

Bunbury Events Advisory Committee

Minutes

10 March 2021

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
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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

Minutes

10 March 2021

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

In the absence of Cr Kozisek, Cr Yip was the Presiding Member for the meeting.

The Presiding Member declared the meeting open at 9:32am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances

Committee Members:

Member Name	Representing
Cr Amanda Yip (<i>Presiding Member</i>)	City of Bunbury
Cr Michelle Steck (<i>proxy for Cr Karen Steele</i>)	City of Bunbury
Cr Cheryl Kozisek (<i>from 10:08am</i>)	City of Bunbury
David Kerr	Bunbury Geographe Chamber of Commerce and Industry
Suzanne Clarke	Bunbury Regional Entertainment Centre
Peter Jago	Community Representative
Ashley Hastie	Community Representative

Support Staff:

Name	Title
Gary Barbour	Director Sustainable Communities
Sarah Upton	Manager Community Services
Steve de Meillon	Team Leader Community Partnerships
Juaini Taylor	Senior Events Officer
Liz Allan	Executive Assistant (Research and Projects) to the Director Sustainable Communities.
Brody Russell (<i>from 9:35am</i>)	Team Leader Public Relations

4.1 Apologies

Cr Karen Steele and Christina Mitchell were 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 <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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Nil

6. Public Question Time

Not applicable to this committee.

7. Confirmation of Minutes

The Minutes of the meeting of the Bunbury Events Advisory Committee held on 20 January 2021 have been circulated.

Recommendation

The Minutes of the Bunbury Events Advisory Committee Meeting held on 20 January 2021, are confirmed as a true and accurate record.

Outcome of the Meeting held 10 March 2020

The recommendation (as printed) was moved David Kerr, 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

The Minutes of the Bunbury Events Advisory Committee Meeting held on 2 January 2021, 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 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 type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	

Summary

This report is presented to the Bunbury Events Advisory Committee (BEAC) to advise of the resignation of committee member Richard Murphy.

Executive Recommendation

That the Bunbury Events Advisory Committee request Council:

1. Accept the resignation tendered by Richard Murphy from the Bunbury Events Advisory Committee effective 3 February 2021.
2. Request the CEO to formally thank the above member for his contribution to the Bunbury Events Advisory Committee.
3. Advertise the two vacant positions on the BEAC as there are four (4) committee meetings left until the October 2021 elections.

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	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. BEAC membership is open to people from the Greater Bunbury region.

Background

Richard Murphy, a community representative on BEAC, submitted his resignation via email on 3 February 2021. The reasons stated for the resignation was due to relocation of employment.

BEAC meets on a Wednesday on a bi-monthly basis (every second month). There are four (4) scheduled meetings prior to the local government elections in October 2021. All committee members will be required to reapply for their positions following the elections.

City's Committee Book outlines membership of BEAC to comprise ten (10) voting members including:

- * Three (3) City of Bunbury Councillors.
- * Bunbury Chamber of Commerce and Industries Representative.
- * Bunbury Regional Entertainment Centre Representative.
- * Tourism Representative.
- * Four (4) Community Representatives.

Section 5.19 of the Local Government Act 1995 states that a committee meeting quorum requires at least 50% of the number of members (whether vacant or not). As BEAC comprises ten (10) members, the committee requires five (5) members to attend meetings to ensure a quorum.

BEAC currently has one existing vacancy within the community representatives. With the recent resignation of Richard Murphy, membership of the committee comprises eight (8) filled positions, comprising two (2) community representatives.

At its Meeting held 11 November 202 the BEAC accepted the resignation of Simon Rose and referred this to Council without advertising. At the BEAC Meeting, Members noted that if another vacancy arose advertising would need to occur.

Council Policy Compliance

Not applicable.

Legislative Compliance

Local Government Act 1995.

Officer Comments

Richard Murphy has been a valued member of BEAC on the time he has served. Due to work commitments Richard is unable to commit to his membership on BEAC.

The resignation will reduce the committee membership to eight (8) voting members. The committee membership maintains a composition of both community and industry representation. The committee requires at least five (5) members present at meetings to achieve a quorum. The committee is therefore able to maintain quorum at ongoing meetings and comprise a good mixutre of membership.

