

## 2019/20 Early Settlers Function

<b>Responsible Branch:</b>	Community Development	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Early Settlers Function - Expression of Interest Form	
<b>Refer:</b>	Item 10.4.3: OCM 09.07.2019 Item 10.4.4: OCM 30.04.2019	

### SUMMARY

The City invited community groups within the City of Bayswater to submit an Expression of Interest (EOI) to deliver the Early Settlers Function on 28 November 2019 within a budget of \$15,000.

The City received an EOI from the Bayswater Historical Society (BHS) to deliver an Early Settlers Function, but not in the 2019/20 financial year. The BHS raised a range of matters that the City would need to address should the function be delivered by the BHS, and the BHS would not be able to deliver the function on 28 November 2019. Accordingly Council consideration is sought on other options to deliver the function.

### OFFICER'S RECOMMENDATION

**That Council:**

- 1. Notes the Expression of Interest submission and correspondence received from the Bayswater Historical Society in relation to the delivery of the Early Settlers Function.**
- 2. Endorses the City to deliver the Early Settlers Function on 28 November 2019 with the same eligibility criteria and format as in 2018 with the allocated budget of \$15,000 and an additional allocation of \$15,000 from the Community Events Grant budget.**
- 3. Notes that the Early Settlers Function for 2020/21 will be reviewed and a report will be presented to Council on the outcome of the review, including having regard to the matters raised by the Bayswater Historical and the feedback that will be gathered from eligible 2019 early settlers.**

### BACKGROUND

At the Ordinary Council Meeting of 30 April 2019 Council considered a report on the community events program review, and resolved as follows:

*"That Council:*

- 1. Releases for public consultation, following the next Councillor Workshop, the proposed 2019/20 community events program, City of Bayswater Events Review 2018/19, with a report to come to Council before the end of this financial year."*

At the Ordinary Council Meeting of 9 July 2019 Council considered the proposed community events calendar for 2019/20, and resolved as follows:

*"That Council:*

- 1. Adopts the proposed community events calendar for 2019/20 as presented in this report."*

Council endorsed a decision to have the Early Settlers event for 2019 *“Delivered by a community group”* with a funding allocation of \$15,000.

Following the Council resolution the City then developed the Expression of Interest (EOI) (**Attachment 1**). The EOI opened on Thursday, 1 August 2019 and closed on Friday, 30 August 2019.

The City received an Expression of Interest from the Bayswater Historical Society (BHS). The BHS did not express an interest to deliver the function in the 2019/20 financial year, however, raised a range of matters that would need to be addressed by the City 2019/20 in order to feel confident to deliver an Early Settlers function.

The matters raised by the BHS recommended to be resolved by the City are summarised briefly below:

- Review and revise the City’s definition of an ‘Early Settler’ eligibility criteria as listed below:
  - A person who settled the district between 1900 and 1930; or
  - A person who has lived in the City of Bayswater continuously for 50 years, and continues to reside in the City.
- Review budget estimations to deliver an early settlers function based on revised eligibility criteria;
- Ensure early settlers on the City’s database have been notified of the change for a community group to deliver the function in 2020/21;
- Consult with early settlers on the timing and type of function preferred; and
- Extend the notification period for future EOI beyond the three months to provide sufficient time for a community group to plan for the delivery of an early settlers function.

## EXTERNAL CONSULTATION

Findings from the 2018/19 Community Events Review were presented at the Councillor Workshops held on 2 April 2019 and 7 May 2019, and the events calendar was further revised. This was subsequently released for public comment from 22 May to 4 June 2019. There were 33 submissions received and 13 questions in total raised.

At the Ordinary Council Meeting on 9 July 2019 two questions and responses specifically relating to the early settlers event were addressed in the agenda report as follows:

Early Settlers Event Question: *What was the previous budgets in those formats/offerings and what is on offer now for the revised budget?*

City Response: In 2017 and 2018 the budget to deliver the event was \$30,000. The City facilitated two high tea sittings (morning and afternoon) to accommodate all guests. The event was held at The RISE in Maylands. The City is now proposing for a community group to run the event with a budget of \$15,000, with an opportunity to run the event in a different format.

