

CITY OF JOONDALUP

Minutes of meeting of the **CBD ENHANCEMENT PROJECT STEERING COMMITTEE** held in Conference Room 2, Joondalup Civic Centre, Boas Avenue, Joondalup on **WEDNESDAY 15 SEPTEMBER 2004**.

ATTENDANCE AND APOLOGIES

Committee Members:

<i>Cmr J Paterson</i>	<i>Chairperson</i>
<i>Mr D Curry</i>	<i>Deputy Chairperson</i>
<i>Ms M Horgan</i>	
<i>Ms P Court</i>	
<i>Mr G Foster</i>	
<i>Ms L O'Halloran</i>	
<i>Mr M Blanchard</i>	
<i>Mr A Vlahov</i>	

Officers:

(Acting) Manager Strategic and Sustainable Development	G BLAKE
(Acting) Team Leader Sustainable Development	N BAXTER
Sustainable Development Officer	B TAPLEY

APOLOGIES

Mr D Godley
Mr B McEloney

The Chairperson declared the meeting open at 0900 hrs.

DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY

Nil

CONFIRMATION OF MINUTES

MINUTES OF THE CBD ENHANCEMENT PROJECT STEERING COMMITTEE HELD ON 14 JULY 2004

MOVED Ms Horgan SECONDED Mr Curry that the Minutes of the CBD Enhancement Project Steering Committee meeting held on 14 July 2004 be confirmed as a true and accurate record of proceedings.

The Motion was Put and

CARRIED

ONGOING BUSINESS ITEMS FROM PREVIOUS MEETINGS

Mr Paterson introduced each item of ongoing business. Mr Baxter provided an update on both the Joondalup Car Boot Sale/Swap Mart item and the Inner City Public Transport (Joondalup CAT) item. Discussion ensued.

Mr Curry stressed the importance of starting a swap mart type event in the spring/summer seasons, as this would give it the best opportunity to survive and grow before winter.

Public toilet facilities in the Joondalup CBD were discussed (under the Car Boot sale/Swap Mart item). The Committee felt that it was important that these facilities are provided in the Joondalup CBD as soon as possible. The Committee requested information from Planning and Community Development on the most appropriate location for public toilets and recommendations in relation to this. Mr Paterson stressed that public toilet facilities should be a priority and that a formal motion should be discussed.

The Committee agreed on the following motion:

MOVED Ms Horgan SECONDED Ms O'Halloran that the CBD Enhancement Project Steering Committee recommend that Council REQUESTS the Planning and Community Development Directorate to INVESTIGATE sighting and costing of public toilets in the car park in front of the Council offices as a matter of urgency – to serve the Joondalup Night Markets, Joondalup Festival and other events and activities in the Joondalup CBD area.

The Motion was Put and

CARRIED

Ongoing business items are listed at **Appendix 1**.

ITEMS OF BUSINESS

ITEM 1 NEW COMMITTEE MEMBERS – [53469]

WARD – Lakeside

PURPOSE

Provide a recommendation to the Committee regarding the appointment of two new Committee members.

EXECUTIVE SUMMARY

Following the resignation of Mr Andrew Cameron from the CBD Enhancement Project Steering Committee in late July 2004 the City administration requested that the Youth Advisory Committee (YAC) nominate a new member to represent youth issues on the CBD Enhancement Project Steering Committee. The YAC have nominated Mr Michael Blanchard for this position.

Following a recommendation from the CBD Enhancement Project Steering Committee, the Joint Commissioners, at the meeting on 29 June 2004, amended the terms of reference for the Committee to include one Joondalup CBD building owner/land owner. The Committee requested that the City seek a building owner/land owner from the Joondalup CBD to represent the interests of these stakeholders on the Committee. Mr Gavin Foster has recently submitted a nomination for this position.

