



SPORT AND RECREATION POLICY COMMITTEE

AGENDA

4 FEBRUARY 2020

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **SPORT AND RECREATION POLICY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 4 February 2020.**

David Waddell

CHIEF EXECUTIVE OFFICER

For apologies please contact Administration on 6393 8218.

AGENDA

1	INTRODUCTION.....	3
1.1	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	COMMITTEE MINUTES.....	5
2.1	Minutes of the Austratia Day Community Committee Meeting - 13 November 2019	5
2.2	Minutes of the Australia Day Community Committee Meeting - 4 December 2019	41
2.3	Minutes of the Australia Day Community Committee Meeting - 8 January 2020.....	75

1 INTRODUCTION

1.1 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Sport and Recreation Policy Committee at this meeting.

2 COMMITTEE MINUTES

2.1 MINUTES OF THE AUSTRALIA DAY COMMUNITY COMMITTEE MEETING - 13 NOVEMBER 2019

RECORD NUMBER: 2020/93

AUTHOR: Samantha Freeman, Acting Director Corporate and Commercial Services

EXECUTIVE SUMMARY

The Australia Day Community Committee met on 13 November 2019 and the minutes from this meeting are presented to the Sport and Recreation Policy Committee for information.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “11.2 Prosper - Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Australia Day Community Committee at its meeting held on 13 November 2019.**
- 2 That the remainder of the minutes of the Australia Day Community Committee at its meeting held on 13 November 2019 be adopted.**

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

ATTACHMENTS

- 1 Minutes of the Meeting of the Australia Day Community Committee held on 13 November 2019
- 2 ADC 13 November 2019 Agenda, D20/3384 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

AUSTRALIA DAY COMMUNITY COMMITTEE

HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 13 NOVEMBER 2019

COMMENCING AT 5:30PM

1 INTRODUCTION

ATTENDANCE

Cr R Kidd (Mayor)(5:51pm) , Cr S Munro, Ms Katherine Tollner(5:35pm), Mr Geoff Bargwanna, Mr Steve Brakenridge, Mr Peter Chilcott, Mr Ian Hatswell(5:33pm), Mr Matthew Chisholm, Ms Kellie Urquhart, Business Projects Officer, Events Officer

1.1 Apologies and Leave of Absence

RECOMMENDATION

Mr G Bargwanna/ Mr S Brakenridge

That the apologies be accepted from Ms Siobhain Harvey for the Australia Day Community Committee meeting on 13 November 2019.

1.2 Acknowledgement of Country

1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

2 PREVIOUS MINUTES

RECOMMENDATION

Mr G Bargwanna / Ms K Tollner

That the Minutes of the Meeting of the Australia Day Community Committee held on 11 September 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Australia Day Community Committee meeting held on 11 September 2019.

3 GENERAL REPORTS

3.2 EVENT ACTION PLAN - AUSTRALIA DAY COMMUNITY COMMITTEE (2019)

TRIM REFERENCE: 2019/2450

RECOMMENDATION

Mr S Munro/ Mr M Chisholm

The event action plan for Australia Day 2020 be reviewed, updated and implemented.

MR PETER CHILCOTT DEPARTED THE MEETING AT 6:27PM

MS KATHERINE TOLLNER AND MS KELLIE URQUHART DEPARTED THE MEETING AT 6:56PM

THE MEETING CLOSED AT 7:03PM



AUSTRALIA DAY COMMUNITY COMMITTEE

AGENDA

13 NOVEMBER 2019

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **AUSTRALIA DAY COMMUNITY COMMITTEE MEETING** of **ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Wednesday, 13 November 2019** commencing at 5:30PM.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Merran Byers on 6393 8220.

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

AGENDA

EVACUATION PROCEDURE

In the event of an emergency, the building may be evacuated. You will be required to vacate the building. The Committee Clerk will now identify the emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

1	INTRODUCTION	3
1.1	Apologies and Leave of Absence	3
1.2	Acknowledgement of Country.....	3
1.3	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	PREVIOUS MINUTES	3
2.1	Minutes of the Meeting of the Australia Day Community Committee held on 11 September 2019	4
3	GENERAL REPORTS	7
3.1	Event action plan - Australia Day Community Committee.....	7

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

1 INTRODUCTION

MEMBERS

Cr R Kidd (Mayor), Cr S Munro, Ms Katherine Tollner, Mr Geoff Bargwanna, Mr Steve Brakenridge, Mr Peter Chilcott, Ms Siobhain Harvey, Mr Ian Hatswell, Mr Matthew Chisholm, Ms Kellie Urquhart, Manager Business Development, Events Officer

1.1 APOLOGIES AND LEAVE OF ABSENCE

1.2 ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal Australians who are present.

1.3 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Australia Day Community Committee at this meeting.

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the Australia Day Community Committee held on 11 September 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Australia Day Community Committee meeting held on 11 September 2019.

ATTACHMENTS

- 1 Minutes of the Meeting of the Australia Day Community Committee held on 11 September 2019

ORANGE CITY COUNCIL

MINUTES OF THE AUSTRALIA DAY COMMUNITY COMMITTEE HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE ON 11 SEPTEMBER 2019 COMMENCING AT 5:30PM

1 INTRODUCTION

ATTENDANCE

Cr R Kidd (Mayor), Cr S Munro, Ms Katherine Tollner, Mr Geoff Bargwanna, Mr Steve Brakenridge, Mr Peter Chilcott (5:34pm), Mr Ian Hatswell, Mr Matthew Chisholm (5:38pm), Ms Kellie Urquhart, Manager Business Development, Events Officer

1.1 Apologies and Leave of Absence

RECOMMENDATION

Mr G Bargwanna/Mr S Brakenridge

That the apologies be accepted from Ms Siobhain Harvey for the Australia Day Community Committee meeting on 11 September 2019.

1.2 Acknowledgement of Country

1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

2 PREVIOUS MINUTES

RECOMMENDATION

Cr R Kidd/Ms K Urquhart

That the Minutes of the Meeting of the Australia Day Community Committee held on 20 February 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Australia Day Community Committee meeting held on 20 February 2019.

MINUTES OF AUSTRALIA DAY COMMUNITY COMMITTEE

11 SEPTEMBER 2019

3 GENERAL REPORTS

3.1 RENAMING OF THE AUSTRALIA DAY COMMUNITY COMMITTEE TO THE AUSTRALIA DAY AWARDS COMMITTEE

TRIM REFERENCE: 2019/1639

RECOMMENDATION

Cr R Kidd/Mr I Hatswell

That the:

1. Name of the Australia Day Community Committee (ADCC) remain unchanged.
2. Draft Committee Charter be endorsed to reflect any other changes.

3.2 IMPLEMENTATION OF WORKPLACE BY FACEBOOK

TRIM REFERENCE: 2019/1290

RECOMMENDATION

Ms K Urquhart/Mr M Chisholm

That the Australia Day Community Committee implement 'Workplace by Facebook' as a communication and collaboration tool. This opportunity is to be used as a pilot for other community committees to utilise the same platform.

When using this platform, a monthly summary is to be provided to the committee members. The following heading classification codes are also to be used: Urgent, For Action, Needs Response, Assistance Needed and FYI.

3.3 ELECTION OF CHAIRPERSON

Mayor Reg Kidd declared the Chairperson position vacant and called for nominations.

Mr Matthew Chisholm was nominated and accepted the nomination.

No further nominations were received.

RECOMMENDATION

Cr R Kidd/Mr S Brakenridge

That Mr Matthew Chisholm be the Chairperson of the Australia Day Community Committee.

3.4 EVENT ACTION PLAN

TRIM REFERENCE: 2019/1289

RECOMMENDATION

Mr I Hatswell/Mr G Bargwanna

The Event Action Plan for the 2020 Australia Day event be reviewed, updated and implemented.

CR REG KIDD DEPARTED MEETING AT 6:30PM.

THE MEETING CLOSED AT 7:00PM.

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

3 GENERAL REPORTS

3.1 EVENT ACTION PLAN - AUSTRALIA DAY COMMUNITY COMMITTEE

RECORD NUMBER: 2019/2407

AUTHOR: Rachel Robinson, Events Officer

EXECUTIVE SUMMARY

Event action plan for the 2020 Australia Day event provided for review and implementation by the Australia Day Community Committee.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “11.2 Prosper - Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

The event action plan for Australia Day 2020 be reviewed, updated and implemented.

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

SUPPORTING INFORMATION

Nil

ATTACHMENTS

- 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020, D19/35965

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

D19/35965

Action Plan - Australia Day Community Committee

Event Date: Sunday 26 January 2020

This Action Plan relates to the Community Strategic Plan 2018 "11.2 Prosper – Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all".

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Send out major sponsorship request letters for 2020 event to: <ul style="list-style-type: none"> West Orange Motors John Davis Motors Woolworths Orange Pybar Mining Services Newcrest Mining Limited PJL Group Pty Ltd Paraway Pastoral Co. Moxey Farms Orange Credit Union Verde Property (Aust) Pty Ltd Zauner Construction Pty Ltd James Richmark Pty Ltd 	Events Officer	Nil		30 June	Reg as signatory. Letters posted 17.05.2019	✓
Purchase raffle ticket boxes, aprons with pockets and ice boxes/eskies for event	Events Officer			3 July		✓
Book venues from 6am to 10pm: <ul style="list-style-type: none"> Cook Park Naylor Pavilion (wet weather alternative) 	Events Officer	Nil		3 July		✓
Complete Cat 3 Event Application Form	Events Officer	Nil		3 July	D19/39462	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Finalise dates for Committee meetings (generally first Wednesday of the month): <ul style="list-style-type: none"> 3 July 2019 7 August 2019 11 September 2019 (week later) 13 November 2019 4 December 2019 8 January 2020 (week later) 22 January 2020 25 January 2020 (Ambassador Dinner) 12 February 2020 (Debrief Meeting) 	Committee	Nil		3 July	Look into holding Ambassador Dinner at The Oriana again for 2020	✓
Confirm The NSW Local Citizen of the Year Awards that will be presented: <ul style="list-style-type: none"> Citizen of the Year Young Citizen of the Year Community Group of the Year Community Event of the Year Local Legend Business Philanthropy Discuss introduction of 'Environmental Citizen of the Year' Award	Committee	Nil		3 July	Ensure any late submissions from 2019 are considered for 2020. The committee decided not to pursue the 'Environmental Citizen of the Year' Award in 2020.	✓
Determine Committee Member roles	Committee	Nil		3 July	For 2020 event: Chairperson: Matthew Chisholm Events Officer / Treasurer: Merran Byers. Kellie to assist with Ambassador affairs when possible.	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Preparation for next meeting: <ul style="list-style-type: none"> Ideas on what activities are going to be included that will be different to what is already offered on Australia Day in our region (i.e. Carcoar, wineries etc.). Get necessary quotes. Ideas on what Waste Management Strategies could be incorporated into event, such as: <ul style="list-style-type: none"> Paper straws (not on display) Bring own coffee cup Ideas on beneficiary for event (i.e. Mens Shed) Australia Day merchandise 	Committee			7 Aug	Look for sustainable options and options that are not too expensive. i.e. Kellie's suggestion – second activation site, increase number of rides, increase number of chairs etc.	✓
MEETING – 7 AUGUST						
Confirm contact details with Australia Day Council of NSW	Events Officer	Nil		When able		✓
Stocktake of what was left over from previous event	Lions	Nil		7 Aug	Plates, cutlery etc.	
Decide on what new activities/activation sites are going to be included in 2020 event.	Committee	Nil		7 Aug	Suggestions: <ul style="list-style-type: none"> Buskers playing throughout event School circus performance Egg & Spoon races PCYC Gymnastics Group – Shae Morris Scouts Climbing Wall was good in 2019 Fancy dress competition throughout / earlier in day. Dance / karate display 	

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

[illegible]

