



Shire of
Serpentine
Jarrahdale

Arts, Culture and Heritage Advisory Committee

Confirmed Minutes

Monday 9 April 2018
4.30pm

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In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



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Minutes of the Arts, Culture & Heritage Advisory Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong on Monday 9 April 2018.

The Deputy CEO / Director Community Services declared the meeting open at 4.30pm and welcomed Councillors, Committee Members and staff.

The Deputy CEO / Director Community Services, Ms Sarcich advised that she would be presiding over the meeting until the office of the Chairperson was elected.

Minutes

1. Attendances and apologies (including leave of absence):

Councillors: Cr M Rich Chairperson (from 4.45pm)
Cr K McConkey

Community Delegates: Ms L Brazier
Ms M Harris
Ms C Rankin
Ms J Skillington
Ms J Star

Officers: Ms H Sarcich Deputy CEO / Director Community Services
Mr F Sullivan Director Corporate Services
Ms R Steinki Manager Community Development
Mrs K Bartley Manager Corporate Services
Ms A Liersch Agendas and Minutes Officer (Minute Taker)

Apologies: Ms T Jennings;
Mr A Schonfeldt, Acting Chief Executive Officer;

Observers: Ms K Shailer, PA to Deputy CEO / Director Community Services
Ms L Keys, Manager Library Services

Members of the Public: 2

The Deputy CEO / Director Community Services, Ms Sarcich provided the Committee Members with an Introduction to the Local Government Act 1995 PowerPoint Presentation. The presentation provided an overview of Local Government for Committee Members.

Ms Sarcich advised Community Delegates on the Committee of the requirement to acknowledge that they have received and read the Shire of Serpentine Jarrahdale Committee Member Information Booklet. Committee Members are required to sign the Declaration to indicate that they have received and read, and have an obligation to comply with the Committee Member Information Booklet, the Code of Conduct, the Local Government Operational Guidelines: Number 01 – Disclosure of Interest Affecting Impartially and Local Government Operational Guidelines: Number 21 – Disclosure of Financial Interest in Returns. Elected Members on the Committee have previously signed the Code.



1.1 Election of Chairperson

The Deputy CEO / Director Community Services called for nominations for the position of Chairperson expiring at the next Ordinary Local Government Elections in October 2019.

A written nomination was received from Councillor Rich nominating for the position of Chairperson.

Deputy CEO / Director Community Services called for further nominations.

There being no further nominations, Councillor Rich was elected unopposed to the position of Chairperson until the next Ordinary Local Government Elections in October 2019.

Declaration of Chairperson

The Deputy CEO / Director Community Services declared Councillor Michelle Rich as Chairperson of the Arts, Culture and Heritage Advisory Committee until the next Ordinary Local Government Elections in October 2019.

1.2 Election of Deputy Chairperson

The Chairperson, Councillor Rich called for nominations for the position of Deputy Chairperson expiring at the next Ordinary Local Government Elections in October 2019.

A written nomination was received from Ms Jan Star nominating for the position of Deputy Chairperson.

A written nomination was received from Councillor Keira McConkey nominating for the position of Deputy Chairperson.

Councillor McConkey requested that her nomination be withdrawn. The Chairperson, Councillor Rich withdrew Councillor McConkey's nomination.

The Chairperson, Councillor Rich called for further nominations.

There being no further nominations, Ms Star was elected unopposed to the position of Deputy Chairperson until the next Ordinary Local Government Elections in October 2019.

Declaration of Deputy Chairperson

The Chairperson, Councillor Rich declared Ms Jan Star as Deputy Chairperson of the Arts, Culture and Heritage Advisory Committee until the next Ordinary Local Government Elections in October 2019.

2. Public question time:

2.1 Response to previous public questions taken on notice

Nil

2.2 Public questions

Nil

3. Public statement time:

Nil

4. Petitions and deputations:

Nil

5. Declaration of Councillors, Officers and Committee Members interest:

Nil



6. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:

6.1 Minutes of previous Arts, Culture and Heritage Advisory Committee Meeting:

Nil

6.2 Reports for consideration:

ACH001/04/18 – Public Arts Strategy (SJ2296)	
Author:	Rebecca Steinki – Manager Community Development
Senior Officer/s:	Helen Sarcich – Deputy CEO/ Director Community Services
Date of Report:	23 March 2018
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

The purpose of this report is for the Arts, Culture and Heritage Committee to consider the advancement of a Shire of Serpentine Jarrahdale Public Arts Policy and Strategy and Signage Style Guide.

