NOTICE

of

CIVIC EVENTS COMMITTEE MEETING

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

TO BE HELD IN

COMMITTEE ROOM
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH

ON

WEDNESDAY, 4 DECEMBER 2019 AT 4:00PM

SAM GREEN
CHIEF EXECUTIVE OFFICER
Issue Date: Thursday, 28 November 2019

MEMBERSHIP

PRESIDING MEMBER – CR GAY SMALLWOOD-SMITH

Australian Navy Cadets
(Mr Tony Vidorin)

City of Playford Councillor
(Cr Shirley Halls)

City of Playford Councillor
(Cr Dennis Ryan)

City of Playford ex-officio
(Mayor Glenn Docherty)

Elizabeth Playford Lions Club
(Mrs Beryl Tearle)

Playford District Girl Guides
(Mrs Angela Wareing)

Ridley District Scouts
(Mr Brett Kallin)

Rotary Club of Elizabeth
(Ms Delwyn Watts)

St John SA
(Mr Chris Kenny)

Youth Advisory Committee
(Ms Nicole Worthley)

City of Playford
Civic Events Committee Meeting

AGENDA
WEDNESDAY, 4 DECEMBER 2019 AT 4:00PM

1 ATTENDANCE RECORD

1.1 Present

1.2 Apologies

Mayor Glenn Docherty

1.3 Not Present

2 CONFIRMATION OF MINUTES

RECOMMENDATION

The Minutes of the Civic Events Committee Meeting held 6 November 2019 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.

5.1 Planning Scope - 2019 Playford Community Christmas Carols (Attachment).....6

5.2 Planning Scope - 2020 Playford Australia Day Celebrations (Attachment).....51

6 INFORMAL DISCUSSION

6.1 Civic Events Committee Workplan (Attachment) 56

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 - 2019 PLAYFORD COMMUNITY CHRISTMAS CAROLS

Responsible Executive Manager : Ms Lilly Bukva

Report Author : Mr Adam Cox

Delegated Authority : Matters delegated to the Committee.

Attachments : 1⇩. Operational Briefing

PURPOSE

To present to the Civic Events Committee the planning scope, incorporating updates and decision making timelines, for the 2019 Playford Community Christmas Carols.

STAFF RECOMMENDATION

The Committee approves the planning scope for the 2019 Playford Community Christmas Carols.

EXECUTIVE SUMMARY

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).

In order to promote transparency with the community and maintain a formal decision making process, this report will scope out the planning and decision making timelines for the 2019 Playford Community Christmas Carols.

1. BACKGROUND

The 2018 Community Christmas Carols was cancelled due to electrical storms, high winds posing risks to the community. Consideration is given to the recommendations in the 2018 debrief report when planning the 2019 event.

By formalising each aspect of the event, administration will be able to effectively monitor and engage the relevant parties and provide an improved service and event to the community.

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 Confirmation that the 2019 City of Playford Community Christmas Carols will be held on Saturday 7 December 2019 starting at 4:30pm with children's activities.

4.2 The Committee will only be able to make decisions that fall within the delegations given by council and in accordance with all policies.

4.3 Decisions that fall outside of the Committee's delegation will be referred to Council for a determination.

4.4 Social media competition to seek a local performer or group to sing at the 2019 Playford Community Christmas Carols has been decided. The successful entrant was Jaydn Rutland, a Playford local.

4.5 Parking passes for the 2019 City of Playford Community Christmas Carols will be provided to the Civic Events Committee at the December meeting. Councillors will also receive one parking pass each.

4.6 Draft operation briefing included for information.

4.7 Deaf Can:Do have partnered with the City of Playford to provide Auslan interpreters for the 2019 Community Christmas Carols.

5. OPTIONS

Recommendation

The Committee approves the planning scope for the 2019 Playford Community Christmas Carols.

Option 2

The Committee approves the planning scope for the 2019 Playford Community Christmas Carols, with the following amendments:

1. _____
2. _____
3. _____

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

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 of the following year.

6.1.2 Financial Implications

There are no financial or resource implications.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Any amendments to the scope will need to consider resource and timing implications to ensure successful delivery of the event. 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.

CITY OF Playford

The City of Playford Community Christmas Carols Operations Manual Saturday 7 December 2019

playford.sa.gov.au

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Introduction

The purpose of the Briefing Document is to provide principles, practices, instructions and information to assist you in preparing for the event.

Details

Event: City of Playford Community Christmas Carols 2019

Date: Saturday 7 December 2019

Time: Pre entertainment from 4.30pm
Event 5.30pm until 9.45pm
*sunset 8.19pm

Location: Fremont Park
Main North Road, ELIZABETH SA 5112

Event Description

The City of Playford has been hosting the Community Christmas Carols on the first Saturday in December since 2011. Hope Central Church started the community event in 1999 but requested that the Council take over the management of the event as it was outgrowing their capacity. In 2017 the event attracted around 3,500 patrons.

Reasons for the event

- Celebrate Christmas
- Engage local community
- Enhance community pride and reputation
- Promote livable neighbourhoods
- Facilitate a healthy and socially connected community

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Site Map

Performer Parking
Fireworks Zone
Toilets
Life Be in it
Food Vendors
Aus Green Clean
AGC Bus
RAN Band Bus
Tim Parking
HQ Tent

Entertainment Schedule

Time	Performance	Duration	Performer	Song	Notes
5.30pm	Grenville Players	30min		3-4 songs	
6.00pm	Reset Stage	5min			
6.05pm	Kuma Kaaru	20 min		Aboriginal Carol - Jack Buckskin	
6.25pm	MC Official Opening	5min	MC's	Tim Campbell	
6.30pm	Elio Kids Performance	20min		Stage Performance	
6.50pm	MC welcome local performer	5min	MC's	Tim Campbell	
6.55pm	Local Competition winner	10min	Jaydn Rutland	O Holy night Here with us – Joy Williams	1 x Radio Mic's USB playback
7.00pm	Mayor's Address	5min	Glenn Docherty		
7.05pm	Once upon a princess	20min	Once upon a princess	• We Wish You A Merry Christmas Opening number (instrumental for us to walk on with) • Get Your Sparkle On • Rudolph The Red Nose Reindeer • Moana song - How Far I'll Go • Christmas (great sing-along I get them to sing Christmas to Darlene Love's backing) • Elsa's song - Let It Go	3 x Radio Mic's USB playback
7.25pm	Tim Campbell	5min		• I'm a believer	1 Songs
7.30pm	Essence set	15min		• O Holy Night • Man with the Bag • Never Enough - Greatest Showman	3 songs
7.45pm	Tim Campbell	10min		• Rockin' around the Xmas tree • Christmas baby, please come home	2 Songs
7.55pm	Reset Stage	5min			
8.00pm	Australian Girls Choir	20min		• 12 Days of Christmas • Away in a Manger • Mary's Boy Child	4 songs

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				• We Wish You a Merry Christmas	
8.20pm	Reset Stage	5min			
8.25pm	Royal Australian Navy Band	45min		• Opening Number – It's the Holiday Season • Oh Come All Ye Faithful • Ding Dong Merrily on High • Silent Night • Joy to the World • Hark the Herald Angels Sing • Jingle Bells • Band feature - What Christmas means to me	8 Songs
9.10pm	Tim Campbell	15min		• Jingle bell rock • Have yourself a merry little Xmas • Uptown funk	3 Songs
9.25pm	Finale Royal Australian Navy Band Tim Campbell	5min (Band + Tim)		• Santa Clause is Coming to Town	1 Song
9.30pm	Father Christmas	5min	ALL		
9.35pm	Fireworks	15min			

