



Victoria Daly
REGIONAL COUNCIL

AGENDA

**ORDINARY MEETING OF COUNCIL
TO BE HELD ON THURSDAY 31 MARCH 2022
AT 9:00 AM
AT THE REGIONAL OFFICE - KATHERINE
29 CRAWFORD STREET, KATHERINE EAST NT 0850**

COUNCILLORS

Mayor Brian Pedwell - Walangeri Ward
Deputy Mayor Shirley Garlett - Timber Creek Ward
Councillor Yvette Williams - Pine Creek Ward
Councillor Georgina Macleod - Daguragu Ward
Councillor Andrew McTaggart – Milngin Ward

Chief Executive Officer

Russell Anderson



Our Vision

Council's vision for the Victoria Daly region is ***"Moving Forward Together"***, becoming a well respected and recognised leader within Australia's Local Government. Council aims to work towards developing a broad range of strategies that will help shape its vision for the region through excellent service delivery and community engagement; assisting to build one of the most sustainable, vibrant and diverse regions in Australia. The Council strives to form partnerships that ensure strategic goals are met.

Our Values

The key core values and principles that are integral in achieving our vision are Respect, Integrity, Honesty, Openness and Equality

Our Goals

The Council aims toward ensuring all communities are strong, safe and healthy; abundant with respect for culture and heritage. The Council aspires to provide good governance, leadership and advocacy and work towards building a strong regional economy by promoting local employment and high quality services within financial resources. The Council is also striving towards maintaining and developing Council assets, natural resources and country.



The Council strives to foster partnerships that will deliver our strategic goals. Council's goals for 2020-2021 are –

- **Quality Leadership**

Provide proactive leadership with transparent and accountable governance

- **Financial Sustainability**

Enhance the Council's financial sustainability to enable quality services and assets across the region

- **Invest in our people**

Grow our people through investment in training, skills recognition and developing regional opportunities for employment

- **Infrastructure**

Continually improve Council's assets and infrastructure through good forward planning

- **Systems**

Improve the operating systems, policies and procedures

- **Liveability**

Enhance the liveability of our communities and our regional lifestyle



Schedule 1 - Code of conduct *Local Government Act 2019* **section 119**

- 1 Honesty and integrity** A member must act honestly and with integrity in performing official functions.
- 2 Care and diligence** A member must act with reasonable care and diligence in performing official functions.
- 3 Courtesy** A member must act with courtesy towards other members, council staff, electors and members of the public.
- 4 Prohibition on bullying** A member must not bully another person in the course of performing official functions.
- 5 Conduct towards council staff** A member must not direct, reprimand, or interfere in the management of, council staff.
- 6 Respect for cultural diversity and culture**
 - 6.1 A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.
 - 6.2 A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.
- 7 Conflict of interest**
 - 7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.
 - 7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.
- 8 Respect for confidences**
 - 8.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
 - 8.2 A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.
- 9 Gifts**
 - 9.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
 - 9.2 A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.
- 10 Accountability** A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
- 11 Interests of municipality, region or shire to be paramount**
 - 11.1 A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
 - 11.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.
- 12 Training** A member must undertake relevant training in good faith.



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The Victoria Daly Regional Council advises that anyone who has any application lodged with the Victoria Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Victoria Daly Regional Council in respect of the application.

A handwritten signature in black ink, appearing to read 'Russell Anderson', written in a cursive style.

Russell Anderson
Chief Executive Officer



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1. Present

2. Apologies

Nil

3. Presentations - Deputations - Petitions

Nil

4. Disclosure of Interest - Councillors and Staff

Section 114 of the *Local Government Act 2019*

114 Conflict of interest

(1) A member has a conflict of interest in a question arising for decision by the audit committee, council, council committee or local authority if the member or an associate of the member has any of the following interests in how the question is decided:

- (a) a direct interest;
- (b) an indirect financial interest;
- (c) an indirect interest by close association;
- (d) an indirect interest due to conflicting duties.



5. Confirmation of Minutes

5.1. Ordinary Council Meeting 22 February 2022

Recommendation

That the minutes of the Ordinary Council Meeting 22 February 2022 be taken as read and be accepted as a true record of the meeting.

Attachments

1. 2022 02 22 Ordinary Council Meeting Unconfirmed Minutes [5.1.1 - 12 pages]



MINUTES

ORDINARY MEETING OF COUNCIL

TUESDAY, 22 FEBRUARY 2022

09:00AM

REGIONAL OFFICE - 29 CRAWFORD STREET, KATHERINE



VICTORIA DALY REGIONAL COUNCIL
Minutes for ORDINARY MEETING OF COUNCIL
TUESDAY, 22 FEBRUARY 2022

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Russell Anderson
Chief Executive Officer



VICTORIA DALY REGIONAL COUNCIL
Minutes for ORDINARY MEETING OF COUNCIL
TUESDAY, 22 FEBRUARY 2022

MINUTES
ORDINARY MEETING OF COUNCIL
TUESDAY, 22 FEBRUARY 2022
09:00AM

REGIONAL OFFICE - 29 CRAWFORD STREET, KATHERINE

MEETING OPENED

The meeting opened the time being 09:04 am

PERSONS PRESENT

ELECTED MEMBERS PRESENT

Mayor (Chair)	Brian Pedwell
Deputy Mayor	Shirley Garlett
Councillor	Georgina Macleod
Councillor	Yvette Williams
Councillor	Andrew McTaggart

STAFF PRESENT

Chief Executive Officer	Russell Anderson
Director of Operations	Matthew Chermann
Director of Corporate Services	Trudy Braun
Manager of Executive Services	Michelle Will (minute taker)
Executive Services Officer	Rupak Halwai
Timber Creek COM	Jocelyn Moir

GUESTS

Sian Powell	Australian Electoral Commission
Christine Francis	Australian Electoral Commission

APOLOGIES AND LEAVE OF ABSENCE

Nil

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

Deputy Mayor Shirley Garlett declared a conflict of interest for supplementary confidential item 'Local Authority Nominations'. The nature of the conflict is that one Timber Creek nominee is a close family member.

CONFIRMATION OF MINUTES

Minutes of the Ordinary Council Meeting held on 28 January 2022

024/2022RECOMMENDATION:

That the minutes be taken as read and be accepted as a true record of the Meeting.



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TUESDAY, 22 FEBRUARY 2022

Page 14/18.2 – add ‘ discussion included Purple House who deliver mobile dialysis’
Page 14/18.2 – update point to reflect general discussion about education
Update comment to ‘adjourned’ rather than ‘broke’ throughout minutes (p. 9, 10, 13.

Moved: Cr. Macleod
Seconded: Cr. Garlett
Resolution: Carried

Minutes of the Special Ordinary Council Meeting held on 11 February 2022

025/2022RECOMMENDATION:

That the minutes be taken as read and be accepted as a true record of the Meeting.

Moved: Cr. Macleod
Seconded: Cr. Williams
Resolution: Carried

Action Item: Senior Finance Accountant to action resolution 023/2022 – allocation of \$31,762.50 from reserve funds, for March/April budget review.

CALL FOR ITEMS OF GENERAL BUSINESS

MARCH MEETING DATES

COUNCILLOR WILLIAMS – POWERWATER GRANT OPPORTUNITY

DEPUTY MAYOR – TIMBER CREEK ROUND-UP

DEPUTY MAYOR – WALGA CONFERENCE

COUNCILLOR MCTAGGART – WOOLIANA ROAD

COUNCILLOR MACLEOD – KALKARINDJI DAGURAGU UPDATE

COUNCILLOR MACLEOD – DISASTER RELIEF FUND

MAYOR PEDWELL – NORTHERN TERRITORY RISK REDUCTION PROGRAM

MAYORAL REPORT

Meetings attended since the last OCM:

- Meeting with Green Rivers Aboriginal Corporation General Manager, Wayne Buckley. Councillor McTaggart was also in attendance.
- Meeting with Sun Cable. Councillor Williams was also in attendance.
- Meeting with Jake Quinlivan and Amanda Haigh from the Department of the Chief Minister and Cabinet.
- Meeting with CouncilBIZ.

Mayor Pedwell was on interview panel for:

- Grants Manager position
- Timber Creek Council Operations Assistant Manager position



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Moved: Cllr McTaggart
Seconded: Cllr Macleod
Resolution: Carried

CEO REPORT

Cr Shirley Garlett left the meeting, the time being 09:38 AM
Cr Shirley Garlett returned to the meeting, the time being 09:40 AM

1) CEO Report

026/2022 **Motion:**

A. That this report is received and noted

Moved: Cr. McTaggart
Seconded: Cr. Macleod
Resolution: Carried

REPORTS TO COUNCIL

Director of Corporate Services provided an update to Council.

2) Monthly Finance Report-January 2022

027/2022 **Motion:**

A. That this report is received and noted

Moved: Cr. Garlett
Seconded: Cr. McTaggart
Resolution: Carried

Action Item: Local Authority funding to be included in Council Operations finance reports

PRESENTATION – AUSTRALIAN ELECTORAL COMMISSION (AEC)
Australian Electoral Commission delegates, Sian Powell and Christine Francis, joined the meeting via Microsoft Teams, the time being 10:00am.

Items discussed

- Upcoming elections
- Remote teams deployment
- Alternative models discussed, including polling via postal votes
- Exceptions will be considered for circumstances where preferred method is not achievable
- Preferred method 'on the ground delivery'
- AEC is promoting long term partnerships
- Mayor Pedwell – process requires interpreters at polling booths
- AEC recognises that improvements are vital
- AEC recognises that it may seem that these issues are only highlighted prior to elections

The meeting adjourned for morning tea, the time being 10:30am
The meeting resumed, the time being 10:54am



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4)	Policy changes to be noted
028/2022	Motion: A. That this report is received and noted Moved: Cr. McTaggart Seconded: Cr. Garlett Resolution: Carried
5)	New Policies to be adopted
029/2022	Motion: A. That this report is received and noted B. Policies are adopted <ul style="list-style-type: none">• LGP016 Rate Concession• LGP022 Confidential Information Policy• LGP023 Extra Meeting Allowance Policy Moved: Cr. Macleod Seconded: Cr. Garlett Resolution: Carried
6)	Festivals and Events
030/2022	Motion: A. That this report is received and noted B. That Council resolve that all festivals and events have a volunteer committee to organise made up of volunteers and staff. C. That all insurance documentation is sent through to the Director of Corporate Service. D. That all risk assessments and Covid 19 Safety Plans are sent through to the Director of Corporate Services and Director of Council Operations. Moved: Cr. McTaggart Seconded: Cr. Williams Resolution: Carried
7)	Operations Report
031/2022	Motion: A. That this report is received and noted Moved: Cr. McTaggart Seconded: Cr. Macleod Resolution: Carried
8)	Community Services - Aged Care Quarterly Report
032/2022	Motion:



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TUESDAY, 22 FEBRUARY 2022

	<p>A. That this report is received and noted</p> <p>B. That Victoria Daly Regional Council as an aged care provider, apply on behalf of our eligible aged care workers for the 'Aged Care Workforce Bonus', in recognition of the significant commitment they have made to the care of our aged care clients on community during the pandemic.</p> <p>Moved: Cr. McTaggart Seconded: Cr. Williams Resolution: Carried</p>
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9)	NDIS Program - Quarterly Report
033/2022	<p>Motion:</p> <p>A. That this report is received and noted</p> <p>Moved: Cr. McTaggart Seconded: Cr. Garlett Resolution: Carried</p>

10)	NDIS Audit
034/2022	<p>Motion:</p> <p>A. That this report is received and noted</p> <p>Moved: Cr. Garlett Seconded: Cr. McTaggart Resolution: Carried</p>

Action Item: Aged Care & NDIS Audit to be conducted every six months by external provider

3)

Fees and Charges review

035/2022

Motion:

A. That this report is received and noted

B. That Council approves the hire costs for push mowers and brush cutters and rates for Supervisor, Skilled, Semi-Skilled and Unskilled labour (below) be included in the 2021/2022 Fees and Charges contained within the Victoria Daly Regional Council Regional Plan:

Labour		Inc GST
▪ Unskilled Labour	Hour	\$91.60
▪ Semi-Skilled Labour	Hour	\$140.30
▪ Skilled Labour	Hour	\$186.55
▪ Supervisor	Hour	\$234.60

Moved: Cr. Macleod

Seconded: Cr. Williams

Resolution: Carried



VICTORIA DALY REGIONAL COUNCIL
Minutes for ORDINARY MEETING OF COUNCIL
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12)	Amendments to LGP025 VDRC Delegation Manual 2021-2025
036/2022	<p>Motion:</p> <p>A. That this report is received and noted</p> <p>B. That the amended LGP025 VDRC Delegation Manual 2021-2025 be adopted, with the following additional amendment:</p> <ul style="list-style-type: none">▪ p.9) 'approve requests for filling positions within approved structure (within budget)'▪ Mayor to be added to delegation schedule (p.27) in the Regional Managers bracket (\$10,000) <p>Moved: Cr. Garlett Seconded: Cr. McTaggart Resolution: Carried</p>
19)	Action Items Report
037/2022	<p>Motion:</p> <p>A. That this report is received and noted</p> <p>Moved: Cr. McTaggart Seconded: Cr. Macleod Resolution: Carried</p> <p>Add Amanbidji to AI 374/2020</p>
18)	Correspondence Report
038/2022	<p>Motion:</p> <p>A. That Council accept the correspondence</p> <p>Moved: Cr. Garlett Seconded: Cr. McTaggart Resolution: Carried</p>
<p><u>The meeting adjourned for lunch, the time being 12:04pm</u> <u>The meeting resumed, the time being 01:10pm</u></p> <p><u>Timber Creek Council Operations Manager joined the meeting, the time being 01:12pm to discuss item 11.</u></p>	
11)	Upgrade to Stage in Timber Creek
039/2022	<p>Motion:</p> <p>A. That this report is received and noted</p> <p>B. That Council approve utilising Timber Creek Local Authority funding for the Timber Creek Stage Upgrade.</p> <p>Moved: Cr. Garlett Seconded: Cr. Macleod Resolution: Carried</p>



VICTORIA DALY REGIONAL COUNCIL
Minutes for ORDINARY MEETING OF COUNCIL
TUESDAY, 22 FEBRUARY 2022

GENERAL BUSINESS

040/2022GB-20220222-1 MARCH MEETING DATES

That Council amend the March meeting dates as follows:

28/3/21 (Monday) Travel day (all program managers and COMS to attend workshop)

29/3/21 (Tuesday) Workshop – Risk Matrix (James from JLT)

30/3/21 (Wednesday) ARM + Briefing day

31/3/21 (Thursday) OCM

Moved: Cr. Garlett

Seconded: Cr. Macleod

Resolution: Carried

Action Item – Governance Manager to print A3 copies of risk matrix

GB-20220222-2 GRANT OPPORTUNITY - Councillor Yvette Williams

Discussions will take place with Contracts Manager and Pine Creek Council Operations Manager.

GB-20220222-3 TIMBER CREEK ROUND-UP - Councillor Shirley Garlett

11-02-2022 – Deputy Mayor met with Chairperson of NWA, and Deputy CEO of NWA.

Discussions took place regarding wheelie bins, street lights and airstrip (airstrip will be dealt with following the wet season).

Regular meetings will be arranged for ongoing follow up.

Deputy Mayor suggested Local Authority induction packs for Local Authorities.

GB-20220222-4 WALGA CONFERENCE - Councillor Shirley Garlett

Deputy Mayor addressed Council regarding the WALGA conference.

After recognising the need for young women in the Timber Creek region, Deputy Mayor would like to develop a strategy to assist in this space.

Deputy Mayor is seeking support from Council to attend the WALGA workshop.

041/2022 That Council approves Deputy Mayor Shirley Garlett attend the WALGA Conference at Airlie Beach from 1-3 March 2022

Moved: Cr. McTaggart

Seconded: Cr. Pedwell

Resolution: Carried

GB-20220222-5 WOOLIANA ROAD - Councillor Andrew McTaggart

Action Item: Council request a follow up on discussion with Dheran Young at previous Council meeting regarding Lot 2 Wooliana Road. Follow up with a letter to either Dheran Young, or Minister Paech (copy other).

GB-20220222-6 KALKARINDJI - DAGURAGU UPDATE - Councillor Georgina Macleod

Councillor Macleod provided an update to Council regarding Covid-19 within the community.



