



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2021-107

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	31
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD FOI](#)
Cc: [REDACTED]
Subject: RE: FOI REQUEST – ECONOMIC DEVELOPMENT ASSISTANT MINISTER BRIEFS
Date: Thursday, 27 May 2021 7:00:48 PM

Good evening,

RE: FREEDOM OF INFORMATION REQUEST – ECONOMIC DEVELOPMENT ASSISTANT MINISTER BRIEFS

I write to request under the *Freedom of Information Act 2016* final ministerial briefs since 3 November 2020 generated for or directed to the Assistant Minister for Economic Development. This request includes, but is not limited to, general briefs and Question Time briefs.

This request does not include Estimates briefs or Annual Reports briefs which have previously been provided (ref: CMTEDDFOI2021-040).

I ask that my request be transferred to other entities that may hold relevant documents. Duplicate documents may be excluded.

Should you require any further information or clarification about my request, please contact my office on [REDACTED].

Kind regards,

[REDACTED]



ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2021-107



FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 27 May 2021, in which you sought access to Final Ministerial Briefs to Assistant Minister of Economic Development.

Specifically, you are seeking: *"Final ministerial briefs since 3 November 2020 generated for or directed to the Assistant Minister for Economic Development. This request includes, but is not limited to, general briefs and Question Time briefs".*

On 9 June 2021 our team wrote to you requesting for an extension of 30 working days in accordance with section 41 of the act. This request was accepted making the decision due date as 9 August 2021.

Authority

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

On 21 July 2021, we sent a response to you in a letter with an intention to refuse. A response was received from your office on the same date with a revised scope where the date range of the requested information was changed to cover the period between 1 June 2021 to 21 July 2021 instead of the originally requested period, which was from 3 Nov 2020 to 27 May 2021.

In accordance with section 40 of the Act, CMTEDD was required to provide a decision on your revised access application by 18 August 2021 however, following on from third party consultations, the due date is now 7 September 2021.

Decision on access

Searches were completed for relevant documents and twelve documents were identified that fall within the scope of your request.

I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

I have decided to grant full access to **seven** documents and partial access to **five** documents relevant to your request.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as **Attachment B** to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below.

Statement of Reasons

In reaching my access decisions, I have taken the following into account:

- the Act;
- the content of the documents that fall within the scope of your request;
- the *Information Privacy Act 2014*

Exemption claimed

My reasons for deciding not to grant access to the identified documents and components of these documents are as follows:

Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interests lies. As part of this process, I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when ‘used in a statute, the term [public interest] derives its content from “the subject matter and the scope and purpose” of the enactment in which it appears’. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the ‘public interest’.

Factors favouring disclosure in the public interest:

- (a) *disclosure of the information could reasonably be expected to do any of the following:*
- (ii) *Contribute to positive and informed debate on important issues or matters of public interest*

I consider that disclosing the contents of the information sought would significantly contribute to open discussion and informed debate on the matters contained in the documents. I am satisfied there is a public interest in discussing the content of some of

these ministerial briefs. The release of this information would help to create positive and informed debate on issues of importance to the public.

I am satisfied that these are relevant considerations favouring disclosure in this case, and in the interests of enhancing transparency and accountability, I afford them significant weight.

I also note the FOI Act has an express pro-disclosure bias which reflects the importance of public access to government information for the proper working of a representative democracy. This concept is promoted through the objects of the FOI Act. I have considered this overarching concept in making my decision in relation to access.

Factors favouring nondisclosure in the public interest:

(a) disclosure of the information could reasonably be expected to do any of the following:

(ii) prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004.

I consider that the protection of an individual's right to privacy, especially in the course of dealings with the ACT Government is a significant factor as the parties involved have provided their personal contact information for the purposes of working with the ACT Government. I have considered this information and in my opinion the protection of these individuals' personal details (such as emails addresses and personal phone numbers which are not publicly available) outweighs the benefit which may be derived from releasing them. I consider that these individuals are entitled to expect that the personal information they have supplied as part of this process to the ACT Government will be dealt with in a manner that protects their privacy.

Charges

Processing charges are not applicable for this request because the number of pages falls below the charging threshold of 50 pages.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 3-10 days of the decision. Your personal contact details will not be published.

You may view CMTEDD disclosure log at:

<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Daniel Riley
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

1 September 2021



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
Final ministerial briefs since 1 June 2021 generated for or directed to the Assistant Minister for Economic Development.	CMTEDDFOI 2021 - 107

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-6	Brief - Act Event Fund 2021 – Community Event Funding and Out-of-round funding recommendation	11 June 2021	Partial	Sch 2 s2.2 (a)(ii)	Yes
2	7-10	ACT Event Fund 2021 - Community Event Funding assessment – Canberra Small Business Market	15 June 2021	Full	N/A	Yes
3	11-14	ACT Event Fund 2021 - Community Event Funding assessment – Warehouse Circus Inc	15 June 2021	Full	N/A	Yes
4	15-18	ACT Event Fund 2021 - Community Event Funding assessment – Canberra Hospital Foundation	15 June 2021	Full	N/A	Yes
5	19-22	ACT Event Fund 2021 - Community Event Funding assessment – Sole Motive Pty Ltd	15 June 2021	Full	N/A	Yes
6	23	Funding Grant Letter – Canberra Small Business Market	N/A	Partial	Sch 2 s2.2 (a)(ii)	Yes
7	24	Funding Grant Letter – Warehouse Circus Inc	17 June 2021	Partial	Sch 2 s2.2 (a)(ii)	Yes
8	25	Funding Grant Letter – Canberra Hospital Foundation	17 June 2021	Partial	Sch 2 s2.2 (a)(ii)	Yes
9	26	Funding Grant Letter – Sole Motive Pty Ltd	17 June 2021	Partial	Sch 2 s2.2 (a)(ii)	Yes
10	27-34	Brief – Choose CBR “Go Live” 18 June 2021	17 June 2021	Full	N/A	Yes
11	35-38	Attachment A – Load performance testing	17 June 2021	Full	N/A	Yes
12	39-42	Brief: Utilisation of 2021 Act Event Fund Savings	18 June 2021	Full	N/A	Yes
Total No of Docs						
12						

Chief Minister, Treasury and Economic Development Directorate

To:	Assistant Minister for Economic Development	Tracking No.: CMTEDD2021/2908
Date:	11/06/2021	
From:	A/g Executive Branch Manager, Events ACT	
Subject:	ACT Event Fund 2021 – Community Event funding and Out-of-Round funding recommendation	
Critical Date:	18/06/2021	
Critical Reason:	To provide notification to ACT Event Fund 2021 Community Event and Out-of-Round funding applicants regarding the status of their applications (with this support to come from the ACT Event Fund 2020-21 allocation).	

- DDG 15/06/21

Recommendations

That you:

1. Note the information contained in this brief;

☒ **Noted / Please Discuss**

2. Agree to the ACT Event Fund 2021 Community Event and Out-of-Round funding assessment and funding recommendations outlined in this brief; and

☒ **Agreed / Not Agreed / Please Discuss**

3. Agree to sign the letters for the successful applicants at Attachment E and return the signed letters to Events ACT for distribution.

☒ **Signed / Not Signed / Please Discuss**

Tara Cheyne MLA

Minister's Office Feedback

near fix errors
+ I will sign.

Background

1. For the 2021 calendar year, grant funding support under the *ACT Event Fund* is made available through:
 - Main Round (which is closed with the allocation exhausted)
 - Community Event funding stream (ongoing until funding exhausted)
 - Out-of-Round funding (ongoing until funding exhausted).
2. The two ongoing *ACT Event Fund* 2021 funding options only have funding in place until the end of the current financial year, 30 June 2021.
3. The *ACT Event Fund* Community Event funding stream aims to facilitate community event and festival activity within Canberra's suburbs and town centres that is vibrant, engaging and accessible.
4. The *ACT Event Fund* Out-of-Round component supports event opportunities which arise outside the timeframes of the *ACT Event Fund* Main Round.
5. Events ACT has received four (4) applications aligned with the two ongoing funded categories in the past week.

