

# Minutes

## Events Reference Group Meeting

Camden Council  
Administration Centre  
70 Central Avenue, Oran Park

9 November 2022





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**MEETING COMMENCED AT 10.30AM****PRESENT**

Me Ted Gillroy (Chair), Mr Keith Maddock (Alternate Chair), Mr Syd Hyett, Ms Melissa Musgrave, and Cr Usha Dommaraju.

**ALSO IN ATTENDANCE**

Kristy Finlayson – Team Leader Events, Alana Begovic – Events Officer, Kaela Hazell – Senior Events Officer and Caitlin Burns – Events Officer.

**ACKNOWLEDGEMENT OF COUNTRY**

Mr Gillroy read the Acknowledgement of Country.

**APOLOGIES AND LEAVES OF ABSENCES**

Mr Brad Stewart, Ms Aileen Fernandez, Ms Jo Martin, Cr Ashleigh Cagney, Deputy Mayor Cr Paul Farrow and Cr Lara Symkowiak

Moved: Cr Dommaraju, Seconded: Ms Musgrave

**DECLARATIONS OF INTEREST**

Mr Gillroy declared his interest in Paws in the Park.

Ms Musgrave declared she is a member of the Camden Musical Society.

Moved: Mr Hyett, Seconded: Mr Maddock

**CONFIRMATION OF MINUTES**

That the Minutes of the Events Reference Group Meeting held on Wednesday 12 October, copies of which have been circulated, be confirmed and adopted.

Moved: My Hyett Seconded Mr Maddock.

## **BUSINESS ARISING**

### **Camden Christmas Festival**

- 1.1 Senior Events Officer confirmed applications have been received and are still open.
- 1.2 Senior Events Officer confirmed the Camden Civic Centre has been tentatively booked for 25 November 2023.
- 1.3 Senior Events Officer obtained quote for a total of \$1,500, plus GST, travel and expense. Senior Events Officer confirmed this performance does not fit within the budget and will be the quote on file for future.
- 1.4 Stallholder and performer list send to Events Reference Group.

### **Oran Park Christmas Concert**

- 1.6 Completed – Reference 1.3.
- 1.7 Completed – Reference 1.4.

### **Australia Day**

#### **Macarthur Lions Parade**

- 2.1 Senior Events Officer confirmed this has not been actioned.
- 2.2 Mr Gillroy did not provide the list however Team Leader Events confirmed Council will broadly promote the parade applications via Council's social media channels and website. Mr Gillroy confirmed he is happy to accept correspondence through email. Events Team to work with Mr Gillroy on a drafted social media post.
- 2.3 EOI no longer required.
- 2.4 Senior Events Officer confirmed this has not yet been actioned.

**Action:** The Events Team will email the EOI to the Events Reference Group once confirmed.

#### **Australia Day Awards**

- 2.5 Events Officer will speak to the judges offline to organise a judging date on this side of 2022. Events Officer will send all information to the judges prior to the judging date.

#### **Citizenship Ceremony**

- 2.6 Events Officer confirmed the invitation is in the process of being finalised. **Action:** Events Officer will send the invitation via email to the Events Reference Group.

### **Paws in the Park**

- 3.1 Senior Events Officer obtained a quote for Farmer Dave for a fee of \$5,000 which includes Farmer Dave bringing along his dogs and participate in the walk, judging of competitions and photobooth for a four hour period.

**Action:** Senior Events Officer will investigate more options to be sent to the Events Reference Group.

- 3.2 Completed – Reference 3.1.

3.3 Acting Manager Public Affairs emailed Events Reference Group terms of reference in relation to accessing Council budgets.

3.4 Team Leader Events confirmed after speaking with the Safety and Risk Team the Macarthur Lions Club members who will be assisting with the walk and marshalling need to register as a volunteer with Council.

**Action:** Mr Gillroy to provide a list of names of those assistance so paperwork and information can be provided to them from Council.

Mr Gillroy asked if anything will change from previous years with the Macarthur Lions involvement.

The BBQ component will be recognised as a stallholder expression of interest and not a volunteer.

