



# 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, 5 AUGUST 2020 AT 4:00PM**

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

**SAM GREEN  
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 30 July 2020

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### 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 Shirley Halls)*

Elizabeth Playford Lions Club  
*(Mrs Beryl Tearle)*

Rotary Club of Elizabeth  
*(Ms Delwyn Watts)*

City of Playford Councillor  
*(Cr Dennis Ryan)*

Playford District Girl Guides  
*(Mrs Angela Wareing)*

St John SA  
*(Mr Chris Kenny)*



**City of Playford  
Civic Events Committee Meeting**

**AGENDA**

**WEDNESDAY, 5 AUGUST 2020 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 4 March 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 INFORMAL DISCUSSION**

- 6.1 COVID Management Plan for Events .....13
- 6.2 Civic Events Committee Workplan 2020 (Attachment).....14

**7 INFORMAL ACTIONS**

**8 CONFIDENTIAL MATTERS**

Nil

**9 CLOSURE**

# **STAFF REPORTS**

## **MATTERS TO BE CONSIDERED BY THE COMMITTEE ONLY**

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

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## 5.1 PLANNING SCOPE - 2020 PLAYFORD COMMUNITY CHRISTMAS CAROLS

**Responsible Executive Manager** : Ms Lilly Bukva

**Report Author** : Mr Adam Cox

**Delegated Authority** : Matters delegated to the Committee.

### PURPOSE

To present the first planning scope for the 2020 Playford Community Christmas Carols with additional considerations related to SA Government requirements for mass gatherings due to COVID-19.

### STAFF RECOMMENDATION

Subject to an approved COVID Management Plan, the 2020 Playford Community Christmas Carols to be held on Saturday 5 December 2020 at X Convenience Oval.

### EXECUTIVE SUMMARY

In March 2020, South Australia was directly impacted by the COVID-19 global pandemic, resulting in the State Coordinator making a direction under the *Emergency Management Act 2004* to limit public activities. These restrictions immediately impacted all of the City of Playford's Civic Events. As a direct result of COVID-19, the Overnight Vigil and Dawn Service for Anzac Day were cancelled.

SA has had positive progress in managing the public health crisis, resulting in the SA Government slowly easing restrictions on public and private gatherings. By 29 June this gave event organisers a broad guide for events with a simplified principle to manage total numbers at events (1 person per 2 square metres) and to ensure a COVID Management Plan for the event is completed and approved by SA Health for events exceeding 1,000 people.

Subject to an approved COVID Management Plan, the administration has provided an option to deliver Playford Community Carols 2020 which is presented in this report. With the recent release of the COVID Management Plan template and guide, the administration has been able to start working through what events may look like under the three main principles outlined in the Plan – density, distancing and contact tracing.

It is important to note that the delivery of Community Carols as a large scale event will face risk, financial impacts and will limit the maximum capacity of community members to 1,250 if held in its current form at Fremont Park. The administration has therefore explored an alternative location for Community Carols at X Convenience Oval, the home of Central District Football Club. This would accommodate larger crowd numbers, utilise existing infrastructure in order to meet State Government requirements and can be delivered within budget.

It is also important to keep in mind the uncertainty surrounding any future restrictions on large scale public activities and what control measures will need to be in place should infection rates rise, like what we have seen in Victoria and New South Wales.

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**

Following the cancellation of the City of Playford's Anzac Commemorations 2020, the administration have carefully considered the potential for COVID-19 to impact the City of Playford Community Christmas Carols 2020 and future events.

This report aims to provide the Civic Events Committee insight and opportunity to discuss the delivery of Playford Community Carols 2020 under current COVID-19 restrictions in an alternative location.

## **2. RELEVANCE TO STRATEGIC PLAN**

### 1: Smart Service Delivery Program

Outcome 1.4 Enhanced City presentation, community pride and reputation

The Civic Events provide an important role in the presentation, community pride and reputation of the City of Playford.