Community Event Funding

- Sole Trader **Sch 2.2(a)(ii)** – Canberra Small Business Markets
- Warehouse Circus Inc. – Canberra Circus Festival

Out-of-Round Funding

- Sole Motive – Canberra Times Fun Run
- Canberra Hospital Foundation (CHF) – CAN GIVE DAY LIVE

6. Community Event Funding application summaries:

a) Sole Trader **Sch 2.2(a)(ii)** – Canberra Small Business Markets

- A volunteer team run a monthly market supporting small businesses and are seeking support to promote the event in its new location to bring it back to pre-COVID levels of patronage.
- The market has recently moved to Thoroughbred Park from the Kingston Fitters Workshop. This post-COVID move was necessary to ensure attendee numbers could be accommodated in a manner that complied with public health directions.
- This is a positive event for small businesses in the Canberra region, providing an affordable sales outlet and an event for Canberrans to come together and enjoy.
- The market is free to attend, however patrons can contribute with a gold coin charity donation on entry. The market charity partner varies monthly.
- The market also offers catering from several different culturally diverse community groups and is looking to expand this offering.
- The market has capacity for 80 stallholders and has been supported by 1,500 patrons to date.

b) Warehouse Circus Inc. – Canberra Circus Festival

- Warehouse Circus Inc. are seeking funding support to assist with the delivery of the Canberra Circus Festival (working title) which will be held from 27 September to 1 October 2021.

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- The Festival is a prototype festival combining local amateur, emerging and professional circus performances with guest presentations from Australia's smaller elite touring companies. The Festival will run at Erindale Theatre.
- The event is hoping to attract up to 3,000 attendees across the five days of the Festival. This attendance confidence is based on the successful delivery of a performance season at the Belco Arts Centre over a week in 2020, which saw an opening night sell-out and strong attendance across the week.
- To further increase community participation and audience development, Warehouse Circus will connect with other community performance groups to offer performance timeslots. This will include other circus groups, or live art forms that complement the offering – for example dance, music and comedy.
- The plan beyond the first year is to run an annual event that activates an outdoor stage and other attractions that will see a line-up of outdoor shows and street performances presented alongside theatrical works.
- The applicant has shown a strong understanding of COVID Safe event protocols and has designed the Festival to be flexible if restrictions were to change.

7. Out-of-Round Funding application summaries:

a) *Sole Motive – Canberra Times Fun Run*

- Sole Motive are seeking funding support to assist with the delivery of the Canberra Times Fun Run (CTFR) which is to be held on 7 November 2021.
- Sole Motive took over the running of the CTFR in 2019 (it did not proceed in 2020 due to COVID-19) and have also successfully delivered the Canberra Times Marathon Festival in April 2021 with very positive feedback from participants.
- The CTFR is based at Rond Terrace and is a popular Canberra running event offering three distances – a 10km run, a 5km run or walk and a 2km kids run.
- The event will feature an event village alongside Lake Burley Griffin and a course that passes or travels near many major Canberra landmarks.
- Sole Motive makes the event accessible to all by providing separate wheelchair start times in each category for any disabled athletes, while also providing on-course ramping as required and disabled toilets in the event village.
- Sole Motive are expecting approximately 3,500 participants, with 15 per cent expected from interstate.
- Sole Motive will develop and employ up to 60 local support staff for pre-event and on-the-day responsibilities including course sector leaders, on-course marshals and lead bike riders.
- Local and regional/interstate marketing strategies will be implemented to create awareness and drive attendance.

b) *Canberra Hospital Foundation (CHF) – CAN GIVE DAY LIVE*

- The CHF are seeking funding to assist with the delivery of CAN GIVE DAY LIVE, to be held at the National Arboretum Amphitheatre on Thursday 21 October 2021.
- CAN GIVE DAY LIVE was first held in 2020 as a live-streamed event where it showcased local talent and raised awareness of public health in Canberra. The 2020 event was successful in its audience reach and has set the foundation for creating an iconic annual concert.

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- CHF is working closely with MusicACT, which has formed a programming group to assist the success of CAN GIVE DAY LIVE and develop the concert as a vehicle for local talent.
- 1970s icon Leo Sayer is donating his performance to the event.
- CAN GIVE DAY LIVE will employ local businesses to provide event management, artist management, performers, sound and staging, videography and photography, security, catering, advertising, room décor, and safety management.
- The CHF are planning on 2,000 people attending the event.
- The concert will present a casual family-friendly and alcohol-free environment, with ticket holders to bring picnic rugs for seating. An accessible disability section will be situated closer to the stage.

Issues

8. Support via *ACT Event Fund* Community Event and Out-of-Round funding is generally intended to be provided at a level not greater than \$15,000 for any single event.
9. This figure aligns with the level of funding provided under the *ACT Event Fund* Main Round for events that meet similar aims and objectives.
10. In assessing these applications, Events ACT has noted that:
 - Sole Trader **Sch 2.2(a)(ii)** is seeking an ACT Government investment of up to \$5,000 to support the delivery of the Canberra Small Business Markets. This is considered an appropriate level of support for this application and event.
 - Warehouse Circus is seeking an ACT Government investment of up to \$15,000 to support the delivery of the Canberra Circus Festival. This is considered an appropriate level of support for this application and event.
 - Sole Motive is seeking an ACT Government investment of up to \$15,000 to support their delivery of the Canberra Times Fun Run. This is considered an appropriate level of support for this application and event.
 - Canberra Hospital Foundation is seeking an ACT Government investment of up to \$30,000 to support the delivery of the CAN GIVE DAY LIVE event. A funding amount of \$15,000 is considered an appropriate level of support for this application and event. This amount also aligns with funding levels previously provided to similar events that were supported through the *ACT Event Fund*.

Financial Implications

11. Events ACT has now reviewed, discussed and thoroughly assessed each application internally (as per approved protocols for Community Event and Out-of-Round applications). See supporting assessment documentation at:
 - Attachment A: *ACT Event Fund* 2021 – Community Funding Assessment – Canberra Small Business Markets
 - Attachment B: *ACT Event Fund* 2021 – Community Funding Assessment – Canberra Circus Festival
 - Attachment C: *ACT Event Fund* 2021 – Out-of-Round Assessment – Sole Motive – Canberra Times Fun Run
 - Attachment D: *ACT Event Fund* 2021 – Out-of-Round Assessment – CAN GIVE DAY LIVE.

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12. The following cash funding amounts are recommended against the 4 applications:

Organiser	Event	Amount
Sole Trader – Sch 2.2(a)(ii)	Canberra Small Business Markets	\$5,000
Warehouse Circus Inc.	Canberra Circus Festival	\$15,000
Sole Motive	Canberra Times Fun Run	\$15,000
Canberra Hospital Foundation	CAN GIVE DAY LIVE	\$15,000
TOTAL		\$50,000

13. Funds are currently available within the *ACT Event Fund 2021* Community Event and Out-of-Round allocation (from the 2020-21 financial year) to support these requests.
14. Noting that these funding applications have only recently been received, and in order to have these funds set against the 2020-21 allocation for the *ACT Event Fund*, your approval is required by Friday 18 June (a shorter timeframe than would normally be expected) to ensure that funding deeds and invoicing arrangements can be facilitated ahead of end-of-financial-year cut-offs.

Consultation

Internal

15. Assessed internally by Events ACT as per approved protocols for Community Event and Out-of-Round applications. Consultation on applications is conducted with other stakeholders within Economic Development when/as required.

Cross Directorate

16. Nil.

External

17. Events ACT liaised by phone with Sch 2.2(a)(ii) Administrator of the Canberra Small Business Markets, to explain the application process ahead of final submission.
18. Events ACT liaised by phone with Sch 2.2(a)(ii) Artistic Director of Warehouse Circus Inc, to explain the application process ahead of final submission.
19. Events ACT liaised by phone with Sch 2.2(a)(ii), Business Development Manager of Sole Motive Pty Ltd, to explain the application process ahead of final submission.
20. Events ACT liaised by phone with Sch 2.2(a)(ii), Director Community Engagement of Canberra Hospital Foundation, to explain the application process ahead of final submission.