Early Settlers Event Question: *The proposal of one event to be delivered by a community group really? Which community group? Morley Momentum? Noranda vibes? Baysie Rollers? If this is so do another Baysie Street Festival, again a one-off event that is nice, but what about the other 364 days of the year?*

City Response: The \$15,000 budget proposed for a community group to deliver the event will be added to the City’s new Community Events Grant funding commencing on 1 July 2019. This is so any interested local community group or organisation has an equal opportunity to apply

for the funding to deliver an early settlers event, which is to celebrate the pioneers of the City of Bayswater.

## **OFFICER'S COMMENTS**

The City through an EOI process sought applications from local community groups to deliver the Early Settlers Function on 28 November 2019 within a budget of \$15,000. The EOI was released on 1 August 2019 and provided potential applicants with the opportunity to; propose new/amended eligibility criteria, and propose a different format to other years.

Below is a general outline of the current situation in relation to the eligibility criteria and format of the Early Settlers Function:

### Eligibility Criteria

The current eligibility criteria to be an Early Settler as defined by the City is as follows:

1. A person who settled the district between 1900 and 1930; or
2. A person who has lived in the City of Bayswater continuously for 50 years, and continues to reside in the City.

In 2018 there were seven eligible residents who settled in the district as a pioneer between 1900 and 1930 under criterion one. There were approximately 780 early settlers under criterion two. Under the current eligibility criteria the number of early settlers increases by approximately 30 persons per year.

In 2018, the City received 323 confirmed RSVP's from eligible early settlers to attend the function which was delivered in the format of two high tea sessions at The RISE in Maylands. This is exclusive of Councilors, VIP's and other dignitaries.

The budget and actual expenditure to deliver the early settlers function in 2018 was \$30,000 and \$29,589.30 respectively.

### Function Format

With the budget allocation of \$15,000 in the 2019/20 financial year, it is considered that the options are limited to the following:

1. Two sessions (morning tea and afternoon tea) for all eligible 2019 early settlers under the previous eligibility criteria with attendance capped to room capacity for each session. A modified high tea-style food serving with lower quality compared to the 2018 function, with a pianist for ambience and no table decorations or gift bags for attendees.
2. One session for a light lunch for up to a maximum of 250 attendees under revised eligibility criteria. Lunch would consist of one main option, a pianist for ambience and no table decorations or gift bags.
3. One morning tea for up to 250 attendees under a revised eligibility criteria. High tea-style food serving with pianist and singer for entertainment, table decorations and gift bags for attendees.

Feedback from the 2018 Early Setter Function suggests that Option 2 above may be preferable to attendees.

## Budget

It is considered there is a community expectation that the function will be delivered with all eligible early settlers having the equal opportunity to attend based on the current eligibility criteria.

Given that there were 323 confirmed RSVP's from eligible Early Settlers in 2018 which is expected to be around 350+ eligible attendees, plus Councillors, VIP's and dignitaries that are invited to attend the 2019/20 function. This option could not be catered for within the current budget allocation of \$15,000, even if the level of service was reduced to having no decorations or gift bags. There is a high probability that there would be an increase in attendee dissatisfaction.

The Community Events Funding budget allocation for 2019/20 is \$50,000. Of this, a budget of \$15,000 has been allocated for the delivery of the Early Settlers Function in 2019/20. The Community Events Funding is to support two Community Events Grant funding rounds per financial year.

## Analysis

There are opportunities to broaden and amend the current early settler eligibility criteria which have not been researched. These include for example; defining the age to be an early settler and/or ensuring that all applicants can demonstrate that they have contributed to building the local community through volunteering over a defined period of time which is currently not considered.

The function format Option 1 suggests catering to an estimated 350 attendees with significantly reduced level of service which will be compromised through catering and no table decorations or gift bags for attendees. There would be a high reputation risk and high community risk as there is a current community expectation that the Early Settlers Function will be delivered to the same level as in 2018.

The function format Option 2 and 3 suggest limiting the number of early settlers to 250 attendees that can attend and reducing the level of service may result in negative publicity and increased community dissatisfaction given that eligibility criteria or function format has not be researched and revised.

