

Minutes

Events Reference Group Meeting

Camden Council
Administration Centre
70 Central Avenue, Oran Park

Wednesday 15 March 2023



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MEETING COMMENCED AT 10.39AM**PRESENT**

Mr Ted Gillroy (Chair), Ms Melissa Musgrave

ALSO IN ATTENDANCE

Kristy Finlayson – Acting Manager Public Affairs
Kaela Hazell – Senior Events Officer
Sophie Hutton – Events Officer

ACKNOWLEDGEMENT OF COUNTRY

Mr Ted Gillroy read the Acknowledgement of Country.

APOLOGIES AND LEAVES OF ABSENCES

Cr Paul Farrow (Deputy Mayor)
Cr Usha Dommaraju
Cr Lara Symkowiak
Cr Ashleigh Cagney
Ms Jo Martin
Mr Keith Maddock
Mr Syd Hyett
Ms Aileen Fernandez

**NOTE: At this point of the meeting, the Events Reference Group lost a quorum.
The meeting continued informally in accordance with the Terms of Reference.**

DECLARATIONS OF INTEREST

Mr Ted Gillroy – Macarthur Lions – Paws in the Park – Organises the walk component of the event.

Ms Melissa Musgrave, Camden Musical Society

CONFIRMATION OF MINUTES

That the Minutes for the Events Reference Group Meeting held on Wednesday 8 February 2023, copies of which have been circulated, be confirmed and adopted.

Moved: Ms Melissa Musgrave, Seconded: Mr Ted Gillroy

BUSINESS ARISING

Action items from February meeting.

- **Facebook Live at Major Event Stages**
Ms Hazell contacted the Communications team who have advised they will need to investigate the possibility further and seek approval from Managers/Directors. Ms Musgrave requested that Facebook Live be considered for all upcoming events moving forward.
- **Investigate new audio visual supplier (AV) for upcoming events**
Ms Hazell and events team have contacted new suppliers for quote.

- **Quantity of letters received in both Santa’s letterboxes in Camden and Oran Park**
A total of 224
- **Request for investigation if Santa’s letterbox letters can be replied to in future years**
The events team investigated:
 - Love Santa (personalised letters to delight Aussie kids)
Company posts out personalised letters from Santa - \$11.50 per letter
OR
 - If Council requests that all letters require an email address. Camden Council Communications team could prepare collateral (certificate/letter) and have it personalised with the child’s name and email to the nominated email address
Ms Musgrave recommended the events team could prepare and post and EOI and community groups could apply to be funded. Ms Hazell advised that it is a possibility we would just need to ensure it fits in with the current event budget. Ms Hazell advised Ms Musgrave she could not notify the Camden Music Society.
- **Events team requested to investigate and scout new stallholders from local markets**
Team members attended Cobbitty Markets and scouted new stallholders, team will return within the coming months. Social media was also used to scout new stallholders. Approx. 30 new stallholder registrations have been received.
- **Mr Gillroy to provide feedback from Australia**
Mr Gillroy provided feedback during a debrief of the event with Macarthur Lions and Camden Council
- **Macarthur Lions to provide further information regarding a route change for the Australia Day parade**
Macarthur Lions representatives discussed a change of parade route for the 2024 Australia Day event. The proposal to start parade at Onslow Oval, travel up Argyle Street and turn left onto John Street.
- **Request for Paws in the Park promotion to be directed at the general public as well as dog owners and families**
Communication team has been advised of request and promotion will be directed at families, children as well as dog related products and owners. General product stalls have also been targeted to apply for the event.
- **Ensure contact database is up to date and include all Local Rural Fire Brigade contact details**
Events team have updated all databases. Camden West Rural Fire Service were also engaged to attend the Paws in the Park event in May.
- **Events team to enquire about lighting up Macarthur Gardens**
Ms Hazell enquired with the Manager of Public Affairs and advised there is no allocated budget at this time, however, if there are additional funds within the Camden Christmas Festival budget it could be used for the lighting of the Gardens. Alternatively, the Economy and Place team have been contacted to see if this is something they are interested in supporting.

