



NOTICE OF MEETING

| | | |
|-----|-------------|---------------------------|
| TO: | Chairperson | Cr Cody Davies |
| | Deputy | Cr Nathan Shanks |
| | Members | Mayor Karen Redman |
| | | Deputy Mayor David Hughes |
| | | Cr Diane Fraser |
| | | Cr Kelvin Goldstone |
| | | Cr Paul Koch |
| | | Cr Paul Little |
| | | Cr Brian Sambell |

NOTICE is hereby given pursuant to the provisions of Section 83(1) of the Local Government Act 1999, that the next **Corporate & Community Services Committee meeting** for the **Town of Gawler** will be held in the Council Chambers, Gawler Civic Centre, 89-91 Murray St, Gawler SA 5118, viewing via video streaming at <https://www.youtube.com/user/TownofGawler>, on **Tuesday 12 July 2022**, commencing at 7.00pm.

A copy of the Agenda for the above meeting is supplied as prescribed by Section 83(3) of the said Act.

A handwritten signature in cursive script, reading "Chiah Mayne".

Chiah Mayne
Acting Manager Library & Community Services
6 July 2022

Order Of Business

| | | |
|-----------|--|-----------|
| 1 | Statement of Acknowledgement..... | 3 |
| 2 | Attendance Record | 3 |
| 3 | Public Open Forum..... | 3 |
| 4 | Declarations of Interest | 3 |
| 5 | Confirmation of Minutes..... | 3 |
| 6 | Business Arising from Minutes | 3 |
| 7 | Decision Reports | 4 |
| 7.1 | 2022/23 Community Grants..... | 4 |
| 7.2 | Lease Agreement - Gawler Community Garden Committee | 8 |
| 7.3 | 2023 Gawler Fringe..... | 13 |
| 7.4 | Gawler Aquatic Centre Update and 2021/22 Season Review | 19 |
| 7.5 | Community Scorecard Feedback | 34 |
| 7.6 | Gawler Civic Centre Lower Ground Floor Meeting Room Usage Review Update | 39 |
| 7.7 | Christmas in Gawler | 46 |
| 7.8 | Policy Review..... | 52 |
| 8 | Items Listed for Discussion | 55 |
| 9 | Questions without Notice..... | 55 |
| 10 | Motions without Notice..... | 55 |
| 11 | Close..... | 55 |
| 12 | Next Ordinary Meeting..... | 55 |
| | Tuesday 13 September 2022 commencing at 7.00pm | 55 |

1 STATEMENT OF ACKNOWLEDGEMENT

We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the custodians of the greater Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

2 ATTENDANCE RECORD

2.1 ROLL CALL

2.2 APOLOGIES

2.3 MOTIONS TO GRANT LEAVE OF ABSENCE

2.4 LEAVE OF ABSENCE

2.5 NON-ATTENDANCE

3 PUBLIC OPEN FORUM

(Limited to a total time of up to 20 minutes)

4 DECLARATIONS OF INTEREST**5 CONFIRMATION OF MINUTES**

Corporate & Community Services Committee Meeting - 10 May 2022

6 BUSINESS ARISING FROM MINUTES

7 DECISION REPORTS

7.1 2022/23 COMMUNITY GRANTS

Record Number: CC22/638;IC22/391

Author(s): Linda Weiss, Community Development Officer

Previous Motions: Nil

Attachments: 1. Draft 2022/23 Community Grants Guidelines CR22/40706 
2. Draft 2022/23 Community Grants Application Form CR22/40707 

OFFICER'S RECOMMENDATION

That the Corporate & Community Services Committee recommends to Council that:

1. The updated 2022/23 Community Grants Guidelines and Application Form be approved.
2. The 2022/23 Community Grants submissions be sought.
3. The Community Grants Selection Panel comprising the following Council Members be appointed:
 - a) (insert name)
 - b) (insert name)
 - c) (insert name)
4. The successful recipients are confirmed at the September 2022 Corporate and Community Services Committee meeting with recommendations presented to September Council for final endorsement.

SUMMARY

This report provides an overview of the 2022/23 Community Grants process and timeframes.

BACKGROUND

Council's Community Grants Program aims to encourage community development by supporting a range of cultural and community projects, events and activities occurring within the Town of Gawler.

Eligible groups, organisations and individuals are invited to apply for up to \$1,000 to assist with community focused projects and activities in the areas of, but not limited to, health, recreation and sport, community development, arts and culture, and environment.

The 2021/22 Community Grants saw two rounds occur in October/November 2021 and in March/April 2022. This was due to a larger pool of funds of \$37,859 that incorporated the 2021/22 Community Grants funds, unallocated funds from the 2020/21 Community Grants, unallocated funds from the Stimulus Program, and the Stimulus Program Hardship fund. Due to this larger pool of funds, for Round One only, eligible groups, organisations and individuals were invited to apply for up to \$2000.

In Round One of the 2021/22 community grants, a total of 25 applications were received and 18 grants were allocated totalling \$26,518. Funds were provided for the following initiatives:

1. Gawler National Trust Museum - Heritage Tour of Gawler - \$622
2. Gawler BMX Club - First Aid Shelter - \$2,000
3. Martin Johnson - Gawler's MAP (Music, Art, Poetry) Event - \$2,000
4. Gawler Community Gallery - Creating & Printing new logo for Community Gallery - \$900
5. Apex Club of Gawler - Purchase of Defibrillator - \$2,000
6. Gawler Girl Guides - Gawler Girl Guides Mindfulness Program - \$1,650
7. Gawler Hockey Club - Junior Coaches Training & Development - \$1,200
8. Gawler Bowling Club - Gawler Bowling Club Membership Promotion - \$2,000
9. Gawler Environment Centre - Table Setting for Community Centre - \$1,000
10. Gawler Petanque Club - Club Room Renovation - \$2,000
11. Gawler Community House - Upgrade of GCH Computers - \$1,444
12. Zonta Club of Gawler - Remembering Courageous Women - \$2,000
13. Gawler Community Childcare Centre - Outdoor Climbing Equipment - \$660
14. Central Districts Basketball Club - Junior Team Manager Bags - \$2,000
15. South Gawler Netball Club - Training & Development Equipment - \$1,200
16. Gawler Lutheran Church - Centenary Celebration of Zion Lutheran Worship Centre - \$2,000
17. CHUGs Community Ukulele Group - CHUGs Ukulele Community Performers - \$834
18. Elsie Ey Toy Library Toy Library - COVID-19 Recovery Project - \$1,008

In Round Two of the 2021/22 community grants, a total of 18 applications were received and 12 grants were allocated totalling \$10,894. Funds were provided for the following initiatives:

1. Fred's Van - Fred's Van Winter Warmers - \$1,000
2. Josh Sanders - Community Gym Riverside Gawler Salvation Army - \$1,000
3. Lions Club of Gawler - Gawler Hospital Equipment - \$1,000
4. Gawler Music Studio - Gawler Music Club Open Stage - \$200
5. Gawler & District Table Tennis Association - First Aid Kit - \$1,000
6. Barossa, Light & Gawler Umpires Association - New Umpire Uniforms - \$1,000
7. Wheels in Motion Gawler - Camera Installation - \$1,000
8. Sing Australia Gawler - Purchase of Coloured Printer - \$694
9. Gawler Veteran, Vintage & Classic Vehicles Club - Purchase of Defibrillator - \$1,000
10. Gawler Central Netball Club - Purchase of Marquee Shelters - \$1,000
11. Gawler Rangers Baseball Club - Training Protection Screens - \$1,000
12. Gawler & District Netball Association - Gawler Representative Netball - \$1,000

COMMENTS/DISCUSSION

It is anticipated that the 2022/23 Community Grants will open on Friday 29 July and close Friday 26 August 2022, allowing four weeks for the community to make submissions.

This provides the opportunity for the appointed Grants Selection Panel to meet in the week beginning Monday 29 August 2022. The successful recipients can then be confirmed at the September 2022 Corporate and Community Services Committee meeting with recommendations presented to September Council for final endorsement.

Promotion of the grants will occur via the following avenues:

1. Media release.
2. Advertisement in the Bunyip.
3. Town of Gawler website and social media platforms.
4. Direct communication to Town of Gawler community groups, the Gawler and Districts Community Services Forum, local service clubs, sporting clubs, community organisations, youth networks, arts community, volunteers, and individuals.
5. Direct communication to previous Community Grants applicants.
6. Direct communication to any community member or organisation who has contacted Council regarding grants in recent times.

The dates on both the Community Grants Guidelines and Application Form have been updated to reflect the 2022/23 round, with all other information remaining unchanged. The updated forms are attached for information and approval (**Attachments 1 and 2**).

As per the Community Grants guidelines and application form, applicants must give appropriate acknowledgement of Council support on all promotional materials relating to the initiative.

Consideration can be given to the suitability and timing of a Community Grants presentation to successful recipients relative to the upcoming Council Election.

The Community Grants Program is Council's commitment to supporting a range of community led initiatives, projects, events and activities that foster opportunities for community development and participation, contribute towards community connectedness and add to the vibrancy of the Town.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
Acting Manager Library and Community Services
Team Leader Recreation and Community Operations
Team Leader Recreation and Community Strategy

CONSULTATION (EXTERNAL TO COUNCIL)

Key stakeholders

POLICY IMPLICATIONS

Community Grants Policy

RISK EVALUATION

| Risk | |
|--|--|
| Identify | Mitigation |
| Reputation risk – community expectations not realised. | Council staff undertake program promotion, including direct communication with eligible organisations to outline the funding program, its guidelines, and the application process. |
| Eligible community organisations unaware of the funding program. | Direct communication to Town of Gawler community groups, local service clubs, sporting clubs, organisations, youth networks, arts community, volunteers, and individuals. Adequate promotion via social media. |
| Community organisations and Council do not obtain value for money in the expenditure of public funds. | All funded events and initiatives will require grantees to provide evidence of expenditure through a grant acquittal process. |
| Opportunity | |
| Identify | Maximising the Opportunity |
| Increased activation of the local community through the delivery of a range of programs, activities, and events. | The provision of financial support by Council to allow community groups and organisations to deliver such activity. |

STATUTORY REQUIREMENTS

Nil

FINANCIAL/BUDGET IMPLICATIONS

\$15,000 has been allocated within the 2022/23 budget to facilitate the Community Grants Program.

COMMUNITY PLAN

- 1.2 Foster a vibrant and active local community that is proud of Gawler
- 3.1 Gawler to be an inclusive community with quality health and social wellbeing services to meet the needs of our growing community
- 3.3 Recognise, respect, support and advocate on behalf of volunteers
- 3.4 Encourage the development of the Arts and creative sector
- 5.2 Foster and encourage community teamwork
- 5.3 Continue to deliver effective services and refine management processes

7.2 LEASE AGREEMENT - GAWLER COMMUNITY GARDEN COMMITTEE

Record Number: CC18/269;IC22/392

Author(s): Linda Weiss, Community Development Officer

Previous Motions: Council, 30/11/2020, RESOLUTION 2020:11:COU544; Council, 13/04/2021, RESOLUTION 2021:04:COU110; Council, 27/07/2021, RESOLUTION 2021:07:COU282, Council, 07/06/2022, RESOLUTION 2022:06:COU:197

Attachments:

1. **Plan of Gawler Community Garden Leased Area CR22/43154** 
2. **Community Garden Draft Marked Up Grounds Lease 2022** 
3. **Town of Gawler Community Gardens Policy** 

OFFICER'S RECOMMENDATION

That the Corporate & Community Services Committee recommends to Council that:

1. Council notes the outcome from the community engagement process (that occurred from 24 May to 28 June 2021) relating to the proposed leasing of Community Land, being portion of Allotment 27, Angle Vale Road, Evanston Gardens, to the Gawler Community Garden Committee for the purpose of establishing a community garden resulted in no submissions having been received.
2. Council adopts the proposed draft lease agreement as attached to this report.
3. Council notes that staff will continue to liaise with the Gawler Community Garden Committee to oversee the successful implementation of the lease agreement.
4. An update report will be provided to a future Corporate and Community Services Committee meeting.

SUMMARY

This report outlines the process and work that has occurred to date in establishing a community garden on the section of community land located directly behind the Evanston Gardens Community Centre and Library (being portion of Allotment 27, Angle Vale Road, Evanston Gardens), and includes a proposed Lease Agreement for Council's consideration. A site map of the proposed lease area is attached to this report (**Attachment 1**).

BACKGROUND

The Gawler Community Garden Committee (GCGC) is made up of interested hobby gardeners whose main motivation for wanting to start a community garden is for the purpose of bringing the community together, sharing knowledge, improving health, sharing produce, socialising, and learning about things such as environmental sustainability and organic gardening.

On 15 September 2020, Council received a Community Garden Expression of Interest form submitted by community member Debbie Nelson on behalf of the newly established Gawler Community Garden Committee.

At the 30 November 2020 Special Council Meeting the following was resolved:

RESOLUTION 2020:11:COU544

Moved: Cr D Hughes

Seconded: Cr D Fraser

1. *The Community Garden Proposal report is noted.*
2. *The Gawler Community Garden Group proceeds with submitting a completed Application to establish a Community Garden on Council-owned or Council-controlled Land for the section of land located directly behind the Evanston Gardens Library.*

On 24 February 2021, the Gawler Community Garden Committee submitted an Application to Establish a Community Garden on Council-owned or Council-controlled Land for the section of land located directly behind the Evanston Gardens Community Centre and Library.

At the 13 April 2021 Special Council Meeting the following was resolved:

RESOLUTION 2021:04:COU110

Moved: Cr K Goldstone

Seconded: Cr D Hughes

1. *The Community Garden Update report is noted.*
2. *The Chief Executive Officer or his Delegate is authorised to undertake public consultation in accordance with Section 202 of the Local Government Act 1999.*
3. *Broader community engagement occurs regarding the concept of a community garden to ensure community members and other key stakeholders have the opportunity to contribute and shape the initiative moving forward.*

The Gawler Community Garden community engagement took place from Monday 24 May to Monday 28 June 2021. The engagement encompassed two components:

Proposed Leasing of Community Land – Community Engagement

This component of the community engagement sought public feedback on the land proposed to be leased to the Gawler Community Garden Committee. The proposed site, located directly behind the Evanston Gardens Community Centre & Library, is classified as Community Land and requires Council to undertake public consultation pursuant to Section 202 of the Local Government Act 1999.

Engagement for this component included:

1. Public notice in the Bunyip.
2. Listing on Your Voice Gawler.
3. Promotion on the Town of Gawler Facebook page.
4. Notification in writing to six surrounding landowners.

There were no submissions for this component of the engagement.

Gawler Community Garden – Community Engagement

This component involved broad community engagement in collaboration with the Gawler Community Garden Committee and the Gawler Environment Centre. This engagement was an opportunity for the community to speak directly to the Gawler Community Garden Committee, view the draft concept plan, and provide ideas and feedback regarding the development of a future community garden.

Community engagement activities for this component included the following:

1. Media release.
2. Advertisement in The Bunyip.
3. Listing on Your Voice Gawler – highlighting ways to get involved and provide feedback, Gawler Community Garden concept plan, and open letter from the Gawler Community Garden Committee.
4. Community workshop at the Evanston Gardens Community Centre.
5. Two community drop-in sessions at the Gawler Civic Centre.
6. Social media posts across Council platforms during the engagement period to promote all community engagement activity. The engagement was also promoted on the Gawler Community Garden Facebook page and the Gawler Environment Centre Facebook page.
7. Display at the Gawler Civic Centre showing the community garden concept plan and highlighting opportunities to provide feedback.
8. Letterbox drop to Evanston Gardens residents.
9. Presentation by the Gawler Community Garden Committee to the Gawler and Districts Community Services Forum.
10. Direct email to numerous community stakeholders.

