

Bunbury Events Advisory Committee

Minutes

1 July 2020

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

- 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 BEAC 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 BEAC meetings and/or BEAC 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

Table of Contents

<u>Item No</u>	<u>Subject</u>	<u>Page No</u>
1.	Declaration of Opening	1
2.	Disclaimer	1
3.	Announcements from the Presiding Member	1
4.	Attendances	1
4.1	Apologies.....	2
4.2	Approved Leave of Absence.....	2
5.	Declaration of Interest	2
6.	Public Question Time	2
7.	Confirmation of Minutes	3
8.	Petitions, Presentations and Deputations	3
8.1	Petitions	3
8.2	Presentations	3
8.3	Deputations.....	3
9.	Method of Dealing with Agenda Business	3
10.	Reports	4
10.1	2020/21 Grant Funding Program	4
10.2	Community Capacity Building Workshops.....	8
10.3	Amendment to Terms of Reference for the Bunbury Events Advisory Committee	11
10.4	Grant Funding Program Policy Review.....	14
11.	Applications for Leave of Absence	17
12.	Questions from Members	17
12.1	Response to Previous Questions from Members taken on Notice.....	17
12.2	Questions from Members	17
13.	Urgent Business	17
14.	Date of Next Meeting	17
15.	Close of Meeting	17

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

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes

WE ARE OPEN

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance

WE ARE BRAVE

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

Bunbury Events Advisory Committee

Minutes

1 July 2020

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 Presiding Member declared the meeting open at 9:00am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

There were no announcements from the Presiding Member.

4. Attendances

Committee Members:

Member Name	Representing
Cr Amanda Yip	City of Bunbury (<i>from 9:15am</i>)
Cr Karen Steele	City of Bunbury
Cr Cheryl Kozisek	City of Bunbury
David Kerr	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

Support Staff (non-voting):

Name	Title
Gary Barbour	Director Sustainable Communities
Liz Allan	Executive Assistant (Research and Projects) to the Director Sustainable Communities
Sarah Upton	Manager Community Services
Kerry Shaw	Senior Community Partnerships Officer (<i>from 9:29am</i>)
Juaini Taylor	Senior Events Officer
Anissa Williams	Tourism Marketing and Development Manager (representing the Bunbury Geographe Tourism Partnership)

4.1 Apologies

Simon Rose was an apology 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 <u>before</u> 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.
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6. Public Question Time

Not applicable to this committee.

7. Confirmation of Minutes

The minutes of the Bunbury Events Advisory Committee Meeting held on 11 March 2020 have been circulated.

Recommendation

The minutes of the Bunbury Events Advisory Committee Meeting held on 11 March 2020 be confirmed as a true and accurate record.

Outcome of the Bunbury Events Advisory Committee held 1 July 2020

The recommendation was moved Christina Mitchell, seconded Ashley Hastie.

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

Committee Decision

The minutes of the Bunbury Events Advisory Committee Meeting held on 11 March 2020 be confirmed as a true and accurate record.

CARRIED
8 votes "for" / Nil votes "against"

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 2020/21 Grant Funding Program

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 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 3: COVID-19 Events and mass gatherings position statement Appendix 4: COVID-19 Safety Guidance: Events

Summary

The purpose of this report is to provide an update to the Bunbury Events Advisory Committee in relation to the City's annual Grant Funding Program.

Executive Recommendation

That the BEAC:

1. Note the changes to the guidelines of the 2020/21 Grant Funding Program in response to COVID-19, in particular that grants will be assessed in line with most recent COVID-19 restrictions and Department of Health guidelines. (**attached** at Appendices 3 and 4)
2. Note the new temporary category 'Community Capacity and Resilience' for 2020/21, in response to COVID-19 recovery efforts.
3. Note that the Seed funding category will not be released until a review has been undertaken on the success of the category.
4. Note a special BEAC meeting will be held at 9:30am on Wednesday 26 August 2020, to assess the Events funding round.

Strategic Relevance

Theme 4	Our City
Goal	Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.1	A passionate advocate for the community, with strong partnerships to amplify the outcomes that can be achieved.
Objective 4.4	A skilled organisation, which exercises responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

The City of Bunbury is committed to investing and ensuring our community and visitors have the opportunity to experience and participate in a range of quality and exciting events.

Background

A decision was made to defer the City of Bunbury annual grant funding round until further notice, which was scheduled to open 1 April 2020, due to state government directives on events and public meetings in light of the COVID-19 Corona Virus.

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 \$450,550 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

In line with the WA Government's advice, there is no timeline to indicate when events and mass gatherings will be permitted in WA, or the type and scale of events that will be permitted. It is understood that many event organisers are already planning rescheduled and new events, due to the timeframes involved in the planning process, despite the uncertainty.