Timelines associated with advertising fort this position are:

Action	Estimated Timeline
Council asked to endorse re-advertisement	6 April 2021
Advertise for positions on the committee	12 – 27 April 2021
Nominations assessed by Council Officers	7 May 2021
Nominations presented to Council for endorsement	18 May 2021

At its Meeting held 11 November 202 the BEAC accepted the resignation of Simon Rose and referred this to Council without advertising. At the BEAC Meeting, Members noted that if another vacancy arose advertising would need to occur.

Analysis of Financial and Budget Implications

Advertising of the position would be undertaken within the operational budget.

Community Consultation

Not applicable.

Councillor/Officer Consultation

Not applicable.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

A report will be prepared for the Ordinary Council Meeting held on 6 April 2021.

Outcome of the Meeting held 10 March 2020

The recommendation (as printed) was moved David Kerr, 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 Council:

1. Accept the resignation tendered by Richard Murphy from the Bunbury Events Advisory Committee effective 3 February 2021.
2. Request the CEO to formally thank the above member for his contribution to the Bunbury Events Advisory Committee.
3. Advertise the two vacant positions on the BEAC as there are four (4) committee meetings left until the October 2021 elections.

CARRIED

6 votes "for" / Nil votes "against"

10.2 2020/21 Grant Funding Program Guidelines and Policy

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 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: Proposed Grant Funding Program Guidelines Appendix 2: Proposed Grant Funding Program Policy

Summary

The purpose of this report is for BEAC to consider the amended Grant Funding Program Guidelines and Policy.

Executive Recommendation

That the Bunbury Events Advisory Committee recommend that Council that subject to final approval of the \$40,000 during budget deliberations for 21/22 endorse amendments to the Grant Funding Program Guidelines (**attached** at Appendix 1) and Grant Funding Program Policy (**attached** at Appendix 2).

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	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 Grant Funding Program provides the opportunity for a range of community programs, events and occurs to be delivered each year bringing social and economic benefits to the City and the Greater Bunbury Region.

Background

The City of Bunbury Grant Funding Program is an annual program that provide funding in a variety of categories which aim to enhance the community and economy. The Grant Program aims to be a detailed yet transparent process which enables a range of quality and diverse events to take place.

The Grant Funding Program policy provides an equitable and transparent process for Council to determine financial support to individuals, community and sporting groups, and other legal entities.

At the Ordinary Council Meeting held 23 February 2021 Council decided (23/21):

“That Council considers allocating \$40,000 from PR-4211 ‘Provide funding for an Events Grants Funding Round’ towards the new “Major Community Events” funding category during budget deliberations for 2021/22.”

Budget deliberations have not yet concluded and the funds have not yet been allocated so endorsement of documentation is requested pending adoption of the Budget.

To ensure the above aims are achieved, Council Officers undertake an annual review of the Grant Funding Program Guidelines and Policy. The annual review has been complete and is presented to BEAC for consideration and recommendation to Council. The 2020/21 Grant Funding Program Guidelines are attached (**attached** at Appendix 1).

Council Policy Compliance

This report proposes changes to the Council Policy *Grant Funding Program*.

Legislative Compliance

Local Government Act 1995.

Officer Comments

Each year Council Officers conduct a review on the City’s Grant Funding Program, to ensure the guidelines and policy are clear, the program aligns and addresses the outcomes of the City’s Strategic Community Plan and that the process for funding maintains best practice.

At the 23 February 2021 Ordinary Council meeting, Council endorsed BEAC’s recommendation to create a new “Major Community Events” funding category. Subsequently this category has been added into the overall Grant Funding Program Guidelines and Policy.

Proposed changes to the Grant Funding Program Policy have been marked up and attached to this report (**attached** at Appendix 2).

The Grant Funding Guidelines have been amended with minor textual updates and a range adjustments resulting from applicant feedback and informal discussions with the BEAC members. The table below provides an outline of the proposed amendments and supporting rational.