Relevant Previous Decisions of Council

OCM155/11/17 – appointed two (2) Councillors and one (1) Deputy to the Arts, Culture and Heritage Advisory Committee for period ending in October 2019.

Attachment OCM155.1/11/17 provides information on Council's current Standing Committees, including the Arts, Culture and Heritage Advisory Committee.

OCM026/03/18 – appointed six (6) Community Delegates from Expressions of Interest and endorsed meeting dates.

Background

At the November 2017 Ordinary Council Meeting, Council considered the establishment of an Arts, Culture and Heritage Advisory Committee. The intent for the committee is to support outcomes and objectives outlined in the Strategic Community Plan and Corporate Business Plan by:

- Working towards the development of a Shire Public Art Policy and Local Heritage Strategy;
- Development of a Style Guide for signage;
- Providing input and advice towards the Shire's annual budget process related to arts, culture and heritage activities; and
- Engagement with stakeholders.

Local Planning Policy No. 59: Public Art Policy for Major Developments requires a physical or financial contribution towards Public Art for all development applications for planning approval with a construction cost of \$1 million or greater with the exception of development applications relating to



site preparation such as bulk earthworks or landscaping however there is no strategy to guide the development/selection of Public Art.

Additionally the Shire does not have a policy or strategy to guide the development/selection of Public Art by the Shire or other organisations within the Shire of Serpentine Jarrahdale, nor a Style Guide to guide signage throughout the Shire.

To date the Shire has received \$17,500 in contributions from developers for Public Art however without the Strategy the Shire lacks guidance on the use of these contributions.

There are a number of ways in which an overarching policy and strategy would assist or guide implementation of public art initiatives across the Shire. The overall intent being to help establish the context, essence and standing of Public Art within the local area. Artsource, a not-for-profit membership body for visual artists in Western Australia indicates that a Public Art Strategy should:

- Be seamlessly integrated with existing, emerging and future community culture and practice;
- Reflect the community's aspirations and identity;
- Foster models of procurement and implementation that build capacity and knowledge within the local community (particularly art);
- Enhance lifestyle, cultural and aesthetics in the local area;
- Provide opportunities for education and cultural tourism in a planned and cohesive way.

Statutory Environment

Local Planning Policy No. 59: Public Art Policy for Major Developments

Comment

Officers recommend the strategy be for a 5 year period, and will require the consultant to review a range of existing Shire policies and strategic documentation. The following Scope of Works is suggested as the minimum requirement:

- Articulate the vision for public art in the Shire of Serpentine Jarrahdale.
- Identify the values, themes and principles relevant to each of the Shire's towns, for Public Art.
- Identify current locations of Public Art and provide a Masterplan of locations (or recommended criteria for location selection) for future procurement of Public Art. This may include elements such as concentration, themes, visibility and interactive ability.
- Supply a methodology for assessment when commissioning Public Art.
- Budget rationalisation - implications and assumptions.
- Provide details on incorporating community consultation practices to Public Art initiatives.
- Undertake relevant consultation for the development of the strategy, including consultation with the Arts Culture and Heritage Committee, Council, and internal and external stakeholders.
- Develop a suggested work plan and management procedure.
- Create a Signage Style Guide that complements Public Art Policy and Strategy.



Options and Implications

Option One

That a Shire of Serpentine Jarrahdale Public Art Policy and Strategy and Signage Style Guide be developed with the aforementioned Scope of Works.

Option Two

That a Shire of Serpentine Jarrahdale Public Art Policy and Strategy and Signage Style Guide be developed, with the suggested Scope of Works to be altered by the Arts, Culture and Heritage Advisory Committee. Reasons to be provided.