## **3. PUBLIC CONSULTATION**

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

## **4. DISCUSSION**

- 4.1** Playford Community Carols 2020 is currently scheduled for Saturday 5 December 2020.
- 4.2** While 2020 has been unpredictable in nature and hard for organisers to set events in stone, given the eased government restrictions the administration would like to persevere with planning for Playford Community Carols 2020, whilst ensuring alignment to budget and the highest levels of health and safety are met.
- 4.3** The purpose of this report is to present to the Committee with an option for the delivery of Playford Community Carols 2020 in light of the mandatory COVID Management Plan and the limit of 1 person per 2 square metres.
- 4.4** The administration has been monitoring sector's movements in the event planning space. A number of Councils are planning ahead with the intent to alter or cancel event plans should restrictions be reintroduced. In June, the Lions Club of Salisbury made the difficult decision to cancel Mawson Lakes Christmas Carols. Town of Gawler, Tea Tree Gully, City of Adelaide, Port Adelaide Enfield and Norwood Christmas Carols are some of those still planning ahead under current restrictions now the COVID Management Plan is released. However, there is still a lack of uncertainty as to how Councils will meet all the detailed requirements set within the COVID Management Plan.
- 4.5** A COVID Management Plan is a non-negotiable deliverable when planning events exceeding 1,000 people in a single location in South Australia. It requires approval from SA Health for any event over 1,000 people to go ahead, it is site specific and needs to comprehensively address three principles – density, distancing and

contact tracing. The following operational control standards also need to be addressed - staff and patron health and wellbeing, hygiene and cleaning, public health and education, food and beverage service, and non-compliance and incident management. This adds an additional level of complexity on top of existing event management planning for any large event.

**4.6** All COVID Management Plans once submitted will be reviewed by SA Health who will provide a recommendation to the SA Government's COVID Management Committee. The Committee then review and considers a recommendation and will seek further information from the Review Team or applicant if required before agreeing on an assessment outcome - approval, denial or conditional approval.

4.6.1 COVID Management Plans take at least two weeks before an assessment outcome is provided. As many events occur towards the end of the year, it is recommended City of Playford's COVID Management Plan is submitted in advance.

4.6.2 Random compliance checks by SAPOL / SA Health are likely to occur at the event to ensure compliance. Should Council not comply, it will face significant fines.

**4.7** The administration first analysed the option of holding the event at Fremont Park, applying high level COVID Management Plan principles and operational control standards to the delivery of Carols in Fremont Park and found the following:

4.7.1 Held in its current form and with the 1 person per 2 square metre rule in place, Fremont Park Community Carols has a maximum capacity of 1,250 attendees. This does not including those working at the event. For comparison, Carols in 2019 attracted 3,500 attendees. This gap means Council would only deliver to an exclusive amount of community members and at a much higher cost per head.

4.7.2 Due to the capacity limit, the event in Fremont Park will need additional infrastructure in place to manage restricted entry. Temporary fencing, manned entry and exit points and aisles in the viewing area to encourage physical distancing would be an extra expense.

4.7.3 A strict hygiene and cleaning program is required to minimise surface contamination and encourage personal hygiene. It will need appropriate signage in prominent areas promoting good hygiene and practice, hand sanitiser and hand washing stations throughout the site, regular toilet and waste disposal inspections/cleaning and roaming cleaners to clean all surfaces.

4.7.4 Double security will be required to manage entry and exit points, roam the site and ensure people are appropriately distanced and not overcrowding across the event site. Security is not required outside the event site, unless it is to manage queues of people entering and exiting.

4.7.5 Physical distancing does not apply to those living in the same household, or who are friends, family members or people who otherwise regularly associate with each other.

4.7.6 Contact tracing is a requirement where the administration needs to track all names and contact details (phone or email) of everyone at the event. A ticketing system will need to be introduced for booking into the event and at entry to ascertain these details.

4.7.7 A strong marketing plan will need to promote how City of Playford is delivering a 'COVID-Aware' event and how booking into the event is

essential. Community expectation will need to be set with promotion of conditions of entry i.e. declaring attendees are well and symptom free, how to enter and exit the event and what to expect once there.

- 4.7.8 To deliver the event at Fremont Park and meet COVID management guidelines is estimated to cost up to \$108,556 with an event budget of \$90,252.
  - 4.7.9 Given the costs, resources required and the significantly reduced attendee numbers, it is not recommended to proceed with the event at Fremont while COVID requirements are in place.
- 4.8** The administration is proposing an alternative location for Playford Community Carols 2020 to X Convenience Oval. This will accommodate greater numbers, enable a similar level of event and be delivered within budget.
- 4.8.1 Central District Football Club have indicated a keen interest to host Carols at their site and pursue this opportunity.
  - 4.8.2 The terms of Council's licence agreement with Central District Football Club means there is no hire fee.
  - 4.8.3 Due to the high number of square metres on X Convenience Oval and surrounds (i.e. behind oval boundary and stands), the site can accommodate our usual numbers of 3,500 comfortably. This is a conservative estimation with higher numbers likely.
  - 4.8.4 The location has existing infrastructure in place such as fencing, entry and exit points, power, parking, water, toilet facilities and lighting which will save the administration on extra expenses associated with being a COVID-Safe event compared to delivery in Fremont Park.
  - 4.8.5 The venue has an existing COVID Management Plan developed for SANFL events which the administration can refer to when developing one for Carols. However, extra security, a ticketing system and a strong hygiene and cleaning program will still need to be delivered at this site to ensure the event meets requirements outlined in the Plan.
  - 4.8.6 The administration can explore options for the Club to be involved at the event to further instil a sense of pride in Playford.