DETAILS

This Committee at its meeting of 19 May 2004 recommended to Council that the Committee membership be amended to include five new representatives from key local stakeholders. The meeting of Joint Commissioners (on 29 June 2004) endorsed this recommendation and subsequently the following new positions were added to the Committee:

- Centre Manager, Lakeside Joondalup Shopping City
- One Joondalup CBD business owner
- One Joondalup CBD building owner/land owner
- Representative, Joondalup Learning Precinct (JLP)
- Representative, Joondalup Inner City Residents Association

The Committee also recommended the appointment of three representatives for three of the above positions with the invitation for representatives of the two remaining positions (Joondalup CBD builder owner/land owner and a representative from the Joondalup Learning Precinct (JLP)) to be extended until such a time as appropriate representatives are found.

The City has subsequently received a written nomination for one of these positions from Mr Gavin Foster. Mr Foster has been involved in the Joondalup CBD for a number of years and is a nominated representative of the Foster Family Trust which is responsible for the day-to-day management of 52 Davidson Terrace.

This three-level building (located on the corner of Boas Avenue and Davidson Terrace) was one of the first multi-level office buildings in the Joondalup CBD and is currently occupied by a local politician and a soon to be opened dental surgery (amongst others).

The City is still in the process of organising a representative from the Joondalup Learning Precinct and is hoping to have a nomination to bring to the next meeting.

The Youth Advisory Council representative, Mr Andrew Cameron, submitted his written resignation from the CBD Enhancement Project Steering Committee on Tuesday 20 July 2004. To assist in the speedy replacement of this Committee member the City's administration requested the YAC to nominate a new representative to sit on the Committee as soon as possible.

Mr Michael Blanchard was nominated at the YAC meeting on Wednesday 18 August 2004 for this position. This report requests the CBD Enhancement Project Steering Committee note that the new YAC representative is Mr Michael Blanchard.

VOTING REQUIREMENTS

Simple Majority

MOVED Mr Curry, SECONDED Ms L O'Halloran that the CBD Enhancement Project Steering Committee:

- 1. NOTES this report on the new Committee members for the CBD Enhancement Project Steering Committee;**
- 2. NOTES the appointment of Mr Michael Blanchard to the position of Youth Advisory Council representative on the CBD Enhancement Project Steering Committee;**
- 3. NOTES the appointment of Mr Gavin Foster to the position of Joondalup CBD building owner/land owner on the CBD Enhancement Project Steering Committee.**

Mr Baxter provided an explanation of this item to the Committee. The Chairman welcomed Mr Foster and Mr Blanchard to the Committee.

The Motion was Put and

CARRIED

**ITEM 2 2004/05 JOONDALUP NIGHT MARKETS PROJECT
TIMELINE/REQUEST FOR IDEAS ON HOW TO IMPROVE THE ATMOSPHERE
AT THE JOONDALUP NIGHT MARKETS – [53469]****WARD** – Lakeside

PURPOSE

Outline the project timeline for the organisation and operation of the 2004/05 Joondalup Night Markets season. To request ideas on how the atmosphere at the Joondalup Night Markets can be improved.

EXECUTIVE SUMMARY

The 2004/05 Joondalup Night Markets will commence on Friday 19 November 2004 and run every Friday night until the 2005 Joondalup Festival on the weekend of 19-20 March 2005. It is proposed that the night market on Friday 18 March will be the final night market and will also mark the start of the 2005 Joondalup Festival.

There will be a total of 16 market nights over this period with a break occurring over the Christmas and New Year period (meaning that markets will not be held on Friday 24 December 2004 – Christmas Eve and Friday 31 December 2004 – New Years Eve).

The Joondalup Night Markets will play an integral part in maintaining the continuity of the City's Summer Events Program. Major Concerts will be held throughout the Markets season in a similar approach to last year. Concert dates have not yet been confirmed as the City is still negotiating with performers and waiting for tour schedules to be confirmed. A draft project timeline for the 2004/05 markets is outlined at **Appendix 2** to enable the Committee to understand what is involved in the organisation and operation of these markets.