The drop-in sessions took place at the Gawler Civic Centre on 2 and 24 June 2021. The first session had six people engage in conversation with members of the GCGC and GEC. The second session saw only one community member engage with the GCGC.

A workshop occurred on Tuesday 8 June 2021 at the Evanston Gardens Community Centre. Six community members and five GCGC members attended the workshop.

Eight submissions were received during the engagement period, with feedback regarding the development of a community garden being very positive.

At the 27 July 2021 Council Meeting the following was resolved:

RESOLUTION 2021:07:COU282

Moved: Cr D Fraser

Seconded: Cr J Vallelonga

That:

- 1. The Gawler Community Garden – Community Engagement report is noted.*
- 2. Council approve expenditure of \$7,015 to engage GHD to undertake contamination testing at the proposed site. This funding is sourced from existing budget lines and should otherwise be considered as financial support to the community group in its endeavours to progress this community initiative. Such contribution should be considered in the context of future financial contributions required to pursue the project.*
- 3. The proposed land is endorsed in principle and identified as the preferred use for the Gawler Community Garden Committee for a period of three years to 30 June 2024, to allow the Committee adequate time to apply for and obtain funding.*
- 4. The Mayor is authorised to provide a support letter for the Gawler Community Garden Committee to submit with funding applications stating that the land is endorsed in principle for the purposes of developing a community garden.*

On 15 September 2021, a support letter from Mayor Redman was provided to the GCGC, as per the above resolution. The letter stating that the land is held in principle for a period of three years for the purposes of developing a community garden.

In October 2021, staff engaged GHD to undertake contamination testing of the site soils. The objective of the investigation was to provide contamination assessment of shallow soils to inform site suitability as a community garden. The cost of the field investigation, laboratory analysis and reporting was \$7,015 which was allocated from existing Council budgets.

Based on the results of the soil investigation the site is suitable to use as a community garden. The soil investigation summary was provided to the GCGC in January 2022.

At the 7 June 2022 Special Council Meeting the following was resolved:

RESOLUTION 2022:06:COU197

Moved: Cr P Koch

Seconded: Cr D Fraser

That:

- 1. The Gawler Community Garden Update report is noted.*
- 2. Staff commence the process of drafting a lease agreement to be presented to the July 2022 Corporate & Community Services Committee meeting for consideration.*
- 3. Council notes that indicative cost estimates provided by the Gawler Community Garden Committee for the establishment of the garden, as of October 2021, were \$263,598. Of this, indicative cost estimates for Stage 1 (including secure perimeter fencing and the connection of utilities plus meters) is \$50,398.*
- 4. Council notes that budget bid (P220639 – to support the establishment of a community garden in Evanston Gardens) for \$25,000 is currently a 'Below the Line' budget bid within the Draft 2022/23 Council Budget.*

As per the above resolution, a lease agreement has been drafted for consideration (**Attachment 2**) and subsequent adoption by Council.

COMMENTS/DISCUSSION

Since September 2020 when the GCGC submitted their Community Garden Expression of Interest, a considerable amount of time and effort by both Council staff and GCGC members has been dedicated to this initiative.

The process to date regarding Council staff working with the GCGC on this 'green field' initiative has been very much based on supporting and seeking that the GCGC builds capacity and has the appropriate foundation to successfully establish and then run such a community facility on its own accord. This has taken some time but due process and due diligence has been followed.

In recent times, the GCGC has worked through the process of becoming an incorporated body in their own right. This is a key requirement for establishing a lease as highlighted within Council's Community Gardens Policy (**Attachment 3**).

On 13 March 2022, the GCGC received their Certificate of Incorporation. The GCGC now also has Public and Products Liability Insurance issued by the Royal Horticultural Society of Victoria Inc. The GCGC has completed all necessary steps and requirements to now enter into a lease arrangement with Council.

Grounds Lease Agreement

Staff have been working closely with the GCGC to draft a Ground Lease Agreement which best meets the needs of both Council and the GCGC as attached to this report.

In line with Council's Policy - Sporting & Community Clubs/Organisations Agreement Schedule for Grounds Leases (Exclusive Right of Possession) a lease term of five years has been proposed with an option to negotiate future lease periods thereafter.

Access to public amenities

Once a lease agreement is in place and the GCGC confirms their days of operation, a special condition will be added to the lease (Annexure B "Special Conditions") outlining access to the Evanston Gardens Community Centre public amenities, this will be made possible through the issuing of security fobs that will limit access to certain areas within the Community Centre.

The development of this community garden is a self-managed community initiative and, unless otherwise approved by Council, it is the expectation that the Gawler Community Garden Committee is responsible for all associated costs relating to its development.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
Acting Manager Library and Community Services
Acting Manager Development, Environment and Regulatory Services
Team Leader Recreation and Community Strategy
Team Leader Property and Facilities

CONSULTATION (EXTERNAL TO COUNCIL)

Gawler Community Garden Committee

POLICY IMPLICATIONS

Community Gardens Policy
Public Consultation Policy

RISK EVALUATION

| Risk | |
|---|--|
| Identify | Mitigation |
| Not meeting community expectation in regard to the development of a community garden in Gawler. | Staff will maintain open communication and continue to work with the Gawler Community Garden Committee and the broader community in line with the Community Garden Policy. |
| Opportunity | |
| Identify | Maximising the Opportunity |
| Partnership opportunities with a range of community stakeholders. | Staff will continue to work with local groups and businesses to investigate community garden opportunities. |

STATUTORY REQUIREMENTS

Local Government Act 1999 - Section 202 - Alienation of community land by lease or licence.

FINANCIAL/BUDGET IMPLICATIONS

The development of this community garden is a self-managed community initiative and, unless otherwise approved by Council, it is the expectation that the Gawler Community Garden Committee is responsible for all associated costs relating to its development. This includes the preparation and submission of any relevant documentation and plans required for the garden, noting that all assets gained through the establishment of the community garden are assets of the GCGC.

A budget bid (P220639) of \$25,000 was incorporated into the Draft 2022/23 Council Budget to support the establishment of a community garden – this budget bid was ultimately endorsed within the adopted 2022/23 Budget.

The amounts of \$7,015 (GHD soil investigation) and \$4,400 (preparation of the SA Healthy Towns Challenge Grant) were allocated from existing Council budgets.

Costs associated with the preparation of a new lease agreement for a community group (approximately \$500) are generally covered by Council and have been done so in this regard.

COMMUNITY PLAN

- 1.1 Gawler remains unique and distinct from its neighbouring areas
- 1.2 Foster a vibrant and active local community that is proud of Gawler
- 2.3 Manage growth through the real connection of people and places
- 3.1 Gawler to be an inclusive community with quality health and social wellbeing services to meet the needs of our growing community
- 3.3 Recognise, respect, support and advocate on behalf of volunteers
- 4.4 Support sustainable use of natural resources and minimise waste
- 4.5 Support the provision of useable public realm that preserves and enhances the environment and biodiversity
- 5.1 Be recognised as a best practice organisation delivering effective services and collaborating regionally
- 5.2 Foster and encourage community teamwork

7.3 2023 GAWLER FRINGE

Record Number: CC22/639;IC22/393

Author(s): Linda Weiss, Community Development Officer

Previous Motions: Council, 07/06/2022, RESOLUTION 2022:06:COU195

Attachments: Nil

OFFICER'S RECOMMENDATION

That the Corporate & Community Services Committee recommends to Council that:

- 1. The 2023 Gawler Fringe encompasses a program of events and activities that includes:**
 - (a) Gawler Fringe Opening Event in Walker Place on Friday 17 February.**
 - (b) Gawler Civic Centre program of events and activities across the month of Fringe.**
 - (c) Activation of Walker Place with a range of smaller activities/performances across the month of Fringe.**
 - (d) One Fringe in the Park event to occur at a local reserve.**

OR

- (a) Gawler Fringe Opening Event in Apex Park on Saturday 18 February.**
 - (b) Gawler Civic Centre program of events and activities across the month of Fringe.**
 - (c) Activation of Walker Place with a range of smaller activities/performances across the month of Fringe.**
 - (d) One Fringe in the Park event to occur at a local reserve.**
- 2. Staff proceed to plan for and deliver the 2023 Gawler Fringe as per the details highlighted in this report.**
- 3. The 2023 Gawler Fringe is implemented within the 2022/23 Activation Budget allocation of \$30,000 plus \$26,700 in kind support.**
- 4. The Gawler Civic Centre and Walker Place OR the Gawler Civic Centre and Apex Park are registered as Adelaide Fringe venues for the 2023 Gawler Fringe.**

SUMMARY

The 2023 Adelaide Fringe will take place from Friday 17 February to Sunday 19 March 2023. Adelaide Fringe venue and event registrations open in August and close in October 2022.

This report provides an overview of some options for the format of the 2023 Gawler Fringe. The options are presented in order to consider ways and means to keep the event 'fresh' and as engaging with the community as possible.

BACKGROUND

The 2022 Gawler Fringe took place from Friday 18 February to Sunday 20 March 2022. The 2022 Gawler Fringe saw its most comprehensive program implemented to date, with a combination of Town of Gawler run events as well as other activities that occurred across the Town that were hosted and implemented by other groups and businesses.

At the 7 June Special Council Meeting the following was resolved:

RESOLUTION 2022:06:COU195

Moved: Cr D Fraser

Seconded: Cr J Vallelonga

That:

- 1. The 2022 Gawler Fringe Review report outlining the scope of the events held, the successful outcomes achieved and that the Fringe was delivered within budget.*
- 2. That a report will be presented to the Committee in anticipation of the 2023 Fringe.*

COMMENTS/DISCUSSION

The dates for next year's Adelaide Fringe are Friday 17 February to Sunday 19 March 2023.

Adelaide Fringe venue and event registrations open in August and close in October 2022.

Given the success of the 2022 Gawler Fringe program, it is anticipated that the 2023 Gawler Fringe program will again encompass a wide range of events and activities to occur in venues such as Walker Place, Apex Park, the Gawler Civic Centre and other locations around Town.

In this regard, some options for the 2023 Gawler Fringe include:

Opening Event in Walker Place

The Gawler Fringe Opening Event has occurred in Walker Place since 2016, with the exception of 2020 when Walker Place was under redevelopment. This location has always been a popular and centralised space to hold the Opening Event.

As per the 2021 and 2022 events, an option for the Opening Event is that it again occurs in Walker Place, as a one afternoon/night only event from 3pm to 10pm on Friday 17 February 2023. The event can include Welcome to Country and official opening as well as a range of performances by local musicians and artists.

As per the previous two years, the road closure would be in place from early morning of Friday 17 February and would reopen by midday on Saturday 18 February 2023.

Walker Place allows for an intimate event,. However, since its redevelopment, the pavilion marquee and stage was required to be down sized to adequately fit in the area and there is only space for one drinks tent and one food stall.

Fencing, security and toilets are requirements for obtaining a short-term liquor licence through Consumer and Business Services. A licenced venue is required to be enclosed to enable the monitoring of crowd numbers and ensure liquor is not brought into or taken out of the venue. An adequate number of security staff must also be present at the event. An adequate number of toilets must be located onsite or within close proximity of the event perimeter.

For the 2022 event in Walker Place, the new James Martin Place amenities were utilised and the Gawler Civic Centre toilets were opened for the duration of the event with security personnel located at the Civic Centre to monitor the use of amenities.

Opening Event in Apex Park

To add a point of difference to the 2023 program, a new location for the Opening Event may be considered. A possible central location is Apex Park, with the event being held on Saturday 18 February 10am to 10pm.

Hosting the Opening Event in Apex Park eliminates the need for and costs associated with a temporary road closure (saving of approximately \$3,000). Other benefits that come with a change of location include:

1. Toilet facilities onsite.
2. Opportunity for more local businesses to be involved, particularly regarding the provision of food and drinks.
3. Direct access to the playground but also the opportunity to incorporate some activities for children/young people.

4. Capacity for a much bigger audience and the space for people to bring their own picnic blankets and/or seating.
5. Space to incorporate a larger stage and potential to include a feature act into the program.
6. School and community performances can occur during the day. This aspect of the program has not been included in the Opening Event since it changed to being a one night only event in 2021.

An additional cost associated with holding the Opening Event in Apex Park would include the hire and installation of temporary fencing. Based on a recent quote, the hire, delivery, installation and collection of 200m of temporary fencing by an external company is approximately \$2,000.

Fencing is a requirement for securing a short-term liquor licence and is also necessary to allow the event to be set up on a Friday and packed down on a Sunday, providing a secure area to monitor and protect event infrastructure overnight.

Other additional costs may include a small increase for security, approximately \$460, for an additional overnight guard to allow for set up on the Friday and pack down on the Sunday.

Should a larger stage and pavilion marquee be hired (as was used prior to the Walker Place redevelopment), an additional cost of approximately \$1,200 would be incurred. Other types of staging can be investigated however.

The difference in cost between hosting the Opening Event in Walker Place or Apex Park is minimal. It is estimated that an event in Apex Park would have an increased cost of up to \$1,000. Regardless of the venue chosen for the Opening Event, these costs can be accommodated within the allocated 2022/23 Gawler Fringe budget.

Activation of Walker Place

Regardless of the location of the Opening Event, there is opportunity for a range of smaller activities, workshops, acoustic performances and busking to occur in Walker Place across the month of Fringe. Furthermore, there is also the opportunity for community groups to utilise Walker Place to run their own activities or events during Fringe.

Gawler Civic Centre Program

The Gawler Civic Centre will again be host to a range of shows and events as part of the 2023 Gawler Fringe. Activity will occur throughout the Civic Centre including in the Library and Youth Space. Events and activities will include, but are not limited to, live music, children's shows, comedy, acoustic performances and art exhibitions. Activities and events already being considered for the Civic Centre program include:

1. SAGA Gawler: Women's International Film Festival.
2. The annual Gawler Fringe Art Exhibition.
3. Nunga Fringe.
4. Comedy show.
5. CrowdChant.
6. Music Quiz Night.

As part of its Adelaide Fringe registration, the Gawler Civic Centre will opt into the Adelaide Fringe 'Venue Finder' tool, meaning that the Civic Centre is open to bookings from any registered Adelaide Fringe artist. In 2022, this resulted in the Civic Centre being booked for four 'external' Adelaide Fringe shows. Numerous enquiries have already been received by artists who are interested in bringing their Fringe shows to Gawler in 2023. This value adds to the overall Gawler Fringe, adding even more variety to an already comprehensive program.

Fringe in the Park

Fringe in the Park is a popular community event that allows families who reside in neighbourhoods outside of the Town Centre to be involved in the Gawler Fringe festivities. Past events that have occurred include:

1. 2018 - Bacton Street Reserve, Evanston and Britton Street Reserve, Gawler West.
2. 2020 - Humphrey George Reserve, Evanston Park and at Britton Street Reserve, Gawler West.
3. 2021 - Bacton Street Reserve, Evanston.
4. 2022 - Hemaforde Grove Reserve, Gawler East.

It is anticipated that, in 2023, one Fringe in the Park event will be held at a location yet to be determined. A possible option may be Hindmarsh Boulevard Reserve, Evanston Gardens, as Fringe in the Park is yet to be held in this location.

Fringe in the Park also provides for the involvement of local businesses and partnerships with local service clubs.

Businesses as stand-alone Fringe venues

Each year there has been some local businesses and/or groups that choose to be stand-alone registered Adelaide Fringe venues and facilitate their own Fringe events. These events are always included in the Council coordinated Gawler Fringe program.

Over the years, this had included the PA Hotel, the Willaston Country Music Club, the Gawler Psychic Fair, Eagle Foundry B&B, Trinity College Pavilion and the Mackillop Arts Theatre at St Brigid's Catholic School.

