

**BURWOOD 150 YEARS ANNIVERSARY
STEERING COMMITTEE
10 October 2023, 4.00pm - 5.00pm**

MINUTES

ATTENDEES

Committee Members:

Cr Heather Crichton	Burwood Council - <i>Alternate Chair and Delegate</i>
Justine Ann Channing	Community Representative
Susan Borel	Community Representative
Claire Boskett	Community Representative
Cecily Gray	Burwood Historical Society Representative

Guests and Council Officers:

Brooke Endycott	Director Community Life
Jenny Hoff	Manager Community & Culture
Luke Stigter	Events Producer
Miriam Wassef	Executive Manager Place Management & Communication
Katarzyna Malicka	Local Heritage Librarian
Danielle McQuoid	Manager Library & Community Hub
Dan Pocaterra	Executive Assistant - <i>Minutes</i>

APOLOGIES

Committee Members:

Cr John Faker	Mayor of Burwood - <i>Chair</i>
Dennis Quinlan	Community Representative
Spencer White	Community Representative

1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

Cr Heather Crichton opened the meeting with an Acknowledgement of Country, noting that Burwood Council acknowledges the Wangal Clan of the Eora Nation as the traditional custodians of the area and pays respects to their elders past, present and emerging.

2. DECLARATION OF INTEREST

Nil declarations of interest were submitted

3. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 8 AUGUST 2023

The Burwood 150 Year Anniversary Steering Committee minutes were confirmed as an accurate record of the proceedings of the previous meeting held on 8 August 2023 (Moved by Cecily Gray/ Seconded by Susan Borel).

Cecily Gray requested that it be noted she offered to seek a quotation for the display of period costumes at the Burwood Library at the previous meeting.

It was also noted that community representative, Andrew Anderson of Club Burwood, had resigned from the Committee and had decided not to pursue the dinner event previously discussed with the Committee.

The Committee agreed that seeking a new community representative at this late stage of planning was not necessarily productive or required.

4. BUSINESS ARISING

Council officers provided an update on each of the key elements of the 150 Years Program, including:

4.1 UPDATE ON EVENTS PLAN

4.1.1 Grand Opening of the New Nature Play, Sensory Garden, Pond and Burwood Nest

It was noted the original proposed event date of Thursday 25 January 2024 had been moved to Saturday 3 February 2024 to align with the revised completion date for the project.

This would now enable the grand opening event to coincide with the release of 150 lanterns on the pond by the community to mark the beginning of anniversary celebrations. It was noted that lanterns had been sourced with testing and logistics planning underway.

Actions or recommendations arising:

- The Committee suggested to invite groups such as schools, sporting groups, Woodstock Runners and others. Council officers agreed to compile a list of local contacts and groups to circulate to the Committee for feedback.

4.1.2 Chinese Evacuation Home, Burwood 1942 Exhibition

Exhibition background information, graphic design elements and captions for photos are currently being produced.

4.1.3 Launch of Burwood Pictorial History

Council officers proposed to open the Library from 6.15pm with welcome drinks, canapés and an exhibition of key photos from the book and entertainment. The book will be officially launched by the Mayor with a short speech, followed by a Q&A session with the author on Wednesday 27 March 2023 on the ground floor of the Library (after the general closure of the Library). The event is expected to conclude by 8pm. Attendees will be limited to 150-200 people due to space limitations.

The book will be for sale on the night along with special 150 years merchandise to be produced by Council. The book is expected to be priced at \$29.95 per book.

Actions or recommendations arising:

- The Committee suggested engaging local high schools to provide music at each event wherever possible and the importance of prioritising local groups rather than bringing in performers.

- It was suggested that Committee member Spencer White may wish to provide some contacts for different performers. Council officers noted they would follow up with him directly.
- Cllr Crichton raised the importance of obtaining a photo of the Committee to include in the book. Committee members agreed to tentatively set aside Tuesday 24 October 2023 at 4.30pm for the photoshoot (to be confirmed).

