



Bunbury Events Advisory Committee

Notice of Meeting & Agenda 11 November 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

- 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
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Western Australia

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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 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 11 November 2020 at 9:30am.



Signed:

Gary Barbour

Director Sustainable Communities

Agenda

11 November 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.

Committee Members:

Member Name	Representing
Cr Amanda Yip	City of Bunbury
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
Simon Rose	Community Representative

Support Staff:

Name	Title
Gary Barbour	Director Sustainable Communities
Sarah Upton	Manager Community Services
Juaini Taylor	Senior Events Officer
Liz Allan	Executive Assistant (Research and Projects) to the Director Sustainable Communities

1. Declaration of Opening

The Presiding Member declared the meeting open at _____ am.

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

The Minutes of the meeting of the Bunbury Events Advisory Committee Meeting held 1 July 2020 have been circulated.

Recommendation

The minutes of the Bunbury Events Advisory Committee Meeting held on 1 July 2020, are confirmed as a true and accurate record.

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 Future Meeting Dates – Bunbury Events Advisory Committee

File Ref:	COB/530
Applicant/Proponent:	Internal Report
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 type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" 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.

Executive Recommendation

1. That the following meeting dates for 2021 for the Bunbury Events Advisory Committee be adopted:
 - 9:30am-11:30am, Wednesday 20 January 2021
 - 9:30am-11:30am, Wednesday 10 March 2021
 - 9:30am-11:30am, Wednesday 12 May 2021
 - 9:30am-11:30am, Wednesday 14 July 2021
 - 9:30am-11:30am, Wednesday 8 September 2021
 - 9:30am-11:30am, Wednesday 10 November 2021
2. In addition to the ordinary BEAC meetings, a special BEAC meeting is to be held on Wednesday 23 June 2021 at 9:30am to 2:00pm, to assess the annual Grant Funding Program.

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 Events Advisory Committee (BEAC) aims to attract, support and promote events that deliver community and economic benefit and add vibrancy to Greater Bunbury. The BEAC comprise of members from the Greater Bunbury region.

Background

At its meeting held 26 November 2013 Council decided (335/13) in part:

“That Council:

3. *Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.”*

A program of meeting dates was endorsed at the 11 March 2020 committee meeting for 2020, however it did not include dates for 2021.

Council Policy Compliance

Not applicable.

Legislative Compliance

Not applicable.

Officer Comments

It is suggested that this committee continue meeting every two months, due to the suitability of the day and times for majority of the members. The schedule would therefore be:

- 9:30am-11:30am, Wednesday 20 January 2021
- 9:30am-11:30am, Wednesday 10 March 2021
- 9:30am-11:30am, Wednesday 12 May 2021
- 9:30am-11:30am, Wednesday 14 July 2021
- 9:30am-11:30am, Wednesday 8 September 2021
- 9:30am-11:30am, Wednesday 10 November 2021

In addition to the ordinary BEAC meetings, a special meeting is to be held on Wednesday 23 June 2020 at 9:30am-2:30pm, to assess the annual Grant Funding Program, specifically the Events and CBD Summer Events Categories. This date is post council 2021/22 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

Not applicable.

Councillor/Officer Consultation

This report seeks to consult with members of the BEAC to establish a suitable meeting schedule for that committee.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Council will be asked to endorse the proposed meeting schedule as part of the next Council meeting on 8 December 2020.

10.2 Resignation of Bunbury Events Advisory Committee Member

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 type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

This report is presented to the Bunbury Events Advisory Committee to advise of the resignation of Committee member Simon Rose.

Executive Recommendation

That the Bunbury Events Advisory Committee request that Council:

1. Accept the resignation tendered by Simon Rose from the BEAC effective 6 August 2020.
2. Request the CEO to formally thank the above member for his contribution to the Bunbury Events Advisory Committee.
3. Not advertise the position, as there are only six meetings left until the October 2022 elections at which time all voting members will have to re-apply for their positions.

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 Bunbury Events Advisory Committee (BEAC) aims to attract, support and promote events that deliver community and economic benefit and add vibrancy to Greater Bunbury. The BEAC comprise of members from the Greater Bunbury region.

Background

The BEAC became a formal committee of council on 10 December 2019, and is made up of the following voting members:

Member Name	Representing
Cr Amanda Yip	City of Bunbury
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
Simon Rose	Community Representative

The committee currently meets every second month on a Wednesday from 9:30am-11:30am.

Council Policy Compliance

Not applicable.

Legislative Compliance

Local Government Act 1995

Officer Comments

Simon Rose submitted his resignation via email on 6 August 2020, due to work commitments.

It is not recommended that vacant position be advertised as there are less than 12 months left until the next Council Elections at which time all Committees spill and new members are appointed. There are currently 10 voting members listed for the Bunbury Events Advisory Committee in the Committee Book, three of which are Elected Members. Quorum requirements are for 50% (five voting members) to be present in order for a meeting to take place. With this resignation, there will still be a requirement for five voting members which is not foreseen to be a problem..

Should the choice be made to re-advertise the vacancy, the timeline is as follows:

Action	Estimated Timeline
Council asked to endorse re-advertisement	8 December 2020
Advertise for positions on committee	18 December 2020 –13 January 2021.
Nominations assessed by Council Officers	15 January 2021
Nominations presented to Council for endorsement	18 February 2021

The timeline takes into consideration report deadlines, closure of administration building between Christmas and New Years and Council recess period, which is scheduled for 21 December 2020 - 12 January 2021. It would be February 2021 before the appointment would be endorsed with the term finishing October 2021.

Analysis of Financial and Budget Implications

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

Community Consultation

Not applicable

Councillor/Officer Consultation

This report seeks to consult with members of the BEAC.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Council will be asked to endorse the executive recommendations as part of the next Council meeting on 8 December 2020.

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

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 is proposed to be held on 20 January 2021.

15. Close of Meeting

The Presiding Member closed the meeting at _____.