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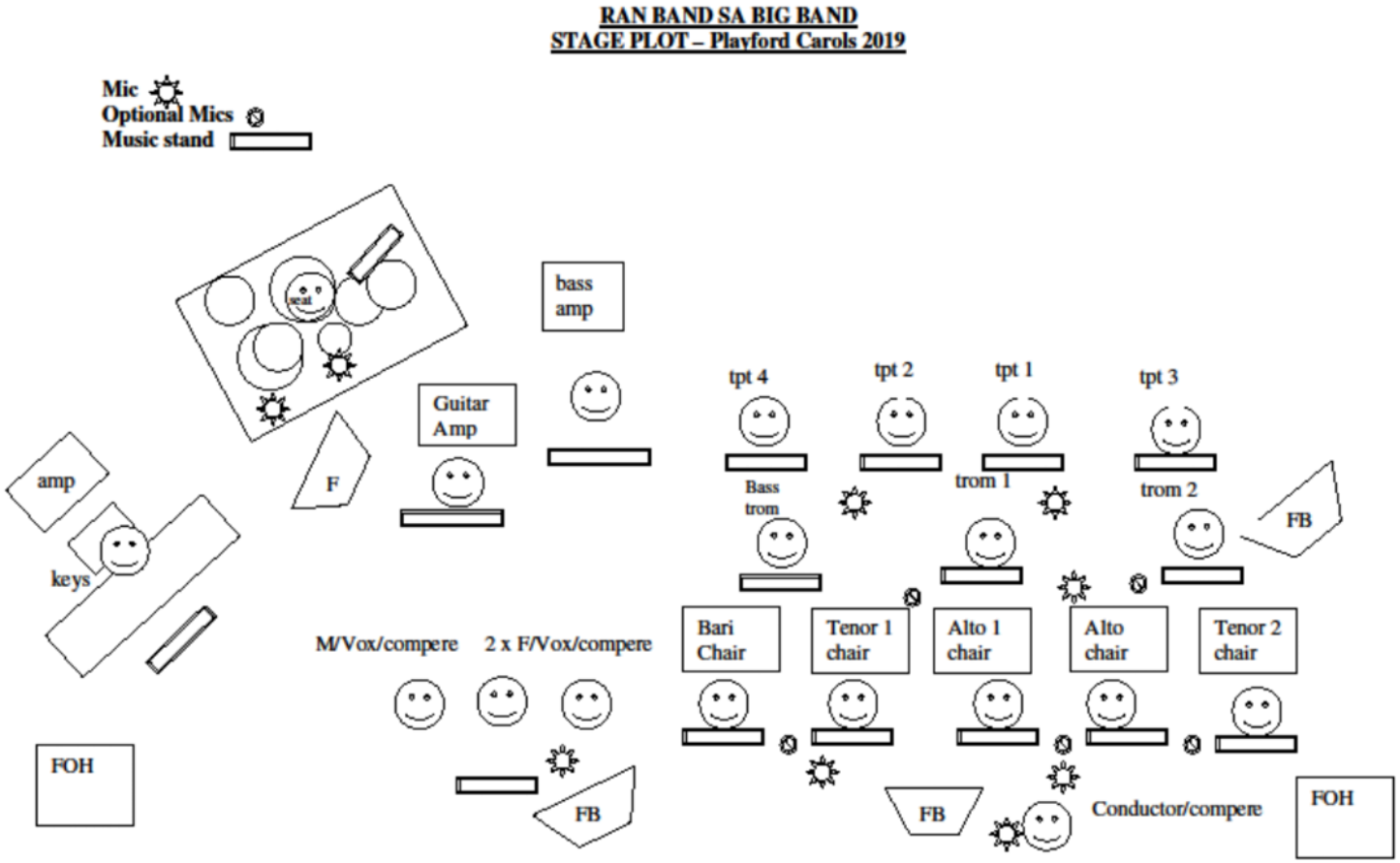
RAN Band – Stage Plot



Backline

1 @ Marshall JCM 900 Combo – Guitar Amp
1 @ Fender Hot Rod Deville – Guitar Amp with a footswitch
1 @ Ampeg SVT 3 Pro - Bass amp

DRUM KIT
1 @ 5-piece Pearl drum kit - (22" kick, 10" & 12" rack toms, 14" & 16" floor toms plus a snare)
Cymbal Pack - (14" hi-hats, 16" & 18" crashes and 20" ride)
Drum Stool and Mat

KEYS
1 @ Roland RD 700sx – Stage Piano with a sustain pedal
Piano Stool & Stand

Line List

Channel	Instrument	Mic
1	Kick Drum	B52
2	Snare	E904
3	Hats	SM81
4	Rack 1	E904
5	Rack 2	E904
6	Floor	E904
7	Overhead	SM81
8	Bass	DI
9	Guitar 1	SM57
10	Guitar 2	SM57
11	Keys 1	DI
12	Keys 2	DI
13	Trumpet 1	SM57
14	Trumpet 2	SM57
15	Trombone 1	SM57
16	Trombone 2	SM57
17	Trombone 3	SM57
18	Sax 1	SM57
19	Sax 2	SM57
20	Sax 3	SM57
21	Acoustic DI	DI
22	RX1	

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23	RX 2	
24	RX 3	
25	RX 4	
26	RX 5 (MC)	
27		
28		
29		
30		
31	Playback L	DI
32	Playback R	DI

Parking

Parking is available on the day. Please enter from Ifould Road, Elizabeth and follow the directions of the attendant. Guests and performers will be issued with a parking permit closer to the event. Please advise performer numbers and car parks required to acox@playford.sa.gov.au

Greenroom

Dressing rooms will be available for performers to use immediately before and after their

performance. Staff and security will be stationed backstage, but cannot guarantee the safety of your belongings. These dressing rooms will need to be vacated once the performance is over to allow for following performer access.

Dressing Room Number	Performer
1 (6mx3m)	RAN Band
2 (6m x 3m)	AG Choir
3 (3mx3m)	Tim Campbell
4 (3mx3m)	(floating)
5 (3mx3m)	Princesses
6 (3mx3m)	Roving Entertainment

Sound Check

The below times have been allocated for performers. Please advise ASAP if this allotted time does not suit.

Artist	Time	Duration
Community Caroller	1.30 pm	20 min
Mr Oopy	2.00 pm	15 min
Essence Band	2.15 pm	15 min
Once Upon a Princess	2.30 pm	15 min
Grenville Players	3.00 pm	30 min
RAN Band	3.30 pm	60 min
Australian Girls Choir	4.30 pm	15 min

Tim Campbell Transport

Tim will hire a vehicle and make his way to the event. Designated parking space available for Tim on arrival.

Event Run Sheet

Setup Run sheet

Time	Task	Responsible Person
	Thursday 5 December	
	Cut Grass	Lisa C
	Graffiti Check	Lisa C
	Street Sweeping	Lisa C

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	Irrigation Shutdown	Lisa C
	Check Garden Beds/ Tidy	Lisa C
	Friday 6 December	
8.00am	Adam Onsite, Open Park	Adam
8.00am	Global Stage deliver Stage	Adam
9am – 12pm	Bin Delivery	Australia Green Clean
9.00am	Kimberley + JP arrive	
9.30am	Vanity Hire deliver Toilets	Adam
10.00am	Ez Event Hire Deliver and setup Marquees + Tables Etc.	Adam
11.00am	AJS Arrive to setup Roof (ready by 4 pm)	Adam
11. 30am	Apollo arrive to setup site power and lighting (returning to complete at 4 pm)	Adam + Apollo
	Set up Playford Marquee	Adam + Kim
	Distribute Playford umbrellas on Markets lawns	Adam + Kim
	Set up Councillor tent	
	Set up Playford Trestles and clothes	Adam + JP
	Distribute Chairs and tables from Ez Event according to the allocation	Adam + JP
	Setup St Johns tent	Adam + JP
1.00pm	Install event Signage	Adam + Fremont Team
	Install Playford Vinyl Banners and Sponsor banners	Adam + Fremont Team
	Install Drinking water pipe from cleaners room	Adam + Fremont Team
5.00pm	Security arrives (Handover site)	Adam/ Weslo
	Saturday 7 December	
9.00am	Adam Onsite, Open Park	Adam
9.00am	AJS Arrive to set up Production	Adam / AJS
9.00am	SA Water arrives to set up Trailer	Adam + SA Water
9.00am	Advance tent Install Flooring and bunting around wheelchair signage	Foxy + Adam
10.00am	Three Wishes arrive to set up parents room	Adam
9.30am	Field staff arrive to assist in park	Field Staff
9.30am	Install bunting around a deaf seating area	Field Staff
11.00am	Rollin Roast arrive	Adam
12.00pm	Kim + Lisa + Nina (Lisa to stay at HQ)	
1.30pm	Soundcheck Begin	Nina + AJS
2.00pm	Kate to arrive onsite + assist vendors with setup location and compliance	Kate
2.00pm	Rotary + Lions Arrive to begin setup	Kate

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2.00pm	Jo Edwards onsite (assist with HQ)	Jo Edwards
2.00pm	Peter light man arrives	Kate
2.30pm	Food Vendors arrive	Kate
3.00pm	Bin Distribution	Australia Green Clean
3.00pm	Can do for kids arrive	Kate
3.35pm	Life Be In It arrives to setup	Kate
4.00pm	Sarah arrives Assist with HQ	Sarah
4.30pm	Kids Activities Begin	Kate
5.00pm	Sound check Concludes	Nina + AJS
5.00pm	Sophie Arrive to assist with HQ	Sophie Alicajic
5.30pm	Event Start	

