

SOUTH GIPPSLAND SHIRE COUNCIL

ArtCubes Vision and Management Plan



Acknowledgment of Country

We acknowledge the Bunurong and Gunaikurnai people as the Traditional Custodians of South Gippsland and pay respect to their Elders, past, present, and future, for they hold the memories, traditions, culture, and hopes of Aboriginal and Torres Strait Islander people of Australia.

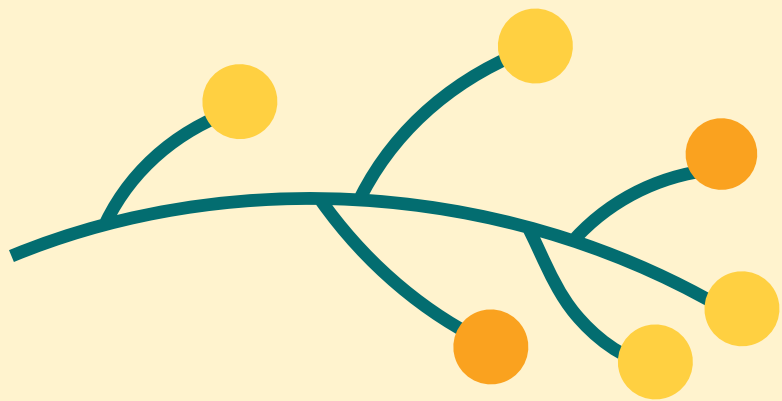


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Vision and Statement of Policy

Vision

The ArtCubes provide accessible, visible and relocatable creative activation and exhibition spaces for our creative communities and townships across South Gippsland.

They support and enable creative development and community vibrancy in our small-towns region, providing low risk, low cost, high impact spaces for cultural projects.

Background

The South Gippsland Shire has a strong and vibrant arts and cultural identity rich in diversity and opportunities. It is home to a significant artist population and is host to a broad array of arts organisations, creative events and festivals.

Building on its *Arts, Culture and Creative Industries Strategy 2022 - 2026*, South Gippsland Shire Council is developing the ArtCubes program and infrastructure to further support and enable the growth and sustainability of this creative sector, industry and community.

The ArtCube spaces are designed as flexible, inclusive, collaborative and responsive spaces and assets that enable the development and presentation of arts activities in diverse forms by, for and with our communities. They provide tangible benefit and outcomes for core strategic themes and actions, including '*Connecting our People and Places*'.

Council recognises that arts, culture and the creative industries are integral to the health, prosperity, and vitality of our communities. The *Arts, Culture and Creative Industries Strategy* embraces a vision for the region's creative communities that is vibrant, engaged, geographically diverse, and full of opportunity. Council acknowledges that arts, culture and creative industry activity contribute effectively to economic activity and has the potential to provide significant sustainable and geographically dispersed growth to the South Gippsland economy.

The ArtCubes build on Council's well-established distributed, decentralised arts-centre model, as exemplified by the highly valued 'Small Halls' program throughout the Shire. The ArtCubes program provides the visual arts opportunities for community creativity, activation and engagement already enabled by the Small Halls model. Contributing to sustainable growth and the cultural, civic and social vibrancy of the region's small town life, they provide the space for creatives to experiment and play with creative concepts in a low risk and low cost environment for artists, organisations and townships.

For Council, the ArtCubes model provides for high impact arts outcomes that are accessible, visible and relocatable across the region's townships with minimal investment in assets and infrastructure. They enable Council to prioritise investing directly into supporting creative communities rather than significant building assets.

Access, Programming and Evaluation

It is planned to utilise all three ArtCubes at one town every three months. Clustering the ArtCubes enables activities of scale to be staged and created, while simplifying the logistics of relocating them.

The first 12 months of the ArtCubes program is designated as a program testing and capability evaluation period. To facilitate this process, Council will program the ArtCubes into townships directly.

