



NOTICE

of

CIVIC EVENTS COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

MEMBERS MAY PARTICIPATE BY ELECTRONIC MEANS

ON

WEDNESDAY, 13 JANUARY 2021 AT 4:00PM

THIS MEETING WILL ALSO BE VIEWABLE AT
<https://www.youtube.com/user/CityOfPlayford>

**SAM GREEN
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 7 January 2021

MEMBERSHIP

PRESIDING MEMBER – CR GAY SMALLWOOD-SMITH

Australian Navy Cadets
(Mr Dave Martin)

City of Playford ex-officio
(Mayor Glenn Docherty)

Ridley District Scouts
(Mr Brett Kallin)

Youth Advisory Committee
(Ms Nicole Worthley)

City of Playford Councillor
(Cr Dennis Ryan)

Elizabeth Playford Lions Club
(Mrs Beryl Tearle)

Rotary Club of Elizabeth
(Ms Eryn Halls)

City of Playford Councillor
(Cr Katrina Stroet)

Playford District Girl Guides
(Ms Tammy Suidgeest)

St John SA
(Mr Chris Kenny)

**City of Playford
Civic Events Committee Meeting**

AGENDA

WEDNESDAY, 13 JANUARY 2021 AT 4:00PM

1 ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present

2 CONFIRMATION OF MINUTES

RECOMMENDATION

The Minutes of the Civic Events Committee Meeting held 2 December 2020 be confirmed as a true and accurate record of proceedings.

3 DECLARATIONS OF INTEREST

4 DEPUTATION / REPRESENTATIONS

Nil

5 STAFF REPORTS

Matters to be considered by the Committee Only

Matters delegated to the Committee.

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- 6.2 Civic Events Committee Work Plan 2021 (Attachment)12

7 INFORMAL ACTIONS

8 CONFIDENTIAL MATTERS

Nil

9 CLOSURE

STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE ONLY

***Matters delegated to the
Committee.***

5.1 PLANNING SCOPE - 2021 PLAYFORD AUSTRALIA DAY CELEBRATIONS

Responsible Executive Manager : Ms Lilly Bukva

Report Author : Ms Chloe Camilleri

Delegated Authority : Matters delegated to the Committee.

PURPOSE

To present the Civic Events Committee the planning scope incorporating updates and decision making for the 2021 Playford Australia Day Celebrations.

STAFF RECOMMENDATION

The Committee approves the planning scope for the 2021 Playford Australia Day Celebrations.

EXECUTIVE SUMMARY

The objective our Civic Events program is to connect and celebrate with our community and each other and foster community pride in the people and places of Playford.

Traditionally, we celebrate Australia Day each year with our community through holding the Playford Australia Day Celebrations event on 26 January. The COVID-19 pandemic and subsequent government measures in place continue to change the way we need to plan and deliver this event. In order to promote transparency with the committee and maintain a formal decision making process, this report will scope out the planning and decision making for the 2021 Playford Australia Day Celebrations, subject to an approved COVID Management Plan.

Under the Civic Events Committee Charter, the Civic Events Committee is to consider and make recommendations to Council regarding the planning and delivery of Council's annual Civic Events program.

Council has delegated to the Civic Events Committee the power to 'enact decisions in relation to Council's Civic Events' (s4.1.3) and 'determine how budgeted funds will be spent on Council's Civic Events' (s4.1.4).

1. BACKGROUND

Staff continue to carefully consider the potential for COVID-19 to impact the 2021 Playford Australia Day Celebrations.

This report aims to provide the Civic Events Committee insight and opportunity to discuss the delivery of the 2021 Playford Australia Day Celebrations under the current COVID-19 restrictions.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.4 Enhanced City presentation, community pride and reputation

The Civic Events program provides an important opportunity for the Council and the community to connect and celebrate with each other and foster community pride in the people and places of Playford.

3. PUBLIC CONSULTATION

There is no requirement to consult the community on this matter.

