



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 4 December 2023
Time:	6.04 pm opened by Lewis Viljoen
Place:	Online

ACKNOWLEDGEMENT OF COUNTRY

The Blazing Swan Committee acknowledges the Traditional Custodians of Country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all First Nations Australia peoples today.

Attending	
Paul Castle	Ordinary Committee Member
Tim Viljoen	Deputy Chair
John McCann	Secretary
Lewis Viljoen	Chairperson
Gerard Laumen	Ordinary Committee Member
Kimberley Strong	Ordinary Committee Member

Absent with apologies	
Sharyn Maes	Ordinary Committee Member
Genevieve Howe	Ordinary Committee Member
Jess Schwendinger	Treasurer

Declaration of a Material Personal Interest (Conflict of Interest)
Lewis Viljoen is a Director of Easy Access, a company that might be invoicing Blazing Swan for services in 2023.

Special Committee Meeting Report

A Special Committee Meeting was convened by Tim Viljoen on 28 November 2023 and approved the following motions:

- SCM John McCann moves, "This SCM approves expenditure of \$2080 on shelving for BSI shipping containers" Seconded Paul Castle. Motion carried
- SCM John McCann moves, "This SCM approves expenditure of \$1302.65 for PPE for Blazing Swan." Seconded Paul Castle. Motion carried
- SCM John McCann moves, "This SCM approves the Minutes of the Committee Meeting of 27 November 2023. Seconded Paul Castle. Motion carried

GOVERNANCE

COMMITTEE - GUESTS

- The EOM and the HoD Theme Camps joined the Meeting at 19:00
- Our insurance broker joined the Meeting at 19:30

COMMITTEE - CODE OF CONDUCT

- John McCann asked everyone to have a look at the version linked on the Agenda and it would be put up at the next meeting for a vote to endorse it.

TREASURY - DELEGATION OF THE POWER TO APPROVE EXPENDITURE

- John McCann noted that we definitely needed to go ahead with this. It would not require a change to the Constitution, but it will require a Committee Motion and the creation of an Instrument of Delegation. He said he would bring this to the Committee next week.

COMMITTEE - POLICIES

- John said that some of those that had been previously flagged would be brought to the Committee next week for approval.

COMMITTEE - CHRISTMAS GATHERING

- It was agreed something might be arranged for January

TREASURY - INSURANCE

- The EOM asked for clarification on what was covered by our insurance policies. John said we had a list of questions for our broker and we needed to arrange a meeting with him. Lewis proposed to have that meeting online straight away. The outcome was:
 - It was clarified that we needed insurance coverage for contractors in some instances, even though those contractors carried their own insurance. This was because the insurance the contractors held covered their own actions, but in the case where their actions were taken under the direction of Blazing Swan, Blazing Swan could be considered liable to some degree for the consequences of those actions taken by the contractors. This applied to Security particularly, and to the EOM as well.
 - We would update our primary place of business to Kewdale where our equipment was stored. We would also update the description of our activities.
 - We clarified that the broker should be notified of any incident at the Event 'next in line' after emergency services were contacted. That is to say, at the earliest possible moment. It was imperative that this happened as the insurers would want to be involved before any public statements were made, etc.
 - It was again asked if Theme Camps should be required by Blazing Swan to carry their own insurance, it being noted that some are incorporated. The broker noted that in the first instance, if there was a claim, Blazing Swan's insurance would normally cover that claim. Blazing Swan's insurers would, however, then look to see if other people might be considered liable and pursue them. This was normal practice for insurers and built into policies such as ours. That could go as far as the insurer, if they believed there was a reasonable prospect of success, seeking to recover their costs from Theme Camps, potentially including from individuals within those Theme Camps. John noted that the vulnerability of Theme Camps and potentially individuals within Theme Camps hinged on the degree to which they had done everything within their powers to operate safely.

2024 Event Items

2024 TICKETING

- It was agreed that John and Paul would cross-check what we had done with Humanitix and Tixel

2024 TICKET TERMS AND CONDITIONS

- There was discussion around whether Sister Events should be named. After checking with them we have reduced it to mention a couple of examples and expanded the description of the nature of such events. John flagged there would be a need for a Special Committee Meeting prior to Friday to endorse the final version of the Terms and Conditions.

2024 VOLUNTEERS

- 2024 Volunteer sign-ups are scheduled to go live on Friday 8th December

2024 SIGNAGE

- John noted that we still hadn't decided on whether we would have a signage coordinator. It was observed that there was a lot of activity going on with signage. Hannah and Timo were already working on designs and there was discussion in Town Planning and elsewhere. John noted that the discussion on Camping had brought up the issue of signage. It was also an issue for Safety and Traffic, along with Gate and other Teams. That's why we needed a coordinator.

2024 CAMPING

- Lewis asked if we had prepared the ground for the Camping Team sufficiently, he was fielding questions. John advised that it had been set up at Traffic's request to monitor Camping setups, as it was much better to fix problems (people camping in firebreaks) before they set up rather than asking them to move afterwards. It was that simple - but it required a continuous presence, something Traffic couldn't do. Lewis observed that in that case, if they were equipped with a buggy it would be a 'dream' job. John confirmed that there was a role description for both the Lead and the Crew, and a recruitment web page and a standing advertisement for a Camping Lead. It had been advertised in our facebook pages as well. In discussion it was noted that we needed much more signage about camping exclusion zones. Tim suggested using very large numbers of reticulation type ground flags.

2024 MUTANT VEHICLES

- The Shire of Kulin have accepted the DMIRS latest advice regarding Mutant Vehicles, so we can go ahead with on-board participants.

2024 THEME CAMPS

- HoD Theme Camps Support presented the list of Theme Camps that had applied for 2024. **John McCann moved, "This Committee notes the list of Theme Camps presented by the HoD Theme Camps and provisionally approves the registration of all of those Theme Camps, subject to them satisfying further requirements prior to their appearance at the Event." Secoded Gerard Laumen. Motion carried.**
- It was noted that the HoD Theme Camps and the EOM were working together to identify those Theme Camps which had public structures which would have to be registered with the Shire.

2024 ART GRANTS

- The HoD Arts is working on the Arts Grants assessments with the Arts Administrator, and they will be brought before Committee shortly for approval.

2024 FIREWORKS / DRONE SHOW

- Lewis reports that the Drone people are very keen. The price is at least 50% more than we allocate to fireworks, and we will still (probably) use fireworks. Tim suggested offering the Drone Show people half of what we usually pay for fireworks and see just how keen they are. John suggested the price should drop dramatically by 2025, with improvements in technology and more operators setting up in competition. It was also possible we could make a joint application for a grant to develop a drone display appropriate to the local First Nations culture. That would take 12 months at least before it was ready.

2024 Event Items

2024 EMERGENCY MANAGEMENT PLANNING

- The Committee noted that the EOM and HoD Assurance were convening a round table discussion for internal stakeholders in the area of Emergency Planning. The meeting was scheduled for Saturday 9th December.

Lewis Viljoen closed the meeting at 8:00 pm