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
<ul style="list-style-type: none"> - Rural Fire Service • Activities: <ul style="list-style-type: none"> - Orienteering - Face Painting - Animal Farm (Bissy's) - Plaster Painting (Bissy's) • Performers: <ul style="list-style-type: none"> - Colour City Dance - Balloon animals or other option instead of helium balloons - Hand out tattoos (free) 					attendance of Emergency Services until they get their roster for that period.	
<p>Update stallholder letter for 2020. Ensure letter states that:</p> <ul style="list-style-type: none"> • No electricity is able to be provided • All electrical cords MUST be tested/tagged • Payments forms and Food Permits must be lodged at least 5 days before the event. Payments via Direct Debit must contact Events Officer • Recommend not to use/store money in bum bags • If stall is to occupy more than 3m x 3m, then two people are needed to attend the stall. 	Events Officer & Stallholder Coordinator	Nil		7 Aug	Update fee for 'City Events – Stallholder Fees' as per Fees and Charges	
<p>Stallholder proposal/plan – send early notice out to all stallholders.</p> <p>Approach new stallholders to attract bigger selection of food and offerings (including</p>	Stallholder Coordinator			7 Aug		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Gluten Free).						
<p>Determine if continuing with colouring in / photography competitions:</p> <p>CWD Colouring In Competition (3 categories):</p> <ul style="list-style-type: none"> • 2-4 years • 5-6 years • 7-8 years <p>Junior Photography (9 – 13 years old)</p> <p>Senior Photography (14 – 17 years old)</p> <p>If progressing with this activity for 2020:</p> <ul style="list-style-type: none"> • Prepare competition application forms and send to schools. • Send correspondence requesting support (including prizes) to Tracey Prisk @ CWD. 	Committee/ Activities Coordinator	Nil		7 Aug	<p>Not continuing with Photography Competition in 2020. CWD Colouring In Competition only – Ann Hailes at CWD.</p> <p>Potential alternative:</p> <ul style="list-style-type: none"> • Kids treasure hunt, where they go around the park and stamp their 'passport'. • Pre-hide decorated rocks. If children find them, they get a prize. 	
<p>Request OCC printery to design suite of documents:</p> <ol style="list-style-type: none"> 1. Australia Day Award nomination forms 2. Stallholder Application 3. Colouring in/photography competition form (as above) 4. A3 Poster 5. Images for social media: Facebook cover photo etc. 6. Program 	Events Officer			7 Aug	<p>Make change to award nomination form re: closing dates etc.</p> <p>Program to be finalised closer to event date</p> <p>Printery submission entered 18.9.2019 – Submission ID: 000669.</p>	

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
MEETING – 11 SEPTEMBER						
Determine site plan/layout for event. Make any modifications from last event to include any new activities/activation sites	Events Officer			11 Sept		
Determine Marketing Plan for event	Marketing Coordinator			11 Sept		
Obtain quote for dancefloor and chairs	Matthew			11 Sept	Committee requested extra chairs to what was at the 2019 event.	✓
Speak with Allan Brown / Centrestate Sound and Lighting re: PA and noise amplification. Extra speakers and 360 coverage of park.	Reg	TBA		11 Sept	Speakers to be like at Gnool Blas event.	
Send letter to Camera Club re: involvement in Photography Competition (if applicable)	Events Officer	Nil		11 Sept		
Update/complete Risk Assessment and send to stallholder coordinator	Events Officer	Nil		11 Sept		
Determine stall holders and send out letters/application forms.	Stallholder Coordinator			11 Sept		
Determine who will be MC for the day	Committee			11 Sept	2018 – Neil Gill 2019 – Bruce Whitmill Kate Lorimer Ward – Put list together.	
Contact all potential sponsors and contributing organisations to ensure you have the correct point of contact.	Sponsorship Coordinator			11 Sept		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Draft and send letters for participation/assistance during event: <ul style="list-style-type: none"> • 2nd Orange Scout Group (Bob Hoyer) • 3rd Orange Scout Group (Leigh Williamson) • Australian Sporting Car Club Inc. • Bissy's Cafe • Buy a Bale Stand? • Canobolas Highland Pipe Band • Central Western Daily • City of Orange Brass Band • Colour City Dance Works • Desi Aussies of Orange (Sandjay Bodra) • Gnoolas Classic Car Club • Gold Seekers Orienteering Club • Lions Club of Orange Canobolas Inc. • Orange Art Society • Orange District Girl Guides • Orange Male Voice Choir (sing both verses of National Anthem) • Quota International of Orange Inc. –new duties? • Southern Cross Street Cruisers Car Club • Zonta Club of Orange 	Activities Coordinator/ Events Officer	Nil		11 Sept	Scout Groups: raising the flag on the day. Committee decided that after 2019 event, the East Orange Physical Culture Club are not to be invited as the audience is disengaged when they are performing. Art Society: Wanda Driscoll Ensure Art Society know that they are unable to keep their vehicles within the confines of Cook Park during the event AND they are not allowed to approach MC to make mention of them over the PA.	
Send letters for sponsorship, breakfasts and raffle for event: In-Kind Sponsorship: <ul style="list-style-type: none"> • Ballykeane Apple Orchard (for breakfasts) ph. 	Sponsorship Coordinator/ Events Officer	Nil		11 Sept	Copies of letters printed and given to Sponsorship Coordinator to follow up. Collect all prizes and allocate	

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
<p>6362 0259</p> <ul style="list-style-type: none"> • BOC Gases (2 x medium Balloon Gas canisters – if doing helium balloons) • Carpenter, Collins & Craig (pegs for stalls) • First Choice Credit Union (marquee) • Kennards Hire: - 6m x 3m marquee - Back-up generator (8Kw) - Banner - Light for bandstand - Low bed truck – pick up marquees/apples <p>Raffle: decided after 2019 event that it would be best to focus on 2 to 3 fantastic prizes instead of 20 smaller ones.</p> <ul style="list-style-type: none"> • Flight Centre Voucher • Fly Corporate – Free Flight? • REX – require an online application (www.rex.com.au/sponsorship) • Petrie's Mitre 10 <p>Breakfast:</p> <ul style="list-style-type: none"> • Rotary Club of Orange (sell breakfast coupons) • Trunkey Bacon & Pork (Bacon) • Woodward St Meats (Sausages) • Woolworths Orange (Buns and drinks/dry till - approx. 20 cartons) • Canobolas Eggs re: supply of 1600 eggs. 					<p>accordingly. Include:</p> <ul style="list-style-type: none"> - Art prizes (if applicable) - Best Dressed Comp prizes <p>Collection from Woolworths at 6.30am on day of event at back dock.</p> <p>'Dry Till' - return for unopened/unsold drinks (Council pays for drinks after the event)</p>	

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Send letter to CWA Orange Branch (new citizen's morning tea). Ensure CWA area is fancied up to ensure it looks better, CWA personnel to be on site earlier, and ADCC need to know exactly what they need on site.	TBA			11 Sept	(I.e. tables, tablecloths, marquee walls etc.). Someone on committee to coordinate this aspect.	
Determine quantities and prices for community breakfast (Lions cook & Rotary Club of Orange sell breakfasts). <i>Rotary / Lions can reduce price for family/circumstances to ensure it is all inclusive.</i>	Lions			11 Sept	\$8.00 pp and sold 600 buns in 2018 & 2019 Breakfast offerings (i.e. bun, strip of bacon, 2 eggs, drink, apple & serviette)	
Prepare, finalise and distribute Australia Day Award Nomination Forms: <ul style="list-style-type: none"> • Print and place at Council Reception & East Orange Post Office • Update form on Council website • Email to committee members to distribute • Email to community groups, sporting groups, HACC Centre (Amanda, Paula), Museum & Library. 'Say thank you'. • CWD – Article with last years' Citizen of Year, calling for nominations • Promotion on Intranet, Council social media, Radio etc. • Mayor Reg Kidd to assist with media. 	Committee			11 Sept	Chairperson's mobile number to be on form. Nominations close first Wednesday in December Check media release and closing date.	
Commence developing Inclement Weather Contingency Plan (include site plans for both venues)	Committee			11 Sept		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
MEETING – 13 NOVEMBER						
Send letter of invitation to dignitaries for Australia Day Celebration & Citizenship Ceremony: <ul style="list-style-type: none"> Federal Member for Calare (letter) State Member for Orange (letter) Mayor – Orange City Council (N/A – on committee) Australian Electoral Commission (letter) Minister for Home Affairs, Hon David Coleman, MP 	Events Officer			13 Nov	2019 event letter: D18/53407	
Organise for advert to be put in school newsletters	Events Officer			13 Nov		
Send Busking applications to those who have previously busked on Council owned/managed land.	Activities Coordinator	Nil		13 Nov	3 busking areas at 2019 event: <ul style="list-style-type: none"> Near ceremonial guns Vintage car displays Emergency service display 	
Book Council's mobile kiosk for ride ticket sellers	Events Officer	Nil		13 Nov	OCC Park staff to deliver to Cook Park the day before.	
Organise all other Marquees (as below)	Committee			13 Nov		
MARQUEES: <ul style="list-style-type: none"> CWD 3x3 Marquee – for St Johns Ambulance (set up near bush house) Kennards 6x3 Marquee – for CWA morning tea for new citizens (set up near bush house) First Choice 3x3 Marquee – for CWA to hand out juice and apples (set up near Lions Van). Apples for breakfasts to be stored here as well. One of the 3x3 Marquee's from Lions – for Australia Day Committee Tent/merchandise/balloons/soft drinks (set up near bush house) 						

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Organise and book Sound and Audio. Obtain quote. Ensure sound production will be adequate for what is required.	Reg/ Treasurer			13 Nov		
Contact Macquarie Alarms re: collection of cash takings at end of event.	Events Officer			13 Nov	Sina Marvasti – sina@marvastisecurity.com.au	
Contact Aboriginal Lands Council re: Welcome to Country.	Events Officer			13 Nov		
Book St Johns Ambulance to attend.	Events Officer			13 Nov		
Conduct stocktake on Merchandise and order any additional if required.	Events Officer			13 Nov	Tattoos, hand wavers, flags etc.	
Order additional supplies or stock if required: <ul style="list-style-type: none"> Plates (especially for elderly) Cutlery Serviettes Paper straws Balloons & tags 	Lions/ Treasurer			13 Nov		
FLAGS: <ul style="list-style-type: none"> Organise for flags to be put up in Summer Street (OCC – Tammie) from 6 to 28 Jan in 2020. Check Council has large Australian (and Aboriginal if permitted) flag to go on Rotunda in Cook Park and is in a good condition. 	Events Officer			13 Nov	13 street banner flags – stored in Mark Beyers Office (3 zones: 2,3,4)	
Order milk, juice and water (1,200 units – sale	Katherine			13 Nov	Bruce Lorimer	

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
or return basis) and provision of refrigerated van. Ensure drinks will be delivered on time.					In 2019, did not sell many milk based drinks (i.e. Moove), but ran out of bottled water.	
Research options for directional signage for event and to attract people in / draw attention to: <ul style="list-style-type: none"> Car display Lions BBQ 	Committee			13 Nov		
Register for the Australia Day Ambassador Program	Events Officer	Nil		13 Nov/As able	Dependent on Australia Day Council.	✓ 30.10.19
Investigate recycling bins for event.	Events Officer	TBA		13 Nov		
Ensure everyone on committee has Australia Day Polo to wear on day.	Committee	TBA		13 Nov		
Organise Ambassador affairs: <ul style="list-style-type: none"> Accommodation (Paid for by ADCC) Airfare (Paid for by National Australia Day Council of NSW) Ambassador Dinner 	Ambassador Coordinator	TBA		13 Nov		
Finalise stallholder site plan for event	Stallholder Coordinator			13 Nov		
Confirm re: Car Display: <ul style="list-style-type: none"> Southern Cross Cruisers (George Georgiou) Australian Sporting Car Club (Charlie Stammers) 	Vehicle Coordinator			13 Nov		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
<ul style="list-style-type: none"> Gnoo Blas (Denis Gregory) 						
Liaise with Councils Parks Supervisor re: outdoor depot staff tasks, especially: <ul style="list-style-type: none"> Assistance in setting up marquees on day Granite pathways are level and not washed out (especially in and around fountain) Additional 20 wheelie bins from Netwaste 	Events Officer			13 Nov		
Prepare draft event manual for review at next meeting	Events Officer			13 Nov	To include <ul style="list-style-type: none"> Risk Assessment Debrief for stallholders re: requirements 	
Prepare draft program. Confirm start & finishing times (including bump in and bump out) and MC. Include logo's from in-kind sponsors (Kennard's, BOC etc.)	Events Officer			13 Nov		
Prepare map of park outlining activities. Have: <ul style="list-style-type: none"> Map at gate Advertise in paper (e-mail high-res copy to Ann Hailes) Have separate A5 map to put with program 	Events Officer			13 Nov		
ORGANISE EQUIPMENT: <ul style="list-style-type: none"> 6 x tables for service groups Council <ul style="list-style-type: none"> 1 x table (to rotunda for trophy's) 1 x portable lectern Chairs for rotunda 35008 key for vehicle gates 	Committee			13 Nov	To be delivered day before. To be left behind Guildry.	