**4.9** The event budget allocated to deliver Carols 2020 is \$90,252. A breakdown of event requirements across both sites is represented in the table below, inclusive of elements from Carols 2019 for comparison and the event's current standard. Items in yellow reflect where there is flexibility with costs and expenditure can be scaled back. Items marked with an 'X+' indicate where the administration needs to spend more to be COVID compliant. Quotes are still yet to be sought from suppliers on controls, such as fencing the event, extra security, a ticketing system and administration, additional signage and a heightened hygiene and cleaning program. For this reason, the total estimates in the table are representative of +/- 20% accuracy but are based on some previous costs.

<b>Playford Community Christmas Carols – Event Requirements</b>			
<b>KEY:</b> Items in yellow – cost flexibility – can be scaled back. X+ additional costs to be COVID compliant	<b>2019 Carols</b>	<b>Fremont Carols</b>	<b>Centrals Carols</b>
<b>Infrastructure</b>			
Stage & Sound	X	X	X
Marquees, Chairs, Tables etc.	X	X	X
Lighting	X	X	X
Power	X	X	
Water	X	X	
Waste Management - stations & staff removal	X	X	
Hygiene - hand washing bays & sanitiser stations	NA	X	X
Toilets & Parents Room Hire	X	X	
Temporary Fencing – backstage	X	X	X
Temporary Fencing – around event site	NA	X+	
Flooring – wheelchair access	X	X	X
Flooring – aisles in viewing area	NA	X+	X+
Ticketing – validation equipment at entry	NA	X+	X+
<b>Entertainment</b>			
Headline Act	X	X	X
Welcome to Country	X	X	X
AusLan Interpreter	X	X	X
Supporting Acts & Father Christmas	X	X	X
Roaming Entertainment	X	X	X
Fireworks	X	X	X
Stage Props – i.e. inflatables	X	X	X
<b>Staffing</b>			
Council staff – extra required to deliver a COVID Safe event	X	X+	X+
Security –to manage entry, exits, front of stage and crowd congestion across site.	X	X+	X+
Cleaners – tripled to manage amenity cleaning and wiping down surfaces	X	X+	X+
Event labour – bump in and bump out	X	X	X
<b>Marketing &amp; Signage</b>			
Traffic Management – inc. digital roadside signs	X	X	X
Billboard decals (x2)	X	X	X
Letters to residents – fireworks notification	X	X	X
COVID-Safe Signage		X	X
<b>Other</b>			
Ticketing – system, admin and promotion	NA	X	X
Photographer	X	X	X
Drone hire	X	X	X
Catering (backstage, VIPs)	X	X	X
Event Cancellation Insurance (does not cover COVID)	X	X	X
Licence Fees (music)	X	X	X
<b>Estimated total cost to deliver to maintain at current standard (+/- 20%)</b>	<b>\$88,357</b>	<b>\$108,556</b>	<b>\$93,786</b>
<b>Cost per head.</b>	<b>\$25</b>	<b>\$87</b>	<b>\$27</b>
<b>2020/21 Budget Allocation: \$90,252</b>	Based on 3,500 ppl	Based on 1,250 ppl	Based on 2019 attendance

- 4.10** Currently, the South Australia Police Band have been booked for 5 December 2020 for the event line-up. Additional entertainment it yet to be booked. Local talent sourced within South Australia is advised to mitigate risk should borders remain locked down.
- 4.11** No event insurance covers cancellation due to COVID-19.
- 4.12** The administration is not budgeting for sponsorship. Many councils have paused their sponsorship program in response to COVID.
- 4.13** While the Administration acknowledges holding one large scale event can carry risk of cancellation should COVID-19 cases spike in South Australia, the administration is exploring other innovative ways to deliver a sense of pride, connection and festive cheer with the community should restrictions reverse and Carols be forced to cancel. Not holding the event is an option for the Committee to consider.

## **5. OPTIONS**

### Recommendation

Subject to an approved COVID Management Plan, the 2020 Playford Community Christmas Carols to be held on Saturday 5 December 2020 at X Convenience Oval.