Moved: – Mr Gillroy Seconded: – Mr Maddock

## 1. CAMDEN CHRISTMAS FESTIVITIES UPDATE

### RECOMMENDED

#### **That the Events Reference Group**

##### **I. Note the information provided in the verbal update.**

Recommendation: Moved Mr Hyett, Seconded Ms Musgrave that:

#### THE RECOMMENDATION CARRIED.

Senior Events Officer confirmed planning is underway for both Christmas events including the booking of amusements.

Senior Events Officer confirmed the performer list is to be confirmed for both Christmas events.

Senior Events Officer confirmed if stallholder applications are received closer to the day they will be reviewed.

Events Officer confirmed the School of Rock Stage will be present at the event.

Senior Events Officer confirmed the following activities:

- Decorati providing arts and crafts (Camden);
- The Dessert Lab in Camden will be providing gingerbread houses (Camden);
- Local businesses doing arts and crafts (Camden);
- Shine Shed will provide an inclusive/sensory space (Camden);
- Face painting (Camden and Oran Park);
- Santa and Santa chair (Camden and Oran Park); and
- Giant bauble walkthrough and Santa's letterbox (Camden and Oran Park)

Team Leader Events confirmed the Camden Christmas Festival will operate from 4pm – 9pm and Oran Park Christmas Concert from 5pm – 9pm.

Team Leader Events confirmed the tree will be approx. 8.20pm – 8.30pm. The winner of the Mayor's Christmas Card Competition will also be announced and that applications are open.

Team Leader Events confirmed applications to enter are advertised on Council's website and Facebook page.

Ms Musgrave asked if there was availability in the program for applications and put forward The Glamorous Susaphonics. Team Leader events advised for them to fill out the EOI on Council's website.

My Hyett asked if there was a 'Best Dressed' window shop front competition for Christmas from local businesses

Syd – Best dressed shopping window for Christmas from businesses?

KF – confirmed we can speak to the economy and place team about this.

**Action Items:**

- 1.1 Events Team to speak with the Economy and Place Team about a 'Best Dressed' window shop front competition with local businesses.
- 1.2 Events to amend the agenda to reflect 'The Camden Musical Society'.
- 1.3 Events team to investigate space available for The Glamorous Susaphonics.



## 2. AUSTRALIA DAY – UPDATE

### RECOMMENDED

#### That the Events Reference Group

##### II. Note the information provided in the verbal update.

Recommendation: Moved Mr Maddock, Seconded Ms Musgrave that:

THE RECOMMENDATION WAS CARRIED.

### **PARADE**

My Gillroy confirmed there have been minimal replies to applications so far and that about a dozen have responded to the invite.

Mr Gillroy confirmed Steve Wisbey will MC the parade.

Mr Gillroy confirmed Council supplied the sound equipment for the parade.

Mr Gillroy confirmed Camden Valley Country Singers will sing the anthem.

Mr Gillroy confirmed parade participants in a vehicle will come down Mitchell Street, and participants will marshal on the grass.

Mr Gillroy confirmed applications will close on 9 December for parade participants.

Ms Musgrave asked if Council donate funds to the Macarthur Lions Club for running the parade. Team Leader Events confirmed Council covers any expenses in relation to the community BBQ and transport of horses.

Mr Gillroy confirmed the BBQ is assisted financially by Council as well as the transport of horses participating in the parade.

Ms Musgrave asked if there was a financial donation made to the Macarthur Lions Club for their participation in Paws in the Park. Team Leader Events advised the Macarthur Lions Club have always volunteered to assist with parking and marshalling at the event, and raise funds at the event through the BBQ.

Ms Musgrave asked if the sausages were subsidised. Team Leader Events confirmed that funds are reimbursed through the sale of the BBQ.

### **PARADE PRE-ENTERTAINMENT**

Team Leader Events confirmed there will be Australiana Themed roaming entertainment from 9am – 10am and will include handing out flags and Australian Flag temporary tattoo stations.

My Gillroy mentioned the St John's Church Flag has been stolen. Mr Gillroy has reached out to Angus Taylor MP's office for a big flag to tell a story at the parade. Mr

Gillroy confirmed if no response is received the Macarthur Lions will do something themselves.

### **CITIZENSHIP CEREMONY**

Events Officer confirmed there will be 50 to 80 Citizens receiving Citizenship.