4. DISCUSSION

- 4.1 While 2020 continues to be unpredictable in nature and hard for organiser to set events in stone, staff are preserving with planning for the 2021 Playford Australia Day Celebrations whilst ensuring alignment to budget and the highest levels of health and safety are met.
- 4.2 The purpose of this report is to present the Committee with an update on the planning of the 2021 Playford Australia Day Celebrations in light of the mandatory COVID Management Plan including density, distancing and contact tracing.
- 4.3 The 2021 Playford Australia Day Celebrations is currently scheduled for Tuesday, 26 January 2021, starting at 8:00am and will be subject to the approval of a COVID Management Plan from SA Health.
- 4.4 The Committee will only be able to make decisions that fall within the delegations given by Council and in accordance with all policies.
- 4.5 Delegations that fall outside of the Committee's delegation will be referred to Council for a determination.
- 4.6 Subject to the event proceeding, a formal event debrief report will be presented to the Committee in March 2021.
- 4.7 The 'Australia Day Awards 2021' selection panel have selected the Australia Day Award winners.
- 4.8 The Australia Day Council Ambassador is Dr Bill Griggs AM ASM.
- 4.9 In planning for Australia Day, staff have been in regular contact with the SA Health COVID Management Plan Team for advice and support.
- 4.10 The COVID Management Plan Team have resumed reviewing COVID Management Plans.
- 4.11 The COVID Management Plan for Playford Australia Day Celebrations 2021 is currently in the detailed review stage.
 - 4.11.1 Once this review is completed, the COVID Management Plan Team may or may not have further queries. If so, they will reach out with queries. If not, they will seek plan approval from the COVID Management Committee.
 - 4.11.2 Staff will be available to respond to the COVID Management Plan Team throughout the Christmas closure if required.
- 4.12 Since the Committee met on 2 December, the *Emergency Management (Public Activities No 16) (COVID-19) Direction* has been updated four times. These

directions outline public activity requirements for public entertainment in South Australia. At a high level, the guidelines outline the following:

- 4.12.1 The density requirement of 1 person per 2 square metres applies.
 - 4.12.2 From 14 December, any public defined activity which requires a COVIDSafe Plan and general retail premises must use an approved contact tracing system which includes the COVID-SAFE Check-In, Scan Tek or any other electronic platform which is approved by the state coordinator.
- 4.13** SA Health have advised that it is strongly encouraged for those events holding a COVID Management Plan to use the COVID-SAFE Check-In QR Code application for contact tracing.
- 4.13.1 The COVID-SAFE Check-In QR Code will be used at the 2021 Playford Australia Day Celebrations.
 - 4.13.2 If a patron does not have a smart phone, a paper record will be available to provide details.
 - 4.13.3 In the event that it might not be possible for a patron attending the event to provide their contact details (i.e. a child), a carer/companion of the person attending may record or provide the relevant contact details on behalf of the person attending.
- 4.14** Staff are working on a diverse stage production that incorporates Playford's local talent and multi-cultural community. Entertainers are being confirmed for Australia Day 2021. While we are in discussions with a number of performers who are still to be confirmed, the following acts are confirmed to perform:
- 4.14.1 Londyn Foreman – Playford local singer; part of NSS Youth Choir.
 - 4.14.2 Bumbles the Clown – Adelaide's #1 clown magician who performs a COVID safe interactive magic show.
 - 4.14.3 Mr Oopy Children's Show – COVID safe interactive experience incorporating music, dance, singing and games.
 - 4.14.4 Wasabi – Adelaide semi-acoustic trio who will perform covers of some classic Australian songs.
- 4.15** Staff are working on an 'Aussie Sport' activities theme for the celebrations.
- 4.15.1 Tennis SA are confirmed to provide one inflatable for kids and their families to test their tennis serve and a pop-up court.
 - 4.15.2 Central District Football Club will run a football experience for kids and their families including kicking, marking and handballing.
 - 4.15.3 Gazelles Netball Club will run a netball experience for kids and their families including a mock-court with passing and shooting practice.
- 4.16** Staff will conduct a COVIDSafe training session for the barbecue volunteers (Elizabeth Playford Lions, Rotary Club of Elizabeth, Ridley District Scouts) week commencing 18 January 2021.
- 4.17** Large umbrellas and pop-up marquees are being booked to increase shade on the oval.

4.18 Schedule 10 Permit for the barbecue to operate on Australia Day has been approved by the South Australian Country Fire Service.

4.19 St John Ambulance officers have been booked to service the event.

4.20 Staff have notified the following emergency services of our intention to hold an Australia Day Celebration event:

4.20.1 South Australian Police – Northern District Planning.

- SAPOL – Northern District Planning will require a copy of the approved COVID Management Plan – staff will provide this to them.

4.20.2 SA Metropolitan Fire Service – Emergency Management, Special Operations.

4.20.3 SA Ambulance – Elizabeth Park.

4.21 While staff acknowledges holding one large scale event can carry risk of cancellation should COVID-19 cases spike again in South Australia, staff are exploring other ways to deliver a sense of pride, connection and celebration with the community should restrictions reverse and the event be forced to cancel.