Work Health and Safety

21. Nil

Benefits/Sensitivities

22. Funding for these events will support opportunities for event growth and development, while enhancing the capacity of local event organisers and community groups to deliver strong, vibrant and inclusive events for Canberra.
23. Event organisers will be advised that this funding is offered on a once-only basis and does not imply guaranteed future funding for this activity. Where appropriate, applicants will be directed to the Main Round for future funding applications.

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Communications, media and engagement implications

24. Any potential media opportunities linked to these events will be driven by Events ACT in consultation with event organisers and your office where appropriate.

Signatory Name: Ross Triffitt Phone: x71383

Action Officer: Vivienne Rolfe Phone: x54324

Attachments

Attachment	Title
Attachment A	<i>ACT Event Fund 2021 – Community Event Assessment: Canberra Small Business Markets</i>
Attachment B	<i>ACT Event Fund 2021 – Community Event Assessment: Canberra Circus Festival</i>
Attachment C	<i>ACT Event Fund 2021 – Out-of-Round Assessment: Canberra Times Fun Run</i>
Attachment D	<i>ACT Event Fund 2021 – Out-of-Round Assessment: CAN GIVE DAY LIVE</i>
Attachment E	Successful funding letters for signature (to be returned to Events ACT)

ACT Event Fund 2021 - Community Event Funding - Assessment

*** indicates a required field**

Welcome and Introduction

This part of the process is to assess applications across a range of specific criteria.

When reviewing the applications and making your assessment, please consider the aims and objectives of the *Community Event Funding* which are as follows:

- To facilitate community event and festival activity within Canberra's suburbs and town centres (i.e. outside of the Canberra City centre and the Parliamentary Triangle) that is vibrant, engaging and accessible.
- To utilise, activate and enliven community assets, precincts and spaces.
- To encourage the involvement of local residents in events and festivals that can facilitate positive interaction, cultural activity and a strong community identity among the citizens of our diverse community.
- To build the skills and capacity of the community events sector to deliver high quality, well planned, well managed and sustainable events.
- To encourage the use of community events as a platform for showcasing, mentoring and inspiring local talent (e.g. event organisers, artists, performers, sponsors/partners, community groups and local business).

While recognising that each of these objectives is important, it is also acknowledged that every event will have its own unique characteristics. As such, the relative focus of these objectives will vary between different events and festivals.

The capacity for applicants to quantify and measure outcomes related to these objectives is essential, taking into account the varying differences.

In the case of recurring events, successful applicants will also need to have demonstrated sound plans for future growth and event sustainability.

A **score** of 0 to 5 must be provided for each criterion where:

Score

Descriptor

Strengths against the Criteria

5

Excellent

Meets all requirements to an excellent or very high level. **Highly convincing** and credible. Response demonstrates **superior** understanding of, and performance against, the criterion. Comprehensively documented with all claims **fully substantiated**.

4

Very Good

Meets all requirements to high level or well above average level. **Very convincing** and credible. Response demonstrates **very good** understanding of, and performance against, the criterion. Documents provide complete details with all claims **adequately demonstrated and substantiated**.

3

Good

Meets all requirements to an above average or average level. Response is **convincing** and credible. Response demonstrates **good** understanding of, and performance against,

the criterion. **Minor uncertainties and shortcomings** in the respondent's claims and documentation.

2

Fair

Meets some of the requirements of the criterion, but is below average or just fair. Response is generally credible but not **convincing**. Response barely and demonstrates understanding of, and performance against, the criterion. Respondent's **claims have some gaps**.

1

Poor

Response has **significant shortcomings and deficiencies** in demonstrating understanding of, and performance against, the criterion.

0

Not Answered

Criterion not addressed.

Event

Project Title The Canberra Small Business Market

Amount Requested \$5,000.00

Event Overview

How well did the applicant:

1.1 Outline what the funding would be specifically used for and align the response with the eligible use of funds guidelines? *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Social and Community Benefits

How well did the applicant:

Highlight the capacity of the event to engage with the local community, encourage local participation and showcase local talent. Was there demonstrated capacity of the event to enhance city/community vibrancy and foster community pride and social cohesion.? *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Financial Stability and Sustainability

How well did the applicant:

1.4 Outline and provide a realistic and sound budget? In addition, how well did the applicant identify the extent to which the funding will assist with the enhancement, development and sustainability of the event or festival? *

☐ 0 ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Marketing Impact

How well did the applicant:

1.5 Provide detail of the potential for the event or festival to showcase and support Canberra's suburbs and town centres, and the potential to encourage community participation through event marketing activities? *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Risk Profile

How well did the applicant:

1.6 Define the broad range of event risks applicable to the event and outline risk minimisation? How well did the applicant outline relevant event management skills and experience for the organising team, confirming their capacity to successfully deliver the event? Demonstrate their ability, expertise and adaptability required to plan and deliver an event while considering COVID-19 public health directions and potential ongoing restrictions? Demonstrate awareness and understanding of COVID Safe measures/requirements that are relevant to the delivery of the event and festival activity? *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Funding Request

How well did the applicant:

1.7 Clearly articulate the need for government funding and how this support would enhance the 2020 event offering and the future development and ongoing sustainability of the event. *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

General Comments

The application has ranked well with rankings of "good" across the criteria. One ranking of "fair" for financial stability as limited details were provided. However, the application did go through the underlying financial position of the markets, which were sound. It was also noted the experience gained in ongoing delivery of this event.

This is a positive event for small businesses in the Canberra region which also provides an event for Canberrans to come together and enjoy. This event is trying to re-establish itself following the impact of COVID lock down. The move to a new premises has allowed for greater control around meeting COVID health directions.

There was limited marketing and budgeting information provided. However, the applicant did articulate why the funds were required and how they would be used to enhance their offering to the community.

This event is run by volunteers who are looking to help small businesses in the area, along with providing an event for the community which offers access to local food, beverage and entertainment options. A modest request which will enhance the marketing around this event and help to grow awareness as it rebuilds.

Total Score: 17 - recommended for funding.

Your assessments are not visible to other assessors and will not be provided to applicants.

Please note: Panel members should be aware the provisions of the *Freedom of Information Act 1989* apply to documents in Events ACT possession including panel assessment comments.

ACT Event Fund 2021 - Community Event Funding - Assessment

*** indicates a required field**

Welcome and Introduction

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- To encourage the involvement of local residents in events and festivals that can facilitate positive interaction, cultural activity and a strong community identity among the citizens of our diverse community.
- To build the skills and capacity of the community events sector to deliver high quality, well planned, well managed and sustainable events.
- To encourage the use of community events as a platform for showcasing, mentoring and inspiring local talent (e.g. event organisers, artists, performers, sponsors/partners, community groups and local business).

While recognising that each of these objectives is important, it is also acknowledged that every event will have its own unique characteristics. As such, the relative focus of these objectives will vary between different events and festivals.

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In the case of recurring events, successful applicants will also need to have demonstrated sound plans for future growth and event sustainability.

A **score** of 0 to 5 must be provided for each criterion where:

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the criterion. **Minor uncertainties and shortcomings** in the respondent's claims and documentation.

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Meets some of the requirements of the criterion, but is below average or just fair. Response is generally credible but not **convincing**. Response barely and demonstrates understanding of, and performance against, the criterion. Respondent's **claims have some gaps**.

1

Poor

Response has **significant shortcomings and deficiencies** in demonstrating understanding of, and performance against, the criterion.

0

Not Answered

Criterion not addressed.