An open Expression of Interest process will be developed by Council during this initial 12-month roll-out, aiming to transition to broad-based direct accessibility to the spaces by the creative community and townships via an expression of interest process. This transition is planned for early 2024.

Council will undertake ArtCubes program and facility evaluation during the first 12 months, assessing demand and effectiveness with a view to potential future expansion of the program via additional ArtCubes.

Activation

In addition to being multi-form visual arts spaces, the ArtCubes may also be utilised for a range of activities such as an events centre, box office, intimate performance and other community arts-based activities requiring temporary infrastructure and facilities. Activation may include creative outcomes such as:

- Visual arts exhibitions in traditional 2D or 3D media.
- Visual arts activations in new media including internal and external projection and sound installation.
- Performance spaces for intimate performances (e.g. as an event within a larger festival or event setting).
- Workshop spaces: visual, performing, new media, textile, animation, design, fashion etc.
- Community cultural and creative development projects including artist residencies (up to 12 weeks).
- Installation of site-specific works including cultural heritage displays.
- Event hub for large community events and festivals.
- Box office, creative home base or bar for events / festivals, outdoor cinema etc.

Criteria for Access and Use

How may the ArtCubes be used?

Utilisation of the ArtCubes must align with the Vision and Purpose of these art spaces as creative activation and exhibition spaces for our communities and townships across South Gippsland. The ArtCubes are designed to provide low risk, low cost, high impact spaces for cultural projects.

In addition to being multi-form visual arts spaces, the ArtCubes may also be utilised for a range of culturally-based activities such as an events centre, box office, intimate performance and other community arts-based activities requiring temporary infrastructure and facilities. Activation may include creative outcomes such as:

- Visual arts exhibitions in traditional 2D or 3D media.
- Visual arts activations in new media including internal and external projection, and sound installation.
- Performance spaces for intimate performances (e.g. as an event within a larger festival or event setting).
- Workshop spaces: visual, performing, new media, textile, animation, design, fashion etc.
- Community cultural and creative development projects including artist residencies (up to 12 weeks).
- Installation of site-specific works including cultural heritage displays.
- Event hub for large community events and festivals.
- Box office, creative home base or bar for events / festivals, outdoor cinema etc.
- Township trader business groups for township based events or promotions.

Who may use the ArtCubes?

For the first 12 months, ArtCube user groups must meet the following minimum requirements:

- Be a registered organisation with an accountable governing body, such as an Incorporated Association, Limited by Guarantee, Township Association or equivalent.
- Hold Public Liability Insurance to a minimum of \$20 million.
- Be based solely or primarily in the South Gippsland Shire.
- Be proposing a use that is situated in the South Gippsland region.
- Complete the required ArtCube Event Management and Risk Documentation and meet the requirements of use detailed therein (see below).
- Agree to all Conditions of Use (see Conditions of Use).
- Agree to provide required ArtCube Program Evaluation Data.

From year two onwards, ArtCube user groups must meet the same requirements as year one, with the exception that Council will also consider Expression of Interest applications from unincorporated organisations or groups of creative individuals who:

- Are able to arrange auspice by a registered organisation with an accountable governing body.
- Either be covered by the auspice body's Public Liability Insurance, or take event coverage of \$20 million in their own name and naming South Gippsland Shire Council as an interested party.

At all times:

- ArtCube programming must be pre-approved by South Gippsland Shire Council via the Events Registration Form.
- ArtCube content must be non-offensive to all members of the community, as detailed in the Partnering Agreement (Curatorial).

Selection Criteria – Council Invitation 2023

Selection of ArtCube users for 2023 was decided internally, based on the capacity of the town's arts committees and their ability to work with Council in what is an experimental phase requiring good communication and reason. The following assessed criteria were considered:

- Ideas – when a town proposes a creatively strong idea, or was already recognised for their creative character, businesses and/or events.
- Capacity – if Council is confident in the town committee's organisational capacity, and has one or more functional community groups to engage and directly work with.
- Has positive communication skills and proven ability to adapt and flex as Council develops the ArtCube logistics and programming.
- Has an existing community event that would benefit from the addition of ArtCubes. ArtCubes are a great asset to our towns as event infrastructure. Programming of the ArtCubes will be informed by the potential to contribute to the content of a town's community event.