Mr Gillroy asked if the dignitaries will be at the parade on time. Team Leader Events confirmed the Civic Ceremony will start after the parade so there should be no delays as the program has changed to suit.

Mr Maddock asked why the Church Service is not a part of the program. Team Leader Events advised this is the Church's choice to host the service and the Events Team will follow up.

### **CIVIC AWARDS**

Events Officer confirmed the Civic Award nomination form is almost finalised. Team Leader Events confirmed there will be a paper form and electronic form available.

### **Action Items:**

- 2.1 Events Team to ensure Performer EOI is completed on Council's website in the next few weeks.
- 2.2 Events Team to follow up with Doug Ferris if they wish to host the Australia Day Service in 2023.
- 2.3 Events Team to send Australia Day Nomination Forms to the Events Reference Group.

### 3. PAWS IN THE PARK – SUNDAY 7 MAY 2023

#### RECOMMENDED

That the Events Reference Group

III. Note the information provided in the verbal update.

Recommendation: Moved Mr Hyett, Seconded Mr Gillroy that:

THE RECOMMENDATION WAS CARRIED.

Senior Events Officer provided an event overview consisting of:

- Pet Photo Competition;
- Paws in the Park Colouring in Competition;
- 2km walk;
- Food and drink and pet product stalls;
- Doggy competitions;
- Roving entertainment and inclusive space;
- Free poop bags;
- All dogs on leashes;
- Council's mascot Paws will be present along with a photobooth; and
- Council Rangers will promote responsible pet ownership.

Team Leader Events confirmed the walk commences at the start of the event.

My Gillroy asked if the food and drink options remain the same. Team Leader Events confirmed there will be one or two other main meal options to alleviate the Macarthur Lions. Mr Gillroy confirmed is ok with this.

#### Action Items:

- 3.1 Events Team to investigate more than one coffee vendor to be in attendance at the event.

### **31. GENERAL BUSINESS**

#### **RECOMMENDED**

**That the Events Reference Group**

- IV. Note the general business raised and actions be added for discussion at next meeting.**

Recommendation: Moved Ms Musgrave, Seconded Mr Maddock:

THE RECOMMENDATION **CARRIED.**

#### **1. December and January Meetings**

Team Leader Events proposed not holding a meeting in December due to this being a busy period and that correspondence from the Events Team to the Events Reference Group will remain via email.

Team Leader Events advised the Events Team will liaise direct with My Gillroy in relation to the parade.

Team Leader Events sought for the groups support to communicate via email with the Events Reference Group in January and return the first face to face meeting in February 2023.

Ms Musgrave asked if other groups do this. Team Leader Events confirmed this can happen as per the Terms of Reference. Team Leader Events also confirmed extraordinary meetings can be held if required.

The Events Reference Group were in agreeance with the proposal pending the response from members who were not in attendance. Should all be in agreeance the next meeting with will Wednesday 8 February 2023.

#### **2. Code of Conduct Training**

Team Leader Events advised that the Events Reference Group is required to attend Code of Conduct training. Team Leader events recommended an external trainer to come in at the end of either the February/March meeting for approx. 30 minutes. The Events Reference Group were in agreeance of this.

Ms Musgrave requested her title be amended as she is not representing the Camden Musical Society on the Events Reference Group.

#### **3. Event Wet Weather Venues**

My Hyett asked if alternate venues have been looked in to, to avoid cancelled events due to unsuitable venues. Team Leader Events advised other venues have been investigated for events and and limited availability of facilities and parking have been an issue.

My Hyett asked if the Narellan Sports Hub was suitable. Team Leader Events confirmed the sporting groups have regular use of the Sports Hub.

My Gillroy asked if Boots n' Beats will return. Team Leader Events advise the event should be returning however there is no confirmation of dates.

**Actions**

- 4.1 Events Team to contact Events Reference Group members who were not in attendance with the proposed meeting dates.
- 4.2 Events Team to schedule the next meeting for 8 February 2023 pending the response of members who were not in attendance.
- 4.3 Events Team to update Ms Musgrave title.
- 4.4 Events Team to continue to investigate alternative venues for events.
- 4.5 Events Team to continue to investigate Narellan Sports Hub as an alternate venue.

**MEETING CLOSED AT: 11.44am**

**NEXT MEETING:** Wednesday 8 February

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