



BLAZING SWAN INC

Committee Meeting Minutes UnRedacted

Date:	Monday 8 January 2024
Time:	6.05 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
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.

Previous Minutes

The minutes of 20231218 were approved. Moved John McCann, Seconded Jess Schwendinger. Motion carried.

Guests

The EOM will be invited to the Committee Meeting on either 15th or 22nd January - depending on their availability.

Special Committee Meeting

Special Committee Meeting 21 December 2023 -

Approve Brookton Plumbing (Plumbing and sewerage pump out) - \$24,090 (inc GST) BUDGET \$28,050

Approve Event Staff (Toilet Cleaning) - \$19,250 (inc GST) BUDGET \$24,000

Approve Electrical Items Hire - \$15,600 (inc GST) BUDGET ALL EQUIPMENT \$31,250

Approve Electrical Items install and packdown - \$13,024 (inc GST) BUDGET ALL ELECTRICIAN \$60,000

Approve Buggies - \$8690 (inc GST) BUDGET ALL VEHICLES \$25,000

GOVERNANCE

TREASURY - DELEGATION OF THE POWER TO INCUR EXPENDITURE

- John has mapped the 2023-2024 Budget to Departments and Teams. He is now loading in actual expenditure and any budget plans details we can find - noting that many Teams have still not submitted their budgets. By next meeting we can talk about who will have the power to authorise expenditure within these Departments and Teams
- **STAKEHOLDER - TREASURER**

COMMITTEE - CHILDREN POLICY

- John McCann moved, "This Committee approves the Blazing Swan Children Policy." Seconded Gerard Laumen. Motion carried.
- **STAKEHOLDERS - Family and Children Coordinator**

COMMITTEE - APPOINTMENT

- John McCann moved, "This Committee appoints Sheridan Lamb to the role of Family and Children Coordinator for Blazing Swan." Seconded Tim Viljoen. Motion carried.
- **STAKEHOLDERS - Family and Children Coordinator**

COMMITTEE - TICKETING

- John McCann moved, "This Committee notes with appreciation the effort put in by Joseph Andrin and his Ticketing crew to recover from the mistake made by John McCann with the ticket sale setup on 14 December." Seconded Paul Castle. Motion carried.
- **STAKEHOLDERS - Head of Department Community Relations.**

COMMITTEE - TIMMY HOWE, ARTIST

- John McCann moved, "This Committee approves the allocation of two volunteer tickets to Blazing Swan, free of charge, to Timmy Howe, acknowledging his effort and skill in developing the 2024 Neon Caravan artwork." Seconded Gerard Laumen. Motion carried.
- **STAKEHOLDER - Committee to advise Timmy Howe**
- **STAKEHOLDER - Volunteer Manager to allocate two free of charge volunteer tickets to Timmy Howe**

COMMITTEE - WORKING WITH CHILDREN

- John McCann confirmed that WWC had told us that Committee, Rangers and Event Mgt needed to have WWC regardless of whether they were actually in direct contact with Children. Other areas in Blazing Swan also required them such as Medical and Consent. Theme Camps were routinely told by the Theme Camps Support Manager to check with WWC to ensure they were compliant.
- We will pick up forms from the Post Office for all of the Committee Members who need them.

COMMITTEE - INSURANCE

- The Committee agreed to seek our insurance broker's advice on:
 - Whether our Wellness Team should ask people to sign an indemnity before accessing our Wellness services, and
 - whether we can/should obtain special coverage for a bird cage on hire at the 2024 Event
- **STAKEHOLDER - John McCann to draft a letter to our insurance broker.**

COMMITTEE - ORG CHART GET-TOGETHER

- Lewis has arranged to have 38 Amherst St available on Wednesday 10th Jan.. The meeting is for everyone on the Org Chart. People are invited from 6:30pm for a 7:00pm start. The meeting will last 60-90 minutes. It was agreed in Committee that:
 - The event will be catered. Lewis will organise non-vegan options, Shazcat will organise vegan options
 - Genevieve (or ShazCat or John) will text everyone on Tuesday with a reminder, and ask for numbers attending
 - We expect the number of attendees to be around 35.
 - Most of Committee will be there
 - There will be an online connection, but we can only promise 'viewing' capability. We'll try to arrange two-way involvement but we can't promise to have that functioning.
 - Jess will use the meeting to explain Consent, with a written summary (Genevieve and Kimmy offered to help draft this)
 - Kimmy will prepare a precis of the 2023 Lessons Learned for Teams
- **STAKEHOLDERS - EOM, ESC**

TREASURY - RANGERS

- Jess Schwendinger said that Rangers had been asked to resubmit a detailed budget to Blazing Swan.
- **STAKEHOLDERS - HoD RANGERS**

