



### Committee Meeting Minutes Redacted

<b>Date:</b>	Monday 18 December 2023
<b>Time:</b>	6.04 pm opened by Lewis Viljoen
<b>Place:</b>	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 (from 8pm)	Ordinary Committee Member
Genevieve Howe	Ordinary Committee Member
Jess Schwendinger	Treasurer
Lewis Viljoen	Chairperson
Gerard Laumen	Ordinary Committee Member
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.

Lewis Viljoen's vote was withheld when the decision to appoint Lewis Viljoen to the role of Packdown Lead was made by the Committee during this Meeting.

## Special Committee Meeting Report

**13 Dec 2023. Tim Viljoen moved, "I propose that we accept the medical quote from SDS Deployed" Seconded Jess Schwendinger. Motion carried**

For information this was the SDS quote dated 29 November for \$51,640.

**STAKEHOLDER - EOM, HoD ASSURANCE**

**15 Dec 2023. Tim Viljoen moved, "I propose a motion accepting the returning members listed above." Seconded by Paul Castle. Motion carried**

## Guests

**Joseph Andrin - 7pm (scheduled). Online at 7:20pm.**

- The Head of Department Community Relations (HoD CR) said that he did not feel that there was sufficient planning and sharing of information leading up to the sale of the first round of general tickets. The Committee agreed that it had not gone as we had wished, with repeated delays in finalising the Terms and Conditions pushing the date back. Genevieve did note, however, that HoD CRs request for information, posted in early November in Slack, had gone unanswered and we hadn't done enough to keep him up to date. Lewis Viljoen apologised to him on behalf of the Committee.
- John McCann noted that the Social Media Lead and the Ticketing Lead in Community Relations had been very supportive between the Committee's decision on 11 December and the chosen ticket release date of 14 December. Decisions by the Committee and matters brought up in the Terms and Conditions had required a major rewrite of both the Website and the Ticketing system and there hadn't been time to discuss every aspect of this with Community Relations. Committee had further decided to delay implementing the Tixel system which had consequences for handling requests to change details on tickets - normally done by the ticket holder using Tixel.
- Paul Castle advised that we had located a security offering from Stripe which for a very minimal cost should address our concern with ticket payments and we should be able to switch Tixel back on this Tuesday. John noted that this was not addressing any deficiency in Stripe, Tixel or Humanitix
- We had talked with the Ticketing Lead about doing a handover for him early this week. This would include Ticketing picking up any new correspondence.
- Jess Schwendinger reinforced the observation that the changes to the Terms and Conditions had been a difficult process, and noted that it may be very worthwhile sharing that information more widely. This would not only help people understand why the ticket sale was rushed, but it would also be an opportunity to draw attention to the important changes within the Terms and Conditions.
- Tim Viljoen suggested that the Agenda and Minutes cycle incorporate a point where stakeholders in decisions being made by Committee are identified so that we can ensure they are promptly informed of those decisions.
- The Committee and HoD CR agreed that the second round of ticket sales would be scheduled for 14th January at noon. John McCann suggested that other issues relating to timing, such as Volunteer ticket releases, Theme Camp ticket releases and Arts ticket releases could all be handled inside the ESC where the Volunteer Manager, the Theme Camps Support Manager and the Arts Manager were all represented. John suggested to the HoD CR that he ask the Events Sub Committee (ESC) to consider inviting the Community Relations Department to become a permanent member of the ESC, just as they had recently asked the Events Operations Manager to become a member. Now that the Committee had set the Terms and Conditions and the broad parameters for ticketing including pricing, the Committee's only involvement in future would be setting the public sales dates and the number of tickets to be included in the third round of public sales.
- **STAKEHOLDERS - HoD COMMREL, TL TICKETING, ESC, HoD VOLUNTEERING**

## Vida Barret - 6pm

- **Advised that we were on track to submit the majority of documents to the Shire on 22 December 2023.** There were some documents (insurance and engineering for the Temple) where we were waiting on further material and we would keep the Shire in the loop on that. John McCann confirmed that as in previous years the Secretariat would provide assistance formatting these documents and presenting them as a set of pdf files in a folder in our GDrive made accessible to the Shire