Should the City proceed to deliver the Early Settlers Function in the same format as in 2018 with no change to the eligibility criteria or function format, it is recommended that an additional \$15,000 be allocated from Community Events Funding be set aside to accommodate the delivery of the function from the Community Events Grant budget.

This would reduce the Community Events Grant budget to \$20,000. Depending on the extent of funding applied for through the two funding rounds of the Community Event Grants, there may be a need to 'top up' funds as part of the mid-year 2019/20 budget review.

Additionally, it is considered that there is merit to review the 2020/21 Early Settlers Function having regard to the matters raised by the BHS and feedback to be gathered from eligible 2019 early settlers through the application and evaluation process. This review will support the City to redefine eligibility criteria and the function format.

## **LEGISLATIVE COMPLIANCE**

N/A

## OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

<b>Option 1</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Notes the Expression of Interest submission and correspondence received from the Bayswater Historical Society in relation to the delivery of the Early Settlers Function.</li> <li>Endorses the City to deliver the Early Settlers Function on 28 November 2019 with the same eligibility criteria and format as in 2018 with the allocated budget of \$15,000 and an additional allocation of \$15,000 from the Community Events Grant budget.</li> <li>Notes that the Early Settlers Function for 2020/21 will be reviewed and a report will be presented to Council on the outcome of the review, including having regard to the matters raised by the Bayswater Historical and the feedback that will be gathered from eligible 2019 early settlers.</li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	It is considered that there would be moderate reputation and community risks as the revised budget allocation would reduce available funds for other community events.	

  

<b>Option 2</b>	<b>The City delivers the Early Settlers Function on 28 November at The RISE with the budget allocation of \$15,000, with no change to the eligibility criteria or function format from 2018.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
Reputation	Low	High
Governance	Low	Low
Community and Stakeholder	Moderate	High
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	It is considered that there will be high reputation and community risks, as there would be a current community expectation that the Early Settlers Function be delivered to the same level as in 2018. The budget allocation will significantly compromise catering and other logistical costs which may not meet current community expectation given that there has been no change to eligibility criteria or function format. The City may receive negative publicity.	

  

<b>Option 3</b>	<b>The City does not deliver the 2019 Early Settlers Function.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
Reputation	Low	High
Governance	Low	Low
Community and Stakeholder	Moderate	High
Financial Management	Low	Low

Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	It is considered that there will be high reputation and community risks as there would be a community expectation for the delivery of an annual Early Settlers Function. The City may receive negative publicity.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Delivery of Early Settlers Function as per officer's recommendation.

**Asset Category:** N/A

**Source of Funds:** Municipal and State grants

**LTFP Impacts:** The community events are not itemised in the LTFP.

**Notes:** The cost relating to the 2019 Early Settlers Function listed below includes an additional budget allocation of \$15,000 to be sourced from within the Community Event Grants Program which commenced on the 1 July 2019.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$30,000	N/A	\$ 5,300	N/A	N/A	N/A	\$50,000

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Our Community

Aspiration: An active and engaged community

Outcome C1: A strong sense of community through the provision of quality services and facilities

Outcome C2: Accessible services that recognises diversity

The Early Settlers Function responds to the City's aspiration listed in its Strategic Community Plan to have an active and engaged community. The function aligns with the strategies to deliver community programs that encourage community interaction and participation; and ensure the City's services and facilities are accessible and inclusive

## CONCLUSION

In light of the City not receiving an EOI from a community group to deliver the Early Settlers Function on 28 November 2019, Option 1 is recommended.

# Early Settlers Function

## Expression of Interest Form



### GENERAL INFORMATION

The call for Expressions of Interest to deliver the 2019 Early Settlers event opens on Thursday 1 August 2019. All applications must be submitted by 4pm on Friday 30 August 2019.

#### 1. KEY INFORMATION

- Please ensure you answer all questions - incomplete submissions may not be considered by the City of Bayswater.

#### 2. ELIGIBILITY CRITERIA

To be eligible, your group/organisation must meet the criteria below:

- Must be a not-for-profit, incorporated organisation or auspiced by an incorporated not-for-profit organisation, operating within the City of Bayswater.
- Must hold public liability insurance to the value of \$20 million.

