

Bunbury Events Advisory Group

Minutes

11 March 2020

Committee Terms of Reference

Purpose

The Bunbury Event Advisory Group (BEAG) 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 BEAG 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 BEAG meetings and/or BEAG 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.

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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 Group

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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.

1. Declaration of Opening

The Director of Sustainable Communities declared the meeting open at 10:33am.

As this is the first meeting of the Bunbury Events Advisory Group since the 2019 local government elections, the committee is required to elect a Presiding Member from amongst themselves in accordance with Section 5.12 of the Local Government Act 1995.

The Director of Sustainable Communities called for nominations for the position of Presiding Member.

Outcome of the Meeting held 11 March 2020

Cr Yip nominated Cr Kozisek as the Presiding Member. Cr Kozisek accepted the nomination and was subsequently elected to the position unanimously.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That Cr Kozisek be appointed as the Presiding Member of the Bunbury Events advisory Group

CARRIED

9 votes "for" / Nil votes "against"

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

The Presiding Member thanked all past BEAG Committee members for their efforts, and advised that she looked forward to contributing to the committee.

4. Attendances

Committee Members:

Member Name	Representing
Cr Amanda Yip	City of Bunbury
Cr Karen Steele	City of Bunbury
Cr Cheryl Kozisek	City of Bunbury
Mark Seaward (<i>proxy for David Kerr</i>)	Bunbury Geographe Chamber of Commerce and Industry
Suzanne Clarke	Bunbury Regional Entertainment Centre
Christina Mitchell	Tourism Representative
Peter Jago	Community Representative
Richard Murphy	Community Representative
Ashley Hastie	Community Representative
Simon Rose	Community Representative

Support Staff (non-voting):

Name	Title	Representing
Gary Barbour	Director Sustainable Communities	City of Bunbury
Kerry Shaw	Manager People and Place	City of Bunbury
Juaini Taylor	Senior Events Officer	City of Bunbury
Anissa Williams	Tourism Marketing and Development Manager	Bunbury Geographe Tourism Partnership

4.1 Apologies

Richard Murphy and David Kerr are apologies for the meeting.

4.2 Approved Leave of Absence

Nil.

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.

Nil.

6. Public Question Time

Not applicable

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

Nil

8.2 Presentations

Nil

8.3 Deputations

Nil

9. Method of Dealing with Agenda Business

Items on the Agenda were dealt with in the order which they appeared.

10. Reports

10.1 Future Meeting Dates – Bunbury Events Advisory Group

Applicant/Proponent:	Internal Report
Responsible Officer:	Juaini Taylor, Senior Events Officer
Responsible Manager:	Kerry Shaw, Acting Manager People and Place
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input 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 Group.

Executive Recommendation

That the Bunbury Events Advisory Group:

1. Endorse the following meeting dates for 2020 for the Bunbury Events Advisory Group be adopted:
 - 10:30am-12:30pm, Wednesday 11 March 2020
 - 9:30am-11:30am, Wednesday 13 May 2020
 - 9:30am-11:30am, Wednesday 8 July 2020
 - 9:30am-11:30am, Wednesday 9 September 2020
 - 9:30am-11:30am, Wednesday 11 November 2020
2. Agree that in addition to the ordinary BEAG meetings, members will attend a special BEAG meeting on Wednesday 24 June 2020 at 9:30am-2.30pm, to assess the annual Grant Funding Program, Events and CBD Summer Events Categories.

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.

Regional Impact Statement

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

Background

At its meeting held 26 November 2013 Council decided (335/13) the following which has set a precedent for new Committees:

Council Decision 335/13

“That Council:

- 1. Request that the Committees retained appoint a Councillor as the Presiding Member to enable more effective reporting back to Council in relation to Committee items and recommendations.*
- 2. Require that the Minutes of all Committees are to be provided to Council for noting with a separate report being provided on all items requiring a resolution of Council.*
- 3. Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.*
- 4. Require all agendas for each of the Committees to be made available on the Council’s website and distributed to all Councillors prior to each meeting.*
- 5. Request that each of the Committees commence a review of their terms of reference in March 2015 to enable a complete review of the operations to be completed prior to the next Ordinary Elections.”*

Council Policy Compliance

Not applicable.

Legislative Compliance

Local Government Act 1995.

Officer Comments

It is suggested that this committee meet every two months from 11 March 2020.