DETAILS**Planning**

The Joondalup Night Markets will be organised by the City of Joondalup as part of its Summer Events Program for the third consecutive season in 2004/05. This year the markets will start two weeks earlier than normal (Friday 19 November 2004) and run for 16 weeks. All markets will be held on Friday evenings however the start and finish times are currently being reviewed. Last year, markets were advertised as starting at 6.00pm and finishing at 9.00pm, however on a number of occasions patrons started arriving between 5.00pm and 5.30pm so consideration is being given to starting earlier.

The organisation and operation of the markets takes considerable effort from a number of business units across the City of Joondalup. Most of the main tasks have been highlighted on the draft project timeline on the following pages.

Atmosphere

At the meeting of Joint commissioners on 10 August 2004 a recommendation was made regarding the organisation of the 2004/05 Joondalup Night Markets. This recommendation requested that the CBD Enhancement Project Steering Committee consider how the atmosphere at the night markets could be improved.

The Night Markets team will look at any suggestions from the Committee and determine if they are appropriate or achievable for this year's market. If required, a report will then be prepared for the Joint Commissioners.

ATTACHMENTS

A draft project timeline for the 2004/05 markets is available at **Appendix 2**. This outlines the scale of effort and time involved in the organisation and operation of the Night Markets.

VOTING REQUIREMENTS

Simple Majority

MOVED Mr Curry, SECONDED Ms O'Halloran that the CBD Enhancement Project Steering Committee:

- 1. NOTES the draft project timeline for the 2004/05 Joondalup Night Markets as detailed in the report;**
- 2. CONSIDERS options to enhance the atmosphere at future Night Markets events.**

Mr Baxter spoke to this item, briefly highlighting the amount of effort that goes into coordinating the Night Markets and the major milestones involved. Discussion ensued and the Committee provided the following suggestions to enhance the atmosphere at the markets.

Mr Paterson suggested enhancing the musical program and including jazz bands and musical performances by local children/youth. Demonstrations and displays involving Jinan, China (Joondalup's recently formalised Sister-City) were also suggested – a delegation from Jinan will be visiting Joondalup in mid-November – in time for the start of the Night Markets.

Other suggestions included providing a large video screen that plays sport or children's entertainment, inviting buskers to work in Joondalup, involving school groups and the Rock Eisteffod program and the provision of a skateboard ramp, climbing wall and town crier.

Mr Blanchard noted that the Youth Advisory Council had spoken about involving local ethnic communities in the Night Markets and the possibility of a monthly cultural night. Mr Blanchard also noted that young people expected positive treatment from private security firms and the local Police when in the Joondalup CBD.

The YAC is currently looking at a charter that deals with the relationship between local youth and the Police and relevant issues (such as a youth curfew) and will make recommendations to the Joint Commissioners in the near future. The treatment of local youth by private security firms was noted as a particular area of concern. It was also noted that a youth curfew is not supported by the YAC.

Mr Blanchard added that a music program that encouraged youth participation would be beneficial, as would the participation of youth radio stations such as Triple J and Groove FM, and the involvement of the West Australian Music Industry. Mr Vlahov suggested that a commercial radio station might be interested in doing a top-30 style countdown 'live' from the Night Markets.

The Motion was Put and

CARRIED

GENERAL BUSINESS

Low hanging tree branches in the Joondalup City Centre

Mr Vlahov requested that the City look at trimming tree branches in the Joondalup CBD as some trees had branches that were particularly low and from a safety point-of-view were particularly hazardous. Mr Vlahov also noted that there are a number of areas throughout the Joondalup CBD where bird droppings on the footpaths have reached unacceptable levels and require cleaning.

Action: Mr Baxter to pass this request to the City's Operations Services Business Unit for action.

Removal of Graffiti

Mr Foster noted that the City did not appear to have a policy concerning the removal of graffiti in commercial areas and that a policy only existed for residential areas. Mr Foster queried whether Council had a responsibility to remove graffiti from Council owned fixtures in commercial areas. Discussion ensued regarding graffiti, the City's responsibilities and the responsibilities of local business owners.

Action: Mr Baxter to communicate with the City's Operations Services Business Unit and report back to the next meeting of this Committee with the details of where the City is responsible for the removal of graffiti.