It is free for anyone to register as an Adelaide Fringe venue, however once registered, it does not mean the venue is an official Fringe venue. Businesses/groups still need to book an event/artist in the venue for it to be classified as an official Adelaide Fringe Venue. There are registration fees attached to holding Adelaide Fringe registered events.

Each year, the Adelaide Fringe releases a Fringe Venue Booklet and hosts a Venue Information Session. Once available, the booklet and session details can be distributed to local businesses and groups and provided to the Gawler Business Development Group for further distribution via their newsletter.

Promotion

Promotion for the 2023 Gawler Fringe will occur by way of:

1. Media release/s.
2. Feature articles in the Bunyip.
3. Cross-street and portrait banners in Murray Street.
4. A3 posters for each of the events.
5. A5 flyers for some of the events.
6. Event programs x 12,000 (approximately 9,500 distributed with the rates notices).
7. Coloured adverts in the Bunyip.
8. Town of Gawler Facebook page, website and Instagram.
9. Adelaide Fringe Guide, both hard copy and digital. This publication reaches more than 2 million people via the distribution of the guide and visits to the website.
10. Hard copy programs and posters to all schools and information included in school newsletters.
11. Poster drop to businesses in Murray Street and surrounds.

12. Promotion in all Council facilities, including Perspex display screens at the Gawler Civic Centre, Gawler Administration Centre and the Gawler Sport and Community Centre.
13. Promotion via the Gawler Business Development Group.
14. Promotion via RDA Barossa Gawler Light Adelaide Plains and Country Arts SA.

It is anticipated that the 2023 Gawler Fringe program will be distributed in the week beginning Monday 16 January 2023, five weeks out from the commencement of Fringe. The 2023 Gawler Fringe marketing campaign will encompass all activities occurring across the Town including local businesses/groups that may register as stand-alone Adelaide Fringe venues/events.

It is important to note that all programming for the 2023 Gawler Fringe will be considered within the context of COVID-19 relative to restrictions and protocols that may or may not be in place, always mindful of the need to ensure that all efforts will be made to maintain public health and safety.

A 2023 Gawler Fringe update report will be presented to the November Corporate and Community Services Committee meeting.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
 Acting Manager Library and Community Services
 Manager Business Enterprises and Communications
 Team Leader Recreation and Community Operations
 Civic Centre Operations Coordinator

CONSULTATION (EXTERNAL TO COUNCIL)

Key stakeholders

POLICY IMPLICATIONS

Media Policy
 Licenced Premises Liquor Licence and Gaming Policy
 Procurement Policy

RISK EVALUATION

| Risk | |
|--|--|
| Identify | Mitigation |
| Not meeting community expectation in regard to the delivery of the Gawler Fringe. | Ensure a variety of events and activities are included in the programming of Fringe and this is promoted widely. |
| Gawler Fringe financially unviable. | The Fringe program is planned and developed within the allocated funding as adopted by Council. |
| Opportunity | |
| Identify | Maximising the Opportunity |
| Partnership opportunities with local businesses, community groups and service clubs. | Staff will continue to work with local groups and businesses in the delivery of Fringe activities and events. |
| Community participation | The Gawler Fringe offers family-friendly, all ages, open access events and activities promoting inclusivity and involvement of all members of the community. |

STATUTORY REQUIREMENTS

Local Government Act 1999

FINANCIAL/BUDGET IMPLICATIONS

The 2023 Gawler Fringe is implemented within the 2022/23 Activation Budget allocation of \$30,000 plus \$26,700 in kind.

COMMUNITY PLAN

- 1.1 Gawler remains unique and distinct from its neighbouring areas
- 1.2 Foster a vibrant and active local community that is proud of Gawler
- 3.4 Encourage the development of the Arts and creative sector
- 5.2 Foster and encourage community teamwork

7.4 GAWLER AQUATIC CENTRE UPDATE AND 2021/22 SEASON REVIEW

Record Number: CC22/231;IC22/311

Author(s): Angus Whitby, Coordinator Aquatic and Recreation Centre

Previous Motions: Nil

Attachments: Nil

OFFICER'S RECOMMENDATION

That the Corporate & Community Services Committee notes:

- 1. The Gawler Aquatic Centre Update and 2021/22 Season Review Report.**
- 2. The arrangements being made and scope of service to be provided as part of the 2022/23 season.**

SUMMARY

This report provides a summary of the 2021/22 Gawler Aquatic Centre season and an update on the preparations for the upcoming 2022/23 season.

The update includes a review of the operations and attendance for general facility use, programs, activities and initiatives during the season. An update is also provided on Capital and Planning Projects for the Centre, future planning and an estimated update concerning financial income and expenditure.

A separate update report will be presented to Council at the July 2022 meeting regarding the Gawler Aquatic Centre Feasibility of Pool Water Heating Options project and the details of capital works proposed to be completed during the 2022/23 Gawler Aquatic Centre off season. The report will provide details of a new pressurised filtration system and/or a new heating solution (e.g. electric heat pumps or hybrid electric/gas solution) for consideration.

BACKGROUND

The Gawler Aquatic Centre is located adjacent to the North Para River near the Willaston Bridge surrounded by River Red Gums and spacious lawns. The Centre comprises of three swimming pools, a 50 metre seven lane pool heated to 27 degrees and two smaller pools, the Learn to Swim and Toddler pools heated to 32 degrees.

The Gawler Aquatic Centre is one of Council's most utilised facilities in the summer months providing a range of activities for all ages and interests. It continues to be a popular venue for swimming lessons, carnivals, birthday parties, squad, lap and recreational swimming. The Centre is also home to the Gawler Amateur Swimming Club.

COMMENTS/DISCUSSION

Mayor Karen Redman officially opened the 59th season of the Gawler Aquatic Centre on Saturday, 9 October 2021. To celebrate the facility offered \$2 entry fee, music and extended dive board open hours for the day, which was well received by the community.

The 2021/22 season, much like the 2020/21 season, saw a La Niña weather event that resulted in cooler than average summer temperatures however attendance was maintained with 60,420 entries, an increase from the previous season's attendance of 58,834 (+2.69%).

The Gawler Aquatic Centre also continued to experienced service disruption due to the Coronavirus Pandemic (COVID-19) particularly affecting staff and operations of the Centre.

Table 1: Annual Attendance from 2016/17 to 2021/22

| Season | 2021/22 | 2020/21 | 2019/20 | 2018/19 | 2017/18 | 2016/17 |
|----------------|---------|---------|---------|---------|---------|---------|
| Entries | 60,420 | 58,834 | 57,371 | 63,160 | 61,235 | 53,917 |

Kiosk Sales

The Gawler Aquatic Centre continues to see an increase in secondary spend at the kiosk for the 2021/22 season from \$0.94 in 2020/21 per person, per entry to \$1.02 (+8.51%) in 2021/22 per person, per entry.

Table 2: Kiosk Secondary Spend 2019/20 to 2021/2022

| Season | 2021/22 | 2020/21 | 2019/20 |
|--------------------------|----------|----------|----------|
| Secondary spend | \$1.02 | \$0.94 | \$0.83 |
| Total kiosk spend | \$62,042 | \$55,049 | \$47,514 |

Total sales at the kiosk for the 2021/22 Season was \$62,042, an increase from \$55,049 (+12.70%) when compared to the previous season.

Table 3: Kiosk income from 2020/21 to 2021/22

| 2021-22 Season Canteen Sales ex GST | | | 2020-21 Season Canteen Sales ex GST | | | 2020/21 to 2021/22 Difference |
|--|---------------|---------------|--|---------------|-----------------|-------------------------------------|
| Product | Total | Amount \$ | Product | Total | Amount \$ | |
| Packet Chips | 628 | \$1,426 | Packet Chips | 533 | \$1,288 | +10.71% |
| Cold Drinks | 4118 | \$11,008 | Cold Drinks | 3329 | \$9,304 | +18.31% |
| Confectionery | 3060 | \$2,386 | Confectionery | 1992 | \$1,979 | +20.57% |
| Coffee | 139 | \$379 | Coffee | 399 | \$1,196 | -68.31% |
| Hot Food | 5965 | \$20,315 | Hot Food | 4644 | \$16,155 | +25.75% |
| Ice Cream | 6368 | \$18,158 | Ice Cream | 4836 | \$15,297 | +18.70% |
| Swim Gear | 715 | \$8,370 | Swim Gear | 648 | \$9,830 | -14.85% |
| Total | 20,546 | 62,042 | Total | 16,381 | \$55,049 | +12.70% |

All items excluding coffee saw increases in total sales volumes. This is due to equipment breakdown issues with the coffee machine that were addressed during the season however noting that the coffee machine is eight (8) years old and regular repairs during the season were required. A coffee van has operated weekday mornings at the fenced end of the carpark throughout the season at the Gawler Aquatic Centre. This has provided an alternative for patrons and has not been the cause of the reduction in the sales of coffee. Although there was a slight increase in the number of sales for swim gear, there was a decrease (-14.85%) in the total income for swim gear. This was partly due to supply chain issues associated with COVID-19 for some Swim items.

Savings for kiosk stock items are expected to be realised in the coming 2022/23 pool season due to the finalisation of a tender process for supply in the kiosk. This tender process has secured suppliers and wholesale item prices that will provide savings estimated to be up to \$10,000 per financial year. These savings are a combination of savings at both sites, Gawler Aquatic Centre and Gawler Sport and Community Centre.

The kiosk is located on entry into the Aquatic Centre. From the kiosk, staff provide service for patrons entering the facility for all activities within the Centre. Patrons purchase items from the kiosk, and it also doubles as administrative area for pool water testing, Learn to Swim program administration, and storage. Further increases to sales in the kiosk specifically for hot food will be restricted due to limited kitchen preparation space and the current equipment not being of a commercial nature. Due to the limited space in the kiosk area and the demands on the existing space to be multi-use for both essential facility operations and kiosk sales, consideration of an alternative business model specifically for kiosk sales is not possible.

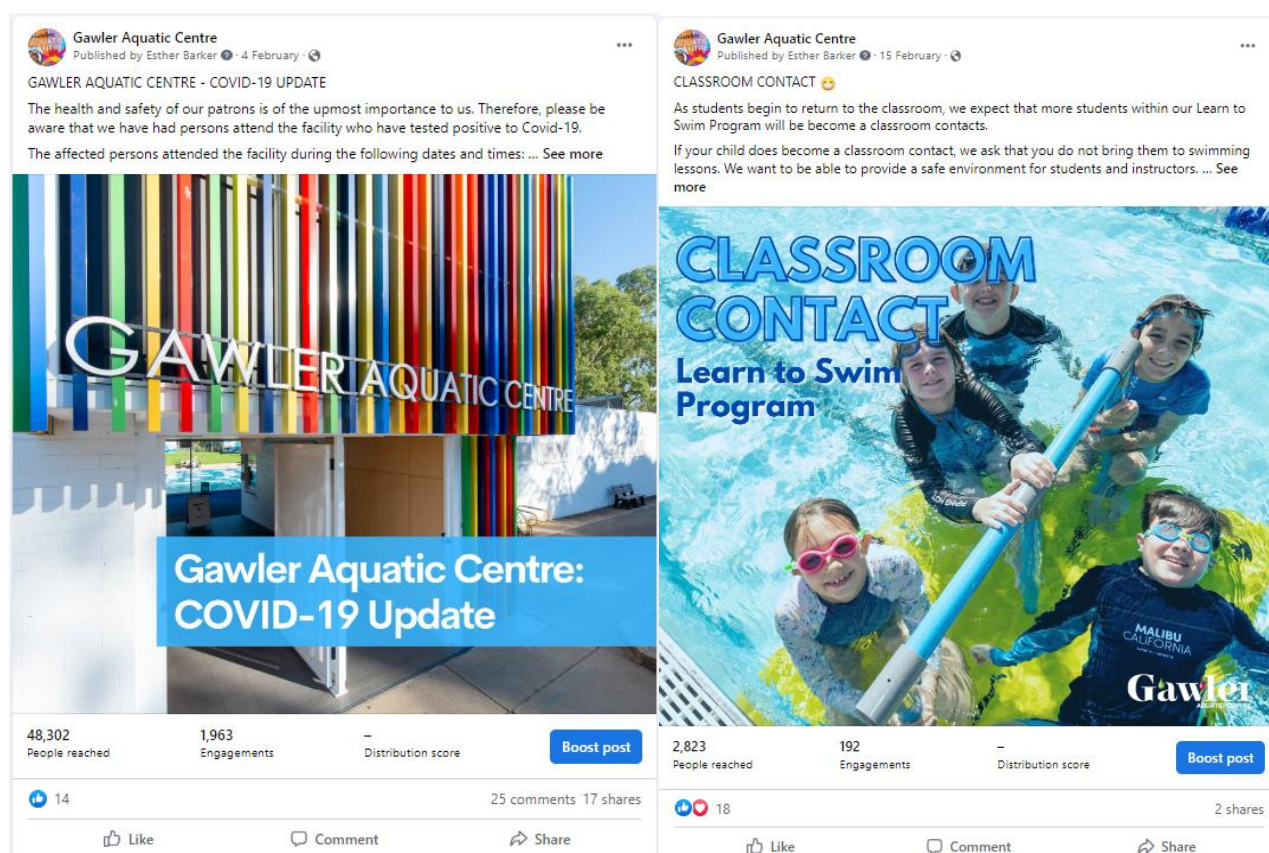
An upgrade of the cooking equipment and food preparation space to support continued growth can be considered as part of Council's budget bid process in the future by the presentation of a Business Case specifically related to this space for further consideration.

Coronavirus Pandemic (COVID-19) Compliance and Management

COVID-19 continued to significantly impact operations at the Gawler Aquatic Centre in the 2021/22 season. The Centre again implemented strict cleaning schedules, used social media marketing campaigns and signage to promote COVID safe practices, such a density limit requirements.

Dedicated COVID-19 Marshalls were required during peak periods when it was assumed that 200 or more people would attend the facility to ensure public safety and maintain COVID-19 compliance.

The increase in COVID-19 cases within the community resulted in frequent public notifications of positive cases attending or working at the facility. As a result of this impact, the Centre was closed to the public for two (2) days on the 1st and 2nd of January 2022 due to shortages of staff and for cleaning.

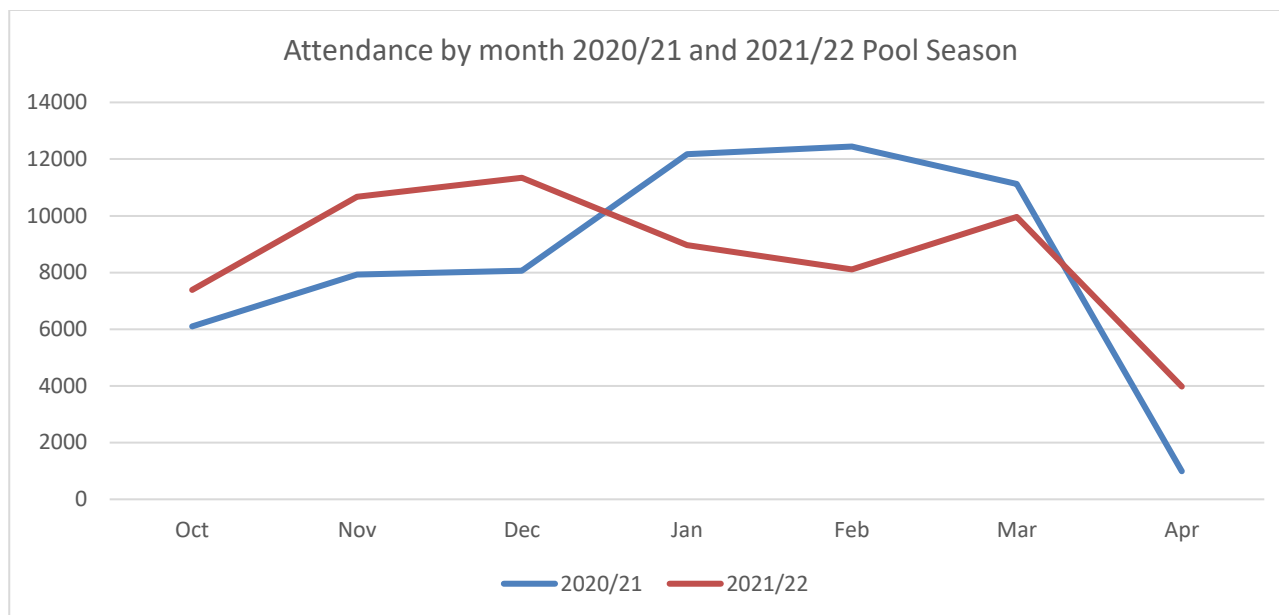


Close contact and positive case isolation requirements led to near critical staff shortages. To ensure continuing operation, a change to the operating hours was introduced. These revised hours were in operation from Wednesday 12 January 2022 until Sunday 30 January 2022, with two session times (6am-1pm and 2pm-7pm, adjusted for the weekends). During this time, the staff of the Centre operated as two separate teams. This enabled the facility to continue to open and prevent impact to the whole team due to a positive COVID-19 case or the SA Health close contact rules that were in place at the time.

