the project.

GST - All applications must be made on a GST exclusive basis whether the group is registered for GST or not, or has an Australian Business Number (ABN). Successful applicants that are not registered for GST and do not have an ABN must complete a 'Statement by Supplier' form as part of the funding agreement.

Application Assessment and Criteria

Applicants should make note of the following:

- Eligibility to apply will not guarantee the success of the application
- Percentage weightings are provided as a guide to the relative importance of different criterion in the assessment process
- Applicants should address each of the criteria
- Eligible applicants will be assessed using the criteria listed below:

30% Benefits to the community - how will the project benefit the group and the community?

20% Community participation – how did the group determine the need for the project, how was the community consulted.

10% Demonstrated connection to the 2030 Community Vision, Council Plan and / or community plan where relevant – Identify links to the project, Council Officers can assist you. The documents are accessed through Council's website or by contacting Councils Community Planning and Engagement Officers.

10% The group's capacity to make a contribution – this contribution can be 'in kind' and cash, and needs to be achievable and substantiated.

10% Contribution from other sources – There is more emphasis in relation to the Major grants category. There is an expectation that your project will require funding from other sources funding and that the Council funds requested will be used to leverage other funding opportunities. You must demonstrate contact made with potential funding body.

10% Capacity to deliver project – It must be demonstrated that your group can deliver the project on time and within budget. Provide project plan and detail of resources and skills available.

10% Clearly defined aims & goals of the project – Demonstrate that the project has been well planned, resourced and provides sufficient detail about the implementation.

Successful Applicants are required to:

- Abide by the signed *Funding Agreement* with Council and complete a short and concise report on your project on completion (acquittal form will be provided)
- Supply your groups ABN, GST registration or a signed *Statement by a Supplier* form (as appropriate);
- Supply *Financial & Banking Details Authority* form to allow a transfer of funds to your group (provided upon allocation of grant);
- Successful applicants are required to acknowledge the Rural City of Wangaratta's support through the provision of the Community Grants Program. All activities to acknowledge the Rural City of Wangaratta through logo presentation on all promotional material, publications and media releases.
- A clear and concise report on the project is required on completion of the project (form will be provided)
- Acquit all funds within the project period:
 - For the **Minor Category** - acquit all funds by December 2014 - any exceptions outside this parameter must be put in writing and will be considered;
 - Timelines for the funding acquittals for the **Major Category** will be determined for each project

Further Assistance

For all grant application queries, please contact Council's Community Planning and Engagement Team by phoning 5722 0828 (Louise) or 5722 0824 (Kerry) or e-mail: l.hazelton@wangaratta.vic.gov.au

Submitting your Grant Application

You will need to complete the Minor or Major Community Grants Application Form, attach all additional documentation eg. quotes, pictures, letters of support etc. and submit by the due date and time.

Completed applications are to be submitted via email to: council@wangaratta.vic.gov.au

Or

Hand delivered/Posted to:

Community Grants Program

Rural City of Wangaratta

PO Box 238

WANGARATTA VIC 3676

Minor Applications Close

Friday 27th September 2013 at 5pm

Major Applications Close

Friday 8th November 2013 at 5pm



Community Grants Program 2013/2014

ASSESSMENT SCORING Minor Grant Applications

Criteria	%	HIGH	MEDIUM	LOW
Benefits to the community - how will the project benefit the group and the community?	30	30 – 16	15 – 8	7 – 1
Demonstrated connection to the 2030 Community Vision, Council Plan and / or community plan where relevant – Identify links to the project.	20	20 – 11	10 – 6	5 – 1
The group's capacity to make a contribution – this contribution can be 'in kind' and cash, and needs to be achievable and substantiated.	20	20 – 11	10 – 6	5 – 1
Contribution from other sources – There is an expectation that projects will require funding from other sources and that the Council funds requested will be used to leverage other funding opportunities particularly for Major Grants. Contact made with potential funding bodies must be demonstrated.	10	10 – 7	6 - 4	3 - 1
Capacity to deliver project – It must be demonstrated that your group can deliver the project on time and within budget by providing a project plan and detail of resources and skills available.	10	10 – 7	6 - 4	3 - 1
Clearly defined aims & goals of the project – demonstrate that the project has been well planned, resourced and provides sufficient detail about the implementation.	10	10 – 7	6 - 4	3 - 1

ATTACHMENT 2

WANGARATTA ART GALLERY ACQUISITION PANEL

Refer Item 11.2.3.3

Wangaratta Art Gallery Collection Policy

August 2012

Wangaratta Art Gallery Collection Policy 2012

- **Background**
 - **The Extent of the Collection**
 - **Collection Content and Guidelines**
 - **Procedures for Selection and Acquisition of Art Works**
 - **Gifts, Bequests, Donations to the Collection**
 - **Acquisitions Process**
 - **De-accessioning Process**
-

Background

The Wangaratta Art Gallery's Collection of works of art (including all items of decorative art or craft within this description) began to be assembled on a casual unrecorded basis after the establishment of the Gallery in 1987.

