

Minutes

Events Reference Group Meeting

Camden Council
Administration Centre
70 Central Avenue, Oran Park

Wednesday 8 February 2023



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MEETING COMMENCED AT 12.27PM**PRESENT**

Mr Ted Gillroy (Chair), Mr Syd Hyett, Ms Melissa Musgrave, Ms Aileen Fernandez and Cr Ashley Cagney.

ALSO IN ATTENDANCE

Kaela Hazell – Senior Events Officer

ACKNOWLEDGEMENT OF COUNTRY

Ms Fernandez read the Acknowledgement of Country.

APOLOGIES AND LEAVES OF ABSENCES

Cr Paul Farrow (Deputy Mayor)
Cr Usha Dommaraju
Cr Lara Symkowiak
Ms Jo Martin
Mr Keith Maddock
Kristy Finlayson – Acting Manager Public Affairs

Moved: Mr Hyett, Seconded: Ms Fernandez

CODE OF CONDUCT TRAINING

Code of Conduct Training was held prior to the Events Reference Group meeting organised by Stephanie Gregory (Volunteer Programs Coordinator) with facilitator Kath. All members in attendance completed the training except Cr Ashley Cagney who has previously completed the training.

DECLARATIONS OF INTEREST

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

Moved: Ms Musgrave, Seconded: Cr Cagney

CONFIRMATION OF MINUTES

That the Minutes for the Events Reference Group Meeting held on Wednesday 9 November 2022, copies of which have been circulated, be confirmed and adopted.

Moved: Ms Fernandez, Seconded: Ms Musgrave

BUSINESS ARISING**Australia Day**

- 1.1 Macarthur Lions Parade Expression of Interest Form sent via email to Events Reference Group
- 1.2 Australia Day Awards nomination form sent via email to Events Reference Group
- 1.3 Macarthur Lions provided like of Macarthur Lions Parade participants to events team
- 1.4 Thanksgiving Prayer (Doug Ferris) held prior to Australia Day Awards and Citizenship Ceremony

1.5 Space investigated for the Glamourous Susaphonics – were unavailable, they have been added to Council’s performer database and will be contacted if any upcoming opportunities become available

Paws in the Park

2.1 Senior Events Officer advised quotes were obtained for Dr Chris Brown and Dr Lisa Chimes to attend the event as the Celebrity guest. Both quotes came back out of budget.

Camden Christmas Festivities

3.1 Senior Events Officer advised the Economy and Place team have been contacted about including the ‘Best Dressed Window Shopfront’ in the 2023 program. The team would like to move forward with the idea.

General

4.1 Senior Events Officer advised Melissa Musgrave is now referenced to as Community Representative moving forward. All documentation has been amended.

4.2 Senior Events Officer advised alternate outdoor venues have been sought by Camden Council’s Recreation team. Please see below:

- *Birriwa Reserve Youth Space, Mount Annan*
- *Burrel Road Riverside Park, Spring Farm*
- *Chellaston Reserve, Camden*
- *Curry Reserve, Elderslie*
- *Gledswood Hills Reserve, Gledswood Hills*

Moved Syd Hyett, Seconded Melissa Musgrave that:

1. CAMDEN CHRISTMAS FESTIVITIES UPDATE

Recommendation: Moved Syd Hyett, Seconded Cr Ashley Cagney that:

i. To address action items.

THE RECOMMENDATION ON BEING PUT WAS **CARRIED**.

CAMDEN CHRISTMAS CONCERT

Senior Events Officer provided an event overview:

- 17,000 attendees
- Two stages, amusements
- A mix of Christmas inspired performances by local groups. Activities including a silent disco, inclusive space organised by the Shine Shed, bauble decorating etc
- Over 50 stallholders including food and products
- Two event sponsors - Wests Group Macarthur (Gold) & Highland Shutters (Silver)

Mr Hyett provided feedback regarding sound on Main Stage in John Street. You were unable to hear the sound past the roundabout. Suggestion to find a new supplier or request that the existing supplier ensures that sound is heard from a distance.

Mr Hyett provided additional feedback regarding entertainment lineup. Request that local dance groups are first on stage as they often bring crowds.

Cr Cagney advised more stallholders would have worked well in the space. Providing a suggestion of taking a bond from stallholders to secure stalls prior to the event.

ORAN PARK CHRISTMAS CONCERT

Senior Events Officer provided an event overview:

- 2000 attendees
- Christmas performances by local groups including dance groups, choirs, schools. Santa and a helper, roving performers, face painting and the lighting of the Christmas tree
- 22 stallholders both food and product. Food was the most popular, in future product stalls will be reduced
- Two event sponsors - Wests Group Macarthur (Silver) & Highland Shutters (Silver)

Ms Musgrave advised the AV supplier was mixing and sounding prior to the event. Can the supplier can be provided performer music prior to the event.

Ms Musgrave also advised roving elves were scheduled at the same time as Camden Music Festival. Suggestion if the roving performers be scheduled during breaks between stage performers.

Cr Cagney suggestion the date and time could have been better to suit attendees for higher attendance. E.g.; Friday at 4pm and the location could be rethought as at this stage there is no development on that side of Peter Brock Drive which reduces drive by traffic past the event.