In keeping with the timing of this meeting, it is proposed to hold meetings at 9:30am on the second Wednesday of each March, May, July, September and November of 2020. The schedule would therefore be:

- 10:30am-12:30pm, Wednesday 11 March 2020
- 9:30am-11:30am, Wednesday 13 May 2020
- 9:30am-11:30am, Wednesday 8 July 2020
- 9:30am-11:30am, Wednesday 9 September 2020
- 9:30am-11:30am, Wednesday 11 November 2020

In addition to the ordinary BEAG meetings, a special BEAG meeting to be held on Wednesday 24 June 2020 at 9:30am-2:30pm, to assess the annual Grant Funding Program, Events and CBD Summer Events Categories. This date is post council 2020/21 budget adoption, which will provide a clear indication of the amounts that is available for funding distribution.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications arising from the recommendations of this report.

Community Consultation

Nil

Councillor/Officer Consultation

Nil

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Outcome of the Meeting held 11 March 2020

The recommendation (as printed) was moved Cr Steele, seconded Cr Yip.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Bunbury Events Advisory Group:

1. Endorse the following meeting dates for 2020 for the Bunbury Events Advisory Group be adopted:
 - 10:30am-12:30pm, Wednesday 11 March 2020
 - 9:30am-11:30am, Wednesday 13 May 2020
 - 9:30am-11:30am, Wednesday 8 July 2020
 - 9:30am-11:30am, Wednesday 9 September 2020
 - 9:30am-11:30am, Wednesday 11 November 2020
2. Agree that in addition to the ordinary BEAG meetings, members will attend a special BEAG meeting on Wednesday 24 June 2020 at 9:30am-2.30pm, to assess the annual Grant Funding Program, Events and CBD Summer Events Categories.

CARRIED

9 votes "for" / Nil votes "against"

10.2 Grant Funding Program

Applicant/Proponent:	Internal
Responsible Officer:	Juaini Taylor, Senior Events Officer
Responsible Manager:	Kerry Shaw, A/Manager People and Place
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input 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 to provide the BEAG an outline of the City's annual Grant Funding Program, which is set to open on 1 April 2020.

Executive Recommendation

That the BEAG note the City's Grant Funding Program will commence on 1 April 2020.

Strategic Relevance

Theme 4	Our City
Goal	Civic Leadership, partnerships and sound governance in delivering with and for the community
Objective 4.4	A skilled organisation, which exercises responsible asset stewardship, sound financial management, and exemplary customer service

Regional Impact Statement

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

Background

The City of Bunbury provides funding for a range of programs, events and activities each year to enhance the community and economy. The Grant Program aims to be thorough yet transparent and enable a range of quality and diverse events to take place.

A total of \$475,925.00 was available to distribute to grants funding in the 2019-20 budget, which was made up from the following categories and their budgets:

1. Seed, \$60,000
2. CBD Summer Events, \$15,000
3. Events, \$253,750
4. Community, \$101,500
5. Arts, \$20,300

The previous BEAG working group members discussed the funding guidelines and approved the below recommendations to improve and simplify the grants process at its meeting held 28 August 2019.

“BEAG agreed for Council officers to conduct the following:

- a. Trial a Smartygrants online course in a workshop setting for the next funding round, instead of the standard information sessions;*
- b. Require applicants to contact the City regarding their activity prior to being able to access Smartygrants;*
- c. Separate and assess applications to minor and major categories;*
- d. Allocate a rough percentage of funding to the minor and major categories based on previous rounds, and use this historical allocation as the rough cut-off line;*
- e. Allocate funding in each category from the top down, and allocate an average pool for community events as a guide;*
- f. Review the process and criteria for the minor community funding category;*
- g. Amend the selection criteria to stipulate that the City’s previous experience with an applicant may affect the outcome of their application;*
- h. Introduce a new officer acquittal form for the next year’s Panel to view when assessing applications;*
- i. Insert a clause on the funding application stating that ‘no lobbying of councillors is allowed, as this will affect future funding chances’;*
- j. Hold a separate meeting for funding allocations, with an extended meeting time and no other business. “*

Council Policy Compliance

This report relates to current Council Policy *Grant Funding Program*.

Legislative Compliance

Local Government Act 1995

Officer Comments

This report is for noting in particular for new members, as the previous members reviewed and made changes to the upcoming grant program guidelines in August 2019.

Analysis of Financial and Budget Implications

It is envisaged that similar budget amounts will be available for distribution in each funding category, for the next financial year, which are as follows:

1. Seed, \$60,000
2. CBD Summer Events, \$15,000
3. Events, \$253,750
4. Community, \$101,500
5. Arts, \$20,300

Community Consultation

Nil

Councillor/Officer Consultation

Nil.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

The Grant Program will commence 1 April 2020.