Event

Project Title Canberra Circus Festival

Amount Requested \$15,000.00

Event Overview

How well did the applicant:

1.1 Outline what the funding would be specifically used for and align the response with the eligible use of funds guidelines? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Social and Community Benefits

How well did the applicant:

Highlight the capacity of the event to engage with the local community, encourage local participation and showcase local talent. Was there demonstrated capacity of the event to enhance city/community vibrancy and foster community pride and social cohesion.? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Financial Stability and Sustainability

How well did the applicant:

1.4 Outline and provide a realistic and sound budget? In addition, how well did the applicant identify the extent to which the funding will assist with the enhancement, development and sustainability of the event or festival? *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Marketing Impact

How well did the applicant:

1.5 Provide detail of the potential for the event or festival to showcase and support Canberra's suburbs and town centres, and the potential to encourage community participation through event marketing activities? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Risk Profile

How well did the applicant:

1.6 Define the broad range of event risks applicable to the event and outline risk minimisation? How well did the applicant outline relevant event management skills and experience for the organising team, confirming their capacity to successfully deliver the event? Demonstrate their ability, expertise and adaptability required to plan and deliver an event while considering COVID-19 public health directions and potential ongoing restrictions? Demonstrate awareness and understanding of COVID Safe measures/requirements that are relevant to the delivery of the event and festival activity? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Funding Request

How well did the applicant:

1.7 Clearly articulate the need for government funding and how this support would enhance the 2020 event offering and the future development and ongoing sustainability of the event. *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

General Comments

The application has ranked well with rankings ranging for "good" to "very good".

A strong application from an organisation that has strong links with the community. The applicants has clearly outlined how they will link with the community and collaborate with a number of different groups in Canberra to deliver this event.

The event will provide an opportunity for local performers as well as highlighting artists from interstate to raise the profile of the event and build capacity. A well thought out marketing plan and clear budget supported this application.

The applicant articulated how government funding will enhance their event and provide a basis for future sustainability and growth.

Total score: 23 - Recommended for funding.

Your assessments are not visible to other assessors and will not be provided to applicants.

Please note: Panel members should be aware the provisions of the *Freedom of Information Act 1989* apply to documents in Events ACT possession including

panel assessment comments.

ACT Event Fund 2021 Assessment - Out of Round

*** indicates a required field**

Welcome and Introduction

This part of the process is to assess applications across a range of specific criteria.

When reviewing the applications and making your assessment, please consider the aims and objectives of the *Main Round* which are as follows:

- To facilitate a vibrant, innovative and inclusive events culture within the ACT and help develop a diverse, year-round events calendar that minimises calendar gaps;
- To encourage the development of tourism in the ACT and increase economic development opportunities;
- To encourage the involvement of local residents in events and festivals that can facilitate positive interaction, cultural activity and a strong community identity among the citizens of our diverse community; and
- To provide support to events and festivals that are of high quality, well planned, well managed, viable and sustainable.

While recognising that each of these objectives is important, it is also acknowledged that every event will have its own unique characteristics. As such, the relative focus of these objectives will vary between different events and festivals.

The capacity for applicants to quantify and measure outcomes related to these objectives is essential, taking into account the varying differences.

In the case of recurring events, successful applicants will also need to have demonstrated sound plans for future growth and event sustainability.

For 2021, the ACT Event Fund will also play an important role in supporting events that can safely connect our community and visitors in line with public health directions.

A **score** of 0 to 5 must be provided for each criterion where:

Score

Descriptor

Strengths against the Criteria

5

Excellent

Meets all requirements to an excellent or very high level. **Highly convincing** and credible. Response demonstrates **superior** understanding of, and performance against, the criterion. Comprehensively documented with all claims **fully substantiated**.

4

Very Good

Meets all requirements to high level or well above average level. **Very convincing** and credible. Response demonstrates **very good** understanding of, and performance against, the criterion. Documents provide complete details with all claims **adequately demonstrated and substantiated**.

3

Good

Meets all requirements to an above average or average level. Response is **convincing** and credible. Response demonstrates **good** understanding of, and performance against, the criterion. **Minor uncertainties and shortcomings** in the respondent's claims and documentation.

2

Fair

Meets some of the requirements of the criterion, but is below average or just fair. Response is generally credible but not **convincing**. Response barely and demonstrates understanding of, and performance against, the criterion. Respondent's **claims have some gaps**.

1

Poor

Response has **significant shortcomings and deficiencies** in demonstrating understanding of, and performance against, the criterion.

0

Not Answered

Criterion not addressed.

Event

Project Title CAN GIVE DAY LIVE

Amount Requested \$30,000.00

Event Overview

How well did the applicant:

1.1 Outline what the funding would be specifically used for and align the response with the eligible use of funds guidelines? *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Economic Benefit

How well did the applicant:

1.2 Explain the rationale for the event's timing and its value as part of the broader event calendar in the Canberra region? In addition, how well did the applicant present opportunities which would enable local businesses (including the tourism industry if applicable) to leverage off the event? Where applicable, did the applicant outline the event's capacity to attract interstate/international visitation and drive tourism growth? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

To consider: Did the response highlight capacity to fill calendar gaps, complement other events/festivals and enable tourism industry/local business engagement/leveraging? Also consider the extent of visitation generated.

Social and Community Benefits

How well did the applicant:

Highlight the capacity of the event to facilitate local engagement, local participation and other key social and community benefits (i.e. city enlivenment/vibrancy, social enrichment and community pride)? *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Financial Stability and Sustainability

How well did the applicant:

1.4 Outline and provide a realistic and sound budget? In addition, how well did the applicant identify current/future plans for securing additional revenue sources and provide evidence of such support where applicable? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

To consider: Did the application attach evidence of sponsorship where applicable? Did the application clearly outline use of surplus (if required)? Was a clear fallback option provided?

Marketing and Promotion

How well did the applicant:

1.5 Provide evidence of a strong and detailed marketing plan? Did the plan identify target audiences, along with key messages and branding. Did they articulate what the marketing approach would be to achieve their event marketing goals/targets to stimulate participation in the event? *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Risk Profile and Feasibility

How well did the applicant:

1.6 Define the broad range of event risks applicable to the event and outline risk minimisation? Demonstrate their ability, expertise and adaptability required to plan and deliver an event while considering COVID-19 public health directions and potential ongoing restrictions? Demonstrate awareness and understanding of COVID Safe measures/requirements that are relevant to the delivery of the event and festival activity? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Funding Request

How well did the applicant:

1.7 Clearly articulate the need for government funding and how this support would enhance the 2021 event offering along with the future development and ongoing sustainability of the event. *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

General Comments

The application has ranked well with rankings ranging from "good" to "very good".

While the CHS is a registered charity and the event is run to support the organisation and its work, this event offers a lot to the general Canberra public. The event also provides a great space and opportunity for local artists and performers to perform. Strong collaboration with

ACT Event Fund 2021 - Community Event Funding
ACT Event Fund 2021- Out of Round - assessment (Version 3 of 3)
Application ACTEF21-Com030 From Canberra Hospital Foundation
Form Submitted 15 Jun 2021, 12:44pm AEST

community focused groups (MusicACT) showing how this event will support that part of the events sector.

No marketing plan was attached - however a strong \$ figure was provided in the budget attributed to marketing. Details on previous reach in media were provided.

The event will provide a strong boost to local businesses and staff who support the events sector, especially larger outdoor events.

Funding support will help this event move from its first iteration as a live streamed event in 2020 to an outdoor event in one of Canberra's iconic locations.

Total score 24: Funding recommendation to the level of \$15,000. This figure is in line with support currently provided to events of a similar size and output.

Your assessments are not visible to other assessors and will not be provided to applicants.

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ACT Event Fund 2021 Assessment - Out of Round

*** indicates a required field**

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- To facilitate a vibrant, innovative and inclusive events culture within the ACT and help develop a diverse, year-round events calendar that minimises calendar gaps;
- To encourage the development of tourism in the ACT and increase economic development opportunities;
- To encourage the involvement of local residents in events and festivals that can facilitate positive interaction, cultural activity and a strong community identity among the citizens of our diverse community; and
- To provide support to events and festivals that are of high quality, well planned, well managed, viable and sustainable.

While recognising that each of these objectives is important, it is also acknowledged that every event will have its own unique characteristics. As such, the relative focus of these objectives will vary between different events and festivals.

The capacity for applicants to quantify and measure outcomes related to these objectives is essential, taking into account the varying differences.

In the case of recurring events, successful applicants will also need to have demonstrated sound plans for future growth and event sustainability.

For 2021, the ACT Event Fund will also play an important role in supporting events that can safely connect our community and visitors in line with public health directions.