Works were acquired primarily through donation and/or through acquisition after funded projects instigated by the Gallery. This led to the accumulation of a relatively small representation of works (principally photographs) by artists practicing in the region whether they were professional or amateurs. In 2004 the Gallery Collection Policy was approved by the Rural city of Wangaratta Council and since then works have been acquired into the collection on a regular basis.

The 'content' referred to in this document provide restrictions relating to the types of art to be collected.

The 'guidelines', referred to in this document provide parameters for the development of a permanent and significant visual art collection and to ensure that the Gallery is positioned as a centre of excellence with regard to its collections.

The term, 'works of art', for the purpose of this policy, includes any item of visual art, decorative art, craft or design made using traditional processes or any art which is produced using the processes of contemporary electronic technology.

The Gallery is perceived as having a distinctive role within the region as a public art gallery for temporary exhibitions. The continued establishment of a permanent Public Gallery Art Collection, that reflects the collection rationales of other similar institutions, operates to enhance the role of the Gallery within the region and State, offering opportunities for bequests, donations and gifted items potentially benefiting from the Tax Incentive Scheme and the Federal Government's Cultural Gifts Program.

It should be noted that the Wangaratta Art Gallery Collection is separate from the Rural City of Wangaratta Collection and the Public Art Collection.

The Extent of the Collection

The Wangaratta Art Gallery Collection includes all works of art currently in the possession of the Wangaratta Art Gallery that have been accessioned into the collection.

Gallery management acknowledges the need to assist with, and offer advice in the care and maintenance of art works held by the Rural City of Wangaratta Art Collection [a separate collection from the Wangaratta Art Gallery Collection], its Public Art Collection [also separate] and other works situated within its various departments.

Items from the Rural City of Wangaratta Art Collection can only be accessioned to the Wangaratta Art Gallery Collection if inclusion occurs through a formalised process of selection, recommendation and acquisition by the Gallery Director with opinion sought from a panel of community visual arts experts.

Works of art in the Rural City of Wangaratta, which are not officially part of the Wangaratta Art Gallery Collection: including: public art/sculptures/installations, historical or contemporary art, as well as paintings, items of decorative art and craft, and ephemera are not subject to these policy guidelines.

Content and Guidelines

Content

The Wangaratta Art Gallery Collection shall be comprised of original works of art and craft of excellent standard and quality.

The Collection content will be comprised of:

- i. Textiles, Fibre, [including indigenous fibre and textile art and objects], art objects made of Wood, and Small Sculpture of highest significance by regional, state, national living and deceased artists which reflects contemporary trends and interests.
- ii. Two and three dimensional images and objects including works on paper, which reflect general interest relating to the local landscape and the social history of the north-east of Victoria region, including themes of wildlife, flora, heritage and environment.
- iii. A Collection of north-east Victorian regional visual art and craft of highest significance and contemporary in nature, in any media, including painting, printmaking, drawing, sculpture, textiles, fibre, digital and electronic media, wood, ceramic, glass and precious and base metals.
- iv. Two and three-dimensional images and objects of highest significance by regional, state, national living and deceased artists, whose work reflects contemporary trends and interests.

Key Guidelines

Guidelines relating to the collecting of art:

- The policy stipulates the acquisition and maintenance of works of art considered of high significance in terms of content, subject matter and execution.
- A specific emphasis should also exist on the acquisition of key historical and contemporary works which depict/document aspects of the natural and man-made environment of north-east Victoria - early indigenous art, heritage, landscape, flora and fauna.
- The Wangaratta Art Gallery Collection is to be representative of historical and contemporary art from Australia, particular attention should be directed towards the collection area of contemporary textile and fibre art [including indigenous textile and fibre art], works of art/craft created with wood, and small sculpture.
- Irrespective of subject matter the Wangaratta Art Gallery Collection should also acquire the work of significant artists' resident, or working in north-east Victoria.

