

Bunbury Events Advisory Committee

Notice of Meeting and Agenda 10 October 2023

Committee Terms of Reference

Purpose

The Bunbury Events Advisory Committee (BEAC) aims to grow Bunbury's thriving events scene, by supporting significant events that welcomes visitors and brings the community together to enjoy our beautiful City.

Aims and Objectives

- 1. Provide strategic advice to Council on the development of events including the calendar of annual events within the City of Bunbury.*
- 2. Provide strategic advice on the development and review of the Signature Events Category within the City of Bunbury's Grant Program Guidelines.*
- 3. Assess and make recommendations on applications received through the Signature Events category within the City of Bunbury Grant Program.*
- 4. Provide strategic advice on the acquittal of events delivered through the Signature Events Category within the City of Bunbury's Grant Program Guidelines to ensure the outcomes are achieved.*

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>2</u> |
| <u>2.</u> | <u>Disclaimer</u> | <u>2</u> |
| <u>3.</u> | <u>Announcements from the Presiding Member</u> | <u>2</u> |
| <u>4.</u> | <u>Attendances</u> | <u>2</u> |
| | 4.1 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 Review of purpose Grant Program, Signature Events Tier 2 Category | 4 |
| | <u>Applications for Leave of Absence</u> | <u>8</u> |
| <u>12.</u> | <u>Questions from Members</u> | <u>8</u> |
| | 12.1 Response to Previous Questions from Members taken on Notice..... | 8 |
| | 12.2 Questions from Members | 8 |
| <u>13.</u> | <u>Urgent Business</u> | <u>8</u> |
| <u>14.</u> | <u>Date of Next Meeting</u> | <u>8</u> |
| <u>15.</u> | <u>Close of Meeting</u> | <u>8</u> |

Acknowledgement of Country

We acknowledge the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders past, present and emerging.

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 10 October 2023 at 1pm.



Signed:
Elizabeth Denniss
Manager Community Connection

Agenda

10 October 2023

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 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 |
| Brian Rettinger | Community Representative |
| Jo Mills | Community Representative |
| Mark Attard | Community Representative |

Support Staff:

| Name | Title |
|-------------------|------------------------------------|
| Elizabeth Denniss | Manager Community Connection |
| Gary Thompson | Team Leader Community Partnerships |
| Juaini Taylor | Senior Events Officer |

1. Declaration of Opening

The Presiding Member declared the meeting open at _____pm.

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 27 June 2023 have been circulated.

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 Review of Grant Program, Signature Events Tier 2 Category

| | |
|-----------------------------|---|
| File Ref: | COB/530 |
| Applicant/Proponent: | Internal |
| Responsible Officer: | Juaini Taylor, Senior Events Officer |
| Responsible Manager: | Elizabeth Denniss, Manager Community Connection |
| Executive: | Gary Barbour, Director Sustainable Communities |
| Authority/Discretion | <input type="checkbox"/> Advocacy x Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes |
| Attachments: | Nil. |

Summary

This report is presented to the Bunbury Events Advisory Committee (BEAC) to provide feedback on the purpose statement and criteria for the Grant Program, Signature Events Tier 2, category.

Executive Recommendation

That the Bunbury Events Advisory Committee request that Council:

1. Accept the Grant Program, Signature Events Tier2, category, with no changes.

Voting Requirement: Simple Majority

Strategic Relevance

| | |
|----------------|--|
| Pillar | Performance |
| Aspiration: | Leading with purpose and robust governance. |
| Outcome 14 | A well-informed community that is deeply engaged in decision making. |
| Objective 14.1 | Effectively inform and engage the community about local issues, facilities, services and events. |

Regional Impact Statement

The BEAC aims to grow Bunbury’s thriving events scene by supporting significant events that welcomes visitors and brings the community together to enjoy our beautiful City. The BEAC comprise of members from the Greater Bunbury region.

Background

The City of Bunbury conducts an annual grant program which aims to activate Bunbury as a premier destination of culture and creativity for people to connect. Each proposal seeking funding from the City of Bunbury must complete an application. These applications are reviewed and assessed against a scoring criterion based on the themes from the City’s Strategic Community Plan. Under the BEAC’s Terms of Reference, the committee assess and makes recommendations on applications received through the Signature Events Tier 2 category within the City of Bunbury Grant Program.