The Bunbury Fringe Festival was the successful recipient for the Seed funding from 2018-2020. An Officer's report is currently being prepared on the Seed funding program, and whether the event met the objectives of this multi-year funding program, which will determine the future of this funding category.

Apart from the Seed funding category, it is proposed that the annual grant round be opened on 22 July 2020.

Council Policy Compliance

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

Policy statement: To provide an equitable and transparent process when Council determines its financial support to individuals, community and sporting groups, and other legal entities.

Legislative Compliance

Not applicable.

Officer Comments

In line with the COVID-19 recovery efforts of the City, a new funding category has been introduced, 'Community Capacity and Resilience', scheduled to open in addition to the community, arts and events categories on 22 July 2020.

The proposed new Community Capacity and Resilience grant round does not seek to replicate or replace the existing annual grant round, it is an additional, new and temporary grant round

specifically designed to support and help build the capacity, strength and resilience of Bunbury-based community groups and organisations affected by COVID-19.

Events, activities and other types of tourism, will play a critical role in the recovery space from stimulating the local economy and providing a sense of community and wellbeing.

Despite the uncertainty of when events and gatherings can take place again, it is important that the City review and explore new event opportunities during this pandemic, as there will be a significant lag between the time in which events are locked in, and when they eventually take place.

Traditionally for Bunbury the majority of events take place from September onwards, therefore it is proposed that the timelines of the funding program be fast tracked, to enable an outcome to be announced as soon as practicable, thus allowing events held in early September 2020 onwards to be eligible for financial support.

The proposed timeline of the funding program this year is as follows:

- 22 July 2020 Open all funding round categories.
- 10 August 2020 Close all funding round categories.
- 12-22 August 2020 BEAC to assess event funding applications.
- 17-21 August 2020 Community and arts applications assessed by its respective panels.
- 26 August 2020 BEAC to meet and allocate funding to applications.
- 24-25 August 2020 Arts and community panels to meet and allocate funding to applications
- 28 August 2020 CEO to sign off funding recommendations
- 31 August 2020 Funding outcomes to be announced to the public

Analysis of Financial and Budget Implications

It is anticipated that similar amounts have been budgeted for the 2020/21 funding program, 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
	TOTAL	\$450,500

A total of \$300,000 has been allocated through budget review towards COVID-19 recovery initiatives for 2020/21. Of this amount \$90,000 has been allocated to the new category *Community Capacity and Resilience*.

Community Consultation

The City's Senior Events Officer has been in discussions with a number of major event organisers. Many are concerned that should the City's grant program be cancelled or delayed any further, this could potentially have implications on the events, with the possibility of these events being cancelled or significantly reduced.

Councillor/Officer Consultation

This report seeks to advise the BEAC of the proposed changes to the funding program guidelines.

Elected members are on the Local Recovery Coordination Working Committee are: Mayor Gary Brennan; Cr Jaysen Miguel; Cr Betty McCleary; Cr Cheryl Kozisek; and Cr Michelle Steck and they have been advised of the proposed changes to the grant funding program.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

The funding guidelines and newly created grant category are to be implemented immediately following council resolution.

Outcome of the Bunbury Events Advisory Committee held 1 July 2020

The recommendation was moved Cr Steele, seconded Suzanne Clarke.

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 BEAC:

1. *Note the changes to the guidelines of the 2020/21 Grant Funding Program in response to COVID-19, in particular that grants will be assessed in line with most recent COVID-19 restrictions and Department of Health guidelines. (attached at Appendices 3 and 4)*
2. *Note the new temporary category 'Community Capacity and Resilience' for 2020/21, in response to COVID-19 recovery efforts.*
3. *Note that the Seed funding category will not be released until a review has been undertaken on the success of the category.*
4. *Note a special BEAC meeting will be held at 9:30am on Wednesday 26 August 2020, to assess the Events funding round.*

CARRIED

8 votes "for" / Nil votes "against"

10.2 Community Capacity Building Workshops

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 BEAC an outline of the City's Events team efforts in building capacity amongst the Bunbury community, in response to COVID-19.

Executive Recommendation

That the BEAC note the City's Events teams plan to implement a series of workshops with the aim to build capacity and resilience within groups and organisations located in the City of Bunbury, in response to COVID-19.

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 City of Bunbury is committed to investing and ensuring our community and visitors have the opportunity to experience and participate in a range of quality and exciting events.

Background

Each year the City of Bunbury's Events Team provides a number of events related workshops and information sessions to community groups, organisations and businesses located in the City of Bunbury. Past topics include grant writing, visual merchandising, organising a waste wise event, events management masterclass, and a volunteer fun fair.

It is proposed that the workshops be increased from one (1) workshop per year, to up to five (5) workshops per year, with carefully selected topics that promote innovation, resilience and adapting to new environments.

Council Policy Compliance

Not applicable.

Legislative Compliance

Not applicable.