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Councillor acknowledged a donation of 33 mattresses.

GB-20220222-7 DISASTER RELIEF FUND - Councillor Georgina Macleod

Councillor requested clarification on the disaster relief funding arrangements.

Action Item: A paper to be circulated out of session to Council regarding the Disaster Relief Funding

GB-20220222-8 LGANT MOTION REGARDING POSTAL SERVICES - Councillor
Georgina Macleod

042/2022 Motion: That LGANT seek an improvement in the viability of Regional Councils delivering postal services to regional and remote communities.

Moved: Cr. Macleod
Seconded: Cr. Garlett
Resolution: Carried

GB-20220222-9 NORTHERN TERRITORY RISK REDUCTION PROGRAM - Councillor
Brian Pedwell

CEO Anderson provided a verbal update to Council. The program requires a contribution from Council. General Business item was noted.

The meeting adjourned for afternoon tea, the time being 02:03pm
The meeting resumed, the time being 02:24pm

CLOSE OF ORDINARY COUNCIL MEETING – MOVE TO CONFIDENTIAL

RECOMMENDATION:

Members of the press and public to be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2019 as the items listed come within the following provisions:-

Moved: Cr. McTaggart
Seconded: Cr Macleod
Resolution: Carried

- 12 Progress Report on Grant Applications** - The report will be dealt with under Section 99 of the Local Government Act 2019 (NT) where meetings of Council are to be closed where confidential business is being considered. Pursuant to regulation 51(1) (civ) of the Local Government (General) Regulations 2021, this report contains information that would, if publicly disclosed, subject to subregulation (3) – prejudice the interests of the council or some other person;.
- 13 Funding for construction of permanent VDRC regional office** - The report will be dealt with under Section 99 of the Local Government Act 2019 (NT) where meetings of Council are to be closed where confidential business is being considered. Pursuant to regulation 51(1) (civ) of the Local Government (General) Regulations 2021, this report



VICTORIA DALY REGIONAL COUNCIL
Minutes for ORDINARY MEETING OF COUNCIL
TUESDAY, 22 FEBRUARY 2022

contains information that would, if publicly disclosed, subject to subregulation (3) – prejudice the interests of the council or some other person;.

- 20 Local Government Priority Infrastructure grant, Yarralin staff housing project, interim acquittal and endorsement of variation request** - *The report will be dealt with under Section 99 of the Local Government Act 2019 (NT) where meetings of Council are to be closed where confidential business is being considered. Pursuant to regulation 51(1) (civ) of the Local Government (General) Regulations 2021, this report contains information that would, if publicly disclosed, subject to subregulation (3) – prejudice the interests of the council or some other person;.*
- 21 Local Authority Nominations** - *The report will be dealt with under Section 99 of the Local Government Act 2019 (NT) where meetings of Council are to be closed where confidential business is being considered. Pursuant to regulation 51(1) (civ) of the Local Government (General) Regulations 2021, this report contains information that would, if publicly disclosed, subject to subregulation (3) – prejudice the interests of the council or some other person;.*

Deputy Mayor left the meeting due to a conflict of interest, the time being 03:35pm. The conflict being that one nominee is a close family member.

Deputy Mayor returned to the meeting, the time being 03:42pm

- 14 Draft Burial & Cremation Bill** - *The report will be dealt with under Section 99 of the Local Government Act 2019 (NT) where meetings of Council are to be closed where confidential business is being considered. Pursuant to regulation 51(1) (cii) (cii) of the Local Government (General) Regulations 2021, this report contains information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law; AND information that would, if publicly disclosed, prejudice the maintenance or administration of the law; or.*

14)	Draft Burial & Cremation Bill
	Motion:
	A. That this report is received and noted
	COUNCILLOR MACLEOD PUT FORWARD MOTION B
043/2022	<p>B. The draft Burial and Cremation Bill (2022) is unworkable and unattainable for Regional Councils and corporations without ongoing grant funding. With fees for burial services set at the amount to cover burial alone, leaves no margin for upkeep of infrastructure, record keeping and maintenance. Since 2008, Council has never charged for the digging of graves throughout the entire VDRC footprint.</p> <p>Council implores that ongoing funding is provided by the Northern Territory Government to support the delivery of services as set out by the Draft Burial and Cremation Bill.</p> <p>Councils are currently the only service providers on the ground that communities rely on</p> <p>Moved: Cr. Macleod Seconded: Cr. Garlett Resolution: Carried</p>
044/2022	<p>That resolution [053/2022] be moved to open minutes</p> <p>Moved: Cr. Macleod Seconded: Cr. Garlett Resolution: Carried</p>



VICTORIA DALY REGIONAL COUNCIL
Minutes for ORDINARY MEETING OF COUNCIL
TUESDAY, 22 FEBRUARY 2022

- 15 ICT Implementation Project Update** - *The report will be dealt with under Section 99 of the Local Government Act 2019 (NT) where meetings of Council are to be closed where confidential business is being considered. Pursuant to regulation 51(1) (ci) (ci) of the Local Government (General) Regulations 2021, this report contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or.*
- 16 CEO Recruitment Proposal** - *The report will be dealt with under Section 99 of the Local Government Act 2019 (NT) where meetings of Council are to be closed where confidential business is being considered. Pursuant to regulation 51(1) (a) (a) of the Local Government (General) Regulations 2021, this report contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; AND information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.*

CEO Anderson left the meeting while Council addressed item 16, the time being 05:06pm

The Ordinary meeting of Council was closed by the Mayor at 05:20pm

NEXT MEETING

The next Ordinary General Meeting of Victoria Daly Regional Council will be held 31 March 2022.

This page and the preceding 11 pages are the minutes of the Meeting of Ordinary Council held on Tuesday, 22 February 2022.

Mayor Brian Pedwell



5.2. Special Meeting of Council 7 March 2022

Recommendation

That the minutes of the Special Meeting of Council 7 March 2022 be taken as read and be accepted as a true record of the meeting.

Attachments

1. 2022 03 07 Special Meeting of Council Unconfirmed Minutes [**5.2.1** - 5 pages]



Victoria Daly
REGIONAL COUNCIL

MINUTES

SPECIAL MEETING OF COUNCIL

MONDAY, 7 MARCH 2022

01:30PM

29 CRAWFORD STREET, KATHERINE / MICROSOFT TEAMS



VICTORIA DALY REGIONAL COUNCIL
Minutes for SPECIAL MEETING OF COUNCIL
MONDAY, 7 MARCH 2022

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A handwritten signature in black ink, appearing to read "Russell Anderson".

Russell Anderson
Chief Executive Officer



VICTORIA DALY REGIONAL COUNCIL
Minutes for SPECIAL MEETING OF COUNCIL
MONDAY, 7 MARCH 2022

MINUTES
SPECIAL MEETING OF COUNCIL
MONDAY, 7 MARCH 2022

01:30PM

29 CRAWFORD STREET, KATHERINE / MICROSOFT TEAMS

MEETING OPENED

The meeting opened the time being 1:30pm

PERSONS PRESENT

ELECTED MEMBERS PRESENT

Mayor (Chair)	Brian Pedwell
Deputy Mayor	Shirley Garlett
Councillor	Georgina Macleod
Councillor	Yvette Williams
Councillor	Andrew McTaggart

STAFF PRESENT

Chief Executive Officer	Russell Anderson
Director of Operations	Matthew Cheminant
Director of Corporate Services	Trudy Braun
Manager of Executive Services	Michelle Will
Executive Services Officer	Rupak Halwai

GUESTS

Amanda Haigh	The Department of the Chief Minister and Cabinet
Ethan Redshaw	The Department of the Chief Minister and Cabinet
Duminda Jayaweera	The Department of the Chief Minister and Cabinet

APOLOGIES AND LEAVE OF ABSENCE

Nil

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

There were no declarations of interest at this meeting.

REPORTS TO COUNCIL

Mayor Pedwell welcomed guests from the Department of the Chief Minister and Cabinet.

Mr Ethan Redshaw presented information to Council regarding the draft Burial and Cremation Bill

Mayor Pedwell

- VDRC does not charge fees for digging of graves

CEO Russell Anderson



VICTORIA DALY REGIONAL COUNCIL
Minutes for SPECIAL MEETING OF COUNCIL
MONDAY, 7 MARCH 2022

- At times backhoe has to be transported to dig graves.
- To perform investigations on burial sites it will be an expensive undertaking.

Mr. Ethan Redshaw

- The Department is focused on future record keeping.

1)	Draft Burial and Cremation Bill 2022 What's Changed
022/2022	Motion: A. That this report is received and noted Moved: Cr. Garlett Seconded: Cr. McTaggart Resolution: Carried

Contracts Manager, Keira Townsend, entered the meeting, the time being 2:28pm.
Executive Services Officer left the meeting, the time being 2:35pm

Contracts Manager addressed Council

- Council to consider applying for a grant to cover the additional expenses due to the issues with location of underground infrastructure at Lot 54 & 55 Yarralin.
- The problem facing VDRC is not an isolated issue.
- Investigative works have been conducted.
- Water mains serving lots 16, 17 and 18 have not been successfully located.
- Ministerial approval is required for further extension to the grant.

2)	Incoming Correspondence
023/2022	Motion: A. That Council accept the correspondence Moved: Cr. Pedwell Seconded: Cr. Macleod Resolution: Carried
024/2022	B. That a letter be sent to Minister Paech formally requesting an extension for the Local Government Priority Infrastructure Fund for the project at Lot 55 Yarralin (\$350,000 ex GST.) Moved: Cr. Pedwell Seconded: Cr. Macleod Resolution: Carried
025/2022	C. That Council apply for a grant of \$130,000 to rectify non-compliant PowerWater infrastructure at Lot 55 Yarralin to enable the construction of essential staff accommodation. Moved: Cr. Pedwell Seconded: Cr. Macleod Resolution: Carried

3 ROAD LENGTHS

CEO Russell Anderson addressed Council in regard to Road Lengths.



VICTORIA DALY REGIONAL COUNCIL
Minutes for SPECIAL MEETING OF COUNCIL
MONDAY, 7 MARCH 2022

026/20224.1 REQUEST TO ADD AN ADDITIONAL ITEM

- A. That Council accept the additional item 'LGANT General Meeting Attendance' be addressed at the Special Meeting of Council on 7 March 2022.

Moved: Cr. McTaggart

Seconded: Cr. Garlett

Resolution: Carried

027/20224.2 LGANT GENERAL MEETING ATTENDANCE

- B. That the following elected members, and CEO, will attend the LGANT General Meeting in Darwin on 7 April 2022

- i. Mayor Brian Pedwell
- ii. Deputy Mayor Shirley Garlett
- iii. Councillor Macleod
- iv. Councillor Williams
- v. CEO Russell Anderson

Moved: Cr. McTaggart

Seconded: Cr. Williams

Resolution: Carried

Mayor Pedwell thanked guests from the Department of the Chief Minister and Cabinet for their attendance.

The Ordinary meeting of Council was closed by the Mayor at 3:15pm

NEXT MEETING

The next Ordinary General Meeting of Victoria Daly Regional Council will be held Thursday, 31 March 2022.

This page and the preceding four pages are the minutes of the Special Meeting of Ordinary Council held on Monday, 7 March 2022.

Mayor Brian Pedwell



5.3. Special Meeting of Council 11 March 2022

Recommendation

That the minutes of the Special Meeting of Council 11 March 2022 be taken as read and be accepted as a true record of the meeting.

Attachments

1. 2022 03 11 Special Meeting of Council Unconfirmed Minutes [**5.3.1** - 4 pages]



MINUTES

SPECIAL MEETING OF COUNCIL

FRIDAY, 11 MARCH 2022

9:00AM

29 CRAWFORD STREET, KATHERINE / MICROSOFT TEAMS



VICTORIA DALY REGIONAL COUNCIL
Minutes for SPECIAL MEETING OF COUNCIL
FRIDAY, 11 MARCH 2022

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A handwritten signature in black ink, appearing to read "Russell Anderson".

Russell Anderson
Chief Executive Officer



VICTORIA DALY REGIONAL COUNCIL
Minutes for SPECIAL MEETING OF COUNCIL
FRIDAY, 11 MARCH 2022

MINUTES
SPECIAL MEETING OF COUNCIL
FRIDAY, 11 MARCH 2022
9:00AM

29 CRAWFORD STREET, KATHERINE / MICROSOFT TEAMS

MEETING OPENED

The meeting opened the time being 9:02 am

PERSONS PRESENT

ELECTED MEMBERS PRESENT

Deputy Mayor(Chair)
Councillor
Councillor
Councillor

Shirley Garlett
Georgina Macleod(via Microsoft Teams)
Yvette Williams(via Microsoft Teams)
Andrew McTaggart(via Microsoft Teams)

STAFF PRESENT

Chief Executive Officer
Director of Corporate Services
Contracts Manager
Manager of Executive Services
Executive Services Officer

Russell Anderson
Trudy Braun
Keira Townsend
Michelle Will
Rupak Halwai(Minute Taker)

APOLOGIES AND LEAVE OF ABSENCE

Mayor Brian Pedwell

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

There were no declarations of interest at this meeting.

CLOSE OF ORDINARY COUNCIL MEETING – MOVE TO CONFIDENTIAL

028/2022RECOMMENDATION:

Members of the press and public to be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2008 as the items listed come within the following provisions:-

Moved: Cr. Macleod
Seconded: Cr. Williams
Resolution: Carried



VICTORIA DALY REGIONAL COUNCIL
Minutes for SPECIAL MEETING OF COUNCIL
FRIDAY, 11 MARCH 2022

- 1 Approval to sign and affix Common Seal to the Contract of Sale for 2 Heron Crescent, Katherine NT** - *The report will be dealt with under Section 99 of the Local Government Act 2019 (NT) where meetings of Council are to be closed where confidential business is being considered. Pursuant to regulation 51(1) (civ) of the Local Government (General) Regulations 2021, this report contains information that would, if publicly disclosed, subject to subregulation (3) – prejudice the interests of the council or some other person;.*

CLOSE OF CONFIDENTIAL COUNCIL MEETING – MOVE TO OPEN

029/2022RECOMMENDATION:

That the confidential meeting of Council be closed.

Moved: Cr. McTaggart
Seconded: Cr. Macleod
Resolution: Carried

The Ordinary meeting of Council was closed by the Deputy Mayor at 9:06am

NEXT MEETING

The next Ordinary General Meeting of Victoria Daly Regional Council will be held 31st of March 2022

THIS PAGE AND THE PRECEDING Three PAGES ARE THE MINUTES OF THE Special Meeting of Ordinary Council HELD ON Friday, 11 March 2022.

Mayor Brian Pedwell



6. Call for Items of General Business

7. Mayoral Report

The Mayor will circulate a Mayoral report at the meeting and provide a verbal update.



8. CEO Update

8.1. CEO Report

Report Type **Officer Report For Information**

Prepared by **Chief Executive Officer**

Purpose

Information to Council of the CEO's activities since Council's last meeting.

Recommendations

- A. That the CEO Report be received and noted.

Key Issues:

- Council boundary changes should increase revenue that was lost when the West Daly subdivision occurred.

Meetings:

- Two special Council meetings. (Funding for lot 55 Yarralin & sale of lot 2 Heron)
- Cotton presentation accompanied Deputy Mayor.
- Warnkurr Club licences transfer.
- Staff flat inspection. (Katherine)
- Interview panels for various future staff positions.
- Chaired Pine Creek LA meeting to elect a chair and deputy.
- Chaired Kalkarindji LA meeting to elect a chair and deputy.
- Review of progress to tender for Pine Creek and Timber Creek waste.

Discussion:

- Training of financial systems is progressing.
- Recruitment for Age Care & NDIS managers positions pending.
- Age Care review commenced with a visit from Jonathan Price of Keogh Bay.
- Age Care consultant employed to provide Management with Annalisa's departure.
- Submission to seek funding for the road upgrade to Ambidji.

Council officer conflict of interest declaration

We the Author and Approving Officer, declare we do not have a conflict of interest in relation to this matter.

Attachments

Nil



9. Reports to Council

9.1. Reports for Council Decision

9.1.1. Disposal of gym equipment - Timber Creek

Report Type Officer Report For Decision

Department Community Council Operations, Council Operations

Prepared by Council Operations Manager, Timber Creek

Purpose

To seek approval from Council to gift six pieces of fitness equipment in an 'as is where is condition' to the Timber Creek Police or Timber Creek Health Clinic for personal use only.