COMMITTEE - CONSENT

- Jess Schwendinger reported that the Consent Culture group is meeting this Thursday, and the Consent Process group will meet in the next couple of weeks.
- The Wellness Team Lead, the Ranger Head of Department, and Jess are working together to produce a detailed process. They expect it to be ready by the end of January.
- There is a shortfall in appropriately qualified people indicating their willingness to fill on-call positions during the 2024 Event. Lewis Viljoen will contact members of our community, including people associated with the former Theme Camp Compassion.
- The Committee asked Lewis to convey to Compassion that it is our view that they provided a very valuable and much appreciated offering at our Event in previous years and we would welcome them back.
- **STAKEHOLDERS - Chairperson, HoD Assurance, HoD Event Services, HoD Rangers**

COMMITTEE - EMPLOYEE ASSISTANCE PROGRAM (EAP)

- Committee is contacting suppliers to obtain quotes.
- It was noted that arranging for and working with an EAP might ultimately fall to a 'Crew Welfare' function within the Volunteering Department, no such position existed at the moment and there was no spare capacity within the Volunteering Department at the moment to take on this workload.
- **STAKEHOLDERS - HoD Volunteering**

COMMITTEE - RESIGNATION OF SOCIAL MEDIA TEAM LEAD

- The Committee noted that the Social Media Team Lead had flagged his intention to step back from the Team Lead role but continue in the Social Media Team.
- The Committee agreed that Tim Viljoen will work with Community Relations to identify the workload requirements over the next few months and ensure that we have the ability to produce and present the large number of Social Media messages about the Event between now and April.
- **STAKEHOLDERS - HoD Community Relations**

COMMITTEE - FIRST NATIONS AUSTRALIA COORDINATOR

- Lewis Viljoen gave the Committee an overview of proposed First Nations Australia activity at the 2024 Event. It was agreed to appoint Frank Mitchell, a founding member of Blazing Swan to the role of First Nations Coordinator. **Lewis Viljoen moved, "This Committee appoints Frank Mitchell to the role of First Nations Australia Coordinator (also known as Aboriginal Coordinator)." Seconded by Sharyn Maes. Motion Carried.**
- **STAKEHOLDERS - First Nations Australia Coordinator**

COMMITTEE - TREASURY OPERATIONS

- The Chart of Account changes are not complete. The task is with our accountants
- We are in discussions with our Auditor about finalising their report.
- Paul reported that our bank has said that Corporate style debit cards are no longer a product they offer. Lewis Viljoen agreed that we would again attempt to contact our bank-appointed business manager to discuss this.

COMMITTEE - VOLUNTEER RECRUITMENT

- John reported that numbers dropped off over Christmas, but had rebounded, and we now had 230 applicants.
- Genevieve reported that the Volunteer Management Team were receiving and following through on non-specific volunteer inquiries which weren't in the previously reported number.
- It was observed that the next round of General Population tickets sales scheduled for noon on 14th January is likely to boost interest in volunteering.

COMMITTEE - VOLUNTEER BENEFITS PROPOSAL 2023-2024

- Noting that the Volunteer Benefits Proposal 2023-2024 included options that were not considered when the Committee voted to endorse ticket pricing and allocation on 2 October 2023, John McCann requested that those aspects of the Volunteer Benefit Proposal 2023-2024 be put to a new Committee vote.
- Genevieve Howe requested that the Committee consider the Volunteer Benefit Proposal 2023-2024 (also referenced as '231208 Volunteer Benefits Proposal FINAL') in its entirety.
- **John McCann moved, "This Committee endorses the Volunteer Benefit Proposal 2023-2024 being [this linked document](#)" Seconded Jess Schwendinger. Motion carried.**
- John McCann noted that all these benefits would need to be reviewed by no later than July 2024 in light of our financial situation of the Association at that time and its intentions for the 2025 Event.
- **STAKEHOLDERS - Treasurer, EOM, ESC, HoD Community Services, HoD Volunteering**

COMMITTEE - RANGERS RECREATIONAL T-SHIRT

- Rangers have asked for a Blazing Swan TShirt that can be worn by off duty Rangers. The Committee agreed that Rangers could draw one TShirt per Ranger from either the generic and the Team Specific volunteer TShirt pool. The Committee, however, also noted that any person wearing a volunteer wristband along with a volunteer TShirt at the Event would be deemed to be 'on duty' while they wore that T-Shirt. As an alternative to having Rangers access the Blazing Swan pool of generic or Team Specific volunteer T-Shirts, Ranger Department are invited to submit a budget request to fund a leisure wear item of comparable value to our volunteer T-Shirts while being distinctly different in design from Blazing Swan's volunteer T-Shirts.
- **STAKEHOLDERS - Head of Department Rangers**