#### 3. CLOSING DATE

Expressions of interest must be received by the City of Bayswater ("the City") by Friday 30 August 2019. Late submissions will not be considered.

#### 4. FUNDING AVAILABILITY

- Funding will be provided on a one-off basis up to the value of \$15,000 without a commitment to ongoing funding.
- Applicants may contribute additional funding, and may also seek additional funding from other funding sources, as required.

#### 5. TIMELINE

Once expressions of interest close, the City will take up to 30 days to assess all submissions received. Applicants will be notified in due course.

#### 6. FUNDING CONDITIONS

The successful group/organisation will be required to enter into a Funding Agreement with the City of Bayswater, which sets out the conditions under which the funding is made available. An event acquittal will also be required within 30 days of the conclusion of the event.

Organisations that do not have an ABN, and are not registered for GST are required to provide a completed *Statement by Supplier* form, which is available from the Australian Taxation Officer or the City's website.

City-funding is provided with the understanding that financial assistance is on a one-off basis with no commitment to future funding.

#### 7. ADDITIONAL INFORMATION

If you require assistance with your expression of interest submission, please contact the City's Funding Contact Officer on (08) 9272 0622.

Please print clearly and return to the City via:

- Email: [mail@bayswater.wa.gov.au](mailto:mail@bayswater.wa.gov.au) or post: City of Bayswater, PO Box 467, Morley WA 6943

## 1. APPLICANT'S DETAILS

Name of organisation:			
Address:			
Contact Person:			
Phone:	Home:	Work:	Mobile:
Email address:			
<p>Is your organisation not-for-profit, incorporated organisation or auspiced by an incorporated not-for-profit organisation, operating within the City of Bayswater?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you be applying for this funding through an Auspicing body?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'Yes', please complete the separate <i>Auspice Organisation Form</i> and submit it with your application.</p> <p>Does your organisation hold public liability insurance to the value of \$20 million?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

## 2. TYPE OF EVENT / ELIGIBILITY CRITERIA

*Please describe the type of event you wish to deliver and the proposed invitee eligibility criteria*

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*If there is insufficient space, please attach a separate piece of paper.*

## 3. HOW DO YOU PROPOSE TO DELIVER THIS EVENT?

*Please describe*

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*If there is insufficient space, please attach a separate piece of paper.*



## 4. ATTENDEES

**PLEASE NOTE:** Due to privacy reasons, the City will not disclose personal data about residents within its boundaries.

Accordingly, the organiser of this event will be required to develop their own process for engaging the target audience.

## 5. VENUE

The City has reserved the use of the first floor Function Room at The RISE in Maylands, on **28 November 2019**. If you wish to utilise this room for your proposed event, the cost of venue hire (includes use of a commercial kitchen, and tables/chairs), will be waived by the City.

Do you wish to use the Function Room at The RISE on 28 November 2019? ☐ Yes ☐ No

Please note: The City of Bayswater supports the movement to stop using plastic products (single-use plastic) at its community events. The City encourages local groups to support this movement and look for environmentally friendly suppliers to assist with community-led events as required.

## 6. CHECKLIST

Please ensure you include the following documents (where applicable) with your application.

- ☐ Completed Application Form
- ☐ If applicable, a completed Auspice Organisation Form
- ☐ A copy of your Certificate of Incorporation
- ☐ A copy of your certificate of currency for Public Liability Insurance to the value of \$20 million

**PLEASE PROCEED TO DECLARATION ON FOLLOWING PAGE.**

## 7. DECLARATION

I, \_\_\_\_\_ have read and understood the following:  
(Name)

- The expression of interest submission should be signed by the accountable officer of the incorporated body (usually the President).
- The Organisation acknowledges and agrees that this submission and information regarding it is subject to the *Freedom of Information Act 1992* and that the City of Bayswater may publicly disclose information in relation to this application, including its terms and the details of the organisation.
- The City of Bayswater may wish to provide certain information to the media for promotional purposes. For example the organisation name, location, event and funding amount.

Name:	
Position:	
Signature:	
Date:	