As a further precaution, during Term 1, 2022 the Centre implemented daily Rapid Antigen Testing for all Learn to Swim instructors. The testing provided an additional level of screening while there was a high amount of COVID-19 within the community. This testing was implemented due to the close physical contact between instructors and students, and the fact that instructors are unable to wear masks during lessons in the pool.

It should be noted that between October and December 2021 total attendance for the 2021/22 season was on track for a record season. The table below compares 2020/21 and 2021/22 pool seasons by month and describes the drop off in attendance from December 2021 until the end of the pool season in April 2022.

Table 4: Attendance by month 2020/21 and 2021/22 Pool Season



Learn to Swim Program

The Learn to Swim Program enjoyed its 10th year of operation as an AUSTSWIM accredited program which has consistent program participation across the season. The program continued to experience high levels of student enrolments and enquiries for the 2021/22 season, with a total of 3,380 lessons being delivered.

The Learn to Swim Program saw a minor decrease of -5.01% of total enrolments for the 2021/22 season which was a direct result of COVID-19 related disruptions, and the conversion from VACSWIM to the Centre's own Swim Safe program. All other programs increased participation or maintained enrolment numbers as in previous years.

A wide range of sessions are offered at times convenient to parents 7 days per week. Enrolments for the 2021/22 season commenced on Monday 6 September 2021 at the Gawler Sport and Community Centre.

The program provides qualified, professional and friendly instructors giving students an enjoyable and high quality water education program. Lessons for preschool aged children on weekday mornings were also offered for the 4th year, after its continued success. These additional lesson options assisted the program to cope with the increase in demand for our pre-school levels during the term.

A few of the highlights of the 2021/22 season for the Learn to Swim Program included:

1. Term 4, 2021: Monday 11 October - Sunday 12 December
2. December Holiday Intensive (2021): Monday 13 December - Friday 17 December
3. Swim Safe Program (2022): Tuesday 4 January - Monday 10 January
4. January Holiday Intensive (2022): Monday 17 January - Friday 21 January
5. Term 1, 2022: Monday 31 January - Thursday 14 April 2022

The Gawler Aquatic Centre Learn to Swim Program, once again provided families the opportunity to use Sports Vouchers for their swimming lessons. The Sports Vouchers Program is an initiative administered by the Office for Recreation, Sport and Racing (ORSR) which offers school students from years Reception to Year 9 (5-15 years old) an opportunity to receive up to \$100 discount on sports membership and registration fees. The Learn to Swim Program welcomes these vouchers, as it allows families and children within the local community opportunity to enrol into an educational program, which is more affordable. Term 1 and Term 4 saw 276 vouchers submitted with a total of \$27,600 received in revenue from ORSR due to the Sports Vouchers Program.

Staff at the Gawler Aquatic Centre continue to work through the challenge of peak periods and the ever increasing demand for lessons. Due to the demand for high quality, affordable swimming lessons, all morning, evening and weekend classes were at a capacity of greater than 80%. Enrolments were officially closed to the public, with waitlists implemented from the second week of Term 1. The Learn to Swim program will be unable to support continued growth as limited pool space has seen the program reach its upper limit.

The Gawler Aquatic Centre Learn to Swim Program had an increase or maintained enrolments and participants across four (4) of the five (5) programs offered throughout the 2021/2022 season, however, still experienced lost revenue as a result of COVID-19. Over the last season the Gawler Aquatic Centre has issued \$4,062.82 in credits to families impacted by COVID-19 and saw \$8,771.75 in credits utilised throughout the 2021/2022 season that were issued in the past 2 years, due to the COVID-19 pandemic.

A further \$1,224.00 was issued to families in credit as a result of two classes being cancelled due to staff shortages again due to COVID-19. In total, the Gawler Aquatic Centres Learn to Swim Program incurred \$14,058.58 in lost revenue for the 2021/22 pool season due to COVID-19.

Table 5: Learn to Swim attendance and income 2018/19 to 2021/2022

| <u>Program Enrolments</u> | <u>2021/22</u> | <u>2020/21</u> | <u>2019/20</u> | <u>2018/19</u> |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Term 4 | 502 | 506 | 398 | 414 |
| December Holiday Program | 84 | 69 | 93 | 58 |
| VACSWIM/Swim Safe | 93 (Swim Safe) | 231 (VACSWIM) | 162 (VACSWIM) | 166 (VACSWIM) |
| January Holiday Program | 68 | 50 | 45 | 71 |
| Term 1 | 599 | 561 | 491 | 474 |
| Total Enrolments | 1346 | 1,417 | 1,189 | 1,183 |
| Total Income | 152,756 | \$137,930 | \$133,047 | \$148,380 |

Learn to Swim Holiday Intensive Programs were held in December 2021 and in January 2022 during the school holidays, with an increase in participation for both programs this season. These programs are a way for a student to fast-track their swimming abilities, and benefits families with a more affordable option for swimming lessons. These holiday programs are well loved by members of the community, and encourage families to spend further time at the Gawler Aquatic Centre during their school holidays, and enjoy the facilities before and after swimming lessons.

The Learn to Swim Program, provided students enrolled in the program in Term 4, 2021 and Term 1, 2022 the opportunity to participate in Safety Week in Week 8 and Pyjama Week in Week 10. Both the activities provided students a fundamental understanding of water safety in various aquatic environments. Students were able to practice different types of water rescues, talk, reach and throw using an array of pool and household equipment. Furthermore, students also get to experience the use of lifejackets, and how to safely and correctly put on a lifejacket.



Swim Safe Program

In 2021, the Office of Recreation, Sport and Racing amalgamated their pool programs, including VACSWIM under a centralised provider, Surf Life Saving Australia. As a result of specific requirements under the new tenders requirements of VACSWIM, and after much consideration it was determined that it would not be viable for Gawler Aquatic Centre to run a VACSWIM program for the 2021/22 season, due to decreased capacity in the number of students able to participate in the program.

The Gawler Aquatic Centre introduced the Swim Safe Program for the 2021/2022 season to provide families and members of the local community an affordable low cost, high quality water safety and education program, which provides children a positive experience in areas of water safety, confidence and personal survival skills.

In the 2021/22 season the Gawler Aquatic Centres Swim Safe Program provided the water safety program to 93 participants from Tuesday 4 - Monday 10 January 2022. The Swim Safe Program, was significantly impacted due to the COVID-19 pandemic, resulting in 39 enrolments withdrawing from the program in the days leading up to its commencement.

Maxima training reimbursement

Council commenced a contract with external recruitment agency, Maxima Training Group Limited (Maxima), in August 2020 for the recruitment and ongoing management of employment of staff at the Gawler Sport and Community Centre and the Gawler Aquatic Centre. The 2021/22 season saw the second year Maxima engaged staff for the Aquatic and Recreation services team at both facilities with up to 30 staff employed at the Gawler Aquatic Centre during the season.

In September 2021 Maxima offered an amount of \$5,000 towards additional training support for staff at the Gawler Aquatic Centre. The funds were valuable and helped to alleviate an industry-wide staff shortage experienced in the Aquatics industry and at the Gawler Aquatic Centre. Through these funds, existing staff gained additional qualifications, particularly in infants teaching. The funds also helped to attract new staff to the industry, through the payment of a training wage when completing compulsory training hours, which is normally unpaid but compulsory to obtain the Swimming and Water Safety certificate.

In total, 44 paid training hours were provided to Aquatic Staff by Maxima to complete these qualifications.

Updated Birthday Party Packages

In the 2021/2 season, the Gawler Aquatic Centre expanded the options available for booking birthday parties to include a hosted option. The catered only option provides entry, party food and a reserved birthday party area whereas the hosted option offers entry, party food, a reserved birthday party area and a qualified Aquatic staff member to supervise and host the party providing games and activities with the party guests.

These two options for birthday parties were very well received and as a result income increased for the 2021/22 season to \$7,511, up from \$4,202 in the previous season (+78.75%). Given the success of the new birthday party packages, these will continue to be offered in the 2022/23 Aquatic Centre season.



Deep water Aqua and Yoga

Two new group fitness activities, Deep Water Aqua and land based Yoga commenced in the 2021/22 pool season. The group fitness activities were in addition to the already running Aquaerobics classes, which have a strong community following.

Aquatic Centre staff will continue to investigate additional group fitness programs that for the local community to enjoy.



Social Media Facebook Promotion

Social Media continues to be a popular and effective way to communicate updates, promotions, events, closures and cancellations quickly and effectively. In 2021/22 the number of followers of the Gawler Aquatic Centre Facebook page increased by +8.5% to 4,615 followers.

For the 2021/22 season Facebook became an invaluable tool, when communicating with regular patrons, particularly regarding cancellations of programs, adjustments in operational hours and updates in policies and procedures as a result of COVID-19 and SA Health requirements. During this season over 270 posts and other pieces of content were created and shared with followers of the Facebook Page.

The Gawler Aquatic Centre in conjunction with the Gawler Sport and Community Centre continues to run an Instagram Page. This page continues to be grow its following in addition to the Aquatic and Recreation Services team's social media collective and as of June 2022 has 434 followers.

Social media and the Council's website will again be utilised as key communication methods for the 2022/23 pool season with additional programs and schedules set to be launched before the Aquatic Centre's reopening.

Department for Education – Swimming and Water Safety Programs

The Department for Education (DECD) Swimming and Water Safety Program attracts primary school students throughout the Gawler, Northern suburbs and the Barossa Region and allows the Centre to utilise pool space in traditionally low patronage periods. In 2021/22 the program delivered 8,451 lessons to Primary School students, a decrease from 9,610 (-12.06%) the previous season.

Department of Education swimming lessons were heavily impacted by COVID-19 with the Department of Education prohibiting any school excursions including Swimming and Water Safety lessons until week 5 of Term 1, 2022. This was a direct result of increased community COVID-19 transmission through the Christmas holiday period. Additionally, in week 8 of Term 1, the school scheduled to participate in swimming and water safety lessons cancelled their booking due to COVID-19.

For the 2022/23 pool season, the Department of Education have booked in a full term 4 schedule with all regular schools returning. Staff continue to liaise with the Department to ensure that pool space is being utilised to its full potential and to facilitate pool use in quieter periods during the day.

Gawler Amateur Swimming Club

The Gawler Amateur Swimming Club continues to call the Gawler Aquatic Centre home and has had a close connection with the facility for a number of decades. For the 2021/22 season, the Gawler Amateur Swimming Club had approximately 38 members swimming at the centre over the week with 1,303 unique visitations recorded.

The club's annual Carnival was held on Sunday 28 November 2021 and attracted 133 participants. The event started in the morning alongside other centre operations then the Club enjoyed exclusive use of the facility from 12:00pm onwards.

The total in-kind support provided to the Gawler Amateur Swimming Club for the 2021/22 season was \$16,132.28. This amount consists of concessions on regular facility hire fees, annual carnival hire and swimming entry for members and concession on Season and Visit passes purchased by its members. All concessions are in line with Council's Hire of Council Owned Facilities Policy relating to Gawler Based Swim Clubs.

Other Facility Hire and Carnivals

The annual Masters swimming carnival was held on Sunday 30 January 2022, with approximately 62 people competing. Masters Swimming South Australia is a not for profit organisation and is a peak body for adult swimmers aged 18 and above.

The STARplex Swimming Club utilise the Gawler Aquatic Centre as the only 50m facility within the Gawler region, holding both morning and afternoon training sessions. Due to COVID-19 restrictions at the time of planning the event, the Gawler Aquatic Centre hosted the STARplex Swimming Club carnival for the first time on Saturday 26 March 2022 attracting 77 swimmers.

The Barossa Swimming Club returned for a second year of consistent facility hire and maintained regular morning training sessions twice a week.

For the 2021/22 season the income generated from Facility Hire was \$53,350.79, an increase of \$18,683.79 (+53.9%) compared with income from the previous season of \$34,667.

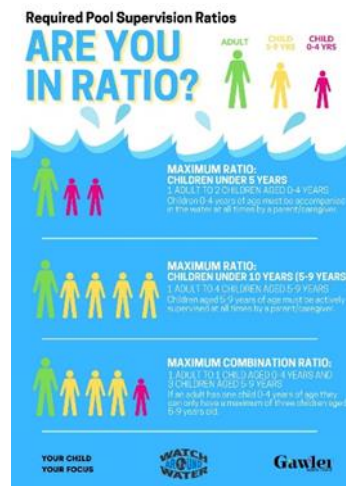
The increase in income is a result of uninterrupted training and bookings being able to be carried out as a result of relaxed COVID-19 restrictions. The facility also saw a strong return by schools for the 2021 Splash Week in the final week of term 4, hosting 540 students from 5 schools over 5 days.

For the 2021/22 pool season the Gawler Amateur Swimming Club, STARplex Swimming Club and Barossa Swimming Club are all expected to return for regular hire of the Main pool.

New Watch around Water signage

The Gawler Aquatic Centre has been a registered Watch Around Water facility since the 2015/16 pool season. The program aims to raise awareness and educate the community around water safety.

For the 2021/22 pool season new signage and marketing material were created for the Centre to help promote supervision ratios and educate the community. The new signage is placed in key locations around the Centre and are designed to fit the facility's new look and feel.



Water Quality Risk Management Plan

For the 2021/22 pool season, the Gawler Aquatic Centre implemented for the first time a Water Quality Risk Management Plan (WQRMP) due to turn over related issues identified in an infrastructure report delivered by FMG Engineering in April 2021. The plan executed additional water monitoring controls including increased back wash frequencies, microbial testing, additional water monitoring tools and scheduled additional sterilization methods.

Implementation of the WQRMP cost approximately \$4,781 in material costs which included monthly microbial testing of the main pools water column, scheduled Chlorine Dioxide Precursor Tablets (C5) and the purchase of a La Motte water tester. This process will again be implemented in the 2022/23 pool season.

Capital and Planning Projects

The capital upgrades and planning projects to the facility, plant and equipment have resulted in both financial and operational efficiencies and improvements to deliver services for the community. It should be noted that the Gawler Aquatic Centre has undertaken significant capital investment between the 2013/14 to 2021/22 seasons.