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
<ul style="list-style-type: none"> Bollards and plastic tape for dancers area Universal Tap Key 12 x witches hats Cook Park Flag Pole (temporary) Urns (1 from Lions for CWA ladies) 						
Locate CD of Australian Songs	Events Officer			13 Nov		
Apply (online) for APRA Licence	Events Officer			13 Nov		
Organise media release / promotion for event as per Marketing Plan, such as: <ul style="list-style-type: none"> Media release in lead up to event A3 Posters to be put at Library, VIC, HACC Centre, Pool, Childcare centres A4 posters to be given to hotels and taxis Webpage/Social Media / Facebook Radio Interview (Katherine/Reg) Intranet E-invite to Councillors National Australia Day Website Events Guide 	Council/ Marketing Coordinator			13 Nov		
Ensure Police/Ambulance are informed of event. Complete Notice of Intention to Hold a Public Assembly.	Events Officer			13 Nov		
Investigate Didgeridoo performance/dance	Activities			13 Nov	Canobolas High School / Vince	

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
performance/activity at event	Coordinator				Lovecchio	
MEETING – 4 DECEMBER						
Raise all necessary purchase orders, as listed in D19/22957.	Treasurer			4 Dec		
Confirm amusement rides and entertainment	Activities Coordinator			4 Dec		
Follow up CWD Colouring In Competition	Activities Coordinator			4 Dec		
Send pamphlets out to hotels, taxi and bus companies so they are aware of the event.	Marketing Coordinator			4 Dec		
Contact FM 107.5 to broadcast from Cook Park on day of event	Marketing Coordinator			4 Dec	FM 107.5 did this in 2019.	
Ensure all arrangements finalised for Ambassador affairs: <ul style="list-style-type: none"> Ambassador dinner Ambassador accommodation Flights 	Ambassador Coordinator			4 Dec	Dinner: Council pays for committee and ambassador. Partners must pay for themselves.	
Send out reminder email for food vendors to complete their forms. Collect all Food Vendor Application forms: <ul style="list-style-type: none"> Check insurance – ensure all Certificates of Currency note 'Orange City Council' as an interested party. Ensure there is NO Soft Drink vendors (we sell that) or alcohol/wineries. 	Stallholder Coordinator			4 Dec		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
<ul style="list-style-type: none"> No other hot food stalls than Lions Club Coffee and Ice-cream are okay. 						
Organise Citizenship Ceremony as per separate Action Plan. <ul style="list-style-type: none"> Ensure new citizens are comfortable to be part of such a public ceremony Invite Mayor, Councillors & Partners, Zonta Representative Confirm CWA (Debra Marr) for new citizen's morning tea. Ensure ceremony is concise as possible – see IC19/1884. Put 'reserved' signs on chairs – chairs reserved for formal ceremony between these times. 	Events Officer			4 Dec	CWA charge \$8 a head for the new citizens for juice, apples, tea, coffee, lamingtons, scones jam & cream. New citizens to arrive at 9.30am for a 10am start. Citizens to assemble behind the marquee before the ceremony. Morning tea to then follow ceremony. It is free for Citizens, but committee pays for this.	
Finalise nominated beneficiary. Send official letter that includes times and commitments. (They sell ride tickets and assist with merchandise / balloons for \$500 donation).	Events Officer			4 Dec	Past beneficiaries: 2019: Inner Wheel Club of Orange Minhi 2018: Housing Plus Women's Refuge 2017: Food Bank 2016: Quota International Orange	
Determine and invite judges of Student Photography Competition (if occurring). Organise judging meeting. Determine and source prizes for winners.	Activities Coordinator			4 Dec	OCC Gallery Director – Brad Hammond and Camera Club? Previously CWD sponsored competition – 3 x \$50 vouchers	

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
MEETING – 8 JANUARY						
Finalise winners of Australia Day Awards. Organise for trophies to be engraved.	Committee			8 Jan		
Contact Police re: conducting foot patrol/s.	Reg			8 Jan		
Request float	Events Officer			8 Jan		
Organise radio interview in lead up to event	Marketing Coordinator			8 Jan		
Publish Australia Day Program & map in paper	Marketing Coordinator			8 Jan		
Print program through Council. Send copy through to BOC.	Events Officer			8 Jan	2018 – 500 copies	
Liaise with National Australia Day Council for certificates (if not already received)	Events Officer			8 Jan		
Purchase frames for Australia Day Award Certificates	Events Officer			8 Jan		
Organise: <ul style="list-style-type: none"> • 40L Water • Power Cord • Lions Urn 	Lions			8 Jan	Ensure adequate power supply	
Confirm with Zonta re: gifts for new Citizens	Events Officer			8 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Confirm with surveying company re: donating approx. 40 pegs for stall area (to be returned after event)	Stallholder Coordinator			8 Jan	Carpenter, Collins & Craig	
Organise Gift/Hamper for Ambassador	Ambassador Coordinator			8 Jan		
Organise A3 and A4 laminated signs for: <ul style="list-style-type: none"> Rides (and prices) Raffle Tickets for Sale and price List of raffle prizes Park closure until opening time 	Events Officer			8 Jan		
Organise prizes for CWD colouring in competition (ride pass)	Events Officer			8 Jan		
Organise tickets for: <ul style="list-style-type: none"> Single ride Committee lunch (to be redeemable at Lions Van) 	Events Officer			8 Jan		
Finalise Event Manual and send to all committee members	Events Officer			8 Jan		
Finalise Run Sheet and distribute to: <ul style="list-style-type: none"> MC Mayor Chair of Committee Ambassador Other presenters 	Events Officer			8 Jan		
Confirm all stallholders and send through Risk Induction paperwork	Stallholder Coordinator			8 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
MEETING – 22 JANUARY						
Request with Wangarang re: tying balloon strings to clip and any packing	Activities Coordinator			22 Jan		
Ensure all prizes are sorted for: <ul style="list-style-type: none"> • Art/Photography • Colouring In • Best Dressed Competition • Raffle etc. 	Committee			22 Jan		
Develop blurb on each award nominee – summarised paragraph of bullet points for presentation at ceremony.	Chairperson			22 Jan		
Develop more detailed running sheet including speaking notes / talking points. Investigate which officials and councillors will be attending on the day. Circulate to all speakers.	Chairperson			22 Jan		
Ask Councillors Executive Support Manager to put in weekly email to Councillors to invite them to the event and the Citizenship Ceremony.	Events Officer			22 Jan		
Organise raffle tickets	Activities Coordinator			22 Jan	2018 – Sold out of 800 tickets. 2019 – Suggested to get 1600.	
Brief amusement device and activity operators of confirmed event details, site plan and ticketing format (i.e. wristbands, single ride tickets etc.)	Activities Coordinator			22 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Collect supplies from Barrett's & Wrap rite.	Lions			22 Jan		
Organise for winning Student photography entries to be transported to Guildry in Cook Park (if applicable)	Events Officer			22 Jan		
Contact Kennards Hire and confirm all arrangements for the event.	Reg/lan			22 Jan		
Engrave trophies with winners names	Events Officer			22 Jan		
Print certificates for: <ul style="list-style-type: none"> Australia Day Award nominees (acknowledgement award) Australia Day Award Winners (and frame) Colouring In and Photography competition winners 	Events Officer			22 Jan		
Determine if event needs to be moved to Naylor Pavilion due to bat issue/ forecast weather	Committee			22 Jan		
Contact Woolworths and other suppliers (i.e. BOC) and confirm products for event and all delivery/collection arrangements for sausages, buns, bread, drinks, marquees, apples etc.)	Lions / Sponsorship Coordinator			22 Jan		
FRIDAY & SATURDAY PRIOR TO EVENT						
Pick up and place pegs for stallholders in park as per site plan	Stallholder Coordinator			24 Jan		
Use Kennard's truck to pick up: <ul style="list-style-type: none"> Kennard's marquee and equipment 	Reg/lan			24 Jan	Apples MUST be kept out of the	

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
<ul style="list-style-type: none"> Apples from Joe Leonie CWD marquee & First Choice Credit Union marquee. 					sun and kept cool, otherwise they will brown inside.	
Ensure all necessary equipment has been delivered and positioned behind Guildry: <ul style="list-style-type: none"> Tables (Qty TBA) Marquees (Qty TBA) 1 x portable lectern Chairs (Qty TBA. Need some for bandstand, Citizenship Ceremony and rest on the ground for the public to sit on) 35008 key Bollards & danger tape (for dancers area) Directional Signage Universal Tap Key 12 x witches hats (danger areas) Banners Barriers 	Committee			24 Jan		
If applicable, remove bollard next to Deodars for coffee cart to set up	Park staff			24 Jan		
Ensure additional wheelie bins (x20) have been delivered	Park staff			24 Jan		
Erect temporary flag pole in park	Park staff			24 Jan		
Collect ambassador from airport and provide transportation	Ambassador Coordinator			25 Jan		
Lions van to set up at Venue.	Lions			25 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Ensure equipment is on site and EVERYTHING is test and tagged.						
DAY OF EVENT – SUNDAY 26 JANUARY						
Make call re: if wet weather location is required	Chairperson			26 Jan		
Pick up breakfast supplies and raffles	Sponsorship Coordinator			26 Jan		
Purchase and collect ice for committee tent	TBA			26 Jan		
Unlock vehicle gates	Park staff			26 Jan	35008 Key	
Unlock power boxes	Park staff			26 Jan		
Unlock all required buildings: <ul style="list-style-type: none"> Fernery (bays for Art) Conservatory 	Park staff			26 Jan		
Set up reserved area for dancers on lawn (if required)	Park staff			26 Jan	6 bollards, plastic tape, signage	
Distribute/place additional wheelie bins	Park staff			26 Jan		
Erect marquees as per site plan	Committee / Park Staff			26 Jan		
Meet with stallholders and participants re: <ul style="list-style-type: none"> Event brief Risk induction (take some spare copies just in case) Safety issues (leads being tagged, safely off the ground, tent pegs & guide ropes). 	Stallholder Coordinator			26 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Set up as per site plan: <ul style="list-style-type: none"> • Kennards tent – 2 x poly tables covered with paper and plastic • Rotunda – Tables for trophies, rostrum, chairs 	Committee / Park staff			26 Jan		
Untie flagpole rope	Park staff			26 Jan		
Conduct audit of grounds and ensure no personnel vehicles are left within confines of Cook Park, especially those belonging to committee and those associated with Fernery Art Displays.	Vehicle Coordinator			26 Jan – 8:00am		
Park vehicle in Summer Street entrance (not obstructing walkway) to prevent any vehicle entry after commencement of event.	Vehicle Coordinator			26 Jan – 8:00am		
After breakfast is finished (i.e. 9:30am), take down barriers that formed the breakfast line	Lions/ Committee			26 Jan		
AFTER EVENT						
Vehicle Coordinator to be positioned near the main gates on Summer Street to direct vintage cars, stallholders and public	Vehicle Coordinator			26 Jan		
Remove bollards, tape and signage from dance area	Park Staff			26 Jan		
Remove and return to behind the Guildry: <ul style="list-style-type: none"> • Lectern from rotunda • Chairs and tables • Marquees etc. 	Park Staff			26 Jan		
Lock all buildings, power boxes, bird gate for hose access, fernery bays etc.	Park Staff			26 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

13 NOVEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Resourcing	Due	Notes/Comments	✓
Lock vehicle access gates once all stallholders have left the park	Park Staff			26 Jan		
Conduct post-event site inspection and ensure all required activities have been completed (waste and equipment removal)	Events Officer / Committee			26 Jan		
Organise return of artworks	Events Officer			28 Jan		
Return Gas bottles to BOC	Ian / Geoff			28 Jan		
DEBRIEF MEETING						
Conduct event debriefing to determine success or ways to improve in the future	Committee			12 Feb		
Send thank you letters to staff, sponsors, volunteers and worthy participants	Events Officer / Chairperson			12 Feb		
Ensure all outstanding invoices are paid	Treasurer			12 Feb		
Provide Financial Review to committee and close off Financial Budget.	Treasurer			12 Feb		

2.2 MINUTES OF THE AUSTRALIA DAY COMMUNITY COMMITTEE MEETING - 4 DECEMBER 2019

TRIM REFERENCE: 2020/94
AUTHOR: Samantha Freeman, Acting Director Corporate and Commercial Services

EXECUTIVE SUMMARY

The Australia Day Community Committee met on 4 December 2019 and the minutes from this meeting are presented to the Sport and Recreation Policy Committee for information.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “11.2 Prosper - Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Australia Day Community Committee at its meeting of 4 December 2019.
- 2 That the remainder of the minutes of the Australia Day Community Committee Meeting of 4 December 2019 be adopted.

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

ATTACHMENTS

- 1 Minutes of the Meeting of the Australia Day Community Committee held on 4 December 2019
- 2 Australia Day Community Committee Agenda - 4 December 2019, D20/3397 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

AUSTRALIA DAY COMMUNITY COMMITTEE

HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 4 DECEMBER 2019

COMMENCING AT 5:35PM

1 INTRODUCTION

ATTENDANCE

Mr Matthew Chisholm (Chairperson), Cr R Kidd (Mayor), Mr Geoff Bargwanna, Mr Peter Chilcott, Ms Siobhain Harvey, Mr Ian Hatswell, Events Officer

1.1 Apologies and Leave of Absence

RECOMMENDATION	Mr M Chisholm/ Mr P Chilcott
That the apologies be accepted from Kellie Urquhart and Siobhain Harvey for the Australia Day Community Committee meeting on 4 December 2019.	

1.2 Acknowledgement of Country

1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

2 PREVIOUS MINUTES

RECOMMENDATION	Mr R Kidd / Mr G Bargwanna
That the Minutes of the Meeting of the Australia Day Community Committee held on 13 November 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Australia Day Community Committee meeting held on 13 November 2019.	

