

**GREATER GERALDTON AUSTRALIA DAY CELEBRATIONS  
MINUTES OF MEETING HELD AT CIVIC CENTRE, CATHERDRAL AVE  
WEDNESDAY 8 FEBRUARY 2012**

**Present:** Trish Delaney, Peter Nelson, Brodie Pearce, Steve Davidson, Bob Hall, Sue Chiera, Chris Budhan, Yvonne Lovedee, Alan Hughes (from 8.45am)

Apologies: Peter Fiorenza

	<b><i>Wind on Water Festival Australia Day 2012</i></b>	
	<b>Comments/Issues</b>	<b>Suggestions to be investigated for 2013</b>
	Chairman Bob Hall thanked all involved in the celebrations. There have been speed humps to get over. We can only seek to improve	
<b>Budget:</b>	<ul style="list-style-type: none"> <li>Awaiting presentation of invoices. Estimates are that event was well within working budget..</li> </ul>	
<b>Grants &amp; Sponsorship:</b>	<ul style="list-style-type: none"> <li>Healthway have indicated that they are interested in 'partnering' in the Australia Day celebrations in the future.</li> </ul>	<ul style="list-style-type: none"> <li>The whole event will need to be listed and actively promoted as "Smoke, Drug &amp; Alcohol free event"</li> </ul>
<b>Marketing:</b>	<ul style="list-style-type: none"> <li>Is finely balanced as could not start too early</li> <li>Guardian and Midwest Times was effective with interviews with key participants. The wrap around in Midwest Times with program effective.</li> <li>Order of logos did not reflect amount of sponsorship sufficiently</li> <li>Posters need to be distributed earlier</li> <li>Website information need to be available early especially nominations</li> </ul>	<ul style="list-style-type: none"> <li>Start in TAGG early –as soon as a sponsor is on board, advertise</li> <li>Hierarchy of logos to reflect sponsorship levels is needed</li> <li>Website information to be updated earlier</li> </ul>
<b>Awards Breakfast</b>	<ul style="list-style-type: none"> <li>Keep on stage as it gave a focal point.</li> </ul>	
<b>Marathon Swim &amp; Kids Beach Party</b>	<ul style="list-style-type: none"> <li>Surf Club Committee has met to debrief events</li> <li>Quality of the risk assessment plans was lacking – both the City's and the</li> </ul>	<ul style="list-style-type: none"> <li>Risk Management plans for event need to be</li> </ul>

	<p>one from the Surf Assoc for the marathon swim. Will be undertaking a more in depth assessment for 2013.</p> <ul style="list-style-type: none"> <li>• Condition of the beach on the day was as issue as with the high tide and conditions, physically there was not sufficient room for all activities.</li> <li>• This year had more unsupervised activities such as totem tennis which were set up for people to use. With come up with more for 2013</li> <li>• Marathon Swim- the size of the swim is limited. Sponsors are stepping up to the plate for 2013.</li> <li>• Rotary assisted with sausage sizzle - had 12 members all at once, roster system needed for 2013.</li> <li>• No issues with other stall holders in the area</li> <li>• Rubbish was an issue. There were extra bins but they overflowed especially as the day went on, bins needed to be emptied/circulated to high usage areas. Disappointing that some people left rubbish on the ground where they had been sitting.</li> <li>• A hot day was expected – club was proactive to distribute block out to the public – a sponsor gave 6 lts of block out for the event .</li> <li>• Sponsors were thanked on the day via PA announcements</li> <li>• Darryl Invargson’s choice of background music was good</li> <li>• Chairman congratulated Club and asked that appreciation for their assistance on the day be conveyed back to members.</li> </ul>	<p>updated.</p> <ul style="list-style-type: none"> <li>• In the marketing for the event emphasis that – Australia day is a day to enjoy but clean up after yourselves. Perhaps link with environmental health to police</li> <li>• More unsupervised activities for patrons</li> <li>• Roster for volunteers to assist on sausage sizzle</li> <li>• Bins to be emptied during the day</li> </ul>
<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Risk assessment plan was drafted by Brodie Pearce, Governance &amp; Risk</li> <li>• Insurance information is required for all performers, stall holders and activities well before the event</li> <li>• Fireworks display – Governance &amp; Risk Dept did not receive a specific risk management plan for the particular site. Fireworks operator only provided a generic plan. This is not enough when explosives are involved.</li> <li>• Issues with set up of the foreshore. People were driving without spotters. There needs to be a movement plan which will incorporate the set up on the day and dismantle after the event.</li> <li>• Need more information on activities to be able to make the Risk Management Plan a usable plan</li> </ul>	<ul style="list-style-type: none"> <li>• Possible workshop for events management be held for community.</li> <li>• Governance &amp; Risk representative to be on Australia Day Advisory Committee</li> <li>• Suggestion is that a leader in each group give an induction on the day to assist focus staff on the issues of safety</li> </ul>

