

Bunbury Events Advisory Committee

Notice of Meeting and Agenda

8 March 2022

Committee Terms of Reference

Purpose

The Bunbury Event Advisory Committee (BEAC) aims to attract, support and promote events that deliver community and economic benefit and add vibrancy to Greater Bunbury.

Aims and Objectives

- 1. Provide strategic advice on the development and periodic review of an Events Strategy for the identification, attraction and development of vibrant and diverse events in Greater Bunbury.*
- 2. Provides strategic advice on the development and periodic review of operational guidelines of the BEAC and City of Bunbury events in the delivery of outcomes identified in the Events Strategy.*
- 3. Provide strategic oversight of Bunbury's annual events calendar to ensure alignment with regional events.*
- 4. Promote and market Greater Bunbury as a preferred events destination to key events stakeholders, through invitations to BEAC meetings and/or BEAC endorsed communications, with a focus on identifying and attracting iconic event/s to Greater Bunbury.*
- 5. Provide advice and information to event organisers, through meetings and workshops facilitated by the Events Team, to further the development and improve the sustainability of Bunbury events.*
- 6. Support and advocate the Grant Funding Program, Events category.*
- 7. Assess and make recommendations in regard to applications received through the Grant Funding Program, Events category.*
- 8. Assess and make recommendations in regard to event funding applications received outside of the Grant Funding Program.*

City of Bunbury
4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
Bunbury WA 6231

Table of Contents

| <u>Item No</u> | <u>Subject</u> | <u>Page No</u> |
|-------------------|--|------------------|
| <u>1.</u> | <u>Declaration of Opening</u> | <u>2</u> |
| <u>2.</u> | <u>Disclaimer</u> | <u>2</u> |
| <u>3.</u> | <u>Announcements from the Presiding Member</u> | <u>2</u> |
| <u>4.</u> | <u>Attendances</u> | <u>2</u> |
| 4.1 | Apologies..... | 2 |
| 4.2 | Approved Leave of Absence..... | 2 |
| <u>5.</u> | <u>Declaration of Interest</u> | <u>3</u> |
| <u>6.</u> | <u>Public Question Time</u> | <u>3</u> |
| <u>7.</u> | <u>Confirmation of Minutes.....</u> | <u>3</u> |
| <u>8.</u> | <u>Petitions, Presentations and Deputations.....</u> | <u>3</u> |
| 8.1 | Petitions | 3 |
| 8.2 | Presentations | 3 |
| 8.3 | Deputations..... | 3 |
| <u>9.</u> | <u>Method of Dealing with Agenda Business.....</u> | <u>3</u> |
| <u>10.</u> | <u>Reports</u> | <u>4</u> |
| 10.1 | Future Meeting Dates for the Bunbury Events Advisory Committee | 4 |
| 10.2 | Review to Terms of Reference for the Bunbury Events Advisory Committee | 7 |
| | <u>Applications for Leave of Absence</u> | <u>10</u> |
| <u>12.</u> | <u>Questions from Members</u> | <u>10</u> |
| 12.1 | Response to Previous Questions from Members taken on Notice..... | 10 |
| 12.2 | Questions from Members | 10 |
| <u>13.</u> | <u>Urgent Business.....</u> | <u>10</u> |
| <u>14.</u> | <u>Date of Next Meeting</u> | <u>10</u> |
| <u>15.</u> | <u>Close of Meeting.....</u> | <u>10</u> |

Acknowledgement of Country

We acknowledge the Traditional Custodians of this land, the Wardandi Noongar people, and pay our respects to Elders past, present and future.

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

| | |
|-------------------------|--|
| WE ARE COMMUNITY | <ul style="list-style-type: none">We are one teamWe keep each other safeWe display empathy and respectWe have fun and celebrate our successesWe work together to achieve great outcomes |
| WE ARE OPEN | <ul style="list-style-type: none">We are open to opportunitiesWe actively listen and think things throughWe are inclusive and treat everyone equallyWe are honest and open in our communicationsWe are open to feedback to improve our performance |
| WE ARE BRAVE | <ul style="list-style-type: none">We lead the change, we own itWe trust and empower each otherWe have the difficult conversations earlyWe hold ourselves to the highest standardWe have the courage to improve and simplify |

Bunbury Events Advisory Committee Meeting

Notice of Meeting

Dear Committee Members

The next Ordinary Meeting of the Bunbury Events Advisory Committee will be held in the Ocean Room, 4 Stephen Street, Bunbury on 8 March 2022 at 1pm.



