



**MINUTES**

**KALAMUNDA ARTS ADVISORY COMMITTEE  
6:00pm Monday 16 September 2019  
Function Room**

**1.0 OPENING OF MEETING**

1.1 Meeting opened at 6:02pm

**2.0 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

2.1 Presiding Member acknowledged the traditional owners of the land.

**3.0 ATTENDANCE AND APOLOGIES**

**3.1 Attendance**

**Committee**

Andy Farrant	Presiding Committee Member
Stephen Castledine	Committee Member
Gordon Mitchell	Committee Member
Briony Bray	Committee Member
Claire Eden	Committee Member
Annette Eassie (via Teleconference)	Committee Member

**City of Kalamunda Staff**

Jamie Paterson	A/Director Corporate Services
John Verbeek	Economic Development Specialist
Sara Slavin	Minute Secretary (EA-DCS)

**Apologies**

Cr Kathy Ritchie	Committee Member
Carol Innes	Committee Member
Ronan Lane	Committee Member
Harry Pannekoek	Committee Member
Gary Ticehurst	Director Corporate Services
Rhonda Hardy	Chief Executive Officer, City of Kalamunda
Cr John Giardina	Mayor, City of Kalamunda

**4.0 DISCLOSURE OF INTERESTS**

**4.1 Disclosure of Financial and Proximity Interests:**

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the Local Government Act 1995)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the Local Government Act 1995)

***Annette Eassie advised the Committee that she is a Volunteer at the Visitors Centre.***

**4.2 Disclosure of Interest Affecting Impartiality**

- a) Members and staff must disclose their interests in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.

**Nil.**

**5.0 ADOPTION OF MINUTES FROM THE PREVIOUS MEETING**

MOTION

“That the meeting notes of the Kalamunda Arts Advisory Committee held on 19/08/2019, are confirmed as a true and accurate record of the proceedings.”

Moved: Steve Castledine

Seconded: Briony Bray

Vote: **Carried Unanimously**

**6.0 MATTERS ARISING FROM PREVIOUS MEETING NOTES**

<b>ACTION ITEMS from 19 August 2019</b>			
<b>Item</b>	<b>Who</b>	<b>Date raised</b>	<b>Status</b>
<b>ACTION 1:</b> AE providing input into the ZZ priorities	<b>Zig Zag Art Gallery</b>	16/09/2019	Pending
<b>ACTION 3:</b> GE and GM to provide the Priority Working Document to the new Committee for action.	<b>KPAC working Group</b>	16/09/2019	Pending

<b>ACTION ITEMS from 19 August 2019</b>			
<b>Item</b>	<b>Who</b>	<b>Date raised</b>	<b>Status</b>
<b>ACTION 1:</b> Working Groups to come back with suggestions for what recourses are required and what possible costs would be so they can be built into the next Budget.	<b>Working Groups for ZZ Arts Centre and KPA.</b>	19/08/2019	Completed (KPAC is as attached)
<b>ACTION 2:</b> GT will provide a Risk Matrix which may be useful for future Risk analysis for the Committee’s consideration on projects moving forward.	<b>GT</b>	19/08/2019	Completed (copy of the Matrix is attached) <i>JP provided an example on when the Matrix may be used for KAAC, and explained how the consequence vs likelihood provides the rating</i>
<b>ACTION 3:</b> Annette Eassie be appointed to Committee Membership and invited to the future KAAC Meetings.	<b>SS</b>	19/08/2019	Completed
<b>ACTION 4:</b> GT advised City Staff will validate the numbers of which Local Governments in the Perth Metro area have a Public Art Policy or a Percent for Art.	<b>GT</b>	19/08/2019	Completed
<b>ACTION 5:</b> SC to amend the Arts Strategy paragraph which refers to public art to ensure it is in sync with the Draft Arts Strategy.	<b>SC</b>	19/08/2019	– on hold
<b>ACTION 6:</b> Committee Members to attend next Tuesday night where possible.	<b>All.</b>	19/08/2019	Completed
<b>ACTION 7:</b> Members need to self-nominate for KAAC.	<b>All</b>	19/08/2019	Pending
<b>ACTION 8:</b> SS to ensure Annette Eassie gets added to the Advisory Committee Member notification list.	<b>SS</b>	19/08/2019	Completed
<b>ACTION 9:</b> SS to ensure the link to the Connect Kalamunda Newsletter is included in the email to all Advisory Committees.	<b>SS</b>	19/08/2019	Completed (the link to the engage portal was included)