- All high risk activities need to have their own risk management plans to be lodged well prior to the event especially carnivals, fireworks
- It would be best if everyone who is involved in the event needs to have a risk management plan for example stall holders need to list what they are going to do if someone is burnt. Must have a simple risk management plan or else the people/stall holders should not be involved in the event.
- Need to have someone from Government & Risk Dept involved right from the beginning of preparations to ensure the Risk Management Plan covers the event adequately.
- OHS – basic workshops including guidelines for stall holders are needed. The community does not have the information as yet. Food stalls need basic risk management plan to ensure safety. Each to have fire extinguishers, trip hazards checked etc. The coordinators of each area need to talk to their people about safe operations. No blow ins on the day because they will not know how the activity is to be operated in safety.
- For the marathon swim the risk management plan needs to be revisited.
- Surf Club looked at all events as part of risk management and for activities such as pillow fight looked at height of pole, status of the ground assessed and was a supervised event. This action needs to be undertaken for all events..
- All risk assessments need to be adhered to if people are going to be involved in community activities. Cannot see everyone on the day but perhaps a double paged information sheet would assist address OHS issues.
- Carnival – Geraldton has been laid back in asking for insurance and risk management in the past – every other council had requested information from the carnival operator. Operator was travelling to Geraldton when requested to supply information and therefore had difficulty providing the required documents.

- Investigate possibility of providing marquees for all stall holders to keep uniformity and ensure safety issues met i.e. no trip hazards.
- OHS – double paged information sheet for stall holders to be investigated.
- Events Pack with all permits to be lodged within Council's required 10 week time period

	<ul style="list-style-type: none"> <li>• Site Plan/Layout needs to be improved. Some areas became congested during the evening. Stall holders need to elevate their responsibilities in eradicating trip hazards or perhaps council provide marquees of a safe standard for all participants..</li> <li>• Stage management was over a long period for one person – need to program a rest period.</li> </ul>	
<b>Apex Carrying Competition</b>	Wife	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Senior's Afternoon Tea</b>		<ul style="list-style-type: none"> <li>• Successful – seniors like being back at the QEII</li> <li>• Need to have poster for event and circulate early</li> </ul>
<b>Youth Concert</b>		<ul style="list-style-type: none"> <li>• Benefited from having the infrastructure in place in the main events area.</li> <li>• Greenroom excellent set up (with a closed are for changing and equipment storage and an open area for gathering)</li> <li>• No problems with programming only a technical hitch with pa</li> <li>• Great MC (comedian Bonnie Davies)</li> <li>• Judges for the Geraldton Fame Seeker quest worked well</li> <li>• Positioning of the shade domes in front of the stage was great</li> <li>• More lead up time for marketing required to promote this positive youth event.</li> <li>• In December and January people switch off – everything needs to be in place before December</li> </ul>
<b>Buskers Corner</b>		<ul style="list-style-type: none"> <li>• Participants happy under trying conditions weather wise</li> <li>• New location (on ocean side of pathway near Dome) was better than in 2011</li> <li>• The last act around 8pm had 70 people – which was the highest patronage of the day.</li> <li>• There was difficulty in scheduling performances. The Geraldton Fame Seeker event identified participants. It was a busy day and social obligations caused a challenge.</li> </ul>

<p><b>Family Concert &amp; Fireworks</b></p>	<ul style="list-style-type: none"> <li>• Extra accessible bays were allocated along the 1km foreshore however could not monitor so did not know if effective.</li> <li>• Police complemented community on behaviour there were only a couple of issues. Would like to see the police van more central location i.e. near basketball court</li> <li>• As the night concludes there is a problem of people egressing the event – people cutting through the town caused congestion. Perhaps directing of traffic is necessary to avoid congestion - people leaving the area to go north need to be directed along certain roads and those going south could be directed to travel via Point Moore. A plan to be developed.</li> <li>• Food stalls were very slow during the morning but in the evening went well. Was a long time to be operating.</li> <li>• Sponsor marquees an issue as the event is branded ‘smoke and alcohol free’ then permitting sponsors to have alcohol.</li> <li>• Event &amp; Grounds Booking Officer – with the City’s high profile in compliance all permits and Events Pack which includes all certificates need to be lodged early so that all compliance issues can be examined by relevant Council departments.</li> </ul>	<ul style="list-style-type: none"> <li>• Mark accessible parking on the Australia Day map in the paper</li> <li>• Mobile Police Unit to be located on the grassed area opposite the basket ball court (ocean side of the footpath)</li> <li>• Plan to be developed for people leaving the area after the event.</li> <li>• Possibility of having a VIP tent which would include catering. Invite sponsors, media to meet headliner performers</li> </ul>
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**Next Meetings: 2013 FIRST MEETING:** 8am Wednesday 7 March 2012 at QEII