The above guidelines refer to all works of art in any medium that exists now or in the future until such time as this policy is revised/rewritten.

Photography and cinematography, film, video taping, DVD [digital video disc] recording or the results of computer generated images and trans-media works of art are also valid acquisition categories.

Procedure for Selection, Acceptance and Registration of Works of Art

- Irrespective of the manner of acquisition, (by bequest, donation, purchase etc.), art works intended for the Wangaratta Art Gallery Collection will be acquired following initial selection by the Gallery Director as per Council delegation.
- Works of art recommended to proceed to the acquisition process via direct purchase, donation of funds for purchase, or gifted items shall be represented by:
 - The actual item in question, or
 - Accurate photographs, digital imagery or transparencies of the item.
- The Gallery Director is to prepare supporting documentation for all acquisitions referring to the policy guidelines.
- The following 'significance' criteria should be referred to in order to produce some semblance of objectivity in the acquisition of works:
 - Relevance to the Gallery Collection via this Policy;
 - General aesthetic merit indicated by quality of technique and execution, composition, statement and content;
 - Historical value, either in terms of maker or subject matter;
 - The reputation of the artist in local, regional, or national terms (note: refers only to recognition of production not 'moral' reputation);

- The condition of the work. Poor condition with potential conservation expenses may outweigh the above values (unless additional funding is accessible);
 - The relevance of the work/s to existing items in the Wangaratta Art Gallery Collection, (e.g. a work may augment historical documentation or an artist's development);
 - Purchase cost. If funds exist to enable purchase of a work considered highly relevant to the Gallery Art Collection then price should not be seen as a deterrent to the purchase; and
 - Unacceptable conditions of display or acknowledgement will lead to the rejection of a potential acquisition.
- The Gallery Director will establish a panel to provide expert advice on the appropriateness of acquisitions. Following the acquisitions process and recommendations from the expert panel the Gallery Director will make the final decision and if appropriate proceed with the acquisition.
 - Payment for the work of art with funds allocated from appropriate accounts is made, the previous owners should acknowledge payment, and then the item is to be registered:
 - in the Art Collection registration book;
 - in the Art Collection electronic data base; and
 - via a paper profile which should then be established to hold the results of further research into the provenance, etc. of the item or details of the continuing career of the artist for reference.
 - The item should then be digitally photographed and appropriately filed, in hard and soft copy.
 - The image of the work of art will have a condition report to provide information for any possible future conservation work that may be required. This report will be included in the relevant paper file.

Gifts, Bequests, Donations

- Gifts, bequests of works of art for the Wangaratta Art Gallery Collection or monetary donations assisting in the purchase of works for the collection should be encouraged.
- Gifts, bequests and works purchased with donated funds will be considered under the acquisition criteria
- Gifts, bequests or funds offered for the purchase of works for the Wangaratta Art Gallery Collection will not be accepted under the following conditions:
 - That the work to be acquired will be permanently on display;
 - That the work to be acquired will be on display at specific times;
 - That the work to be acquired will be displayed or stored in perpetuity within a designated space occupied by the Wangaratta Art Gallery when the work was acquired;
 - That the work to be acquired is not permitted to be a component in a touring exhibition organised by the Gallery or any other organisation unless the condition of the work makes this inadvisable; and

- That the work to be acquired is to be loaned to another organisation not approved by the Gallery Director.
 - Potential donors of works of art or money for the purchase of works should be made aware of the existence of the Gallery Art Collection De-accessioning segment of this policy.
 - The Gallery holds Tax Deductible Gift Recipient Status with the Australian Taxation Office.
-

Acquisitions Process

- **Scope**
 - **Selection/Nomination of Works of Works of Art for Acquisition**
 - **Expert Panel Membership**
 - **Acquisition Meetings**
 - **Recording and Care of Acquisitions**
-

Scope

All acquisitions of works of art to the Wangaratta Art Gallery Collection are to be subject to the acquisition process outlined in this document.

Selection/Nomination of Works of Art for Acquisition

- I. The Gallery Director will select/nominate works for acquisition into the collection and present to a panel of expert community members (the 'panel') with appropriate art related qualifications to provide an opinion on the selected work(s) to the Gallery Director.
 - II. The acquisition of art will relate to, and adhere to, the content of the Wangaratta Art Gallery Collection Policy Key Guidelines (as outlined in this document).
 - III. The Gallery Director will not deviate from the Wangaratta Art Gallery Collection Policy in the selection/nomination and approval of works of art for collection.
 - IV. The 'panel' may also be required to give their expert opinion to the Gallery Director about the de-accession of collection items as per the de-accessioning segment of this policy. The Gallery Director also has delegated authority to make the final decision regarding all proposed items for de-accession.
-

Expert Panel Membership

Membership of the 'panel' is to be made up of professional practicing artists and visual arts professionals made up of the following:

- 1 member from the "Friends of the Gallery Association Incorporated";
- 1 member from the Rural City of Wangaratta "Arts, Culture and Heritage Advisory Committee", and
- 5 community representatives.