Event Program

Time	Task	Responsible Person
5.30pm	Event Start	
5.30pm	Grenville Players	30 min
6.00pm	Reset Stage	
6.00pm	Roving Elves x4	45 min
6.05pm	Kuma Kaaru	20 min
6.25pm	MC Official Opening	5min
6.30pm	Elio Kids Performance	20 min
6.50pm	Roving Puddings x2	45 min
6.50pm	MC welcome local performer	5min
6.55pm	Community Carols Winner	5 Min
7.00pm	Mayor's Address	5 Min
7.05pm	MC welcome Princess	
7.05pm	Once Upon a Princess	20 min
7.25pm	Tim Campbell (I'm a Believer)	5 min
7.30pm	MC welcome Essence - Band	1 min
7.30pm	Band - Essence	15 min
7.30pm	Roving Elves x4	45 min
7.45pm	Tim Campbell (2 songs)	10min
7.45pm	Roving Puddings x2	45 min
7.55pm	Reset stage	5 min
8.00pm	MC welcome Australian Girls Choir	1 min
8.00pm	Australian Girls Choir	20 min
8.20pm	Reset Stage	5 min
8.25pm	MC welcome RAN Band	1 min

8.25pm	RAN Band (8 songs)	45min
9.10pm	Tim Campbell (3 songs)	15 min
9.25pm	MC welcome back RAN Band	
9.25pm	RAN Band + Tim Campbell Finale	5 min
9.30pm	MC welcome Father Christmas to the stage	5 min
9.35pm	FIREWORKS (LIGHTS OUT)	10 min
9.45pm	Event Close	

Pack Down Run Sheet

Time	Task	Responsible Person
	7 December	
9.45pm	Event close	
9.45pm	Security escort Tim to a waiting car	Nina
10.00pm	Security clear crowd	Adam
10.00pm	AJS Pack down Production and roof	Nina
10.00pm	Fremont staff collect signage and return to depo	Kate
10.00pm	SA Water bump-out Trailer	Adam
10.00pm	Pack up event signage around the perimeter + Food vendor's	Kim + Kate
10.30pm	Clean up HQ, green rooms and catering tent	Adam + Sarah + Nina
11pm	Ensure site is clear and secure	Suzanne
11.30pm	Hand over to security	Suzanne
	8 December	
8.00am	Adam + Kim + JP Onsite	Adam
8.00am	Global Stage arrives to clear the stage	Adam
8.00 am	EZ Event Hire Pack up Tents	Adam
	Apollo Pack up Lighting and generator	Adam
8.30am	Three Wishes arrive to collect Parent room	Adam
8.30am	Vanity arrives to collect and pump toilets	Adam
	Pack up POC Tables and Clothes	Adam+ Kim + JP
	Pack up POC tents	Adam+ Kim + JP
	Pack up Playford Vinyl Banners	Adam+ Kim + JP
	Roll up drinking water supply	Adam+ Kim + JP
11.00am	Security knock off	Adam
2.00pm	Site Clear return Van KNOCK OFF	Adam+ Kim + JP

Infastructure Assignment

Location	Requirements	Notes
Main Carols Area		

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Carols Area	Toilet Signage	From POC
HQ	2x 3mx3m Playford Marquee (4 sides) 6x Trestle table 6x Playford Table Cloths 6x Chairs 1x Fans	Marquee from POC Tables from POC Table Clothes from POC EZ Event Hire
St Johns	1x 4mx4m Playford Marquee (3 sides) 2x Trestle table 4x Chairs	Marquee from Civic From Poc Chairs from Ez Event
Green Rooms	1x 24mx3m Marquee (all sides) +6 divider walls 1x 6mx3m Marquee (3 sides) 13x Trestle tables 36x Chairs 4x Fans 2x Mirrors Room Numbers	Marquees from Civic Centre Tables from POC From POC From POC
Catering	1 Bin Station 5x Trestle tables 16x Chairs 20 pieces Temporary fencing 30m "Playford Vinyl Banners" to close of Backstage area Star Droppers	Australian Green Clean Ez Event Hire Banners from POC
Council Tent	1x 6mx3m Marquee (3 sides) 2 x Trestle Tables 56x Chairs 1x Esky for Water 20m Playford Vinyl Banners	Marquee from EZ Event Hire Tables from EZ Event Hire Chairs from EZ Event Hire Esky from POC from POC
SA Water Quench Bench	30m Water grade polly and a tap (Lisa Cavanagh) 20m "Playford Vinyl Banners" to protect water run from cleaners room	 from POC
Car Parking	6x Hi-Vis Vest 4 x Light up battens	From POC From POC
Wheelchair + Deaf area	12x Star droppers Bunting Signage Zip ties	
Food Area		

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Food Area	3x Bins 40m "Playford Vinyl Banners" to close of Fireworks area 7x Market Umbrellas	From Australian Green Clean Banners from POC Star Droppers from Lisa C POC cage
Kids Zone	4x Trestle Tables 14x Chairs 1 x 10amp Circuit	Ez Event Hire
CanDo: 4Kids		
Starlight Christmas		
Tornado Potato	1x 15amp power 10m "Playford Vinyl Banners" to protect power run from the rotunda	
Rotary/ Lions BBQ		
Items	Total	Supplier
POC		
4mx4m Black Marquee	1	Civic
3mx3m White Playford Marquee	2	POC
POC Trestles	10 (8 + 2 spare)	POC
POC Table clothes	6	POC
Eskies	2	POC
Rubbish Bins	12	Australian green Clean
Water Grade Polly	30m	Lisa
Playford Vinyl Banners	11	
Star Droppers	60	
Clip Boards	4	
Playford Market Umbrella	8 (2 in VIP, 6 in Kids Zone) weights	POC
Sunscreen/ Hand Sanitiser	6	(Stores)
Zip Ties	4 bags	Stores
Wrist Bands	For children's names (lost children)	Cage
Clock	Stage time	
Textas	For wrist Bands	
Room Numbers	For dressing rooms	
EZ Event hire		

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6mx3m White Marquee	2 (Council tent + Catering)	EZ Event
3mx24m White Marquee	7 (Dressing room)	EZ Event
Trestle Tables	24	EZ Event
Chairs	130	EZ Event
Fans	6	EZ Event
White picket fence	10 pieces, 10 Poles	EZ Event
Temporary Fencing	20 pieces	Ez Event

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Vendors

Vendor	Food Offerings	Contact Name	Contact Number	Notes	
SA Tornado Potato	Potato on a stick (3x3)	Nathan Woon	0449 110 070 satornadopotato@gmail.com	Returning – $50	Forms recieved
Rollin Roast	Roast meat subs, Chips, Wedges, Dagwood Dogs (9x3)	Sandi	0412462790 rollinroast@gmail.com	Returning – $150	Awaiting forms
Rotary Club/ Lions Club	BBQ, Steak sandwich (9x3)	Peter Korrndorfer	0402 483 059 elizabethplayfordlions@gmail.com	Returning – $0	Form recieved
Cool Cones	Ice cream, Fairy Floss & Coffee (9x3)	Generoso Santoro	0417 817 509 Coolcones55@gmail.com	Returning –$150	Forms received
Uz Gozleme	Turkish Street Food (3x3)	Abdu Rashid	0466 236 926 abdu_rashid@hotmail.com	New in 2019 - $50	Forms received
Sugar Coated Cakes	Sweet cakes and desserts (3x6)	Jessica Fileti	sugarcoatedcakes@outlook.com	New in 2019 - $100	Forms Received
Tropica Snow Cones	Shaved Ice Sno Cones (3x3)	Kate Walsh	0421 570 035 Adelaidesnowcones@hotmail.com	Returning – $50	Forms Received Awaiting CoC
Starlight xmas shop	Flashing Lights (9x3)	Peter Karpluk	0407 001 282 pkonthemove@hotmail.com	Returning – $150	Form Recieved
Can:Do 4Kids	Branded Candles (3x3)	Lauren Pike	Lauren.Pike@candogroup.com.au 0423 629 760	Returning – $0	

Vendors must comply will all requests from City of Playford staff and comply with all relivent legislation, licences and certificates. This includes all electrical items having a current tag test and any exposed cables must be covered in accordance with AS/NZS 3002.2008 and the OTR. (http://www.energymining.sa.gov.au/energy_and_technical_regulation/office_of_the_technical_regulator)

Uniform

Playford long-sleeve event shirt, black pants, comfortable shoes (you will be walking on grass)