3 GENERAL REPORTS

3.1 EVENT ACTION PLAN - AUSTRALIA DAY COMMUNITY COMMITTEE (2019)

TRIM REFERENCE: 2019/2654

RECOMMENDATION**Mr M Chisholm / Mr G****Bargwanna**

The event action plan for Australia Day 2020 be reviewed, updated and implemented.

THE MEETING CLOSED AT 5:54PM



AUSTRALIA DAY COMMUNITY COMMITTEE AGENDA

4 DECEMBER 2019

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **AUSTRALIA DAY COMMUNITY COMMITTEE MEETING** of **ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Wednesday, 4 December 2019** commencing at 5:30PM.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Merran Byers on 6393 8220.

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

AGENDA**EVACUATION PROCEDURE**

In the event of an emergency, the building may be evacuated. You will be required to vacate the building. The Committee Clerk will now identify the emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

1	INTRODUCTION	3
1.1	Apologies and Leave of Absence	3
1.2	Acknowledgement of Country.....	3
1.3	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	PREVIOUS MINUTES	3
2.1	Minutes of the Meeting of the Australia Day Community Committee held on 13 November 2019	5
3	GENERAL REPORTS	7
3.1	Event Action Plan - Australia Day Community Committee (2019).....	7

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

1 INTRODUCTION**MEMBERS**

Mr Matthew Chisholm (Chairperson), Cr R Kidd (Mayor), Cr S Munro, Ms Katherine Tollner, Mr Geoff Bargwanna, Mr Steve Brakenridge, Mr Peter Chilcott, Ms Siobhain Harvey, Mr Ian Hatswell, , Ms Kellie Urquhart, Manager Business Development, Events Officer

1.1 APOLOGIES AND LEAVE OF ABSENCE**1.2 ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal Australians who are present.

1.3 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Australia Day Community Committee at this meeting.

2 Previous Minutes**RECOMMENDATION**

That the Minutes of the Meeting of the Australia Day Community Committee held on 13 November 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Australia Day Community Committee meeting held on 13 November 2019.

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

ATTACHMENTS

- 1 Minutes of the Meeting of the Australia Day Community Committee held on 13 November 2019

ORANGE CITY COUNCIL

MINUTES OF THE

AUSTRALIA DAY COMMUNITY COMMITTEE

HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 13 NOVEMBER 2019

COMMENCING AT 5:30PM

1 INTRODUCTION

ATTENDANCE

Cr R Kidd (Mayor)(5:51pm) , Cr S Munro, Ms Katherine Tollner(5:35pm), Mr Geoff Bargwanna, Mr Steve Brakenridge, Mr Peter Chilcott, Mr Ian Hatswell(5:33pm), Mr Matthew Chisholm, Ms Kellie Urquhart, Business Projects Officer, Events Officer

1.1 Apologies and Leave of Absence

RECOMMENDATION

Mr G Bargwanna/ Mr S Brakenridge

That the apologies be accepted from Ms Siobhain Harvey for the Australia Day Community Committee meeting on 13 November 2019.

1.2 Acknowledgement of Country

1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

2 PREVIOUS MINUTES

RECOMMENDATION

Mr G Bargwanna / Ms K Tollner

That the Minutes of the Meeting of the Australia Day Community Committee held on 11 September 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Australia Day Community Committee meeting held on 11 September 2019.

MINUTES OF AUSTRALIA DAY COMMUNITY COMMITTEE**13 NOVEMBER 2019**

3 GENERAL REPORTS**3.2 EVENT ACTION PLAN - AUSTRALIA DAY COMMUNITY COMMITTEE (2019)**

TRIM REFERENCE: 2019/2450

RECOMMENDATION**Mr S Munro/ Mr M Chisholm**

The event action plan for Australia Day 2020 be reviewed, updated and implemented.

MR PETER CHILCOTT DEPARTED THE MEETING AT 6:27PM**MS KATHERINE TOLLNER AND MS KELLIE URQUHART DEPARTED THE MEETING AT 6:56PM****THE MEETING CLOSED AT 7:03PM**

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

3 GENERAL REPORTS**3.1 EVENT ACTION PLAN - AUSTRALIA DAY COMMUNITY COMMITTEE (2019)**

RECORD NUMBER: 2019/2654

AUTHOR: Merran Byers, Events Officer

EXECUTIVE SUMMARY

Event action plan for the 2020 Australia Day event provided for review and implementation by the Australia Day Community Committee.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "11.2 Prosper - Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

The event action plan for Australia Day 2020 be reviewed, updated and implemented.

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

SUPPORTING INFORMATION

Nil

ATTACHMENTS

- 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020, D19/35965

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

D19/35965

Action Plan - Australia Day Community Committee**Event Date: Sunday 26 January 2020**

This Action Plan relates to the Community Strategic Plan 2018 "11.2 Prosper – Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all".

Action	Who	Cost	Due	Notes/Comments	✓
Send out major sponsorship request letters for 2020 event to: West Orange Motors John Davis Motors Woolworths Orange Pybar Mining Services Newcrest Mining Limited PJL Group Pty Ltd Paraway Pastoral Co. Moxey Farms Orange Credit Union Verde Property (Aust) Pty Ltd Zauner Construction Pty Ltd James Richmark Pty Ltd	Events Officer	Nil	30 June	Reg as signatory. Letters posted 17.05.2019	✓ <u>Update 22.11.2019:</u> Making enquiries
Purchase raffle ticket boxes, aprons with pockets and ice boxes/eskies for event	Events Officer		3 July		✓
Book venues from 6am to 10pm: Cook Park Naylor Pavilion (wet weather alternative)	Events Officer	Nil	3 July		✓
Complete Cat 3 Event Application Form	Events Officer	Nil	3 July	D19/39462	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Finalise dates for Committee meetings (generally first Wednesday of the month): 3 July 2019 7 August 2019 11 September 2019 (week later) 13 November 2019 4 December 2019 8 January 2020 (week later) 21 January 2020 (Day earlier) 25 January 2020 (Ambassador Dinner) 12 February 2020 (Debrief Meeting)	Committee	Nil	3 July	Look into holding Ambassador Dinner at The Oriana again for 2020	✓ <u>Action</u> Propose 22 January move to 21 January 2020
Confirm The NSW Local Citizen of the Year Awards that will be presented: Citizen of the Year Young Citizen of the Year Community Group of the Year Community Event of the Year Local Legend Business Philanthropy Discuss introduction of 'Environmental Citizen of the Year' Award	Committee	Nil	3 July	Ensure any late submissions from 2019 are considered for 2020. The committee decided not to pursue the 'Environmental Citizen of the Year' Award in 2020.	✓
Determine Committee Member roles	Committee	Nil	3 July	For 2020 event: Chairperson: Matthew Chisholm Events Officer / Treasurer: Merran Byers. Kellie to assist with Ambassador affairs when possible.	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Preparation for next meeting: Ideas on what activities are going to be included that will be different to what is already offered on Australia Day in our region (i.e. Carcoar, wineries etc.). Get necessary quotes. Ideas on what Waste Management Strategies could be incorporated into event, such as: - Paper straws (not on display) - Bring own coffee cup Ideas on beneficiary for event (i.e. Mens Shed) Australia Day merchandise	Committee		7 Aug	Look for sustainable options and options that are not too expensive. I.e. Kellie's suggestion – second activation site, increase number of rides, increase number of chairs etc.	✓
Confirm contact details with Australia Day Council of NSW	Events Officer	Nil	When able		✓
Stocktake of what was left over from previous event	Lions	Nil	7 Aug	<u>Update 22.11.2019:</u> 4 Gazebos 2 fold up tables 1 Urn Plastic: Knives +forks +spoon Bunting Roll of table cloth 3 blue plastic tablecloths Roll of clear plastic Pre-packages knife fork sets Plastic Straws Cups	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Decide on what new activities/activation sites are going to be included in 2020 event.	Committee	Nil	7 Aug	<p>Suggestions:</p> <p>Buskers playing throughout event</p> <p>School circus performance</p> <p>Egg & Spoon races</p> <p>PCYC Gymnastics Group – Shae Morris</p> <p>Scouts Climbing Wall was good in 2019</p> <p>Fancy dress competition throughout / earlier in day.</p> <p>Dance / karate display</p> <p>Reg – Elderly people still can't hear proceedings.</p>	✓
Decide on what Waste Management Strategies are going to be incorporated into event.	Committee	TBA	7 Aug		✓
Determine beneficiary for event	Committee	Nil	7 Aug	<p>2017 – Foodcare Orange</p> <p>2018 – Housing Plus Women's Refuge</p> <p>2019 – Inner Wheel Club of Orange Minhi Inc.</p> <p>2020 – Men's Shed</p>	<p>✓</p> <p>Action</p> <p>Confirm Men's shed</p>
Commence recruiting volunteers: Beneficiary Rotary Club of Orange Scouts (to obtain volunteering badge) & Girl	Committee	Nil	7 Aug	Ensure volunteers are fit for activity (i.e. age, manual handling etc.). Need fit/strong volunteers.	<p>Update 22.11.2019:</p> <p>In progress</p>

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Guides Associates of committee members					
Commence organising entertainment activities, such as : Amusement rides: - Jumping Castles (Irwin's) - Merry Go Round (Peter Naylor) - Scouts Climbing Wall - Trike (from Millthorpe Markets) Emergency services vehicles: - Police - Fire Engine, including antique Fire Engine – Matt Jeffrey – Station Commander (SES/Rural) - Rural Fire Service Activities: - Orienteering - Face Painting - Animal Farm (Bissy's) - Plaster Painting (Bissy's) Performers: - Colour City Dance - Balloon animals or other option instead of helium balloons - Hand out tattoos (free)	Activities Coordinator		7 Aug	Ensure there are some options available for older children Usually unable to confirm attendance of Emergency Services until they get their roster for that period.	<u>Update 22.11.2019:</u> In progress
Update stallholder letter for 2020. Ensure letter states that: No electricity is able to be provided All electrical cords MUST be tested/tagged	Events Officer & Stallholder Coordinator	Nil	7 Aug	Update fee for 'City Events – Stallholder Fees' as per Fees and Charges	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
<p>Payments forms and Food Permits must be lodged at least 5 days before the event. Payments via Direct Debit must contact Events Officer</p> <p>Recommend not to use/store money in bum bags</p> <p>If stall is to occupy more than 3m x 3m, then two people are needed to attend the stall.</p>					
<p>Stallholder proposal/plan – send early notice out to all stallholders.</p> <p>Approach new stallholders to attract bigger selection of food and offerings (including Gluten Free).</p>	Stallholder Coordinator		7 Aug		<p><u>Update 22.11.2019:</u></p> <p>2020 To include Split Milk</p> <p><u>Action</u></p> <p>Continue confirming stall holders</p>
Update/complete Risk Assessment and send to stallholder coordinator	Events Officer	Nil	7 Aug		✓
<p>Committee confirmed</p> <p>Dress Up competition with CWD</p> <p>Send correspondence requesting support (including prizes) to Tracey Prisk @ CWD.</p>	Committee/ Activities Coordinator	Nil	7 Aug	Not continuing with Colouring of Photography Competition in 2020	<p><u>Update 26.11.2019</u></p> <p>In Progress</p>
<p>Request OCC printery to design suite of documents:</p> <ol style="list-style-type: none"> 1. Australia Day Award nomination forms 2. Stallholder Application 3. Colouring in/photography competition form (as 	Events Officer		7 Aug	<p>Make change to award nomination form re: closing dates etc.</p> <p>Program to be finalised closer to</p>	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
above) 4. A3 Poster 5. Images for social media: Facebook cover photo etc. 6. Program				event date Printery submission entered 18.9.2019 – Submission ID: 000669.	
Determine site plan/layout for event. Make any modifications from last event to include any new activities/activation sites	Events Officer		11 Sept	Same as 2019	✓
Obtain quote for dancefloor and chairs	Matthew		11 Sept	Committee requested extra chairs to what was at the 2019 event.	✓
Speak with Allan Brown / Centrestate Sound and Lighting re: PA and noise amplification. Extra speakers and 360 coverage of park.	Reg	TBA	11 Sept	Speakers to be like at Gnool Blas event.	✓ <u>Update 22.11.2019:</u> Alan Brown in progress
Determine who will be MC for the day	Committee		11 Sept	2018 – Neil Gill 2019 – Bruce Whitmill 2020 – Bruce Whitmill	<u>Action</u> Katherine/Reg to Confirm
Draft and send letters for participation/assistance during event: 2 nd Orange Scout Group (Bob Hoyer) 3 rd Orange Scout Group (Leigh Williamson) Australian Sporting Car Club Inc. Bissy's Cafe Buy a Bale Stand? Canobolas Highland Pipe Band Central Western Daily	Activities Coordinator/ Events Officer	Nil	11 Sept	Scout Groups: raising the flag on the day. Committee decided that after 2019 event, the East Orange Physical Culture Club are not to be invited as the audience is disengaged when they are performing.	✓ <u>Update 26.11.2019</u> Sent out post, email, hand deliver w/c 25th Awaiting responses

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
City of Orange Brass Band Colour City Dance Works Desi Aussies of Orange (Sandjay Bodra) Gnool Classic Car Club Gold Seekers Orienteering Club Lions Club of Orange Canobolas Inc. Orange Art Society Orange District Girl Guides Orange Male Voice Choir (sing both verses of National Anthem) Quota International of Orange Inc. –new duties? Southern Cross Street Cruisers Car Club Zonta Club of Orange Rotary Club Day Break – Colouring Table & Face Painting				Art Society: Wanda Driscoll Ensure Art Society know that they are unable to keep their vehicles within the confines of Cook Park during the event AND they are not allowed to approach MC to make mention of them over the PA.	
Send letters for sponsorship, breakfasts and raffle for event: In-Kind Sponsorship: Ballykeane Apple Orchard (for breakfasts) ph. 6362 0259 BOC Gases (2 x medium Balloon Gas canisters – if doing helium balloons) Carpenter, Collins & Craig (pegs for stalls) First Choice Credit Union (marquee) Kennards Hire: - 6m x 3m marquee - Back-up generator (8Kw) - Banner - Light for bandstand	Sponsorship Coordinator/Events Officer	Nil	11 Sept	Copies of letters printed and given to Sponsorship Coordinator to follow up. Collect all prizes and allocate accordingly. Include: - Art prizes (if applicable) - Best Dressed Comp prizes	✓ <u>Update 26.11.2019</u> Sent out post, email, hand deliver w/c 25 th Awaiting responses.

