

Bunbury Events Advisory Committee

Minutes

8 March 2022

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

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

8 March 2022

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

As this is the first meeting of the Bunbury Events Advisory Committee since the 2021 local government elections, the committee is required to elect a Presiding Member from amongst themselves in accordance with Section 5.12 of the Local Government Act 1995.

The Manager of Community Services called for nominations for the position of Presiding Member.

Outcome of the meeting held 8 March 2022

Cr Quain and Brian Rettinger nominated Cr Steck as the Presiding Member. Cr Steck accepted the nomination and was subsequently elected to the position unanimously.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

The Presiding Member declared the meeting open at 1:05pm.

Committee Decision

That the Bunbury Events advisory Committee appoints Cr Steck as the Presiding Member.

CARRIED

7 votes "for" / Nil votes "against"

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Community Member Janice Platt has resigned due to other commitments.

The committee accepted the resignation tendered by Janice Platt and has requested that the position be advertised and filled.

The motion was moved Cr Marina Quain, seconded Malcolm Farrell-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 accept the resignation tendered by Janice Platt and request to advertise the vacant position, representing the community.

CARRIED

7 votes "for" / Nil votes "against"

4. Attendances

Committee Members:

Member Name	Representing
Cr Michelle Steck	City of Bunbury
Cr Marina Quain	City of Bunbury
Cr Karen Turner	City of Bunbury
David Kerr	Bunbury Geographe Chamber of Commerce and Industry
Suzanne Clarke	Bunbury Regional Entertainment Centre
Malcolm Farrell-Mitchell	Community Representative
Brian Rettinger	Community Representative

Support Staff:

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

Apologies

Janice Platt was an apology.

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

This is the inaugural meeting of this Committee and as such there are no minutes to be confirmed.

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 Schedule of Meetings – Bunbury Events Advisory Committee

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 checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

The purpose of this report is for the committee to consider a program of future meeting dates for the Bunbury Events Advisory Committee (BEAC).

Executive Recommendation

That the Bunbury Events Advisory Committee set the following meeting schedule for formal and informal meetings for the period up to the next ordinary local government election:

Formal Meetings:

- 1pm – 2pm, Tuesday 8 March 2022
- 1pm – 2pm, Tuesday 8 November 2022
- 1pm - 2pm, Tuesday 14 March 2023
- 1pm – 2pm, Tuesday 10 October 2023

Informal Meetings:

- 1pm-3pm, Tuesday 28 June 2022
- 1pm-4pm, Tuesday 12 July 2022
- 1pm-3pm, Tuesday 27 June 2023
- 1pm-4pm, Tuesday 11 July 2023

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 Goal	Our City. 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 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

At its meeting on 2 November 2021, Council adopted to re-establish the Bunbury Event Advisory Committee as a committee of Council. The BEAC has been operating as a committee since 10 December 2019, where prior to this it was a group, formally known as the Bunbury Events Coordination Group (BECG) and then Bunbury Events Advisory Group (BEAG).

The BECG was established following endorsement at its Council meeting on 18 February 2014, with the aim to coordinate the attraction of quality events through the City's events grant program. Whilst the group was not an official committee of council, it operated under the Council's Code of Conduct and within the regulations of the Local Government Act 1995. An events grant program was created concurrently with the BECG, to enable the group to attract, assess and make recommendations regarding the allocation of funding for events to the CEO for endorsement under delegated authority, as the per the Council Funding Policy at the time on 27 May 2014.

On 11 May 2016, the group underwent a name change from BECG to BEAG, with the role of the group moving towards a strategic space in providing advice rather than undertaking the actions which are operational.

As per Council decision on 2 November 2021, committees of Council must consider a program of future meeting dates by 30 April 2022.

Council Policy Compliance

BEAC operates under the Council's Code of Conduct.

Legislative Compliance

Local Government Act 1995.

Officer Comments

It is suggested that this committee meet formally twice a year with the purpose of providing the overarching strategic direction and administrative review of the group.

