

## Bunbury Events Advisory Committee

### Minutes

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.*

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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

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

### Minutes

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.

#### 1. Declaration of Opening

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

#### 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 Karen Steele ( <i>from 9:36am</i> )	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

*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.

**4.1 Apologies**

Apologies had been received from Cr Amanda Yip and Brody Russell.

**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 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.

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 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.

### **Outcome of the Meeting held 12 May 2021**

The recommendation (as printed) was moved Suzanne Clarke, 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 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**

Nil

### **8.2 Presentations**

Nil

### **8.3 Deputations**

Nil

## **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.

#### **Outcome of the Meeting held 12 May 2021**

Cr Steele entered the meeting at 9:36am.

The recommendation (as printed) was moved Peter Jago, seconded Christina Mitchell.

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. 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.

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 1** Cr Kozisek asked when advertising went out calling for new applications for membership on the Bunbury Events Advisory Committee.

The Senior Events Officer advised that an Expression of Interest commenced on 12 April 2021 and closed 26 April 2021 allowing a two week period. During this period the EOI was advertised twice in the City Focus and twice on Facebook. The following day, 27 April 2021 the applications were assessed by a Panel of three officers. The item is currently before Council with a Decision expected at the Ordinary Council Meeting to be held 18 May 2021.

**Question 2** Cr Steele asked what questions were asked on which the applicants could be assessed.

The Senior Events Officer advised that the questions on which applicants had been assessed were:

1. Please detail your experience with private, public and/or community organisations and networks, and how this will contribute to the BEAC;
2. What has drawn you to nominate for the BEAC?; and
3. Please provide brief details of any qualifications, skills or experience in events and tourism that would contribute to the BEAC and its vision for events in Bunbury.

**Question 3** Cr Steele asked how the categories/questions had been decided upon.

Christina Mitchell advised that the questions had been formulated at the instigation of the Committee (then Group) seven years previously.

The Senior Events Officer confirmed this.

**Question 4** Cr Steele asked why the Committee had not been given the opportunity to interview the applicants.

The Director Sustainable Communities advised this Committee is a Committee of Council and as with all Committees, Council would make the decision on Membership.

**Question 5** Cr Steele asked why the system did not allow for interview of the applicants by the Committee or staff to determine if they would fit within the Committee.

The Director Sustainable Communities noted that there was an established practice associated with membership of Council Committees and that no applicant is interviewed for positions on a Committee. He noted that no one on the Bunbury Events Advisory Committee had been interviewed.

Other Bunbury Events Advisory Committee members confirmed that no one had been interviewed prior to being accepted onto the Committee.

**Question 6** Cr Kozisek asked when the Events Grant Funding Round had opened as she had missed the opening and felt she may be too late.

The Senior Events Officer advised that the round had opened on 15 April 2021 and it would not close until Friday 21 May 2021.

**Question 7** Suzanne Clarke asked if there had been a good response so far.

The Senior Events Officer noted that there had been six applications received to date however this was not unusual and there would be a flood of applications received towards the closing date.

**Question 8** Cr Kozisek advised that she was going to make an application on behalf of Retail Co. for funds from the City for another walking Map. She queried which grant she should apply for.

Peter Jago advised that she should apply for a Community Grant for this.

The Senior Events Officer agreed with this.

**Question 9** Peter Jago asked whether the Senior Events Officer could provide him with a Calendar showing a timeline for the BEAC Meetings, Grant Assessment Panel Meetings, when grant rounds open and close and any other relevant information.

The Senior Events Officer advised she would compile a timeline and email this to the Committee Members.

The Director Sustainable Communities took the opportunity to remind the Committee that as the formal meeting was still occurring all the questions being asked were being minuted. He reminded the Committee that there was an informal meeting following the Committee where round-table discussions could occur.

**Question 10** Peter Jago asked when there would be discussions on the assessment process for applications as this should occur prior to the Assessment Meeting.

The Senior Events Officer noted that this was a topic which would be discussed at the round-table meeting immediately following the Committee Meeting.

**13. Urgent Business**

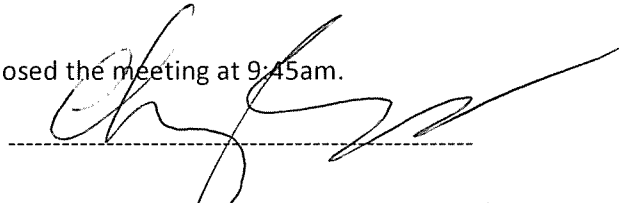
Nil

**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.

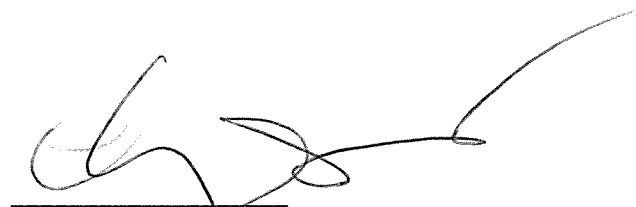
**15. Close of Meeting**

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



A handwritten signature in black ink, appearing to read 'Cheryl Kozisek', is written over a horizontal dashed line.

Confirmed this day 14 July 2021 to be a true and correct record of proceedings of the Bunbury Events Advisory Committee Meeting held 12 May 2021.



A handwritten signature in black ink, appearing to read 'Cheryl Kozisek', is written over a horizontal solid line.

Cr Cheryl Kozisek  
Presiding Member