Improvements in the Joondalup CBD

Ms O'Halloran noted that having recently returned to Joondalup (after 12 months away), the Joondalup CBD and particularly the Central Walk area appeared to have increased its tenancy rate notably. Ms O'Halloran added that it was pleasing to see the directory/entry signage at either end of Central Walk – something that was achieved through this Committee.

Medicare office for Joondalup CBD

Mr Baxter informed the Committee of recent press coverage regarding the possible location of a Medicare Office in the Joondalup CBD and the positive outcomes this could have for small business in the area.

Electrical substation alleyway – Anti social behaviour

Mr Baxter noted that the City had recently received a complaint from the Manager of the Joondalup Licensing Centre concerning antisocial behaviour in an alleyway off Central Walk (opposite the Licensing Centre and behind Gallery 360). This matter is being investigated and the City has informed the complainant of the action that is being taken and the alternatives that are being examined.

DATE OF NEXT MEETING

The next meeting of the CBD Enhancement Project Steering Committee will be held in Conference Room 3, Joondalup Civic Centre, Boas Avenue, Joondalup on Wednesday 27 October 2004 at 0900 hrs.

CLOSE OF MEETING

There being no further business, the Chairperson declared the meeting closed at 0950 hrs.

ONGOING BUSINESS ITEMS- CBD ENHANCEMENT PROJECT STEERING COMMITTEE – ATTACHMENT 1

Meeting Date	Item	Action	Status/Comment
25 Feb 2004	Joondalup CBD Car Boot Sale/Swap Meet Public toilets facilities in the Joondalup CBD	<p>25 February 2004</p> <p>RECOMMENDATION</p> <p><i>MOVED Mr D Godley SECONDED Mr D Curry that the CBD Enhancement Project Steering Committee RECOMMENDS to Council that the City of Joondalup negotiates with Karrinyup Rotary Club and other interested parties to run a swap mart and investigate opportunities for building public toilet facilities in the Joondalup CBD.</i></p> <p>19 May 2004</p> <p>RECOMMENDATION</p> <p><i>MOVED Mr D Curry SECONDED Ms M Horgan that the CBD Enhancement Project Steering Committee RECOMMENDS that Council:</i></p> <ol style="list-style-type: none"> <i>1. NOTES this report regarding proposed public toilet facilities in the Joondalup CBD.</i> <i>2. NOTES that responsibility for planning and construction of the proposed public toilet facilities in the Joondalup CBD will be carried out administratively by the Planning & Community Development and Infrastructure & Operations directorates at the City of Joondalup to ensure that any proposal is incorporated into the Master Planning process.</i> 	<p>This item is to remain as an ongoing business item for future updates.</p> <p>14 July 2004</p> <p>This proposal was discussed at the Committee meeting on 14 July 2004.</p> <p>Mr Curry noted that the West Perth Football Club proposal suggested that this type of event could be held at Arena Joondalup, however, Arena was not an area struggling for patronage and hosting an event at this location would not help the Joondalup Falcons get into the local community and would not assist in the enhancement of the Joondalup CBD – which is the fundamental role of the Committee. Ms Horgan added that events of this nature would ideally operate in the Joondalup CBD.</p> <p>Other comments included the need to consult with local residents, the commitment of any potential operators, the ability to involve as many local community organisations as possible and a requirement of any potential operator/s to have a sound business plan to deal with operational items such as toilets and other costs.</p> <p>Ms Court noted how a similar operation had occurred within the car park at Lakeside Shopping Centre approximately 8 years ago. Ms Court added that there was a successful weekly swap mart operating in the car park at Belmont Forum. Ms Court indicated that she had contact details for this centre.</p> <p>The City will review both the West Perth Football Club and Karrinyup Rotary Club proposals and report to the Committee with a recommendation/s as soon as possible. The Inner City Residents of Joondalup have recently (late July 2004) expressed an interest in helping organise this type of event.</p> <p>IN PROGRESS</p>