The group will meet on the following dates:

- 1pm – 2pm, Tuesday 8 March 2022
- 1pm – 2pm, Tuesday 8 November 2022
- 1pm - 2pm, Tuesday 14 March 2023
- 1pm – 2pm, Tuesday 10 October 2023

In addition to the ordinary BEAC meetings, members will attend informal meetings to assess and acquit the applications received through the Signature Events category, Grant Program on:

- 1pm-3pm, Tuesday 28 June 2022
- 1pm-4pm, Tuesday 12 July 2022
- 1pm-3pm, Tuesday 27 June 2023
- 1pm-4pm, Tuesday 11 July 2023

Analysis of Financial and Budget Implications

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

Community Consultation

Nil.

Councillor/Officer Consultation

Nil.

Applicant Consultation

Committee members were consulted prior to compiling this report to suggest suitable meeting times via an informal meeting on Tuesday 11 January 2022.

Timeline: Council Decision Implementation

Council will be asked to endorse the future meeting dates for the BEAC at its next Ordinary Council meeting.

Outcome of the meeting held 8 March 2022

A motion was moved by Brian Rettinger, and seconded Cr Quain as follows:

That the Bunbury Events Advisory Committee replaced all informal meetings as formal meetings and the meeting schedule for the period up to the next ordinary local government election is as outlined below. It was noted the assessment of grants involves confidential information and would be held as a Special meeting.

- 1pm – 2pm, Tuesday 8 March 2022
- 1pm-3pm, Tuesday 28 June 2022
- 1pm-4pm, Tuesday 12 July 2022
- 1pm – 2pm, Tuesday 8 November 2022
- 1pm - 2pm, Tuesday 14 March 2023
- 1pm-3pm, Tuesday 27 June 2023
- 1pm-4pm, Tuesday 11 July 2023
- 1pm – 2pm, Tuesday 10 October 2023

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 endorse the following meeting schedule as formal meetings for the period up to the next Local Government elections:

- 1pm – 2pm, Tuesday 8 March 2022
- 1pm-3pm, Tuesday 28 June 2022
- 1pm-4pm, Tuesday 12 July 2022
- 1pm – 2pm, Tuesday 8 November 2022
- 1pm - 2pm, Tuesday 14 March 2023
- 1pm-3pm, Tuesday 27 June 2023
- 1pm-4pm, Tuesday 11 July 2023
- 1pm – 2pm, Tuesday 10 October 2023

CARRIED

5 votes “for” / 2 votes “against”

10.2 Review of the Terms of Reference for the Bunbury Events Advisory Committee

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 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: Terms of Reference for the Bunbury Events Advisory Committee. Appendix 2: 2021/2022 Grant Program, Events Category.

Summary

The purpose of this report is for the Bunbury Events Advisory Committee (BEAC) to endorse the amended Terms of Reference for the committee (attached at Appendix 1) for referral to Council.

Executive Recommendation

That the Bunbury Events Advisory Group recommend Council endorse the amended Terms of Reference as attached at Appendix 1.

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 revised Terms of Reference for the BEAC will provide a clear direction for the group to build on its foundation of success and achieve greater social, economic and vibrancy for our region.

Background

Established on 10 December 2019, the BEAC is a formal committee of Council, and operates in a structured and formal manner, that is in accordance with the Council's Standing Orders Local Law. As a committee the BEAC provide specialist advice and can only make recommendations to Council for consideration (no delegated authority).

Prior to this, the BEAC operated as steering group from March 2014 - October 2019, which provided specialist advice, and could make recommendations via the Director Sustainable Communities for CEO authorisation, meaning that actions can occur within hours of a recommendation being made.

Under the City's Grant Funding Policy, BEAC under its current and previous form could make recommendations on the Events category to the CEO for implementation under delegated authority. All other recommendations by the Committee will be presented to council for consideration.

As per Council decision on 2 November 2021, committees of Council must undertake a review of its Terms of Reference by 30 April 2022.

Council Policy Compliance

BEAC operates under the Council's Code of Conduct.

Legislative Compliance

Local Government Act 1995.