Table 6: Capital projects 2013/14 to 2021/22

| Date/Year | <u>Project</u> | <u>Cost</u> |
|------------------|--|--------------------|
| 2013/14 | 50m Pool Heater Replacement & Underground Pipe Replacement | \$295,000 |
| 2015/16 | Pool Blankets | \$33,000 |
| 2015/16 | Stage 1 Upgrade included: Small Plant Room – upgrade plantroom, electrical wiring upgrade, backwash tank upgrade, new boiler, water meter to monitor water consumption Main Plant Room – electrical upgrade, valve replacement and upgrade, sand filter walls waterproofed and filter media replaced, deteriorating roofing beams replaced 50m Pool – minor water proofing and investigation, inlet and outlet water flow condition assessment and minor grout repair | \$252,000 |
| 2016/17 | Regional Needs and Feasibility Analysis | \$24,850 |
| 2016/17 | Stage 2 – Upgrade Included: 50m Pool – Major waterproofing works and centre channel repair Replace all filter media and service the open gravity sand filter Building Works (e.g. change room resurfacing, including development of disability access solutions) | \$283,000 |
| 2017/18 | Stage 3 – Upgrade included: 50m Pool – Installation of pool ladders with additional steps to assist entry and exit of swimming pools 50m Plant Room – bulk chemical storage upgrades, chemical controllers, mixing tanks and storage solutions Small Plant Room – bulk chemical storage upgrades | \$257,700 |
| 2018/19 | Stage 4 – Upgrades included: Major retiling work 50m Pool – reducing the ability for algae growth in 50m Pool diving well area Ultra Violet (UV) System Installation Toddler and Learner Pool to ensure water chemistry levels remain within SA Health Regulations during high bather loads periods Capital Works including (Minor Carpark upgrade, underground cabling, landscaping and stormwater upgrades) | \$249,800 |

| | | |
|---------|---|----------------------------------|
| 2019/20 | <p>Key areas of capital works completed in the 2019/2020 offseason</p> <p>Automated irrigation for the lawns and garden beds</p> <p>Tiling of bulkheads at each end of the 50m Pool</p> <p>Replacement and installation of new chemical controller for Learn to Swim and Toddler pools</p> <p>Repair and render of hobs around the Learn to Swim pool</p> <p>Electrical upgrade to Small Plant Room</p> <p>Flow Switches to protect equipment from blackouts and surges</p> <p>Interlock UV and Heaters for no flow situations from black out and surges</p> <p>Supply timers for pump priming</p> <p>Purchase and replacement of commercial 50m pool cleaner</p> | \$246,000 |
| 2020/21 | <p>Repair of main pool pump</p> <p>Instillation of 2 anchored shade umbrellas</p> <p>Main pool covers replacement</p> <p>FMG Main Pool flow investigation report</p> <p>Learn to Swim and Toddler Boiler O-Ring replacements</p> <p>Gawler Aquatic Centre Building Works</p> <p>Redevelopment of change rooms, toilets, development of new facility friendly change area, development of compliant accessible toilet and shower facility, facility entrance upgrade, upgrade first aid room and meeting/multi-purpose space.</p> <p>Note: A total project cost including design, project management and construction contingency is \$931,517, with \$409,445 grant funding and Council contribution of \$522,072.</p> | <p>\$98,675</p> <p>\$931,517</p> |
| 2021/22 | <p>FMG Main Plant room redesign specifications</p> <p>Main pool heat exchange refurbishment</p> <p>Main pool expansion joint repair</p> <p>Main pool return pipe pressure test</p> <p>SA Power Networks site power upgrade to 400 amps</p> <p>Upgrade of Learn to Swim pool foot valves</p> <p>Heating Solution investigation works</p> | \$164,531 |

Future Planning

The Aquatic and Recreation team are currently working through the redevelopment of the main pool's plant room at the Gawler Aquatic Centre, with early specifications being drafted. An update report will be presented to Council at the July 2022 meeting and will include details received from Bridgeford Group, a multi-disciplinary renewable energy Engineering Consultancy firm engaged to investigate the site's dependence on natural gas for water heating.

Given the site's high dependence on natural gas, together with global price increases and inflation, it is anticipated that utility overheads for operations at the facility in the 2022/23 pool season have the potential to significantly increase. Staff will closely monitor usage while noting that the installation of thermal pool blankets for the main pool last season has seen savings in the overall gas usage at the site and a decrease in usage when compared to previous years.

The graph below demonstrates the higher utilisation of natural gas at the beginning and end of the pool season. This is a direct result of lower average temperatures demanding greater gas consumption to maintain set point temperatures within the three pools.

Table 7: 2021/22 season gas consumption by Mega Joules (MJ)

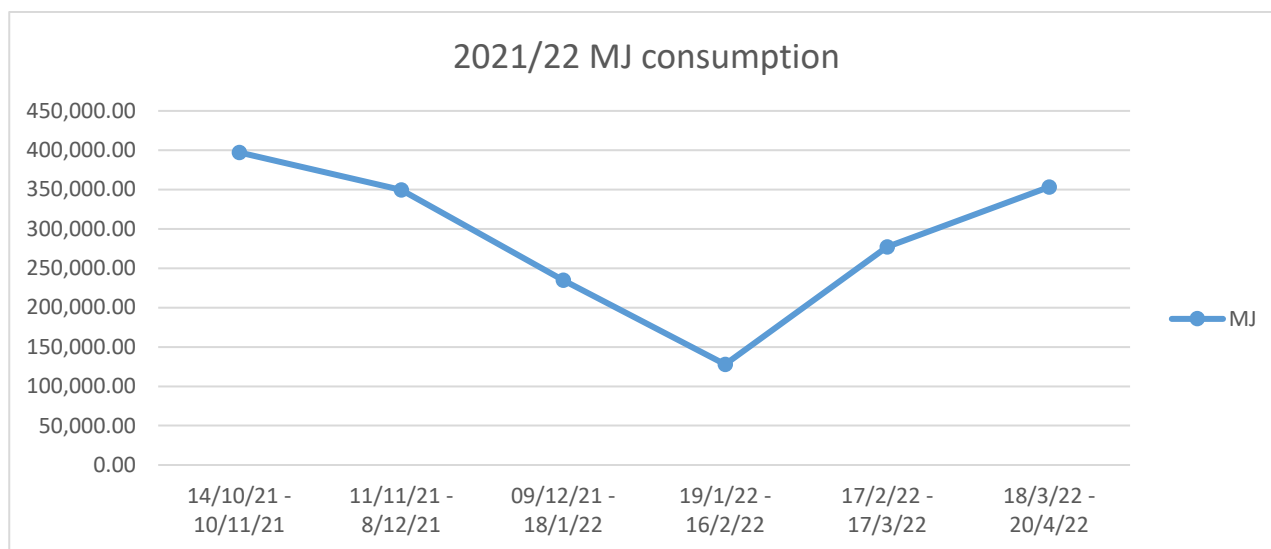


Table 8: Gas consumption per season

| Season | Mega joules (MJ) used |
|---------|-----------------------|
| 2019/20 | 2,140,206 |
| 2020/21 | 1,751,019 |
| 2021/22 | 1,740,287 |

2022/23 Season Key Dates

The 2022/23 season is scheduled to commence on Monday 10 October 2022, being the second week of the October School Holidays and operate to Sunday 16 April 2023 which is the last day of swimming lessons for Term 1, 2023.

Season dates are scheduled to run in line with school terms where programs including Learn to Swim classes are offered. This maximises the utilisation of the facility and contributes to maintaining Council's subsidy per visit, which, without the offset of this income, would increase the Council subsidy amount per visit. Aligning the season dates with the warmer months of the year also assists to reduce overheads such as utility costs which increase in the cooler weather. Other key factors when determining the season dates include the end of daylight savings in early April which reduces visibility at the site and creates potential supervision and safety hazards with limited lighting at the facility.

Learn to Swim Program Dates include:

1. Term 4 (2022): Monday 17 October to Sunday 18 December (9 weeks)
2. December Intensive (2022): Monday 19 December to Friday 23 December
3. Swim Safe (2023): Monday 9 January to Friday 13 January
4. January Intensive (2023): Monday 16 January to Friday 20 January
5. Term 1 (2023): Monday 30 January to Friday 14 April (11 weeks)

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
 Acting Manager Library and Community Services
 Team Leader Recreation and Community Operations
 Team Leader Recreation and Community Strategy
 Senior Operations Supervisor – Aquatic and Recreation Services
 Senior Programs Supervisor – Aquatic and Recreation Services
 Aquatic and Recreation Services Staff

CONSULTATION (EXTERNAL TO COUNCIL)

Gawler Aquatic Centre Members (Season Pass Holders)
 Learn to Swim Families and Participants
 Gawler Amateur Swimming Club

POLICY IMPLICATIONS

Hire of Council Owned Facilities Policy
 Council Service Levels Policy
 Sport and Active Recreation Policy

RISK EVALUATION

| Risk | |
|--|---|
| Identify | Mitigation |
| Not meeting community expectation in regard to the delivery of programs and activities at the Gawler Aquatic Centre. | Ensure a variety of events and activities are included in the programming at Gawler Aquatic Centre and is promoted widely. |
| Unable to meet community demand for services and programs. | Work towards meeting budget and controlling expenditure to ensure programs and services can be delivered. |
| Unable to provide Learn to Swim lessons to meet increase in demand. | Planning and allocation of resources is appropriate to provide the amount of Learn to Swim lessons that is required to meet community demand. |
| Reduction in promotion of water safety awareness amongst the community to help reduce drowning risks in backyard swimming pools, public pools, beaches and other public waterways. | Use of social media and promotions to compliment Learn to Swim, Swim Safe and Holiday Intensive Programs for all community members. Access for as many community members as possible through affordable options and access to swimming lessons. |
| Opportunity | |
| Identify | Maximising the Opportunity |
| Manage Community awareness, Community participation and stakeholder expectations. | Increase community awareness of the facilities, programs and events happening at Gawler Aquatic Centre. Promote the involvement of all members of the community and ongoing communication with key stakeholders to manage expectations. |
| Wellbeing of community improved. | Education and promotion of programs to increase water safety awareness amongst all age groups. |
| Positive light on Council provided service to the community. | Community members and groups value the service provided at the Gawler Aquatic Centre and the range of programs offered. Support local Swimming club and DECD provide their programs. |

| | |
|---------------------------------|---|
| Budget and facilities planning. | Identification and management of priorities in the short, medium and longer term. |
|---------------------------------|---|

STATUTORY REQUIREMENTS

South Australian Public Health Regulations

South Australian, Work, Health & Safety Act, 2012

South Australian Dangerous Substances Act, 1979

South Australian Dangerous Substances Regulation, 2002

FINANCIAL/BUDGET IMPLICATIONS

The net operating cost (excluding capital projects) for the 2021/22 financial year was \$774,579, an increase of 5.93% on the previous season. The operating subsidy per visit (excluding capital projects) for the 2021/22 financial year was \$8.33 per visit – a 8.4% decrease from the previous season.

If current program and facility hire levels continue into the 2022/23 season, the Net Operating Subsidy per visit is anticipated to continually decrease further securing the viability of the Gawler Aquatic Centre's operations and community benefit.

COVID-19 has had a direct financial impact on the financial operations for a second season. In the 2020/21 season, density limits and forced shutdowns had significant impact on operations whereas in the 2021/22 season saw staff shortages and close contact restrictions having the most impact on programs and operations.

The below table details the amount of credits and cancellations which resulted in loss of revenue for the facility for the 2021/22 season.

Table 9: 2021/22 Gawler Aquatic Centre season COVID-19 financial losses

| COVID-19 Financial Losses | | |
|--|------------|-------------|
| Scenario | Total | Total |
| Credits issued to Learn to Swim families directly impacted by COVID-19 during the season due to illness or close contact requirements. | 4,062.83 | \$17,478.58 |
| Credits utilised by Learn to Swim families issued in the past 2 years from COVID-19 from fees taken in previous pool seasons. | \$8,771.75 | |
| Credits issued to Learn to Swim Families due to cancelled lessons due to staff shortages. | \$1,224.00 | |
| Department of Education lost income due to Term 1 week 8 school cancellation of booking due to COVID-19. | \$3,420.00 | |

Table 10: 2020/21 to 2021/22 Aquatic Centre operating income and expenditure *

| | 2021/22 | 2020/21 | Difference |
|---|----------------|----------------|-------------------|
| Visitations | 60,420 | 58,834 | +2.69% |
| Operating Income | (\$430,517) | (\$363,277) | +18.51% |
| Operating Expenditure (excl Depreciation, & Buildings Maintenance) | \$774,579 | \$731,161 | +5.93% |
| Depreciation | \$120,693 | \$120,693 | 0% |
| Buildings Maintenance | \$38,491 | \$46,067 | -16.4% |
| Net Operating Deficit | \$503,246 | \$534,644 | -5.9% |
| Net Operating Subsidy per visit | \$8.33 | \$9.09 | -8.4% |

**Note: 2021/22 financial figures may change with the end of year adjustments as part of the finalisation of the end of year accounts and audit.*

Income

The operating income of the Gawler Aquatic Centre for the 2021/22 season is \$430,517, a +18.51% increase from the previous season. The increase in income is due to a combination of reasons including increases in facility hire, birthday party hire, kiosk sales and general admission fees and fewer credits remaining on accounts for the Learn to Swim Program from past seasons COVID-19 cancellations.

Expenditure

The operating expenditure (excluding Depreciation and Buildings Maintenance) for the 2021/22 Gawler Aquatic Centre Season is \$774,579, a +5.93% increase from the previous year.

The increase in operating expenditure is due to the 2021/22 pool season running for an additional 3 weeks longer than the 2020/21 pool season. The longer 2021/22 season was due to the timing of Easter and the school holidays, together with the earlier opening date for the 2021/22 season when compared to the previous season.

COMMUNITY PLAN

- 1.1 Gawler remains unique and distinct from its neighbouring areas
- 1.2 Foster a vibrant and active local community that is proud of Gawler
- 2.1 Physical and social infrastructure to service our growing population and economy
- 2.3 Manage growth through the real connection of people and places
- 2.4 Local economic activity to create local job opportunities and generate increased local wealth
- 3.1 Gawler to be an inclusive community with quality health and social wellbeing services to meet the needs of our growing community
- 3.2 Provide sporting and recreational facilities to meet local and regional community needs
- 5.3 Continue to deliver effective services and refine management processes

7.5 COMMUNITY SCORECARD FEEDBACK

Record Number: CC22/231;IC21/846

Author(s): Kimberley Rohan, Procurement & Business Improvement Officer

Previous Motions: CCS 14/09/2021 COMMITTEE RESOLUTION 2021:09:CCS035

Attachments: 1. **Community Scorecard - Overview for Website - 26-08-2021 CR21/66360** 

OFFICER'S RECOMMENDATION

That the Corporate & Community Services Committee:

1. **Notes the Community Scorecard Feedback report.**
2. **Requests that Council Staff present a further Community Scorecard update report to the relevant Committee, or Council, in six months' time.**
3. **Notes that Council Staff intend to present the Corporate Scorecard and first Quarter Update Report to the Audit and Risk Committee in late 2022 as a replacement to the current Non Financial Indicators report.**

SUMMARY

The Community Scorecard was developed to provide Community, Council Members and Council Staff with information, data and metrics that demonstrate Council's achievements and outcomes relative to the Gawler Community Plan 2030+.

The Community Scorecard includes quantitative measures across several programs, events and services aligned to the five pillars in the Gawler Community Plan 2030+.

It is not intended to measure Council's performance in its entirety but rather to provide a quantitative and visual view of performance outcomes. Council continues to provide information regarding the qualitative outcomes of the Gawler Community Plan 2030+ through Business Plans, Financial Plans and Annual Reporting.

The Community Scorecard was released via Council's website in late December 2021. This report provides the Corporate and Community Services Committee with an update regarding the implementation and management of the Community Scorecard.