5. OPTIONS

Recommendation

The Committee approves the planning scope for the 2021 Playford Australia Day Celebrations.

Option 2

The Committee approves the planning scope for the 2021 Playford Australia Day Celebrations, with the following amendments:

1. _____
2. _____
3. _____

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

As restrictions in South Australia have remained largely the same since the Committee last met in December, staff are proceeding with planning subject to the approval of the COVID Management Plan.

Clear planning and event management processes are recorded allowing for detailed planning and record keeping for continuous improvement.

Event planners receive clear direction on the planning and delivery of the key elements for the event.

Each year Council delivers this event, the Committee provides feedback that is recorded in a debrief report. This report forms the basis for the planning for the following year.

6.1.2 Financial Implications

Currently there are no financial or resource implications as additional funding has been sourced.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

If planning continues within an informal process, no record of event planning or decision making will be recorded.

6.2.2 Financial Implications

The financial implications of any decisions would require proper investigation and the Committee would be updated of any impact on the budget.

INFORMAL DISCUSSION

6.1 2020 Christmas in Playford Program

Presenter: Ms Chloe Camilleri

Purpose: Committee debrief on the 2020 Christmas in Playford Program.

Duration: 20 Minutes

6.2 Civic Events Committee Work Plan 2021

Attachments : 1 [↓](#). Civic Events Committee Workplan 2021

Presenter: Ms Chloe Camilleri

Purpose: Committee to discuss the 2021 Work Plan.

Duration: 5 Minutes

City of Playford Civic Events Committee Work Plan 2021

<i>January 2021</i>	<i>Date of Event</i>
<p><u>Christmas in Playford 2020</u> Discussion: Committee debrief on 2020 Christmas in Playford program.</p>	December 2020
<p><u>Australia Day 2021</u> Discussion: Committee to receive an update on event management and planning.</p>	26 January 2021
<i>February 2021</i>	<i>Date of Event</i>
<p><u>Australia Day 2021</u> Discussion: Committee to debrief on the Playford Australia Day Celebrations event to provide feedback and amendments for future events.</p>	26 January 2020
<p><u>Anzac Day 2021</u> Discussion: Committee to begin discussions and assembly of a working group.</p>	25 April 2021
<i>March 2021</i>	<i>Date of Event</i>
<p><u>Australia Day 2021</u> Discussion: Committee to receive the Playford Australia Day Celebrations debrief report.</p>	26 January 2021
<p><u>Anzac Day 2021</u> Discussion: Committee to receive an update on event management and planning.</p>	25 April 2021
<i>April 2021</i>	<i>Date of Event</i>
<p><u>Anzac Day 2021</u> Discussion: Committee to receive an update on event management and planning.</p>	25 April 2021
<i>May 2021</i>	<i>Date of Event</i>
<i>No Meeting</i>	
<i>June 2021</i>	<i>Date of Event</i>
<p><u>Anzac Day 2021</u> Discussion: Committee to debrief on the Playford Anzac Day Commemorations event to provide feedback and amendments for future events.</p>	25 April 2021
<p><u>Community Carols 2021</u> Discussion: Committee to receive an update on event management and planning.</p>	4 December 2021

July 2021	Date of Event
No Meeting	
August 2021	Date of Event
<u>Anzac Day 2021</u> Discussion: Committee to receive the Playford Anzac Day Commemorations debrief report.	25 April 2021
<u>Community Carols 2021</u> Discussion: Committee to receive an update on event management and planning.	4 December 2021
<u>Australia Day 2022</u> Discussion: Committee to receive an update on event management and planning.	26 January 2022
September 2021	Date of Event
No Meeting	
October 2021	Date of Event
<u>Community Carols 2021</u> Discussion: Committee to receive an update on event management and planning.	4 December 2021
<u>Australia Day 2022</u> Discussion: Committee to receive an update on event management and planning.	26 January 2022
November 2021	Date of Event
<u>Community Carols 2021</u> Discussion: Committee to receive an update on event management and planning.	4 December 2021
<u>Australia Day 2022</u> Discussion: Committee to receive an update on event management and planning.	26 January 2022
December 2021	Date of Event
<u>Community Carols 2021</u> Discussion: Committee to receive an update on event management and planning.	4 December 2021
<u>Australia Day 2022</u> Discussion: Committee to receive an update on event management and planning.	26 January 2022