Members will be selected on relevant and extensive experience, knowledge and qualifications relating to the visual arts. (i.e. Visual or Fine Art Degree, History of Art Degree, or recognised professional practicing visual artist).

The panel will be appointed for a four years period from the date of commencement.

Nominations to the 'panel' will be called for via an advertisement placed in relevant newspapers. The Friends of the Gallery and the Arts Culture and Heritage Advisory Committee will nominate one qualified representative from each committee.

Acquisition Meetings

The panel shall meet (4) four times a year or as required.

Recording and Care of Acquisitions

Upon the acquiring of a Work of Art, the Gallery Director will be ultimately responsible for the cataloguing, care, conservation and storage of said work as per Wangaratta Art Gallery Collection Policy Guidelines.

De-accessioning Process

- **Scope**
 - **De-accessioning**
 - **De-accessioning Gifts**
 - **Expert Group Membership**
-

Scope

The de-accessioning of works of art from the Wangaratta Art Gallery collection is to be subject to a de-accessioning process outlined herein.

De-accessioning (removing works of art from the collection)

- Works in the Wangaratta Art Gallery Collection may be de-accessioned following a final decision of the Gallery Director and an opinion sought from the 'panel' of experts (refer above).
 - The aim of de-accessioning is to maintain a Gallery Art Collection of the highest possible quality by cautiously disposing of works which:
 - fall outside the Collection guidelines and criteria;
 - are of little or no historical significance;
 - are of little aesthetic value;
 - are of no value to research relating to the Wangaratta Art Gallery Collection;
 - are not useful for the education programs of the Gallery; and
 - have fallen into disrepair.
 - The issue of restricted display or storage space is not accepted as being within the criteria for de-accessioning consideration.
 - De-accessioning will not be a means of raising funds for any activity in the Gallery's program other than for additional acquisitions for the Wangaratta Art Gallery Collection.
 - The agent through which the work is to be disposed should be clearly indicated in the proposal. The agent should be encouraged to maintain confidentiality.
 - When a work has been de-accessioned, details are to be recorded in the expert 'panel' meeting minutes. These records will be available for inspection by appointment by any person.
-

De-accessioning Gifts

- Where the Wangaratta Art Gallery has received gifts deemed as inappropriate to the Wangaratta Art Gallery Collection, the Gallery Director may dispose of the works under the following conditions:
 - The approval of the donor is obtained;
 - If the donor is deceased, approval should be obtained from his/her executors if possible; and

- Any income derived from the disposal of gifts must be used to purchase a work or works in lieu of the original gift. The original donor's generosity must continue to be acknowledged with the replacement of former Wangaratta Art Gallery Collection items with works bearing suitable text (eg. 'Purchased from theFund'). The acknowledgement of past donors should guard against the discouragement of prospective donations.

When de-accessioning becomes contentious, the proposal for disposal should be deferred or abandoned.

Members of staff of the Wangaratta Art Gallery as employees of Council, Councillors or Officers of the Rural City of Wangaratta Council or members of their families, shall not be permitted to acquire de-accessioned collection works of art or items, nor benefit financially from de-accessioning in any form.

Glossary of Terms

- Ephemera**
- non-permanent material;
 - lasting for only a short time;
 - transitory; and
 - short lived.
- High Significance**
- the best available work in the artist's oeuvre (i.e. body of work);
 - reputation and history of the artist and his/her work;
 - is of consequence or importance;
 - the state or quality of being significant;
 - has or expresses meaning; and
 - is notable or momentous.

Wangaratta Art Gallery Collection

- works of art collected through the guidelines of this policy.

Rural City of Wangaratta Collection

- works of art that are not part of the Wangaratta Art Gallery collection that are owned by the Rural City Council.

Public Art Collection

- works of art in external environments, such as outdoor sculpture.

