



## Bunbury Events Advisory Committee

### Minutes

**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.*

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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

<b>WE ARE COMMUNITY</b>	<ul style="list-style-type: none"><li>We are one team</li><li>We keep each other safe</li><li>We display empathy and respect</li><li>We have fun and celebrate our successes</li><li>We work together to achieve great outcomes</li></ul>
<b>WE ARE OPEN</b>	<ul style="list-style-type: none"><li>We are open to opportunities</li><li>We actively listen and think things through</li><li>We are inclusive and treat everyone equally</li><li>We are honest and open in our communications</li><li>We are open to feedback to improve our performance</li></ul>
<b>WE ARE BRAVE</b>	<ul style="list-style-type: none"><li>We lead the change, we own it</li><li>We trust and empower each other</li><li>We have the difficult conversations early</li><li>We hold ourselves to the highest standard</li><li>We have the courage to improve and simplify</li></ul>

## Bunbury Events Advisory Committee Meeting

### Minutes

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.

#### 1. Declaration of Opening

The Presiding Member declared the meeting open at 9:33am.

#### 2. Disclaimer

Not applicable to this committee.

#### 3. Announcements from the Presiding Member

#### 4. Attendances

*Committee Members:*

Member Name	Representing
Cr Cheryl Kozisek	Presiding Member
Cr Amanda Yip <i>(from 9:39am)</i>	City of Bunbury
Cr Karen Steele	City of Bunbury
David Kerr	Bunbury Geographe Chamber of Commerce and Industry
Suzanne Clarke	Bunbury Regional Entertainment Centre
Peter Jago	Community Representative
Richard Murphy	Community Representative

*Support Staff:*

<b>Name</b>	<b>Title</b>
Gary Barbour	Director Sustainable Communities
Peter Hayes	Acting Manager Community Services
Juaini Taylor	Senior Events Officer
Liz Allan	Executive Assistant (Research and Projects) to the Director Sustainable Communities
Brody Russell	Team Leader Public Relations

**4.1 Apologies**

Christina Mitchell, Ashley Hastie and Sarah Upton were apologies for the meeting.

Simon Rose had resigned from the Committee.

**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.

**Outcome of the Meeting held 11 November 2020**

The recommendation (as printed) was moved Peter Jago, 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**

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

CARRIED

6 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 Future Meeting Dates – Bunbury Events Advisory Committee

<b>File Ref:</b>	COB/530
<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	Juaini Taylor, Senior Events Officer
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	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.

### **Outcome of the Meeting held 11 November 2020**

The recommendation (as printed) was moved Karen Steele, seconded David Kerr.

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

### **Committee Decision**

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.

CARRIED

6 votes "for" / Nil votes "against"

## 10.2 Resignation of Bunbury Events Advisory Committee Member

<b>File Ref:</b>	COB/530
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Juaini Taylor, Senior Events Officer
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	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 2021 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.

**Outcome of the Meeting held 11 November 2020**

Cr Yip entered the meeting at 9:39am.

The recommendation (as printed) was moved Karen 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 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.

CARRIED

5 votes "for" / 2 votes "against"

Note: The Bunbury Events Advisory Committee decided not to call for nominations to replace the position previously occupied by Simon Rose, however in the event that the BEAC loses another member these positions will be advertised.

**11. Applications for Leave of Absence**

Nil

**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 Committee is proposed to be held on 20 January 2021.

**15. Close of Meeting**

The Presiding Member closed the meeting at 9:45am.

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Confirmed this day 20 January 2021 to be a true and correct record of proceedings of the Bunbury Events Advisory Committee Meeting held 11 November 2020.

  
Cr Cheryl Kozisek  
Presiding Member