Recommendations

- A. That the report Disposal of gym equipment - Timber Creek is received and noted
- B. That Council approve the disposal of the six pieces of Timber Creek gym equipment in as is where is condition

Regional Plan

Goal 2: Financial Stability 2.2 Improve efficiencies within the Council to minimise resource wastage.

Goal 5: Infrastructure 5.1 Develop and implement an Asset Maintenance and Replacement Program

Key Issues

The six pieces of gym equipment were gifted to the Council Service Centre approximately 6 years ago.

The gym is no longer open to the public due to operational requirements, insurances and the requirement for equipment to meet appropriate standards.

The equipment is now unused and taking up space.

Background

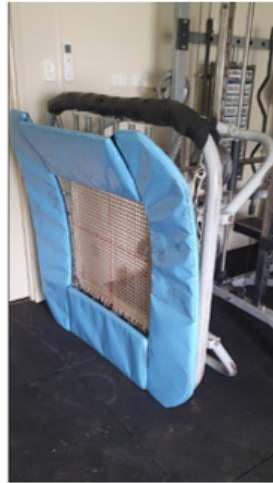
The six pieces of gym equipment were gifted to the Council Service Centre approximately 6 years ago. It is unsure how old the equipment was before it was received by Timber Creek Council Service Centre.

The gym is no longer open to the public due to operational requirements, insurances and the requirement for equipment to meet appropriate standards.

Timber Creek Police, Timber Creek Health staff and Community members have approached COM on several occasions for access to the gym equipment for their staff. COM liaised with Director of Corporate Services to assess the risk



management. Reference material was received from James Sheridan, Branch Manager, Jardine Lloyd Thompson Pty Ltd (attached).



Discussion

Approval for the gym equipment to be gifted in an as is where is condition for personal use.

Policy implications

2.1.44 Work Health and Safety

4.1.04 Asset Management

Budget implications

There will be no cost to Council as the equipment will be gifted in an 'as is where is' condition.



Risk statement
COMMUNITY GYMS
3.1.1 Equipment

Fitness Australia's role is to ensure appropriate standards are complied with in the fitness industry in Australia. Even with limited budgets, Fitness Australia recommends that second-hand equipment not be accepted or purchased as it may not be suitable for heavy use in gyms and it may have been designed for domestic home use only.

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

1. risk-factsheet-community-gymnasiums [9.1.1.1 - 4 pages]
2. Community- Gyms [9.1.1.2 - 40 pages]



RISK MANAGEMENT FACT SHEET

COMMUNITY BASED GYMNASIUMS

If your organisation is providing or considering providing a gym facility it must consider the associated risks.

Managing Risks

Appropriate Occupational Health & Safety (OH&S) and risk management policies are essential components of sound organisational corporate governance. Safety incidents may arise in connection with the operations of an organisation, and may result in loss or damage to the organisation's property, revenue, reputation as well as personal injury to staff, visitors or third parties.

Legal proceedings may be commenced against an organisation, its Officers or Directors, by a regulatory authority such as WorkSafe Victoria for alleged breaches of the OH&S Act or third parties alleging duty of care breaches.

Insurance is one way of limiting the financial cost of risks when they occur but not all losses can be covered by insurance.

The reputation of the gym may be adversely affected particularly if it is found that the risk of injury was reasonably foreseeable, was not insignificant and a reasonable organisation would have taken precautions in relation to that risk.

Risk may include inadequate or inappropriate equipment, poor maintenance, poor quality safety standards, deficient gym use instructions and lack of supervision.

An organisation's reputation can be impacted by many risks including:

- Financial - loss of assets and revenue
- Legal & regulatory - breaching any legal and regulatory obligations, including insurance
- Stakeholder relationships - harm to the gym's and organisation's reputation
- OH&S - injury or damage to gym users or visitors.

Developing and sustaining a good reputation amongst clients means providing and maintaining an appropriate range of quality services, facilities and equipment for gym users. Maintaining levels of service is dependent in the long-term on the processes and practices that support good leadership and management practices, including risk management.

Further risk management resources are available on the VMIA's website
www.vmia.vic.gov.au.

About Occupational Health & Safety

The Occupational Health and Safety Act 2004 establishes the principles of OH&S and the responsibilities of managers in the workplace, for the State of Victoria. It is important that the requirements of the Act are addressed by the gym's management, as these are the legal benchmarks for OH&S.

The Act is built on five key principles:

1. All people – workers and the general public – should have the highest level of protection against risks to health and safety.
2. Those who manage or control things that create health and safety risks in the workplace, are responsible for eliminating those risks. Where they can't be eliminated, they are responsible for reducing those risks so far as is reasonably practicable.
3. Employers should be proactive in promoting health and safety in the workplace.
4. Information and ideas about risks and how to control them should be shared between employees and employers.
5. Employees are entitled – and should be encouraged – to be represented in relation to health and safety issues.

Further information and tools on the Act, including the Getting into the Act document, is available on the WorkSafe Victoria website
www.worksafe.vic.gov.au.

www.vmia.vic.gov.au

2 RISK MANAGEMENT FACT SHEET Community based gyms

Community gym best practice

Appropriate OH&S and risk management policies should be devised, implemented and maintained, to comply with legislative requirements and to provide objective evidence of risk management policies and procedures. This will support the organisation's insurance cover and promote positive public confidence that the gym is being managed responsibly.

The following factors outline the areas that may provide the community with assurance that best practice is in place at the gym.

Establish a Management Committee

The management committee should oversee all aspects of the use and maintenance of the gym including whether the gym and its equipment will be for general fitness, resistance, weight and/or cardiovascular training or a combination of these.

The committee must ensure there is a system in place to report and investigate hazards, incidents, near misses and injuries and that an emergency plan has been devised and is in place if an incident does occur.

The management committee should meet regularly to discuss any issues concerning the gym. In particular, the committee should give significant consideration to whether gym use will be supervised or unsupervised.

If a committee allows children to access an unsupervised gym, they may find it difficult to defend allegations of OH&S and duty of care breaches.

Appropriate OH&S and risk management policies will support the organisation's insurance cover and promote positive public confidence.



The objectives of the committee should include:

- Clear gym risk management and OH&S policies
 - Making sure that OH&S and risk management are a standing agenda item in committee meetings. Relevant reports or the most recent OH&S gym assessment should be discussed as should risk treatment action plans
 - Circulating the minutes of committee meetings
 - Keeping an incident register that records injuries and near misses and the circumstances involved
 - Devising and maintaining a risk treatment plan for managing gym risks
 - Identifying new risks which are assessed, evaluated and incorporated into the plan.
- Further considerations for the management committee include:
- Documenting who has access to facilities during and after business hours
 - Making sure that keys are safe from being duplicated
 - Designating a health and safety representative with appropriate OH&S and first aid training. Their names and contact details should be displayed to all gym users
 - Implementing a system which controls gym OH&S in the absence of a health and safety representative or designated gym monitor
 - A process to report and investigate hazards, incidents, near misses and injuries
 - Clear procedures for investigating and reporting accidents and any injuries
 - That all financial transactions are accurately recorded
 - The committee's rules and practices for gym use are non-discriminatory
 - All coaches, instructors and staff have appropriate and current accreditation
 - Risk control measures are reviewed to see if they are having the desired impact

www.vmia.vic.gov.au

- Feedback is sought from users about equipment, safety and other issues
- Regular hazard checks of gym facilities and gym equipment are conducted
- Gym equipment purchasing policies are in place
- Ensuring that regular cleaning of the facility takes place
- Ensuring adequate lighting, flooring, temperature and distance between equipment
- The Committee records gym use and stores information safely
- Designing a procedure to control unauthorised or unsupervised use of the gym.

Establishing Gym Policies

The gym's policy does not need to be a complicated document. It should be concise, readable, easy to understand, and available to all stakeholders, including gym users. The policies should be accessible to view at the facility, on request and online if possible. The policy should cover the following areas:

- A brief background on the purpose of the policy
- Gym operating guidelines that should detail:
 - In the absence of constant supervision, the gym is to be monitored at random times during the day by designated committee member(s)
 - Gym operating hours and users' sign-in and out procedure

- Gym users under 18 must take an introductory training course
- Description of appropriate measures if guidelines and policies are not respected
- Gym user details and procedures.
 - Gym user behaviour guidelines
 - Gym user safety guidelines
 - Management committee contacts details
 - The committee's risk management, issues and OH&S processes and issue resolution procedures. In general, all related gym use should cease until a raised concern is fully investigated or the problem rectified.

Example Safety Checklist

Safety Checklist	Yes ✓	No ✗	Notes
Is equipment maintained in good condition (e.g.: is there any rust, breaks, tears or deficiencies on any part of the equipment or surrounding area)?			
Is gym equipment properly anchored and set-up?			
Are rough corners of equipment properly braced and secured?			
Are all hazardous chemicals removed from the area?			
Is movable equipment properly stored?			
Is the gym free of any slip, trip, or fall hazards?			
Is the facility ventilated during operating hours?			
Are fire alarms, sprinklers and extinguishes in good condition?			
Are exits free of obstructions?			
Is there enough room for gym users to move without interfering with equipment or other users?			
Are first aid supplies easily identifiable and well stocked?			
Are first aid instructions clearly visible in case of injury of emergency?			
Are floor mats provided for slippery surfaces such as bathrooms?			
Are operating instructions for equipment available and clearly readable?			
Is signage in good condition?			
Are there management committee contact details for user feedback?			
Are locks in good condition? Have they been tampered with?			
Are storage facilities structurally safe?			
Have hazards been identified and controlled for the task of hanging objects/ displays projects at height in gym?			

4 RISK MANAGEMENT FACT SHEET Community based gyms

Example Signage Checklist

Required signage	Yes ✓	Replace x	Notes
Showers and lights are turned off and doors and windows are closed and locked before leaving the building			
Keep equipment in good condition (e.g. wipe off sweat)			
Refrain from dropping weights			
Replace equipment when finished			
Smoking, drinking, or eating is not allowed in the gym, showers, or exercise rooms			
Correct attire should be worn while using facility (i.e. athletic shoes, no denim, street wear or shoes that damage equipment)			
Warm up and down instructions			
Maintain hydration			
No running in the gym			
No inappropriate physical contact, sexual harassment, behaviour or language			
Report any abuse of equipment or person to committee management			
All gym users must comply with gym policies			
No training alone			
An adult must be present at all times			
Gym opening hours			
Gym users must sign in			
Compensation may not payable to an injured gym user if an injury was intentionally self-inflicted or was caused by serious and wilful misconduct			
Gym users must not knowingly place their own safety or that of others in jeopardy			
Gym users must report to the gym management committee any situations or practices that place their own, or the health of others, at risk			
Emergency numbers and procedure			

Risk Management Process



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ACTIVE FOR LIFE

COMMUNITY GYMS A STEP BY STEP GUIDE

for the establishment of not-for-profit
community gyms in rural and regional South Australia



Government of South Australia
Office for Recreation and Sport

be active.



Disclaimer

While every effort has been made to ensure that the information contained within this resource is accurate at the time of printing, it is for general information only and does not constitute legal advice regarding the establishment and management of community gyms. Therefore, the State Government of South Australia does not accept responsibility and will not be held liable for any injury, damage or loss sustained by any party engaging in the establishment, management or use of community gyms. Managers and owners are advised to seek their own legal advice in relation to the specific management issues of community gyms.

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Prepared by

One Eighty Sport and Leisure Solutions
ISBN: 978-0-9775497-3-3
Published: February 2011

FOREWORD

The South Australian Office for Recreation and Sport (ORS) recognises the significant role physical activity plays in improving health, wellbeing and quality of life through its vision of 'all South Australians enjoying lives enriched through participation in active recreation and sport.'

In rural and regional South Australia the establishment and operation of not for profit community gyms has become increasingly popular. Such gyms provide a low cost physical activity alternative to the mainstream sport and recreation opportunities that predominantly exist in regional areas. Due to the increasing success and awareness of these developments, the Office for Recreation and Sport began receiving requests from the public for information and support regarding the establishment of such facilities within their local community. During this time it was identified that a lack of public documentation was available to assist communities with such developments. Consistent with the Office for Recreation and Sport mission to 'support and strengthen the capacity of the active recreation and sport industry,' a commitment was made to address this area of need.

The following resource is the result, and aims to assist communities seeking information on setting up and maintaining a sustainable not-for-profit community gym in their local region. While the major focus is on indoor facilities, Section 5 provides a brief overview on outdoor fitness gyms as a possible alternative.

In compiling this resource, relevant information and data was gathered through consultations with key personnel and surveys of existing community gyms both in SA and interstate. The survey data collated from this consultation process has been vital in identifying the key points addressed in this resource.

It is hoped this resource will provide the relevant information, case studies, research and resource links to motivate and assist regional and rural communities throughout South Australia to consider a community gym as a means of providing alternative low cost physical activities.

ACKNOWLEDGEMENTS

The Office for Recreation and Sport acknowledges the support and assistance of the following individuals and organisations in the production of this resource:

- **be active** Field Officers
- Sports Medicine Australia (SA Branch)
- Recreation SA
- Office for Volunteers
- Department of Education and Children's Services
- Fitness Australia
- Local Community Insurance Services.

The Office for Recreation and Sport would also like to thank the people currently operating the following community gyms throughout South Australia and interstate who generously devoted their time to either provide feedback as part of the consultation process or respond to the survey:

- Ceduna Community Gym
- Crystal Brook Fitness Centre
- 'Gym Works' Cleve Community Fitness Gym
- Jamestown Gymnasium Centre
- Karoonda Community Gym
- Kimba Health and Fitness Centre
- Lock Community Centre
- Nunga Gym, Lower Murray Nungas Club, Murray Bridge
- Orroroo Community Gym
- Pinnaroo Community Gym
- Port Neill & Districts Community Sports Hub
- Quorn Gym
- Collingwood Community Gym (Victoria)
- Cunderdin Meckering Community Gym (Western Australia)
- Victoria Plains Community Gym (Western Australia)
- West Winds Community Gym (Tasmania).



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PREAMBLE

WHO IS THE RESOURCE FOR?

Provision of physical activity is an important strategy of the current government as a means of improving the health, quality of life and well-being of South Australians. It is a key priority of the State Strategic Plan.

Physical activity plays a significant role in preventing premature death and illness, and being active also helps to maintain a healthy weight, promotes positive mental health and contributes to social connectedness.¹

The Office for Recreation and Sport (ORS) has identified regional delivery as a priority area for action for physical activity initiatives. It is recognised that not-for-profit community gyms can be an important part of the equation in providing opportunities for regional and rural South Australians to increase their physical activity levels.

Recent research indicates there has been an increase in physical activity participation rates nationally and this has been the result of increased participation in non-organised activities such as walking and aerobics. This supports evidence indicating that the most likely place for physical activity to occur is in the local neighbourhood.²

Therefore, the motivation for establishing a rural community gym has been driven by (among other things), the following key influences:

- passionate community residents with an interest in physical activity
- community sporting teams looking to improve training facilities

- local authorities wanting to offer greater opportunities for their communities
- health or fitness professionals wanting to improve the quality of life for the community
- education authorities interested in increasing physical activity for children and youth
- isolated communities without access to commercial fitness centres.

While there may be the passion, interest or motivation to establish a community gym, it is unlikely this will be matched by the experience or expertise in the community to take on this challenge. This resource will provide the basic skills, knowledge and research to go with the desire, interest and enthusiasm. Many of the findings were gleaned from close consultation with existing facilities and experts in the field of sport facility management and operation.

RESOURCE STRUCTURE

While this resource aims to assist both new and existing operators of community gyms in the establishment and management of such facilities, it is not meant to be a prescriptive tool on every aspect of community gyms as each circumstance and community will be uniquely different. Additionally, the full complexities of operating facilities of this nature cannot be comprehensively covered within one document; therefore, the resource sets out to guide the critical aspects, stages and common elements of community gyms. Additional reading will be listed throughout the resource with references highlighted and, where necessary, appendices attached. The information contained in this resource is structured into five sections, four of which are outlined below focusing on indoor community gyms with the fifth section providing an overview on outdoor community gyms.