Wangaratta Art Gallery Acquisition Panel Nominees

Nominee	Qualification	Skills	Skills	Community	Employment
Anita Laurence	Degree Fine Art - Prahran	Painter	Printmaking	King Valley Art Show organiser	Printmaking Workshops/Artist Represented by Muse Gallery - Milawa
Pauline Fraser	Master of Fine Art - RMIT	Sculptor	Printmaking	Art Presentations /Talks	Art Teacher & Primary Major Public Sculpture Commissions
Frank Burgers	BA Fine Arts - Ballarat Uni	Painter	Drawing	Art Events Calendar - on line	Art Teacher- Secondary Owner 'Shades of Art' art supplies
Rob Hirschmann	Fine Arts Degree - NAS	Painting	Drawing	Kids for Culture Trust	Gallery Technician & Private Collections Curator Represented by King St Gallery - Sydney Represented Public/Private Collections
Fleur Rendell	Fine Arts Degree - RMIT	Printmaker	Ceramics	Kids art activities	PS Art Teacher & Conducts Workshops, Represented by Australian Galleries - Melb & Muse Gallery Milawa - Full Time artist

ATTACHMENT 2

WANGARATTA SCULPTURE COMMISSION EXPERT PANEL

Refer Item 11.2.3.4

Wangaratta Art Gallery Acquisition Panel Nominees

Nominee	Qualification	Skills	Skills	Community	Employment
Pauline Fraser	Master of Fine Art - RMIT	Sculptor	Printmaking	Art Presentations /Talks	Art Teacher & Primary Major Public Sculpture Commissions
Ronald Aldridge	n/a	Exhibitions	Liaison	40 yrs Wangaratta Art Show organiser	Works in Wangaratta
Annabelle Morosovitch	Fine Arts Degree Monash Uni	Sculptor	Painting	Volunteer at Gallery in past	Practicing Artist & works in Wangaratta
Katherine Martin-Burgers	Degree Fine Art Ballarat Uni Melb College of Textiles	Sculptor Exhibitor Textiles	Jewellor	Conducts Workshops	Shades of Art Proprietor - Wangaratta

No	Task	Who	When	Funding
1	Select specific site: New Building at the Showgrounds	Gallery Director (GD)/Cultural Development Officer (CDO)/Council	January 2013 - Post Council Meeting	Current
2	Liaise with Showgrounds Committee Focus Session Group – with Facilitator – Site direction to be decided.	GD/Community groups input.	July 2013	Public Art Budget
3	Write Commission Brief.	Gallery Director/Input from CDO	August-Dec 2013	
4	Expert Selection Panel appointed after appropriate process	Gallery Director/CDO	Dec 2013	Public Art Budget
5	Selection Panel Meetings organised.	Gallery Director/ Input from CDO	January 14	Current
6	EOI Form developed.	Gallery Director/Admin support	Jan 14	Current
7	EOI Advertised – on line and hard copy forms to be available.	Gallery Director/Admin staff	Jan 14	Public Art Budget
8	Entries Received and Collated – 4 weeks turn around	Gallery Director/ Input from CDO	Feb 14	Current
9	Artists Contacted re receipt of entries.	Gallery Director/CDO	Feb 14	Current
10	Selection Panel Meeting.	All panel members	Feb 14	Current
11	Assessment Meeting – 3 artists selected to create maquettes.	All panel members	Feb 14	Current
12	Artists Contacted to make maquettes/drawings.	Gallery Director	Feb/March 14	Current
13	Maquettes Received and put on display.	Gallery Director/CDO	April 14	Current
14	Community Invited to comment – online and via hard copy forms.	GD/CDO/Com Dev/Com members	April 14	Public Art Budget
15	Community Comment collated.	Gallery Director/CDO	April/May 14	Current
16	Selection Committee meet to make final selection (consider community comment in this process). Committee decision is final.	Gallery Director/CDO	May 14	Current
17	Contact winning artist.	Gallery Director	May 14	Current
18	Organise Contract with staggered payment instalments included.	Gallery Director	May 14	Current
19	Installation logistical details (artist, Gallery Director and facilities unit).	Gallery Director/Facilities	May 14	Current
20	Organise Plaque to be made.	GD/Admin Staff	Aug 14	Public Art Budget
21	Ensure information plaque is installed with the artwork.	GD/Admin Staff	Oct 14	Public Art Budget
22	Plan for launch celebration/activities/entertainment/refreshments etc.	GD/CDO /Events	July 2014	CDO Budget
23	Plan for 'Sculptors Forum' at time of launch.	Gallery Director	July 14	Sculpture Budget
24	Hold launch celebration and events.	Gallery Director/CDO/Events/Com Dev	October 2014	CDO Budget
25	Add artwork to Public Art Database for Insurance/ registration purposes.	Gallery Director	October 2014	Current
26	Ensure outdoor site is aesthetically designed to complement the sculpture.	Parks and Garden Unit	October 2014	Public Art Budget
27	Maintenance of sculpture site and artwork.	Facilities/GD	Ongoing	Facilities/Sculpture Bud