INFORMAL MEETING DUE TO NOT MEETING THE QUOROM

1. PAWS IN THE PARK – SUNDAY 7 MAY 2023

No recommendation due to informal meeting

- Event date: Sunday 7 May 2023, 9am to 1pm

1.1 Entertainment

- Celebrity guest: Farmer Dave, a farmer and a professional animal behaviorist
- Online competitions prior to the event (Colouring in competition & Pet Photo competition)
Colouring in Competition is open until Wednesday 26 April
Pet Photo Competition opens on Monday 27 March to Wednesday 26 April
Event Day Competition - Doggy competition
Categories include:
 - Tallest dog
 - Best trick
 - Best golden oldie
 - Cutest dog
 - Best fancy dress
- Roving Entertainment – Bubble entertainment / Feline Friends
- DJ and Busker
- Dog demonstrations: Flyball / Agility course / Siberian Huskies

1.2 Activities

- Caricatures x 2
- Facepainting x 4
- Looking into inflatable games
- Stallholders
25 Stallholders who have applied – Another call for stallholders will go out this week.

1.3 Sponsorship

The Event Sponsorship is now open on Council's website and has also been distributed to businesses and organisations and will be continued to be distributed.

Ms Musgrave enquired about the levels of Sponsorship options. Ms Hazell advised she would forward the Events Sponsorship details.

1.4 Further information

Mr Gillroy advised SES are unable to assist with parking and Macarthur Lions Club members may also not be able to assist. Macarthur Lions will be able to assist with the BBQ.

Ms Musgrave suggested to reach out for attendance - Inspector Stephen Cooper is the Dog Unit Manager. His boss is Superintendent Mick Rochester the Commander of the dog unit. The Camden Police could probably reach out and ask that they come. The Crime prevention officer or Duty Officer Community could assist.

Actions:

- Senior Events Officer will send the reference group the Sponsorship agreement.
- Senior Events Officer to contact depot staff and see if they are able to assist with parking
- Senior Events Officer to contact Ms Musgrave for contact details of NSW Police dog unit
- Events team to distribute information about event to NSW Police Dog Unit.

2. CAMDEN FESTIVAL – SEPTEMBER 2023

No recommendation due to informal meeting

2.1 Proposed event dates:

- Picnic in the Park – Macarthur Park – Sunday 10 September
- Kids Fun Day – Onslow Oval – Wednesday 13 September
- Unlock Camden – Alan Baker Art Gallery – Date TBC
- TASTE Camden – Camden Town Farm – Sunday 24 September

2.2 General:

Site layouts will be based on 2022 and 2021.

Mr Ted Gillroy showed interest in participating by running the BBQ at Kids Fun Day. Senior Events Officer advised the EOI will be open in the next few months and all stallholders will be required to apply.

Ms Musgrave suggested for Unlock Camden to have silent disco option and a movie option. Suggestion of a movie theatre to sponsor.

Kristy Finlayson advised these are good recommendations for Camden Council's Youth Support Team at Julia Reserve.

No recommendation due to informal meeting

Actions:

- Senior Events Officer to target movie theatres with Event Sponsorship
- Events team to source quotes for Silent Disco for Unlock Camden event
- Events team to enquire with Youth Support Team to see if they would like to be involved in the Unlock Camden event

3. CHRISTMAS FESTIVITIES – NOVEMBER/DECEMBER 2023

1. Camden Christmas Festival

Saturday 25th November 4pm – 9pm
Camden Town Centre

No recommendation due to informal meeting

No Suggestions

No Actions

2. Oran Park Christmas Concert

Date TBC
Oran Park Civic Precinct

No Suggestions

No Actions

Ms Musgrave enquired about holding a Narellan Christmas. Ms Finlayson advised Council only has budget for the Camden Christmas Concert and Oran Park Christmas Concert. Ms Finlayson advised that the Narellan Chambers of Business previously ran the Narellan Christmas event.

Ms Musgrave enquired about thoughts on a Christmas Parade. Senior Events Officer advised there is no allocated budget and the funds would need to come from the existing Christmas budget.

Ms Finlayson advised there are already two parades (Australia Day Macarthur Lions Street Parade and ANZAC Day Parade) that happen within the year.

3. GENERAL BUSINESS

No recommendation due to informal meeting

Mr Ted Gillroy raised Syd Hyett's previous comments on the Australia Day Parade – being a moving parade that the MC was only advising what they saw. Asked for a consideration on sound to be addressed for next parade.

Actions:

- Senior Events Officer to enquire with AV supplier to ensure better sound quality from all speaker on Argyle Street

MEETING CLOSED AT 11.22PM

NEXT MEETING TO BE HELD Wednesday 19 April, 5.30pm

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