



## MINUTES

### KALAMUNDA ARTS ADVISORY COMMITTEE

6.00pm Monday 10 February 2020

City of Kalamunda Function Room

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#### 1.0 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

1.1 Presiding Member acknowledged the traditional owners of the land.

#### 2.0 OPENING OF MEETING

2.1 Meeting opened at 6:03pm

#### 3.0 COMMITTEE MEMBERSHIP

The Presiding Member updated the Committee on the resignation of Allen West and the sad passing of Celia Cheffins who contributed tirelessly to the Community through work in the Arts and with the Zig Zag Festival.

#### RECOMMENDATION TO COUNCIL

**That KAAC request:**

**The Chief Executive Officer and Mayor write to the late Celia Cheffins' husband, Michael Cheffins to acknowledge the contribution of her work within the City amongst the Community.**

Moved: **Annette Eassie**

Seconded: **Cr Kathy Ritchie**

Vote: **Carried Unanimously**

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Kalamunda Arts Advisory Committee

Minutes – 10 February 2020

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The Presiding Member provided an overview of the two possible candidates for KAAC and sought feedback from the Committee. GT provided an update on the process to appoint the candidates.

*GT provided advice on the appointment of the Candidates to KAAC and therefore the following Motion lapsed.*

MOTION:

That the Kalamunda Arts Advisory Committee request the Chief Executive Officer advertise the 2 vacant positions.

Moved:

Seconded:

Vote: LAPSED

**RECOMMENDATION TO COUNCIL**

**That KAAC request:**

**Council appoint the two following candidates to the Kalamunda Arts Advisory Committee.**

- **Michelle White**
- **Jessica Wellman**

Moved: **Cr Ritchie**

Seconded: **Steve Castledine**

Vote: **Carried Unanimously**

**4.0 ATTENDANCE AND APOLOGIES**

Kalamunda Arts Advisory Committee  
 Minutes – 10 February 2020

---

**4.1 Attendance**

**Committee**

Cr Kathy Ritchie	Councillor Delegate
Andy Farrant	Presiding Committee Member
Claire Eden	Committee Member (Deputy Chair)
Stephen Castledine	Committee Member
Gordon Mitchell	Committee Member
Annette Eassie	Committee Member
Sian McMillan	Committee Member
Leon Allen (arrived at 6.07pm)	Committee Member
Ruth Bale (arrived at 6.07)	Committee Member

**City of Kalamunda Staff**

Gary Ticehurst	Director Corporate Services
John Verbeek	Economic Development Specialist
Sara Slavin	Minute Secretary (EA-DCS)

**Apologies**

Briony Bray	Committee Member
Ronan Lane	Committee Member

**5.0 DISCLOSURE OF INTERESTS**

**5.1 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.**

**5.2 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.**

Kalamunda Arts Advisory Committee

Minutes – 10 February 2020

**6.0 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING**

*It was noted that the Action item 1 from the minutes of the previous meeting was inadvertently missed from the Agenda and was requested by AE to be reinstated. The feedback document from AE was circulated under separate cover as a Confidential Attachment.*

MOTION

“That the minutes of the Kalamunda Arts Advisory Committee held on 14/11/2019, are confirmed as a true and accurate record of the proceedings.”

Moved: **Claire Eden**

Seconded: **Stephen Castledine**

Vote: **Carried Unanimously**

**ACTION 1:** AE's feedback document be reviewed by KAAC and included as an item for discussion at the next meeting.

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

<b>ACTION ITEMS – 14 November 2019</b>			
<b>Item</b>	<b>Who</b>	<b>Date raised</b>	<b>Status</b>
<b>ACTION 1:</b> AE to provide input into the ZZ Gallery priorities.	<b>AE</b>	16/09/2019	Completed 10.02.20 AE's feedback document was circulated as a confidential attachment.
<b>ACTION 2:</b> CE and GM to provide the Priority Working Document to the new Committee for action.	<b>Zig Zag working Group</b>	16/09/2019	Pending Claire and Gordon will be meeting shortly to discuss. AE will be included.  It was hoped the Priorities could be finalised by 1 April, CE to circulate.
<b>ACTION 3:</b> Committee members to familiarise themselves with the Terms of Reference (TOR), City of Kalamunda standing orders and code of conduct.	<b>All Members</b>	14/11/2019	Completed 10.02.20 Leon Allen had a query on the TORs. GT provided Clarity on the Terms of Reference and how they were adopted by Council.
<b>ACTION 4:</b> A bound copy of the Art Strategy to be provided to members at the next meeting.	<b>JV</b>	14/11/2019	Completed. 10.02.20 JV circulated the Arts Strategy document. Note the Art Strategy hasn't been Officially launched yet, but is on the City's website.