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
<p>- Low bed truck – pick up marquees/apples</p> <p>Raffle: decided after 2019 event that it would be best to focus on 2 to 3 fantastic prizes instead of 20 smaller ones.</p> <p>Flight Centre Voucher</p> <p>Fly Corporate – Free Flight</p> <p>REX – require an online application (www.rex.com.au/sponsorship)</p> <p>Petrie's Mitre 10</p> <p>Breakfast:</p> <p>Rotary Club of Orange (sell breakfast coupons)</p> <p>Trunkey Bacon & Pork (Bacon)</p> <p>Woodward St Meats (Sausages)</p> <p>Woolworths Orange (Buns and drinks/dry till - approx. 20 cartons)</p> <p>Canobolas Eggs re: supply of 1600 eggs.</p>				<p>Collection from Woolworths at 6.30am on day of event at back dock.</p> <p>'Dry Till' - return for unopened/unsold drinks (Council pays for drinks after the event)</p>	<p><u>Action</u></p> <p>Lions / Sponsorship Coordinator to contact food suppliers.</p>
Send letter to CWA Orange Branch (new citizen's morning tea). Ensure CWA area is fancied up to ensure it looks better, CWA personnel to be on site earlier, and ADCC need to know exactly what they need on site.	Event Officer		11 Sept	(i.e. tables, tablecloths, marquee walls etc.).	✓
<p>Determine quantities and prices for community breakfast (Lions cook & Rotary Club of Orange sell breakfasts).</p> <p><i>Rotary / Lions can reduce price for family/circumstances to ensure it is all inclusive.</i></p>	Lions		11 Sept	<p>\$8.00 pp and sold 600 buns in 2018 & 2019</p> <p>Breakfast offerings (i.e. bun, strip of bacon, 2 eggs, drink, apple & serviette)</p>	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Prepare, finalise and distribute Australia Day Award Nomination Forms: Print and place at Council Reception & East Orange Post Office Update form on Council website Email to committee members to distribute Email to community groups, sporting groups, HACC Centre (Amanda, Paula), Museum & Library. 'Say thank you'. CWD – Article with last years' Citizen of Year, calling for nominations Promotion on Intranet, Council social media, Radio etc. Mayor Reg Kidd to assist with media.	Committee		11 Sept	Chairperson's mobile number to be on form. Nominations close first Wednesday in December Check media release and closing date.	✓
Commence developing Inclement Weather Contingency Plan (include site plans for both venues)	Committee		11 Sept	Naylor Pavilion	✓
Send letter of invitation to dignitaries for Australia Day Celebration & Citizenship Ceremony: Federal Member for Calare (letter) State Member for Orange (letter) Mayor – Orange City Council (N/A – on committee) Australian Electoral Commission (letter) Minister for Home Affairs, Hon David Coleman, MP	Events Officer		13 Nov	2019 event letter: D18/53407	✓
Organise for advert to be put in school newsletters	Events Officer		13 Nov		✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Send Busing applications to those who have previously busked on Council owned/managed land.	Activities Coordinator	Nil	13 Nov	Committee decide not for 2020 – no value add	✓
Book Council's mobile kiosk for ride ticket sellers	Events Officer	Nil	13 Nov	OCC Park staff to deliver to Cook Park the day before.	✓
Organise other Marquees - CWD - St Johns - Kennards – For CWA morning Tea (Set up near bush house) - First Choice- for CWA as above - Lions – Australia Day Committee (near lions van)	Committee		13 Nov		Action To confirm
Organise and book Sound and Audio. Obtain quote. Ensure sound production will be adequate for what is required.	Reg/ Treasurer		13 Nov		✓
Contact Macquarie Alarms re: collection of cash takings at end of event.	Events Officer		13 Nov	Sina Marvasti – sina@marvastisecurity.com.au	✓
Contact Aboriginal Lands Council re: Welcome to Country.	Events Officer		13 Nov		✓ <u>Update 22.11.2019</u> Waiting to confirm Michael Newman
Book St Johns Ambulance to attend.	Events Officer		13 Nov		✓
Conduct stocktake on Merchandise and order	Events		13 Nov	Tattoos, hand wavers, flags etc.	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
any additional if required.	Officer				<u>Action</u> Stocktake complete – order to make
Order additional supplies or stock if required: Plates (especially for elderly) Cutlery Serviettes Paper straws Balloons & tags	Lions/ Treasurer		13 Nov		<u>Action</u> Purchase Serviettes & Plates – eco Friendly
FLAGS: Organise for flags to be put up in Summer Street (OCC – Tammie) from 6 to 28 Jan in 2020. Check Council has large Australian (and Aboriginal if permitted) flag to go on Rotunda in Cook Park and is in a good condition.	Events Officer		13 Nov	13 street banner flags – stored in Mark Beyers Office (3 zones: 2,3,4)	✓
Order milk, juice and water (1,200 units – sale or return basis) and provision of refrigerated van. Ensure drinks will be delivered on time.	Katherine		13 Nov	Bruce Lorimer In 2019, did not sell many milk based drinks (i.e. Moove), but ran out of bottled water.	<u>Update 22.11.2019:</u> In progress Approved Water Refill Station
Research options for directional signage for event and to attract people in / draw attention to: Car display Lions BBQ	Committee		13 Nov	N/A	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Register for the Australia Day Ambassador Program	Events Officer	Nil	13 Nov/As able	Dependent on Australia Day Council.	✓ 30.10.19
Ensure everyone on committee has Australia Day Polo to wear on day.	Committee	TBA	13 Nov		✓
Finalise stallholder site plan for event	Stallholder Coordinator		13 Nov		
Confirm re: Car Display: Southern Cross Cruisers (George Georgiou) Australian Sporting Car Club (Charlie Stammers) Gnoo Blas (Denis Gregory)	Vehicle Coordinator		13 Nov		
Liaise with Councils Parks Supervisor re: outdoor depot staff tasks, especially: Assistance in setting up marquees on day Granite pathways are level and not washed out (especially in and around fountain) Additional 20 wheelie bins from Netwaste	Events Officer		13 Nov		<u>Update 22.11.2019:</u> Check in for resources in 2020
Prepare draft event manual for review at next meeting Prepare draft program. Confirm start & finishing times (including bump in and bump out) and MC. Include logo's from in-kind sponsors (Kennard's, BOC etc.)	Events Officer		13 Nov	To include Risk Assessment Debrief for stallholders re: requirements	<u>Update 22.11.2019:</u> To be provided at January 2020 meeting

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Prepare map of park outlining activities. Have: Map at gate Advertise in paper (e-mail high-res copy to Ann Hailes) Have separate A5 map to put with program	Events Officer		13 Nov		
Locate CD of Australian Songs	Events Officer		13 Nov		✓
Apply (online) for APRA Licence	Events Officer		13 Nov		✓
Organise media release / promotion for event as per Marketing Plan, such as: Media release in lead up to event A3 Posters to be put at Library, VIC, HACC Centre, Pool, Childcare centres A4 posters to be given to hotels and taxis Webpage/Social Media / Facebook Radio Interview (Katherine/Reg) Intranet E-invite to Councillors National Australia Day Website Events Guide	Council/ Marketing Coordinator		13 Nov		✓ <u>Action</u> Ongoing media and promotion – Radio Interview?
Ensure Police/Ambulance are informed of event. Complete Notice of Intention to Hold a Public Assembly.	Events Officer		13 Nov		✓

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Investigate Didgeridoo performance/dance performance/activity at event	Activities Coordinator		13 Nov	Canobolas High School / Vince Lovecchio	Action Contact details
Raise all necessary purchase orders, as listed in D19/22957.	Treasurer		4 Dec	<u>Update 26.11.2019</u> On going	✓
Contact FM 107.5 to broadcast from Cook Park on day of event	Marketing Coordinator		4 Dec	FM 107.5 did this in 2019.	Action Reg to confirm
Ensure all arrangements finalised for Ambassador affairs: Ambassador dinner Ambassador accommodation Flights	Ambassador Coordinator		4 Dec	Dinner: Council pays for committee and ambassador. Partners must pay for themselves.	<u>Update 22.11.2019:</u> In progress
Send out reminder email for food vendors to complete their forms. Collect all Food Vendor Application forms: Check insurance – ensure all Certificates of Currency note 'Orange City Council' as an interested party. Ensure there is NO Soft Drink vendors (we sell that) or alcohol/wineries. No other hot food stalls than Lions Club Coffee and Ice-cream are okay.	Stallholder Coordinator		4 Dec		
Organise Citizenship Ceremony as per separate Action Plan. Ensure new citizens are comfortable to	Events Officer		4 Dec	CWA charge \$8 a head for the new citizens for juice, apples, tea, coffee, lamingtons, scones jam &	<u>Update 22.11.2019:</u> In progress