HiVis “Event Personnel” vest for setup and pack down

Staff Roster

Time	Security	Adam Cox	Kimberley Wandle	Nina Swikles	Sophie Alicajic	Sarah Lamborn	Lisa Baker	Jo Edwards	EOI Field staff	Kate Harward	Field Staff 1	Field Staff2	Scouts
08:00:00	Security												
08:30:00	Security												
09:00:00	Security	Setup							Setup				
09:30:00	Security	Setup							Setup				
10:00:00	Security	Setup							Setup				
10:30:00	Security	Setup							Setup				
11:00:00	Security	Setup							Setup				
11:30:00	Security	Setup							Setup				
12:00:00	Security	Setup	Setup	Setup			HQ		Lunch				
12:30:00	Security	Setup	Setup	Setup			HQ		Setup				
13:00:00	Security	Lunch (1-2pm off site)	Setup	Stage Manage			HQ		Setup		On site	On site	
13:30:00	Security	Lunch	Setup	Stage Manage			HQ		Setup		On site	On site	
14:00:00	Security	Setup	Lunch	Stage Manage			HQ	HQ		Setup	On site	On site	
14:30:00	Security	Setup	Setup (Food Vendors)	Stage Manage			HQ	HQ		Setup (Food Vendors)	On site	On site	
15:00:00	Security	Event Manage	Setup (Food Vendors)	Lunch		Council Tent Setup	HQ	HQ		Setup (Food Vendors)	On site	On site	
15:30:00	Security	Event Manage	Setup (Food Vendors)	Stage Manage		Council Tent Setup	HQ	HQ		Setup (Food Vendors)	On site	On site	Parking Assistant
16:00:00	Security	Event Manage	HQ	Stage Manage		Council Tent Assistant	Dinner4.00-4.30pm	HQ		Setup (Food Vendors)	On site	On site	Parking Assistant
16:30:00	Security	Event Manage	HQ	Stage Manage		Council Tent Assistant	HQ	Dinner 4.30-5pm		Setup (Food Vendors)	On site	On site	Parking Assistant
17:00:00	Security	Event Manage	HQ	Stage Manager	HQ	Council Tent Assistant	HQ	HQ		Setup (Food Vendors)	On site	On site	Parking Assistant
17:30:00	Security	Event Manage	HQ	Stage Manage	HQ	Dinner 5:30-6pm	HQ	HQ		Videography/Social Media	On site	On site	Parking Assistant
18:00:00	Security	Event Manage	HQ	Dinner 6.00-7.30pm	HQ	Council Tent Assistant	HQ	HQ		Dinner 6.00-6.30pm	On site	On site	Parking Assistant
18:30:00	Security	Event Manage	Dinner 6:30-7pm	Stage Manage	HQ	Council Tent Assistant	HQ	HQ		Videography/Social Media	On site	On site	Parking Assistant
19:00:00	Security	Dinner 7-7:30pm	HQ	Stage Manage	HQ	HQ		HQ		Videography/Social Media	On site	On site	Parking Assistant
19:30:00	Security	Event Manage	HQ	Stage Manage	Dinner 7.30-8.00pm	HQ				Videography/Social Media	On site	On site	Parking Assistant
20:00:00	Security	Event Manage	HQ	Stage Manage	HQ	HQ				Videography/Social Media	On site	On site	Parking Assistant
20:30:00	Security	Event Manage	HQ	Stage Manage	HQ	HQ				Videography/Social Media	On site	On site	Parking Assistant
21:00:00	Security	Event Manage	HQ	Stage Manage	HQ	HQ				Videography/Social Media	On site	On site	Parking Assistant
21:30:00	Security	Runner - Turn off and on Sit	Runner - Turn off and on Sit	Stage Manage	HQ	HQ				Videography/Social Media	On site	On site	
22:00:00	Security	Packdown	Packdown (Break 9:30-9:40	Packdown	Packdown	Packdown				Packdown	On site	On site	
22:30:00	Security	Packdown	Packdown			Packdown				Packdown	On site	On site	

	Adam	Kim	Kate	Nina	Jo	Sarah	Lisa	Sophie				
Sign in Time												
Sign Out												

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Time												

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Contacts

Internal Contact		
Adam Cox (Event Manager)	Events & Activation Officer	0481 910 875
Kimberley Wandel	Events & Activation Officer	0488 605 695
Nina Swinkles	Stage Manager	0401 776 446
Lisa Baker	Manager – Events, Arts & Culture	0403 753 735
Kate Hayward	Events and Activation Marketing Partner,	0402 969 824
Lilly Bukva	Acting Senior Manager - Marketing, Communications & The Arts	0481 007 331
Sophie Alicajic	HQ Assistant	
Sarah Lamborn	Executive Assistant Mayor	8256 0188 (Adam has mobile contact)
Andrew Nesbitt	Acting General Manager – City Services	0423 024 443
Dave	Fremont Staff	0417 303 657
Andrew Russo	Civic Centre Venue Manager	0466 406 265
Glenn Docherty	Mayor	0413 219 868
Sam Green	CEO	0407 733 368
Jo Edwards	Acting Media & Comms	0466 453 031
Renae Bryan	Business Support -City Ops	8256 0160
Andy Slager	Senior Manager City Ops	0417 016 128
Mark Dawson	Asset Operations	0434 860 783
John Roberts	Senior Manager of Asset Operations	0488 945 611
Lisa Cavanagh	Manager Parks + Landscape (irrigation)	0417 016 124
Scott Rodda	Manager Roads + Stormwater (banners + bins)	0466 445 348
Greg Wegund	Manager Support Services (Graffiti + Site clean)	0457 905 847
Darren Neilson	Manager Parks + Verges	0417 016 125

Council Rapid Response	Playford Rapid Response	0403 580 559 – Grey (Civil Infrastructure) 0439 892 338 – Green (Park / Horticulture Assets)
External Contractors		
Fireworks	Head Operator: Peter Paull – 0417 086 712	Assistant: Troy Wilkinson 0430 587 011 Assistant: Will Bishop 0477 551 489 mark@howardsfireworks.com.au
Kathy Tripodi	Musical Director	0417 806 132
Darren Clements	Photographer	0409 559 946 info@darrenclementsphotography.com.au
Kerry Agius	EZ Event Hire	0423 555 381 info@ezeventhire.com.au
Phil Nitschke	Vanity Hire	0467 676 768 phil@vanityhire.com.au
Security	Weslo	Lee Usher Duty After Hours 0704 600 033 franco@weslostaff.com.au
Serena	Three Wishes Mobile Parenting Rooms	0400741957 or 0418144519 enquiries@mobileparentingrooms.com.au
Oracle CMS	After Hours phone support	8256 0333 (direct to council) 08 7079 3400 helpdesk@oraclecms.com
Australia Green Clean	Tess Siviour	0476 920 329 tsiviour@agreenclean.com.au
John Woollatt	SEM Traffic	0407 600 895 jwoollatt@semgroup.com.au
St John First Aid	Chris Kenny	0447 061 967 Chris.Kenny@stjohnsa.com.au
Elizabeth Fire Station	Elizabeth MFS	(08) 8204 3833
Elizabeth Police Station	SAPOL Elizabeth LSA	(08) 8207 9411
Jodie Lee Black	SAPOL Nothern District Planning	0407 542 848 08 8207 9356 jodi-lee.black@police.sa.gov.au
Apollo Lighting	Cris Scarborough	0417 845 635 cris@apollolighting.com.au
AJS Lighting Sound Events	Andrew Gayler	0412 811 452 Andrew@ajsound.com.au
SA Water	Dino	0472 840 614

Jean-Paul	Local Labour	0423 589 247 Johnpaul1368@gmail.com
Entertainment		
Tim Campbell	Fez Krizak	0418802925
Royal Australian Navy Band	Grant Metcalfe	0407 971 256
Australian Girls Choir	Hannah Parton	03 9859 6499
Essence Band	Kathy Tripodi	0417806132
Mr Oopy + (Face painting etc.)	Elio	0414459888
Once upon a Princess	Betty Samis	0408 807024
Kuma Kaaru (Aboriginal Carols)	Claire Or Jack Buckskin	0450 050 150 Or 0416 050 546
Community Caroler	Jaydn Rutland	0432 605 528
Grenville Players	Sian Or John Skidmore	0468 587 344 0406 721 313 8250 3671
Father Christmas	Sam McMahon	
Roving Elves (4) + Puddings (2)	Louise Clarke	0404834589
Fireworks	Mark Petkidis	0413 176 337
Photographer	Darren Clements	0409 559 946

