

## Bunbury Events Advisory Committee

### Notice of Meeting & Agenda

12 May 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**  
4 Stephen Street  
Bunbury WA 6230  
Western Australia  
  
Correspondence to:  
Post Office Box 21  
Bunbury WA 6231

## Table of Contents

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

## 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 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 12 May 2021 at 9:30am.



Signed:

**Gary Barbour**

**Director Sustainable Communities**

### Agenda

12 May 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.

#### *Committee Members:*

<b>Member Name</b>	<b>Representing</b>
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
Ashley Hastie	Community Representative
Vacant	Community Representative
Vacant	Community Representative

*Support Staff:*

<b>Name</b>	<b>Title</b>
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	Team Leader Public Relations

**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 held on 10 March 2021 have been circulated.

### **Recommendation**

The Minutes of the Bunbury Events Advisory Committee Meeting held on 10 March 2021 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 2020/21 Grant Funding Program Guidelines and Policy

<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 type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 1: Grant Funding Program Guidelines Appendix 2: Grant Funding Program Council Policy

#### Summary

This report is presented to the Bunbury Events Advisory Committee (BEAC) to acknowledge changes to the Grant Funding Program Guidelines and Policy.

#### Executive Recommendation

That the Bunbury Events Advisory Committee request that Council:

1. Note that the Grant Funding Program Guidelines and Policy were referred to the BEAC for comment and approval as resolved at the Ordinary Council Meeting on 6 April 2021.
2. Note the proposed changes to the Grant Funding Program Guidelines (**attached** at Appendix 1) and Policy (**attached** at Appendix 2) have been implemented.

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

## **Background**

At the Ordinary Council Meeting held 6 April 2021 Council decided (51/21):

*“That Council endorse amendments to the Grant Funding Program Guidelines (attached at Appendix RAC-1) and Grant Funding Program Policy (attached at Appendix RAC-2) subject to page 4 of 7 of the guidelines being amended to accommodate handwritten applications, and the document referred back to the Bunbury Events Advisory Committee.”*

Prior to amending the Recommendation from BEAC there was an amendment included to allow accommodation of handwritten applications. Prior to the amendment being made there was discussion by Elected Members around the intent of the amendment. There was concern that prohibiting handwritten applications would discriminate against some people from applying to the program, including those without computer access, with limited technical ability, or people with English as a second language. Following the discussion, the intent was not necessarily to reword the guidelines and policy to accept handwritten applications, but rather to amend the documents to ensure support is provided where people were having difficulty submitting applications through the online platform. This amendment also included the matter being referred back to BEAC to ensure a suitable outcome was developed.

In light of this, it was proposed to delete specific references to handwritten applications not being accepted in both the guidelines and policy and include the following wording:

*“Should applicants have difficulty accessing or submitting applications via the online Smartygrants portal, please contact the City’s Grants Administration Officer on 9792 7033 to discuss options for support and resources to assist with submitting an application.”*

## **Council Policy Compliance**

Policy: Grant Funding Program

Policy statement: To provide an equitable and transparent process when Council determines its financial support to businesses, individuals and incorporated not for profit organisations.

## **Legislative Compliance**

*Local Government Act 1995.*

## **Officer Comments**

The City moved to the online Smartygrants platform in 2019 to improve the equitable review, management and reporting of the Grant Funding Program. While only online applications are accepted, the City’s Grants Team already provide a range of support to applicants to ensure they are able to make their submissions including:

- \* Running annual capacity building workshops which cover a range of topics including using Smartygrants; and
- \* Providing one on one support and resources to applicants as needed, to ensure they can submit applications online.



The Grant Funding Program was scheduled to open on 15 April 2021, one week after the Council resolution was made on 6 April 2021. To ensure the proposed amendments could be made prior to the Grant Funding Program opening, Council Officers sent an email to the BEAC members on 9 April 2021 requesting feedback and approval of the proposed amendment by 13 April 2021. Seven of the eight members replied supporting the proposed amendment, achieving a simple majority. One of the members was away on leave and was not able to respond.

#### **Analysis of Financial and Budget Implications**

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

#### **Community Consultation**

Not applicable.

#### **Councillor/Officer Consultation**

The following officers were consulted in relation to this report:

- \* Felicity Anderson, A/ Director Sustainable Communities Manager City Growth
- \* Leanne French, Senior Governance and Risk Officer
- \* Steve de Meillon, Team Leader Community Partnerships

#### **Applicant Consultation**

Not applicable

#### **Timeline: Council Decision Implementation**

Council will be asked to note the Executive Recommendations as part of the next Council meeting on 18 May 2021.

**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 will be held 23 June 2021. This will be a meeting to assess the Grant Funding Program applications.

**15. Close of Meeting**

The Presiding Member closed the meeting at \_\_\_\_\_.