### STAKEHOLDERS - EOM

- **Sought directions from Committee regarding location of Accessibility Facility at the 2024 Event.** The recommendation of the EOM and Event Sub Committee was that the Accessibility facility occupy a site adjacent to Camp Hart where the Medical Tent had previously been set up in front of a tree. The Medical Tent is being moved across the road. The design philosophy for Blaze 2024 was to concentrate services within one zone. This consolidation allowed for greater mutual support across Teams, for much greater resilience in the event of adverse weather, and for a simpler and safer approach to evacuating vulnerable cohorts within the event population. The EOM said that the Accessibility Lead was not in favour of this site because it was adjacent to toilets and septic drains, lacked shade and was on soft ground. The Committee acknowledged the concerns expressed and agreed that the Accessibility Facility would be relocated to the site of the Medical Tent in 2023 and previous years, and noted that:
  - Blazing Swan and KBR had converted the toilets and septic in this area to deep sewerage for 2024
  - The soft ground would be addressed through the provision of earth, freshly sourced rubber matting and other flooring.
  - Anti flooding measures would be in place here and throughout the Blazing Swan Facility Zone.
  - Connection to standby power and emergency flood lighting would be in place across the entire Blazing Swan Facility Zone.
  - The tree in front of the Medical Tent site could be incorporated in the Accessibility Facility.
- **STAKEHOLDERS - EOM, ESC, HoD ASSURANCE, TL ACCESSIBILITY, HoD DPW, TL TOWNPLANNING**

## GOVERNANCE

### TREASURY - DELEGATION OF THE POWER TO INCUR EXPENDITURE

- John McCann proposed we delegate authority to incur expenditure to the EOM, and to a lesser extent (this year at least) to the Heads of Department. This was contingent on being able to identify and devolve responsibility for specific items and funds from within our budget, to monitor and track our financial activity continuously and accurately, and to have a solid regime of checks and balances. Tim Viljoent noted that the Committee broadly accepted the concept and recommended that the Treasurer, the former Treasurer, and other stakeholders come together to work up a plan and present it to the first Committee Meeting in 2024 (8th January).

### STAKEHOLDER - EOM

### COMMITTEE - VOLUNTEER AGREEMENT

- The Committee noted that Genevieve Howe had developed a fresh Volunteer Agreement incorporating best practice suggestions from Volunteering Australia, and that we wished to use it with all new volunteer crew supporting our 2024 Event. **John McCann moved, "This Committee endorsed the Blazing Swan Volunteer Agreement dated December 2023." Seconded Kimberley Strong. Motion carried.**

### COMMITTEE - CONFIDENTIAL MATTER

- **A confidential arrangement relating to Event security was discussed.**

### COMMITTEE - POLICY

- John McCann recommended to the Committee that it endorse the draft Sustainability Policy and the Draft Work Fitness Policy, both having been tabled before the Committee last month. **John McCann moved, "This Committee approves the Blazing Swan Sustainability Policy and the Blazing Swan Work Fitness and Impairment Policy." Seconded Paul Castle. Motion carried.**
- **Sustainability Policy: STAKEHOLDERS - HoD EVENT SERVICES, TL MOOP**
- **Work Fitness Policy: STAKEHOLDERS - HoD ASSURANCE, TL SAFETY, HoD VOLUNTEERING**

#### COMMITTEE - OPERATION OF EVENTS SUB COMMITTEE (ESC)

- Tim Viljoen said that he had been invited to act as Chair of the ESC. The Committee noted that the ESC was invariably taking a little time to find its feet, but was stepping up to the task of organising and driving event production alongside the EOM. There was no good time to make this transition to greater independence of the ESC, but with the EOM's support and with the event production about to move into high gear this would be a great learning opportunity for everyone.
- The Committee noted that the ESC had voted to incorporate the Event Management Department into the ESC. The EOM is the Head of that Department, and consequently is now part of the ESC. The Department of Volunteering and the Department of Community Relations remain outside the ESC, reporting directly to the Blazing Swan Chairperson. John McCann noted that the Head of Volunteering is routinely invited to the ESC and recommended that the ESC consider extending a routine invitation to the Head of Community Relations.
- Tim Viljoen noted that the Minutes of the ESC Meetings on Tuesdays were an excellent record of discussion and strongly recommended that Committee Members read them as soon as they came out in order to keep abreast of issues discussed there.
- The Committee affirmed that the commitment and contributions of occupants of the Heads of Departments roles would be absolutely vital to the success of our Event.
- It was suggested and agreed that a 'whole-of-organisation' gathering would be scheduled for 10 January 2024. Tim Viljoen noted that this would be both an opportunity to energise everyone ahead of the great task ahead of us, and to acknowledge that while we were many different Teams and Specialists working together, we were also One Team. The meeting would be online and in person. Genevieve Howe would assist in developing an Agenda with input from all of the Committee (and the EOM) much as we'd done with the AGM
- **STAKEHOLDERS - EOM, ESC, HoD COMMREL**