Signed:

Sarah Upton

Manager Community Services

Agenda

8 March 2022

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

Committee Members:

| Member Name | Representing |
|--------------------------|--|
| Cr Michelle Steck | City of Bunbury |
| Cr Marina Quain | City of Bunbury |
| Cr Karen Turner | City of Bunbury |
| David Kerr | Bunbury Geographe Chamber of Commerce and Industry |
| Suzanne Clarke | Bunbury Regional Entertainment Centre |
| Malcolm Farrell-Mitchell | Community Representative |
| Janice Platt | Community Representative |
| Brian Rettinger | Community Representative |

Support Staff:

| Name | Title |
|------------------|------------------------------------|
| Sarah Upton | Manager Community Services |
| Steve de Meillon | Team Leader Community Partnerships |
| Juaini Taylor | Senior Events Officer |
| Brody Russell | Team Leader Public Relations |

1. Declaration of Opening

The Manager Community Services declared the meeting open at _____pm.

As this is the first meeting of the Bunbury Events Advisory Committee since the 2021 local government elections, the committee is required to elect a Councillor as the Presiding Member from amongst the committee in accordance with Section 5.12 of the Local Government Act 1995.

The Manager Community Services will call for nominations for the position of Presiding Member.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances

4.1 Apologies

4.2 Approved Leave of Absence

5. Declaration of Interest

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.

6. Public Question Time

Not applicable to this committee.

7. Confirmation of Minutes

This is the inaugural meeting of this Committee and as such there are no Minutes to be confirmed.

8. Petitions, Presentations and Deputations

8.1 Petitions

8.2 Presentations

8.3 Deputations

9. Method of Dealing with Agenda Business

Items are dealt with in the order that they appear.

10. Reports

10.1 Schedule of Meetings – Bunbury Events Advisory Committee

| | |
|-----------------------------|--|
| File Ref: | COB/530 |
| Applicant/Proponent: | Internal |
| Responsible Officer: | Juaini Taylor, Senior Events Officer |
| Responsible Manager: | Sarah Upton, Manager Community Services |
| Executive: | Gary Barbour, Director Sustainable Communities |
| Authority/Discretion | <input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes |
| Attachments: | Nil |

Summary

The purpose of this report is for the committee to consider a program of future meeting dates for the Bunbury Events Advisory Committee (BEAC).

Executive Recommendation

That the Bunbury Events Advisory Committee set the following meeting schedule for formal and informal meetings for the period up to the next ordinary local government election:

Formal Meetings:

1. 1pm – 2pm, Tuesday 8 March 2022
2. 1pm – 2pm, Tuesday 8 November 2022
3. 1pm - 2pm, Tuesday 14 March 2023
4. 1pm – 2pm, Tuesday 10 October 2023

Informal Meetings:

- 1pm-3pm, Tuesday 28 June 2022
- 1pm-4pm, Tuesday 12 July 2022
- 1pm-3pm, Tuesday 27 June 2023
- 1pm-4pm, Tuesday 11 July 2023

Voting Requirement: Simple Majority

Strategic Relevance

| | |
|---------------|--|
| Theme 1 | Our Community and culture. |
| Goal | A safe, healthy and cohesive community, with a rich cultural life, and supportive social environment. |
| Objective 1.4 | Arts, culture, heritage and events that enrich our understanding and enjoyment of life, celebrate our identity and bring the community together. |

| | |
|-----------------|--|
| Theme 4 Goal | Our City. Civic Leadership, partnerships and sound governance in delivering with and for the community. |
| Objective 4.2 | A highly engaged and involved community, working together on strategy development and implementation. |

Regional Impact Statement

The BEAC aims to attract, support and promote events that deliver community and economic benefit, and add vibrancy to Greater Bunbury. BEAC membership is open to people from the Greater Bunbury region.