A **score** of 0 to 5 must be provided for each criterion where:

Score

Descriptor

Strengths against the Criteria

5

Excellent

Meets all requirements to an excellent or very high level. **Highly convincing** and credible. Response demonstrates **superior** understanding of, and performance against, the criterion. Comprehensively documented with all claims **fully substantiated**.

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Very Good

Meets all requirements to high level or well above average level. **Very convincing** and credible. Response demonstrates **very good** understanding of, and performance against, the criterion. Documents provide complete details with all claims **adequately demonstrated and substantiated**.

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Meets all requirements to an above average or average level. Response is **convincing** and credible. Response demonstrates **good** understanding of, and performance against, the criterion. **Minor uncertainties and shortcomings** in the respondent's claims and documentation.

2

Fair

Meets some of the requirements of the criterion, but is below average or just fair. Response is generally credible but not **convincing**. Response barely and demonstrates understanding of, and performance against, the criterion. Respondent's **claims have some gaps**.

1

Poor

Response has **significant shortcomings and deficiencies** in demonstrating understanding of, and performance against, the criterion.

0

Not Answered

Criterion not addressed.

Event

Project Title Canberra Times Fun Run (CTFR)

Amount Requested \$15,000.00

Event Overview

How well did the applicant:

1.1 Outline what the funding would be specifically used for and align the response with the eligible use of funds guidelines? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Economic Benefit

How well did the applicant:

1.2 Explain the rationale for the event's timing and its value as part of the broader event calendar in the Canberra region? In addition, how well did the applicant present opportunities which would enable local businesses (including the tourism industry if applicable) to leverage off the event? Where applicable, did the applicant outline the event's capacity to attract interstate/international visitation and drive tourism growth? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

To consider: Did the response highlight capacity to fill calendar gaps, complement other events/festivals and enable tourism industry/local business engagement/leveraging? Also consider the extent of visitation generated.

Social and Community Benefits

How well did the applicant:

Highlight the capacity of the event to facilitate local engagement, local participation and other key social and community benefits (i.e. city enlivenment/vibrancy, social enrichment and community pride)? *

☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Financial Stability and Sustainability

How well did the applicant:

1.4 Outline and provide a realistic and sound budget? In addition, how well did the applicant identify current/future plans for securing additional revenue sources and provide evidence of such support where applicable? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

To consider: Did the application attach evidence of sponsorship where applicable? Did the application clearly outline use of surplus (if required)? Was a clear fallback option provided?

Marketing and Promotion

How well did the applicant:

1.5 Provide evidence of a strong and detailed marketing plan? Did the plan identify target audiences, along with key messages and branding. Did they articulate what the marketing approach would be to achieve their event marketing goals/targets to stimulate participation in the event? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Risk Profile and Feasibility

How well did the applicant:

1.6 Define the broad range of event risks applicable to the event and outline risk minimisation? Demonstrate their ability, expertise and adaptability required to plan and deliver an event while considering COVID-19 public health directions and potential ongoing restrictions? Demonstrate awareness and understanding of COVID Safe measures/requirements that are relevant to the delivery of the event and festival activity? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Funding Request

How well did the applicant:

1.7 Clearly articulate the need for government funding and how this support would enhance the 2021 event offering along with the future development and ongoing sustainability of the event. *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

General Comments

The application has ranked well with rankings ranging from "good" to "very good".

The application has clearly outlined the funding use, and has demonstrated how these funds will enhance the event offering. The application has shown positive evidence of engagement with all Canberrans across gender, age and ability. They have also highlighted the work they

ACT Event Fund 2021 - Community Event Funding
ACT Event Fund 2021- Out of Round - assessment (Version 3 of 3)
Application ACTEF21-Com040 From Sole Motive Pty Ltd
Form Submitted 15 Jun 2021, 12:46pm AEST

will undertake to ensure they run an accessible event.

The event hopes to engage local culturally diverse entertainment groups around the course - providing great vibrancy and providing an opportunity for these artists to perform.

With the senior roles being managed by Sole Motive, the event will develop and employ up to 60 local support staff for pre-event and on-day responsibilities including acting as course sectors leaders, on-course marshals and lead bike riders.

A strong marketing plan and budget (outlining engagement with local businesses) has been provided.

Overall, a strong application from an experienced event organiser that continues to build strong partnerships with the Canberra community and the local business sector. Support for the 2021 event will also assist efforts to grow the event further and continue engagement with the community.

Total score: 27 - Recommended for funding.

Your assessments are not visible to other assessors and will not be provided to applicants.

Please note: Panel members should be aware the provisions of the *Freedom of Information Act 1989* apply to documents in Events ACT possession including panel assessment comments.

Tara Cheyne MLA

Assistant Minister for Economic Development

Minister for the Arts

Minister for Business and Better Regulation

Minister for Human Rights

Minister for Multicultural Affairs

Member for Ginninderra

Sch 2.2(a)(ii)

Canberra Small Business Market

Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

Thank you for your application for support from the *ACT Event Fund 2021* Community Event Funding stream.

It is my pleasure to advise you that following completion of the assessment phase, your funding application was successful in securing funding support of \$5,000 to assist with the delivery of the Canberra Small Business Market.

The *ACT Event Fund* is a key mechanism for stimulating and fostering a range of positive economic, social and community outcomes for the Canberra region through the festivals and events sector. For 2021, the Fund is also playing an important role in supporting events that can safely connect our community and visitors in line with public health directions.

You will shortly receive further information from Events ACT outlining the process for finalising an agreement and receiving the approved funds. Should you have any questions regarding the *ACT Event Fund*, please contact Ms Vivienne Rolfe on (02) 6205 4324 or vivienne.rolfe@act.gov.au.

I wish you all the best for your event.

Sincerely



Tara Cheyne MLA

Tara Cheyne MLA

Assistant Minister for Economic Development

Minister for the Arts

Minister for Business and Better Regulation

Minister for Human Rights

Minister for Multicultural Affairs

Member for Ginninderra

Sch 2.2(a)(ii)

Artistic Director

Warehouse Circus Inc

Sch 2.2(a)(ii)

Thank you for your application for support from the *ACT Event Fund 2021* Community Event Funding stream.

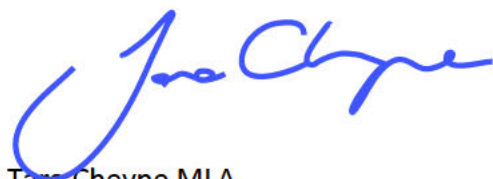
It is my pleasure to advise you that following completion of the assessment phase, your funding application was successful in securing funding support of \$15,000 to assist with the delivery of the Canberra Circus Festival.

The *ACT Event Fund* is a key mechanism for stimulating and fostering a range of positive economic, social and community outcomes for the Canberra region through the festivals and events sector. For 2021, the Fund is also playing an important role in supporting events that can safely connect our community and visitors in line with public health directions.

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I wish you all the best for your event.

Sincerely



Tara Cheyne MLA

17/6/21



Tara Cheyne MLA

Assistant Minister for Economic Development

Minister for the Arts

Minister for Business and Better Regulation

Minister for Human Rights

Minister for Multicultural Affairs

Member for Ginninderra

Sch 2.2(a)(ii)

Director Community Engagement

Canberra Hospital Foundation

Hospital Road

GARRAN ACT 2605

Sch 2.2(a)(ii)

Thank you for your application for support from the *ACT Event Fund 2021* Out-of-Round funding stream.

It is my pleasure to advise you that following completion of the assessment phase, your funding application was successful in securing funding support of \$15,000 to assist with the delivery of the CAN GIVE DAY LIVE event.

The *ACT Event Fund* is a key mechanism for stimulating and fostering a range of positive economic, social and community outcomes for the Canberra region through the festivals and events sector. For 2021, the Fund is also playing an important role in supporting events that can safely connect our community and visitors in line with public health directions.

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I wish you all the best for your event.