Figure 1: Resource Structure

¹ Physical Activity among South Australian Adults, summary report–Sept 2007, a joint initiative of SA Health, Office for Recreation and Sport and Attorney General's Department and the Physical Activity Council.

² Participation in Exercise, Recreation and Sport Annual Report, 2008 Australian Government, Australian Sports Commission, Department of Health and Ageing.

SECTION ONE: DEFINING COMMUNITY GYMS

1.1 WHAT IS A COMMUNITY GYM?

A community gym is a facility that offers or makes available equipment and/or programs that encourage levels of deliberate physical activity predominantly in areas that would generally not support a commercially viable operation.

There is no one model for a community gym as the type and layout must take into consideration a range of factors, many of which will be discussed in detail throughout this resource.

1.2 INDOOR COMMUNITY GYMS

The makeup, programming, partner involvement, management and location of indoor community gyms vary within each community, as does the cost of establishing and managing such a gym.

Table 1 provides an overview of the structural characteristics of existing community gyms throughout South Australia and interstate.

Each of the areas identified in Table 1 as well as other key considerations in the establishment of an indoor community gym including operational costs, risk management, research and planning are discussed in greater detail throughout this resource. In addition to this a number of featured case studies from currently operating community gyms highlighting specific aspects of operation that encourage good practice or innovation to increase patronage or improve management are also integrated within the following sections.

It is anticipated that together, this information will provide you with a comprehensive insight into what a not for profit indoor community gym may look like and the features and processes to be considered when investigating or undertaking the establishment and management of such a facility.



Table 1: Overview of Existing Indoor Community Gyms

Gym	Location	Est.	Associated Partners/Agencies	Management Structure	Programs	Tip
Ceduna Community Gym	Sports club	2007	Ceduna Indigenous community, community sporting committees, Ceduna Area School and Ceduna-Koonibba Aboriginal Health Service, Ceduna Regional Health Service		Free weights, weight machines, cardio machines, fitness classes	
Crystal Brook Fitness Centre	Disused kindergarten building	1999	Port Pirie Regional Council	Volunteer committee	Free weights, cardio machines, fitness classes	Good practice recommends that at least two people be present when the gym is in use
Gym Works Cleve Community Fitness Centre	Old football change rooms	2006	Cleve Sporting Bodies, Eastern Eyre Health	Volunteer sub-committee formed with support of Cleve Sporting Bodies Inc.	Free weights, cardio machines, fitness classes	Use volunteers to reduce staffing costs, leaving more funds for equipment replacement
Jamestown Gymnasium Centre	Purpose-built centre	2003	Jamestown Hydrotherapy Pool	Volunteer committee made up of volunteers and local council members	Machine weights, cardio machines	
Karoonda Community Gym	Old council depot at sports oval	2002	District Council of Karoonda East Murray	Council ultimately makes decisions but two community members are also entrusted to make decisions	Free weights, cardio machines, tai chi	Look for opportunities to offer special interest sessions eg healthy eating and exercise sessions
Kimba Health and Fitness Centre	Show pavilion	2009	District Council of Kimba	Volunteer committee of seven members Gym in process of becoming incorporated association	Free weights, weight machines, cardio machines, fitness classes, table tennis	Start small and build when you can
Lock Community Centre	Disused bank building	2009	Lock and District Community Sports Centre committee	Volunteer committee	Free weights, weight machines, cardio machines, fitness classes, swim classes	Offering incentives helps increase membership
Nunga Gym	Aboriginal community centre	2007	Lower Murray Nungas Club, Murray Mallee Community Health	Managed by Murray Mallee Community Health	Free weights, weight machines, cardio machines	Use the gym to provide a positive culture for the local community
Orroroo Community Gym	Town hall	2008	Regional health service, local council	Incorporated association	Weight machines, cardio machines, Pilates, Mature Movers classes	Consider becoming an incorporated body to be eligible to apply for government funding

Gym	Location	Est.	Associated Partners/Agencies	Management Structure	Programs	Tip
Pinnaroo Community Gym	Soldiers Memorial Hall	2006	Mallee Health Service	Mallee Health Service Not an incorporated association	Free weights, weight machines, cardio machines, fitness classes	Important to have a management committee responsible for oversight of the gym
Port Neill & Districts Community Sports Hub	Sports club		Community sporting clubs	Volunteer management committee of five members Incorporated association under Port Neill Community Sports Club	Free weights, weight machines, fitness classes	
Quorn Gym	Ambulance shed at hospital	2003	Quorn Hospital	Run and managed through health services Not incorporated	Free weights, weight machines, cardio machines	Don't reinvent the wheel; use advice from other gyms
Collingwood Community Gym (Victoria)	Housing estate building	2006	City of Yarra, Community Health Centre, Dept. of Housing	Paid manager on behalf of council Incorporated association under Yarra Leisure	Free weights, weight machines, cardio machines, fitness classes	
Cunderdin Meckering Community Gym (WA)	Town Hall	2008	Shire of Cunderdin	Managed by formally appointed committee of council comprising council representatives and volunteers	Free weights, weight machines, cardio machines	Consider using the gym as a point of social interaction among community members
Victoria Plains (WA)	Recreation hall	2009	Victoria Plains Shire Council	Council managed	Free weights, weight machines, cardio machines, fitness classes	
West Winds Community Gym (Tasmania)	Community centre hall	2007	West Winds Community Centre	West Winds Community Centre committee Incorporated association	Free weights, cardio machines, fitness classes	Offering child care will increase services and the appeal of the gym

1.3 COMMON ELEMENTS

In summarising the key characteristics of an indoor community gym, the following can be said:

- Indoor gyms are:
 - not for profit with a focus on fitness and physical activity opportunities for local residents
 - generally in an indoor community venue such as a school, health centre, community hall, etc.
 - normally operated by local community people who are volunteers
 - managed by a community body

- open at times that suit the needs of the community who use it
- focussed on providing programs and activities the community needs or wants rather than operating for a profit.
- Community gyms may therefore be used for:
 - fitness
 - rehabilitation
 - social networking
 - physical activity.

SECTION TWO: ESTABLISHING COMMUNITY GYMS

This section takes a closer look at the critical steps required when considering whether a community gym would suit your community.

2.1 HOW FEASIBLE IS YOUR GYM?

A successful community gym will be the result of careful and thorough planning well before it is up and running. Without adequate planning, the project may never even get past the planning stage or it is very likely to fail.

Therefore, it is vital that a feasibility study be undertaken before any progress is made towards funding and/or development. Without a clear direction, how will you know where you are going?

A feasibility study will address the issues involved in establishing and maintaining a gym and will enable those involved to make a decision about whether to proceed with the idea.

The feasibility study is a process for determining the viability of the initiative and will provide a clear direction for its development and delivery. It is also a process for making sound decisions and:

- is driven by research and analysis
- involves consultation with key stakeholders
- analyses and clarifies issues and areas of concern or uncertainty
- will involve basic modelling and testing of concepts and approaches.

There is no universal format for a feasibility study as each should be adapted and shaped to meet the specific needs of any given situation.

That is, the format of determining the feasibility of a public facility with a need focus compared to a private enterprise with a commercial objective will of course be very different. However, the steps and stages involved are similar and should include those highlighted in Figure 2.

Stage 1 Working Group	Identify key stakeholders and gather interest for the project. Form a working group to oversee the project.
Stage 2 Research	Research similar models, learn from their strengths and weaknesses and consider your stakeholder expectations.
Stage 3 Identify Need	Is there an expressed need for a gym in your community? Where else can people exercise?
Stage 4 Site Options	What sites are available and which is the best option and why?
Stage 5 Preliminary Costings	What will it cost to get up and running? Consider both capital (initial) and operational (ongoing) costs.
Stage 6 Operational Analysis	Determine potential risks associated with design, management and operation of the facility.
Stage 7 Business Case	Based on the findings from previous stages, develop a set of options for consideration. Which one is best?

Figure 2: Feasibility Study Approach

2.2 STAGE ONE: WORKING GROUP

Get interested community people on board as well as developing links with supportive agencies, organisations and individuals with access to funding, equipment and facilities. Approach the local school, council, health service, **be active** field officer, and sporting club. Establish a steering committee/working party to conduct a needs analysis, spread the workload and undertake the initial planning.

Establish initial aims of the facility, which may include:

- providing the community with an opportunity to become fitter
- developing better healthy lifestyle outcomes
- engaging socially with other community members
- increasing levels of physical activity
- rehabilitation.

2.3 STAGE TWO: RESEARCH

Undertake the following when researching the possibility of a community gym in your area:

- Determine the community need and demand
- Speak with other providers of similar facilities
- Speak with state and national industry organisations such as Recreation SA and Fitness Australia for advice, support and background information
- Determine likely user groups and what the gym will be used for e.g. fitness, rehabilitation, group exercise etc
- Identify who is likely to use the gym.

Basically, gather as much information as you can to determine what your gym will look like, how you can learn from others, and what to avoid or do to make your facility a success. Learn from others that have already started the journey or are running community gyms.

2.4 STAGE THREE: IDENTIFYING THE NEED

While the initial catalyst for the development of a community gym could come from a number of avenues including an expressed demand by the community, need must be warranted and quantifiable. Ultimately, some agency or person will be responsible for funding, managing and maintaining the asset; therefore, needs must clearly articulate the benefits of such a facility in your community. To properly identify a need for a community gym:

- Survey or personally canvas the community and ask members for their thoughts. Document this as both quantitative (numbers and statistics) as well as qualitative (personal views) evidence
- Hold a community forum or public meeting, which may also help in garnering community interest and excitement
- Undertake an audit of existing facilities and services in the area. Can people access programs your gym will offer?

2.5 STAGE FOUR: SITE OPTIONS

When assessing the best site for a facility, consider the following options:

Local schools

Your first approach should be made to the Principal to discuss availability of the facilities for use and to negotiate suitable arrangements. It should be noted in some cases there may be some constraints on the use of school facilities by community groups and sporting organisations, which can be discussed with the Principal. There is a set of guidelines that have been produced to facilitate the use of schools by community groups in South Australia.³

Sports clubrooms/change rooms

A number of existing gyms use sporting clubrooms or change rooms. These facilities are often restrictive in size and suitability given the purpose they were established for. Access to such facilities will also be limited as they will be used by sporting teams for training, matches and possibly meetings.



The converted football change rooms which now host the Cleve Community Gym.

³ Use of departmental sites for other than departmental purposes (updated December 2008), Department of Education and Children's Services, Government of South Australia.

Council owned community halls

Often these are vacant for long periods so accessing them is easier and they are probably available at a lower cost. Councils are generally keen to optimise use of facilities and may provide a suitable short-term solution. Often these venues will already be set up for community use with toilets, space, car parking, etc.

Hospital/health centre

Hospitals or health care centres have significant benefits particularly related to the links with health and medical matters. They may also be better established with access to appropriate equipment while offering more space. Many existing gyms are paired with primary health care facilities. The link between rehabilitation programs and physiotherapy services provides an ideal synergy with a community gym. It should be noted that in some cases there may be some constraints on the use of these facilities because of regulations and/or policies relating to access and supervision requirements.

Discontinued retail store/business office

Some regional centres have vacant stores and offices that could be suitable as a community gym. Generally, these buildings will be smaller in size but they will have access to toilets, a kitchen and some car parking.

Purpose-built facility

The ideal situation is when a community is able to source funding (e.g. grant, donation, bequeath) to build a facility designed to suit the specific purpose. While the costs to establish such a facility may be more expensive than the other venues previously highlighted, it will generally provide a more modern atmosphere, appealing location and allow for more design options.

2.6 STAGE FIVE: PRELIMINARY COSTINGS

Full financials cannot be completed until the facility has been secured and equipment and staffing have been identified; however, for the purpose of preliminary feasibility, the following assumptions should be made in relation to the establishment, operations and maintenance of a community gym:

- Capital establishment will include:
 - building costs
 - equipment costs
 - fit out costs
 - legal and compliance costs (Incorporation).
- Operational costs entail:
 - staffing/volunteers
 - rent/hire/lease
 - utilities (power, water)
 - insurance/licenses/accreditation
 - child care (staffing, equipment)
 - administration (printing, signage, advertising)
 - updating legal and compliance requirements.
- Maintenance and replacement costs include:
 - general maintenance of equipment or building
 - replacements.

A community gym is generally run as a not-for-profit entity; however, not for profit does not necessarily mean subsidised. It can mean that any 'surpluses' (after all operating expenses) are returned to the business or service itself rather than being distributed to shareholders. Therefore, it is important to ensure that the gym operates, as much as possible, as a viable and sustainable venture with the operational considerations discussed in stage six explored.

Table 2 provides a summary of establishment and operational costs incurred by a number of community gyms currently in operation. The latter is not comprehensive of all gyms surveyed due to the amount of information disclosed.⁴

⁴ Information shown has been gathered from consultation with existing gyms and, given the information provided at the time of preparing this resource, is as accurate and exhaustive as possible.

Ceduna Community Gym							
Establishment Costs		Funds Sourced		Operating Costs		Fees and Charges	
Building	\$10,000 (redesigning)	Govt grants and self funded	\$100,000	Staffing	Nil (all volunteers)	Users	\$10 per visit Monthly price \$60 (concession available)
Equipment	\$50,000						
Fit out	\$40,000						
Gym Works, Cleve Community Fitness Gym							
Establishment Costs		Funds Sourced		Operating Costs		Fees and Charges	
Building	\$5,000	Govt grants, self funded and donations	\$40,000	Staffing	Nil (all volunteers)	Users	\$6 per visit Annual fee \$75 (\$60 seniors)
Equipment	\$20,000			Rent	\$1,000		
Fit out	\$5,000						
Crystal Brook Fitness Centre							
Establishment Costs		Funds Sourced		Operating Costs		Fees and Charges	
Building	Nil	Self funded	\$4,000	Staffing	Covered through user fees	Users	\$5 per visit Annual fee \$160 (concession available)
Equipment	\$4,000			Utilities	\$400		
				Equipment	\$400 (repairs)		
				Rent	Nil		
				Office Admin	\$100		
				Insurance	\$1,200		
Karoonda Community Gym							
Establishment Costs		Funds Sourced		Operating Costs		Fees and Charges	
Equipment	\$10,000	Govt grant and fundraising	\$10,000	Staffing	Nil (all volunteers)	Users	\$2 per visit \$50 annual use
Fit out (carpet)	\$500			Equipment Maint.	\$300		
				Rent	\$260		

Table 2: Overview of establishment and operational costs

Table 2 continued: Overview of establishment and operational costs

Kimba Health and Fitness Centre								
Establishment Costs		Funds Sourced		Operating Costs		Fees and Charges		
Building	Nil	Govt grant, fundraising and donations	\$32,000	Staffing	Nil (all volunteers)	Users	\$5 per visit Annual fee \$50 (\$30 for students/pensioners)	
Equipment	\$28,000			Utilities	\$200			
Fit out	\$500			Equip	\$1,500			
Insurance	\$1,800			Rent	\$500			
Incorporation	\$150			Office Admin	\$500 (volunteer committee)			
Orroroo Community Gym								
Establishment Costs		Funds Sourced		Operating Costs		Fees and Charges		
Building	Nil	Local govt grant and self funded	\$7,500	Staffing	\$5,000 (1 Part Time Instructor and 1 Part Time Manager)	Users	\$5 per visit (\$3 concession) \$100 for half year (\$60 concession)	
Equipment	\$6,000			Office admin/ insurance	\$2,000			
Insurance	\$1,000			Lease	\$1 per year			
Miscellaneous	\$500							
Westwinds Community Gym (Tasmania)								
Establishment Costs		Funds Sourced		Operating Costs		Fees and Charges		
Equipment	Donated	Govt grant, self funded and fund-raising	\$5,000	Child care	\$600	Users	\$5 per fitness class,	
Fit out	Volunteer labour			Rent	\$1,000			\$2 for own exercise program
				Equip	\$5,000			\$2 childcare
				Staffing	Donations from gym users			

2.7 STAGE SIX: OPERATIONAL ANALYSIS

Some of the operational aspects of the facility are discussed in the following section, but consideration must also be given to:

- Who will be the main users of the facility?
- How will you market the centre?
- How much will you charge?
- Will the centre have staff, structured programs or solely free weights and machines for casual use?
- What times will the facility be open?
- What access is there to trained/qualified staff?

