



## MINUTES

### KALAMUNDA ARTS ADVISORY COMMITTEE

6.00pm Thursday 14 November 2019

Zig Zag Seminar Room

#### 1.0 INDUCTION

##### 1.1 Induction commenced at (6.03pm)

The Chief Executive Officer, Rhonda Hardy, provided an induction to the Committee outlining the responsibilities of the Committee and provided an overview of the governance framework and the Local Government Act. Rhonda reminded the Committee to familiarise themselves with the Terms of Reference (TOR), City of Kalamunda standing orders and code of conduct.

*Referenced Documents:*

*Terms of Reference – KAAC (as attached)*

*Code of Conduct –*

<https://www.kalamunda.wa.gov.au/council/governance/local-policy>

*Standing Orders –*

[https://kalblob.blob.core.windows.net/kallibrary/docs/default-source/local-laws/standing-orders-local-law-2015.pdf?sfvrsn=81fa85ca\\_4](https://kalblob.blob.core.windows.net/kallibrary/docs/default-source/local-laws/standing-orders-local-law-2015.pdf?sfvrsn=81fa85ca_4)

**ACTION 3:** Committee members to familiarise themselves with the Terms of Reference (TOR), City of Kalamunda standing orders and code of conduct.

#### 2.0 ELECTION OF CHAIR AND DEPUTY CHAIR

##### 2.1 The CEO called for nominations for Chair. Andy Farrant nominated for position of Chair. Leon Allen nominated Gordon Mitchell for the position of Chair. Gordon respectfully declined. Therefore Andy Farrant was appointed unopposed to Chair.

Chair: Andy Farrant

The Committee congratulated Andy Farrant on his appointment as Chair of the Committee. The CEO deferred to the Chair for the continuation of the meeting. Andy initiated a roundtable introduction of each of the Committee and staff members.

Stephen Castledine nominated Claire Eden for position of Deputy Chair, Claire accepted the nomination.

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Stephen Castledine nominated for position of Deputy Chair, however, withdrew his nomination to allow Claire to be sole nominee for Deputy Chair. Therefore, Claire Eden appointed Deputy Chair.

Deputy Chair: Claire Eden

The Committee congratulated Claire Eden on her appointment as Deputy Chair of the Committee.

**3.0 OPENING OF MEETING**

3.1 Meeting opened at 6:35pm

**4.0 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

4.1 Presiding Member acknowledged the traditional owners of the land.

**5.0 ATTENDANCE AND APOLOGIES**

**5.1 Attendance**

**Committee**

Cr Kathy Ritchie	Councillor Delegate
Andy Farrant	Presiding Committee Member
Stephen Castledine	Committee Member
Gordon Mitchell	Committee Member
Briony Bray	Committee Member
Annette Eassie	Committee Member
Ruth Bale	Committee Member
Celia Cheffins	Committee Member
Sian Johanna McMillan	Committee Member
Allan West	Committee Member
Dr Leon Allen	Committee Member
Claire Eden	Committee Member (Deputy Chair)

**City of Kalamunda Staff**

Rhonda Hardy	Chief Executive Officer, City of Kalamunda (left at 6.34pm)
Gary Ticehurst	Director Corporate Services (left at 7.50pm)
John Verbeek	Economic Development Specialist
Sara Slavin	Minute Secretary (EA-DCS)

**Apologies**

Ronan Lane	Committee Member
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## 6.0 DISCLOSURE OF INTERESTS

### 6.1 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)

Nil.

### 6.2 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.

- 6.2.1 Annette Eassie advised the Committee that she works at the Perth Hills Visitors Centre as a volunteer, and sought clarity if she has to declare this at every meeting or just once. Gary Ticehurst took this question on notice.
- 6.2.2. Celia also raised that she organises the Zig Zag Festival which is likely to be a focus point for the Committee. GT provided an example whereby if an item is to be raised, that AE or CC would be voting on and if they had a direct interest, they would need to declare it beforehand.

**ACTION ITEM 8:** Disclosure of Interest Affecting Impartiality – query from AE and CC regarding their affiliation / employment with Zig Zag Centre / Zig Zag Festival

## 7.0 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

### MOTION

“That the minutes of the Kalamunda Arts Advisory Committee held on 16/09/2019, are confirmed as a true and accurate record of the proceedings.”