Council Policy Compliance

The BEAC operates under the Council's Code of Conduct.

Legislative Compliance

Local Government Act 1995.

Officer Comments

A review of the City's Grants Program is conducted each year to evaluate the program outcomes, to ensure the guidelines are clear, that the program aligns and addresses the outcomes of the City's Strategic Community Plan and that the process for funding maintains best practice.

The purpose of the 'Signature Events' category is to promote Bunbury as a thriving and premier destination for significant events, driving people to come visit Bunbury and spend time in the region.

This category is broken down into the following two tiers:

Tier 1 – Applicant can apply up to \$15,000. Matched funding is required.

For initiatives:

- That includes and celebrates local Noongar culture.
- That demonstrates how the event encourages and grows participation in a wide range of opportunities.
- That is financially and physically accessible to all patrons and has free elements for the community to participate in.
- That attracts more than 300 attendees with 10% from outside the greater Bunbury.
- That contributes to the Bunbury events scene.
- That uses local suppliers.
- That promotes the event locally or regionally.
- That is progressive or unique or innovative.
- That activates places and spaces within the City of Bunbury boundaries.
- That spans multiple days.
- That activates the city day and night
- That secures additional funding sources.
- That encourages visitors to spend their time and money in Bunbury.
- That partners with more than two community organisations and/or local businesses that will complement or add on to existing services and resources.

Tier 2 – Applicant can apply for \$15,001 to \$40,000. Matched funding is required.

For initiatives:

- That includes and celebrates local Noongar culture.
- That demonstrates how the event encourages and grows participation in a wide range of opportunities.
- That is financially and physically accessible to all patrons and has free elements for the community to participate in.
- That attracts more than 5,000 attendees with 15% from outside the greater Bunbury.

- That contributes to the Bunbury events scene.
- That uses local suppliers.
- That demonstrates low waste and sustainable environmental practices.
- That promotes the event regionally or nationally.
- That is progressive or unique or innovative.
- That activates places and spaces within the City of Bunbury boundaries.
- That spans multiple days.
- That activates the city day and night.
- That secures additional funding sources.
- That encourages visitors to spend their time and money in Bunbury.
- That partners with more than three community organisations and/or local businesses that will complement or add on to existing services and resources.

Council Officers have undertaken its annual review of the funding program and no changes have been made to the Signature Events Tier 2 category, due to the following reasons:

- The BEAC were able to make clear and informed decisions, due to having a solid purpose statement that guided the group recently on the allocation of funding towards applications received in the last two financial years.
- The category and purpose statement clearly separated the smaller community events versus the larger community events, which was identified by former members on the BEAC. This resulted in the committee funding events that strongly achieved the outcomes of the category.
- The BEAC were able to manage the important task of assessing the applications received through the Signature Events Tier 2 category, to a strict deadline, due to community events with a local focus on participation and attendance, were assessed through the Community Connect panel.

Based on the above justification, Council Officers are comfortable that the current category criteria under the Signature Events, will allow the BEAC to continue its efforts in developing a grant program that fulfils the organisations outcomes, and the role of the committee to provide strategic advice to Council on the development of signature events that contributes to Bunbury's thriving events calendar.

Analysis of Financial and Budget Implications

There are no budget implications for this report.

Community Consultation

Feedback collected from grant applicants were considered as part of the review process.

Councillor/Officer Consultation

The following officers met on the 7 September 2023, to discuss the successes and challenges to the 2023/24 Grant Program round 1, in addition to future improvements.

- Gary Thompson, Team Leader Community Partnerships
- Danika Stevenson, Senior Community Partnerships Officer
- Juaini Taylor, Senior Events Officer

- Caddy Richards, Grants Officer

Applicant Consultation

This item serves to formally consult with the elected members and community, industry representatives on the BEAC.

Timeline: Council Decision Implementation

Council will be asked to endorse the executive recommendations as part of the next Council meeting

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

This is the last meeting for the BEAC with its current members.

15. Close of Meeting

The Presiding Member closed the meeting at _____.