A brief presentation of the Scorecard as it appears on Council's website will be provided at the meeting.

BACKGROUND

The Draft Community Scorecard was presented to the 14 September 2021 Corporate and Community Services Committee where the following was resolved:

COMMITTEE RESOLUTION 2021:09:CCS035

Moved: Mayor K Redman

Seconded: Cr D Fraser

That the Corporate & Community Services Committee:

1. *Notes the Draft Community Scorecard report.*
2. *Requests that the Draft Community Scorecard be finalised based on feedback received at this Meeting and that the Final Community Scorecard be launched accordingly.*

3. *Requests that Council Staff present an update report to this Committee six months after the launch of the Community Scorecard outlining its use and any feedback received from the community.*

Responding to the above resolution, the Community Scorecard was released via Council's website in late December 2021. This report provides the Corporate and Community Services Committee with an update regarding the implementation and management of the Community Scorecard.

COMMENTS/DISCUSSION

The Community Scorecard was developed to demonstrate how Council is performing in relation to the goals and objectives of the Gawler Community Plan 2030+, forming a new component of Council's key performance measurement platforms and part of its strategic reporting framework including Business Plans, Financial Plans and Annual Reporting.

The Community Scorecard provides a high-level visual overview of performance regarding services that Council provides to the community and assists in monitoring the implementation of the Gawler Community Plan 2030+.

The aim of the Community Scorecard is to:

- 1) Assist to provide further accountability and transparency to the Community;
- 2) Outline services provided aligned with Community needs;
- 3) Support the continuous improvement of our Services;
- 4) Be innovative and Customer focused;
- 5) Inform our local Community of our service delivery outcomes.

The Community Scorecard was released via Council's website in December 2021, featuring as a dedicated link on the homepage. Data within the Community Scorecard is updated quarterly and Council Staff have imported historical data sets to the Scorecard to provide improved trend analysis opportunities.

Currently the Community Scorecard has data available from the 2016-2017 Financial Year to Quarter 3 of the 2021-2022 Financial Year. The home page of the Community Scorecard includes Australian Bureau of Statistics (ABS) census data with data from the 2021 census updated as it becomes available. Noting the first release on 28 June 2022 includes key population data and the second release due October 2022 includes location variables and employment data.

Also available on Council's website is a detailed overview of the Community Scorecard (**Attachment 1**). This overview provides an explanation of the Community Scorecard and how performance indicators related to each goal of the Community Plan 2030+ have been aligned. It is noted that measures within the Community Scorecard are a reflection of current performance indicators and data sourced from existing processes and systems.

Over time, as Council further develops its service levels and performance measurement capability through more sophisticated systems, additional performance indicators may be added, ultimately enhancing Council's ability to monitor and analyse its performance.

Due to the scale and complexity of the data available within the Community Scorecard, it is best viewed via a desktop device. The desktop view of the Community Scorecard provides a comprehensive range of performance indicators across a range of programs, events and services. It provides Council with a level of quantitative information that was not previously available to the community.

Unfortunately the view of the data does not scale appropriately when viewed on a mobile device unless users view it through Microsoft's Power BI mobile application. Council Staff are currently investigating whether it is possible to publish a mobile friendly view of the Scorecard without the need to access the Scorecard via a third party application (such as Microsoft's Power BI mobile application).

Since its launch in December 2021, the Community Scorecard has been promoted via Council's website and Annual Budget and Business Plan processes. Information linked to this promotion encouraged the community to provide feedback or suggestions for improvement so that the Scorecard can be continuously refined to better meet the needs of the community. Council Staff are yet to receive any feedback or queries regarding the Community Scorecard.

Given the level of feedback and response Council generally receives for other aspects of its business, the lack of response to the release of the Community Scorecard suggests that the softer marketing approach used for this purpose has failed to effectively reach or resonate with the community.

Council Staff believe that there is an opportunity to increase promotion of the Scorecard once data for the final quarter of the 2021/22 Financial Year has been loaded. This will enable the community to view trends across 5 full financial years. It will also enable promotion of the Scorecard to link with financial year outcomes and the development of Council's 2021/22 Annual Report.

Corporate Scorecard

Coinciding with the development and implementation of the Community Scorecard, Council Staff have progressed with the development of a Corporate Scorecard aligned to Council's Corporate Plan. The development and implementation of both the Community Scorecard and the Corporate Scorecard are key reporting objectives within Council's Corporate Plan which states "the Community and Corporate Scorecards will be utilised to capture and measure organisational KPI's and create an overall 'tracker' of the organisations achievements in implementing the Community and Corporate Plan respectively". Corporate measures are to be formulated that align business unit outcomes to key corporate outputs."

The Corporate Scorecard reports quantitative data regarding the organisation's performance against the Corporate Plan, which provides the basis on how the organisation is structured, its values, behaviour and culture that ultimately deliver the services as outlined in Council's Annual Business Plan and Budget as well as the Community Plan 2030+.

Measures within the Corporate Plan are collated in relation to the following Key Result Areas (KRAs):

- 1) Productivity and Value for Money
- 2) Customer Experience
- 3) People
- 4) Leadership and Culture

An initial draft of the Corporate Scorecard has been developed with data collated on a monthly basis from 2019/2020 to 2021/2022, depending on the data available. It is intended that the Corporate Scorecard will replace the Non-Financial Indicators Report currently provided to Council's Audit and Risk Committee on a quarterly basis.

The data within the current Non-Financial Indicators Report will continue to be reported via the Community and/or Corporate Scorecards however, the look and feel of this report will change to align with these Scorecards.

Supporting the Corporate Scorecard will be a Quarter Update Report. This Report will be descriptive in nature, providing a qualitative summary of business unit outcomes with respect to the KRAs. The Quarter Update Reports will be presented to the Audit and Risk Committee and data within the Corporate Scorecard will be reported monthly to Council's Executive Management Team.

Council Staff are intending to present the Corporate Scorecard and first Quarter Update Report to Council's Audit and Risk Committee in late 2022, enabling Quarter 1 data from the 2022/23 financial year to be provided within this presentation.

Whilst both Scorecards are still within the early stages of implementation it is envisaged that as data continues to be collated and the systems mature the ability to report trends and movements in the data will be of benefit to Council and the community.

COMMUNICATION (INTERNAL TO COUNCIL)

Executive Management Team
Internal Performance Measures Champions

CONSULTATION (EXTERNAL TO COUNCIL)

CnNovate Consultants

POLICY IMPLICATIONS

Adherence to several Council Policies and reporting requirements is required to appropriately report the data required for the Scorecards outlined in this reports as this reporting covers all of Council's operations.

RISK EVALUATION

Nil

STATUTORY REQUIREMENTS

Statutes Amendment (Local Government Review) Act 2021
Local Government Act 1999

FINANCIAL/BUDGET IMPLICATIONS

Development of Council's Performance Measurement Framework including the Community and Corporate Scorecards as outlined within this report has occurred across three financial years as detailed in the table below:

Costs incurred to date

| | | |
|--|-----------|--------------------|
| Performance Management Program Scope | 2019/2020 | \$10,780 |
| Stage 1 - Define Metrics for the Community Scorecard | 2019/2020 | \$16,500 |
| Stage 2 – Design and implement interim data collection systems | 2020/2021 | \$16,500 |
| Stage 3 – Design and Publish Community Scorecard | 2021/2022 | \$16,500 |
| Stage 3 – Variation – additional metrics | 2021/2022 | \$3,960 |
| Stage 4 – Knowledge Transfer | 2021/2022 | \$3,850 |
| Total | | \$68,090 (inc GST) |

| | | |
|---|-----------|---------------------|
| Staff Training in Power BI - Basic | 2020/2021 | \$385.00 |
| Staff Training in Power BI - Intermediate | 2021/2022 | \$595.00 |
| Staff Training in Power BI – Fundamentals | 2021/2022 | \$1,309.00 |
| Power BI Pro Licence – current two users | 2021/2022 | \$168 p.a. per user |

COMMUNITY PLAN

- 1.1 Gawler remains unique and distinct from its neighbouring areas
- 1.2 Foster a vibrant and active local community that is proud of Gawler
- 1.3 Protect and promote Gawler's unique history
- 2.1 Physical and social infrastructure to service our growing population and economy
- 2.2 Growth to be sustainable and respectful of cultural and built heritage
- 2.3 Manage growth through the real connection of people and places
- 2.4 Local economic activity to create local job opportunities and generate increased local wealth
- 3.1 Gawler to be an inclusive community with quality health and social wellbeing services to meet the needs of our growing community

- 3.2 Provide sporting and recreational facilities to meet local and regional community needs
- 3.3 Recognise, respect, support and advocate on behalf of volunteers
- 3.4 Encourage the development of the Arts and creative sector
- 4.1 Act on climate change
- 4.2 Create and maintain a riverine environment that reflects the social, cultural and landscape values of the river corridor
- 4.3 Protection of environmentally significant areas of native vegetation for present and future generations
- 4.4 Support sustainable use of natural resources and minimise waste
- 4.5 Support the provision of useable public realm that preserves and enhances the environment and biodiversity
- 5.1 Be recognised as a best practice organisation delivering effective services and collaborating regionally
- 5.2 Foster and encourage community teamwork
- 5.3 Continue to deliver effective services and refine management processes

7.6 GAWLER CIVIC CENTRE LOWER GROUND FLOOR MEETING ROOM USAGE REVIEW UPDATE**Record Number:** CC22/231;IC22/257**Author(s):** Sam Irrgang, Civic Centre Operations Coordinator**Previous Motions:** Council, 22 March 2022, Resolution 2022:03:COU084**Attachments:** Nil

OFFICER'S RECOMMENDATION

That the Corporate and Community Service Committee recommends to Council that it:

- 1. Notes the Gawler Civic Centre Lower Ground Floor Meeting Room Usage Review Update Report.**
- 2. Notes the proposed options for a podcasting/video production room within the Lower Ground Floor Meeting Rooms at the Gawler Civic Centre and the associated estimated costs of delivery of these options.**
- 3. Works with the Gawler Business Development Group to further progress the opportunity for a podcasting/video production room with the Civic Centre and seek funding opportunities accordingly.**
- 4. Continues to advocate, support and seek external funding contributions for a tertiary student learning hub to be established in Gawler.**
- 5. Notes that the Mayor and Chief Executive Officer are engaging with the Federal Government regarding the recently submitted grant funding application that sought to establish a tertiary learning hub in Gawler which was deemed ineligible due to Gawler's geographical location and advocating for Gawler to be eligible in the future.**
- 6. Notes that any use of the Lower Ground Floor Meeting Rooms as the Gawler Civic Centre will not compromise the heritage integrity of the rooms and/or cause any negative impact on the building relative to maintenance or such other consequence.**

SUMMARY

This report provides the Committee with financial and other implications of providing a podcasting/video production room as well as a university student learning hub within the Gawler Civic Centre's Lower Ground Floor Town Hall Meeting Rooms. It also provides the outcomes of a recent application to the Federal Government by Regional Development Australia Barossa Gawler Light Adelaide Plains (RDABGLAP) for funding support towards the delivery of a university student learning hub.

BACKGROUND

Increasing the use of the lower ground floor Town Hall Meeting Rooms, with innovative products and services, will benefit both community and corporate groups in the region. It also serves an important function with respect to preservation of the building itself. All heritage buildings benefit by being used rather than being locked away. People movement assists with air circulation and usage builds and reinforces awareness of the whole Civic Centre's facilities and offerings.

At the 22 March 2022 Council Meeting the following was resolved:

RESOLUTION 2022:03:COU084

Moved: Cr N Shanks

Seconded: Deputy Mayor D Hughes

That Council adopts the recommendation from the Corporate & Community Services Committee made at item 7.3 of the meeting of that Committee meeting held on 8 March 2022, being:

That the Corporate and Community Service Committee recommends to Council that it:

- 1. Notes the Gawler Civic Centre Lower Ground Floor Meeting Room Usage Review Report*
- 2. Requests Council Staff to provide a report to a future Meeting that outlines the financial and other relevant implications of implementing the following Gawler Civic Centre Lower Ground Floor Meeting Room Usage Option(s):*
 - a. Podcasting/Video Production Room*
 - b. University Student Learning Hub*
- 3. Notes that in all regards any use to which the Gawler Civic Centre rooms are applied shall in no way impact on the heritage integrity of the rooms and/or cause any impact on the building relative to maintenance or such other consequence.*
- 4. Supports, in principle, the RDA applying for any grant opportunities that may arise relevant to University Student Learning Hubs in Gawler.*

This report responds to the above resolution by providing the financial and other relevant implications of implementing the usage options requested by Council and details the outcomes of a recent application to the Federal Government by Regional Development Australia Barossa Gawler Light Adelaide Plains (RDABGLAP) for funding support towards the delivery of a university student learning hub.

COMMENTS/DISCUSSION

Podcasting / Video Production Room

One of the four Lower Ground Floor Meeting Rooms could be equipped so that its primary use is a bookable Podcasting and/or Video Production room. Having a dedicated Podcasting/Video Production Room within the Gawler Civic Centre (GCC) would benefit corporate and community groups, as well as Council, as it would provide the opportunity to develop high quality audio/visual content for use in digital promotion and engagement.

As Council is aware, the lower ground floor Meeting Rooms are small and tall – approximately 13-14m², with a ceiling height of 2.7m. The walls are thick stone and a couple of the rooms have extensive glass frontage. Fortunately, all four Meeting Rooms have a standard gyprock ceiling (enclosing the new air conditioning services), so fixings can be made to these surfaces without impacting on the heritage fabric of the building. Having said this, with any uses considered to be established in the rooms, the heritage value of the spaces should not be compromised in any way.

Bookings for this proposed room would continue to be managed according to current operations and the current Hire of Gawler Civic Centre Venues policy, with non-exclusive use. The technology and fit out required for creation of a Podcasting/Video Production Room would seek to not preclude other uses, such as general meetings or similar.

Council Staff understand that the Gawler Business Development Group applied to the Federal Government's Building Better Regions Fund for grant funding to assist in creating a podcasting/video production room in Gawler. Council Staff made multiple requests to the Gawler Business Development Group seeking information regarding this application, more specifically the details and cost estimates of the proposed room fit out, to assist with this report. Unfortunately, the Gawler Business Development Group was not forthcoming with the information requested, consequently Council Staff sourced information regarding the proposed use from another source.

Council Staff met with Programmed Electrical Technologies (PET) to discuss the potential of fitting out one of the rooms for the podcasting/video production purpose and requested them to provide a couple of options and quotes to achieve the desired outcome:

1. Bring your own Computer
2. Automated Podcast Studio

Both options include the same level of acoustic treatment to the ceilings and walls. It is proposed that four acoustic baffles would be suspended from the gyprock ceiling, positioned to avoid any interruption to air conditioning, lighting, fire prevention and other sensors. This effectively lowers the ceiling height from an acoustic perspective, reducing reverberations and improving audio quality in the room.

Further treatment proposed is an acoustic curtain system to be suspended from the gyprock ceiling approximately 100-200mm inside the walls. This provides the main acoustic treatment for the room as it negates the acoustic “mirror effect” that solid stone walls generate. This further reduces audio reverberation within the room and, combined with the overhead panels, will deliver an environment suitable for audio recording. There are benefits of using acoustic curtains in these rooms as they can be hung without interfering with the stone walls, preserving the heritage fabric of the room and they can be pushed neatly into recesses within the room opening it up for use as a standard meeting room if required.