25 Feb 2004	Inner City Public Transport in the Joondalup City Centre – Joondalup CAT service	<p>19 May 2004</p> <p>Action 1. <i>City of Joondalup staff to ensure that this item is raised at the next Joondalup Stakeholders Group meeting.</i></p> <p>Action 2. <i>City of Joondalup staff to contact the City of Fremantle and enquire about the cost of the Fremantle CAT service, how it is paid for, who contributes and any other relevant information that could assist the City.</i></p> <p>14 July 2004</p> <p>Actions arising from the meeting:</p> <p>Action 3. <i>Path Transit to forward costing for an additional (third) bus to the City of Joondalup ASAP.</i></p> <p>Action 4. <i>The City of Joondalup to work with ECU to develop a discussion paper for all stakeholders regarding the funding and benefits of an Inner City transport service in the Joondalup CBD.</i></p> <p>Action 5. <i>Mr O’Gorman to prepare a briefing note for the Minister requesting funding for this project and further investigation.</i></p>	<p>25 February 2004</p> <p>The Committee requested that this item remain on the list of outstanding business for regular updates at meetings.</p> <p>There is currently no budget proposal for the 2004/05 financial year for this item, however it could be looked at in the mid-year budget review in December 2004.</p> <p>UPDATE – 14 JULY 2004</p> <p>Action 1: Completed. This item was noted at the Joondalup Regional Stakeholders Group meeting on Wednesday 28 July 2004.</p> <p>Action 2: Completed. City of Fremantle Officers and Path Transit representatives have advised that the Fremantle CAT service is a joint initiative funded by the City of Fremantle and Transperth. It services the Fremantle CBD and tourism precinct and runs seven days a week, every 10 minutes.</p> <p>The Fremantle CAT service is funded through the City of Fremantle (50%) and Transperth (50%), however the State Government is looking to reduce its contribution to 40%. The City of Fremantle will cover the increase via revenue from paid parking.</p> <p>Action 3-5: Pending.</p> <p>City of Joondalup representatives recently (Friday 2 July 2004) met with Tony O’Gorman, ECU representatives (Matt Buckels and John Hayes) and other stakeholders (Path Transit, West Coast College of TAFE, Joondalup Health Campus and Lakeside Joondalup Shopping City) to discuss the Joondalup CAT service for the Joondalup Inner City area.</p> <p>UPDATE – 15 SEPTEMBER 2004</p> <p>Next meeting with Mr Tony O’Gorman and stakeholders is organised for Friday 17 September 2004.</p>
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			<p>The discussion paper on the Joondalup CAT service will be distributed prior to this meeting in order to gain feedback from stakeholders at the meeting. The discussion paper will also be distributed (via email) to members of the Committee for comment during the week commencing 19 September 2004.</p> <p>Action 3: Completed. Incorporated into discussion paper costings.</p> <p>Action 4: In Progress. Almost complete. Discussion paper will be sent to stakeholders before the meeting with Mr O’Gorman on 17 September 2004.</p> <p>Action 5: Pending. Mr O’Gorman has spoken informally with the Minister regarding this proposal. A formal briefing note will be prepared when the stakeholders have reviewed the discussion paper.</p>
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Joondalup Night Markets 2004/05– Project Timeline (from Microsoft Project)