Option Three

That the development of a Shire of Serpentine Jarrahdale Public Art Policy and Strategy and Signage Style Guide be postponed at this time, with a preference being for the progression of a Local Heritage Strategy. This option is not advised as it will further delay the development of Public Art for which contributions have already been provided and other Public Art moving forward.

Officers Recommendation

The Officers recommendation is Option One.

Conclusion

The Arts, Culture and Heritage Committee is requested to consider the advancement of a Public Art Policy and Strategy and Signage Style Guide. In order to progress a comprehensive and well-articulated Policy and Strategy in a timely manner, that would allow these documents to underpin the direction and context of Public Art and signage across all localities within the Shire, it is recommended that this be developed as a priority item.

Attachments

- Nil

Alignment with our Strategic Community Plan

This item is relevant to the following objectives within the Strategic Community Plan:

Outcome 1.1	A healthy, active, connected and inclusive community.
Strategy 1.1.1	Provide well planned and maintained public open space and community infrastructure.
Outcome 1.2	A recognised culture and heritage.
Strategy 1.2.1	Recognise local heritage.
Strategy 1.2.2	Encourage and support public art in public areas.

Financial Implications

For a good Public Art Policy and Strategy to be clear, practical, consistently enforced and well integrated with other strategic and planning documents, it should be produced by someone with the right expertise and relevant backgrounds. It is anticipated that the procurement of these skills will be in the vicinity of \$10,000 - \$30,000 and is budgeted for in the 2017/2018 financial year.

Given the time to procure services, Officer's anticipate the development of the documents will start in the 2017/2018 financial year and continue on into 2018/19 financial year. As such, there is expected to be some carry over of funds for contractual purposes.



Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Committee recommends progressing an alternate matter	Possible (3)	Moderate (3)	Moderate (5-9)	Reputation - 2 Minor - Substantiated, localised impact on key stakeholder trust or low media item	Accept Officer Recommendation Clear reasons for a change in focus would be required. Timeframes for the development of a Public Art Strategy has led to the recommendation for priority consideration.
Committee recommends changes to the scope of works.	Possible (3)	Minor (2)	Moderate (5-9)	Financial Impact - 1 Insignificant - Less than \$50,000	Accept Officer Recommendation Scope of works not well articulated can have a financial impact at a later time. Additional requirements may be suggested by the Committee which would likely increase quotes.

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)



A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of Moderate has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements: Simple Majority

ACH001/04/18 ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE DECISION / Officer Recommendation:

Moved Cr McConkey, seconded Ms Brazier

That the Arts, Culture and Heritage Advisory Committee recommends:

1. That Council requests the Chief Executive Officer, to procure the services of a specialist to develop a Public Arts Strategy for the Shire of Serpentine Jarrahdale within the minimum Scope of Works as follows;

- a) Articulate the vision for public art in the Shire of Serpentine Jarrahdale.**
- b) Identify the values, themes and principles relevant to each of the Shire's towns, for Public Art.**
- c) Identify current locations of Public Art and provide a Masterplan of locations (or recommended criteria for location selection) for future procurement of Public Art. This may include elements such as concentration, themes, visibility and interactive ability.**
- d) Supply a methodology for assessment when commissioning Public Art.**
- e) Provide Budget rationalisation - implications and assumptions.**
- f) Provide details on incorporating community consultation practices to Public Art initiatives.**
- g) Undertake relevant consultation for the development of the strategy, including consultation with the Arts, Culture and Heritage Committee, Council, and internal and external stakeholders.**
- h) Develop a suggested work plan and management procedure.**
- i) Create a Signage Style Guide that complements the Public Art Policy and Strategy.**

CARRIED UNANIMOUSLY 7/0

Please note that the Arts, Culture and Heritage Advisory Committee does not have delegated authority to make decisions. All recommendations of the Arts, Culture and Heritage Advisory Committee are presented to Council for ratification.



7. Motions of which notice has been given:

Nil

8. Urgent business:

Nil

9. Closure:

There being further business, the Chairperson declared the meeting closed at 4.53pm.

I certify that these minutes were confirmed at the
Arts, Culture and Heritage Advisory Committee Meeting held on 9 July 2018

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Chairperson

..... Date