Background

At its meeting on 2 November 2021, Council adopted to re-establish the Bunbury Event Advisory Committee as a committee of Council. The BEAC has been operating as a committee since 10 December 2019, where prior to this it was a group, formally known as the Bunbury Events Coordination Group (BECG) and then Bunbury Events Advisory Group (BEAG).

The BECG was established following endorsement at its Council meeting on 18 February 2014, with the aim to coordinate the attraction of quality events through the City's events grant program. Whilst the group was not an official committee of council, it operated under the Council's Code of Conduct and within the regulations of the Local Government Act 1995. An events grant program was created concurrently with the BECG, to enable the group to attract, assess and make recommendations regarding the allocation of funding for events to the CEO for endorsement under delegated authority, as the per the Council Funding Policy at the time on 27 May 2014.

On 11 May 2016, the group underwent a name change from BECG to BEAG, with the role of the group moving towards a strategic space in providing advice rather than undertaking the actions which are operational.

As per Council decision on 2 November 2021, committees of Council must consider a program of future meeting dates by 30 April 2022.

Council Policy Compliance

BEAC operates under the Council's Code of Conduct.

Legislative Compliance

Local Government Act 1995.

Officer Comments

It is suggested that this committee meet formally twice a year with the purpose of providing the overarching strategic direction and administrative review of the group. The group will meet formally on the following dates:

- 1pm – 2pm, Tuesday 8 March 2022
- 1pm – 2pm, Tuesday 8 November 2022
- 1pm - 2pm, Tuesday 14 March 2023
- 1pm – 2pm, Tuesday 10 October 2023

In addition to the formal BEAC meetings, members will attend informal meetings to assess applications and strategically review acquittals received through the Signature Events category, Grant Program on:

- 1pm-3pm, Tuesday 28 June 2022
- 1pm-4pm, Tuesday 12 July 2022
- 1pm-3pm, Tuesday 27 June 2023
- 1pm-4pm, Tuesday 11 July 2023

Analysis of Financial and Budget Implications

There are no financial or budgetary implications associated with this report.

Community Consultation

Nil.

Councillor/Officer Consultation

Nil.

Applicant Consultation

Committee members were consulted prior to compiling this report to suggest suitable meeting times via an informal meeting on Tuesday 11 January 2022.

Timeline: Council Decision Implementation

Council will be asked to endorse the future meeting dates for the BEAC at its next Ordinary Council meeting.

10.2 Review of the Terms of Reference for the Bunbury Events Advisory Committee

| | |
|-----------------------------|---|
| File Ref: | COB/530 |
| Applicant/Proponent: | Internal |
| Responsible Officer: | Juaini Taylor, Senior Events Officer |
| Responsible Manager: | Sarah Upton, Manager Community Services |
| Executive: | Gary Barbour, Director Sustainable Communities |
| Authority/Discretion | <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes |
| Attachments: | Appendix 1: Terms of Reference for the Bunbury Events Advisory Committee. Appendix 2: 2021/2022 Grant Program, Events Category. |

Summary

The purpose of this report is for the Bunbury Events Advisory Committee (BEAC) to endorse the amended Terms of Reference for the committee (attached at Appendix 1) for referral to Council.

Executive Recommendation

That the Bunbury Events Advisory Group recommend Council endorse the amended Terms of Reference as attached at Appendix 1.

Voting Requirement: Simple Majority

Strategic Relevance

| | |
|---------------|--|
| Theme 4 | Our City. |
| Goal | Civic Leadership, partnerships and sound governance in delivering with and for the community. |
| Objective 4.2 | A highly engaged and involved community, working together on strategy development and implementation. |
| Objective 4.4 | A skilled organisation, which exercises responsible asset stewardship, sound financial management, and exemplary customer service. |

Regional Impact Statement

The revised Terms of Reference for the BEAC will provide a clear direction for the group to build on its foundation of success and achieve greater social, economic and vibrancy for our region.