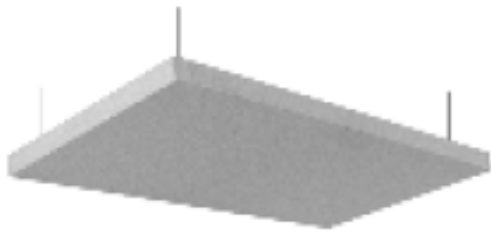


Image 1: Example of Ceiling Baffle



Image 2: Example acoustic curtain system

The difference between the two options provided by PET relates to the audio/video production interfaces that could be used – further detailed below:

1. *Bring Your Own Computer (BYOC)*

This design is the simplest and cheapest of the two. It relies on the user bringing their own recording computer (laptop) and also assumes that they have the knowledge of how to setup a recording environment and use the software on their computer.

There are four main components to a video or podcast system. The microphones are generally dynamic and are mounted on swivel arms. The microphone is specifically designed for human speech. PET suggests two Rode Micpods being available to allow for interview situations. Microphones would be connected to a USB interface ready for the BYOC to be connected.

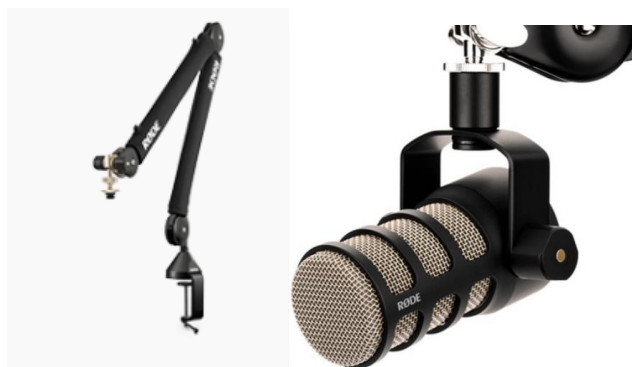


Image 3: Example Podcast Microphone (with swivel arm)

The existing lighting in the room should be modified to allow the user to dim the level down to a very low level. Two specific Podcast key lights should be made available for the user to position as required. They will connect directly into a power point within the room.

Finally, for Video Production, a quality camera and lens should be considered. Somewhat of an industry standard is the Sony A6400 and the Sigma 16mm F1.4 lens. A video capture device will be provided to allow the HDMI output to be routed into the user's BYOC. A quality pod will allow users to place the camera where needed in the space.

**BYOC - Budget Cost \$16,500 ex GST
(includes supply, installation and testing)**

2. Automated Podcast Studio

The microphones, lighting and camera solutions proposed within the BYOC option remain the same for the Automated Studio option. However, a content recorder and control panel will be added with all the technical elements of the solution feeding into this recorder and control panel. This solution enables content recording at the push of a button with the recording able to be stored in the cloud and/or recorded directly to an external hard drive (or similar) plugged directly into the recorder.

This system has been installed by PET in universities and other tertiary institutions and has been successful where non-technical people are required to make videos.



Image 4: Example Content Recorder and Control Panel

There are both benefits and disadvantages with the automated studio option. It is easy to use and requires no technical abilities. Recordings are automatically stored in the cloud, providing a back up to users in the event that local recording to an external hard drive (or similar) fails. However, being automated removes the ability for users to manually adjust some settings during recording and users may prefer accessing recordings via their own device – enabling live editing.

**Automated Podcast Studio - Budget Cost \$39,500 ex GST
(includes supply, installation, programming and testing)**

University Student Learning Hub

Responding to point 4 of Resolution 202:03:COU084 (above) Council Staff provided proposed rental costs, images and information to assist RDABGLAP in applying for a grant to support the establishment of a university student learning hub at the Gawler Civic Centre.

In late March 2022, RDABGLAP applied to the Federal Government's Department of Education, Skills and Employment's 2022 Regional University Centres Program for funding assistance to deliver such a hub in Gawler, using the Civic Centre's Lower Ground Floor Meeting Rooms.

The application outlined that RDABGLAP is a regional community organisation established with the support of local, state and federal government to strengthen communities. It is an incorporated not for profit organisation and undertakes a range of activities designed to fill gaps and activate opportunities in the region. Building towards a workforce of the future is an important role for RDABGLAP.

For almost four years, RDABGLAP has delivered Regional University Centre (RUC) services through the 'Barossa Campus'. With a target student cohort of 50, they rapidly achieved registrations of 250, however, with limited transport options available, are unable to service the whole region, in particular Gawler, which has the highest unemployment and lowest educational attainment in the region.

With the benefit of 4 years operation, RDABGLAP's recent application was based on the opportunity to leverage the resources of Barossa Campus and establish a satellite centre within the Gawler Civic Centre. With rent subsidised through sponsorship by local government (Town of Gawler) and leveraging additional resources of Barossa Campus and RDABGLAP, their application offered a robust governance model, overseen operationally by community and prudentially by three levels of government.

Costs to run such a facility would largely comprise staff, including a full-time centre coordinator who would manage the day-to-day operations and student support of the centre, plus provide communication, extra-curricular and business/career/wellness mentoring as required. A further possible part-time staff member could be required as support for the coordinator in an administrative role.

Ancillary support would be provided by RDABGLAP staff and the Barossa Campus Coordinator. Minimal fit out requirements would be required initially, as members/students bring their own device and are provided access to Wi-Fi networks already available within the Gawler Civic Centre. In-kind or discounted venue hire from the Town of Gawler, would enable this proposed centre to offer at least three (3) Lower Ground Floor Meeting Rooms as part of an initial RUC, with further, public spaces throughout the Gawler Civic Centre also being accessible. Access to the proposed Podcasting / Video Production Room (as outlined in this report – or similar) and/or other Gawler Civic Centre meeting spaces and printing, would also be included.

Unfortunately, the grant application from RDABGLAP was not successful, with initial feedback from the Department of Education, Skills and Employment (DESE) stating that Gawler, the location of the proposed RUC, is not an eligible site due to it being classed as Metropolitan under the Federal Government's criteria.

In its application RDABGLAP did self-classify Gawler as 'Inner Regional' based on the Australian Statistical Geographic Standard (ASGS) Remoteness Areas classifications and have in the past made submissions about Gawler being regional for Building Better Regions Fund (BBRF) because of Council's membership of RDABGLAP and advocated that this should apply to DESE too.

In further feedback sought by RDABGLAP, DESE had already announced successful applications, and even if Gawler was eligible, applications were assessed based on merit. Further to this, DESE had announced its priority locations when the round opened (being Mt Barker and Victor Harbor) which made Gawler an even lower priority for funding in the event that RDABGLAP's advocacy to have it recognised as regional had been successful.

The 2022 Regional University Centres Program was announced and assessed by the former Federal Liberal Government. With this Government changing to a Labor Government in May 2022, there have been changes to a range of portfolios and new Ministers have been sworn in. On 1 July 2022, the Department of Education Skills and Employment became the Department of Education, with the Hon Jason Clare MP as the Minister for Education. A newly created Department of Employment and Workplace Relations was also established with the Hon Tony Burke MP as the Minister for Employment and Workplace Relations. Skills and Training sits within this new Department with the Hon Brendan O'Connor MP as the Minister for Skills and Training.

The change in the Federal Government provides a new opportunity for Council to strongly advocate for a tertiary learning hub in Gawler. Such advocacy has already commenced with Mayor Redman and Council's Chief Executive Officer (CEO), Mr Henry Inat, meeting with key Government figures and industry leaders in Canberra in June 2022.

It should be noted that Gawler is rarely seen as a regional location by both Federal and State Government. Significant advocacy to the Federal Government's Department of Infrastructure, Transport, Regional Development and Communications overturned a previous decision to make Gawler ineligible for funding under its Building Better Regions Fund due to its location being determined as metropolitan by that Department at the time. However, this is the only Federal

Government funding stream that Council Staff are aware of that classifies Gawler as Regional. All others classify Gawler as metropolitan. The same metropolitan classification is given to Gawler by the State Government as evidenced by the funding received for the Gawler Public Library Service.

Mayor Redman and Council's CEO will be further engaging with the Federal Government regarding the tertiary learning hub initiative and the recently submitted grant application and advocating for Gawler to be an eligible location for future funding.

CONCLUSION

Whilst the University Student Learning Hub or RUC program would need either significant Council investment or a future successful grant application to succeed, the concept, demand and support is there from key stakeholders. Further advocacy, consultation and clarification with the DESE and other funding bodies will continue to help this concept in any future applications of this nature.

With a smaller investment, Council has an opportunity to provide a Podcasting / Video Production room that enables both community and corporate organisations to produce popular forms of digital marketing content within its Civic space. As mentioned previously, bookings for this proposed room would continue to be managed as per current operations, with any fit out not precluding other uses, such as general meetings.

Based on Meeting Room use data gathered since the Gawler Civic Centre opened, Council Staff do not believe that implementing either of the above options would impact on Council's ability to provide suitable meeting space within the Centre to either community or corporate groups or individuals. All Town Hall Meeting Rooms (nine in total) can continue to be booked and used on a casual basis, when available.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
Manager Business Enterprises and Communications

CONSULTATION (EXTERNAL TO COUNCIL)

McGees Property
Programmed Electrical Technologies
Regional Development Australia Barossa Gawler Light Adelaide Plains
Gawler Business Development Group
Venue Hire Enquiries – Business / Corporate groups

POLICY IMPLICATIONS

Hire of Gawler Civic Centre Venues Policy
National Competition Policy

RISK EVALUATION

Current risks are focused on providing appropriate levels of in-person meeting and event opportunities at the Gawler Civic Centre (GCC), to help achieve social connection, lifelong learning and entertainment (programming) goals, whilst adhering with COVID-Safe requirements.

| Risk | |
|--|--|
| Identify | Mitigation |
| Corporate hire of the Meeting Rooms does not improve or decline. | GCC venue hire, and use includes competitive casual rates based on a two-tiered system of corporate and community hirers |
| Commercial operations within the Civic Centre plateau. | Promote actions being undertaken to provide a safe place to conduct business, provide support to operators with connections to specialist business advisory services via Regional Development Australia Barossa Gawler Light Adelaide Plains and Gawler Business |

| | |
|---|---|
| | Development Group, and activate event spaces in accordance with COVID-Safe plans. |
| Community use of the Meeting Rooms does not improve or decline | GCC venue hire policy includes free Town Hall Meeting Room hire for all Town of Gawler registered* community hirers. *registered address within the Town of Gawler and/or demonstrated Town of Gawler activity |
| Opportunity | |
| Identify | Maximising the Opportunity |
| Increase service delivery options and pivot during the short-medium term COVID-19 recovery phase. | Support the Business / Corporate community (including Home-Based Businesses), with another option to progress their business operations. Support local students transitioning into University and/or back into study, in a regional, supportive environment, without barriers. |

STATUTORY REQUIREMENTS

Local Government Act 1999 Section 188 Fees and Charges

FINANCIAL/BUDGET IMPLICATIONS

Implementing the options for lower ground floor Meeting Room usage outlined in this report requires financial investment as outlined in the below table:

| Meeting Room Use | Description | Cost Estimate (ex GST) |
|----------------------------------|--|------------------------|
| Podcasting/Video Production Room | Bring Your Own Computer Option (includes supply, installation and testing). | \$16,500 |
| | Automated Podcast Studio Option (includes supply, installation, programming and testing). | \$39,500 |
| University Student Hub | 1 to 1.5 FTE Staff to manage the day-to-day operations and student support of the centre, plus provide communication, extra-curricular and business/career/wellness mentoring as required. | \$100,000 - \$150,000 |

Council's Adopted 2022/23 Annual Budget does not provide any funding for delivery of the meeting room use options outlined in this report. If Council wanted to invest in any of the options then it would need to consider this investment in the context of Council's financial capacity and adjust its Adopted Budget/Long Term Financial Plan accordingly.

COMMUNITY PLAN

- 1.2 Foster a vibrant and active local community that is proud of Gawler
- 2.1 Physical and social infrastructure to service our growing population and economy
- 2.2 Growth to be sustainable and respectful of cultural and built heritage
- 2.4 Local economic activity to create local job opportunities and generate increased local wealth
- 3.4 Encourage the development of the Arts and creative sector
- 5.3 Continue to deliver effective services and refine management processes

7.7 CHRISTMAS IN GAWLER

Record Number: CC22/231;IC22/384

Author(s): David Barrett, Manager Business Enterprises and Communications

Previous Motions: Council, 26 March 2019, Resolution 2019:03:COU109; Council 24 August 2021 2021:08:COU335; Council 28 September 2021, Resolution 2021:09:COU365

Attachments: 1. **2021 Christmas Activities Event report from Apex Club of Gawler CR22/38468** 

OFFICER'S RECOMMENDATION

That the Corporate & Community Services Committee notes:

1. **The outcomes of the partnership with the Gawler Business Development Group, Apex Club of Gawler and other interested members of the community with respect to delivering the 2021 Christmas in Gawler events and activities including the Twilight Christmas Markets.**
2. **The planned events and activities for Christmas in Gawler 2022 including:**
 - a) **Christmas Matinee Performance**
 - b) **Community Christmas Market**
 - c) **Gawler Carols**
 - d) **Santa's Workshop**
 - e) **Mayor's Christmas Card Competition**
 - f) **Mayor's Giving Tree**
 - g) **Murray Street Christmas Banners and Decorations**
3. **That Council Staff will continue to liaise with the Apex Club of Gawler, Gawler Business Development Group, and other interested members of the community to enhance the level of events and activities to be delivered as part of the 2022 Christmas in Gawler program.**

SUMMARY

This report provides the Corporate and Community Services Committee with an overview of events and activities that are being planned for delivery over the 2022 Christmas period.

BACKGROUND

The Gawler Carols have been a feature of the Community Event calendar within Gawler for several years. Council currently has an agreement with the Apex Club of Gawler to deliver the Gawler Carols event until 2023 as per the below resolution:

RESOLUTION 2019:03:COU109

Moved: Cr P Little

Seconded: Cr D Fraser

That Council adopts the recommendation from the Corporate & Community Services Committee made at item 7.2 of the meeting of that Committee meeting held on 12 March 2019, being:

That the Committee recommends to Council that it:-

1. *Notes the Apex Club of Gawler Carols 2018 Report;*

2. *Authorises the Chief Executive Officer to enter into an agreement with the Apex Club of Gawler to coordinate the 2019-2023 Gawler Carols events based on the following:*
 - 2.1. *Sponsorship of \$27,940 excluding GST (CPI to be applied subsequent years)*
 - 2.2. *In kind support up to the value of \$5,000 excluding GST which includes:*
 - 2.2.1. *Use of Pioneer Park to host the Event.*
 - 2.2.2. *Access to Council staff to support with organising the Event including:*
 - 2.2.2.1. *Depot Staff for onsite meetings, line marking of Pioneer Park locating underground services and sourcing refuse bins.*
 - 2.2.2.2. *Senior Visitor Information Centre Officer to attend Gawler Carols organising committee meetings, liaise with the Promoter and Council over issues and requests, provide Emergency Response Plan and coordinate Event Application process.*
 - 2.2.3. *Listing the Event on Council's website and other media sources.*
 - 2.2.4. *At least one (1) Council Officer on site for the duration of the event.*
 - 2.2.5. *Update of Cross Street banner dates.*
3. *Notes that the Apex Club of Gawler will neither charge admission to the Gawler Carols event nor charge a management fee for coordinating the event.*

Unfortunately, in August 2020 the Apex Club of Gawler announced that the 2020 Gawler Carols event would be cancelled due to the uncertainty posed by the Coronavirus pandemic. Responding to this announcement, Council collaborated with the Apex Club of Gawler to provide Santa's Workshop at the Gawler Civic Centre. This free four-day event was very successful with 1,872 people booking to attend, equating to 94% capacity under the Covid-Safe Plan and associated restrictions that were in effect at the time.

Other events that occurred in 2020 were the Mayor's Christmas Card Competition, Mayor's Giving Tree, Apex Park Christmas Markets and Gawler Riverbank Display.