Selection Criteria – Year Two Onwards

Council will develop a simple and transparent set of selection criteria during the Expression of Interest application development process, which aligns with the ArtCubes Vision and Purpose. The criteria will be designed to maximise effective delivery on Council's arts and culture strategic goals (*Arts, Culture and Creative Industries Strategy*), enable equity of access across the region, and encompass a diversity of art forms, programs and uses. They will be published with the ArtCube program online information.

The criteria utilised for 'Invitation to Use' in 2023 will be modified and broadened in scope to include potential users and organisations who are not township groups or based.

Selection of ArtCube users for 2024 onwards will be undertaken by a selection panel made up of Council staff and South Gippsland Arts Advisory Committee members.

In addition to the creative use criteria, applicants will need to meet the standard [ArtCube User Group conditions](#).

Conditions of Use – User Obligations

South Gippsland Shire Council developed a Partnering Agreement including Conditions of Use for all organisations or individual users of the ArtCubes. The Agreement is based on a mutual commitment to actively work in partnership to achieve the objectives of the ArtCube program and its outcomes.

The Agreement details user obligations and conditions including:

- The nature of the agreement and details of the activity to be undertaken.
- A license to use the ArtCubes for the purpose of the activity and period of the agreement, within the detailed obligations of Council and of the organisation / users.
- Users managing the upkeep, cleanliness and maintenance of the ArtCubes while in the period of their agreement.
- The formal transfer of responsibility that will take place once the organisation / users have completed their ArtCube induction and formal handover, and once the ArtCubes have been formally handed back to Council at the end of the agreed time of use.
- Permission to attach objects and fittings to the interior walls and ceiling to support any creative installation works, once approved by Council. An undertaking to return all such interior alterations to their original condition at the time of return hand over.
- Compliance with laws and policies.
- Insurances and risk management.
- Dispute resolution.
- Program and curatorial content.
- Any financial undertakings of either party.
- All other undertakings and obligations of each party to the other as described and agreed.

User Evaluation of Program

- All users of the ArtCubes are required to complete a self-evaluation process at the end of their ArtCube activity or event. This information will be compiled and assessed by the Arts and Culture Team to inform changes and adaptations in partnership agreements as well as ArtCube programming approaches.
- A self-evaluation template is included at Schedule D of the Partnering Agreement.
- The self-evaluation process includes a formal financial acquittal document for reporting on any funding spent, where applicable.

Logistics

Insurances

- The ArtCubes are registered on South Gippsland Shire Council's JMAPP register.
- If the ArtCubes are damaged in any way whilst in the possession of Council, then any damage occurring to the three units will be covered by Council's insurance.
- In the case of damage undertaken by the user organisation, Council will lodge the insurance claim, however the user organisation will be responsible for paying any excess or shortfall in settlement.
- In the case of damage undertaken by external parties (i.e. graffiti or vandalism), Council will lodge an insurance claim.

Risk Management

South Gippsland Shire Council will manage risk associated with the use of the ArtCubes by third-party users through a process of risk-management evaluation, obligations and documentation that form part of the ArtCube Agreement.

For the purposes of risk management, the ArtCubes may be used in two different ways:

1. As a low risk, stand-alone ArtCube only events; or
2. As part of a larger event or festival.

If the ArtCubes are to be used as part of a larger event or festival, the standard Council Event Registration and Risk Management processes must be completed, and the following does not apply.

If they are to be used as low risk ArtCube only creative activities, a simplified risk assessment and management process has been developed by Council. This process is designed to reduce potential barriers to diverse user communities and creatives, enabling increased accessibility and more broad-based participation in the ArtCube program.

