

Kalamunda Arts Reference Group

TERM July 2026 to June 2028

Group Representatives

Name	Representing	Email Address	Telephone
	City of Kalamunda		
	Community Member		
	Community Member		
	Community Member		
	Community Member		
	Community Member		
	Professional Member (if appointed)		

Deputy Representative

Name	Representing	Email Address	Telephone
	City of Kalamunda		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Luke Ellis	Director Community		9297 9999
	Group Secretary		9297 9999

KALAMUNDA ARTS REFERENCE GROUP

Terms of Reference July 2026

1. Name

The name of the Group is *Kalamunda Arts Reference Group*.

2. Purpose

To provide industry advice, insights and sector expertise to the City to support the development of arts, culture and creative industries within the City of Kalamunda.

The Group will act as a sounding board, create ongoing feedback and perspectives to inform policy, strategy and planning, ensuring arts and culture are embedded in place-making, community wellbeing, and the local economy.

3. Objectives

The Arts Reference Group will:

- a) Provide industry advice and sector expertise to the City on arts, culture and creative industries
- b) Support the development and implementation of relevant strategies, including the Arts & Culture Strategy
- c) Provide informed feedback on key initiatives, projects and plans prior to decision-making
- d) Identify emerging trends, opportunities and challenges within the arts sector
- e) Strengthen alignment between arts, place, tourism and economic development outcomes
- f) Encourage community participation, access and inclusion in arts and cultural activities
- g) Foster collaboration between artists, organisations, businesses and the broader community
- h) Act as ambassadors for arts and cultural initiatives within the city

The Group does not have a delivery or operational role.

4. Council's Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.3 – To support the active participation of local communities

- *Strategy 1.3.1 – Support local communities to connect, grow and shape the future of Kalamunda*
- *Strategy 1.3.2 – Encourage and promote active participation in social and cultural events in the City of Kalamunda*

Priority 3: Kalamunda Develops

Objective 3.3 – To develop and enhance the City's economy

- *Strategy 3.3.1 – Facilitate and support the success and growth of businesses*

Objective 3.4 - To be recognised as a preferred tourism destination

- *Strategy 3.4.1- Facilitate, support and promote, activities and places to visit.*

Priority 4: Kalamunda Leads

Objective 4.2 - To proactively engage and partner for the benefit of community.

- *Strategy 4.2.1 - Actively engage with the community in innovative ways.*

The Group also supports delivery of the City's Arts and Culture Strategies and plans, which establishes three key objectives: Empower the Community, Economic Development and Build Capacity.

5. Membership

a) Qualification to be a Member

Members will have demonstrated experience, knowledge or expertise in one or more of the following areas:

- i. Visual arts
- ii. Performing arts
- iii. Aboriginal arts and culture
- iv. Creative industries
- v. Arts education or youth arts
- vi. Place-making

Members are appointed for their skills and expertise, not as representatives of specific organisations or interest groups.

Community Representatives will not be selected to represent community interest groups, associations, or commercial interests.

Community Representatives are preferred to have expertise in these areas rather than a broad interest.

b) No. of Members

The Group shall consist of between 5 – 10 members, comprising:

- i. Relevant City Representative/s
- ii. Five Community Representatives, residing in the district.
- iii. If required and suitable, a professional expert on the matter of the Arts, who may or may not be a resident within the district.

c) Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

d) Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and Director of Community.

Requests to attend as an observer should be provided no less than two full working days prior to the meeting.

Observers:

- i. Will not participate in the business of the Group.
- ii. Will not be present when items of confidentiality are presented or discussed by the Group.

e) Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive

meetings without approved leave of absence, and the Group may choose to recommend to the Presiding Member that the member is removed.

- ii. A Group member may resign from membership of the Group by giving the Group's presiding member written notice of the resignation.

f) Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be selected via nominations and a vote of members of the Reference Group.

6. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the City of Kalamunda Code of Conduct.

b) Scheduling Meetings

The Group shall meet at least quarterly. Meetings should be held on a regular date and time to be determined by the Group.

A Group may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks and / projects required by the Group in consultation with the City to ensure resources can be made available.

Additionally, regular creative networking events to connect people in the industry may be held.

c) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

d) Disclosure of Interests

All Group Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

e) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Group do not have voting rights.

The City may appoint additional Officers to attend meetings to provide advice or subject matter expertise on topics to be discussed at any meeting. These Officers do not have voting rights.

f) Agendas and Minutes

- i. Agendas and Minutes will be administered by the City of Kalamunda staff.
- ii. A City of Kalamunda Officer from the Place to Space business unit will be appointed to attend the meetings.
- iii. A call for agenda items and notices of meetings will be distributed electronically by this person 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to Group meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the Group members no later than 5 days prior to meeting. This allows members to consider the item and make informed decisions.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Group by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- x. The Group will provide advice, feedback and recommendations to inform project delivery, strategic planning and decision-making. Recommendations may be referred to the relevant business unit, project team or Council where appropriate.
- xi. Meeting notes and key actions will be recorded and shared with Group members to support transparency, continuity and ongoing collaboration.

7. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and administration support to ensure the effective functioning of the Group.