Councillor Tent invite List

	Name	Position	Contact	
1.	Mayor Glenn Docherty	Mayor	0413 219 868 MayorDocherty@playford.sa.gov.au	
2.	Marilyn Baker	Councillor	0418 836 685 crmbaker@playford.sa.gov.au	

3.	Cr Gay Smallwood Smith	Civic Events Committee (Presiding Member)	0417 016 163 CrGSmallwoodSmith@playford.sa.gov.au	
4.	Peter Rentoulis	Councillor	0417 016 146 crarentoulis@playford.sa.gov.au	
5.	Akram Arifi	Councillor	0431 609 531 CrAArifi@playford.sa.gov.au	
6.	Andrew Craig	Councillor	0417 016 160 cracraig@playford.sa.gov.au	
7.	Cathy-Jo Tame	Councillor	0478 283 875 CrCJTame@playford.sa.gov.au	
8.	Clint Marsh	Councillor	0478 283 874 CrCMarsh@playford.sa.gov.au	
9.	David Kerrison	Councillor	0478 283 879 CrDKerrison@playford.sa.gov.au	
10.	Dennis Ryan	Councillor	0478 283 881 CrDRyan@playford.sa.gov.au	

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11.	Jane Onuzans	Councillor	0432 251 207 creonuzans@playford.sa.gov.au	
12.	Katrina Stroet	Councillor	0466 941 362 CrKStroet@playford.sa.gov.au	
13.	Misty Norris	Councillor	0478 283 882 CrMNorris@playford.sa.gov.au	
14.	Shirley Halls	Councillor	0419 866 872 CrSHalls@playford.sa.gov.au	
15.	Stephen Coppins	Councillor	0478 283 876 CrSCoppins@playford.sa.gov.au	
16.	Veronica Gossink	Councillor	0478 283 878 CrVGossink@playford.sa.gov.au	
17.	Sam Green	CEO City of Playford	0407733368 sgreen@playford.sa.gov.au	

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18.	Andrew Nesbitt	Acting General Manager of City Services	0423 024 443 ANesbitt@playford.sa.gov.au	
19.	Grace Pelle	Acting General Manager Strategy & Corporate	GPelle@playford.sa.gov.au	
20.	Greg Pattinson	Acting General Manager Strategic Projects & Assets	0439 846 848 GPattinson@playford.sa.gov.au	
21.	Angela Wearing (Guides)	Civic Events Committee	0419 816 486 angela.wareing@bigpond.com 18 Harvey rd. Elizabeth 5112	
22.	Brett Kalin (Scouts)	Civic Events Committee	0437 071 564 brettkallin@bigpond.com	
23.	Chris Kenny (St John)	Civic Events Committee	Chris.kenny@stjohnsa.com.au	
24.	Tony Vidorin (Navy Cadets)	Civic Events Committee	0408 857 311 tony.vidorin@navycadets.gov.au	
25.	Beryl Tearle (Lions)	Civic Events Committee	08 8522 4826 beryltearle@bigpond.com	
26.	Kathy Tripodi	Hope Central	0417806132 Kathy@s2000.com.au	

50 attending at this stage 22/11/19

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Staff Responsibilities – Insurance and Risk

Council Employees and Volunteers are responsible for:

- Conducting their duties in accordance with the Risk Management policy.
- All council employees are required to comply with the Work Health and Safety Act 2012 (SA) and regulations and the City of Playford Risk & WHS policies and procedures.

Reporting

All incidents must be reported to the Event Manager. These include:

- Property Damage
- Personal Injury
- Near Miss
- Potential Hazard

Please make a note of the following:

- Exactly what happened and when it happened
- A good description of the incident and location
- What they are asking for and why they think the Council is responsible.

Incident Report Forms and Near Miss Forms are available below and at the event.

Event Cancellation Procedure

If an incident causes the alteration or cancellation of the event a decision will be made by the Acting General Manager - City Services.

Should the event be cancelled, the Marketing Partner will coordinate the event cancellation notification to Oracle CMS, Council Website, social media and other media outlets via the Senior Media Advisor.

The Event Manager will also coordinate the event cancellation notification to all Infrastructure suppliers, fireworks, entertainers and contractors involved in the event and the Civic Events Committee.

The 2IC (Kimberley Wandel) will coordinate the cancellation of children's activities, food vendors and stallholders as well as any public on the rotunda side of the park.

All other staff will assist with advising and dispersing the public in a safe and timely manner. Once complete staff will continue to assist Event Manager with contacting relevant contractors.

The Event Manager will be onsite prior to advertised start time to advise patrons of cancellation. Signage will be prepared and erected at key entrance points to advise patrons of the cancellation.

In the event of the HQ tent being unsafe or unavailable, the central meeting point will be the staff compound in Fremont Park.

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Cancellation Script

Attention, due to unforeseeable circumstances the City of Playford has made the decision to cancel the 2019 Community Christmas Carols. Please calmly evacuate Fremont Park. No further activities will take place. I repeat, the Carols event has been cancelled, we ask you to please calmly evacuate the park.

In the interest of public safety, the 2019 Community Christmas Carols have been cancelled. Please calmly evacuate the park. No further activities will take place. Please evacuate.

The event has been cancelled, Please follow the direction of staff and security to evacuate the park.

Cancellation Key Contacts

Sam Green	CEO	0407 733 368
Andrew Nesbitt	Acting General Manager – City Services	0423 024 443
Lilly Bukva	Acting Senior Manager - Marketing, Communications & The Arts	0481 007 331
Lisa Baker	Manager – Events, Arts & Culture	0403 753 735
Jo Edwards	Acting Media & Comms	0466 453 031
Glenn Docherty	Mayor	0413 219 868
Gay Smallwood-Smith	Chair Civic Events Committee	0417 016 163
Oracle CMS	After hours Phone	8256 0333
Kathy Tripodi	Musical Director	0417 806 132
SafeWork SA	Emergency Contact	1800 777 209

Lightning Procedure

Purpose

The purpose of this document is to provide procedures to minimise the risk of injury during times of lightning activity.

Acknowledgement

Parts of this procedure have been sourced from
http://www.lightningman.com.au/safety_procedures.htm

Pre-Event Procedure

The Event Manager is responsible for liaising with the Senior Manager (Marketing, Communications

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& The Arts) on all aspects of risk management. If pre-event weather forecasts indicate the possibility of lightning on the day, then the Event Manager should meet with the Senior Manager to review (or develop) the events lightning contingency plan. This plan should consider personal safety as a priority and should have the agreement of the Civic Events Committee. All event staff and contractors should be made aware of the thunderstorm/lightning contingency plan, and protocols set in place prior to the event.

As a minimum, the plan should include protocols for the following scenarios:

- Safety information and notification
- Postponement of the event
- Cancellation of the event prior to commencement
- Abandonment of the event after it has commenced

Event Day Procedure

If the event day weather forecast still includes the possibility of lightning strikes, the events lightning contingency plan should be implemented. All event staff shall be notified of the lightning contingency plan and what their responsibilities are within the plan. Most importantly, all stakeholders need to be aware of the communication protocol if the event is abandoned after the commencement of the event.

Post Event Review

If the lightning contingency plan has been implemented then, a post-event debrief of the plan's implementation. Any learnings arising from the debriefing shall be included in the Post Event Report.

Background Information on Lightning Behaviour

Anticipating a Thunderstorm

Keep a constant lookout for thunderstorm clouds in the region. They can develop in as little as 15 minutes. If thunder is heard and intra-cloud /cloud to ground lightning can be seen, you are already in a higher risk situation.

Once thunder can be heard, keep estimating the distance to the lightning activity by using the Flash to Bang reckoning method. This is a mental calculation that anyone can do simply by counting the delay between seeing a lightning flash, to hearing the audible thunder associated with the flash.

The rule of thumb is that every 3 seconds of delay between a flash to thunder, equates to a distance of 1 kilometre, so where 30-second flash-to-thunder time interval, the lightning activity is about 10 km away.

Data from lightning location systems shows that you should seek a safe location whenever the flash-to-thunder time (Flash to Bang) interval is less than 30 seconds or 10 km distance to the lightning activity.

The 30/30 Rule

The "30–30 Rule" states that when you see lightning, count the time until you hear the associated thunder, and if this time delay is 30 seconds or less, go immediately to a safe location as described above.

If you cannot see the lightning, just hearing the thunder means you are most likely to already be within striking range, and it is time to seek whatever appropriate shelter is available.

After the storm conditions have apparently dissipated or moved on, wait a further 30 minutes, after hearing the last thunder before leaving the safe area location. Should thunder be heard within this period, recount from the last thunder heard.