Moved: Cr Kathy Ritchie

Seconded: Briony Bray

Vote: Carried Unanimously

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**8.0 MATTERS ARISING FROM MINUTES OF LAST MEETING**

<b>ACTION ITEMS from 16 September 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	AE/SC	16/09/2019	Pending, AE has drafted a detailed response (tabled and to be sent out with the minutes by SC).
<b>ACTION 2:</b> GE and GM to provide the Priority Working Document to the new Committee for action.	KPAC working Group	16/09/2019	Pending
<b>ACTION 3:</b> JV to arrange for the Council report / briefing on the Kalamunda Central Activity Plan Draft be provided to the new KAAC.	JV	16/09/2019	Completed
<b>ACTION 4:</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.	JV	16/09/2019	Completed
<b>ACTION 5:</b> JV to circulate a copy of the Pickering Brook and Surrounds Sustainability and Tourism Strategy process map with the KAAC Minutes.	JV	16/09/2019	Completed.
<b>ACTION 6:</b> JV to arrange an induction pack for new KAAC Members. A copy of the revised Terms of References to be included.	JV/JP	16/09/2019	Completed.

**9.0 ARTS STRATEGY – UPDATE**

GT provided an update to the Committee, the actions are included in the Corporate Business Plan and get reported quarterly. AF suggested the Arts Forum in February 2020 may be a good time to release it.

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<https://kalblob.blob.core.windows.net/kallibrary/docs/default-source/strategies-plans/cok-arts-strategy.pdf>

This strategy has now been uploaded to the website and can be found under Council > Publications > Strategies & Plans -  
<https://www.kalamunda.wa.gov.au/council/publications-and-reports/strategies>

**ACTION ITEM 4:** a bound copy of the Art Strategy will be provided to members at the next meeting.

#### 10.0 PUBLIC ARTS POLICY – UPDATE

AF advised the item is included in the November Public Agenda Briefing (PAB) Agenda for Council's consideration and will then go the November Ordinary Council Meeting (OCM) for adoption.

Link to the Agenda/Minutes part of the City's website:

<https://www.kalamunda.wa.gov.au/council/council-committees/agenda-minutes>

Direct link to the PAB Agenda for November:

[https://kalblob.blob.core.windows.net/kallibrary/docs/default-source/agenda-and-minutes/2019/public-agenda-briefing-forum-agenda-12-november-2019.pdf?sfvrsn=fdca7c38\\_6](https://kalblob.blob.core.windows.net/kallibrary/docs/default-source/agenda-and-minutes/2019/public-agenda-briefing-forum-agenda-12-november-2019.pdf?sfvrsn=fdca7c38_6)

#### 11.0 PUBLIC ART MASTERPLAN – UPDATE

A Request For Quotation (RFQ) document has been drafted and is expected to be released within the next week with a view to the work being undertaken early in the new year.

#### 12.0 CREATIVE COMMUNITY COORDINATOR – UPDATE

AF provided an overview and update for new members, explaining that a core priority was for the City to employ a Coordinator with a sole focus on arts.

GT advised he and the CEO are currently working on putting together the position description and is hoping the recruitment process will be completed early in the New Year. GT added that the City are currently looking at the structure of Culture and Arts. Essentially functions relating to cultural facilities, cultural services and arts currently sit in different areas and need to be aligned into one area. An announcement would likely be made in the near future.

GT advised the Committee the Kalamunda Tourism Advisory Committee would be commencing again in the New Year and added the City won gold in the Tourism awards for excellence in Local Government Tourism. A copy of the Tourism Strategy – will be provided when available.

**ACTION ITEM 5:** access to the Tourism Strategy will be provided to members at the next meeting.

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### 13.0 KALAMUNDA ACTIVITY CENTRE DRAFT - UPDATE

The community consultation phase has been completed with edits made accordingly to the document. The document has now been finalised and is intended to go to Council for endorsement early in the new calendar year.

### 14.0 PROPOSED TIMETABLE OF EVENTS 2019

14.1 Public Art Contribution Policy will be presented to the Ordinary Council Meeting (OCM) Tuesday 26 November for Council endorsement. The meeting commences at 6.30pm at the City Administration. AF encouraged Members to attend.

### 15.0 REGISTER OF VOLUNTEER HOURS

AF encouraged members to record the number of working hours (gaps of 15 mins) and time spent working for the Community, during the meeting, reading agenda/minutes etc, this is useful to remind council of the financial value of this Committee's time and is one way of measuring the contribution made by members. Please include the hours in the next meeting.