The 2021 Gawler Carols was planned to be held on Saturday 11 December 2021 however, as with the 2020 event, the Apex Club of Gawler made the difficult decision in August 2021 to cancel the event due to the uncertainty of restrictions and delivery of the event under the Covid-Management Plan requirements at the time being cost prohibitive. The cancellation of the 2021 Gawler Carols event led Council to consider what it could do with respect to delivering Christmas events/activities in Gawler and at the 24 August 2021 Council Meeting the following was resolved:

RESOLUTION 2021:08:COU335

Moved: Cr N Shanks

Seconded: Cr D Fraser

That Council, in partnership with GBDG and interested community members, form a working party to plan for a potential reinstatement of Christmas in Gawler / Christmas Markets.

Mayor Redman, Council Staff and a representative from the Apex Club of Gawler met in early September 2021 to discuss how a Christmas in Gawler program could still be delivered in 2021 and Council resolved the following at its 28 September 2021 Meeting

Resolution 2021:09:COU365

Moved: Cr P Little

Seconded: Cr J Vallelonga

That Council adopts the recommendation from the Corporate & Community Services Committee made at item 7.2 of the meeting of that Committee meeting held on 14 September 2021, being:

That the Corporate & Community Services Committee recommends to Council that it:

1. *Notes the events and activities that are being provided by Council and local community groups and organisations that collectively form Christmas in Gawler as outlined in this report, namely:*
 - a. *Twilight Christmas Market*
 - b. *Christmas Performances*

- c. *Santa's Workshop*
 - d. *Mayor's Christmas Card Competition*
 - e. *Mayor's Giving Tree*
 - f. *Murray Street Christmas Banners and Decorations.*
2. *Supports the use of funds allocated within the 2021/22 Adopted Budget for the 2021 Gawler Carols Event be reallocated to the delivery of the Twilight Christmas Market, Christmas Performances and Santa's Workshop at the Gawler Civic Centre.*
3. *Notes that Council Staff will contact other community groups to explore increased participation in Santa's Workshop as outlined in this report.*

In the lead up to Christmas 2021, Council Staff continued to liaise with interested community members, the Gawler Business Development Group and the Apex Club of Gawler with respect to delivering the above events and activities.

This report provides the Corporate and Community Services Committee with an overview of Christmas in Gawler 2021 and an overview of events and activities that are being planned for delivery over the 2022 Christmas period.

COMMENTS/DISCUSSION

Christmas in Gawler 2021

1. Twilight Christmas Market

The Apex Club of Gawler continued its coordination of the annual Christmas Market that prior to 2019 was coordinated by the Gawler Business Development Group. The 2021 Market was held in Apex Park as a twilight event from 2pm to 8pm on Saturday 11 December 2021. The Market also used Walker Place as a Kids Zone and entertainment area.

The Apex Club of Gawler provided Council with a report of the 2021 activities for information (**Attachment 1**). According to this report, 3,000 people attended the Market at Apex Park with the largest number of people being present at any one time being 950 making it the best attended Market that the Apex Club of Gawler has ever held.

The Kids Zone in Walker Place had free activities for the community including face painting, air brush tattoos, bouncy castle, plaster painting, mini golf, laughing clowns and live entertainment. The Kids Zone had a peak attendance of 120 at any one time and on reflection, the Apex Club of Gawler believe that it would have been better located adjacent to the Apex Park Playground.

As an adjunct to the Twilight Christmas Market, Council Staff worked with the Apex Club of Gawler to engage some of the performers that were originally booked to appear at the 2021 Gawler Carols event to instead appear at the Gawler Civic Centre. The Town Hall Balcony, Institute Portico and Kingsford Hotel Balcony were used by musicians, choirs and bands to provide live entertainment for the last couple of hours of the Market. The intention was to draw people into the Gawler Civic Centre for an evening Gala performance by Acoustic Juice however, this performance was cancelled due to a lack of ticket sales.

2. Christmas Performances

Council Staff worked with the Apex Club of Gawler to program a range of Christmas Performances. On Friday 26 November the Gawler Civic Centre hosted "Our Christmas Favourites" which was attended by 25 people. On Saturday 11 December 2021 live music and entertainment was presented as part of the Twilight Christmas Market and Murray Street was activated with performances from the Kingsford Hotel Balcony, Town Hall Balcony and Institute Portico. Unfortunately, as referenced above, the Gala performance by Acoustic Juice was cancelled due to low ticket sales.

3. Santa's Workshop

Like the 2020 event, the 2021 Santa's Workshop was a big success. Providing free entry across four sessions per day from Thursday 16 to Sunday 19 December, Santa's workshop had 2,410 people booked making it 96% capacity. The Gawler Civic Centre October to December 2021 Quarter Update Report presented to Council at its 25 January 2022 Meeting provided further details regarding the 2021 Santa's Workshop.

4. Mayor's Christmas Card Competition

The annual Mayor's Christmas Card Competition occurred again with Primary School students from Reception to Year 5, who live or attend a school within the Town of Gawler being invited to draw or paint a Christmas scene that they feel reflects what Christmas means to them.

Allison Sadler from Gawler Books was once again an incredible supporter and contributor for the Christmas Card Competition, with her donation of gift vouchers for the lucky winners. In addition, participating schools received a bundle of books from this generous business.

Council received 578 entries across the three categories:

- a) Category 1 - Reception and Year 1
- b) Category 2 – Year 2 and 3
- c) Category 3 – Year 4 and 5

First, second and third prizes from each competition category received an award and the winning entries from each category were printed and made into Christmas Cards with the student's name, year, and their school printed on the inside of the card. Mayor Redman used these as her personal Christmas cards sharing the beautiful talents of the children in Gawler.

All competition entries were mounted on boards and hung for display in the Gawler Civic Centre across the Christmas period.

5. Mayor's Giving Tree

The Mayor's Giving Tree was available at the Gawler Civic Centre and Gawler Aquatic Centre in the lead up to Christmas. The community was invited to donate presents at the two sites that were passed on to the Salvation Army for distribution to families in need. This program resulted from a Council resolution in late 2020 and has now been successfully coordinated for 2 years.

6. Murray Street Christmas Banners and Decorations

As per previous years, Council Staff facilitated the hanging of Christmas Banners and Decorations throughout Murray Street during the festive season. The Banners and Decorations were complemented by Christmas Wreaths hung from the Town Hall Balcony and Decorated Christmas Trees within the Gawler Civic Centre, Gawler Public Libraries and Gawler Administration Centre.

Christmas in Gawler 2022

Council Staff and the Apex Club of Gawler have commenced planning for Christmas in Gawler 2022. The planned events and activities are similar to 2021 however, with Coronavirus restrictions now lifted, the Apex Club of Gawler is pleased to advise that Gawler Carols in Pioneer Park will be returning.

The following Christmas events and activities are planned to occur as part of Christmas in Gawler 2022:

- 1. The Beggars Christmas Matinee Performance, 11am, Thursday 1 December 2022 at the Gawler Civic Centre.
- 2. Gawler Apex Community Christmas Markets on Saturday 10 December 2022 in Apex Park.
- 3. Gawler Apex Community Christmas Carols on Saturday 17 December 2022 in Pioneer Park.
- 4. Santa's Workshop at the Gawler Civic Centre from Thursday 15 to Sunday 18 December 2022.
- 5. Mayor's Christmas Card Competition.
- 6. Mayor's Giving Tree.
- 7. Murray Street Christmas Banners and Decorations.

The Gawler Business Development Group's Annual Business Plan for 2022/23 states that "GBDG will engage with Town of Gawler, local sporting associations and clubs, local service clubs and others to determine what events are planned for the 2022/23 year, and work with those groups to promote events that will draw people into the town and money into the cash registers. GBDG will work with business owners to ensure they are aware of the events with adequate time for them to appropriately plan for staff coverage, stock levels and plan for in store promotions and offers."

Christmas in Gawler 2022 will be a standing item on the monthly liaison meetings between Council and the Gawler Business Development Group for the remainder of the calendar year to ensure that relevant conversations are had, and ideas shared, regarding what is occurring to enable such promotion and awareness to occur.

The Gawler Business Development Group's 2022/23 Budget also has an allocation of \$1,500 for Community Sponsorship with Gawler Carols, Gawler Fringe and Community Events listed as recipients of this funding. Consequently, the 2022 Gawler Carols should receive some financial sponsorship from the Group.

Council Staff will continue to liaise with the Apex Club of Gawler, Gawler Business Development Group, and other interested members of the community to enhance the level of events and activities to be delivered as part of the 2022 Christmas in Gawler program.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
Team Leader Library and Customer Service
Team Leader Recreation and Community Operations
Gawler Civic Centre Operations Coordinator
Senior Visitor Information Centre Officer

CONSULTATION (EXTERNAL TO COUNCIL)

Apex Club of Gawler
Gawler Business Development Group
Willo's Mens Shed
Country Women's Association
NAWMA
Metro Café
Amazing Magic Entertainment Group

POLICY IMPLICATIONS

Nil

RISK EVALUATION

| Risk | |
|--|--|
| Identify | Mitigation |
| Community expectations that Council will provide or support the delivery of free activities that celebrate Christmas | Provide Christmas programs and activities presented by Council, and partnership events with community groups, free of charge to the community and within Council's existing budget. |
| Opportunity | |
| Identify | Maximising the Opportunity |
| Community events delivered by community groups now that Coronavirus restrictions have been removed | Continue to support the Apex Club of Gawler, Gawler Business Development Group and other interested community members with the delivery of Christmas events and activities such as Gawler Carols and Twilight Markets. |

STATUTORY REQUIREMENTS

Nil

FINANCIAL/BUDGET IMPLICATIONS

Council's 2022/23 Adopted Budget allocated \$29,767 in funding to the Apex Club of Gawler to deliver the 2022 Gawler Carols Event. The Apex Club of Gawler is presenting the Community Christmas Market at its own expense.

Costs to deliver the other Christmas events/activities are provided for within Council's Recurrent Budget related to both the Library and Community Services and Business Enterprises and Communications Divisions.

COMMUNITY PLAN

- 1.2 Foster a vibrant and active local community that is proud of Gawler
- 2.3 Manage growth through the real connection of people and places
- 2.4 Local economic activity to create local job opportunities and generate increased local wealth
- 3.3 Recognise, respect, support and advocate on behalf of volunteers
- 3.4 Encourage the development of the Arts and creative sector
- 5.1 Be recognised as a best practice organisation delivering effective services and collaborating regionally
- 5.2 Foster and encourage community teamwork
- 5.3 Continue to deliver effective services and refine management processes


7.8 POLICY REVIEW

Record Number: CC22/231;IC22/262

Author(s): Chris Haynes, Governance Support Officer

Previous Motions: Nil

Attachments:

1. **Policy - Community Gardens CR22/24142** 
2. **Policy - Library Service CR22/23999** 
3. **Policy - Sport and Active Recreation CR22/22148** 
4. **Policy - Hire of Gawler Civic Centre Venues CR21/77752** 

OFFICER'S RECOMMENDATION

That the Corporate & Community Services Committee adopts the following policies:

1. **Community Gardens**
2. **Library Service**
3. **Sport and Active Recreation**
4. **Hire of Gawler Civic Centre Venues**

SUMMARY

This report is part of an ongoing review of the Policy and Code of Practice Manual and provides an update on a number of policies that have recently been reviewed.

BACKGROUND

Policies, codes of practice and codes of conduct are fundamental components of Council's good governance framework. Councils use them to:

- a) Set directions;
- b) Guide decision making by the elected Council and administration; and
- c) Inform the public about how Council will normally act.

Policies and codes are living documents. Accordingly, they must be subject to evaluation and review, on a regular basis, to ensure that they continue to reflect Council's views.

Where changes have been made they are shown via "Track Changes" to the document.

The policies provided in this report are made publicly available on Council's website together with any mandatory procedures. Procedures that have been created for a policy or code are referenced on the front page of each policy/code. If a procedure is mandatory it will be presented at the time of the review of its respective policy/code.

COMMENTS/DISCUSSION

The policies below have been reviewed by Council Officers and updated to align with current practices.

Section 5 – Library and Community Services

Community Gardens

The Community Gardens Policy has been reviewed by staff and minor changes only are recommended, such as the review date (**Attachment 1**).

Library Service

The Library Service Policy has been reviewed by Staff and minor changes only are recommended **(Attachment 2)**.

Sport and Active Recreation

The Sport and Active Recreation Policy has been reviewed by staff and minor changes only are recommended, such as the review date, responsible officer and Community Plan dates **(Attachment 3)**.

Section 2 – Community & Strategy (Business Enterprises & Communication)Hire of Gawler Civic Centre Venues

The Hire of Gawler Civic Centre Venues Policy has been reviewed by staff and minor changes only are recommended, such as the frequency of review, responsible officer update, minor terminology updates and minor insurance terms update **(Attachment 4)**.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
Governance Officer
Other relevant Council staff

CONSULTATION (EXTERNAL TO COUNCIL)

Nil

POLICY IMPLICATIONS

The Policies presented inform the operational consequences in the relevant areas of Council.

Due to amendments to section 132 – Access to documents of the Local Government Act, the Availability of Policy clause of all policies in future reviews will be amended to read

“The Policy is available to be downloaded, free of charge, from Council’s website at www.gawler.sa.gov.au.

A printed copy may be purchased on request from the Council’s Administration Centre.”

RISK EVALUATION

| Risk | |
|--|---|
| Identify | Mitigation |
| Not meeting legislated requirements and/or service standards adopted by Council. | Review regularly to ensure codes and policies reflect current expectations and practices of Council and clearly guide decision making processes that reflect community needs. |
| Opportunity | |
| Identify | Maximising the Opportunity |
| Community awareness | Codes and policies that are legislated or have been introduced at Council's discretion, will assist in community understanding of the services standards of Council. |

STATUTORY REQUIREMENTS

Certain Policies and Codes of Practice are required in accordance with the Local Government Act 1999.

FINANCIAL/BUDGET IMPLICATIONS

Implementation and application of the Policies and Codes of Practice will, to varying degrees, have financial consequences on the Council.

COMMUNITY PLAN

- 1.1 Gawler remains unique and distinct from its neighbouring areas
- 1.2 Foster a vibrant and active local community that is proud of Gawler
- 1.3 Protect and promote Gawler's unique history
- 2.1 Physical and social infrastructure to service our growing population and economy
- 2.2 Growth to be sustainable and respectful of cultural and built heritage
- 2.3 Manage growth through the real connection of people and places
- 2.4 Local economic activity to create local job opportunities and generate increased local wealth
- 3.1 Gawler to be an inclusive community with quality health and social wellbeing services to meet the needs of our growing community
- 3.2 Provide sporting and recreational facilities to meet local and regional community needs
- 3.3 Recognise, respect, support and advocate on behalf of volunteers
- 3.4 Encourage the development of the Arts and creative sector
- 4.1 Act on climate change
- 4.2 Create and maintain a riverine environment that reflects the social, cultural and landscape values of the river corridor
- 4.3 Protection of environmentally significant areas of native vegetation for present and future generations
- 4.4 Support sustainable use of natural resources and minimise waste
- 4.5 Support the provision of useable public realm that preserves and enhances the environment and biodiversity
- 5.1 Be recognised as a best practice organisation delivering effective services and collaborating regionally
- 5.2 Foster and encourage community teamwork
- 5.3 Continue to deliver effective services and refine management processes

8 ITEMS LISTED FOR DISCUSSION

9 QUESTIONS WITHOUT NOTICE

10 MOTIONS WITHOUT NOTICE

11 CLOSE

12 NEXT ORDINARY MEETING

Tuesday 13 September 2022 commencing at 7.00pm