RECOMMENDED

That the Events Reference Group

- i. **Note the information provided in the verbal update.**

Recommendation: Moved Syd Hyett, Seconded Cr Ashley Cagney that:

THE RECOMMENDATION ON BEING PUT WAS **CARRIED**.

Action Items:

- Events team to discuss with Communications team if Facebook LIVE at stage for people who can't attend the event is a possibility.
- Events team to research a new AV supplier for both Christmas events.
- Events team to advise Events Reference Group how many letters were received in Santa's letterboxes.
- Events team to investigate if in future letters can be replied to either internally or via an external organisation
- Events team to scout new stallholders from local markets

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.

2. **AUSTRALIA DAY UPDATE**

No recommendation due to informal meeting

COMMUNITY EVENT - PRE-PARADE ENTERTAINMENT

Senior Events Officer provided an event overview:

Pre-parade entertainment was organised from 9-10am along Argyle Street and in John Street. We had bouncing kangaroos as well as temporary Australiana tattoos and flag giveaways. The weather was extremely warm so there wasn't a huge turnout in attendance until approximately 9.45am but as the parade began the crowd made their way and it was a great turnout, approximately 2,500 attendees.

COMMUNITY EVENT - MACARTHUR LIONS STREET PARADE

Mr Gilroy from Macarthur Lions Club provided an event overview.

Cr Cagney advised that the Mayor and Councillors encourage to push the parade earlier in the day due to the hot weather, e.g; 9am. She also suggested that more entertainment in the event area such as John Street.

Mr Gilroy raised concerns about moving the parade earlier if participants don't show up on time.

Mr Hyett asked if we could have a sausage sizzle for people attending the parade, Mr Gilroy advised the Macarthur Lions Club holds one at Onslow Oval after the parade.

Mr Gilroy stated that traffic management needs to be discussed for next year. Mr Gilroy also advised that there may be an option for a route change and site plan to be amended with the parade turning into John Street.

Senior Events Officer advised that Ted will need to provide notes and feedback to Council.

Ms Musgrave asked if an Events Reference Group member could be involved in the Australia Day debrief. Senior Events Officer advised no.

CIVIC EVENT - CITIZENSHIP CEREMONY

Senior Events Officer provided an event overview on behalf of the Civic Events Officer.

Camden had 60 new citizens received their citizenship from 22 different nationalities

CIVIC EVENT - AUSTRALIA DAY AWARDS (GC)

Senior Events Officer provided an event overview on behalf of the Civic Events Officer.

Over 40 nominations for the Australia Day Awards across all five categories were received. It was a very positive atmosphere for all the nominees and winners.

Winners included:

- Citizen of the Year – Kylee Bentham
- Young Citizen of the Year – Ebony Rose Mangion
- Community Group Award – Camden Community Garden & Macarthur Storm Chasers
- Arts and Cultural Aware – Melissa Musgrave
- Sports Achievement Award – Group 7 Rugby League Referees

Ms Musgrave asked why the lunch for winners post ceremony was not more of a cocktail reception in the larger room at the Civic Centre rather than a sit down lunch in the smaller

room. There was also a query from Ms Musgrave as to why there was no group photo taken with the winners and the Mayor. It was suggested that this be included in future.

Action Items:

- Events team and Macarthur Lions to investigate options for a route change and site plan to be amended and parade turns into John Street
- Events team to explore ways to move the parade earlier in the day
- Mr Gilroy to provide notes and feedback to Council regarding Macarthur Lions Parade

3. PAWS IN THE PARK UPDATE

No recommendation due to informal meeting

Senior Events Officer provided event update:

Farmer Dave, Celebrity guest has been booked in for the events. Additional quotes were sought from celebrity vets including Dr Chris Brown (\$30k) & Dr Lisa Chimes who is a co-presenter on Bondi Vet (\$12,500)

Roving entertainment, an agility course by the Siberian Huskies, Face Painting, Caricature (owner and pet)

Council's website is updated. EOI's are now open calling for stallholders.

Cr Cagney provided positive feedback on the event advising she enjoys the Paws in the Park event as it is easy to access and great for the kids.

Ms Musgrave suggested promoting the event for people who don't have pets so it is inclusive of everyone.

Action Items:

- Events team to promote events targeted at the general public, stallholders and performers as well as pet related businesses or organisations.

4. GENERAL BUSINESS

No recommendation due to informal meeting

Ms Musgrave asked why Camden West Rural Fire Brigade aren't being contacted to participate in Camden based events. Senior Events Officer advised that all local RFS branches were contacted for Christmas events. The team will be advised that all RFS branches are required to be contact before one is selected.

Cr Cagney added that she recently visited the Christmas lights installation in Bowral which was breathtaking (Festival of Lights Southern Highlands)

Can Camden Council investigate doing something like that at Macarthur Gardens during the Christmas period?

Action Items:

- Events team to update contact database to include Camden West Rural Fire Brigade and ensure they are included in upcoming events.
- Events team to enquire about lighting up Macarthur Gardens.

MEETING CLOSED AT 1.28pm

NEXT MEETING TO BE HELD WEDNESDAY 15 MARCH 2023 AT 10.30am

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