



BLAZING SWAN INC

Committee Meeting Minutes Redacted

Date:	Monday 11 December 2023
Time:	6.08 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
Sharyn Maes	Ordinary Committee Member
Genevieve Howe	Ordinary Committee Member
Jess Schwendinger	Treasurer
Lewis Viljoen	Chairperson
Gerard Laumen	Ordinary Committee Member

Absent with apologies	
Kimberley Strong	Ordinary Committee Member

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 8 December 2023 and approved the following motions:

- **John McCann moves, "This Committee approves the document 'Blazing Swan Ticket and Event Attendance Terms and Conditions BLAZING SWAN INCORPORATED 08th December 2023.'**
- **John McCann moves, "This Committee determines that Tickets made available to Volunteers, Guests of Volunteers, Theme Camps crew, Art Works crews, Mutant Vehicle crews and Blazing Swan Association Members can not be on-sold or transferred except back to Blazing Swan for a refund."**

GOVERNANCE

COMMITTEE - AGENDA (WIP)

- It was suggested and agreed that every second meeting the Committee would tackle the structured Agenda in reverse so that all the items received equal attention. By convention the Event Items appear at the bottom of the Agenda.

TREASURY - DELEGATION OF THE POWER TO APPROVE EXPENDITURE

- John McCann said he hadn't had time to do it this week, but would bring a motion and Instrument of Delegation to next week's meeting, or sooner if he could.

TREASURY - OTHER MATTERS

- It was agreed that the review into moving to another Bank would be deferred until next year
- It was agreed that the investigation into setting up a benevolent fund would be deferred until next year
- It was agreed that we would ask the Accountants to finish the Chart of Accounts
- It was agreed that we would look at engaging a different Auditor next year
- Jess reported that the September BAS was done
- Moving the budget into Xero would have to wait for the Chart of Accounts work to be finished.
- John said he would produce a rewrite of the ticket income section of the budget so that it matched the ticket information included in the Volunteer Benefits Paper. This shouldn't affect the bottom line.
- Paul reported that it was still very difficult to get new Credit Cards from NAB for our people. It was agreed that as a last resort we might have to use reloadable 'visa' cards. This wasn't ideal, however.
- We still couldn't get in touch with the person who was supposed to be our business manager at NAB. Lewis said he would contact NAB himself and ask for an explanation.
- Jess and John will create a reimbursement form for approved fuel expenses for volunteers.
- The alignment of Ranger's budgets and Blazing Swan's was still being discussed.

COMMITTEE - POLICIES

- Once again insufficient people had read the Sustainability Policy to discuss and approve it. John said he would bring it back for the third time next week, and would move a motion to accept it then. He also advised the Committee that we had to approve the Work Fitness policy as well as it was already being quoted in official documents.

COMMITTEE - CHILDREN ON WORKSITE

- We had previously considered and deferred a motion to disallow children on our Event worksite. It was noted that there was some latitude there for us to define where and when our site was a worksite.
- It was agreed that we should put a range of scenarios in front of our insurance broker and act on their advice. It was important, though, that if the broker approved a scenario we must implement it exactly as we'd discussed it with him.

COMMITTEE - CONSENT

- There is a meeting next week of key people, although it could be moved earlier if everyone wants to.
- Jess reported that there'd been good discussion at the Emergency Management Planning session on Saturday with internal stakeholders. How the Consent Response Team would work was being mapped out. Jess noted that all of the people involved would be already trained. Next year we could look at development opportunities for people coming into and advancing within the Team, but there was not time to do that this year
- Consent would engage a wider set of people - signified with pink lanyards - as 'Consent Allies' . These people would be carefully selected. It would be made known that people could go to them, and that the Consent Ally would seamlessly engage the specialised Consent support services. Consent Allies would operate in Theme Camps and Blazing Swan Teams.
- There would also be a big push for Consent awareness. This would be tied into the pink lanyards arrangement and the Consent Allies, but also engage Event participants.

VOLUNTEERING - STAFF WELFARE / EAP

- Committee agreed that John would bring a proposal for engaging an Employee Assistance Program (EAP) service to the next Meeting to discuss. The Committee agreed that an EAP could cover Event volunteers, but it might be limited to providing services to the volunteers only (and not family as often is the case with EAP contracts) and might cease when the volunteer ceased, noting that a large number of Event volunteers would cease in April.
- The Committee noted that the Dept of Health and State Government did extend some assistance in the case of major disasters, but this was always defined very strictly and wouldn't cover the sort of things our own EAP could.

COMMITTEE - CONFIDENTIAL MATTER

- A confidential ongoing representation to the Committee was discussed.

COMMITTEE - CONFIDENTIAL MATTER

- A confidential arrangement relating to Event security was discussed.

COMMITTEE - MEMBERSHIP

- It was agreed that John McCann would send an additional reminder to the people whose Membership had lapsed after the AGM.