Sincerely



Tara Cheyne MLA

17/6/21



Tara Cheyne MLA

Assistant Minister for Economic Development

Minister for the Arts

Minister for Business and Better Regulation

Minister for Human Rights

Minister for Multicultural Affairs

Member for Ginninderra

Sch 2.2(a)(ii)

Business Development Manager

63 Turner Street

PORT MELBOURNE VIC 3207

Sch 2.2(a)(ii)

Thank you for your application for support from the *ACT Event Fund 2021* Out-of-Round funding stream.

It is my pleasure to advise you that following completion of the assessment phase, your funding application was successful in securing funding support of \$15,000 to assist with the delivery of the Canberra Times Fun Run.

The *ACT Event Fund* is a key mechanism for stimulating and fostering a range of positive economic, social and community outcomes for the Canberra region through the festivals and events sector. For 2021, the Fund is also playing an important role in supporting events that can safely connect our community and visitors in line with public health directions.

You will shortly receive further information from Events ACT outlining the process for finalising an agreement and receiving the approved funds. Should you have any questions regarding the *ACT Event Fund*, please contact Ms Vivienne Rolfe on (02) 6205 4324 or vivienne.rolfe@act.gov.au.

I wish you all the best for your event.

Sincerely



Tara Cheyne MLA

17/6/21



** Confirmed received in office
and by me on ~~the~~ Thursday
17 June 2021 ~ midday.*

Choose a Directorate:

To:	Minister for Business and Better Regulation	Tracking No.: Click here to enter text.
Date:	16 ¹⁷ /06/2021 <i>gc</i> <i>SB</i>	
CC:	Click here to enter text.	
From:	Deputy Director General, Economic Development	
Subject:	ChooseCBR "go live" 18 June 2021	
Critical Date:	17/06/2021	<Indicate the date in bold by which the brief must be signed>
Critical Reason:	ChooseCBR is currently paused and decision needed about whether to go live on 18 June 2021	

Recommendations

That you:

CC CMD.

1. Note the information contained in this brief;

Noted / Please Discuss

2. Agree to:

- a. Go live with Choose CBR on Friday 18 June 2021, **OR**

Agreed / Not Agreed / Please Discuss

- b. Not go live with Choose CBR on Friday 18 June 2021 and request further advice on options

Agreed / Not Agreed / Please Discuss

3. Subject to decision at Recommendation 2 to go live on Friday 18 June 2021, indicate:

- a. Time the system is to be made available to businesses

5pm Thursday 17 June 2021 OR

7am Friday 18 June 2021 OR

9am Friday 18 June 2021 OR

Other / Please Discuss

OFFICIAL

b. Time the system is to be made available to consumers

5pm Thursday 17 June 2021 OR

7am Friday 18 June 2021 OR

9am Friday 18 June 2021 OR

Other / Please Discuss

TARA CHENE

Choose an item. MLA

Minister's Office Feedback

7am for both.
Comm to state to both that
website will be able to be accessed
for businesses + consumers from 7am
however it will be up to businesses
when they choose to start redeeming.

For consumers, ^{EDM today} should specifically say
— please be mindful of the above
+ patient
— we will send you a text advising
you vouchers are available at 9am.

Today: EDM + text to businesses; EDM to consumers.

Tomorrow: ^{text} ~~EDM~~ to consumers at 9am.

Background

1. Due to the performance issues of the ChooseCBR website on Wednesday 9 and Thursday 10 June 2021, ChooseCBR was paused on Thursday 10 June 2021 for remediation.
2. You have asked that the system be ready to go live Friday 18 June 2021, and for the decision point to be in time to advise businesses at 1300hrs on Thursday 17 June 2021. This brief sets out the status of technical work undertaken, as well as considerations regarding going live on Friday.
3. Remediation work has been carried out by the developer, with the support of their hosting provider AWS. Changes were made to the database as well as the program logic within the application. Load testing of the application in a test environment of the conditions experienced at the launch were completed in the morning of Tuesday 15 June 2021.
4. The developer and AWS have reported a significant improvement to the system's ability to handle the load in the test environment. Testing also identified further 'bottlenecks' that have been and continue to be addressed. You and your office were briefed on Wednesday 16 June 2021 on the status of these tests and the steps involved with completing the necessary tests prior to going live.
5. At the time of writing, the system has been released to the production environment and functional testing has begun. Noting the requested timelines regarding announcement to business, this brief contains an early progress report only.
6. Information in this brief is current as at the time of reporting, however technical works, remediations and testing are ongoing, and as a result, advice may be subject to change.

Issues

System load and performance testing

7. A strategy for simulated load testing was developed by AWS and the Developer and designed to take into account the available timeframes within which testing was required to occur. The testing includes:
 - a. load testing in a test environment to assess the extent of performance improvements and determine the amount of load the system can handle before the system becomes overloaded; and
 - b. function testing in the production environment to ensure the different functions and features of the application and the user experience has not inadvertently been affected by the system changes made to improve performance.
8. Load testing in the test environment is a simulation of the production (live) environment and user behaviours, but it cannot exactly replicate user behaviours or the live environment. The testing in the production environment focusses on functionality of the key features only, with no capability to replicate the impact of high loads as

occurred in the test environment. Further, due to system and time constraints, a limited number of functions can be tested.

9. Attachment A outlines remediations, system changes and the testing undertaken following the issues related to the database and queries to the database on 9-10 June.
10. Testing to date has confirmed that issues were not related to data server capacity. Additional server capacity was acquired following technical issues experienced during the trial in December 2020. However, it was subsequently diagnosed that the issue experienced on 9-10 June was not related to server capacity.
 - a. The database underpinning the system contains the information needed to enable customers to register and access vouchers, and for businesses to redeem vouchers. The large volume of users trying to register and redeem vouchers at the same time caused the system to slow and eventually crash as the checking process could not keep up with the volume of transactions in the system during peak periods last week.
 - b. The checks that initiated every time a voucher was redeemed included whether a voucher was valid, whether it had been previously redeemed, and if there were still available funds - this was determined to be the main cause of the performance issues. *multiple queries at once.*
11. The work since the problem was identified has implemented more efficient ways to undertake the necessary checks and testing the performance of the system as a result of the changes.
12. The system has been load tested with rates of user registration and voucher redemptions at levels significantly higher than that experienced when the system was live last week. In addition, the following performance test results were observed in the testing environment:
 - ✓ a. Increased load does not affect the user experience for new registrations;
 - b. The map function has no noticeable impact on the overall performance; and
 - c. Voucher redemptions by businesses are affected by load increases.
13. The results from tests in recent days suggest the changes made will result in a more stable system able to handle the volume of transactions witnessed last week.
14. To meet the requested decision timeline to go live on 18 June, final load testing was undertaken on the evening of 16 June. This testing identified ongoing performance issues, which has been attributed to maintenance of the list of redeemed vouchers on the merchant dashboard. You had earlier been briefed on a similar issue in relation to the consumer dashboard and agreed to remove the customer dashboard and create a link to a separate page to reduce the number of queries, noting the merchant dashboard would remain in place during further testing.

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15. Noting your request to optimise the business experience as much as possible, three options were considered (detailed at Attachment A). It was decided, on balance to make a change to the system for business redeemed vouchers, similar to the change for consumer redeemed voucher history list, by removing the list from the dashboard and creating a link. It is anticipated that this would improve the performance of the system beyond the previously tested 600 vouchers redeemed per minute. Within the timeframes, no further load testing was possible. Merchants and consumers would still be able to review their redemption history by following this link. OK.
16. The vendor agreed to commence deployment overnight and provided it to the ACT Government for production verification testing this morning. A summary of the progress of this testing at the time of writing (11:30 am 17 June 2021) is at Attachment A.
17. Functional testing will continue and advice will be provided at its conclusion about the findings and any further remediation that may be required, noting that full functionality under load will not have been tested (as outlined above).