Task Name	Duration	Start	Finish	Precedence	Resource Names
Planning	13.25 days	9-Aug-2004	26-Aug-2004		
Set dates for night markets	4 hrs	9-Aug-2004	9-Aug-2004		Nick Baxter
Complete HR contracts for coordinator	2 hrs	11-Aug-2004	11-Aug-2004		Nick Baxter
Prepare brief for coordinator	8 hrs	12-Aug-2004	13-Aug-2004	3	Nick Baxter
Check Health and DA approvals	4 hrs	12-Aug-2004	12-Aug-2004		Nick Baxter
Recruit coordinator (Fri for 2 hrs)	2 hrs	13-Aug-2004	13-Aug-2004	4	Nick Baxter
Organize power	4 hrs	16-Aug-2004	16-Aug-2004		Chris Cornelio coordinator
Organize generator if required	1 hr	16-Aug-2004	16-Aug-2004	7	Chris Cornelio coordinator
Mark out bays for stallholder	8 hrs	23-Aug-2004	24-Aug-2004		Nick Baxter
Develop fee schedule for stallholders	4 hrs	16-Aug-2004	16-Aug-2004		Nick Baxter
Develop fact sheets for stallholders	3 days	16-Aug-2004	20-Aug-2004	10	Nick Baxter
Develop risk management plan	3 days	16-Aug-2004	20-Aug-2004		Nick Baxter
Develop map for stallholders	3 days	23-Aug-2004	26-Aug-2004		Nick Baxter
Identify areas for road closures and put on map	2 hrs	26-Aug-2004	26-Aug-2004	13	Nick Baxter
Get keys for power bollard	30 mins	16-Aug-2004	16-Aug-2004		Chris Cornelio coordinator
Get keys for night safe for coordinator	30 mins	16-Aug-2004	16-Aug-2004		Chris Cornelio coordinator
Information dissemination	31.13 days	9-Aug-2004	21-Sep-2004		
Organize production (PA, staging, lighting, power- Alex)	1 wk	9-Aug-2004	13-Aug-2004		Alex Marshall
Develop banners for both ends of Central walk	1 wk	13-Sep-2004	20-Sep-2004		Nick Baxter
Collate info packs for stallholders	1 wk	10-Sep-2004	17-Sep-2004		Nick Baxter
Develop cover letter to stallholders with info pack	1 day	10-Sep-2004	13-Sep-2004		Nick Baxter
Send out info to stallholders (mid sept)	2 days	17-Sep-2004	21-Sep-2004	21	Nick Baxter
Liaise with business owners to provide info on markets and seek their involvement (letters and face to face)	4 days	13-Sep-2004	17-Sep-2004		Nick Baxter
Notify customer service re payment methods for options	2 hrs	13-Sep-2004	13-Sep-2004		Nick Baxter
Stallholder information sent out	0 days	17-Sep-2004	17-Sep-2004		Nick Baxter
Marketing	17 days	20-Sep-2004	14-Oct-2004		
Put ad/poster at other markets	4 hrs	20-Sep-2004	20-Sep-2004		Nick Baxter

Develop flyers to go out with council news (3 Nov)	3 days	4-Oct-2004	7-Oct-2004		Nick Baxter
Put ads in summer events in community newspaper. See cultural development office for discount or Mel for freebie.	3 days	11-Oct-2004	14-Oct-2004		Nick Baxter
Operational/registrations	39.25 days	6-Sep-2004	1-Nov-2004		
Lost and found	2 hrs	6-Sep-2004	6-Sep-2004		Nick Baxter
Take phone calls to register stallholders	4 wks	20-Sep-2004	19-Oct-2004		Chris Cornelio coordinator
Ad for stallholders in Sunday times and West Aust (late Sept)	4 hrs	20-Sep-2004	20-Sep-2004		Nick Baxter
Organize tables and chairs (Alex)	3 hrs	4-Oct-2004	4-Oct-2004		Alex Marshall
Toilets (Alex)	4 hrs	11-Oct-2004	11-Oct-2004		Alex Marshall
Raise PO for security	1 hr	22-Oct-2004	22-Oct-2004		Nick Baxter
Signage for toilets	8 hrs	22-Oct-2004	25-Oct-2004		Chris Cornelio coordinator
Organize security guards with City Watch	4 hrs	22-Oct-2004	22-Oct-2004		Nick Baxter
Invoice books	2 hrs	1-Nov-2004	1-Nov-2004		Chris Cornelio coordinator
Signage for Hot surfaces	1 hr	22-Oct-2004	22-Oct-2004		Chris Cornelio coordinator
Marketing	47.88 days	11-Oct-2004	15-Dec-2004		
What's on	30 mins	15-Nov-2004	15-Nov-2004		Nick Baxter
Put on other events websites.... SCTA and westernaustralia.com, radio, eg. Triple J, Twin Cities	3 hrs	1-Nov-2004	1-Nov-2004		Nick Baxter
Organize photographer	2 hrs	11-Oct-2004	11-Oct-2004		Nick Baxter
Early Nov - council news	1 hr	1-Nov-2004	1-Nov-2004		Nick Baxter
Press release (before and after)	1 hr	8-Nov-2004	8-Nov-2004		Nick Baxter
Radio (Triple J, RTR, 92.1, Twin Cities) - fax info to community switch	4 hrs	15-Nov-2004	15-Nov-2004		Nick Baxter
Staff News	1 hr	19-Nov-2004	19-Nov-2004		Nick Baxter
Portal	1 hr	8-Nov-2004	8-Nov-2004		Nick Baxter
Website	1 hr	8-Nov-2004	8-Nov-2004		Nick Baxter
Desk of the CEO weekly	1 hr	8-Nov-2004	8-Nov-2004		Nick Baxter
Council News	1 wk	28-Oct-2004	3-Nov-2004		Nick Baxter
What's on	30 mins	15-Dec-2004	15-Dec-2004		Nick Baxter
Implementation	84.75 days	19-Nov-2004	18-Mar-2005		
1st night markets (19 Nov)	6 hrs	19-Nov-2004	19-Nov-2004		Chris Cornelio coordinator