The "30–30 Rule" is best suited for existing thunderstorms moving into the area. However, it cannot predict or protect against a first lightning strike. Thunderstorms can develop overhead where there will be no prior notice that a storm is incoming. Be alert to changes in sky conditions portending thunderstorm development directly overhead.

Larger outdoor activities, with longer evacuation times, may require a longer lead-time than implied by the "30–30 Rule."

When lightning threatens, go immediately to a safer location. Do not hesitate. The lightning casualty statistics are full of stories where persons who were just about to make it to safety when they were struck. Even a few extra minutes of lead time can be life-saving.

Lightning Safety for Outdoor Events

Lightning safety awareness should be a priority at every outdoor event, where education is the single most important means of achieving this goal.

The number one rule is that staff, contractors and volunteers need to always consider their situational safety, and those who may find themselves exposed to the risk should always recognise and anticipate their exposure to a changing or high-risk situation, and where an appropriate move to a lower-risk location.

The following steps are suggested:

1. Regularly monitor weather conditions and local weather forecasts prior to scheduled events.
2. Suspension and resumption of activities should be planned in advance, in conjunction with a Lightning Risk Procedure.
3. Understanding of SAFE shelters is essential. SAFE evacuation sites include:
    - Fully enclosed metal vehicles with windows up
    - Substantial buildings
    - Low ground.
4. UNSAFE SHELTER AREAS include all outdoor metal objects, like power poles, fences and gates, high mast light poles, and electrical equipment.
    - AVOID solitary trees.
    - AVOID water.
    - AVOID open fields.
    - AVOID high ground.
5. If you feel your hair standing on end, and/or hear "crackling noises," you are in lightning's electric field. If caught outside during close lightning activity, immediately remove metal objects (including a baseball cap, jewellery, belts, car keys etc), place your feet together, duck your head, and crouch down low with hands on knees.
6. Wait for a minimum of 30 minutes from the last observed lightning or thunder before resuming activities. Be extra cautious during this phase as the storm may not be over.
7. People who have been struck by lightning do not carry an electrical charge and are safe to handle. Apply first aid immediately if you are qualified to do so. Get emergency help promptly.
8. Lightning's remote distance is easy to calculate: If you hear thunder, the associated lightning is within audible range

9. Suspend activities, allowing sufficient time to get to shelter. Of course, different distances to safety will determine different times to suspend activities.
10. be aware of your surroundings and the nearest safe area.

Cancellation Procedure

In the unlikely event of an incident either listed in the risk plan or another unforeseen circumstance developing that effects the event and its ability to continue to run as planned, need to be stopped, postponed or cancelled, the following steps will be taken by responsible staff.

1) Event Manager notifies Senior Manager of the incident and as much information as possible, including a review of the Risk Management Plan.
2) Senior Manager provides instructions to Event Manager on preferred actions (may involve consultation with other stakeholders prior to a decision)
3) Event Manager notifies all staff of outcome and implements the following stakeholder notification if required:

Senior Manager: (Lilly Bukva)	Inform Mayor, City Services General Manager, and Elected Members.
Event Manager: (Adam Cox)	Inform staff at the event, Civic Event Committee, liaise with security, emergency services and coordinate notifying the public.
2IC: (Kate Hayward)	Assist with evacuating park and surrounding area. Ensure emergency lighting is switched on if safe to do so. Notify all performers and entertainers (both onsite and yet to arrive), production company and infrastructure suppliers.
Marketing Partner: (Jo Edwards)	Inform Oracle CMS (after Hours Phone support), Marketing and Communications Team, and Customer Care Team of event changes, update social media. Prepare emergency response messaging if required.
Sarah Lamborn:	Manage VIP tent, assist with the evacuation of the public.
MarComms staff:	Contact media and community through MarComms channels

All coordination will be run from HQ, unless unsafe, in which case it will be from the staff compound in Fremont Park.

A decision matrix as to the potential rescheduling of the event will be completed to determine if the event will be permanently cancelled or rescheduled.

Inclement Weather

Beginning five days prior to the event the forecast temperature will be checked daily using the BOM Elizabeth forecast (http://www.bom.gov.au/sa/forecasts/elizabeth.shtml). A forecast temperature of 40C or higher for the event, including set up and pack up, is considered the point where outdoor elements cannot proceed and must be relocated indoors, postponed or cancelled. Once a decision

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has been made to relocate, postpone or cancel an event the decision will remain in effect even if the forecast changes.

The following are classified as inclement weather that will affect the 2019 City of Playford Community Carols event:

Weather Condition	Associated Risks	Controls
Temperature 31C – 34.9C	Heat fatigue risk	• Access to shelter under marquees set up first thing in the morning • Purchase 48 additional bottles of Cool water available • Air condition facilities Fremont Hut • Additional breaks (5 min break every 30 min)
Temperature 35C – 39.9C	Heat fatigue risk	• Adjust work patens to avoid activity during the peak of the day (12pm - 4pm) • Delay event start to 5.30pm • Setup after hours if practical • Additional staff to cover additional breaks • Cooldown/mist tent for community
Temperature 40C+	Heat fatigue risk	• Cancel the event as early as possible to allow for messaging to reach the community • Install signage in the park
Thunderstorms and lightning	Lightning strike Falling trees	• Events will follow the 30/30 rule • Evacuate the site according to rule • Where it is not reasonably practicable to evacuate the site the event must be cancelled
Wind	Infrastructure damage Falling trees Flying debris Gusts above 80km per hour will seriously impact the infrastructure integrity	• Evacuate the site (seek refuge in Fremont hut) • Monitor conditions • Security to secure site • Where it is not reasonably practicable to evacuate the site the event must be cancelled • Bump in/out must not commence until conditions have eased and risk is acceptable
Light rain	Slips and falls Electrocution	• Monitor ground for excessive mud or slip hazards. Isolate area if required with bunting • Remove all vehicles from the event site to avoid damage to surface • Check electrical connections are undercover, isolate supply if connections at risk
Constant rain	Slips and falls	• Shut down electricity supply regardless of

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	Electrocution	immediate inspection • Limit vehicles to track access only • Bump in/out must not commence until conditions have eased and risk is acceptable. • Where it is not reasonably practicable to continue due to site damage, or setup delays, the event must be cancelled

The safety and wellbeing of workers and members of the public must be a priority. Where it is not reasonably practicable to control identified risks it may be necessary to alter, relocate or cancel events.

Communications

There will be five radios on-site during the Fremont Park event. Radios are located as follows:

- Event Manager – Adam Cox
- Event Manager 2IC – Kimberley Wandel
- Headquarters - Lisa Baker
- Backstage - Nina Swinkles
- First Aid – St Johns
- Security – All Guards

Should you notice a concerning activity/incident, please notify an Event Manager.

Concerning Activity & Incident Examples:

- Vandalism
- Theft
- Disorderly Behaviour
- Lost Child
- Sickness/Injury

Radio through to Event Manager who will contact Security/First Aid where appropriate

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Risk Assessment

G:\City Services\Marketing Communication & The Arts\Events Arts & Culture\Civic Events\Carols\2019 Playford Community Carols\Risk Management

Incident Matrix

Event	Likely Occurrence	Safety Control	Decision Maker	Decision Timeframe	Procedure if risk occurs
Venue Damage	Low	Security Onsite from the night prior	Lilly Bukva	24 hours before the event	Assess damage for options to continue the event. If not possible, implement cancellation procedure no later than 4 hours prior to the event starting.
Transport Strikes	Low	Event held with ample parking	Lilly Bukva	ASAP	Continue with the event. Notify media and customer contact with alternative transport options. Notify Civic Events Committee.
Terrorism or threat thereof (prior to event)	Medium	Notify SAPOL, Conduct a risk assessment (https://www.police.sa.gov.au/online-services/mass-gatherings)	Lilly Bukva	ASAP	Notify SAPOL of threat (000) seek advice on continuing event. If event is in setup phase, cease setup until advised safe to continue from SAPOL. Implement the cancellation procedure if instructed.
Terrorism or threat thereof (during event)	Medium	Notify SAPOL, Conduct a risk assessment (https://www.police.sa.gov.au/online-services/mass-gatherings)	Lilly Bukva	ASAP	Notify SAPOL of threat (000), Notify managers of threat. Continue event as planned until advised by SAPOL to cancel. Implement the cancellation procedure if instructed.
Key Supplier withdraw or delay	Low	Supplier from the approved procurement process. Contact suppliers week before	Lilly Bukva	ASAP	Contact supplier, discuss issues and options. Consider alternative suppliers and options.
Non-appearance key performer	Low	A performer from the approved procurement process. Contact performer week before	Lilly Bukva	ASAP	Contact performer, discuss issues and options. Consider alternative performer and options. If not alternative options available continue event with a revised run sheet.
Multiple Illness (attendees)	Low	First aid on site. All food providers have FBN. Access to free water. Event duration 6 hours	Lilly Bukva	ASAP	Seek advice from onsite first aid. Shutdown possible source, If an unknown cause, and uncontained, follow advice from St John.