#### TREASURY - OTHER MATTERS

- John McCann will provide information to Paul Castle about the Committee operations for him to pass on to the auditors to allow them to complete their work
- John McCann said that he had talked with the EOM in furtherance of his proposal to delegate the power to incur expenditure. Tim Viljoen noted that the Committee was in broad agreement but the concept would have to be written up and incorporate all necessary checks and balances. Tim noted that separate conversations had been conducted with stakeholders who were also supportive of the idea, but the time had come to bring everyone involved together to work out the details. John confirmed that the stakeholders are the Treasurer, the former Treasurer, the EOM and the Procurement Coordinator, along with Heads of Department. This group should report back to the Committee with outcomes by 8th January.
- The alignment of Ranger's budgets and Blazing Swan's was still being discussed. John McCann said that he would draft a letter to Rangers setting out Blazing Swan's position. Blazing Swan was very happy that the Blazing Swan Rangers Team were working so well and developing opportunities in the Events Community and affirmed that Blazing Swan had full confidence in the Rangers leadership.
- The Treasurer asked ALL Committee members to have a very good look at the Budget document, noting that we have talked in Committee this evening about a possibly significant increase in expenditure connected with Packdown.
- **STAKEHOLDERS - EOM, HoD RANGERS**

#### COMMITTEE - CONSENT

- Jess Schwendinger noted that there was a meeting scheduled for this Wednesday with Consent and invited as many from the Committee as could spare the time and felt they could contribute. The meeting would be online.
- John McCann apologised to the Committee, noting that he had agreed to put a message 'in' each ticket inviting anyone purchasing a ticket to share with us any concerns or particular issues they might have regarding their safety at our Event, and stating that the safety and sense of safety of our event participants was very important to us. John explained that this important message hadn't been included in the first round of GenPop tickets sales. He would talk with Jason Gilby to make sure it was in place for all subsequent sales of all ticket types.
- Jess Schwendinger suggested that we might use Social Media as a way of 'catching up' with the people we had missed, but also simply to get this message out to people generally, which could only be a good thing.
- **STAKEHOLDERS - HoD COMMREL, TL TICKETING, HoD ASSURANCE**

#### COMMITTEE - CHILDREN ON WORKSITE

- The Committee agreed that specific scenarios for managing children on site should be taken to Garth for his comment. The Committee did not anticipate the outcome of that discussion. At the moment the agreed position was that children are not permitted on our worksite. The scenarios that we will take to Garth hinge upon how we defined 'worksite' - in time and space.
- **STAKEHOLDERS - INSURANCE BROKER**

#### COMMITTEE - CHILDREN TICKETS AND FAMILY SUPPORT

- John McCann told the Committee that a decision had been made to make Child and Carers tickets available for sale upon application, and then through the mechanism of a one-time code that would unlock the option for that parent or that disabled person to purchase child or carers tickets in Humanitix. This decision had allowed us to eliminate the necessity for ticket packages offering combinations of Adult and Child tickets to suit the different categories of Theme Campers, \$280 and \$0 Volunteers, Association Members, Artists and GenPop. Even limiting ourselves to the assumption that each parent would bring no more than 2 children we would need over 40 different ticket packages, each of which would have to be set up and maintained in Humanitix.
- John McCann noted that this matter had been flagged in discussions in Slack on the 13th December but had not been put to a formal vote. On the other hand, there had been no adverse feedback.
- A further benefit of this process that we anticipated was the opportunity to talk at a very early stage with parents about children, and with disabled people about their Carer situations. In the latter case eligibility needed to be established, and in the case of children it was a chance to talk about the impact of the Terms and Conditions and an opportunity to share positive information about bringing children to the event. It was also a chance to obtain any information required by Rangers to assist in their handling of Lost and Found Children, and also to connect families together at an early stage (potentially via a private facebook group) particularly for Blazers bringing children to the event.
- Whereas Accessibility could handle the Carer's tickets, we had nobody within the organisation with responsibility for families and children. It was outside Ticketing's role. **John McCann moved, "This Committee creates the role of Family and Children Coordinator within the Blazing Swan organisation." Seconded: Jess Schwendinger. It was agreed that the occupant of this role would be required to have a Working With Children card.**
- **STAKEHOLDERS - HoD ASSURANCE, TL ACCESSIBILITY (Regarding Companion/Carer Cards), HoD VOLUNTEERING**