2.8 STAGE SEVEN: BUSINESS CASE

With plenty of information now gathered, it is time to put forward a business case to identify the options for progressing your gym. This will include an assessment and summary of the previous five stages and should include a 'next steps' section to identify:

- how funding is envisaged
- timelines for development
- a review period
- what partners will be included that may assist in:
 - sourcing funding
 - providing a facility
 - supporting volunteers/staff
 - access to qualified professionals (fitness leaders, health workers, recreation officers)
 - accessing equipment
 - accessing potential members/users
 - supporting management
 - advice and information.

Possible partners could include:

- education authorities (school, TAFE) health agencies (hospital, health centres, regional health service)
- medical professionals (physiotherapists, chiropractors, nutritionists)
- local government (council)
- regional government and non-government agencies (Indigenous agencies, police)
- community centres
- regional development board (business development, feasibility study)
- sporting associations/organisations.

CLEVE COMMUNITY FITNESS GYM establishing partnerships

The Cleve Community Fitness Gym operates out of the local football club change rooms under the management of the Cleve Sporting Bodies Inc.

In partnership with the regional health agency, Eastern Eyre Health, the gym has established programs for corporate fitness/health classes and the Cleve Area School. Special-needs students from the school access the gym on a weekly basis.



A local exercising at the Cleve Community Fitness Gym



SECTION THREE: MANAGING AND SUSTAINING COMMUNITY GYMS

This section takes a closer look at some of the key aspects to reduce risk while offering a wide range of affordable services and programs for users of the facility.

3.1 RISK MANAGEMENT

Reducing the likelihood of accidents and the subsequent safety of users, staff and the general public is of paramount importance and must not be overlooked. A risk management checklist that identifies the likelihood of incidents, their severity (if they occur), and what can and should be done to minimise risks would be a good start. Once this has been undertaken, it is critical to ensure that everyone with a responsibility for use of the gym is made aware of risks and what to do in the event of an incident. A good resource to read regarding reducing and managing risk in the fitness industry is Recreation SA's Code of Practice, which provides good advice and guidance on how to manage a community gym.⁵

Insurance alone is not a failsafe method of managing your gym and the owner or operator has a legal responsibility to ensure the safety of all people that use or access the facility. While there is no one means of ensuring that any gym or business is fully protected, a number of key areas should be considered (see figure 3) and measures employed to reduce risk, such as:

- utilising appropriate equipment and maintenance practices
- adhering to industry standards
- employing appropriately qualified staff and volunteers
- inducting and/or supervising users
- taking out an insurance policy
- establishing legal agreements and relationships.

Some key principles for reducing risk in community gyms include:

- training and protecting gym users, staff and volunteers
- having a person or committee that takes responsibility for reducing risks
- encouraging users, staff and volunteers to be proactive in promoting a safe environment in the gym
- implementing systems to support risk management practices (e.g. reporting hazards, incident reports, emergency evacuation plan)
- ensuring all users complete a PAR-Q (Physical Activity Readiness Questionnaire) and a risk assessment statement when joining the gym. Gym staff should review these documents and ensure any concerns are addressed with the relevant gym user and health professionals prior to commencing use of the gym
- establishing and documenting gym policies and procedures so that all who use the gym have access to them either at the gym or online
- creating and documenting a safety checklist and a signage checklist for the gym including a signed maintenance log for each piece of equipment.⁶

Equipment	What equipment should you use and how should it be looked after and maintained?
Standards	What are the areas of good practice and standards as set out by state and national bodies?
Staffing	What training and qualifications do staff and volunteers need?
Users	How will users be managed and how do they access your facility?
Legal	What legal aspects are there to ensure your gym is managed appropriately?

Figure 3: Risk Considerations

⁵ www.recreationsa.org

⁶ www.rmia.vic.gov.au

3.1.1 EQUIPMENT

A good community gym will offer its users a range of options depending on certain factors such as:

- the size of facility
- available capital funding for the gym's establishment
- available human resources and associated skills and qualification levels
- the knowledge and expertise of the fitness personnel.



A sample of the range of equipment available at the Orroroo Community Gym.

Table 3 lists the range of possible equipment categories for consideration and the advantages and disadvantages for each.

The purpose of the gym equipment	Advantages	Disadvantages
Free Weights (e.g. dumbbells, barbells, kettle bells, etc)	<ul style="list-style-type: none"> • Low cost • Easy to use • Offers variety and versatility • Need smaller area to workout • Suitable for most people • Easy to access and set up 	<ul style="list-style-type: none"> • Injury risk if training alone • Need another person to act as a spotter • Need to adjust to suit individual requirements • Can be confusing knowing what to do
Weight Machines (e.g. pin loaded, pulley, resistance weights)	<ul style="list-style-type: none"> • Safer than free weights • Can train alone • Generally easier to use • Better choice for beginners starting strength training • Saves time compared to adjusting free weights • Good for rehabilitation 	<ul style="list-style-type: none"> • High cost • Take up more floor space • Only designed for average-sized person • High-injury risk through poor practice • Pulley cords can be stripped and need replacement
Cardio Machines (e.g. treadmills, exercise bikes, climbers, etc)	<ul style="list-style-type: none"> • Most effective for working out • Good for the heart • Safe and easy to use • Low risk of injury • Appropriate for exercising when limited time available 	<ul style="list-style-type: none"> • High cost • Take up more floor space • Not easily moved • Can be difficult to adjust
Fitness Classes (e.g. aerobics, step, pump, etc)	<ul style="list-style-type: none"> • Little equipment required • Safe and easy to run • Suits all ability and interest levels • Can be done in limited space 	<ul style="list-style-type: none"> • Needs a qualified instructor • Requires access to power source for music

Table 3: Equipment examples and considerations

Fitness Australia's role is to ensure appropriate standards are complied with in the fitness industry in Australia. Even with limited budgets, Fitness Australia recommends that second-hand equipment not be accepted or purchased as it may not be suitable for heavy use in gyms and it may have been designed for domestic home use only.

Therefore, it is recommended that prior to accepting donated equipment or purchasing second-hand equipment, you check that your insurer will cover you in the event of a claim arising from the use of that equipment.

Fitness Australia also recommends that local suppliers be used where possible when purchasing equipment and local agencies sourced when equipment needs servicing. This assures that the equipment meets the required standard and, should anything go wrong with the equipment, you have a point of contact.

If your gym is buying or hiring fitness equipment, think about safety and durability. Make sure you are dealing with a reputable company and that the appropriate safety and warranty checks are carried out and documented.⁷

In addition to purchasing appropriate equipment, you will need to make sure it is properly maintained to reduce risk of injury to the user, maintain its performance and enhance the life of the asset, which in the long-term will save you money. The following provide some guidelines as to what to do in relation to the maintenance of your equipment:

- Equipment should be set out to ensure that all exercise areas contain safe working spaces and that user numbers do not hinder the safe and effective use of the training equipment. User numbers may need to be restricted if space is limited.
- All equipment should be mechanically sound and installed and operated in accordance with the manufacturer's instructions and standards.
- All equipment should be routinely serviced. Maintenance checks should be undertaken on a daily or weekly basis according to the manufacturer's recommendations and gym usage. A signed logbook to document this process should be kept for each piece of equipment.

⁷ Equipment suppliers www.fitnesssuppliers.com.au

3.1.2 STANDARDS

In setting up a gym it is crucial that the good practices and standards that have been adopted by the relevant state and national bodies are taken into consideration. While the following are not statutory requirements, they are nonetheless good practices established by key industry bodies.

Management obligations regarding supervision

- Instructors who deliver fitness programs and supervise gyms that are open to the public should be registered fitness instructors and have appropriate qualifications at Certificate III level (Gym Instructor). Personal trainers require Certificate IV level qualifications.
- All persons supervising a gym should have a current Senior First Aid Certificate with annual CPR updates.
- There should be an appropriately qualified employee supervising at all times.

Centre standards

- There must be a fully equipped first aid kit located in an easily accessible position. All staff members must know its location.
- All equipment must be installed and operated in accordance with the manufacturer's instructions.
- All equipment must be serviced as required to ensure continued user safety.
- All exercise areas must have adequate safe working space.
- User numbers must be monitored to allow safe and effective use of the training equipment.

Age restrictions

- There must be a clear policy displayed in the gym specifically relating to age limits and supervision that covers all users of the gym. Once the minimum age entry requirement has been defined, management must continue to follow those limits.
- Persons younger than 16 years of age should not be permitted to use the gym unless they are supervised by a suitable person and have had a written program prepared for them by qualified personnel.



A male exercise group take part in an organised training session at the Cleve Community Gym.

ORROROO COMMUNITY GYM community support and staffing

Operating from the Town Hall in Ororoo and leased for a minimal annual fee, the gym was established with funding from various grants and financial support from the local council and community businesses and individuals. The strength of the gym is the staff, which is involved in both the fitness programs as well as the overall management of the centre. This includes both part-time paid and volunteer staff, some of which have appropriate fitness qualifications.

The gym believes becoming incorporated is a vital step to enable the organisation to access relevant grants, but it also recognises the value of gaining support of the local council and community agencies (health services) in running a sustainable community gym.



The entrance to the Ororoo Community Gym based at the Town Hall with support from the District Council of Ororoo Carrieton

3.1.3 STAFFING

It is recommended that the gym be supervised by qualified fitness leaders. While this is not a legislative requirement in South Australia, it is certainly the preferred option and users would certainly benefit from having such qualified personnel available. Upon becoming qualified, the individual would then become recognised by the relevant industry body (Recreation SA or Fitness Australia) and that would also cover the individual for their required insurance needs through the particular insurance schemes for fitness leaders.⁸

It is also recommended that staff and personnel in the gym hold relevant first aid qualifications. Again, this will assist in making your gym a more professional and well-managed facility and safer for users.

If paid staff are employed, a minimum standard or small workplace first aid kit marked with an approval number issued by the Australian Therapeutic Goods Administration should be provided. A list of the contents required in a workplace first aid kit can be found in SafeWork SA's First Aid Code of Practice.⁹

It is highly recommended that the first aid kit include an asthma kit and that supervisors have completed an asthma awareness course.

It is also highly recommended that the supervisor have direct access to a phone for emergency use.

3.1.4 USERS

Managing the users of your gym falls into a number of categories, including obtaining information about pre existing health issues and ensuring that gym access is managed and its use supervised.

A. MEDICAL REQUIREMENTS

Another key risk factor in gyms relates to the medical needs and suitability of your users. Sports Medicine Australia has produced a number of resources and policies that gyms are encouraged to adopt. These are information articles covering exercise, infectious diseases, pregnancy and exercise, fitness testing, injury prevention, etc, as well as relevant forms such as:

- Medical profile – to be used by all gym users prior to commencing in the gym
- Athlete medical screening – to be used to identify suitability of certain individuals using the gym.

⁸ www.recreationsa.org

⁹ www.safework.sa.gov.au

For further information on these matters, contact Sports Medicine Australia- SA Branch.¹⁰

B. ACCESS

When to allow and how to manage access is a critical aspect of your gym's operation. Many gyms allow unsupervised access and, while this is understandable given their part-time nature or capacity to employ qualified staff, it is a risk and is not a preferred or recommended approach.

Research of existing community gyms has found that a number of systems that allow members to access the gym are being used. These range from key cards, members-only pins, keys, etc. While these options may suit the needs of individuals, it is recommended that the following systems be employed to ensure that only persons who are current members of the gym have access to the centre:

- **Induction:** All gym users must have completed an induction program before using the gym. The induction program may be delivered by the gym supervisor/coordinator or it may be available as an online program.
- **Buddy system:** No person is allowed in the gym unless a 'buddy' is present who has been inducted and is familiar with the gym procedures and policies.
- **Sign on/off:** To access the gym, users must register (sign on) prior to using any equipment and must sign off when finishing/leaving the gym.

C. SUPERVISION

Your gym must ensure that persons who use or supervise your facility know how to operate the equipment and are adequately trained. This should occur as part of an induction program for any new gym user and will assist in the safe and proper use of the equipment.

Good practice recommends that at least two people be present when the gym is in use. These people do not need to be instructors, but they should be people who have been inducted by the gym and termed a 'gym buddy'. Other possible supervision options can be found in Table 4.

3.1.5 LEGAL RESPONSIBILITIES

Management of the gym should conduct a thorough risk analysis to identify potential areas of risk. Once they are identified, the gym should seek specific advice where necessary and take action accordingly.

A. INSURANCE

Investigate what insurance cover is required for all aspects of the gym (e.g. staff, equipment). Check any existing insurance cover to ensure that it extends to the operation of the gym. It is recommended that the following types of insurance cover be considered:

- **Public Liability Insurance:** Indemnifies against an occurrence that arises from negligence by other members or by paid or voluntary workers engaged by the gym.
- **Professional Indemnity:** Covers the provision of first aid or other medical services, professional advice provided by coaches, instructors and trainers (paid and unpaid).
- **Personal Accident (Members):** Covers accidents arising from participation in an activity.
- **Personal Accident (Volunteer Workers):** This is where volunteer gym supervisors are engaged. This additional insurance covers financial compensation should such a person sustain personal injury while working for the gym.

Option	Comment	Issues
Unsupervised	Alone in gym	Safety, legality
Buddy system	Another person present	Reduces risk
Volunteer staff present	They may not be directly supervising	Person may not be qualified
Supervised by volunteer	Preferred practice	Possibly restricts hours of use to when volunteers are available
Supervised by qualified staff	Best practice recommendation	Ideal situation
Instructor running class	Also preferred option	May not suit some users who prefer to do other fitness activities

Table 4: Gym Supervision Options

¹⁰ www.smasa.asn.au

- **WorkCover:** If paid staff are employed in the gym, then the gym must register with WorkCover and hold appropriate workers compensation insurance.¹¹

It is also important to ensure that any contracted fitness instructors or personal trainers delivering services within the gym hold their own public liability and professional indemnity insurance and that gym management sights proof of this.

No matter what type of person is engaged, volunteer, paid or contract, it is recommended that they receive a letter of appointment outlining the conditions of engagement, their role and a copy of any other guidelines or policy documents relating to the gym.

B. VOLUNTEER PROTECTION ACT

If your gym uses volunteers as supervisors, then the Volunteers Protection Act provides a level of protection for the volunteer so that they may feel more comfortable in fulfilling their volunteer obligations.

The legislation establishes an environment to prevent a volunteer from incurring personal civil liability for any acts or omissions done in good faith when performing community work organised by a community organisation.

The Act provides no protection for an organisation. In fact, the Act transfers personal liability from the individual to the organisation; therefore, choosing the right people and providing them with the correct training is vital.

C. LIMITING LIABILITY

At the time of printing this document, legislation, which addresses the use of waivers to limit liability, was before the state and federal parliaments. As a result, it is recommended that you review the most current and relevant acts regarding limiting liability if utilising this guide to establish a community gym.

D. SAFE ENVIRONMENTS

If young people (younger than 18) are allowed to use the gym, then from 1 January 2008 the gym is obliged under the Children's Protection Act 1993 to ensure that all children are safe from harm and, as far as practicable, are cared for in a way that allows them to reach their full potential.

Under the amendments to the Children's Protection Act 1993, the gym is required to develop and adopt a child-safe environments policy that includes:

- providing guidance on appropriate standards of conduct for adults in dealing with children and defining appropriate standards of care for ensuring the safety of children
- putting in place a process for the recruitment and supervision of staff that may have contact with children in the course of their employment.

For users younger than 18 years of age, it is recommended that community gyms use the *Kids in gyms* guidelines as a reference before allowing any child to use a gym.¹²

All staff/volunteers are considered to be mandated reporters and are legally obliged to report any suspicion of child abuse, which may be formed in the course of their duties at the gym.

For more information contact the Office for Recreation and Sport.

3.2 OPERATIONAL MANAGEMENT

In addition to your legal requirements, the following may assist in the better management and programming of your facility to ensure optimum use and access by as many people as possible within your community.

3.2.1 HOURS OF OPERATION

For most gyms, hours are determined by the amount of use anticipated.

Factors for consideration include:

- When is the facility available? It may be a shared-use facility (sports change room) or a school gym.
- When is supervision able to be provided?
- What is the affordability of opening up for extended periods given costs of utilities, staffing?
- What are the conditions of hire/rent/lease arrangements?
- What is the demand from the community (generally after hours and on weekends)?