Outcome of the Meeting held 11 March 2020

At the Meeting a Motion was moved Christina Mitchell, seconded Ashley Hastie:

That the Bunbury Events Advisory Committee:

1. Note the City's Grant Funding Program will commence on 1 April 2020.
2. Amend the eligibility criteria for the CBD Summer Events Program and remove the first line as follows:

To be eligible for CBD Summer Event Fund funding the following criteria need to be met:

- ~~• All three (3) events must be delivered by one (1) applicant.~~
- *The event must take place in the CBD area and have a connection to Victoria Street*
- *The event must be open to the general public and accessible*
- *Applicants must be incorporated OR have an Australian Business Number (ABN) OR a statement by supplier form*
- *Applicants must have Public Liability Insurance to the value of \$10,000,000*
- *The event must promote the City of Bunbury in a positive manner*

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Bunbury Events Advisory Committee:

1. Note the City's Grant Funding Program will commence on 1 April 2020.
2. Amend the eligibility criteria for the CBD Summer Events Program and remove the first line as follows:

To be eligible for CBD Summer Event Fund funding the following criteria need to be met:

- ~~• All three (3) events must be delivered by one (1) applicant.~~
- *The event must take place in the CBD area and have a connection to Victoria Street*
- *The event must be open to the general public and accessible*
- *Applicants must be incorporated OR have an Australian Business Number (ABN) OR a statement by supplier form*
- *Applicants must have Public Liability Insurance to the value of \$10,000,000*
- *The event must promote the City of Bunbury in a positive manner*

CARRIED

9 votes "for" / Nil votes "against"

Note: Following the meeting, the decision was made to defer the funding round due to state government directives on events and public meetings due to the COVID-19 Corona Virus.

“Aims and Objectives

- *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.*
- *Provides strategic advice on the development and periodic review of operational guidelines of the BEAG and City of Bunbury events in the delivery of outcomes identified in the Events Strategy.*
- *Provide strategic oversight of Bunbury’s annual events calendar to ensure alignment with regional events.*
- *Promote and market Greater Bunbury as a preferred events destination to key events stakeholders, through invitations to BEAG meetings and/or BEAG endorsed communications, with a focus on identifying and attracting iconic event/s to Greater Bunbury.*
- *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.*
- *Support and advocate the Grant Funding Program, Events category.*
- *Assess and make recommendations in regard to applications received through the Grant Funding Program, Events category.*
- *Assess and make recommendations in regard to event funding applications received outside of the Grant Funding Program.”*

The Committee’s authorisation states:

“The Committee makes recommendations to the City of Bunbury via the Director Sustainable Communities for CEO authorisation. The Committee does not have any authority to direct staff. Communications with the community and event organisers are to be directed to City of Bunbury staff in the first instance, who will refer the matter to the group as required through meetings and monthly email updates.”

Council Policy Compliance

Not applicable

Legislative Compliance

Local Government Act 1995

Officer Comments

The proposed amendments aimed to simplify BEAGs’ objectives and remove operational matters, which will allow the meetings to progress quickly and focus on the high level priority areas.

Analysis of Financial and Budget Implications

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

Community Consultation

Not applicable

Councillor/Officer Consultation

Nil

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

If there are any changes to the Terms of Reference, Council will be asked to endorse the proposed meeting schedule at its meeting held 14 April 2020.

Outcome of the Meeting held 11 March 2020

A recommendation was moved Christina Mitchell, seconded Suzanne Clarke to amend the Terms of Reference by removing reference to the Committee's authorisations as now that it is a Committee of Council it will make recommendations directly to Council.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Bunbury Events Advisory Group adopt the amended Terms of Reference as attached at Appendix 2.

CARRIED

9 votes "for" / Nil votes "against"

11. 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

Nil

13. Urgent Business

Nil

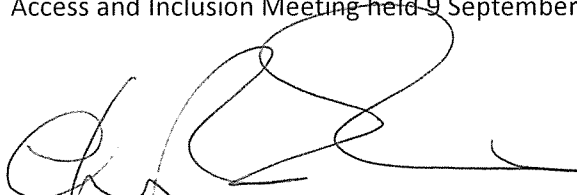
14. Date of Next Meeting

The next meeting of the Bunbury Events Advisory Group will be held on 13 May 2020.

15. Close of Meeting

The Presiding Member closed the meeting at 11:14am.

Confirmed this day 27 May 2020 to be a true and correct record of proceedings of the Disability Access and Inclusion Meeting held 9 September 2019.



Cr Cheryl Kozisek
Presiding Member