Cr Kathy Ritchie added that the cost to administer an Advisory Committee is in the order of approximately \$5,000/\$6,000 per Committee per annum.

**ACTION ITEM 6:** Members to record the number of working hours involved in committee business and advise at every subsequent meeting.

### 16.0 ANY OTHER BUSINESS

- a) GM asked if any of the members had seen the letters WHY (metal framed wire edged 3 letters and a question mark -WHY?) installed recently at the Zig Zag and if anyone knew what it was for. It was installed by the City on loan from the Eastern Metropolitan Regional Council (EMRC) for putting rubbish collected from the Zig Zag in as an environmental initiative.
- b) CE noted that there are a couple of items with the City's new logo on it, CE thanked Community members who put time into assisting with the re-branding input. AF added the City also has a new website.  
<https://www.kalamunda.wa.gov.au/>
- c) AF provided an update to the new members regarding the operational reviews for the Zig Zag and KPAC. Discussion was had around the geographical location, it was highlighted that the Public Arts Masterplan will map out the City's zones and public destination points as possible sites. In the last term of the Committee it met in a number of the City's arts and cultural sites and also undertook a tour to five other existing or potential sites within the City. As the City's two major arts assets the Zig Zag Gallery

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and KPAC were identified as the priorities for strategic focus by the Committee.

*Note Gary Ticehurst left the meeting at 7.50pm*

- d) LA tabled information to the Committee regarding Art Awards and discussed potentials for enhancement. Discussion was had around art awards. AF advised that this matter was not within the terms of reference for the Committee and that there was a larger piece of work to be undertaken regarding arts awards. It was agreed that once the City had an Arts Coordinator appointed, the Committee could look at this in the future.
- e) AF encouraged new members to please read the Arts Strategy and encouraged communication between the members to advise each other of any up and coming arts events. AF added Judas Collar short film by local Kalamunda film producer, Brooke Silcox, has been accepted into the next Academy Awards. Movie link - <https://www.youtube.com/watch?v=VUbmIfmywBw>
- f) Arts Forum - Establish a 2-3 person working group for the Arts Forum. The purpose is to provide feedback on the Strategy and to work on the programming. AE, SC and CC.  
**ACTION ITEM 9:** SS to add this as an Agenda item to the next meeting.

**17.0 DATE OF NEXT MEETING**


The Committee agreed the next meeting would be held on Monday 10 February 2020.

Monday 10 February 2020
Monday 9 March 2020
Monday 6 April 2020

**18.0 CLOSURE**

The Presiding Committee Member closed the meeting at 8.22pm

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 ITEMS – 14 November 2019</b>			
<b>Item</b>	<b>Who</b>	<b>Date raised</b>	<b>Status</b>
<b>ACTION 1:</b> Distribute AE input into the ZZ priorities plus complete ZZ and KPAC reviews	AE/SS	16/09/2019	Pending.
<b>ACTION 2:</b> GE and GM to provide the Priority Working Document to the new Committee for action.	KPAC working Group	16/09/2019	Pending
<b>ACTION 3:</b> Committee members to familiarise themselves with the Terms of Reference (TOR), City of Kalamunda standing orders and code of conduct.	All Members	14/11/2019	Pending
<b>ACTION 4:</b> A bound copy of the Art Strategy to be provided to members at the next meeting.	JV	14/11/2019	Pending
<b>ACTION 5:</b> Access to the Tourism Strategy will be provided to members at the next meeting.	JV	14/11/2019	Pending
<b>ACTION 6:</b> Members to record the number of working hours involved in committee business and advise at every subsequent meeting.	All Members	14/11/2019	Ongoing
<b>ACTION 7:</b> Circulate a copy of the Pickering Brook and Surrounds Sustainability and Tourism Strategy Preliminary Consultation Summary	JV	14/11/2019	Pending



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<p><b>ACTION 8:</b> Disclosure of Interest Affecting Impartiality – query from AE and CC regarding their affiliation / employment with Zig Zag Centre / Zig Zag Festival</p>	<p><b>GT</b></p>	<p>14/11/2019</p>	<p>Pending</p>
<p><b>ACTION 9:</b> Arts Forum Working Group. Include Agenda item for the next Meeting.</p>	<p><b>SS</b></p>	<p>14/11/2019</p>	<p>Pending</p>