Night market	6 hrs	26-Nov-2004	26-Nov-2004		Chris Cornelio coordinator
Night market	6 hrs	3-Dec-2004	3-Dec-2004		Chris Cornelio coordinator
Night market	6 hrs	10-Dec-2004	10-Dec-2004		Chris Cornelio coordinator
Night market	6 hrs	17-Dec-2004	17-Dec-2004		Chris Cornelio coordinator
Night market	6 hrs	7-Jan-2005	7-Jan-2005		Chris Cornelio coordinator
Night market	6 hrs	14-Jan-2005	14-Jan-2005		Chris Cornelio coordinator
Night market	6 hrs	21-Jan-2005	21-Jan-2005		Chris Cornelio coordinator
Night market	6 hrs	28-Jan-2005	28-Jan-2005		Chris Cornelio coordinator
Night market	6 hrs	4-Feb-2005	4-Feb-2005		Chris Cornelio coordinator
Night market	6 hrs	11-Feb-2005	11-Feb-2005		Chris Cornelio coordinator
Night market	6 hrs	18-Feb-2005	18-Feb-2005		Chris Cornelio coordinator
Night market	6 hrs	25-Feb-2005	25-Feb-2005		Chris Cornelio coordinator
Night market	6 hrs	4-Mar-2005	4-Mar-2005		Chris Cornelio coordinator
Night market	6 hrs	11-Mar-2005	11-Mar-2005		Chris Cornelio coordinator
Last night market prior to festival	6 hrs	18-Mar-2005	18-Mar-2005		Chris Cornelio coordinator
Festival	0.5 days	11-Jan-2005	11-Jan-2005		
Promote festival on website	4 hrs	11-Jan-2005	11-Jan-2005		Nick Baxter
Insurance	2 days	9-Aug-2004	10-Aug-2004		
Feb 5 Public liability insurance (pay bimonthly - end of Dec, Feb, April)- Sheridan Freeman McMurrick and Christine Bishop	2 days	9-Aug-2004	10-Aug-2004		Nick Baxter
Marketing	49.44 days	14-Jan-2005	25-Mar-2005		
What's on	30 mins	14-Jan-2005	14-Jan-2005		Nick Baxter
Staff News	2 hrs	19-Jan-2005	19-Jan-2005		Nick Baxter
What's on	30 mins	15-Feb-2005	15-Feb-2005		Nick Baxter
What's on	30 mins	15-Mar-2005	15-Mar-2005		Nick Baxter
Staff News	2 hrs	18-Mar-2005	18-Mar-2005		Nick Baxter
Press release	2 hrs	25-Mar-2005	25-Mar-2005		Nick Baxter