COMMITTEE - IDENTIFICATION OF VOLUNTEERS

- The Chair, Treasurer and Secretary stated that the wearing of a volunteer T-Shirt may no longer be sufficient to identify a Blazing Swan Volunteer on duty on site. This was noted, but there was no consensus view in the Committee whether the solution was in using the volunteer wristbands or adopting an ID card system for some or all volunteers.
- Concerns were expressed about the cost of administering the production and distribution of IDs on site, although it was pointed out that we had effective contact prior to the event with our volunteers through their Team Leads. John McCann said that four months ago we had flagged a need for an Administration Team of up to 20 volunteers working with the Event Shift Managers. To some extent this had been overtaken by the creation of Centre Kiosk.
- It was agreed that the Committee would this year coordinate ID's (and identify who required them) across the entire organisation and supervise arrangements to produce and distribute them.
- It was noted that Rangers would be required to have ID's that identified them as Blazing Swan volunteers.
- **STAKEHOLDERS - EOM, ESC**

COMMITTEE - ALLOCATION OF RESPONSIBILITIES

- The Safety Coordinator will be responsible for coordinating **all PPE** across the entire organisation
- The Schwag Coordinator will be responsible for coordinating **all Schwag (including all clothing that is not PPE)** across the entire organisation
- **Wristbands** will be responsibility of Committee this year, but devolve to Gate next year
- **ID's** coordination across the entire organisation will be the responsibility of Committee this year, but will be passed on to someone else next year
- Coordinating **all Signage** across the organisation this year will be the responsibility of the Events Operation Manager but may be passed on to someone else next year
- **STAKEHOLDERS - ESC, EOM, Safety Coordinator, Schwag Coordinator**

COMMITTEE - INTEREST FROM TASMANIA BURN COMMUNITY IN ATTENDING NEON CARAVAN 2024

- The Committee decided to invite interested persons from Tasmania to apply for roles in Event Management at our Event, with the expectation that this would entitle them to free-of-charge volunteer tickets.
- **STAKEHOLDERS - Secretary to advise Tasmania**

COMMITTEE - CAMP HART 6TH RAR

- Lewis Viljoen will check again with the 6th RAR Association about their preferred way of receiving our payment of \$1,000 each year in appreciation of their making the Camp Hart facility available to us.
- **STAKEHOLDERS - Chairperson**

COMMITTEE - NEXT TRAINING/MENTORING SESSION

- The third and final session of the Training/Mentoring Program is scheduled for mid February. The exact date is yet to be determined.
- **STAKEHOLDERS - HoD Volunteering, Safety Coordinator**

COMMITTEE - DPW

- The Head of Department DPW will be asked to clarify who is filling the Site Roster role and arrange to formally appoint them to that role.
- **STAKEHOLDERS - Chairperson, HoD DPW**

COMMITTEE - CONFIDENTIAL MATTER

- A confidential ongoing representation to the Committee was discussed.

2024 Event Items

2024 FIRE CONTRACT

- John asked if we had received a quote from WA FIRE for the provision of fire fighting services for the 2024 Event. Lewis Viljoen will follow up with the Team Lead Fire.
- **STAKEHOLDERS - Chairperson, Team Lead Fire**

2024 DRONE SHOW

- The Committee decided not to proceed with this this year, unless there is a dramatic reduction in price. We will look at it again for 2025.

2024 DRONES APPROVALS

- The Committee notes that Drones had never been banned, and that the status quo is that pre-approved Drones will be permitted to operate in accordance with CASA and Blazing Swan rules for Drones.
- It was agreed that a call out would be made for an interested and suitably qualified person to volunteer with Blazing Swan to undertake assessment of applications to bring Drones to the Event and to make recommendations to the Committee to accept or decline those applications. It was noted that if nobody was able to undertake this task, the consequence would be that no drones would be approved.
- **STAKEHOLDERS - HoD Arts, Team Lead Photography.**

2024 Event Items

2024 SOUND POLICY

- The Committee made clear that there should be a Sound Curfew during the Temple Burn.
- The Committee agrees with the suggestion by the Sound Safety Lead that all other policies and standards be developed in consultation with Theme Camps.
- **STAKEHOLDERS - Safety Coordinator, Sound Safety Lead**

2024 MEDICAL

- The Medical contractors have advised they require a 30% deposit. Tim Viljoen is following up with Medical.
- **STAKEHOLDERS - HoD ASSURANCE, TL Medical**

Lewis Viljoen closed the meeting at 9:01 pm