¹¹ www.workcover.com

¹² www.chw.edu.au

3.2.2 WHAT PROGRAMS WILL WE OFFER?

This will again vary with certain factors such as the type and amount of equipment, supervision, staffing, numbers, access and interest. Here are some suggestions for consideration:

- If you're limited with funds and space, stick with free weights as machines are expensive, take up a lot of room and offer limited exercises. Free weights are cheaper and, with good knowledge and training, are more versatile. There is, however, a greater risk using free weights and so supervision is recommended any time free weights are being used.
- If your focus is rehabilitation, machines are a better option since they offer the most support. However, users of the facility and equipment should always follow medical advice from their doctor.

It is also important to consider the needs and demands of your community by offering programs targeted at specific groups who may be looking to use the gym. Such groups might include:

- older adults
- retirees
- women only
- talented athletes
- people with a disability
- young mothers
- men
- people from different cultural groups
- work groups.

There may also be an opportunity to establish a partnership with some of the local sporting clubs from the community wanting to use the gym as part of their training and/or recovery sessions.



The Nifty Fifties Group Class in Cleve get some instruction on use of the equipment.

For the gym to remain viable and functional, it will be important to meet community needs but also to continually investigate potential user groups and program opportunities.

The purpose of setting up the community gym is not about having the best looking, most modern, expensively fitted out community gym. It is about providing a facility that suits the community's needs and assists members in achieving their physical fitness goals.

3.2.3 WHAT OTHER SERVICES ARE NEEDED?

Anecdotal evidence from existing gym operators suggests that organisations that provide child care facilities are more likely to attract increased participation and membership. This means that the community generally will benefit as individuals become more active.

A specific resource has been written on crèche guidelines for sport, recreation and fitness organisations and it is recommended that this resource be referred to for further detailed information.¹³

In addition to actual services offered, gyms may capitalise on the sale of drinks and health foods and, where feasible, access to small kiosks or vending machines. Again, this can be both time consuming and expensive to establish, but the long-term gain may prove more financially beneficial to the gyms' operations and should be considered.

WEST WINDS COMMUNITY GYM low cost crèche service

This gym is in a community hall as part of the community centre at Woodbridge in Tasmania. Established in March 2007, a key feature of the gym is the availability of a crèche/child care facility in an adjoining room.

There is a minimal cost of \$2 to access the child care facility and there is no limit on the number of children that can be accommodated. Such a move encourages parents, especially mothers, to attend a gym in their local community.

¹³ Crèche Guidelines for Sports, Recreation and Fitness Organisations, Government of South Australia – Office for Recreation and Sport

A number of the successful community gyms currently operating provide additional services to the community through specialist programs. You might consider offering the following:

- a personal trainer who conducts private sessions at the gym – an agreement would need to be reached about hire costs, hours available etc.
- special themed classes at particular times of the year such as Christmas
- health programs focusing on particular community issues such as obesity, diabetes, heart disease, etc.

3.2.4 HOW MUCH DO WE CHARGE?

To an extent, fees will be determined by the cost to run the facility and the overall aims of the gym. For example, is it expected to break even, make a profit, or will it be subsidised

by an external agency as a stakeholder in the venture? Additionally, you may need to consider your target user groups' ability to pay and the introduction of subsidy cards for people on low incomes.

Most community gyms offer a low, attractive fee structure to cater for the community as the intention is not to operate as a commercial business. However, it is important to look at how to operate without always relying on external funding or donations. A suggested fee structure could be:

- gold coin donation or \$5 fee per visit
- annual fee that ranges from \$50 to \$100.

You could also consider a range of fee options such as per visit, daily, weekly, monthly, quarterly, annually etc. and offer special fees for concession, students, families and frequent users.

When developing a fee, payment and membership structure, it is recommended that you refer to the Fair Trading (Health and Fitness Industry Code of Practice) Regulations 2007 to ensure legal compliance with the structure of membership agreements as well as fixed-term and periodic payments.¹⁴

CEDUNA Christmas Challenge concept

This gym is located in the Far West Sporting Complex. It is owned and operated by the local Indigenous community whose aim is to increase physical activity and fitness opportunities for the Indigenous people in and around Ceduna.

The gym has attempted to attract increased patronage particularly within the Indigenous community by offering special programs such as the Christmas Challenge.

The concept rewards users with an extra day's gym membership for free or at a reduced cost if a certain amount of weight is lost over a designated period through involvement in gym activities. This incentive program has worked very successfully and is a creative way to get longer term involvement and commitment to the gym.



Exercise time at the Ceduna Community Gym.

VICTORIA PLAINS membership and fee structure

The Victoria Plains gym is operated by the Victoria Plains Shire in Western Australia. People wishing to use the gym must become members and pay a membership fee. There are various membership options ranging from a standard monthly membership to annual membership and family membership. Fees are reviewed annually as part of the Shire's budget process. All gym members are required to adhere to the terms and conditions developed by the Shire administration. These terms and conditions cover such items as:

- membership access
- conduct and behaviour
- clothing attire
- proper use of equipment
- gymnasium rules
- occupational health and safety issues
- hours of operation
- current charges and price increases

¹⁴ South Australia – Fair Trading (Health and Fitness Industry Code of Practice) Regulations 2007.
www.legislation.sa.gov.au

SECTION FOUR: PLANNING FOR SUCCESS

This section looks at the importance of planning and reviewing. Strategic planning and reviewing your service delivery will assist in making your gym a smooth operation that retains and attracts users for years to come.

4.1 STRATEGIC AND BUSINESS PLANNING

A major issue with many community gyms is their lack of any strategic or business plan to assist in running the gym. Most gyms seem to operate in isolation of any future planning. When the gyms were surveyed, this was the most alarming area of weakness and one that most gyms would appreciate support in developing. In essence, a strategic plan can help those running the community gym to:

- prioritise goals and objectives
- establish performance and evaluation criteria
- assess progress
- ensure a professional approach
- secure funding and win sponsorship deals
- identify promotion and marketing strategies
- allocate resources more efficiently
- show potential new members what the gym can offer
- help volunteers better understand how to run the gym
- involve members in decision-making.

The plan should focus on the following questions:

- Where have you come from?
- Where are you going?
- How do you want to get there?

The plan should also be visionary and address the importance and relevance of strategies needed for the success of the gym in the next three to five years.

To assist you with the strategic planning process, we suggest you use the following framework as the basis of your plan and spend time reflecting on these things. By considering these questions you will be well on your way to putting together a plan.

- 1. Programs** – What programs and activities does the gym want to offer? Is the gym for rehabilitation purposes or for fitness or social networking? Identify the range of programs possible given the area, equipment, expertise and financial resources available.
- 2. Evaluation and Research** – Are the members happy with what is being offered? What feedback have you gathered? How are you able to determine client satisfaction? What are the needs of the clients?
- 3. Coordination** – Who else do you need to be working with? How might developing partnerships and links with other agencies improve the way the gym operates and what it offers to the members?
- 4. Policy** – What policies and procedures need to be developed to allow the gym to operate more efficiently and more professionally? How are these disseminated to gym users?
- 5. Supportive Environments** – What improvements need to occur to the physical set up and cleanliness of the gym? How can the gym be made safer for members? What can be done to make the gym more accessible and appealing to members? Have you considered offering a crèche? Does better lighting need to be provided to increase safety around and in the venue? What about privacy considerations and change facilities?
- 6. Awareness** – How is the gym being marketed and promoted? What opportunities exist to increase the community awareness of the gym?
- 7. Education** – What training is required for your volunteers and staff? How can you provide improved training opportunities for your staff and/or volunteers? What systems are in place to ensure members are involved in a safe environment? Are you educating your members in the most professional manner? What documentation is provided to members to help educate them about the use of the gym?

For a community gym looking to go through the planning process, it is recommended that this template structure be used as a guide. This template can be found in the References and Further Reading section.

Contact the Office for Recreation and Sport for more information on planning or look at the strategic planning resource online.¹⁵

¹⁵ www.recsport.sa.gov.au

4.2 DETERMINING SUCCESS?

There are a number of ways of knowing whether your gym is successful, but you must first determine how you are measuring success.

Success could be measured by:

- Financial information: Has the centre kept within its subsidy levels, broken even or made a profit?
- Service: How many programs have been attended and how many users have come through your door?
- Customer satisfaction: What do your members think? A basic customer survey along with anecdotal evidence is a strong message regarding how you are doing.

Also consider:

- suggestion boxes or an ideas book for patrons to make comments
- regular forums/meetings with gym users
- planning sessions by management
- regular surveys/evaluation sheets disseminated to members/users.

Of course, these are only a few ways of determining the success of your gym.

In summary, the importance of reviewing your operations is just as critical as the feasibility study, the operation and management as well as the strategic plan itself, which should identify some of the targets and measures you would like to attain to make sure your gym is safe, enjoyable and adds to the social and physical wellbeing of your community.

KIMBA COMMUNITY GYM strategic planning and community consultation

The Kimba Gym was opened in 2009 and operates from a show pavilion in the heart of the Kimba Township. It is run by a volunteer committee with additional support from a number of part-time staff and volunteers who have experience in both the fitness industry and other associated industries.

Currently, the management committee is working on a project plan for the future direction of the gym and part of this process is the development of a strategic plan through regular consultations with the gym members. It is envisaged that the outcomes of the project will be improved operation of the facility and the compilation of a set of rules and regulations to guide the future direction of the gym.





SECTION FIVE: OUTDOOR COMMUNITY GYMS

5.1 COMMON ELEMENTS AND CONSIDERATIONS

In addition to the more obvious indoor gyms, which have been discussed in depth throughout this resource, there are a number of facilities throughout South Australia that encourage physical activity and exercise in a more unstructured outdoor setting. Outdoor gyms provide an attractive option as a means of encouraging increased exercise for people who, for various reasons, prefer being active outdoors.

Some advantages of an outdoor gym are:

- access 24 hours a day
- free for users
- easy to use
- suits all ages and fitness levels
- doesn't require capital cost of a building
- good for your health because of exposure to fresh air and sunlight.

Outdoor gyms generally comprise a series of gym items that focus on exercising particular muscle groups. The combination of these items provides for a total body workout including strength, conditioning and cardiovascular exercise. The equipment can be placed as a full unit encompassing a number of workout options or it can be separated as exercise stations dispersed along a pathway. The equipment can be designed to cater for various target groups such as young people, fitness groups or the elderly and may include items such as warm-up stations that complement existing paths. Outdoor gym equipment may not be suitable for use by children.

If considering establishing an outdoor gym, it must be noted that there is a significant cost associated with equipment purchase. This ranges from approximately \$2,000-\$4,000 for individual items up to \$15,000-\$20,000 for a set of equipment. Installation costs and rubber surfacing would add approximately 50 per cent to the total cost; therefore, a full set of outdoor gym equipment (approximately eight pieces) would be in the vicinity of \$30,000 and requires an area of between five to nine metres in diameter.

The equipment requires regular ongoing maintenance, similar to playground equipment (monthly inspections and repair and maintenance costs of approximately eight to ten per cent of the asset cost per year), and would require asset replacement in approximately ten years.

There are certain risks associated with outdoor gyms including:

- unsafe equipment due to incorrect installation, poor maintenance and/or vandalism
- children using the equipment
- lack of signage detailing instructions for proper use.

Generally, outdoor gyms are established on land owned by local government and are ultimately the responsibility of the council. If this is the case, relevant council approval will need to be sought. Proper management of the gym will involve regular inspections, constant maintenance and repairs and appropriate signage.

Those agencies responsible for the outdoor gyms need to consider if the value and benefit of providing such a facility outweigh the associated risks. Therefore, when considering the establishment of such a 'facility', the following should be considered:

- Has the local council been consulted and is it willing to take on the ongoing management and maintenance of the asset?
- What is the most appropriate equipment and location for the specific demographic group likely to access the facility (e.g. youth, older adults, young mothers, etc.)? It is important to place the equipment in suitable locations to ensure maximum use of the equipment and to justify the necessary expenditure.
- As there are many options for the type and location of equipment, community consultation is a key element in considering the installation of outdoor fitness equipment in open space areas.
- Are there sufficient resources to action the necessary risk management strategies relating to regular inspections, maintenance, etc?

- Currently there are no specific standards relating to the installation of outdoor gym equipment in Australia; therefore, it is important to ensure that when the gym equipment is installed it is done so with regard to Playground Standards requirements,¹⁶ especially entrapment, fall height, fall zones and impact attenuating surfacing.

Consultation with agencies and community groups that have established community gyms has shown that:

- Outdoor gyms are best located in easy-to-access sites (close proximity to transport, walking and bicycle trails, and public places) and sites that already cater for active recreational activities such as linear paths, foreshores and major sporting precincts such as ovals or district parks. The equipment then complements the use of the park and is more likely to be used by those participating in other recreational activities such as walking or jogging.
- It is recommended to install the first set of equipment in a major park or high-use recreational area as a trial to gauge the community's use before making further strategic decisions to install equipment at other locations.
- It makes sense to locate outdoor gyms in close proximity to public toilets and children's playgrounds. This maximises family participation and user convenience.
- A certain amount of space is required to prevent interference with other current activity zones.
- Lighting the area may be costly, but it will extend the gym's hours of use.
- The outdoor gym does not necessarily have to feature fixed equipment. Natural objects can also be incorporated.
- Any local council or owner of an outdoor gym should obtain their own legal advice in relation to liability and negligence claims resulting from injury.

¹⁶ Australian Standard 4685. Parts 1–6 2004: Standards Australia International Ltd. Sydney NSW 2001.

5.2 EXAMPLES OF OUTDOOR COMMUNITY GYMS

There are a number of outdoor gyms that have been set up in both metropolitan and regional South Australia and these are highlighted below:

Burton Primary School

As part of the Healthy Eating & Active Living (HEAL) project in the City of Salisbury, the Adelaide Northern Division of General Practice has developed a new outdoor gym and fitness track on the oval of Burton Primary School.

The installation of the fitness equipment is just one of the strategies HEAL is using to reach its aim of reducing the levels of chronic disease associated with obesity in the City of Salisbury council area. The outdoor gym is a step towards changing the Burton community to be more conducive to better health by increasing the availability and accessibility to equipment.

Although within school grounds, the park is not fenced and is available to the community outside of school hours. The fitness track has been designed with elements that can be used by all ages.

Sturt Reserve – Murray Bridge

An outdoor gym has been placed at Sturt Reserve in Murray Bridge in a bid to get the community active. It provides the community with access to safe equipment that can be used by people of all ages and levels of fitness. It is free for users and is accessible 24 hours a day; thus, removing some of the barriers such as time and cost constraints to physical activity. The outdoor gym provides an opportunity for the community to participate in appropriate load-bearing physical activity as well as strength and balance exercises.

Sturt Reserve is an ideal choice as the hub recreational centre of unstructured activity in Murray Bridge. The Reserve is in walking distance of the centre of Murray Bridge and is accessible by car, bus, bicycle and wheelchair.



Some of the equipment at the outdoor gym at Sturt Reserve in Murray Bridge.

The outdoor gym is located next to the existing children's playground, which allows parents to utilise the gym while their children utilise the playground, BMX track, skate park or Rage Cage. Toilets, lighting, drinking fountain and car parks are all located nearby.

Kent Reserve – City of Victor Harbor

Situated at Kent Reserve in Victor Harbor, this 'playground for seniors' combines the enjoyment of a playground with the health benefits of fitness equipment. The project was developed by the city of Victor Harbor, in conjunction with the Zonta Club of the Fleurieu Peninsula, and is supported by the **be active** Field Officer and the council's Recreation and Sport Advisory Committee.

The outdoor gym comprises eight pieces of equipment including a cross-trainer, a sit-up bench, a bike, an overhead press and a tai chi apparatus. The equipment adds a different element to the area, which now has recreational and fitness facilities for every age group including children, teenagers and adults.

Forestville Reserve – City of Unley

The Forestville Reserve in the City of Unley has recently been equipped with fitness equipment similar to that found in indoor gymnasiums, which provides the community with increased opportunities for outdoor activities.

The cardio equipment includes a cycle seat, stepper, crosser trainer and rowing machine. The strength equipment includes a butterfly press for chest exercise, an Ezy Rider, shoulder press and hip swing. Unley Council has identified six sites where fitness equipment could potentially be installed, starting with Forestville Reserve.