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
be part of such a public ceremony Invite Mayor, Councillors & Partners, Zonta Representative Confirm CWA (Debra Marr) for new citizen's morning tea. Ensure ceremony is concise as possible – see IC19/1884. Put 'reserved' signs on chairs – chairs reserved for formal ceremony between these times.				cream. Raise PO New citizens to arrive at 9.30am for a 10am start. Citizens to assemble behind the marquee before the ceremony. Morning tea to then follow ceremony. It is free for Citizens, but committee pays for this.	
Finalise nominated beneficiary. Send official letter that includes times and commitments. (They sell ride tickets and assist with merchandise / balloons for \$500 donation).	Events Officer		4 Dec	2020: Men's Shed	
Finalise winners of Australia Day Awards. Organise for trophies to be engraved.	Committee		8 Jan		
Contact Police re: conducting foot patrol/s.	Reg		8 Jan		
Request float	Events Officer		8 Jan		
Publish Australia Day Program & map in paper	Marketing Coordinator		8 Jan		
Print program through Council.	Events Officer		8 Jan	2018 – 500 copies	
Liaise with National Australia Day Council for certificates (if not already received)	Events Officer		8 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Purchase frames for Australia Day Award Certificates	Events Officer		8 Jan		
Organise: 40L Water Power Cord Lions Urn	Lions		8 Jan	Ensure adequate power supply	
Confirm with Zonta re: gifts for new Citizens	Events Officer		8 Jan		
Organise Gift/Hamper for Ambassador	Ambassador Coordinator		8 Jan		
Organise A3 and A4 laminated signs for: Rides (and prices) Raffle Tickets for Sale and price List of raffle prizes Park closure until opening time	Events Officer		8 Jan		
Organise tickets for: Single ride Committee lunch (to be redeemable at Lions Van)	Events Officer		8 Jan		
Finalise Event Manual and send to all committee members	Events Officer		8 Jan		
Finalise Run Sheet and distribute to: MC Mayor Chair of Committee Ambassador	Events Officer		8 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Other presenters					
Confirm all stallholders and send through Risk Induction paperwork	Stallholder Coordinator		8 Jan		
Request with Wangarang re: tying balloon strings to clip and any packing	Activities Coordinator		22 Jan	TBC – are we having balloons this year? 2020	
Ensure all prizes are sorted for: Best Dressed Competition Raffle etc.	Committee		22 Jan		
Develop blurb on each award nominee – summarised paragraph of bullet points for presentation at ceremony.	Chairperson		22 Jan		
Develop more detailed running sheet including speaking notes / talking points. Investigate which officials and councillors will be attending on the day. Circulate to all speakers.	Chairperson		22 Jan		
Ask Councillors Executive Support Manager to put in weekly email to Councillors to invite them to the event and the Citizenship Ceremony.	Events Officer		22 Jan		
Organise raffle tickets	Activities Coordinator		22 Jan	2018 – Sold out of 800 tickets. 2019 – Suggested to get 1600.	
Brief amusement device and activity operators of confirmed event details, site plan and ticketing format (i.e. wristbands, single ride tickets etc.)	Activities Coordinator		22 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Collect supplies from Barrett's & Wrap rite.	Lions		22 Jan		
Contact Kennards Hire and confirm all arrangements for the event.	Reg/Ian		22 Jan		
Engrave trophies with winners names	Events Officer		22 Jan		
Print certificates for: Australia Day Award nominees (acknowledgement award) Australia Day Award Winners (and frame)	Events Officer		22 Jan		
Determine if event needs to be moved to Naylor Pavilion due to bat issue/ forecast weather	Committee		22 Jan		
Contact Woolworths and other and confirm products for event and all delivery/collection arrangements for sausages, buns, bread, drinks, marquees, apples etc.)	Lions / Sponsorship Coordinator		22 Jan		
Pick up and place pegs for stallholders in park as per site plan	Events Officers		24 Jan		
Use Kennard's truck to pick up: Kennard's marquee and equipment Apples from Joe Leonie CWD marquee & First Choice Credit Union marquee.	Reg/Ian		24 Jan	Apples MUST be kept out of the sun and kept cool, otherwise they will brown inside.	
Ensure all necessary equipment has been delivered and positioned behind Guildry: Tables (Qty TBA)	Committee		24 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Marquees (Qty TBA) 1 x portable lectern Chairs (Qty TBA. Need some for bandstand, Citizenship Ceremony and rest on the ground for the public to sit on) 35008 key Bollards & danger tape (for dancers area) Directional Signage Universal Tap Key 12 x witches hats (danger areas) Banners Barriers					
If applicable, remove bollard next to Deodars for coffee cart to set up	Park staff		24 Jan		
Ensure additional wheelie bins (x20) have been delivered	Park staff		24 Jan		
Erect temporary flag pole in park	Park staff		24 Jan		
Collect ambassador from airport and provide transportation	Ambassador Coordinator		25 Jan		
Lions van to set up at Venue. Ensure equipment is on site and EVERYTHING is test and tagged.	Lions		25 Jan		
Pick up breakfast supplies and raffles	Sponsorship Coordinator		26 Jan		
Purchase and collect ice for committee tent	TBA		26 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Unlock vehicle gates	Park staff		26 Jan	35008 Key	
Unlock power boxes	Park staff		26 Jan		
Unlock all required buildings: Fernery (bays for Art) Conservatory	Park staff		26 Jan		
Set up reserved area for dancers on lawn (if required)	Park staff		26 Jan	6 bollards, plastic tape, signage	
Distribute/place additional wheelie bins	Park staff		26 Jan		
Erect marquees as per site plan	Committee / Park Staff		26 Jan		
Meet with stallholders and participants re: Event brief Risk induction (take some spare copies just in case) Safety issues (leads being tagged, safely off the ground, tent pegs & guide ropes).	TBA		26 Jan		
Set up as per site plan: Kennards tent – 2 x poly tables covered with paper and plastic Rotunda – Tables for trophies, rostrum, chairs	Committee / Park staff		26 Jan		
Untie flagpole rope	Park staff		26 Jan		
Conduct audit of grounds and ensure no personnel vehicles are left within confines of Cook Park, especially those belonging to committee and those associated with Fernery Art Displays.	Vehicle Coordinator		26 Jan – 8:00am		

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Park vehicle in Summer Street entrance (not obstructing walkway) to prevent any vehicle entry after commencement of event.	Vehicle Coordinator		26 Jan – 8:00am		
After breakfast is finished (i.e. 9:30am), take down barriers that formed the breakfast line	Lions/Committee		26 Jan		
Vehicle Coordinator to be positioned near the main gates on Summer Street to direct vintage cars, stallholders and public	Vehicle Coordinator		26 Jan		
Remove bollards, tape and signage from dance area	Park Staff		26 Jan		
Remove and return to behind the Guildry: Lectern from rotunda Chairs and tables Marquees etc.	Park Staff		26 Jan		
Lock all buildings, power boxes, bird gate for hose access, fernery bays etc.	Park Staff		26 Jan		
Lock vehicle access gates once all stallholders have left the park	Park Staff		26 Jan		
Conduct post-event site inspection and ensure all required activities have been completed (waste and equipment removal)	Events Officer / Committee		26 Jan		
Organise return of artworks	Events Officer		28 Jan		
Conduct event debriefing to determine success or ways to improve in the future	Committee		12 Feb		
Send thank you letters to staff, sponsors, volunteers and worthy participants	Events Officer /		12 Feb		

AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
	Chairperson				
Ensure all outstanding invoices are paid	Treasurer		12 Feb		
Provide Financial Review to committee and close off Financial Budget.	Treasurer		12 Feb		

2.3 MINUTES OF THE AUSTRALIA DAY COMMUNITY COMMITTEE MEETING - 8 JANUARY 2020

TRIM REFERENCE: 2020/95
AUTHOR: Samantha Freeman, Acting Director Corporate and Commercial Services

EXECUTIVE SUMMARY

The Australia Day Community Committee met on 8 January 2020 and the minutes from this meeting are presented to the Sport and Recreation Policy Committee for information.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “11.2 Prosper - Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council acknowledge the reports presented to the Australia Day Community Committee at its meeting of 8 January 2020
- 2 That the remainder of the minutes of the Australia Day Community Committee Meeting of 8 January 2020 be adopted.

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

ATTACHMENTS

- 1 Minutes of the Meeting of the Australia Day Community Committee held on 8 January 2020

ATTACHMENTS

- 1 Australia Day Community Committee Agenda - 8 January 2020, D20/3401 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

AUSTRALIA DAY COMMUNITY COMMITTEE

HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 8 JANUARY 2020

COMMENCING AT 5:34PM

1 INTRODUCTION

ATTENDANCE

Mr Matthew Chisholm (Chairperson), Cr R Kidd (Mayor), Cr S Munro, Ms Katherine Tollner (conference call), Mr Geoff Bargwanna, Mr Steve Brakenridge, Mr Peter Chilcott, Ms Siobhain Harvey (conference call), Ms Kellie Urquhart, Events Officer

1.1 Apologies and Leave of Absence

RECOMMENDATION

Cr R Kidd/ Mr M Chisholm

That the apologies be accepted from Mr Ian Hatswell for the Australia Day Community Committee meeting on 8 January 2020.

1.2 Acknowledgement of Country

1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

2 PREVIOUS MINUTES

RECOMMENDATION

Mr G Bargwanna/ Cr R Kidd

That the Minutes of the Meeting of the Australia Day Community Committee held on 4 December 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Australia Day Community Committee meeting held on 4 December 2019.

3 GENERAL REPORTS

3.1 EVENT ACTION PLAN - AUSTRALIA DAY COMMUNITY COMMITTEE

TRIM REFERENCE: 2020/12

RECOMMENDATION

Mr M Chisholm/Cr S Munro

The event action plan for Australia Day 2020 be reviewed, updated and implemented.

THE MEETING CLOSED AT 6:40 PM



AUSTRALIA DAY COMMUNITY COMMITTEE

AGENDA

8 JANUARY 2020

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **AUSTRALIA DAY COMMUNITY COMMITTEE MEETING** of **ORANGE CITY COUNCIL** will be held in the **COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE** on **Wednesday, 8 January 2020** commencing at 5:30PM.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Merran Byers on 6393 8220.

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

AGENDA**EVACUATION PROCEDURE**

In the event of an emergency, the building may be evacuated. You will be required to vacate the building. The Committee Clerk will now identify the emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

1	INTRODUCTION	3
1.1	Apologies and Leave of Absence	3
1.2	Acknowledgement of Country.....	3
1.3	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	PREVIOUS MINUTES	3
2.1	Minutes of the Meeting of the Australia Day Community Committee held on 04 December 2019	5
3	GENERAL REPORTS	7
3.1	Event Action Plan - Australia Day Community Committee	7

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

1 INTRODUCTION**MEMBERS**

Mr Matthew Chisholm (Chairperson), Cr R Kidd (Mayor), Cr S Munro, Ms Katherine Tollner, Mr Geoff Bargwanna, Mr Steve Brakenridge, Mr Peter Chilcott, Ms Siobhain Harvey, Mr Ian Hatswell, , Ms Kellie Urquhart, Manager Business Development, Events Officer

1.1 APOLOGIES AND LEAVE OF ABSENCE**1.2 ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal Australians who are present.

1.3 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Australia Day Community Committee at this meeting.

2 PREVIOUS MINUTES**RECOMMENDATION**

That the Minutes of the Meeting of the Australia Day Community Committee held on 4 December 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Australia Day Community Committee meeting held on 4 December 2019.

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

ATTACHMENTS

- 1 Minutes of the Meeting of the Australia Day Community Committee held on 4 December 2019

ORANGE CITY COUNCIL

MINUTES OF THE

AUSTRALIA DAY COMMUNITY COMMITTEE

HELD IN COUNCILLORS WORKROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 4 DECEMBER 2019

COMMENCING AT 5:35PM

1 INTRODUCTION

ATTENDANCE

Mr Matthew Chisholm (Chairperson), Cr R Kidd (Mayor), Mr Geoff Bargwanna, Mr Peter Chilcott, Mr Ian Hatswell, Events Officer

1.1 Apologies and Leave of Absence

RECOMMENDATION	Mr M Chisholm/ Mr P Chilcott
That the apologies be accepted from Kellie Urquhart and Siobhain Harvey for the Australia Day Community Committee meeting on 4 December 2019.	

1.2 Acknowledgement of Country

1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

2 PREVIOUS MINUTES

RECOMMENDATION	Mr R Kidd / Mr G Bargwanna
That the Minutes of the Meeting of the Australia Day Community Committee held on 13 November 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Australia Day Community Committee meeting held on 13 November 2019.	

MINUTES OF AUSTRALIA DAY COMMUNITY COMMITTEE

4 DECEMBER 2019

3 GENERAL REPORTS

3.1 EVENT ACTION PLAN - AUSTRALIA DAY COMMUNITY COMMITTEE (2019)

TRIM REFERENCE: 2019/2654

RECOMMENDATION

Mr M Chisholm / Mr G Bargwanna

The event action plan for Australia Day 2020 be reviewed, updated and implemented.

THE MEETING CLOSED AT 5:54PM

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

3 GENERAL REPORTS**3.1 EVENT ACTION PLAN - AUSTRALIA DAY COMMUNITY COMMITTEE**

RECORD NUMBER: 2020/12

AUTHOR: Merran Byers, Events Officer

EXECUTIVE SUMMARY

Event Action Plan for the 2020 Orange Australia Day Event provided for review and implementation by the Australia Day Community Committee

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "11.2 Prosper - Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all".

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

The event action plan for Australia Day 2020 be reviewed, updated and implemented.

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

SUPPORTING INFORMATION

Nil

ATTACHMENTS

- 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020, D19/35965

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

D19/35965

Action Plan - Australia Day Community Committee**Event Date: Sunday 26 January 2020**

This Action Plan relates to the Community Strategic Plan 2018 "11.2 Prosper – Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all".