4.1.4 Burwood Long Lunch/Burwood Road Street Event

Council has engaged a traffic management company to provide Council with three options for the Burwood Road closure on Saturday 6 April 2024, including: Railway Parade to Belmore Street (approximately 150 metres of road closure); Railway Parade to Livingstone Street (approximately 300 metres of road closure); and Railway Parade to Church Street (approximately 350 meters of road closure).

Council will consult with the local Police for their feedback prior to determining the final footprint, which will also be subject to approval by the Traffic Committee.

The event will include performance zones, food, music, stalls and entertainment subject to further engagement with local businesses and groups. Council is also looking to include a vintage car display within the event footprint.

Dennis Quinlan has advised Council the Burwood Pipes and Drums can be scheduled at 1pm to perform through Burwood Road, and potentially down to Burwood Park.

Actions or recommendations arising:

- Susan Borel to send Council officers a contact for the Vintage Car Club.
- Council to explore inviting the Historical Bus Museum and vintage police and emergency vehicles to be on display.
- The Committee noted a preference for the closure to extend to Livingstone Street.
- Council to explore providing a small pack to local businesses within the event area to dress up their shopfronts for the day, including the provision of decorative bunting.

4.1.5 Burwood Art Prize

The Burwood Art Prize call for entries will be released in November 2023 with a link to the 150-year anniversary theme. Council has confirmed Crowne Plaza Burwood as a sponsor for the People's Choice Award and special Art Bar Event to be held at the Skybar Restaurant and Lounge as part of the program.

Work remains in progress regarding all other event elements.

Actions or recommendations arising:

- Susan Borel suggested that Council contact the Principal at Enfield Public School as they were looking to potentially host a Spring Fair for History Week in 2024. History Week goes for 9 days and covers the first and second week of September and will be included in the event program.

4.2 UPDATE ON COMMUNITCATIONS PLAN

Council officers provided an update on the Communications Plan and key merchandise, including:

- Arrangements have been made for Council uniforms to be updated for frontline staff to wear throughout 2024 using the 150-year logo wherever possible.
- Council is having a designer amend Council's collateral; such as letterheads, social media tiles, email signatures etc. for use throughout 2024.
- Merchandise will be produced for Councillors, Council staff, Committee members and community members (to be used as giveaways). Some items will also be available for sale. Some of the merchandise will include lanyards, custom notebooks and water bottles with branding. Postcards and tote bags are also currently being designed. Council will arrange for distribution from February 2024.
- Council has engaged artist Barocky Chocky to produce a postcard commemorative pack of illustrations of heritage buildings in Burwood LGA. Some designs will also be replicated onto tote bags.
- Council has engaged Sydney Collage Society to produce artwork for street banners to be flown throughout the LGA in 2024.

Actions or recommendations arising:

- The Committee suggested promotion of the 150 Year Anniversary should be included in the last Council newsletter of 2023.
- The Committee agreed letterheads and revised uniforms can start being utilised from 1 January 2024, with the remainder of merchandise to be made available with the book from 27 March 2024.
- The Committee suggested other areas for promotion such as on community notice boards and screens at the library along with banners in public places.

5. GENERAL BUSINESS

Cecily Grey provided an update to the Committee regarding the quote obtained for period costumes to be potentially displayed at the Burwood Library or as part of the book launch.

Council proposed to the Committee to invite local churches in the area to hold a series of open days, concerts or tours as part of the 150 Years Program. The Committee supported this initiative and it was further suggested that the MLC and PLC Chapels could also be approached.

Council provided an update that the two grants applied for had unfortunately been unsuccessful. Council officers noted that they would continue to pursue sponsorship for some elements of the Program.

Actions or recommendations arising:

- Period costume quotation to be circulated to Committee members with the Minutes.

- Council to reach out to local churches on behalf of the Committee to seek their interest in being part of a coordinated Churches Open Day Program.
- Council to continue to pursue sponsorship for some elements of the Program.

NEXT MEETING

The next meeting was brought forward to Tuesday 5 December 2023 to enable a final meeting to occur prior to the implementation of the 150 Years Program in 2024.

6. CLOSE OF THE MEETING

Cr Heather Crichton thanked the Committee for their attendance and participation. The meeting was closed at 5:13pm.