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Death of attendee	Low	First aid on site 000 for emergency services SafeWork SA 1800 777 209	Lilly Bukva	ASAP	Secure immediate site, advise SAPOL/ Safe work SA. Screen off immediate area. If affects attendee experience implement cancellation procedure.
Multiple Death of Attendee	Low	First aid on site 000 for emergency services SafeWork SA 1800 777 209	Lilly Bukva	ASAP	Secure immediate site, advise SAPOL/ Safe work SA. Screen off immediate area If affects attendee experience implement cancellation procedure.
Serious Injury (single)	Low	First aid on site 000 for emergency services SafeWork SA 1800 777 209	Lilly Bukva	ASAP	Secure immediate site, advise SAPOL/ Safe work SA. Screen off immediate area. If affects attendee experience implement cancellation procedure.
Serious Injury (Multiple)	Low	First aid on site 000 for emergency services SafeWork SA 1800 777 209	Lilly Bukva	ASAP	Secure immediate site, advise SAPOL/ Safe work SA. Screen off immediate area. If affects attendee experience implement cancellation procedure.
Act of Violence	Low	First aid on site 000 for emergency services SafeWork SA 1800 777 209	Lilly Bukva	ASAP	Secure immediate site, advise SAPOL. Screen off immediate area. If affects attendee experience implement cancellation procedure.
Hot Weather (during event)	Low	Stage Cover, Water trailer Contact BOM http://www.bom.gov.au/ 8366 2600	Lilly Bukva	ASAP	If temperatures reach extreme conditions (above 35 degrees) Implements hot weather activities. Cooldown areas, reminders of access to free water, additional breaks for staff and contractors, shorten event duration, shift activities into a shaded area.
Suspicious Package	Medium	Notify SAPOL, Conduct a risk assessment (https://www.police.sa.gov.au/online-services/mass-gatherings)	Lilly Bukva	ASAP	Notify SAPOL of threat (000), Notify managers of threat. Continue event as planned until advised by SAPOL to cancel. Implement the cancellation procedure if instructed.

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Identification

All City of Playford staff and performers must place their identification in easy view. This will allow event patrons to identify a responsible person to assist them when necessary.

Staff ID tags will be provided

Credentials

Staff and Performer have access to the backstage and stage area – all areas of the event

Parking will allow one vehicle to park within Fremont Park if space permits.

Security

Security Roster

Friday 6 December (Overnight Patrol)	1700 – 2100
Friday 6 December (Overnight Patrol) (K9)	2100 – 0900
Saturday 7 December (Roaming)	1500 – 2230
Saturday 7 December (Backstage)	1600 – 2230
Saturday 7 December (Front of stage)	1700 – 2230
Saturday 7 December (Front of stage)	1700 – 2230
Saturday 7 December (Roaming)	1700 – 2230
Saturday 7 December (Roaming)	1700 – 2330
Saturday 7 December (Roaming)	1900 – 2300
Saturday 7 December (Supervisor)	1700 – 2230
Saturday 7 December (Overnight Patrol) (K9)	2300 – 0700

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Sunday 7 December (Overnight Patrol) 0700 – 1100

SAPOL will have two officers on pushbikes and mounted police at the event.

Two-Way Radios

7x Security

6x Playford Staff (5 staff + First Aid)

Guard Brief

Location	Requirement
Backstage	Access backstage for Event Staff and Performers Only (see credential examples) Perimeter fencing will surround backstage Report all incidents to Event Manager in writing following the event
Front of Stage	Enforce ALCOHOL, PET AND SMOKE-FREE rules Ensure the safety of patrons Ensure clearways remain clear Report lost children/injuries/incidents to HQ Report all incidents to Event Manager in writing following the event Keep patrons (generally children) from climbing on stage
Roaming	Enforce ALCOHOL, PET AND SMOKE-FREE rules Ensure the safety of patrons Ensure clearways remain clear Roam perimeter around the Fireworks zone Report lost children/injuries/incidents to HQ Report all incidents to Event Manager in writing following the event A guard is required to escort Tim Campbell from his dressing room to his vehicle to at approximately 9.45pm.
Overnight Patrol	Roving both sides of the event area, securing stage and the general area from any interference.

Photographer Brief

Darren to arrive: Saturday 7 December from 4.30pm to 10pm.

Please see below a list of photography requirements for the upcoming Carols events:

- Candid photos of community members enjoying the performance
- Candid photos of community members participating in activities
- Candid photos of community members enjoying the food and hospitality
- Hero shots/ feature photos of families and children enjoying the Carols event
- Candid photos of participating volunteer organisations: St Johns, Rotary, Lions and

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Scouts

- Photographs of performers: both candid and featured
- Photographs of the Mayor and Elected Members in their dedicated area
- Photograph of Mayor with his children and family
- Photograph of Mayor with headline performer, Tim Campbell
- Photographs of the firework display
- Event layout and infrastructure

As part of the event, we have placed a photography notification in the event program. However, we do require any people captured in hero shots that may be used for ongoing marketing to sign a talent release form. If you can please meet me at HQ at 4.30pm to sign in, where I will provide you with the talent release forms.

Bamboozled Brief

Elves and puddings to rove the entire event space, interacting with patrons. Entertainment will be conducted in 2 x 45min sets for each item. The final elves performance will begin onstage with Essence Band for one song.

Times are:

6pm - 6:45pm	Elves x 4
6:50 - 7:35pm	Puddings x 2
7:30 - 8:15pm	Elves x 4 onstage for one song at 7.30pm then roaming (Essence Band)
7:45 - 8:30pm	Puddings x 2
9:15pm - 9:30pm	Santa

Change rooms are located behind the main stage. Please report to Nina Swinkles (stage manager) for direction on arrival.

Santa is required to report to Nina Swinkles backstage at 8.45pm for a stage appearance from 9.15pm – 9.45pm. Please arrive out of costume and get changes when backstage in a dressing room. A bell is often used by Santa to announce his arrival before entering the stage. Santa will be quickly interviewed by the MC (Tim Campbell), before announcing the fireworks. During this time Santa may get changed and leave the event.

Scouts Brief

The Scouts will assist with parking cars in Fremont Park. This will conclude from 3pm on the 7 December 2019 with a brief at HQ, then to the carpark entrance to direct cars to the appropriate areas until 9.30pm. Parking attendants are required to park a row of cars on the northern side of the park to act as a barrier for hostile vehicle attacks. These are the first row of cars to be parked emergency clearways are marked on the below map. Performers, elected members and staff will be issued with a parking pass. If there are others, including disability, wishing to park there with a legitimate reason, please use appropriate discretion. The Royal Australian Navy Band, Australian

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Girls Choir and Tim Campbell will have designated parks next to the compound.

Hi-vis vests are required for attendants and light batons will be provided. Six Scout members are required to manage carpark.

Distribution

Adam Cox	Lilly Bukva	Andrew Nesbitt	All performers	SAPOL	Civic Events Committee
Kim Wandel	Nina Swinkles	Kate Hayward	Sarah Lamborn	Weslo Security	All contactors
Lisa Baker	Jo Edwards			Daren Clements (photographer)	All food vendors

Incident or Near Miss Location Report Form - For Workers

Version No:	7
Form No.	FM006.2
Issued	24/11/2015
Next Review	As Required

Notify your Coordinator/ Manager immediately and they must commence an investigation before resuming works.

1. PERSON(S) INVOLVED DETAILS

☐ Employee ☐ Volunteer ☐ Contractor ☐ Temp ☐ Visitor ☐ Member of Public ☐ Program Participant

Given Name: | Family Name: | DOB:

Contact Details:

2. WERE THERE ANY WITNESSES? ☐ YES ☐ NO

Name(s): | Contact Details:

3. DETAILS OF INCIDENT

☐ Injury to worker ☐ Injury to Volunteer ☐ Injury to Public ☐ Personal Injury or Illness ☐ Damage to Property ☐ Environmental Incident ☐ Near Miss

Location: | Date: | Time of Incident: | Time commenced Work:

4: DESCRIBE THE INCIDENT OR NEAR/MISS

When describing the incident take notes of the scene and consider the following:

- Events leading up to the incident
- What task was being undertaken
- The exact location of the incident
- Describe the incident that occurred
- If an injury sustained, how was it sustained
- Equipment, tools, materials being used at the time of the incident
- Why do you think the incident occurred
- Photographs, sketches and diagrams are useful
- Include details of others involved in the incident.