Officer Comments

These events related information sessions are already being held once a year, however given the pandemic, it is recommended that event organisers will need to implement additional safeguards in context to COVID-19.

The sessions would be hosted in the events off season, traditionally May-September, to allow participants to embed the newly sought information in their future event planning.

Analysis of Financial and Budget Implications

It is envisaged that the sessions would be funded through an existing operating budget, which currently serves to assist external events, through training and skill development.

Community Consultation

A list of topics would be suggested to potential workshop participants via an online survey, with the highly selected topics to be presented as part of the series of information sessions.

Councillor/Officer Consultation

Elected members are on the Local Recovery Coordination Working Committee are: Mayor Gary Brennan; Cr Jaysen Miguel; Cr Betty McCleary; Cr Cheryl Kozisek; and Cr Michelle Steck and they have been advised of the proposed changes to the grant funding program:

Applicant Consultation

This report seeks to brief the members of the Bunbury Events Advisory Committee.

Timeline: Council Decision Implementation

These series of events related workshops are already being scoped further and does not require Council endorsement.

Outcome of the Bunbury Events Advisory Committee held 1 July 2020

The recommendation was moved Ashley Hastie, seconded Suzanne Clarke.

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 BEAC note the City's Events teams plan to implement a series of workshops with the aim to build capacity and resilience within groups and organisations located in the City of Bunbury, in response to COVID-19.

CARRIED

8 votes "for" / Nil votes "against"

Cr Yip entered the meeting at 9:15am.

specifically in relation to the authority for the allocation of funds to applicants under the terms of the Grant Funding Program Policy.

Council Policy Compliance

This report relates to the Grant Funding Program policy.

Policy statement: To provide an equitable and transparent process when Council determines its financial support to individuals, community and sporting groups, and other legal entities.

Legislative Compliance

Local Government Act 1995

Officer Comments

By proposing the committee to make recommendations to the CEO regarding the allocation of funding, this will allow a quick turnaround of funding outcomes to applicants.

Should additional funds be required for the grant program or any other funding proposals received outside the funding round, then a recommendation will be referred to Council for a decision.

Analysis of Financial and Budget Implications

It has been clarified and confirmed, that an allocation/payment of funds from a budget that has been adopted is not a delegation, and therefore would be acceptable for a committee to make a recommendation to the CEO for endorsement of grant funding, so long as the Committees terms of reference and associated policy state as such.

Community Consultation

Not applicable.

Councillor/Officer Consultation

Advice sought from the Manager of Governance confirms that an allocation/payment of funds from a budget that has been adopted is not a delegation, and therefore would be acceptable for a committee to make a recommendation to the CEO for endorsement of grant funding, so long as the Committees terms of reference and associated policy state as such.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Council will be asked to endorse the amended Terms of Reference as part of the next Council meeting on 21 July 2020.

Outcome of the Bunbury Events Advisory Committee held 1 July 2020

The recommendation was moved Peter Jago, 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 BEAC recommend that Council endorse the revised Terms of Reference for the Committee as **attached** at Appendix 1.*

CARRIED

9 votes "for" / Nil votes "against"

Council Policy Compliance

This report relates to the Grant Funding Program policy.

Policy statement: To provide an equitable and transparent process when Council determines its financial support to individuals, community and sporting groups, and other legal entities.

Legislative Compliance

Local Government Act 1995

Officer Comments

There are no major changes to the Grant Funding Program policy, apart from further information relating to the assessment of each funding category and the members that represent each panel, in addition to the role of the BEAC.

Analysis of Financial and Budget Implications

Each funding category assessment panel makes recommendations regarding the allocation of funding under the City's Grant Funding Policy to the Chief Executive Officer for implementation.

An allocation/payment of funds from a budget that has been adopted is not a delegation, and therefore would be acceptable for a committee to make a recommendation to the CEO for endorsement of grant funding, so long as the Committees terms of reference and associated policy state as such.

Community Consultation

Not applicable.

Councillor/Officer Consultation

This report seeks to brief the members of the Bunbury Events Advisory Committee, the proposed changes to the Grant Funding Program policy.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Council will be asked to endorse the proposed changes to the Grant Funding Program policy as part of the next Council meeting on the 21 July 2020.

Outcome of the Bunbury Events Advisory Committee held 1 July 2020

The recommendation was moved Cr Yip, seconded Cr Steele.

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 BEAC recommend that Council endorse the revised Grant Funding Program policy, as **attached** at Appendix 2.*

CARRIED

9 votes "for" / Nil votes "against"

Kerry Shaw entered the meeting at 9:29am.

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

13. Urgent Business

Nil

14. Date of Next Meeting

The next Meeting of the Bunbury Events Advisory Committee will be held on Wednesday 26 August 2020 at 9:30am in the Ocean Room, City of Bunbury, to assess the 2020/21 Grant Funding Program.

15. Close of Meeting

The Presiding Member closed the meeting at 10:15am.