Officer Comments

The BEAC were provided an opportunity to review the below headings that make up the committees Terms of Reference:

- Purpose
- Aims and Objectives
- Membership Composition
- Meeting Frequency
- Authorisation

In summary the changes to the committees Terms of Reference are justified as per below:

Heading	Rationale
Purpose	The purpose statement of the BEAC has been amended to include focus on bringing significant events to Bunbury, instead of the Greater Bunbury area.
Aims and Objectives	The aims and objectives have been reduced to enable a clear focus on the strategic areas related to the Grant Program and removed the operational matters related to Council Officers and their roles.
Membership Composition	The membership composition removed the tourism representative, however information and reports related to the tourism industry and occupancy levels in Bunbury, will be provided to the BEAC meetings via Council Officers.
Meeting Frequency	Although the meeting frequency has been reduced from six (6) to four (4) meetings per year, it still allows the BEAC to successfully achieve their core objectives, with the option to complete any decision making via email or additional special meetings.
Authorisation	No changes have been made to the BEAC's authorisation, which currently states that the committee makes recommendations,

	<p>regarding the allocation of funding under the City’s Grant Funding Policy (Signature Events Category) to the CEO for implementation under delegated authority. All other recommendations by the Committee will be presented to council for consideration.</p> <p>The authority levels of the BEAC pertaining to the Grant Program remains the same since 27 May 2014 under the City’s Funding Policy at the time.</p>
--	--

Based on the above justification, Council Officers are comfortable that the revised Terms of Reference for the committee will allow the BEAC to continue to focus on building the City’s Grants Program, by providing strategic advice to Council on the development of signature events that contributes to Bunbury’s thriving events calendar.

The assessment and recommendations of events made by the committee via the Grants Program, has been invaluable in growing Bunbury’s events calendar, to ensure a diverse calibre of events that welcomes visitors and supports the community. The attachment outlines the most recent contributions made by the BEAC through the 2020/2021 Grant Program Events Category (attached at appendix 2).

Analysis of Financial and Budget Implications

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

Community Consultation

Nil.

Councillor/Officer Consultation

Nil.

Applicant Consultation

An informal meeting with BEAC was held on Tuesday 11 January 2022 to provide the committee members an opportunity to discuss the revised Terms of Reference as proposed by Council Officers. Comments from the members have been incorporated into the revised Terms of Reference.

Timeline: Council Decision Implementation

Council will be asked to endorse the revised Terms of Reference for the BEAC at a future Council meeting.

Outcome of the meeting held 8 March 2022

The recommendation was moved by Cr Karen Turner, and seconded by David Kerr to amend the Terms of Reference.

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 Council endorse the amendment of the Committee Terms of Reference as attached at Appendix 1.

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

Nil.

13. Urgent Business

13.1 Cr Steck put forward a motion to change the name of this agenda item to 'New Business'. This was moved by Brian Rettinger and seconded by Cr Turner. Cr Steck then invited members to share their new business.

13.2 Cr Quain advised that she met with Peter Robinson from the WA Performing Arts Eisteddfod regarding the possibility of the City providing the Bunbury Regional Entertainment Centre venue as in-kind support for the Eisteddfod. It was agreed that Cr Quain put a motion at the next Council meeting as a councillor for this request to avoid the committee discussing similar requests.

13.3 Brian Rettinger sought permission from the committee on the possibility of contacting the organisers of the Lost and Found Festival to understand their process on how venues are invited and selected as part of the event. It was agreed that Brian Rettinger would approach the Lost and Found Festival organisers on his own behalf and not on behalf of the committee.

13.3 Brian Rettinger raised a new event idea for Bunbury called 'Homecoming'. The aim of the event would be to invite former Bunbury residents to return and experience Bunbury again with all the different improvements. Brian suggested that the event be delivered by the City's Events team and has asked the committee to have a think about the event and provide comment at the next BEAC meeting.

David Kerr left the meeting at 2pm.

13.4 Suzanne Clarke provided an update on behalf of the Bunbury Regional Entertainment Centre (BREC). BREC welcomed the Perth Festival Tour, and BREC's 'The Smallest Stage' show was touring in Perth as part of the Perth Festival.

- 13.5 Cr Steck requested further information on the Bunbury Brighter grant category. A report will be presented at the next BEAC meeting to provide details on the Bunbury Brighter grant category and to nominate representatives on the panel.
- 13.6 Cr Steck shared her experience on the Bunbury Cup that took place in Perth and that the City's contribution added value to the event.

14. Date of Next Meeting

The next meeting of the Bunbury Events Advisory Committee will be on Tuesday 28 June 2022 at 1pm-3pm.

15. Close of Meeting

The Presiding Member closed the meeting at 2:16pm.