The ArtCube only activity type has clearly developed limitations and boundaries. They are defined through the following assessment processes:

- Event / Activity Risk Evaluation – Self-Assessment Form.
 - » All potential ArtCube user groups must complete their simple Risk Evaluation template. The template scores different activity types, uses and locations to derive a risk score.
 - » Those activity types which score as low risk may proceed with the ArtCube only event and risk process.
 - » This includes simplified event, emergency and risk management forms and templates.
 - » Those activity types which score as 'medium' or 'high' risk must proceed with standard Council event registration and risk management forms and processes as detailed by Council in the South Gippsland Shire Council Event Guide.
- ArtCubes Event Registration and Event Emergency Plan.
 - » Once assessed as low risk, ArtCube applicants can use the simplified event registration form.
 - » The form includes streamlined event approval processes, a shortened Event Emergency Management Plan template, and a Hazard and Risk Assessment template tailored to ArtCube activities and events.
 - » The form includes activity type prompts that may necessitate the applicant completing the more detailed process if they indicate a higher than acceptable risk.
- Partnering and Conditions of Use Agreement.
 - » Clearly states all obligations of organisations or other users in regards to risk management, insurance and the manner in which the ArtCubes may, and may not, be used.

Asset Location Management – Site Logistics and No Permits

With a floor area of 7.4m², the ArtCubes (Class 10A buildings) are exempt from requiring a building permit (Item One of Schedule Three of the *Building Regulations 2018 – Exemptions for building work and buildings*), provided they are located at least 1 metre from a property boundary.

As this provision exempts the ArtCubes from all parts of the Building Regulations, there are no further requirements under building legislation.

- Each ArtCube must be located at least 1 metre from any property boundary.
- All ArtCube sites must be pre-approved by Council.
- Council will only approve sites that have a minimum gradient, are not likely to be inundated with water, are stable, firm and unlikely to sink under the installation of a Cube.
- All sites must provide reasonable and safe access for delivery and installation via a crane truck.

ArtCube Maintenance

Responsibility for ArtCube maintenance is detailed in the Partnering Agreement and Conditions of Use documentation.

Ongoing asset maintenance is the responsibility of Council.

Users / organisations must:

- Manage the upkeep, cleanliness and day-to-day maintenance of the ArtCubes.
- Take all necessary care of the premises and contents.
- Leave them in the same condition as that which was provided by Council.
- Follow all procedures, instructions and checklists for the safe use of the ArtCube premises, fittings, furnishings and electrical systems as detailed in the ArtCubes User Manual.

Council Support

Financial Support and Budget

- Funding may be provided by Council for South Gippsland township and organisation ArtCube users on a case-by-case basis. This will be subject to Council's budget allocations and discretion.
- The amount of funding, if applicable, will be determined as outlined in the Partnering Agreement for each activation.

Fees, Costs and Relocation

- ArtCubes will be made available for use free of charge for all South Gippsland townships, individuals and volunteer organisations.
- A fee structure will be developed by Council for all businesses and non-South Gippsland organisations for programming from 2025 onwards. It will be aligned with South Gippsland Shire Council's Fees and Charges Policy, and with a percentage of cost recovery.
- Council will undertake the cost of transporting the ArtCubes to and from each site, for township, Shire-based individual and community group users only.
- All South Gippsland business and organisations or users outside of South Gippsland will be expected to pay for the transport of the ArtCubes, to and from the site. Costs will be confirmed by the transport provider prior to commencing that activity.

Program and Use Support

At all stages of ArtCube programming, the Arts Development Officer will make available to the partnering organisation the following support:

- Supply of all instructional documents for ArtCube safety and use.
- Pre-installation meetings to inspect installation grounds and appraise event logistics.
- A clear and technical onsite induction with the designated key contact person and 'handover' at commencement.
- Supply of safe fixings for installation (three toolboxes).
- First Aid kit.
- Free use of Council owned chairs and market umbrellas.
- Curatorial support for ArtCube content.
- Access to the advice of Council staff as required.
- Onsite appraisal of ArtCube assets and 'handback' at conclusion of activity – Agreement.