PROVIDE A DIAGRAM – turn over for more room

Worker Name:	Signature:	Date:

Ensure the completed form is provided to your Coordinator at the end of your working day.

The below section is to be completed by the Manager/Coordinator after the incident is logged on OneCouncil.

Coordinator Name:	Signature:	Incident Code:	Date:

PROVIDE A DIAGRAM OF THE LOCATION AND THE INCIDENT / NEAR MISS

DRAFT

Playford Community Carols
Opperations Manual
Produced by City of Playford
12 Bishopstone Road
Davoren Park SA 5112

For further information contact
8256 0333 or visit www.playford.sa.gov.au

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5.2 PLANNING SCOPE - 2020 PLAYFORD AUSTRALIA DAY CELEBRATIONS

Responsible Executive Manager : Ms Lilly Bukva

Report Author : Mr Adam Cox

Delegated Authority : Matters delegated to the Committee.

Attachments : 1⇩. Entertainment Schedule

PURPOSE

To present to the Civic Events Committee the planning scope incorporating updates and decision making for the 2020 Playford Australia Day Celebrations.

STAFF RECOMMENDATION

The Committee approves the planning scope for the 2020 Playford Australia Day Celebrations.

EXECUTIVE SUMMARY

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

Historically the Civic Events Committee has acted as a committee similar to that of an advisory board.

In order to promote transparency with the community and maintain a formal decision making process, this report will scope out the planning and decision making for the 2020 Playford Australia Day Celebrations.

1. BACKGROUND

The 2019 Australia Day Celebrations report identified a number of aspects that can be amended, removed or sustained. As it is the only time that information is documented, this year the whole planning process will be recorded and endorsed by the Committee as opposed to the historic informal discussions.

By formalising each aspect of the event, administration will be able to effectively monitor and engage the relevant parties and provide an improved service and event to the community.

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 The 2020 City of Playford Australia Day Celebrations will be held on Sunday 26 January 2020, starting at 8:00am.

4.2 Administration will present planning reports to the Committee at the following meetings:

4.2.1 Wednesday 15 January 2020.

4.3 The Committee will only be able to make decisions that fall within the delegations given by Council and in accordance with all policies.

4.4 Decisions that fall outside of the Committee's delegation will be referred to Council for a determination.

4.5 Australia Day Award 2020 received 29 nominations across all categories'.

4.6 Australia Day Award 2020 selection panel have selected the Australia Day Award winners.

4.7 Australia Day Council Ambassador program is expected to be announced in two weeks.

4.8 Channel 7 has advised that they are unable to secure talent to perform the MC duties. The events team are currently in negotiation with Andrew Costello (Cosi), and hope to lock him in as MC.

4.9 Australia Day poster is currently in the design phase and will be available for review at the December Civic Events Committee meeting.

4.10 The entertainment schedule is attached, subject to change following the announcement of the Australia Day Ambassador.

5. OPTIONS

Recommendation

The Committee approves the planning scope for the 2020 Playford Australia Day Celebrations.

Option 2

The Committee approves the planning scope for the 2020 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

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

Event planners received 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 of the following year.

6.1.2 Financial Implications

There are no financial implications.

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.

Entertainment Schedule

Time	Performance	Duration	Performer
8.00am	Official Opening	3min	MC
8.03am	Flag Raising/National Anthem	7min	Sarah Lloyd+ Scouts
8.10am	Mayor Speech + Acknowledgement of Country	5min	Mayor
8.15am	MC Official Opening + Housekeeping	5min	MC
8.20am	MC Intro Act 1	2min	
8.22am	Act 1 **Playford Concert Band**	20min	Confirmed
8.42am	MC intro Act 2	2min	
8.44am	Act 2 **The Griffini Show**	30min	Confirmed
9.14am	MC intro Act 3	2min	
9.16am	Act 3 **DJ Oopy**	20 min	
9.36am	MC Intro Act 4	2min	
9.38am	Act 4 **– Larissa Magda (dance piece)**	6min	2 songs (6 min)
9.50am	Roving start Set 1	40min	Circus Elements
9.44am	MC Introduce Mayor to stage	1min	Sarah Lamborn
9.45am	Mayor to introduce Australia Day Ambassador	4min	
9.49am	Australia Day Ambassador speech	6min	
9.55am	Australia Day Awards Mayor to present	20mins	
10.15am	Mayor thanks Ambassador + intro Act 5	2min	
10.17am	Act 5 **Peter Combe and Band (not before 10am)**	30min	Confirmed
10.30am	Roving finish Set 1		Circus Elements
10.45am	Bubble Show	20min	Mr Oopy
10.47am	MC intro Act 6	2 min	
10.49am	Act 6 **Pipe Guy**	15min	Confirmed
11.00am	Roving start Set 2	40min	Circus Elements
11.05am	Bubble Show finish		
11.04am	MC intro Act 7	2min	
11.06am	Act 7 **Wasabi Set 1**	20min	+ Sarah Lloyd
11.40am	Roving finish Set 2		Circus Elements
11.26am	Stage break	8min	
11.34am	MC intro Act 8	1min	
11.35am	Act 8 **Wasabi Set 2**	20min	
11.55am	MC thank all for attending + farewell	5min	
12.00pm	Event close		

INFORMAL DISCUSSION

6.1 Civic Events Committee Workplan

Attachments : 1⇩. Civic Events Committee Work Plan

Presenter: Mr Adam Cox

Purpose: Committee to discuss upcoming items.

Duration: 5 Minutes

City of Playford Civic Events Committee Work Plan 2019/2020

December 2019	***Date of Event***
Community Carols 2019 **Discussion:** Committee to receive an update on event management and planning.	7 December 2019
Australia Day 2020 **Discussion:** Committee to receive an update on event management and planning.	26 January 2020
January 2020	***Date of Event***
Community Carols 2019 **Discussion:** : Committee to debrief on the Playford Community Christmas Carols event to provide feedback and amendments for future events.	7 December 2019
Australia Day 2020 **Discussion:** Committee to receive an update on event management and planning.	26 January 2020
Febuary 2020	***Date of Event***
Community Carols 2019 **Discussion:** Committee to receive the Playford Community Christmas Carols debrief report.	7 December 2019
Anzac Day 2020 **Discussion:** Committee to begin discussions and assembly of a working group.	24 April 2020
Australia Day 2020 **Discussion:** Committee to debrief on the Playford Australia Day Cellebrations event to provide feedback and amendments for future events.	26 January 2020
March 2020	***Date of Event***
Australia Day 2020 **Discussion:** Committee to receive the Playford Australia Day Cellebrations debrief report.	26 January 2020
Anzac Day 2020 **Discussion:** Committee to receive an update on event management and planning.	24 April 2020
April 2020	***Date of Event***
Anzac Day 2020 **Discussion:** Committee to receive an update on event management and planning.	24 April 2020

May 2020	***Date of Event***
No Meeting	
June 2020	***Date of Event***
Anzac Day 2020 **Discussion:** Committee to debrief on the Playford Anzac Day Commemorations event to provide feedback and amendments for future events.	24 April 2020
Community Carols 2020 **Discussion:** Committee to receive an update on event management and planning.	5 December 2020
July 2020	***Date of Event***
No Meeting	
August 2020	***Date of Event***
Anzac Day 2020 **Discussion:** Committee to receive the Playford Anzac Day Commemorations debrief report.	24 April 2020
Community Carols 2020 **Discussion:** Committee to receive an update on event management and planning.	5 December 2020
Australia Day 2021 **Discussion:** Committee to receive an update on event management and planning.	26 January 2021
September 2020	***Date of Event***
No Meeting	
October 2020	***Date of Event***
Community Carols 2020 **Discussion:** Committee to receive an update on event management and planning.	5 December 2020
Australia Day 2021 **Discussion:** Committee to receive an update on event management and planning.	26 January 2021

November 2020	***Date of Event***
Community Carols 2020 **Discussion:** Committee to receive an update on event management and planning.	5 December 2020
Australia Day 2021 **Discussion:** Committee to receive an update on event management and planning.	26 January 2021
December 2020	***Date of Event***
Community Carols 2020 **Discussion:** Committee to receive an update on event management and planning.	5 December 2020
Australia Day 2021 **Discussion:** Committee to receive an update on event management and planning.	26 January 2021