Timing

18. Should the decision be made to go live on 18 June, a decision is needed as to the time at which to go live. It is recommended that any decision on timing ensure the system is launched ahead of expected higher load periods to allow monitoring for any issues. It is also recommended that it be made live at a time when maximum resources can be applied to its monitoring.
 - a. For example, the 'go live' time could be 9:00am, noting a peak load would be expected at around 11:00am
19. You asked for consideration of businesses being able to access the system from 5:00pm Thursday 17 June 2021. Technically, it is possible, but it will require businesses to be sent an alternate link by which they login to the system. There would be nothing stopping those businesses onforwarding the link to consumers or redeeming vouchers. On balance, it is recommended that businesses and consumers be given access at the same time to avoid confusion by business and the risk of vouchers being redeemed prior to the go live time.

Outstanding considerations

Draw down counter

20. Remediations were put in place at the time of launch to reduce the load on the system by adjusting how the funding block was calculated. This resulted in the draw down counter showing amounts different to the \$2 million total funding amount. Feedback from merchants at the time indicated this issue further undermined confidence in the scheme.

please ensure this does not happen again.

Indeed.

21. The Developer has advised that this remediation, implemented in the live environment, did not perform as expected under load. This has since been corrected. At the time of writing, the Developer has advised this issue has not affected the accuracy of the calculations of the calculations.
22. You asked for advice on the handling and communication of the manual voucher redemptions once the system goes live. Work is ongoing to quantify the amount of the vouchers and further advice will be provided. *Please prioritise today + Notifications when the \$2 million funding pool is expended Friday.*
23. The Developer demonstrated the functionality of the system when the redeemed vouchers reach the \$2 million mark. Once the \$2 million has been expended, the system automatically prevents further vouchers being redeemed. The Developer has confirmed that redemptions will be disabled at the point the funding pool is fully expended.
24. If the system goes live on 18 June, it is possible that, given the expected high demand for the vouchers, the funding pool will be expended some time over the weekend. Some businesses may be attempting to redeem vouchers at the same time as system shuts off when \$2 million has been reached. You have indicated a preference to honour vouchers for businesses caught in this situation. ✓
25. The system does not capture incomplete or unsuccessful data redemption attempts as an indicator of businesses that may be attempting to redeem vouchers at or close to the shutting of the scheme. It is not clear at this point what options may be available to identify these businesses and, potentially, implement a manual voucher redemption process. You will be advised separately of options. *OK - today please.*
26. Communications will occur with merchants ahead of the funding pool being expended. Further advice on the triggers and type of communication will be provided.

Level of assurance and risk mitigation

- ✓ 27. The vendor and AWS have advised that all testing that can be done within the timeframes available has been done. Even so, the load tests undertaken simulate but are not an exact replica of the live environment. *Understood.*
28. The verification testing being undertaken today will only test some functions. With additional time further verification testing to determine if the changes made to the system to improve performance have had any unintended consequences to system functions could be completed. While it is possible to provide a general indication of the main functions, it is not possible to provide assurance that errors have not been introduced, and the system will not experience further issues.
29. Further, even with additional testing and time, it is unlikely the developer will be able give complete assurance of how the system will perform in real life.

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30. The developer and AWS in their advisory capacity will be on call in the event issues emerge. Delaying the launch to after 0900hrs would allow more resources to be available to monitor progress with the developer.
31. The developer also recommended that activity such as data dumps to monitor patterns of voucher redemptions not occur during peak times. This will affect the timing of providing updates on redemption patterns and the ability to check voucher redemption activity for unusual patterns.

ok - as long as can be dumped + reviewed in non-peak times.

Financial Implications

	Original Allocation	Expended	Unspent
Administration	\$123,000	\$79,009	\$43,991**
Voucher Redemption (trial)	\$500,000	\$310,175	\$189,835
Voucher Redemption full roll out	\$2,000,000	\$389,900*	
Possible Administrative Budget			233,826

* Does not include value of vouchers redeemed manually

** Estimate only and does not take into account cancellation of marketing activity since system taken off-line and other activities.

32. Further advice on the final budget situation will be provided.

Consultation

Internal

33. Digital, Data and Technology Solutions, CMTEDD are engaged in assisting with the remediation of ChooseCBR.
34. Communications and Engagement, CMTEDD are assisting with communications to merchants and customers via email. Shared Services assists with text messages as required.

Cross Directorate

35. Advice is being sought from the ACT Government Solicitor regarding requests for compensation.

External

36. Economic Development continues to engage the vendor in regards to load and performance testing.

Work Health and Safety

37. There are no work health and safety issues associated with this brief

Benefits/Sensitivities

38. Removing the voucher history list from the dashboard and creating a link to improve performance will result in changes to merchant and consumer user experience, however

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consumers and merchants will still be able to verify vouchers were redeemed by following the link.

39. As has been discussed, there are reputation risks for the ACT Government in the event users experience continued difficulties in accessing or redeeming vouchers. Going live on Friday does not allow time for monitoring ahead of what will likely be high load periods over the weekend. However, you have also raised the significant business expectation that has been generated regarding commencing the scheme on Friday.
40. Following the decision to pause ChooseCBR a small number of merchants expressed concern about costs they had incurred in participating in ChooseCBR, such as advertising or additional staff. The terms and conditions fully indemnify the territory against any losses, liabilities, costs, expenses or damages (including actual, special, indirect and consequential losses or damages of every kind and nature,

Communications, media and engagement implications

41. In consultation with your office it is proposed your decision will be communicated to registered businesses via an email as soon as you sign off. This will be followed by an email to stakeholders and then ChooseCBR customers advising them of your decision. *and on the website.*
42. The draft communications to business, stakeholders and customers have been provided to your office and the business email will a description of the difference the merchant will see in their merchant dashboard and also some instructions on what to do for if the system slows during peak times. The Chief Digital Officer has confirmed including this information is important to include. *Agreed.*
43. Communicating the decision to media will follow later in the day as determined by your office. Talking points will be provided to your office.
44. Access Canberra Contact Centre will also be informed and will change in queue message and both the ChooseCBR website message and Access Canberra website will be updated.
45. Work is underway to map out communications for the closure of ChooseCBR. Advice will be provided separately along with options for handling merchants attempting to redeem vouchers once the full \$2 million has been expended. *OK*

Signatory Name: Kareena Arthy

Phone:

Action Officer: Kate Starick

Phone:

Attachments

Attachment	Title
Attachment A	Load and Performance testing

Choose CBR: Remediation, System Changes and Testing Undertaken Since 9-10 June 2021

Date	Merchant Activities	Consumer Activities	Status
9–10 June 2021	Code redemptions Up to 20 – 25 vouchers per minute were able to be redeemed. Bottlenecks identified which periodically overloaded queries to the database and resulted in error messages to users.	20 user registration processed per minute (1 every 3 seconds)	Complete
16 June am	Code redemptions ran solidly at around 600 per minute (8-10 redemptions per second). At 900 code redemption per minute (15 code redemptions per second), started to observe a big increase in response times to 30 seconds on average with around 1% of requests failing compared to more than 90% prior to remediations.	Tested 180 new user registrations per minute. The developer observed no impacts to the user experience for new registrations.	Complete

Initial Observations:

Load testing was carried out between 14 – 16 June 2021 in a test environment designed to simulate production.

The testing undertaken identified significant improvements in the system's ability to handle load. Additional 'bottlenecks' were identified and investigated.

The testing further determined that there is ample data server infrastructure capacity for the anticipated volumes.

OK.

Date	Merchant Activities	Consumer Activities	Status
16 June pm	<p>Expanded load testing included:</p> <ul style="list-style-type: none"> • Logging in • Code retrieval and redemption • Users searching for businesses with the map function. Attempts were made to simulate users searching for businesses using a number of search terms. Noting that without real information about how users are actually searching the site, the simulation will likely produce different behaviour to what would be seen in the live environment. 	<p>Load testing included:</p> <ul style="list-style-type: none"> • user registration (including loading the form, validating an email address, and then submitting the form) • Logging in as an existing user account • Browsing to the "my discounts" page to view the current codes for the user <p>Customer history dashboard was identified as a direct contributor to performance challenges. The developer sought agreement to remove the customer dashboard and create a link to a separate page to reduce the number of queries. Minister agreed this change at 1800hrs meeting, noting the Merchant dashboard would remain.</p> <p>The proposed test included this changed function.</p>	Complete

but ok with removing it now to another link.