ATTACHMENT

RECORDS OF ASSEMBLIES OF ADMINISTRATORS

Refer Item 12



**ASSEMBLY OF ADMINISTRATORS
3 December 2013
Appointment of Chief Executive Officer
Commenced 3:45pm**

Present:

Administrator: Ailsa Fox, Chair; Irene Grant; Rodney Roscholler

Officers: Kelvin Spiller, A/CEO; Peter Mangan, Consultant;
Tanya McAlpin, AEPO

Apologies: Nil

Conflict of Interest Disclosures: Nil

Matters Considered:

The following items were discussed:

1. Appointment of Chief Executive Officer

Meeting Closed:

The meeting closed at 4:05pm



**ASSEMBLY OF ADMINISTRATORS
3 December 2013
Meeting with Proponents of C45 (Woolworths)
Commenced 4:00pm**

Present:

Administrator: Ailsa Fox, Chair (arrived 4:15pm); Irene Grant;
Rodney Roscholler

Officers: Ruth Kneebone, ADS (arrived 4:15); Peter Mangan, Consultant (arrived
4:15); Harj Singh, MP&CS (arrived 4:15)

Apologies: Nil

In attendance:

Anthony Msonda-Johnson, Urbis; Matt Sammon, North East Survey Design; Marton Lohan,
Woolworths Development Manager; Jason McPhail, landowner (arrived 4:30pm)

Conflict of Interest Disclosures: Nil

Matters Considered:

The following items were discussed:

7.1.1.1 PROPOSED COMBINED PLANNING SCHEME AMENDMENT AND PERMIT C45

Meeting Closed:

The meeting closed at 5:05pm.



**ASSEMBLY OF ADMINISTRATORS
3 December 2013
Briefing re C45 Prior to Meeting
Commenced 3:30pm**

Present:

Administrator: Ailsa Fox, Chair; Irene Grant; Rodney Roscholler

Officers: Ruth Kneebone, ADS; Harj Singh, MP&CS

Apologies: Nil

Conflict of Interest Disclosures: Nil

Matters Considered:

The following items were discussed:

7.1.1.1 PROPOSED COMBINED PLANNING SCHEME AMENDMENT AND PERMIT C45

Meeting Closed:

The meeting closed at 3:45pm



**ASSEMBLY OF ADMINISTRATORS
3 December 2013
Reith Road Equine Development
Commenced 1:00pm**

Present:

Administrator: Ailsa Fox, Chair; Irene Grant; Rodney Roscholler

Officers: Ruth Kneebone, ADS; Shivaun Brown, AEMED; Harj Singh, MP&CS;
Daris Olsauskas, SP

Apologies: Nil

Conflict of Interest Disclosures: Nil

Matters Considered:

The following items were discussed:

1. Reith Road Equine Development – Rezoning Proposal

Meeting Closed:

The meeting closed at 1:35pm



**ASSEMBLY OF ADMINISTRATORS
2 December 2013
Pre Agenda Briefing
Commenced 6:00pm**

Present:

Administrator: Ailsa Fox (arrived 6:20pm); Irene Grant (arrived 6:20pm);
Rodney Roscholler (arrived 6:15pm)

Officers: Kelvin Spiller, A/CEO (arrived 6:15pm); Shivaun Brown, AEMED;
Ruth Kneebone, ADS; Adrian Gasperoni, ADI; Harj Singh, MP&CS

Apologies: Nil

Conflict of Interest Disclosures: Nil

Matters Considered:

The following items were discussed:

- 10.1.1.1 TIDY TOWNS SUSTAINABLE COMMUNITIES AWARD 2013
- 11.2.1.1 COUNCIL MEETING DATES AND VENUES 2014
- 11.2.2.1 RATING STRATEGY REVIEW
- 11.2.2.2 DRAFT RURAL CITY OF WANGARATTA RURAL LAND USE STRATEGY – BALANCING THE OUTCOMES
- 11.2.2.3 DRAFT WANGARATTA CENTRAL ACTIVITIES AREA FUTURE PLANNING REPORT
- 11.2.2.4 DRAFT RURAL CITY OF WANGARATTA POPULATION AND HOUSING STRATEGY
- 11.2.2.5 DRAFT GLENROWAN BUSHFIRE ASSESSMENT REPORT
- 11.2.2.6 DRAFT AMENDMENT C38 TO WANGARATTA PLANNING SCHEME – MAPPING ERRORS AND ANOMALIES
- 11.2.2.7 COMBINED DRAFT AMENDMENT C41 AND PERMIT 12/090 WALDARA GOLF COURSE
- 11.2.2.8 DRAFT AMENDMENT C46 TO WANGARATTA PLANNING SCHEME – ADVERTISING SIGNS POLICY
- 11.2.2.9 AMENDMENT NO. C47 – REZONING OF 2-6 GREEN STREET, WANGARATTA AND APPLICATION OF AN ENVIRONMENTAL AUDIT OVERLAY
- 11.2.2.10 DRAFT PLANNING SCHEME AMENDMENT C53 – NEW RESIDENTIAL ZONES

- 11.2.2.11 PROPOSED REZONING AND AMENDMENT C57 - WANGARATTA PLANNING SCHEME – 19-81 SISLEY AVENUE, WANGARATTA
- 11.2.2.12 PLANNING PERMIT APPLICATION PLNAPP13/081 – USE AND DEVELOPMENT OF A DWELLING AT 499 KERRS ROAD MILAWA VIC 3678,
- 11.2.3.1 2013/2014 COMMUNITY GRANTS - MINOR
- 11.2.3.2 PROPOSED NEIGHBOURHOOD SAFER PLACES – WHITFIELD AND GLENROWAN
- 11.2.3.3 WANGARATTA ART GALLERY ACQUISITION PANEL
- 11.2.3.4 WANGARATTA SCULPTURE COMMISSION EXPERT PANE
- 11.4 ADVISORY COMMITTEE REPORTS
- 11.4.1.1 YOUTH COUNCIL ADVISORY COMMITTEE REPORT
- 12. RECORDS OF ASSEMBLIES OF ADMINISTRATORS

Other Items discussed:

1. Tree removal request in Upper Carboor – Everton Road

Meeting Closed:

The meeting closed at 8:15pm.



**ASSEMBLY OF ADMINISTRATORS
2 December 2013
Administrator's Tour - Wangaratta
Commenced 8:45am**

Present:

Administrator: Ailsa Fox, Chair; Irene Grant; Rodney Roscholler

Officers: Kelvin Spiller, A/CEO; Shivaun Brown, AEMED; Ruth Kneebone, ADS;
Penny Hargrave, ADCW; Adrian Gasperoni, ADI (departed 2:50pm);
Tanya McAlpin, AEPO

Apologies: Nil

The following locations were visited and/or discussed:

- Wangaratta Performing Arts Centre
- Gallery
- Visitor Information Centre
- Ovens Riverside Square
- Ovens River Link
- Wangaratta Showgrounds
- Wangaratta sports Development Centre
- City Oval
- Skate Park
- Barr 1
- Eco Living Centre
- Wangaratta Indoor Sports and Aquatic Centre and the Cogeneration
- North Wangaratta Industrial Estate
- Bowser Landfill
- Westend Playground
- GoTafe National Equine Centre/CSU
- Saleyards
- Sinclair Drive
- Murrell Street
- Newman Street – Avian Park
- Newman Street Depot
- South Wangaratta Urban Renewal
- Yarrunga Pool

- Mitchell avenue Playground
- Former Ovens College Site
- Wangaratta Children's Service Centre
- Olympic Pool

Returned to Wangaratta Government Centre: 4:30pm



**ASSEMBLY OF ADMINISTRATORS
19 November 2013
Prior to Ordinary Meeting
Commenced 1:30pm**

Present:

Administrators: Ailsa Fox; Irene Grant; Rodney Roscholler

Officers: Kelvin Spiller, A/CEO; Peter Mangan, ADS

Absent:

Peter Godfrey, ADI; Patti Wenn, ADCW; Shivaun Brown, AEMED
Ruth Kneebone; Penny Hargrave; Adrian Gasperoni;
Tanya McAlpin

Apologies: Nil

Conflict of Interest Disclosures: Nil

Matters Considered:

The following items were discussed:

- 11.2.1.1 APPOINTMENT OF ADMINISTRATORS
- 11.2.1.2 ADMINISTRATORS – OATH/AFFIRMATION OF OFFICE
- 11.2.2.1 CONSIDERATION OF ANNUAL REPORT FOR YEAR ENDED 30 JUNE 2013
- 11.2.2.2 APPOINTMENT OF ADMINISTRATORS TO COMMITTEES AND AS REPRESENTATIVES ON VARIOUS ORGANISATIONS
- 11.2.3.1 FINANCE REPORTS
- 11.2.3.2 PROCUREMENT POLICY
- 11.2.3.3 PLANNING PERMIT APPLICATION PLN08-081.01 – EXTENSION TO EXISTING NURSERY FACILITIES AT PARK LANE WANGARATTA VIC 3677,
- 11.2.3.4 PLANNING PERMIT APPLICATION PLN09-229.01 - ALTERATIONS AND ADDITIONS TO AN EXISTING PLANT NURSERY FACILITY AT PARK LANE WANGARATTA VIC 3677,
- 11.2.3.5 PLANNING PERMIT APPLICATION PLNAPP13/081 – USE AND DEVELOPMENT OF A DWELLING AT 499 KERRS ROAD MILAWA VIC 3678

- 11.2.3.6 PLANNING PERMIT APPLICATION PLN13/112 – USE OF A MEDICAL CENTRE, DEMOLITION OF A GARAGE AND THE INSTALLATION OF BUSINESS IDENTIFICATION SIGNAGE AT 69 GREEN STREET WANGARATTA VIC 3677
- 11.2.3.7 PLANNING PERMIT APPLICATION PLN07-231B.01 - AMENDMENT TO PERMIT 07-231B - STAGED NINETY (90) LOT SUBDIVISION AND DEMOLITION OF EXISTING DWELLING AT CA12/13 SECTION 1A AND LOT A PS629157 SALISBURY STREET WANGARATTA VIC 3677
- 11.2.3.8 PLANNING PERMIT APPLICATION PLNAPP13/155 - USE & DEVELOPMENT OF LAND FOR A MEDICAL CENTRE AT 47-51 JOYCE WAY WANGARATTA VIC 3677
- 11.2.4.1 REVISION OF WANGARATTA CHILDREN'S SERVICES LONG DAY CARE FEE STRUCTURE 2013/2014
- 11.2.4.2 HIGH COUNTRY LIBRARY CORPORATION REGIONAL AGREEMENT
- 11.2.4.3 SECTION 86 SPECIAL COMMITTEES OF COUNCIL– COMMITTEE MEMBERSHIP APPOINTMENTS
- 11.2.5.1 NAMING OF ROADS WITHIN THE WANGARATTA CEMETERY
- 11.2.5.2 NAMING OF RESERVE AT TONE ROAD, WANGARATTA
- 11.2.5.3 CONTRACT NO C1314/006 – CONCRETE CRUSHING, BOWSER LANDFILL
- 11.2.5.4 CONTRACT C1314-015 FOR THE SUPPLY OF A WASTE COMPACTOR TRUCK
- 11.3.1.1 FRIENDS OF LACLUTA SPECIAL COMMITTEE
- 11.4.1.1 ARTS CULTURE AND HERITAGE ADVISORY COMMITTEE REPORT
- 11.4.1.2 YOUTH COUNCIL ADVISORY COMMITTEE REPORT
- 11.4.1.3 AUDIT ADVISORY COMMITTEE MEETING REPORT
- 12. RECORDS OF ASSEMBLIES OF ADMINISTRATORS

Meeting Closed:

The meeting closed at 2:56pm



RURAL CITY OF
WANGARATTA

ASSEMBLY OF ADMINISTRATORS

18 November 2013

Bruck Textiles Pty Ltd

Commenced 1:00pm

Present:

Administrator: Ailsa Fox; Rodney Roscholler

Officers: Kelvin Spiller, A/CEO; Peter Mangan, ADS; Shivaun Brown, AEMED;
Harj Singh, MP&B

Apologies: Nil

In attendance:

Bruck

Mr Phillip Bart;
Mr Geoff Parker;
Mr Stephen Oxley; and
Mr Stefan Louw.

Regional Development Victoria

Ms Angela Verde, Regional Director – Hume;
Mr Bruce Standish, Manager Planning and Development; and
Mr Richard Whiting, Senior Regional Planner.

EPA

Elita Briggs, EPA

Conflict of Interest Disclosures: Nil

Matters Considered:

The following items were discussed:

1. Bruck Textiles Pty Ltd and potential rezoning.

Meeting Closed:

The meeting closed at 4:00pm.