Communications

Council has developed a comprehensive Communications Plan to support the use and promotion of the ArtCubes in our community. This includes:

- The creation by South Gippsland Shire Council of an ArtCubes website that provides information about the ArtCubes for visitors as well as application and usage documents for future partners.
- Branded posters produced by Council with all the relevant details to promote the ArtCubes.
- Publication of posters / activity promotion in the South Gippsland Arts Newsletter.

Council expects the host township or user organisation to manage and organise their own activity-specific promotions through their local media platforms and opportunities, thereby generating local ownership of their project.

Four-Year Program Plan

Year One – Council Programmed Spaces / Evaluation

The first year of ArtCube programming is intentionally and necessarily simple, cautious and closely managed and facilitated by South Gippsland Shire Council staff. The ArtCubes will be managed and programmed by Council for asset and activation testing and capability evaluation as detailed in this plan.

To assist in facilitating this assessment process, South Gippsland Shire Council's Arts and Culture team will program the ArtCubes directly by invitation during this period. Council will select sites and townships where risk, utilisation, activation and asset management factors can be effectively managed and monitored, assisting the evaluation process.

All three ArtCubes will be programmed into one site at a time, for an appropriate period of three months at each location.

The invitational selection process will consider the following:

- The willingness of each township or organisation to utilise the ArtCubes.
- The demand / need.
- Programming alignment to the proposed use set out in this document.
- Capacity of the township / organisation to manage the ArtCubes and the proposed program.
- Geographical spread – ensuring there is equity in terms of where in the Shire the ArtCubes will be located.
- Risk management (event management risk profile – site and use risk matrix evaluation).
- Availability – creation of an ArtCubes Year One program to ensure utilisation throughout the year.

South Gippsland Shire Council's ArtCube program evaluation will assess issues such as demand, effectiveness, risk management, cost to deliver and maintain, ArtCube asset design and suitability, and impact on the Arts, Culture and Creative Industries Strategy delivery.

These learnings will assist the development and delivery of a more 'community-driven' process from year two onwards. The evaluation will also assist decision-making with regard to any future expansion of the program via additional ArtCubes.

Year Two – Expressions of Interest

The second year of ArtCube programming will utilise and consolidate the knowledge and understandings of 2023 and will allow a more independent approach by hosting townships, if desired.

Again, the ArtCubes will move approximately every three months, as a set of three units.

User and location selection will be undertaken via an Expression of Interest process, managed directly by South Gippsland Shire Council staff, with input from the South Gippsland Arts Advisory Committee.

The Expression of Interest process will be developed by South Gippsland Shire Council during the initial 12-month ArtCube roll-out, with transition to an online application process planned for early 2024.

It will be designed to ensure equity of access from across the region, and to encompass a diversity of art forms, programs and uses which align with the ArtCubes Vision and Purpose, maximising effectiveness and delivering on Council's arts and cultural strategic goals.

Responsibility for the design of the Expression of Interest Application process resides with the Arts and Culture team at South Gippsland Shire Council.

Year Three On – Expanded Program

From 2024 onwards, programming responsibilities will be opened up to individuals, businesses and non-South Gippsland organisations for usage, with the aim of transitioning to broad-based direct access to the spaces by the creative community and townships via the Expression of Interest application process.

The shape of this programming will be directly informed by the experiences gained throughout 2023 and 2024, adapting our host and partnership structures and processes accordingly.

At this stage of the program, South Gippsland Shire Council will consider applications by non-incorporated artists and other groups, via an auspice arrangement.

ArtCube programming for 2025 may involve splitting the group of three units up and using the ArtCubes as single or double units, as required.

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