Kalamunda Arts Advisory Committee

Minutes – 10 February 2020

<b>ACTION 5:</b> Access to the Tourism Strategy will be provided to members at the next meeting.	<b>JV</b>	14/11/2019	Completed  Link to be included in email with Minutes when distributed.  JV will arrange a hardcopy for those without computer access.
<b>ACTION 6:</b> Members to record the number of working hours involved in committee business and advise at every subsequent meeting.	<b>All Members</b>	14/11/2019	Ongoing - keep ongoing record.
<b>ACTION 7:</b> Circulate a copy of the Pickering Brook and Surrounds Sustainability and Tourism Strategy Preliminary Consultation Summary.	<b>JV</b>	14/11/2019	Completed 04/12/19 <i>Emailed to KAAC with the November Minutes.</i>
<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.	<b>GT</b>	14/11/2019	Completed 10.02.20 <i>GT provided advice that AE is a volunteer/casual so there is not a direct financial interest. Impartiality for example would be an issue if making decisions on Art we were purchasing etc. The City's Governance Officer does not believe at the moment an Impartiality disclosure is required. GT did note that this change according to the nature of the item.</i>
<b>ACTION 9:</b> Arts Forum Working Group. Include Agenda item for the next Meeting.	<b>SS</b>	14/11/2019	Completed 10.02.20 <i>Dealt with under point 9.</i>

**8.0 OUTER METROPOLITAN ARTS GRANT PROGRAM**

<https://dlgsc.wa.gov.au/funding/arts-funding/outer-metro-arts-grant-program>

See 10.1

Kalamunda Arts Advisory Committee

Minutes – 10 February 2020

## 9.0 CREATIVE COMMUNITY COORDINATOR – UPDATE

*(Note: item 12 in the Agenda originally Creative Community Coordinator - Update, was brought forward by the Presiding Person and discussed at point 9)*

GT provided an update on the City's organisational structure for the newly developed business unit - "Commercial and Cultural Services" and provided an update on the Manager Commercial & Cultural Services and Coordinator Culture and Arts positions.

SC and CE commended the City on the new restructure.

## 10.0 ARTS STRATEGY

### 10.1 2021 Budget Priorities

GT provided an overview to KAAC on the Budget process and timeline.

- Strategic Retreat - March
- Budget workshops - May
- Final budget adoption - June

#### Outer Metro Arts Grants

JV provided an update on the two funding submissions the first is for Iceland - Yirra Yaakin Theatre Company (West Australia's leading Aboriginal performing arts organisation) and the other is for the Perth Symphony Orchestra. The City are hopeful of success for both. The maximum amount is \$50,000 in funding, per application.

**ACTION 2:** Committee members requested information on the amount of applicant in-kind contribution towards the proposed projects. It was observed that grant applications requesting all resources be provided through the grant alone, tend to be less competitive in a funding round. JV to check with for the requirements for cash or in-kind contributions towards the Art Grants.

#### **RECOMMENDATION TO COUNCIL**

**That KAAC support:**

**The City to proceed with a funding requests from the State Government for Iceland - Yirra Yaakin Theatre Company and Perth Symphony Orchestra projects.**

Moved: **Claire Eden**

Kalamunda Arts Advisory Committee

Minutes – 10 February 2020

Seconded: **Annette Eassie**

Vote: **Carried Unanimously**

**10.2 Launch of the Arts Strategy – an Arts Forum**

Discussion was had around the launch of the Art Strategy via the Arts Forum and suitable venues and budget requirements. KAAC agreed they hope to launch the Strategy late March / early April as part of an overarching Public Arts Forum.

**ACTION 3** : GT to look at the existing budget and advise what funds are available for the Launch of the Arts Strategy and Arts Forum.

Arts Strategy Launch Working Group

SC, AE, SM AF, GM and AF nominated for the Arts Forum Working Group.

**ACTION 4:** AF to arrange Arts Forum Working Group Meeting

Arts Strategy Priorities

Discussion was had and the following were noted as priorities:

- 3.1: *Invest in the Open Studios Program to grow its audience, increase sales, and document visitation to the City (pg.17).*
- 3.2: *Invest in the arts professional development for Staff and Councillors with pivotal roles in City Services, events and community engagement (pg.18).*
- 2.5: *The City embrace a can-do culture of facilitating events that activate community spaces (pg.14).*

**ACTION 5:** SS to include the Link to the Stirk Park Masterplan in the Minutes

Arts Strategy Priorities Working Group

The Presiding Member recommended a small working group pull together recommendations from the Arts Strategy. SC, SM CE and AF nominated.

**10.3 Arts Data** - measures for counting the impact of the arts in the City and tracking change over time

Kalamunda Arts Advisory Committee

Minutes – 10 February 2020

---

It was noted that once the recommended staff take up the new positions in Commercial and Cultural Services, they would be able to assist in this area.

**11.0 ENGAGE KALAMUNDA - A tool for all Committee Members**

AF advised KAAC Members that all of the requests for public comment notifications are made through the engage Kalamunda portal and encouraged KAAC Members to visit this site at least fortnightly. <https://engage.kalamunda.wa.gov.au/>

**12.0 PUBLIC ART MASTERPLAN – UPDATE**

JV advised that consultant has been appointed for the Public Arts Master Plan, Maggie Baxter.