2024 Event Items

2024 TICKETING

- John reported that there was a very large number of things in the Website and Humanitix that needed to be changed before we'd be ready to go live with Tier One ticket sales on Thursday. John will list the changes needed and share them on Slack on Tuesday and then work through them.
- The Head of Department Community Relations will be kept in the loop but our understanding was that he was on leave. Our Ticketing Lead is already in the loop but is looking at the Ticketing System from a technical viewpoint but hasn't been given enough information to judge how it matches Blazing Swan's policies and intent. That was mostly due to the rapidly evolving Terms and Conditions situation.
- It was agreed that a social media post would be made on Tuesday evening flagging that Tier One ticket sales would commence at noon on Thursday. The announcement on Tuesday evening would include details of pricing of all ticket types - but not ticket volumes.
- It was agreed that - if we could arrange it - Tixel would not be activated until after the second tier of regular tickets were released around mid January.
- We needed to check who had access to Humanitix and Tixel and make sure the accesses were appropriate.
- There was a large amount of work to be done on the Website before Thursday.

2024 TICKET TERMS AND CONDITIONS

- It was mentioned that these might need to be linked on the Tixel site as well. John will arrange this - if it can be done.

2024 Event Items

2024 VOLUNTEERS

- The 2024 Volunteer sign-ups are live. There are 38 sign-ups so far, which is good even though we have started late - at 14 weeks out from the Event rather than at 20 weeks as we did last year.
- Genevieve reported that the next big thing for the Volunteering Team was to work on inductions
- We didn't have sign-up forms for the effigy or temple as they were managing themselves. We were looking at creating one for Arts, subject to further discussion. There might be a team on the ground supporting and promoting art onsite, under the leadership of the Arts Administrator.
- We had collected required crew numbers from all Teams, but we would go back to the ESC and confirm them and the Committee could vote next week to lock those in.

2024 SIGNAGE

- John noted that signage issues remained complex and we still didn't have a person whose role it was to coordinate signage requirements. Lewis noted that in practice the Safety Coordinator and the EOM would end up doing this. John said that was also his impression, although he'd rather they didn't have to carry that load in addition to all the other work they were doing.

2024 SECURITY

- The Committee noted the quote for security services that the EOM had obtained. The Committee was satisfied that this was the best quote to go forward with. The company was recommended and had been involved in a number of well run events in Western Australia. John McCann advised that he had checked with ASIC and there were no obvious concerns.
- **John McCann moved, "This Committee approves expenditure of up to \$37,334 towards security services for the 2024 Event and approves Paramount Security Services as the service provider." Seconded by Tim Viljoen. Motion carried.**
- It had been noted in discussion earlier that the quote from Paramount included them charging us for radios carried by their people at \$20 per radio per day. If their people could be equipped with our radios this might reduce the cost here. Overall there'd be little saving because we would be hiring extra radios at \$10 per day to give to the Security crew. The real issue is ensuring that the Security crew can access our radio channels operating through our repeater station.

2024 CAMPING

- It was noted that the ESC had decided not to go ahead with a separate Camping Team, given that we'd been unable to recruit a Camping Team Lead. The Camping function would be rolled back inside Traffic. Lewis Viljoen said that this could be reversed if we found a Camping Team Lead in the meantime.

2024 ID CARDS

- It was agreed that Shayn Maes would drive this issue from the Committee's perspective, working with the EOM and the Safety Coordinator.
- It was agreed that ID cards were appropriate for at least some classes of volunteer, and the ID should be bundled with a break-away safety lanyard and an info package (emergency response protocols etc).
- There was discussion but no decision on how these ID cards would be produced. Sharyn Maes could make a recommendation to the Committee.
- There was no consensus on whether all volunteers should have ID cards. Sharyn Maes can make a recommendation to the Committee based on feedback from Teams.

2024 Event Items

2024 ART GRANTS AND FREE TICKETS

- The HoD Arts has submitted a list of recommended Artworks from the first round of submissions. Lewis Viljoen recommended the list to the Committee noting that it totalled \$42,345. Artists had been told that they'd have to carry their own engineering certification costs and some were adjusting the size of their artworks in order not to trigger the requirements for certification. It was noted that one Artwork had created a noise nuisance last year, although it was also noted that this could be solved by looking at where the artwork was located.
- **John McCann moved, "This Committee approves \$42,345 to be paid out as Art Grants to the recommended applicants in the list presented to Committee at the rate indicated in that list." Seconded by Lewis Viljoen. Motion carried**
- It was noted that in previous years, Artists had been offered free tickets which had caused comment among Theme Camp Leads and Mutant Vehicle Operators who did not get free tickets although they, like Artists, devoted hundreds of hours of their time to their projects and were usually thousand of dollars in the red as result - noting also that only a few Theme Camps could fundraise, and almost no Mutant Vehicle operators.
- The Committee noted that the budget we had developed and provisionally approved did not provide for free tickets for Artists. The Committee, after discussion, determined that the offer of free tickets to Artists would go ahead and the cost would be offset by moving a block of tickets from the Theme Camps/Arts Reserve into the Tier Three sale group. This would have to be 36 tickets in order to fully offset the \$9,000 cost of providing the Artists tickets for free. Each ticket we moved would garner an extra \$250 from being sold in the Tier Three pool.
- **John McCann moved, "This Committee agrees to offer one free ticket to each approved Artist Lead, with the cost to be offset by transferring a tranche of tickets from the Artist/Theme Camps Reserve to the public sales pool and sold from there." Seconded by Sharyn Maes. Motion carried.**

2024 EMERGENCY MANAGEMENT PLANNING

- The round table discussion for internal stakeholders in the area of Emergency Planning was held on Saturday. It was very successful. Minutes were taken and will be shared..

Lewis Viljoen closed the meeting at 9:00 pm