

Bunbury Events Advisory Committee

Minutes

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.*

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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	<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

Minutes

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.

1. Declaration of Opening

Cr Steck declared the meeting open at 1:04pm.

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 Marina Quain	City of Bunbury
Cr Karen Turner	City of Bunbury
Cr Michelle Steck- Arrived at 1:10pm	City of Bunbury
David Kerr	Bunbury Geographe Chamber of Commerce and Industry
Brian Rettinger	Community Representative

Support Staff:

Name	Title
Juaini Taylor	Senior Events Officer
Gary Thompson	Team Leader Community Partnerships
Caddy Richards	Grants Officer

4.1 Apologies

Mark Attard was an apology.

Suzanne Clarke was absent.

Jo Mills attempted to join in via Microsoft Teams but had technical issues.

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 14 March 2023 have been circulated.

Recommendation

The minutes of the Bunbury Events Advisory Committee Meeting held on 14 March 2023, are confirmed as a true and accurate record.

Outcome of the Meeting held on 10 October 2023

The recommendation (as printed) was moved by Cr Marina Quain, seconded by Cr Karen Turner. 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 10 October 2023, 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 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.

Outcome of Meeting 10 October 2023

The recommendation (as printed) was moved by Cr Turner and seconded by David Kerr.

Committee Decision

That the Bunbury Events Advisory Committee request that Council accept the Grant Program, Signature Events Tier2, category, with no changes.

CARRIED

5 votes “for” / Nil votes “against”

11. Applications for Leave of Absence

Nil.

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

Cr Steck thanked the committee for their contributions during the term.

14. Date of Next Meeting

The next meeting of the Bunbury Events Advisory Committee will be determined following the Local Government 2023 elections.

15. Close of Meeting

The Presiding Member closed the meeting at 1:37pm.