**ACTION 6:** JV to arrange for Maggie Baxter (Consultant appointed for the Public Arts Masterplan) to present to KAAC with an Extra Ordinary Meeting to be called within the next couple of weeks.

**13.0 PROPOSED TIMETABLE OF EVENTS 2020**

- Proposed Arts Forum TBC as noted above.

**14.0 REGISTER OF VOLUNTEER HOURS**

<b>Member</b>	<b>Number of Hours</b>
Andy Farrant	83.15
Stephen Castledine	4.15
Gordon Mitchell	3.15
Briony Bray	3.15
Annette Eassie	3.15
Ruth Bale	3.15
Sian Johanna McMillan	3.15
Dr Leon Allen	3.15
Claire Eden	3.15
<b>Total:</b>	<b>109.45</b>

**15.0 ANY OTHER BUSINESS**

**15.1 Kalamunda Library – Strained Glass Windows**

The Presiding Member advised the Kalamunda Rotary Club are keen to work in partnership with the City and are prepared to look at funding for the stained glass window and awning project at the Kalamunda Library. The Rotary Club have advised



Kalamunda Arts Advisory Committee

Minutes – 10 February 2020

---

they would like to see some improvements to the presentation of the stained glass window at Kalamunda Library. The improvements recommended include significant interpretative signage on the outside wall to the left hand side of the window. This would necessitate the removal of a small part of the outside veranda. Additionally, Rotary would like to see improved lighting to make the window more prominent at all times of the day.

**RECOMMENDATION TO COUNCIL:**

**That KAAC request:**

**The Chief Executive Officer investigate the feasibility of working in Partnership with Kalamunda Rotary Club for an interpretative statement inside and outside the Library regarding the window and to remove a section of the existing awning alongside the Stained Glass Window at Kalamunda Library.**

Moved: **Cr Ritchie**

Seconded: **Claire Eden**

Vote: **Carried Unanimously**

**ACTION 7:** GT to check if the Stained Glass Windows are included on the Asset register and if it's been valued.

**15.2 Sculpture at Bathers' Beach**

Gordon Mitchell encouraged KAAC member to attend the Sculpture at Bathers event at Fremantle, on display from 15 February to 2 March 2020. Two local artists will be displaying their work (brochure circulated).

**15.3 Draft Activity Centre Plan**

LA raised his concerns regarding possible closure of the Haynes Street as part of the Draft Kalamunda Activity Centre Plan. GT advised that feedback should be passed onto Development Services and advised community forums have been held and there will be more community consultation to come. There was discussion regarding the Draft Kalamunda Activity Centre Plan and the opportunity for main street activation.

**16.0 DATE OF NEXT MEETING**

**16.1** Monday 25 May 2020 (*fourth Monday of the 3<sup>rd</sup> Month*).

**17.0 CLOSURE**

Kalamunda Arts Advisory Committee

Minutes – 10 February 2020

The Presiding Member Closed the Meeting at 8.10pm.

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

Signed:  Presiding Member

Dated this 21 Day of July 2020

PREVIOUS ACTION ITEMS - rolling over from 14 November 2019			
Item	Who	Date raised	Status
<b>ACTION 2:</b> CE and GM to provide the Priority Working Document to the new Committee for action.	<b>Zig Zag working Group</b>	16/09/2019	Pending Claire advised Gordon and her will be meeting shortly to discuss. AE will be included.  It was hoped the Priorities could be finalised by 1 April, CE to circulate.
<b>ACTION 6:</b> Members to record the number of working hours involved in committee business and advise at every subsequent meeting.	<b>All Members</b>	14/11/2019	Ongoing - keep ongoing record.
ACTION ITEMS - New 10 February 2020			
Item	Who	Date raised	Status
<b>ACTION 1:</b> AE's feedback document be reviewed by KAAC and included as an item for discussion at the next meeting.	<b>AE</b>	10/02/2020	Pending

Kalamunda Arts Advisory Committee

Minutes – 10 February 2020

<b>ACTION 2:</b> JV to check with for the requirements for cash or in-kind contributions towards the Outer Metro Art Grants.	<b>JV</b>	10/02/2020	Pending
<b>ACTION 3 :</b> GT to look at the existing budget and advise what funds are available for the Launch of the Arts Strategy and Arts Forum.	<b>GT</b>	10/02/2020	Pending
<b>ACTION 4:</b> AF to arrange Arts Forum Working Group Meeting	<b>AF</b>	10/02/2020	Pending
<b>ACTION 5:</b> SS to include the Link to the Stirk Park Masterplan in the Minutes	<b>SS</b>	10/02/2020	Pending  Link to be included in email with Minutes when distributed.
<b>ACTION 6:</b> JV to arrange for Maggie Baxter (Consultant appointed for the Public Arts Masterplan) to present to KAAC with an Extra Ordinary Meeting to be called within the next couple of weeks.	<b>JV</b>	10/02/2020	Pending
<b>ACTION 7:</b> GT to check if the Stained Glass Windows are included on the Asset register and whether it has been valued.	<b>GT</b>	10/02/2020	Pending