<b>ACTION ITEMS from 19 August 2019</b>			
<b>Item</b>	<b>Who</b>	<b>Date raised</b>	<b>Status</b>
<b>ACTION 10:</b> SC to make enquiry regarding whether a picture of the Stained Glass Window could be included into the final version of the Arts Strategy.	<b>SC</b>	19/08/19	Pending, Manager Customer and PR away, returning 20/9/19

**7.0 KPAC AND ZZ ART GALLERY RECOMMENDATIONS.**

Established a 2-3 person working party for each venue to review top three priority items, scope out actions, possible costs and tasks to achieve their inclusion in the 2021 City Budget. For discussion:

a) Reports from KPAC and ZZ Working Parties

**Zig Zag Art Gallery**

An update was provided from CE and GM. CE remarked that overall the consultant report was satisfactory and developing the vision ought to be a major focus for the KAAC and for the Art Coordinator upon appointment. Clarification was sought on whether Arts Curation fits within the Arts Coordinator position role and the general view was that were two separate roles considered, only the Arts Coordinator Role is funded in the current Budget.

JP advised it would be good to get priorities for the Zig Zag Art Gallery in mid to late February to allow plenty of time for budget consideration.

**ACTION 1:** AE indicated she would like to provide input and would review the existing Priority List.

**KPAC**

SC, AF and BB spoke to a document circulated to KAAC members. An update was provided. Occupational Health and Safety concerns were also discussed.

**ACTION 2:** JV to provide an update regarding the level of First Aid training Staff at KPAC and the Zig Zag Gallery have had.

JV advised a defibrillator has now been installed at the Zig Zag Conference Room.

JV provided an update from the KPAC team regarding two funded projects, a proposed Electronic Sign where quotes are currently being sought and IT are providing advice on implementation and the proposed KPAC office relocation which is currently being investigated.

**b) Next Steps**

The Committee agreed the Priority Working Document be provided to the new Committee for action – work in progress.

**ACTION 3:** GE and GM to provide the Priority Working Document to the new Committee for action.

**8.0 PROPOSED TIMETABLE OF EVENTS 2019**

- 18 September 2019 Nominations for Community Advisory Committees close
- 27 September 2019 Advisory Committee Thank You Celebration (5.30pm-8pm – City Administration, RSVP by 13 September) –

**ACTION 4:** SS to forward invite to Annette Eassie.

- 19 October 2019 Council Elections
- TBA March 2020 Forum

**9.0 REGISTER OF VOLUNTEER HOURS**

Andy Farrant	27 hours
Briony Bray	3 hours
Claire Eden	4 hours
Gordon Mitchell	6 hours
Steve Castledine	12 hours
Total:	52 hours

**10.0 CITY UPDATES**

- a) Community response to the Kalamunda Central Activity Plan Draft  
JV advised The Draft Kalamunda Activity Centre Plan (KACP) was advertised from early June to 2 September 2019. The City received 33 written submissions and 54 surveys during public advertising. It is clear from the submissions received that community members would like to see a long-term vision and plan for the Kalamunda town centre.

The City is currently summarising and preparing responses to submissions received. This information will inform any modifications to the draft KACP report and technical reports, prior to the matter being returned to the Council for consideration in Q4 2019 / Q1 2020.

Those who have lodged a submission will be notified when the matter is due to be presented to Council and the submissions and responses will be published as part of the Council Agenda.

**ACTION 5:** JV to arrange for the report / briefing be provided to the new KAAC.

b) Update on draft brief for the Public Arts Master Plan

JV advised that a draft Public Arts Master Plan Consultancy brief is under development by Corporate Services with input from Planning.