Background

Established on 10 December 2019, the BEAC is a formal committee of Council, and operates in a structured and formal manner, that is in accordance with the Council's Standing Orders Local Law. As a committee the BEAC provide specialist advice and can only make recommendations to Council for consideration (no delegated authority).

Prior to this, the BEAC operated as steering group from March 2014 - October 2019, which provided specialist advice, and could make recommendations via the Director Sustainable Communities for CEO authorisation, meaning that actions can occur within hours of a recommendation being made.

Under the City's Grant Funding Policy, BEAC under its current and previous form could make recommendations on the Events category to the CEO for implementation under delegated authority. All other recommendations by the Committee will be presented to council for consideration.

As per Council decision on 2 November 2021, committees of Council must undertake a review of its Terms of Reference by 30 April 2022.

Council Policy Compliance

BEAC operates under the Council's Code of Conduct.

Legislative Compliance

Local Government Act 1995.

Officer Comments

The BEAC were provided an opportunity to review the below headings that make up the committees Terms of Reference:

- Purpose
- Aims and Objectives
- Membership Composition
- Meeting Frequency
- Authorisation

In summary the changes to the committees Terms of Reference are justified as per below:

| Heading | Rationale |
|------------------------|---|
| Purpose | The purpose statement of the BEAC has been amended to include focus on bringing significant events to Bunbury, instead of the Greater Bunbury area. |
| Aims and Objectives | The aims and objectives have been reduced to enable a clear focus on the strategic areas related to the Grant Program and removed the operational matters related to Council Officers and their roles. |
| Membership Composition | The membership composition removed the tourism representative, however information and reports related to the tourism industry and occupancy levels in Bunbury, will be provided to the BEAC meetings via Council Officers. |
| Meeting Frequency | Although the meeting frequency has been reduced from six (6) to four (4) meetings per year, it still allows the BEAC to successfully achieve their core objectives, with the option to complete any decision making via email or additional special meetings. |
| Authorisation | No changes have been made to the BEAC's authorisation, which currently states that the committee makes recommendations, |

| | |
|--|--|
| | <p>regarding the allocation of funding under the City’s Grant Funding Policy (Signature Events Category) to the CEO for implementation under delegated authority. All other recommendations by the Committee will be presented to council for consideration.</p> <p>The authority levels of the BEAC pertaining to the Grant Program remains the same since 27 May 2014 under the City’s Funding Policy at the time.</p> |
|--|--|

Based on the above justification, Council Officers are comfortable that the revised Terms of Reference for the committee will allow the BEAC to continue to focus on building the City’s Grants Program, by providing strategic advice to Council on the development of signature events that contributes to Bunbury’s thriving events calendar.

The assessment and recommendations of events made by the committee via the Grants Program, has been invaluable in growing Bunbury’s events calendar, to ensure a diverse calibre of events that welcomes visitors and supports the community. The attachment outlines the most recent contributions made by the BEAC through the 2020/2021 Grant Program Events Category (attached at appendix 2).

Analysis of Financial and Budget Implications

There are no financial or budgetary implications associated with this report.

Community Consultation

Nil.

Councillor/Officer Consultation

Nil.

Applicant Consultation

An informal meeting with BEAC was held on Tuesday 11 January 2022 to provide the committee members an opportunity to discuss the revised Terms of Reference as proposed by Council Officers. Comments from the members have been incorporated into the revised Terms of Reference.

Timeline: Council Decision Implementation

Council will be asked to endorse the revised Terms of Reference for the BEAC at a future Council meeting.

Applications for Leave of Absence

Not applicable to this committee.

12. Questions from Members

12.1 Response to Previous Questions from Members taken on Notice

Nil.

12.2 Questions from Members

No questions had been received at time of printing.

13. Urgent Business

Nil

14. Date of Next Meeting

The next meeting of the Bunbury Events Advisory Committee will be held on 8 November 2022.

15. Close of Meeting

The Presiding Member closed the meeting at _____.