

| The City of Greater Geraldton Australia Day Celebrations

Meeting Minutes

Joanne Panter | Creative Communities

Meeting Name.	Australia Day Committee	Meeting No.	5
Meeting Date	1 October 2013		
Meeting Time	3pm		
Meeting Location	South Wing Conference Room		
Chair: Cr Hall	Attendees: Samantha Walton Joanne Panter Cr Nino Messina Sierah Mace Faye Zurnamer Julian Canny Mark Canny Annette Walsh	Committee:	Cr B Hall Cr N Messina Yvonne Lovedee Chris Budhan Jo Panter Sam Walton Peter Nelson Trevor Beaver
Minute taker:		Guests:	Julian Canny Mark Canny Annette Walsh
Faye Zurnamer			Apologies
		Distribution	2

Agenda

Item No.	Item
1	Welcome and Apologies Meeting was opened at 3pm and apologies were noted.
2	Previous Minutes Australia Day Committee agreed to the minutes from the previous meeting to be true.
3	Flag Raising Jo Panter advised the Committee that TS Morrow requested that the Flag Raising Ceremony be carried out after the Naturalisation and Citizenship Awards ceremony.

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	<p>This would be at approximately midday.</p> <p>The Australia Day Committee agreed to their request.</p> <p>ACTION: JP to look into a temporary flag pole</p>
4	<p>Woolworths – Ambassador Programme</p> <p>Woolworths Sponsors the Ambassador Programme for Australia Day. For Australia Day 2013 Graham Moss was the Woolworths Ambassador.</p> <p>Jo Panter & Yvonne Lovedee had a meeting with the Woolworths Manager and have come up with an action plan. Please see attachment</p>
5	<p>Fireworks</p> <p>In previous meetings the Australia Day Committee had voted and agreed to hire Cardile International Fireworks for Australia Day, 2014.</p> <p>Cr Bob Hall has since been approached by a person in the community claiming that Cardile International Fireworks was not a creditable company. Cardile International Fireworks have supplied the City with all relevant paperwork and is above board.</p> <p>The Australia Day Committee reinforced their original decision to hire Cardile International Fireworks for the following reason as outlined in previous meetings:</p> <ul style="list-style-type: none"> • Documentation for 2013 was requested on the 23/09/12 • Multiple emails were sent from the OHS and Events team for the documentation, and below is part of an email sent from Brodie Pearce to Midwest fireworks. Please note the date. • Email from Brodie Pearce to Midwest Fireworks on the 10/01/13 <ul style="list-style-type: none"> The document provide is the same as which was provided last year (i.e. 2009 and the year before), the EMP document details that there is to be a risk assessment undertaken for every fireworks event. The City requires a full risk assessment to be completed detailing site specific risks and controls which is to be submitted to the City with the EMP and a current certificate of currency. If these documents are not further coming the City will have to assess whether Midwest Fireworks will be part of the Australia Day event. As per your previous discussions have not received this documentation from Midwest Fireworks is now putting at risk the City's chances of being able to source adequate overall event insurance. • For 2014 – an EOI was emailed to Midwest Fireworks and Cardile international on the 26th June 2013....On the 10th July all documentation was emailed to Joanne Panter from Cardile International. JP received the documentation from Midwest Fireworks on the 31st July, after a further phone call from JP • In 2013 Midwest Fireworks put the Australia Day Committee under enormous pressure and it resulted in an event exclusion insurance cover for the fireworks.
6	<p>Julian Canny informed the Australia Day Committee that the Social media Marketing is going well. Sam Walton tabled a document of the schedule of information going onto the social media. Activity has been high on the social media.</p> <p>Facebook Strategy attached</p>

Item No.	Item
	<p>Arial photography is to be done by get Warren Abrahams using Drones. Price to be confirmed</p> <p>Action: JP to have a meeting with CGG departments and Warren</p>
	Meeting Closed at 3.22pm
7.	Next Meeting 29 th October at 3pm – Southwing Conference