Action	Who	Cost	Due	Notes/Comments	✓
Send out major sponsorship request letters for 2020 event to: <ul style="list-style-type: none"> West Orange Motors John Davis Motors Woolworths Orange Pybar Mining Services Newcrest Mining Limited PJL Group Pty Ltd Paraway Pastoral Co. Moxey Farms Orange Credit Union Verde Property (Aust) Pty Ltd Zauner Construction Pty Ltd James Richmark Pty Ltd 	Events Officer	Nil	30 June	Reg as signatory. Letters posted 17.05.2019	✓ <u>N/A</u> 2021 – Early contact & follow up
Purchase raffle ticket boxes, aprons with pockets and ice boxes/eskies for event	Events Officer		3 July		✓
Book venues from 6am to 10pm: <ul style="list-style-type: none"> Cook Park Naylor Pavilion (wet weather alternative) 	Events Officer	Nil	3 July		✓
Complete Cat 3 Event Application Form	Events Officer	Nil	3 July	D19/39462	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Finalise dates for Committee meetings (generally first Wednesday of the month): <ul style="list-style-type: none"> • 3 July 2019 • 7 August 2019 • 11 September 2019 (week later) • 13 November 2019 • 4 December 2019 • 8 January 2020 (week later) • 21 January 2020 (day earlier) • 25 January 2020 (Ambassador Dinner) • 12 February 2020 (Debrief Meeting) 	Committee	Nil	3 July	Look into holding Ambassador Dinner at The Oriana again for 2020	✓
Confirm The NSW Local Citizen of the Year Awards that will be presented: <ul style="list-style-type: none"> • Citizen of the Year • Young Citizen of the Year • Community Group of the Year • Community Event of the Year • Local Legend • Business Philanthropy Discuss introduction of 'Environmental Citizen of the Year' Award	Committee	Nil	3 July	Ensure any late submissions from 2019 are considered for 2020. The committee decided not to pursue the 'Environmental Citizen of the Year' Award in 2020.	✓
Determine Committee Member roles	Committee	Nil	3 July	For 2020 event: Chairperson: Matthew Chisholm Events Officer / Treasurer: Merran Byers. Kellie to assist with Ambassador affairs when possible.	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Preparation for next meeting: <ul style="list-style-type: none"> Ideas on what activities are going to be included that will be different to what is already offered on Australia Day in our region (i.e. Carcoar, wineries etc.). Get necessary quotes. Ideas on what Waste Management Strategies could be incorporated into event, such as: <ul style="list-style-type: none"> Paper straws (not on display) Bring own coffee cup Ideas on beneficiary for event (I.e. Mens Shed) Australia Day merchandise 	Committee		7 Aug	Look for sustainable options and options that are not too expensive. I.e. Kellie's suggestion – second activation site, increase number of rides, increase number of chairs etc.	✓
Confirm contact details with Australia Day Council of NSW	Events Officer	Nil	When able		✓
Stocktake of what was left over from previous event	Lions	Nil	7 Aug	<u>Update 22.11.2019:</u> 4 Gazebos 2 fold up tables 1 Urn Plastic: Knives +forks +spoon Bunting Roll of table cloth 3 blue plastic tablecloths Roll of clear plastic Pre-packages knife fork sets Plastic Straws Cups	✓
Decide on what new activities/activation sites are going to be included in 2020 event.	Committee	Nil	7 Aug	Suggestions:	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
				<ul style="list-style-type: none"> • Buskers playing throughout event • School circus performance • Egg & Spoon races • PCYC Gymnastics Group – Shae Morris • Scouts Climbing Wall was good in 2019 • Fancy dress competition throughout / earlier in day. • Dance / karate display <p>Reg – Elderly people still can't hear proceedings.</p>	
Decide on what Waste Management Strategies are going to be incorporated into event.	Committee	TBA	7 Aug		✓
Determine beneficiary for event	Committee	Nil	7 Aug	<p>2017 – Foodcare Orange</p> <p>2018 – Housing Plus Women's Refuge</p> <p>2019 – Inner Wheel Club of Orange Minhi Inc.</p> <p>2020 – Men's Shed</p>	<p>✓</p> <p><u>Update 4.12.2019</u> Waiting to confirm</p>
Commence recruiting volunteers: <ul style="list-style-type: none"> • Beneficiary • Rotary Club of Orange • Scouts (to obtain volunteering badge) & Girl Guides • Associates of committee members 	Committee	Nil	7 Aug	Ensure volunteers are fit for activity (i.e. age, manual handling etc.). Need fit/strong volunteers.	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
<p>Commence organising entertainment activities, such as :</p> <ul style="list-style-type: none"> • Amusement rides: - Jumping Castles (Irwin's) ✓ - Merry Go Round (Peter Naylor) ✓ - Scouts Climbing Wall ✓ - Trike (from Millthorpe Markets) • Emergency services vehicles: - Police - Fire Engine, including antique Fire Engine – Matt Jeffrey – Station Commander (SES/Rural) - Rural Fire Service • Activities: - Orienteering ✓ - Face Painting Animal Farm (Bissy's) Plaster Painting (Bissy's) • Performers: - Colour City Dance ✓ - Balloon animals or other option instead of helium balloons - Hand out tattoos (free) 	Activities Coordinator		7 Aug	<p>Ensure there are some options available for older children</p> <p>Usually unable to confirm attendance of Emergency Services until they get their roster for that period.</p>	<p><u>Update 06.01.2020:</u></p> <p>Awaiting confirmation from Emergency Services</p>
<p>Update stallholder letter for 2020. Ensure letter states that:</p> <ul style="list-style-type: none"> • No electricity is able to be provided • All electrical cords MUST be tested/tagged • Payments forms and Food Permits must be lodged at least 5 days before the event. 	Events Officer & Stallholder Coordinator	Nil	7 Aug	Update fee for 'City Events – Stallholder Fees' as per Fees and Charges	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Payments via Direct Debit must contact Events Officer <ul style="list-style-type: none"> Recommend not to use/store money in bum bags If stall is to occupy more than 3m x 3m, then two people are needed to attend the stall. 					
Stallholder proposal/plan – send early notice out to all stallholders. Approach new stallholders to attract bigger selection of food and offerings (including Gluten Free).	Stallholder Coordinator		7 Aug		<u>Update 4.12.2019</u> Ongoing & Progressing
Update/complete Risk Assessment and send to stallholder coordinator	Events Officer	Nil	7 Aug		✓
Committee confirmed <ul style="list-style-type: none"> Dress Up competition with CWD Send correspondence requesting support (including prizes) to Tracey Prisk @ CWD. 	Committee/ Activities Coordinator	Nil	7 Aug	Not continuing with Colouring of Photography Competition in 2020	<u>Update 06.1.2020</u> Following up CWD
Request OCC printery to design suite of documents: <ol style="list-style-type: none"> Australia Day Award nomination forms Stallholder Application A3 Poster Images for social media: Facebook cover photo etc. Program 	Events Officer		7 Aug	Make change to award nomination form re: closing dates etc. Program to be finalised closer to event date Printery submission entered 18.9.2019 – Submission ID: 000669.	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Determine site plan/layout for event. Make any modifications from last event to include any new activities/activation sites	Events Officer		11 Sept	Same as 2019	✓
Obtain quote for dancefloor and chairs	Matthew		11 Sept	Committee requested extra chairs to what was at the 2019 event.	✓
Speak with Allan Brown / Centrestate Sound and Lighting re: PA and noise amplification. Extra speakers and 360 coverage of park.	Reg	TBA	11 Sept	Speakers to be like at Gnoo Blas event.	✓
Determine who will be MC for the day	Committee		11 Sept	2018 – Neil Gill 2019 – Bruce Whitmill 2020 – TBA	Action To decide new MC
Draft and send letters for participation/assistance during event: <ul style="list-style-type: none"> • 2nd Orange Scout Group (Bob Hoyer) • 3rd Orange Scout Group (Leigh Williamson) • Australian Sporting Car Club Inc. • Bissy's Cafe • Buy a Bale Stand? • Canobolas Highland Pipe Band • Central Western Daily • City of Orange Brass Band • Colour City Dance Works • Desi Aussies of Orange (Vijay Bodra) • Gnoo Blas Classic Car Club • Gold Seekers Orienteering Club • Lions Club of Orange Canobolas Inc. • Orange Art Society 	Activities Coordinator/ Events Officer	Nil	11 Sept	Scout Groups: raising the flag on the day. Committee decided that after 2019 event, the East Orange Physical Culture Club are not to be invited as the audience is disengaged when they are performing.	✓ <u>Update 16.12.2019</u> <u>East Orange Physical has requested to be involved.</u> <u>Update 6.1.2020</u> Most Confirmed <u>Action</u> Daybreak cannot attend – Face painting & Colouring?

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
<ul style="list-style-type: none"> Orange District Girl Guides Orange Male Voice Choir (sing both versus of National Anthem) Quota International of Orange Inc. – new duties? Southern Cross Street Cruisers Car Club Zonta Club of Orange Rotary Club Day Break – Colouring Table & Face Painting 				<p>Art Society: Wanda Driscoll</p> <p>Ensure Art Society know that they are unable to keep their vehicles within the confines of Cook Park during the event AND they are not allowed to approach MC to make mention of them over the PA.</p>	
<p>Send letters for sponsorship, breakfasts and raffle for event:</p> <p>In-Kind Sponsorship:</p> <ul style="list-style-type: none"> Ballykeane Apple Orchard (for breakfasts) ph. 6362 0259 First Choice Credit Union (marquee) Kennards Hire: <ul style="list-style-type: none"> 6m x 3m marquee Back-up generator (8Kw) Banner Light for bandstand Low bed truck – pick up marquees/apples <p>Raffle: decided after 2019 event that it would be best to focus on 2 to 3 fantastic prizes instead of 20 smaller ones.</p> <ul style="list-style-type: none"> Flight Centre Voucher Fly Corporate – Free Flight REX – require an online application (www.rex.com.au/sponsorship) Petrie's Mitre 10 	Sponsorship Coordinator/ Events Officer	Nil	11 Sept	<p>Copies of letters printed and given to Sponsorship Coordinator to follow up.</p> <p>Collect all prizes and allocate accordingly. Include:</p> <ul style="list-style-type: none"> Art prizes (if applicable) Best Dressed Comp prizes 	<p>✓</p> <p><u>Update 26.11.2019</u></p> <p>Sent out post, email, hand deliver w/c 25th</p>

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
<ul style="list-style-type: none"> Quest Breakfast: <ul style="list-style-type: none"> Rotary Club of Orange (sell breakfast coupons) Trunkey Bacon & Pork (Bacon) Woodward St Meats (Sausages) Woolworths Orange (Buns and drinks/dry till - approx. 20 cartons) Canobolas Eggs re: supply of 1600 eggs. 				Collection from Woolworths at 6.30am on day of event at back dock. 'Dry Till' - return for unopened/unsold drinks (Council pays for drinks after the event)	<u>Update 6.1.2020</u> Woolworths not participating <u>Action</u> Others confirmed?
Send letter to CWA Orange Branch (new citizen's morning tea). Ensure CWA area is fancied up to ensure it looks better, CWA personnel to be on site earlier, and ADCC need to know exactly what they need on site.	Event Officer		11 Sept	(i.e. tables, tablecloths, marquee walls etc.).	✓
Determine quantities and prices for community breakfast (Lions cook & Rotary Club of Orange sell breakfasts). <i>Rotary / Lions can reduce price for family/circumstances to ensure it is all inclusive.</i>	Lions		11 Sept	\$8.00 pp and sold 600 buns in 2018 & 2019 Breakfast offerings (i.e. bun, strip of bacon, 2 eggs, drink, apple & serviette)	✓
Prepare, finalise and distribute Australia Day Award Nomination Forms: <ul style="list-style-type: none"> Print and place at Council Reception & East Orange Post Office Update form on Council website Email to committee members to distribute 	Committee		11 Sept	Chairperson's mobile number to be on form. Nominations close first Wednesday in December	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
<ul style="list-style-type: none"> Email to community groups, sporting groups, HACC Centre (Amanda, Paula), Museum & Library. 'Say thank you'. CWD – Article with last years' Citizen of Year, calling for nominations Promotion on Intranet, Council social media, Radio etc. Mayor Reg Kidd to assist with media. 				Check media release and closing date.	
Commence developing Inclement Weather Contingency Plan (include site plans for both venues)	Committee		11 Sept	Naylor Pavilion	✓
Send letter of invitation to dignitaries for Australia Day Celebration & Citizenship Ceremony: <ul style="list-style-type: none"> Federal Member for Calare (letter) State Member for Orange (letter) Mayor – Orange City Council (N/A – on committee) Australian Electoral Commission (letter) Minister for Home Affairs, Hon David Coleman, MP 	Events Officer		13 Nov	2019 event letter: D18/53407	✓ <u>Update 22.11.2019:</u> Phil Donato has Confirmed
Organise for advert to be put in school newsletters	Events Officer		13 Nov		✓
Send Busking applications to those who have previously busked on Council owned/managed land.	Activities Coordinator	Nil	13 Nov	Committee decide not for 2020 – no value add	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Book Council's mobile kiosk for ride ticket sellers	Events Officer	Nil	13 Nov	OCC Park staff to deliver to Cook Park the day before.	✓
Organise other Marquees - CWD - St Johns - Kennards – For CWA morning Tea (Set up near bush house) - First Choice- for CWA as above - Lions – Australia Day Committee (near lions van)	Committee		13 Nov		✓
Organise and book Sound and Audio. Obtain quote. Ensure sound production will be adequate for what is required.	Reg/ Treasurer		13 Nov		✓
Contact Macquarie Alarms re: collection of cash takings at end of event.	Events Officer		13 Nov	Sina Marvasti – sina@marvastisecurity.com.au	✓
Contact Aboriginal Lands Council re: Welcome to Country.	Events Officer		13 Nov		✓
Book St Johns Ambulance to attend.	Events Officer		13 Nov		✓
Conduct stocktake on Merchandise and order any additional if required.	Events Officer		13 Nov	Tattoos, hand wavers, flags etc.	✓ <u>Update 06.01.2020</u> Purchase stamps
Order additional supplies or stock if required: • Plates (especially for elderly) • Cutlery	Lions/ Treasurer		13 Nov		Action Purchase Serviettes & Plates – eco Friendly