### Option 2

Due to the uncertainty of the COVID-19 pandemic, do not hold Playford Community Christmas Carols event in 2020 and explore alternative ways to deliver civic events outcomes.

## **6. ANALYSIS OF OPTIONS**

### **6.1 Recommendation Analysis**

#### 6.1.1 Analysis & Implications

Management of large-format mass public gatherings, like Community Carols, will likely be impacted due to COVID-19 until there is a widespread vaccine available. This means there will be more resource burden to ensure the event is COVID safe.

Carol's current location at Fremont Park would have large financial implications beyond the event budget, to meet COVID compliant safety requirements. It would also restrict the number of community members who can attend to 1,250 attendees.

Changing the location of Playford Community Christmas Carols 2020 from Fremont Park to X Convenience Oval will facilitate larger crowd numbers, enable the same level of event and will provide existing COVID-compliant infrastructure and systems which can be leveraged to save on costs. The central location is also close to public transport and accessible to our community.

Subject to the Committee's approval, the administration will then commence the detailed design, planning, budgeting and risk assessment for delivery of Carols from the X Convenience Oval site.

It is important to note, that delivery of Carols from this site will still be subject to COVID Management Plan approval from State Government's COVID Management Committee.

Additionally, the strategic intent to promote community pride, celebrate Christmas and connect with the community can still be successfully achieved under this recommendation.

### 6.1.2 Financial Implications

Quotes are still yet to be sought from suppliers on COVID-compliant controls in order to narrow in on full event cost. This includes quotations on such items as extra security, a ticketing system and administration, additional signage and a heightened hygiene and cleaning program. Current estimations and possible scaling back of entertainment is likely to result in the event being within budget.

The approval process for the event's COVID Management Plan may present additional COVID control measures and costs not yet identified and budgeted for. This could impact on the ability to deliver the event which may require the event scope to be brought back to the committee for further consideration.

Event insurance is another factor. Should Carols be cancelled due to higher risk of infection leading up to the event and a change in restrictions, cancellation will not be covered.

## **6.2 Option 2 Analysis**

### 6.2.1 Analysis & Implications

Given the uncertainty with the COVID-19 pandemic and event insurance not covering cancellation due to COVID, not holding the event in 2020 is an option.

Whilst the safest option for the community is not to participate in mass gatherings, a decision at this point not to hold the event is likely to be faced with community dissatisfaction.

Should the event face cancellation in future, or the Committee consider not holding the large event as a preferred option, the administration will still look to innovative solutions to deliver festivities, pride and community connection via other methods. These methods may include supplying Christmas packs out to the community, projecting a Christmas display on the Windsor Car Park, holding competitions with the community and hosting smaller satellite initiatives around the city.

### 6.2.2 Financial Implications

A smaller portion of the budget will be used for alternate initiatives meaning there would be savings to be returned to the Council budget.

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# **INFORMAL DISCUSSION**

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**6.1 COVID Management Plan for Events**

**Presenter:** Ms Joanne Edwards

**Purpose:** To inform the Civic Events Committee of SA Health's COVID Management Plan requirements for large scale events.

**Duration:** 20 Minutes

**6.2 Civic Events Committee Workplan 2020****Attachments :**        1 [↓](#). Committee Workplan 2020**Presenter:**        Ms Lilly Bukva**Purpose:**            To review the Committee workplan.**Duration:**        5 Minutes

## City of Playford Civic Events Committee Work Plan 2020

<b>2 September 2020</b>	<b>Date of Event</b>
<b>No Meeting</b>	
<b>7 October 2020</b>	<b>Date of Event</b>
<u>Community Carols 2020</u> <b>Discussion:</b> Committee to receive an update on event management and planning.	5 December 2020
<u>Australia Day 2021</u> <b>Discussion:</b> Committee to receive an update on event management and planning.	26 January 2021
<b>4 November 2020</b>	<b>Date of Event</b>
<u>Community Carols 2020</u> <b>Discussion:</b> Committee to receive an update on event management and planning.	5 December 2020
<u>Australia Day 2021</u> <b>Discussion:</b> Committee to receive an update on event management and planning.	26 January 2021
<b>2 December 2020</b>	<b>Date of Event</b>
<u>Community Carols 2020</u> <b>Discussion:</b> Committee to receive an update on event management and planning.	5 December 2020
<u>Australia Day 2021</u> <b>Discussion:</b> Committee to receive an update on event management and planning.	26 January 2021