**ACTION 6:** JV to provide update on the draft Public Arts Master Plan Consultancy brief that is under development by Corporate Services with input from Planning.

c) Pickering Brook Tourism Precinct – State Government consultation and study

*A Pickering Brook Taskforce and Project Working Group* has been established by the State Government, with representatives from the Western Australian Planning Commission (WAPC), relevant State government agencies, and the cities of Kalamunda and Armadale to develop the Pickering Brook and Surrounds Sustainability and Tourism Strategy (the Strategy). The Strategy will provide strategic planning guidance for growth within the Perth Hills and looks at the following factors:

1. Agricultural land capability
2. Tourism
3. Bushfire risk
4. Water management
5. Economic factors
6. Land Use Planning

Technical studies have commenced, and the Department of Planning Lands and Heritage are currently undertaking community engagement in August - September 2019 including an online survey and one-on-one meetings with landowners. The survey closes Monday 16<sup>th</sup> September 2019. For more information, details can be viewed here:

<https://www.dplh.wa.gov.au/pickeringbrook>

The draft Strategy is anticipated to be presented to the Taskforce for their recommendations in early 2020.

**ACTION 7:** JV to circulate a copy of the Pickering Brook and Surrounds Sustainability and Tourism Strategy process map with the KAAC Minutes.

AF and SC updated the Committee on their presentation regarding Pickering Brook, a big focus was on the orchardist.

d) Baptist Church Mural Project

JV has been in contact with the Baptist Church and has been advised they are currently engaged in 50<sup>th</sup> anniversary celebrations and subsequently the mural project has been delayed until late September.

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JV encouraged the Church to contact the City's Youth Services Team if the project is to have a youth focus and also advised the Church of the Kalamunda Rotary Club Community Grant Scheme which provides grants to community not-for-profit groups for up to \$20,000.

e) Completion of design and publication of the Arts Strategy

- 1) Timeline and progress report on the completion of design and publication of the Arts Strategy:

The City's Art Strategy design is currently in the final stages and will be published as the City's new branding goes live, which is expected in the next few weeks.

- 2) Timeline and progress report on the new city website:

The new website is also in final stages of testing which includes content approvals and security checks. The City are working towards the new site going live by end-Sept/early-Oct.

f) Timing and scope of the second Arts Forum

Work in progress, the Committee suggested postponing until March 2020 would be more suitable to allow for the new KAAC committee to have adequate input.

**11.0 ANY OTHER BUSINESS**

- Revised Terms of Reference (Copy attached).

**ACTION 8:** JP/JV to arrange an induction pack for new KAAC Members. A copy of the revised Terms of References to be included.

- Acknowledgement of Presiding Member

SC and the Committee formally acknowledged Andy Farrant’s considerable input as Presiding Member and thanked him for his efforts.

- Judas Collar Film

AF advised the Judas Collar Short Film by local Kalamunda film producer, Brooke Silcox, has been formally accepted into the next Academy Awards. Community and City sponsorship funds will facilitate her attendance. The City’s sponsorship will be used to competitively position this short film in the 2020 Academy Awards.

**12.0 DATE OF NEXT MEETING** – This is the final meeting for this current Committee. The New Committee will be endorsed by the new Council after the October elections.

**13.0 CLOSURE**

Presiding Committee Member closed the meeting at 7.20pm

I confirm these Minutes to be a true and accurate record of the proceedings of this meeting.

Signed: ..... Presiding Member

Dated this 10..... Day of February.....2020



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<b>ACTION 2:</b> JV to provide an update regarding the level of First Aid training Staff at KPAC and the Zig Zag Gallery have had.	<b>JV</b>	16/09/2019	Pending
<b>ACTION 3:</b> GE and GM to provide the Priority Working Document to the new Committee for action.	<b>KPAC working Group</b>	16/09/2019	Pending
<b>ACTION 4:</b> SS to forward invitation to the Advisory Committee Thank You Event on 27/09/2019 for Annette Eassie.	<b>SS</b>	16/09/2019	Completed – invitation sent to Annette on 17/09/2019
<b>ACTION 5:</b> JV to arrange for the Council report / briefing on the Kalamunda Central Activity Plan Draft be provided to the new KAAC.	<b>JV</b>	16/09/2019	Pending
<b>ACTION 6:</b> JV to provide update on the draft Public Arts Master Plan Consultancy brief that is under development by Corporate Services with input from Planning.	<b>JV</b>	16/09/2019	Pending
<b>ACTION 7:</b> JV to circulate a copy of the Pickering Brook and Surrounds Sustainability and Tourism Strategy process map with the KAAC Minutes.	<b>JV</b>	16/09/2019	Pending

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<b>ACTION 8:</b> JP/JV to arrange an induction pack for new KAAC Members. A copy of the revised Terms of References to be included.	<b>JV/JP</b>	16/09/2019	Pending
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