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
<ul style="list-style-type: none"> Serviettes Paper straws Balloons & tags 					Options sent for approval
FLAGS: <ul style="list-style-type: none"> Organise for flags to be put up in Summer Street (OCC – Tammie) from 6 to 28 Jan in 2020. Check Council has large Australian (and Aboriginal if permitted) flag to go on Rotunda in Cook Park and is in a good condition. 	Events Officer		13 Nov	13 street banner flags – stored in Mark Beyers Office (3 zones: 2,3,4)	✓
Order milk, juice and water (1,200 units – sale or return basis) and provision of refrigerated van. Ensure drinks will be delivered on time.	Katherine		13 Nov	Bruce Lorimer In 2019, did not sell many milk based drinks (i.e. Moove), but ran out of bottled water.	✓ Approved Water Refill Station
Research options for directional signage for event and to attract people in / draw attention to: <ul style="list-style-type: none"> Car display Lions BBQ 	Committee		13 Nov	N/A	✓
Register for the Australia Day Ambassador Program	Events Officer	Nil	13 Nov/As able	Dependent on Australia Day Council.	✓ 30.10.19
Ensure everyone on committee has Australia Day Polo to wear on day.	Committee	TBA	13 Nov		✓
Finalise stallholder site plan for event	Stallholder Coordinator		13 Nov		

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Confirm re: Car Display: <ul style="list-style-type: none"> Southern Cross Cruisers (George Georgiou) Australian Sporting Car Club (Charlie Stammers) Gnoo Blas (Denis Gregory) 	Vehicle Coordinator		13 Nov		✓
Liaise with Councils Parks Supervisor re: outdoor depot staff tasks, especially: <ul style="list-style-type: none"> Assistance in setting up marquees on day Granite pathways are level and not washed out (especially in and around fountain) Additional 20 wheelie bins from Netwaste 	Events Officer		13 Nov		<u>Update 22.11.2019:</u> Check in for resources in 2020
Prepare draft event manual for review at next meeting Prepare draft program. Confirm start & finishing times (including bump in and bump out) and MC. Include logo's from in-kind sponsors (Kennard's, BOC etc.)	Events Officer		13 Nov	To include <ul style="list-style-type: none"> Risk Assessment Debrief for stallholders re: requirements 	✓
Prepare map of park outlining activities. Have: <ul style="list-style-type: none"> Map at gate Advertise in paper (e-mail high-res copy to Ann Hailes) Have separate A5 map to put with program 	Events Officer		13 Nov		✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Locate CD of Australian Songs	Events Officer		13 Nov		✓
Apply (online) for APRA Licence	Events Officer		13 Nov		✓
Organise media release / promotion for event as per Marketing Plan, such as: <ul style="list-style-type: none"> Media release in lead up to event A3 Posters to be put at Library, VIC, HACC Centre, Pool, Childcare centres A4 posters to be given to hotels and taxis Webpage/Social Media / Facebook Radio Interview (Katherine/Reg) Intranet E-invite to Councillors National Australia Day Website Events Guide 	Council/ Marketing Coordinator		13 Nov		✓
Ensure Police/Ambulance are informed of event. Complete Notice of Intention to Hold a Public Assembly.	Events Officer		13 Nov		✓
Investigate Didgeridoo performance/dance performance/activity at event	Activities Coordinator		13 Nov	Canobolas High School / Vince Lovecchio	Action
Raise all necessary purchase orders, as listed in D19/22957.	Treasurer		4 Dec		✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Contact FM 107.5 to broadcast from Cook Park on day of event	Marketing Coordinator		4 Dec	FM 107.5 did this in 2019.	✓
Ensure all arrangements finalised for Ambassador affairs: <ul style="list-style-type: none"> • Ambassador dinner • Ambassador accommodation ✓ • Flights 	Ambassador Coordinator		4 Dec	Dinner: Council pays for committee and ambassador. Partners must pay for themselves.	<u>Update 22.11.2019:</u> In progress
Send out reminder email for food vendors to complete their forms. Collect all Food Vendor Application forms: <ul style="list-style-type: none"> • Check insurance – ensure all Certificates of Currency note 'Orange City Council' as an interested party. • Ensure there is NO Soft Drink vendors (we sell that) or alcohol/wineries. • No other hot food stalls than Lions Club • Coffee and Ice-cream are okay. 	Stallholder Coordinator		4 Dec		
Organise Citizenship Ceremony as per separate Action Plan. <ul style="list-style-type: none"> • Ensure new citizens are comfortable to be part of such a public ceremony • Invite Mayor, Councillors & Partners, Zonta Representative • Confirm CWA (Debra Marr) for new citizen's morning tea. • Ensure ceremony is concise as possible – see IC19/1884. 	Events Officer		4 Dec	CWA charge \$8 a head for the new citizens for juice, apples, tea, coffee, lamingtons, scones jam & cream. Raise PO New citizens to arrive at 9.30am for a 10am start. Citizens to assemble behind the marquee before the ceremony.	✓

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
<ul style="list-style-type: none"> Put 'reserved' signs on chairs – chairs reserved for formal ceremony between these times. 				Morning tea to then follow ceremony. It is free for Citizens, but committee pays for this.	
Finalise nominated beneficiary. Send official letter that includes times and commitments. (They sell ride tickets and assist with merchandise / balloons for \$500 donation).	Events Officer		4 Dec	2020: Men's Shed	
Finalise winners of Australia Day Awards. Organise for trophies to be engraved.	Committee		8 Jan		Action Select Winners of Awards
Contact Police re: conducting foot patrol/s.	Reg		8 Jan		
Request float	Events Officer		8 Jan		✓
Publish Australia Day Program & map in paper	Marketing Coordinator		8 Jan		
Print program through Council.	Events Officer		8 Jan	2018 – 500 copies	
Liaise with National Australia Day Council for certificates (if not already received)	Events Officer		8 Jan		✓
Purchase frames for Australia Day Award Certificates	Events Officer		8 Jan		
Organise: <ul style="list-style-type: none"> 40L Water 	Lions		8 Jan	Ensure adequate power supply	

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
<ul style="list-style-type: none"> Power Cord Lions Urn 					
Confirm with Zonta re: gifts for new Citizens	Events Officer		8 Jan		✓
Organise Gift/Hamper for Ambassador	Ambassador Coordinator		8 Jan		
Organise A3 and A4 laminated signs for: <ul style="list-style-type: none"> Rides (and prices) Raffle Tickets for Sale and price List of raffle prizes Park closure until opening time 	Events Officer		8 Jan		
Organise tickets for: <ul style="list-style-type: none"> Single ride Committee lunch (to be redeemable at Lions Van) 	Events Officer		8 Jan		
Finalise Event Manual and send to all committee members	Events Officer		8 Jan		
Finalise Run Sheet and distribute to: <ul style="list-style-type: none"> MC Mayor Chair of Committee Ambassador Other presenters 	Events Officer		8 Jan		
Confirm all stallholders and send through Risk Induction paperwork	Stallholder Coordinator		8 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

Attachment 1 Event Action Plan - Cook Park - Australia Day - 26 January 2020

Action	Who	Cost	Due	Notes/Comments	✓
Ensure all prizes are sorted for: <ul style="list-style-type: none"> Best Dressed Competition Raffle etc. 	Committee		21 Jan		
Develop blurb on each award nominee – summarised paragraph of bullet points for presentation at ceremony.	Chairperson		21 Jan		
Develop more detailed running sheet including speaking notes / talking points. Investigate which officials and councillors will be attending on the day. Circulate to all speakers.	Chairperson		21 Jan		
Ask Councillors Executive Support Manager to put in weekly email to Councillors to invite them to the event and the Citizenship Ceremony.	Events Officer		21 Jan		
Organise raffle tickets	Activities Coordinator		21 Jan	2018 – Sold out of 800 tickets. 2019 – Suggested to get 1600.	
Brief amusement device and activity operators of confirmed event details, site plan and ticketing format (i.e. wristbands, single ride tickets etc.)	Activities Coordinator		21 Jan		
Collect supplies from Barrett's & Wrap rite.	Lions		21 Jan		
Contact Kennards Hire and confirm all arrangements for the event.	Reg/Ian		21 Jan		
Engrave trophies with winners names	Events Officer		21 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

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Action	Who	Cost	Due	Notes/Comments	✓
Print certificates for: <ul style="list-style-type: none"> Australia Day Award nominees (acknowledgement award) Australia Day Award Winners (and frame) 	Events Officer		21 Jan		
Determine if event needs to be moved to Naylor Pavilion due to bat issue/ forecast weather	Committee		21 Jan		
Contact food suppliers other and confirm products for event and all delivery/collection arrangements for sausages, buns, bread, drinks, marquees, apples etc.)	Lions / Sponsorship Coordinator		21 Jan		
Pick up and place pegs for stallholders in park as per site plan	Events Officers		24 Jan		
Use Kennard's truck to pick up: <ul style="list-style-type: none"> Kennard's marquee and equipment Apples from Joe Leonie CWD marquee & First Choice Credit Union marquee. 	Reg/lan		24 Jan	Apples MUST be kept out of the sun and kept cool, otherwise they will brown inside.	
Ensure all necessary equipment has been delivered and positioned behind Guildry: <ul style="list-style-type: none"> Tables (Qty TBA) Marquees (Qty TBA) 1 x portable lectern Chairs (Qty 150. Need some for bandstand, Citizenship Ceremony and rest on the ground for the public to sit on) 35008 key 	Committee		24 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

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<ul style="list-style-type: none"> Bollards & danger tape (for dancers area) Directional Signage Universal Tap Key 12 x witches hats (danger areas) Banners Barriers 					
If applicable, remove bollard next to Deodars for coffee cart to set up	Park staff		24 Jan		
Ensure additional wheelie bins (x20) have been delivered	Park staff		24 Jan		
Erect temporary flag pole in park	Park staff		24 Jan		
Collect ambassador from airport and provide transportation	Ambassador Coordinator		25 Jan		
Lions van to set up at Venue. Ensure equipment is on site and EVERYTHING is test and tagged.	Lions		25 Jan		
Pick up breakfast supplies and raffles	Sponsorship Coordinator		26 Jan		
Purchase and collect ice for committee tent	TBA		26 Jan		
Unlock vehicle gates	Park staff		26 Jan	35008 Key	
Unlock power boxes	Park staff		26 Jan		
Unlock all required buildings: <ul style="list-style-type: none"> Fernery (bays for Art) Conservatory 	Park staff		26 Jan		

AUSTRALIA DAY COMMUNITY COMMITTEE

8 JANUARY 2020

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Set up reserved area for dancers on lawn (if required)	Park staff		26 Jan	6 bollards, plastic tape, signage	
Distribute/place additional wheelie bins	Park staff		26 Jan		
Erect marquees as per site plan	Committee / Park Staff		26 Jan		
Meet with stallholders and participants re: <ul style="list-style-type: none"> Event brief Risk induction (take some spare copies just in case) Safety issues (leads being tagged, safely off the ground, tent pegs & guide ropes). 	TBA		26 Jan		
Set up as per site plan: <ul style="list-style-type: none"> Kennards tent – 2 x poly tables covered with paper and plastic Rotunda – Tables for trophies, rostrum, chairs 	Committee / Park staff		26 Jan		
Untie flagpole rope	Park staff		26 Jan		
Conduct audit of grounds and ensure no personnel vehicles are left within confines of Cook Park, especially those belonging to committee and those associated with Fernery Art Displays.	Vehicle Coordinator		26 Jan – 8:00am		
Park vehicle in Summer Street entrance (not obstructing walkway) to prevent any vehicle entry after commencement of event.	Vehicle Coordinator		26 Jan – 8:00am		
After breakfast is finished (i.e. 9:30am), take down barriers that formed the breakfast line	Lions/ Committee		26 Jan		

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8 JANUARY 2020

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Vehicle Coordinator to be positioned near the main gates on Summer Street to direct vintage cars, stallholders and public	Vehicle Coordinator		26 Jan		
Remove bollards, tape and signage from dance area	Park Staff		26 Jan		
Remove and return to behind the Guildry: <ul style="list-style-type: none"> • Lectern from rotunda • Chairs and tables • Marquees etc. 	Park Staff		26 Jan		
Lock all buildings, power boxes, bird gate for hose access, fernery bays etc.	Park Staff		26 Jan		
Lock vehicle access gates once all stallholders have left the park	Park Staff		26 Jan		
Conduct post-event site inspection and ensure all required activities have been completed (waste and equipment removal)	Events Officer / Committee		26 Jan		
Organise return of artworks	Events Officer		28 Jan		
Conduct event debriefing to determine success or ways to improve in the future	Committee		12 Feb		
Send thank you letters to staff, sponsors, volunteers and worthy participants	Events Officer / Chairperson		12 Feb		
Ensure all outstanding invoices are paid	Treasurer		12 Feb		
Provide Financial Review to committee and close off Financial Budget.	Treasurer		12 Feb		

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8 JANUARY 2020

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