Initial Observations

Testing identified the current performance challenges are directly contributed to by the list of redeemed vouchers on the merchant dashboard. The following three options were considered:

- Seek to optimise the redeemed voucher list for businesses. The developer advised this would require another couple of days of system changes, and further testing/performance testing to confirm the changes had the desired effect;
- Release the system as is based on current performance as ascertained by the load test results of the previous two days. This should achieve performance at a level of 8-15 voucher redemptions per second with the rest of the system functions operating as normal.
- Make a change to the system for business redeemed vouchers, similar to what was done for the consumer redeemed voucher history list, by removing the list from the dashboard and creating a link. It is anticipated that this would improve the performance of the system towards the 60 per second load, while still providing the same redemption information to the business via the link.

Given the above, the decision was made to implement option 3. The developer advised this will take ½ hour extra to make and test the change. ✓

DATE	Production Verification Testing from 1030hrs	Status
17 June	<p>The system was deployed into the production environment for functional testing. The developer has created ten customer accounts and five merchant accounts. As accounts have already been created for the purposes of verification testing, not all functions can be assessed:</p> <ol style="list-style-type: none"> as an existing user, the 'sign up' function will not be able to be tested; and some web and homepage links, which are only visible if the user is signed in, will not be visible. <p>Load testing is not carried out in production as it involves scripting automation of user simulations, so doing this in production will contaminate the production data.</p> <p>As at 1130hrs, business dashboard functionality, including voucher redemptions, has been tested across both desktop and mobile devices in common browsers.</p> <p>Redemptions have been successful, both via manual entry of codes and use of the QR Code function. Business rules are still in place (i.e. vouchers can only be used once, one voucher per business per day, and minimum spend). The drawdown bar behaves appropriately, with the total amount redeemed reflecting the vouchers used.</p> <p>Testing of the customer dashboard functionality has occurred in tandem (viewing codes, redeeming vouchers, and submitting feedback). This has not shown any errors.</p> <p>Testing of functionality for businesses to edit their details is still underway. So far one defect has been identified: if a business deactivates their listing (so customers will not view them as a participating business on the ChooseCBR directory), and then later revisits their business details via the "edit my business details" function, business details appear blank. The vendor has been asked to diagnose and quantify how long this may take to remedy.</p> <p>Testing of all "public" functionality, e.g. links across all pages where a user does not have to be logged in, is underway.</p>	Underway

Please provide
businesses reset
passwords.

As discussed, explore
bespoke option given these
businesses are few.

Chief Minister, Treasury and Economic Development Directorate

To:	Assistant Minister for Economic Development	Tracking No.: CMTEDD2021/3011
Date:	18/06/2021	
From:	Executive Branch Manager, Events ACT	
Subject:	Utilisation of 2021 ACT Event Fund savings	
Critical Date:	23/06/2021	
Critical Reason:	To allow sufficient time for unexpended 2020-21 funds from Events ACT to be repurposed to providing DESIGN Canberra 2021 with additional funding support. This needs to occur prior to the end of the 2020-21 financial year.	

- DDG 22/06/2021

Recommendations

That you:

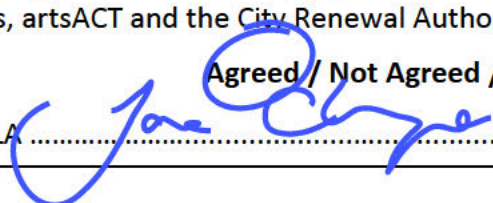
1. Note the information contained in this brief;

 **Noted / Please Discuss**

2. Agree to funding support for DESIGN Canberra 2021 (\$40,000) from the *ACT Event Fund 2021*, which will supplement an existing agreement between the DESIGN Canberra organisers, artsACT and the City Renewal Authority.

Agreed / Not Agreed / Please Discuss

Tara Cheyne MLA

 **23/6/21**

Minister's Office Feedback

BackgroundACT Event Fund

1. The *ACT Event Fund* has been established as a key mechanism for stimulating and fostering a range of positive economic, community and social outcomes for the Canberra region through the festivals and events sector.

2. In 2021, the Fund has also played an important role in supporting events that can safely connect our community and visitors in line with public health directions.
3. In recent years, the *ACT Event Fund* has provided the following key elements to support the festivals and events sector within a \$465,000 budget:
 - An annual, competitive main grant funding round.
 - Ongoing Community Event Funding support (until exhaustion of the designated funding allocation).
 - An out-of-round funding allocation for start-up events or unique event opportunities which arise outside the main competitive round timeframe.
 - Free sector development workshops to build capacity and share knowledge across the local festivals and events sector.
4. The *ACT Event Fund* 2021 funding program has provided financial support to 25 event organisers (some organisers delivering more than one event) to assist with the planning, marketing, staging and overall enhancement of their events.
5. Unexpended funds from the *ACT Event Fund* 2021 provides an opportunity to repurpose this funding to provide additional support for DESIGN Canberra 2021.
6. You have recently agreed to the use of further unexpended funds from the ACT Event Fund 2021 (\$50,000) and the Arts Fund 2021 (\$40,000) to be repurposed to support the *Amp It Up!* Fund (CMTEDD2021/2720).

DESIGN Canberra

7. From 8 to 28 November 2021, DESIGN Canberra will deliver over 200 events across Canberra – experimenting with new ideas and expanding the most successful program elements into new directions for the 2021 edition.
8. The Festival, now in its eighth year, is suitable for all interests and ages – with most events being free to the public.
9. DESIGN Canberra continues to grow in stature and has strong support from the local community and interstate visitors – with potential for further growth.

Issues

10. Events ACT has seen a reduction in funding requests for 2020-21 given the uncertainty around delivering events in 2021 within COVID-19-related public health directions.
11. This uncertain events landscape and a reduction in funding requests has led to an underspend in the *ACT Event Fund* program budget this financial year.
12. Events ACT anticipates that funding requests will increase back to traditionally stronger levels for the *ACT Event Fund* 2022 round (i.e. from the 2021-22 budget) based on current feedback from the events sector on their event planning efforts.
13. Should you agree to repurpose savings from the *ACT Event Fund* 2021 program to DESIGN Canberra it will provide organisers with greater opportunity to promote the event locally and interstate.
14. Increased awareness and attendance levels will assist the event with its continued growth and long-term sustainability.

- ✓ 15. This event will help promote positive economic, community and social outcomes for the Canberra region, which aligns with the key aims and objectives of the *ACT Event Fund*.
16. The additional funds can be managed within the current governance arrangements for DESIGN Canberra.

Financial Implications

17. Events ACT is forecasting a \$40,000 underspend for the 2020-21 financial year from the *ACT Event Fund 2021*.
18. The budget for the *ACT Event Fund* is fully derived from Events ACT base administration funding.
19. Base administration funding cannot be reprofiled into the next financial year.
20. It is proposed that \$40,000 of this underspend be directed towards additional funding support for DESIGN Canberra 2021. This additional funding will supplement an existing agreement between the DESIGN Canberra organisers, artsACT and the City Renewal Authority.

Consultation

Internal

21. Consultation has occurred with your office on desired options for utilising unexpended funds from Events ACT.
22. artsACT has assisted Events ACT in the preparation of this brief given its current funding arrangement with the organisers of DESIGN Canberra.

Cross Directorate

23. Nil.

External

24. The organisers of DESIGN Canberra have held ongoing discussions with the ACT Government on future planning initiatives for the event.

Work Health and Safety

25. Nil.

Benefits/Sensitivities

26. Additional funding support for DESIGN Canberra 2021 will be well received. It will generate positive outcomes for associated stakeholders and broader-reaching benefits for the community and the visitor economy.
27. It is expected that the upcoming *ACT Event Fund* for 2022 will be fully subscribed through the competitive funding round process. Potential options for enhanced funding for DESIGN Canberra beyond 2021 will need to be considered.

Communications, media and engagement implications

28. Pending your agreement to the use of \$40,000 in unexpended funds from Events ACT 2020-21 base funding, appropriate liaison with the organisers of DESIGN Canberra and your office can be facilitated around possible communications and media activity.

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