#### COMMITTEE - CONFIDENTIAL MATTER

- **A confidential ongoing representation to the Committee was discussed.**

## 2024 Event Items

#### 2024 MAPPING

- John McCann clarified that we had someone working on the base data on which our maps were developed and presented. The satellite information used in 2023 had been found to be inaccurate and introduced distortions in scale that became an issue at the Theme Camp mapping level where 50 different sites were jostling for space. John McCann noted that we had tried a couple of times to get our base data correct, and when we achieved that, it was work that would stand up in good stead for the next 20 years. There was recognition of a need to give the stakeholders in Town Planning a briefing on the importance of this work, but noting that until we got to the stage of Theme Camp placement, the level of accuracy was not a critical issue.
- **STAKEHOLDERS - TL TOWNPLANNING, HoD THEME CAMPS**

## 2024 Event Items

### 2024 MUTANT VEHICLES

- John McCann advised that the Mutant Vehicle Teams (in Arts Department and Assurance Department) had agreed that the applications for 2024 Mutant Vehicles should be extended to 20 December 2023.
- It was noted that the effective split of this function across two Departments was a potential point of confusion for the people dealing with these Teams. John McCann suggested that ESC might look at this.
- John had spoken with the Mutant Vehicle lead as part of the work to set up the Humanitix ticketing system. As well as requesting free tickets for Leads of Mutant Vehicle Crews - on the same basis that this had been provided for Artist Leads - he'd been asked to pass on to the Committee that the Mutant Vehicle Leads would be very grateful for any assistance that Blazing Swan could provide towards transporting vehicles to and from Kulin. This was a major challenge for nearly all Mutant Vehicle Leads.
- **John McCann moved, "This Committee approves the provision of a free ticket to the Lead of each Mutant Vehicle project approved by Blazing Swan - with a maximum of one per project, on the same basis that Committee provided this support to Artist Leads." Seconded Jess Schwendinger. Motion carried.**
- **STAKEHOLDERS - HoD ARTS, TL MUTANT VEHICLES, TL TICKETING, HoD VOLUNTEERING**

### 2024 PACKDOWN

- The Committee agreed that steps needed to be taken to head off another crisis in packdown. This was one of the hardest tasks to do in possibly the most difficult circumstances in the entire Event, with most support services already withdrawn before the packdown was completed.
- John McCann noted that a proposal to create a packdown Team had been before the Committee before this Committee and never actioned. **John McCann moved, "This Committee creates a Packdown Team within the Blazing Swan Organisation and appoints Lewis Viljoen as Team Lead" Seconded Jess Schwendinger. Motion carried (Lewis Viljoen abstaining).**
- The Committee agreed to consider making an allowance payable to Crew (not the Team Lead) involved in packdown and noted this could be justified as an exceptional circumstance given the withdrawal and unavailability of services that were provided in abundance to Build crews in the pre-event period.
- Tim Viljoen recommended that the Committee consider any other measure to make these roles attractive - noting that in many cases we were calling upon some of our most skilled workers who had generally been involved in five or six weeks of build, and sometimes in supporting services during the Event even before starting work in Packdown. Tim Viljoen suggested that we should create a cachet around this Team and that we adopt the Term 'Packdown Champions.'
- Genevieve Howe noted that a recruitment form for a Packdown Crew was waiting on final approval. If the Committee went ahead with an allowance and other measures this could be incorporated on the recruitment form.
- The Committee noted the possibility of 'doubling' the benefits associated with the packdown roles. John recommends that we talk about 'going up a tier' instead. So that packdown crew in the 25-50 hours zone (which would normally be associated with a zero cost ticket for the volunteer, would become a zero cost ticket for the volunteer AND a guest ticket (the benefit normally associated with a role in the 50-100 hour zone). All these tickets would be redeemable at the following Event. Any packdown crew actually in the 50-100 hour 'zone' would be treated as if they were in the 100+ hour zone.
- **STAKEHOLDERS - HoD DPW, HoD VOLUNTEERING**

### 2024 MEDICAL LEAD AND PROVISION OF MEDICAL DOCTOR ACCESS ON SITE

- It was noted that the Medical Team Lead position had been filled by a Doctor, and the advice given to the Committee by the Head of Department Assurance was that this would address the concerns put to Blazing Swan about the availability of an appropriately qualified medical practitioner on site.
- **STAKEHOLDERS - HoD ASSURANCE**

Lewis Viljoen closed the meeting at 9:05 pm