Fremont Park – Yorketown Road, Elizabeth

This park is a major reserve used for a variety of recreational activities. The equipment includes eight exercise items and a warm-up station. As the park is located close to an aged-care facility, the equipment has been very popular with older adults.

Northgate Fitness Trail – Northgate Development

Outdoor fitness equipment has been located in five reserves within the new Northgate development. The equipment comprises 16 items (two to four items per park) and creates a fitness trail throughout the development. The trail links five of the reserves within the area.

5.3 FURTHER INFORMATION AND ASSISTANCE

Should you require any further information and/or assistance in the establishment or management of your gym, including advice on where to seek funding for establishment, please contact the ORS on 08 7424 7677.¹⁷

¹⁷ www.recsport.sa.gov.au



Some of the outdoor fitness equipment at Kent Reserve in Victor Harbor.

REFERENCES AND FURTHER READING

FEASIBILITY STUDY TEMPLATE

The following template has been provided to get you thinking about some of the key questions to consider when conducting a feasibility study for your gym.

Stage 1 – Identify a working group
Who are the interested community people to get on board to conduct a needs analysis, spread the workload and undertake the initial planning?
What community agencies may be useful in developing links with, and access to, funding, equipment and facilities?
What are the initial aims of the facility?
Stage 2 – Research
What information do you need to research?
Why set up a community gym?
What can you learn from other community gyms?
Identify who is likely to use the gym?
What might the gym look like?

Stage 3 – Identify the need

What does the needs analysis tell you?

What are the benefits of such a gym for the community?

What do we need in the gym?

What facilities already exist in the community?

Stage 4 – Site options

What potential sites are available?

What are the advantages and disadvantages of each site?

Which site has the most potential?

Stage 5 – Preliminary costs						
What is the community gym going to cost to establish, operate and maintain?						
Capital establishment	Building	Equipment	Fit out	Legal		\$
Operational costs	Staffing	Rent/hire	Utilities	Insurance/licenses	Admin	\$
Maintenance costs	Updating compliance costs	Repairs	Equipment replacement			\$
TOTAL						\$
Stage 6 – Operational analysis						
Who will be the main users?						
How will the centre be marketed?						
What fee structure will be introduced?						

What time will the centre be open?

What requirements will there be for staff/volunteers to be qualified

Stage 7 – Business case

What are the next steps required?

How will funding be sourced?

What are the timelines for development of the gym?

What partners will be engaged to assist in setting and running the gym?

What review process will be adopted?

STRATEGIC PLANNING TEMPLATE

In developing a strategic plan for your community gym, it is recommended you complete the following template. Spend time reflecting on these items with the key people involved in the management and operation of the gym.

Programs
What programs, activities does the gym want to offer?
Evaluation and Research
What systems will you put in place to measure client satisfaction, client needs, and opportunities for improvement?
Coordination
Who else do you need to be working with? How might this improve the operation of the gym and what it offers to gym users?

Policy

What policies and procedures need to be developed to allow the gym to operate more efficiently and more professionally?

Supportive Environments

How can the gym be made a safer and more inviting environment for members?

What can be done to make the gym more accessible and appealing to members?

Awareness

How will the gym be marketed and promoted?

Education

What training is required for your volunteers and staff? How can you provide improved training opportunities for your staff and/or volunteers?

CHECKLIST

CHECKLIST FOR ESTABLISHING A COMMUNITY GYM

Task	Completed
1. Demand/interest determined	
2. Committee/working party established	
3. Initial planning conducted	
4. Location decided	
5. Funding sourced	
6. Management structure agreed and implemented	
7. Staffing (qualified) and volunteers identified	
8. Documentation developed – policies, programs, prices, conditions, etc.	
9. Promotion/publicity actioned	
10. Equipment gathered/purchased/set up	
11. Programs advertised	
12. Gym launched	
13. Monitoring/reviews conducted	
14. Changes implemented as a result of evaluation	
15. Ongoing review	

REFERENCES

Documents

1. *Physical Activity Among South Australian Adults Summary Report – Sept 2007*, a joint initiative of SA Health, ORS and Attorney General's Department and the Physical Activity Council.
2. *Participation in Exercise, Recreation and Sport Annual Report, 2008*, Australian Government, Australian Sports Commission, Department of Health and Ageing.
3. *Australian Standard 4685. Parts 1–6 2004: Standards Australia International Ltd.* Sydney NSW 2001.
4. *Use of departmental sites for other than departmental purposes (updated December 2008)*, Department of Education and Children's Services, Government of South Australia.
5. *Kids And Gyms - Guidelines For Working With Children In Gyms.*
6. *Crèche Guidelines for Sports, Recreation and Fitness Organisations*, Government of South Australia –Office for Recreation and Sport.
7. *Office for Recreation and Sport Strategic Planning Template.*

Websites

1. **Codes of Practice**
Recreation SA www.recreationsa.org
Safework SA www.safework.sa.gov.au
2. **Risk Management**
Victorian Managed Insurance Authority (Community Gyms Risk Factsheet) www.vmia.vic.gov.au
3. **Equipment suppliers**
www.gymlink.com.au
www.fitnesssuppliers.com.au
www.equipmentfirst.com
4. **Sports Medicine and Safety**
Sports Medicine Australia SA Branch www.smasa.asn.au
5. **Legal**
WorkCover www.workcover.com
6. **Kids in gyms**
Children's Hospital at Westmead www.chw.edu.au
7. **Fair Trading (Health and Fitness Industry Code of Practice) Regulations 2007**
www.legislation.sa.gov.au
8. **Grants Information**
Government of South Australia www.sa.gov.au
Office for Recreation and Sport www.recsport.sa.gov.au

Additional References

Operating Procedures for Gyms in Sports Club, Office for Recreation and Sport, November 2007 –unpublished.



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9.2. Reports for Information

9.2.1. Corporate Services Quarterly Report

Report Type Officer Report For Information

Department , Corporate Services

Prepared by Director of Corporate Services

Purpose

To inform Council with a quarterly update of the Corporate Services Division.

Recommendations

- A. That the report Corporate Services Quarterly Report is received and noted

Regional Plan

Goal 3: Invest in Our People

Goal 5: Infrastructure

Goal 6: Systems

Key Issues

Recruitment to specialised and remote positions has been particularly challenging. With some position being advertised 2 -3 times. Although recruitment has been impacted by Covid – 19, it has also been impacted by applicant's desire to live and work remotely. A once exciting opportunity that many wanted to experience over time has become less favourable. The lack of accommodation for rent in Katherine has also been problematic. The cost of advertising 2 – 3 times is substantial, and we have now taken another approach to the platform used to advertise which provides a cost saving, however the return is yet to be evaluated.

Training and Development of staff has been very limited with months of no training being conducted. With only a quarter of Performance Appraisals being undertaken for staff, staff input into the training requirements across the Council is limited. Again, the impact of Covid – 19 with many training companies not traveling or conducting face to face training, lock outs and lock downs. Although some training companies offer online training, the suitability of that training and staff receiving it is more often not a suitable match.

We welcome new staff

Work Health & Safety has continued to the minimum requirements, however the Councils new Work Health & Safety Manager who brings with her extensive skills and knowledge in WH&S will commence the first week of April and will be greatly welcomed.



Public Relations Officer role has now been filled with the successful applicant commencing straight after Easter on 26 April. The successful applicant is from the NT and is currently working in Melbourne as a journalist.

Council Operations Manager for Timber Creek has been filled with the successful applicant commencing 20 April. The applicant comes with experience in council operations in remote communities.

Community Safety & Wellbeing Managers role has been filled for six months through an internal promotion / development opportunity by our Night Patrol Team Leader in Nauiyu. Bringing experience in Night patrol, school attendance and community living.

Externally advertised positions to be filled

Community Care Manager

NDIS Manager

NDIS Program Support Officer

Contracts Manager

Council Operations Manager – Kalkarindji

Council Operations Assistant Manager – Kalkarindji

Council Operations Team Leader – Kalkarindji

Staffing Levels

	1-Jul-21	31-Dec-21	31-Jan-22	28-Feb-22
Head Count	174	174	173	167
FTE Rate	148.32	146.07	147.1	141.53
Core Staff	61	68	68	70
Program Staff	113	106	105	97
Indigenous Employment	66.60%	65.50%	64.73%	65.26%
Casual	20	22	23	22
Part Time	57	53	51	50
Full Time	97	99	99	95

Our annual salary budget is \$13,000,000 with current expenditure to date being \$6,731,391.15. You can determine from the table above that there will be varied underspends within Councils funded programs.

Risk statement

No risk assessment has been carried out at this stage.

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

Nil





9.2.2. Finance Report for month ended February 2022

Report Type **Officer Report For Information**

Department **Financial Services, Corporate Services**

Prepared by **Senior Accountant**

Purpose

For Council to receive and note the monthly finance report

Recommendations

- A. That the Finance Report for month ended February 2022 is received and noted

Regional Plan

Goal 1: Quality Leadership

Goal 2: Financial Sustainability

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

1. CEO Certification (1) [9.2.2.1 - 1 page]
2. Finance report for the month ended feb 22 [9.2.2.2 - 11 pages]



VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

MONTHLY FINANCE REPORT FOR THE MONTH OF FEBRUARY 2022

CHIEF EXECUTIVE OFFICER'S CERTIFICATION

To the Councillors,

I, Russell Anderson, Chief Executive Officer of Victoria Daly Regional Council ('the Council'),
certify that to the best of my knowledge, information and belief:

- (i) The internal controls implemented by the Council are appropriate; and
- (ii) The accompanying finance report best reflects the financial affairs of Council.

Signed

A handwritten signature in black ink, appearing to read "Russell Anderson". The signature is fluid and cursive, with the first name "Russell" and last name "Anderson" clearly distinguishable.

Russell Anderson
Chief Executive Officer

Dated this 25th day of March 2022



Victoria Daly
REGIONAL COUNCIL

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

MONTHLY FINANCE REPORT FOR THE MONTH OF FEBRUARY 2022
STATEMENT OF FINANCIAL POSITION (UNAUDITED)

	28-Feb-22	31-Jan-22	Movement
	\$	\$	\$
Cash and cash equivalents	4,908,110	4,601,008	307,102
Term deposits	11,900,000	11,900,000	-
Receivables:			-
- Rates & charges	797,493	843,140	-45,647
- Accounts receivable	239,270	266,594	-27,324
- Provision for doubtful debts	-271,878	-271,878	-
- Bonds receivable	6,440	6,440	-
-Amount receivable from ATO	27,632	90,509	-62,877
- Clearing accounts	89,398	117,494	-28,096
Prepayments	166,845	138,730	28,115
Total Current Assets	17,863,310	17,692,037	171,273
Property, plant and equipment:			
- Land	3,860,228	3,860,228	-
- Buildings	13,510,082	13,608,646	-98,564
- Road infrastructure	10,126,625	10,164,203	-37,578
- Plant and equipment	1,412,826	1,429,128	-16,302
- Structures	1,934,825	1,951,193	-16,368
- Motor vehicles	1,589,212	1,630,290	-41,078
Right to use Assets	150,189	150,189	-
Works in Progress	-	-	-
Total Non-Current Assets	32,583,987	32,793,877	-209,890
Total Assets	50,447,297	50,485,914	-38,617

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

MONTHLY FINANCE REPORT FOR THE MONTH OF FEBRUARY 2022
STATEMENT OF FINANCIAL POSITION (UNAUDITED)

Payables:	28-Feb-22	31-Jan-22	Movement
- Deposits held	13,552	13,506	46
- Amounts payable to the ATO	59,024	128,765	-69,741
- Trade payables	7,032	5,599	1,433
- Sundry payables	91,680	91,687	-7
- Income in advance (rates & charges)	33,704	33,454	250
- Other liabilities	76,885	76,885	0
Employee provisions	1,136,545	1,121,502	15,043
Lease liabilities	89,129	89,129	-0
Contract liabilities	1,767,547	1,924,493	-156,946
Total Current Liabilities	3,275,098	3,485,020	-209,922.41
Employee provisions	151,871	151,871	-
Lease liabilities	94,920	94,920	-
Total Non-Current Liabilities	246,791	246,791	-
Total Liabilities	3,521,889	3,731,811	-209,922
Net asset (total Asset -total Liabilities)	46,925,409	46,754,103	171,306
	28-Feb-22	31-Jan-22	
	\$	\$	
Equity			
Accumulated surplus	15,881,538	15,881,538	-
Surplus (Deficit) during the period	1,151,578	980,272	171,306
Reserves:			-
- Asset revaluation reserve	27,100,631	27,100,631	-
- Asset replacement reserve	442,365	442,365	-
- Unexpended grant liability reserve	2,349,297	2,349,297	-
Total Equity	46,925,409	46,754,103	171,306
Current Ratio	5.45	5.08	

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

MONTHLY FINANCE REPORT FOR THE MONTH OF FEBRUARY 2022
STATEMENT OF FINANCIAL PERFORMANCE (UNAUDITED)

	Actual YTD	Budget YTD	Variance	Annual Budget
Rates and statutory changes	1,650,123	1,633,485	16,638	1,690,447
Grants and subsidies	6,992,080	10,186,368	-3,194,288	10,186,368
Contract income	4,877,437	4,386,667	490,770	6,580,000
Fees and charges	219,816	272,140	-52,324	408,210
Interest income	19,820	23,333	-3,513	35,000
Other income	512,954	768,000	-255,046	1,152,000
Reclass Unexpended Grant	156,947	-	-	-
Total income	14,429,177	17,269,993	-2,997,763	20,052,025
Employee benefits expense	6,365,723	8,617,420	2,251,697	12,926,131
Other employee expenses	203,071	279,857	76,786	419,785
Councillor and LA expenses	243,543	248,747	5,204	373,120
Materials and contracts	1,857,623	3,312,863	1,455,240	4,969,295
Fleet and plant expenses	399,356	433,887	34,531	650,830
Utility and ICT expenses	1,116,880	980,056	-136,824	1,470,084
Other expenses	1,161,558	1,057,026	-104,532	1,585,039
Depreciation	1,929,844	1,920,356	-9,488	2,880,534
Total expenditure	13,277,598	16,850,212.00	3,572,614	25,274,818
Surplus/(Deficit)	1,151,579			-5,222,793
Add:				
Capital Expenditure				2,419,150
Transfers from Reserves for ERP				227,700
Depreciation	1,929,844			2,880,534
Net surplus / (Deficit)*	3,081,423.00			304,590.69

*Excludes brought forward grant funding and CAPEX program. There was no capital expenditure incurred during the month of February in relation to Capital works budgeted in financial year 2021/22. Total expenditure to date of \$527,119 capital works have been charged to Income and expenditure. The amount will be transferred to fixed asset register upon completion of the project.

Capital works/Motor Vehicles/plants and Equipments	Budgeted amount	Expenditure Incurred in Feb	Expenditure to date	Status
Pine Creek waste management facility	1,300,000.00	-	155,543.75	Ongoing
Other waste management facility upgrades	300,000.00	-	8,696.60	Ongoing
Install led streetlights in Pigeon Hole & Yarralin	52,950.00	-	52,950.00	Completed
Libanagu Road Drainage	194,000.00	-	-	Contract not yet signed
Yarralin Fencing and lighting	254,200.00	-	177,629.77	Completed
Duplex - Yarralin	700,000.00	-	-	On hold
Upgrade sewerage and Small cell Mobile Booster-Lingara	168,000.00	-	-	Sewerage upgrade work was completed last financial year. Small cell work not yet started
Demountable (2x)	320,000.00	-	127,309.00	Demountables for Kalkarindji and Timber Creek. Only Kalkarindji has been delivered and installed.
Motor vehicles (x)	560,556.30	-	441,606.27	Two vehicles to be delivered in later date
Zero turn mowers (2x)	60,000.00	-	20,137.00	One mower to be delivered in late date
Pine Creek Dump-Fencing	150,000.00	-	4,990.00	Ongoing
Garbage Compact-Isuzu	181,446.87	-	181,446.87	Completed
Cab tractor(2x)	320,000.00	-	-	Waiting information from supplier when it will be delivered.
		-		
	<u>4,561,153.17</u>		<u>1,170,309.26</u>	

Commentary on Actual vs Budget

In February, council received \$1,356,507 in revenue and incurred expenditure of \$1,342,152. \$156,947 Unexpended grant liabilities was reclassified as revenue upon meeting performance obligation. The accumulated surplus as of 28 February was \$ 1,151,579.

