

Bunbury Events Advisory Committee

Notice of Meeting & Agenda

14 July 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>
1.	Declaration of Opening	2
2.	Disclaimer	2
3.	Announcements from the Presiding Member	2
4.	Attendances	2
4.1	Apologies.....	2
4.2	Approved Leave of Absence.....	2
5.	Declaration of Interest.....	3
6.	Public Question Time	3
7.	Confirmation of Minutes.....	3
8.	Petitions, Presentations and Deputations.....	3
8.1	Petitions	3
8.2	Presentations	3
8.3	Deputations.....	3
9.	Method of Dealing with Agenda Business.....	3
10.	Reports	4
10.1	Resignation of Bunbury Events Advisory Committee Member	4
11.	Applications for Leave of Absence	7
12.	Questions from Members	7
12.1	Response to Previous Questions from Members taken on Notice.....	7
12.2	Questions from Members	7
13.	Urgent Business.....	7
14.	Date of Next Meeting	7
15.	Close of Meeting.....	7

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 14 July 2021 at 9:30am.



Signed:

Gary Barbour

Director Sustainable Communities

Agenda

14 July 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:

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
Ashley Hastie	Community Representative
Vacant	Community Representative
Vacant	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	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 12 May 2021 have been circulated.

Recommendation

The minutes of the Bunbury Events Advisory Committee Meeting held on 12 May 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 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:	NIL

Summary

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

Executive Recommendation

That the Bunbury Events Advisory Committee request that Council:

1. Accept the resignation tendered by Christina Mitchell from the Bunbury Events Advisory Committee effective 17 June 2021.
2. Request the CEO to formally thank the above member for her contribution to the Bunbury Events Advisory Committee.
3. Do not advertise the vacant position on the BEAC as there is only one (1) meeting 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

Christina Mitchell the tourism representative on BEAC, submitted her resignation via email on 17 June 2021. The reason stated for the resignation was due to conflicting commitments.

BEAC meets on a bi-monthly basis (every second month). There is only one (1) scheduled meeting remaining prior to the local government elections in October 2021. All committee members will be required to reapply for their positions following the elections.

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

- 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.

Including the recent resignation of Christina Mitchell, BEAC will have three (3) vacancies, including representatives for tourism and two (2) for community. This leaves a membership of seven (7) voting positions.

At the Ordinary Meeting held 18 May 2021, an item was presented to Council asking that it endorse the appointment of two (2) new members to fill the vacant community positions. Council decided (86/21):

In accordance with Standing Order 11.6A(1)(b), Council resolves to defer item 10.4.1 "Appointment of new Bunbury Events Advisory Committee Members" until after the 2021 City of Bunbury election.

Council Policy Compliance

Not applicable.

Legislative Compliance

Local Government Act 1995.

Officer Comments

Christina Mitchell has been a longstanding valued member of the BEAC and served on the committee since its inception in 2014.

This resignation will reduce the committee membership to seven (7) voting members. 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 still comprise a good mixture of membership.

Following the 2021 Local Government Election, all current positions on BEAC will need to be filled.

Analysis of Financial and Budget Implications

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

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 10 August 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 8 September 2021. This will be the final meeting with the current committee membership.

15. Close of Meeting

The Presiding Member closed the meeting at _____.