

## Bunbury Events Advisory Committee

### Minutes

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.*

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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

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.

#### 1. Declaration of Opening

The Presiding Member declared the meeting open at 9:37am.

#### 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 Amanda Yip	City of Bunbury
Cr Cheryl Kozisek	City of Bunbury
David Kerr	Bunbury Geographe Chamber of Commerce and Industry
Suzanne Clarke	Bunbury Regional Entertainment Centre
Ashley Hastie	Community Representative

##### *Support Staff:*

Name	Title
Sarah Upton	Manager Community Services
Steve de Meillon	Team Leader Community Partnerships
Juaini Taylor	Senior Events Officer
Brody Russell	Team Leader Public Relations

### **Apologies**

Apologies had been received from Cr Karen Steele, Peter Jago, Gary Barbour and Liz Allan.

### **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 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.

#### **Outcome of the Meeting held 14 July 2021**

The recommendation (as printed) was moved by Suzanne Clarke, seconded Cr Cheryl Kozisek.

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 12 May 2021, are confirmed as a true and accurate record.

CARRIED

5 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 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 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 (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.

### **Outcome of the Meeting held 14 July 2021.**

The recommendation (as printed) was moved by Cr Amanda Yip, 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**

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.

CARRIED

5 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**

Nil.

**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 9:39am.