General Guidelines	
Proposed Amendments	Rationale
Increased the dollar figure for in-kind support from \$25/hour to \$30/hour.	In accordance with market research.
Included 'beach raking' and 'cleaning services for the Graham Bricknell Music Shell' as part of the City's in-kind support services.	A service that the City can provide to applicants within existing service delivery.
Removed the Events trailer use from the list of the City's in-kind support services.	The use and management of the Events trailer is currently under review.
Included the following: "It is a requirement that all COVID-19 regulations are complied with for the planning and delivery of the project."	A new requirement for events, as instructed by the WA Department of Health.
Removed the CBD Summer Events as a sub-category to its own category.	Category now has different assessment criteria to the Events category.
Community Category	
Proposed Amendments	Rationale
Included the following requirement in the eligibility criteria: "For applications exceeding \$15,000 it is mandatory for the Applicant to attend the grant information session facilitated by the City of Bunbury."	As recommend by the BEAC.
Events Category	
Proposed Amendments	Rationale
Included the following requirement in the eligibility criteria: "For applications exceeding \$15,000 it is mandatory for the Applicant to attend the grant information session facilitated by the City of Bunbury."	As recommend by the BEAC.
CBD Summer Events Category	
Proposed Amendments	Rationale
Remove 'Summer' from the 'CBD Summer Events' category.	To allow the events to take place 1 August 2021 – 31 August 2022 in alignment with the other funding categories.
Remove the requirement for the events to take place in December, January, and February.	To allow the events to take place 1 August 2021 – 31 August 2022 in alignment with the other funding categories.
Remove the requirement that the events must be delivered by one (1) applicant.	As recommend by BEAC to allow the approval of events to be delivered by multiple applicants.

Analysis of Financial and Budget Implications

At the Ordinary Council Meeting held 23 February 2021 Council decided (23/21):

“That Council considers allocating \$40,000 from PR-4211 ‘Provide funding for an Events Grants Funding Round’ towards the new “Major Community Events” funding category during budget deliberations for 2021/22.”

Budget deliberations have not yet concluded and the funds have not yet been allocated so endorsement of documentation is requested pending adoption of the Budget.

Community Consultation

The proposed amendments incorporate applicant feedback from the Grant Funding Program.

Councillor/Officer Consultation

Not Applicable.

Applicant Consultation

Not Applicable.

Timeline: Council Decision Implementation

A report will be prepared for the Ordinary Council Meeting held on 6 April 2021.

Outcome of the Meeting held 10 March 2020

Cr Kozisek entered the meeting at 10:08am. Cr Yip continued as Presiding Member.

The recommendation (as printed) was moved Peter Jago, seconded Suzanne Clarke.

The BEAC considered the Policy and Guidelines as presented and requested the following amendments prior to presentation to Council:

Community Category
Proposed Amendments
Included the following requirement in the eligibility criteria: “ For applications exceeding \$15,000 It is mandatory for the Applicant to attend the grant information session facilitated by the City of Bunbury. For those unable to attend the session, a one-on-one meeting with City of Bunbury staff is required.”
Events Category
Proposed Amendments
Included the following requirement in the eligibility criteria: “ For applications exceeding \$15,000 It is mandatory for the Applicant to attend the grant information session facilitated by the City of Bunbury. . For those unable to attend the session, a one-on-one meeting with City of

Bunbury staff is required.”

CBD Summer Events Category

Proposed Amendments

Remove Replace the word ‘Summer’ with the word ‘Seasonal’ to rename the category the ~~from~~ the ‘CBD ~~Summer~~ Seasonal Events’ category.

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 recommend that Council that subject to final approval of the \$40,000 during budget deliberations for 21/22 endorse amendments to the Grant Funding Program Guidelines (**attached** at Appendix 1) and Grant Funding Program Policy (**attached** at Appendix 2) with the following amendments to the Policy and Guideline documents:

- * Inclusion in the Community and Events Category “It is mandatory for the Applicant to attend the grant information session facilitated by the City of Bunbury. For those unable to attend the session, a one-on-one meeting with City of Bunbury staff is required.
- * Renaming of the *COB Summer Events* Category to the *CBD Seasonal Events* Category.

CARRIED

7 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

Question: Peter Jago asked if Council Officers could try to align the questions on the funding applications with the Guidelines.

Response: City Officers were currently working on the proposed questions for the funding round. These will be distributed to members of the Committee for review. In future years, a workshop can be held around categories and the questions.

Question: Suzanne Clark asked what the timeline was for the funding rounds.

Response: The Policy and Guidelines will be presented to Council on 6 April 2021. The application period will commence on 15 April 2021, with the grants workshop scheduled for 19 April 2021. The application period will close mid-May and assessment will take place in June.

13. Urgent Business

Nil

14. Date of Next Meeting

The next meeting of the Bunbury Events Advisory Committee will be held 12 May 2021.

15. Close of Meeting

The Presiding Member closed the meeting at 10:43am.