Operating revenue

Council has accounted for 71% (14,272m) of its annual budgeted revenue. Commentary on each revenue category is provided below.

Category	Summary	Comments
Rates and statutory changes	<ul style="list-style-type: none"> 1.65m (98%) of annual budget of 1.690 has been earned. 	<ul style="list-style-type: none"> Rates of \$941,410 was levied General waste charges of \$726,409 was levied Council has given \$28,723 discount to rates payer as of February 2022
Grants and subsidies	<ul style="list-style-type: none"> 6.992m (69%) of annual budget of \$10.186 has been received 	<ul style="list-style-type: none"> In February, Council received \$656,298
Contract income	<ul style="list-style-type: none"> 4.877m (74%) of annual budget of \$6.580 has been received 	<ul style="list-style-type: none"> In February, Council received \$672,727
Fees and charges	<ul style="list-style-type: none"> 0.219m of annual budget of \$0.408 has been received 	<ul style="list-style-type: none"> In February, Council received \$11,209
Interest income	<ul style="list-style-type: none"> 0.019m of annual budget of \$0.035 has been received 	<ul style="list-style-type: none"> In February, Council received \$2,307
Other income	<ul style="list-style-type: none"> 0.512m of annual budget of \$1.152 have been received 	<ul style="list-style-type: none"> In February, Council received \$13,965

Operating revenue for the month of February 2022

Rates and statutory changes	0
Grants and subsidies	656,298
Contract income	672,727
Fees and charges	11,209
Interest income	2,307
Other income	13,965
Unspent Grants Brought forward	156,947
	1,513,454
	1,513,454

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

MONTHLY FINANCE REPORT FOR THE MONTH OF FEBRUARY 2022
NOTES TO THE FINANCE REPORT

Operating expenditure

Actual operating expenditure is currently 53% (\$ 13.277m)) of annual budgeted expenditure of \$25.275m.

Commentary on each revenue category is provided below.

Category	Summary	Comments
Employee benefits expense	<ul style="list-style-type: none"> 49% of annual budget has been expended. 	<ul style="list-style-type: none"> Expenditure is on track. \$761,136 was paid in February
Other employee expenses	<ul style="list-style-type: none"> 48% of annual budget has been expended 	<ul style="list-style-type: none"> \$1,040 was incurred in February
Councillors and LA expenses	<ul style="list-style-type: none"> 65% of annual budget has been expended 	<ul style="list-style-type: none"> Expenditure is on track. \$25,407 was paid in February
Materials and contracts	<ul style="list-style-type: none"> 37% of annual budget has been expended 	<ul style="list-style-type: none"> \$156,488 was incurred in February
Fleet and plant expenses	<ul style="list-style-type: none"> 61% of annual budget has been expended 	<ul style="list-style-type: none"> Expenditure is on track. \$31,610 was paid in February
Utility and ICT expenses	<ul style="list-style-type: none"> 76% of annual budget has been expended 	<ul style="list-style-type: none"> Expenditure is on track. \$154,157 was paid in February
Other expenses	<ul style="list-style-type: none"> 73% of annual budget has been expended 	<ul style="list-style-type: none"> \$2,421 was incurred in February.
Depreciation	<ul style="list-style-type: none"> 67% of annual budget has been expended 	<ul style="list-style-type: none"> \$209,891 was incurred in February

Operating Expenditure for the month of February 2022

Employee benefits expense	761,135.86
Other employee expenses	1,040.80
Councillor and LA expenses	25,406.90
Materials and contracts	156,488.41
Fleet and plant expenses	31,610.35
Utility and ICT expenses	154,157.47
Other expenses	2,421.09
Depreciation	209,890.91
	<hr/>
	1,342,151.79
	<hr/>

Note 1: Cash and cash equivalents

As of 28 February, the Council's cash and cash equivalent balances (excluding term deposits) amounted to \$4.908m. A breakdown of the Council's cash and cash equivalent balances and whether these funds are tied and/or untied, including a comparison to January 2022 and June 2021 is as follows:

	Feb-22	Jan-22	Jun-21
Transaction Account	622,459	301,463	231,052.00
Trust account	1,585,504	1,599,855	443,515.00
Business Saver	2,698,447	2,697,989	2,593,038.00
Petty Cash	1,700	1,700	1,200.00
	<u>4,908,110</u>	<u>4,601,007</u>	<u>3,268,805</u>

Term deposits	11,900,000	11,900,000	11,900,000
Tied Funds	4,341,740	4,341,740	2,340,062
Untied funds	12,466,370	12,159,267	12,828,743

Note 2: Term Deposits

As of 28 February, the Council held \$11.9M term deposits with the Commonwealth Bank of Australia. \$1.5m term deposit matured on 15 February 2022 and was rollover for six months at 0.3% interest rate.

Deposit Amount	Interest Rate	Maturing date	
3,000,000.00	0.30%	01-Jun-22	6 months
600,000.00	0.30%	01-Jun-22	6 months
1,500,000.00	0.30%	15-Aug-22	6 months
1,500,000.00	0.30%	16-May-22	9 months
2,300,000.00	0.30%	28-Jul-22	12 months
3,000,000.00	0.28%	19-Aug-22	12 months

11,900,000.00

Note 3: Accounts and Other Receivables

The Council's trade receivables balance as of 28 February 2022 was \$239,270 of which \$188,861 or approximately 79% per cent was more than 90 days old.

Trade Debtors Age Analysis		
	Current Month	
	Amount	%
Current	41,452	17%
30 Days	6,096	3%
60 Days	2,860	1%
90 Days	188,861	79%
Total Receivable	239,270	100%

The Council's rates and charges balance as of 28 February 2022 was \$797,482 of which \$487,663 or approximately 61% per cent was older than 1 year.

Outstanding Rates Age Analysis		
	Amount	%
2021/22	309,829	39%
2020/21	115,620	14%
2019/20	174,650	22%
2018/19	78,763	10%
2017/18	41,971	5%
2016/17	20,115	3%
Prior	56,545	7%
Total rates outstanding	<u>797,492</u>	100%

Note 4: Accounts and Other Payables

The Council's trade payables balance as of 28 February 2022 was \$7,032.

Settlement of the Council's trade payables is generally within 30 days.

The Council does not have any trade payables for which it classifies as non-current i.e. not payable within 12 months.

Trade Creditors Age Analysis		
	Current Month	
	Amount	%
Current	3,786	54%
30 Days	3,246	46%
60 Days	-	0%
90 Days	-	0%
Total Payable	7,032	100%
Less: Unapplied Debits *	\$ -	
Net Outstanding	7,032	

Note 5: Corporate credit cards

The Council has a credit card facility of \$200,000 of which \$68,500 of that has been allocated to a total of 13 cardholders.

For the month of February 2022 there was an aggregate spend of \$5,952.51.

Note 6: Reporting and payment obligations with the Australian Taxation Office

The Council has the following reporting and payment obligations with the Australian Taxation Office:

- (i) Goods and Services Tax – Amounts are reported and remitted monthly.
- (ii) PAYG Income Tax Withheld – Amounts are reported and remitted fortnightly as part of Single Touch Payroll (STP) arrangements; and
- (iii) Fringe Benefits Tax – Instalment amounts are paid quarterly with an FBT return for the 12-month period ended 31 March required to be lodged each year.

As at the date of this report, February BAS is outstanding, and payment will be made before 21st March 2022.

Note 7: Superannuation

Employees are paid defined superannuation contributions in accordance with the superannuation legislative framework. Superannuation contributions are paid to either an employee's choice of complying fund or the Council's default fund, which is currently Statewide Super.

Council contributes 10 per cent of employee's ordinary time earnings into their selected/default super account. Some employees of the Council receive an additional superannuation contribution as part of their agreed remuneration package.

Superannuation payments are due to be remitted on the 28th of the month following the previous quarter, however the Council elects to remit superannuation accrued on a fortnightly basis in line with its Single Touch Payroll process.

As at the date of this report, all superannuation contributions that had accrued up to 28 February had been subsequently remitted to employees' respective superannuation funds.

The Financial Services division of the Council is not presently aware of any late and outstanding superannuation obligations due to current or former employees.

Note 8: Other operating expenses.

Below is breakdown of expenses categorized in Income and expenses as other operating expenses

Other Operating Expenses

Insurance Premium Exp Industrial Special Risk	(683,104)
Insurance Premium Exp General	(17,752)
Travel Allowance	(51,414)
Accommodation	(27,472)
Road/Air Fares	(1,912)
Training / Seminar and Professional Development	(49,441)
Staff Relocation Expenses	(12,234)
Employee Amenities	(5,728)
Licence and Registration - Other than MV & PE	(4,353)
Subscriptions and Memberships	(50,966)
Publications and Information Resources	(7,612)
Printing, Postage (stamps) & Stationery	(20,826)
Venue Hire	0
Equipment and Vehicle Hire	(1,428)
Catering - Council, Committees, Seminars	(4,239)
Fee and Charges	(51,548)
Audit Expenses - Other	(46,500)
Advertising	(107,198)
Legal Fees & Charges	(12,000)
Other Sundry Expenses	(185)
Finance Charges	(5,645)
	(1,161,557)

Insurance for financial year 2021/22

Details of the Council's current insurance arrangements for the 2021/22 financial year are as follows:

	Amount \$	GST	Net	Date paid	Due
Workers' Compensation	\$ 100,415.40	\$ 91,286.72	\$ 9,128.68	23/07/2021	
Workers' Compensation	\$ 1,971.38	\$ 174.46	\$ 1,796.92	6/08/2021	
Personal Accident - CDP	\$ 907.50	\$ 75.00	\$ 832.50	23/07/2021	
Travel	\$ 907.50	\$ 75.00	\$ 832.50	23/07/2021	
Fee	\$ 12,234.06	\$ 1,112.18	\$ 11,121.88	23/07/2021	
Motor vehicle	\$ 67,345.14	\$ 5,565.71	\$ 61,779.43	23/07/2021	
Councillors and Officers	\$ 14,117.22	\$ 1,166.71	\$ 12,950.51	6/08/2021	
Personal Accident	\$ 2,226.62	\$ 184.02	\$ 2,042.60	23/07/2021	
Public and products liability	\$ 57,237.92	\$ 2,481.96	\$ 54,237.92	17/08/2021	
Property	\$ 683,341.74	\$ 57,475.36	\$625,866.38	01/09/2021	
	<u>\$ 940,704.48</u>	<u>\$159,597.12</u>	<u>\$781,107.36</u>		

Period of cover is for the financial year 1 July 2021 to 30 June 2022.

Note 10: Contract liabilities.

Contract liabilities are Unspent grants brought forward from financial year 2021. Specific conditions have not been met and the grants is treated as liabilities.

Grants for	Amount
Grant to improve waste management facility at Timber creek	1,148,179.00
Construction of a building to house aged care activities in Yarralin	79,599.41
Demolition and replacement of staff house at lot 55 Yarralin. VDRC will contribute \$350,000 to fund replacement of a dwelling in Yarralin with a duplex	344,696.00
Funding for specific construction of shady communal meeting place for Lingarra.	42.66
ABA homeland project- upgrade sewerage system, Lingara.	102,554.00
Provide a sport and recreation program to encourages community members for all age group to participate in activities that promote a healthy active lifestyle	92,475.58
	<u><u>1,767,546.65</u></u>



10. Community Reports

10.1. Pine Creek Community Report

Report Type Community Report For Information

Department Community Council Operations Council Operations

Prepared by A/Council Operations Manager, Pine Creek

Purpose

To update Council on the Pine Creek Community Report activities.

Recommendations

- A. That the Pine Creek Community Report report is received and noted

Visitors

Cr Williams	VDRC
Russell Anderson	VDRC
Michelle Will	VDRC
Matthew Cheminant	VDRC
Rupak Halwai	VDRC
Ryan Dundas	VDRC
Tanya Brown	VDRC
Sai Mokkaapati	VDRC
Tony Harris	VDRC
John Bonson	VDRC
Dheran Young	MLP
Kirsty Sayers-Hunt	Electorate Officer
Mark Asendorf	AusImm/Marmel Enterprises.
Karl Howard	Yarning
Michael Devery	Yarning
Karen Khan	Batchelor Institute
Pal Grewal	Batchelor Institute
Imelda Davis	Batchelor Institute
B Fleming	NT Sports
R/SGT Andrew Jamieson	NT Police
Donna Donzow	EON
Karl Howard	Sun Cable
Tara Granzien	Rise
Deb Justice	Rise
Jessica Pearson	Rise
Elfred Maithang	Rise



Events And Activities

Australia Day

Due to a Covid 19 isolation and quarantine policies, the Australia Day Event was cancelled.

On Thursday 3rd February, we held a small ceremony for the recipients of awards. Cr Williams presented the awards to Edward Ah Toy for Citizen of the year and to Dwayne Campbell for the Young Citizen of the Year.

A small morning tea followed,

Thank you, the guests who attended the ceremony, Cr Williams, Amanda Ah Toy, Gaye Lawrence, Constable Andrew Jamison and VDRC Staff.

Thankyou Amanda Ah Toy for bringing cake and sandwiches to add to the morning tea

WW2 Celtrac Tractor.

Local Authority donated the tractor to the Darwin War Museum.

It was picked up on Friday 4th February 2022.

The Celtrac is to be restored and placed on display.

Meetings

Local Authority Meeting held on Tuesday 8th March 2022.

Staffing

We have a shortage of staff at the moment.

Positions available are

- 1 x Operations Officer (Parks and Gardens)
- 2 x Community Night Patrol Officers
- 1 x Sport and Recreation Officer.

Projects

- Waste management upgrades
- Playground repair and upgrade, Moule St
- Dump point upgrade
- Jimmy Ah Toy Oval Power repairs.
- Park railings and fencing

Core/Infrastructure Services

Operations Staff are preparing fire breaks as Contractors are scheduled to begin the burning off with in the town on boundaries Monday 11th April.

Public And Street Lighting

All faults reported to Power and Water

Local Emergency Management

Up to Date

Maintenance Buildings And Fixed Assets



The Water Tank at Copperfield Dam needs replacement.
We have sourced a quote which will be tabled at the next Local Authority meeting being held on Tuesday 4th May 2022.

The playground on Moule street has been closed due to storm damage.
A grant has been applied under the Community Grant's to install a hard cover and to repair damage in the park.

The roof of the Council Office in Moule st has been leaking.
Contractors have re-nailed some of the areas that were visibly loose.
With severe storms water is still leaking into the Community Hall.
A grant may be required to renew the roof.

Animal Welfare and Control

No current issues.

Local Road Maintenance

Wet weather conditions are hindering the road maintenance grades.
Operations staff have accessed local damage to roads and have made repairs to the major potholes. All other ongoing pot hole maintenance will be continued as the weather permits.

Waste Management And Litter Control

Upgrades to the Waste Facility is continuing with preparations the area to be fenced.

Plant And Equipment

All Plant and Equipment have been serviced and repaired as required.

Community Services

Night Patrol

Community Night patrol has been quiet.
Covid 19 has impacted Night Patrol Staff and Community quarantine isolations

Libraries And Culture

Library is on Wet Season hours, 2.30pm to 4.30pm Tuesday, Wednesday and Thursday.

Sport And Recreation

Due to the Sport and Recreation position being vacant, no programmes are being implemented at the moment.

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

Nil



10.2. Timber Creek Community Report

Report Type Community Report For Information

Department Community Council Operations, Council Operations

Prepared by Council Operations Manager, Timber Creek

Purpose

To update Council on the Timber Creek Community Report activities.

Recommendations

- A. That the Timber Creek Community Report report is received and noted

Visitors

Felicity Mclaughlin	Resident
Shirley Garlett	Deputy Mayor
Coralie Myers	VDRC- Timber Creek
Graham Watts	Corrections
Travis Motlap	NWAC
Subash Hadar	Timber Creek Hotel
Tanya Brown	VDRC

Events And Activities

Unfortunately Timber Creek Australia Day Celebrations were cancelled due to Covid in the community. NAIDOC Day grant information was distributed throughout the community via noticeboards and Facebook. No interest was registered and no grant application has been submitted.

Advertising has commenced for the ANZAC Day volunteers.

Meetings

COM -Weekly staff meeting with Managers and Exec staff. COM & TC Team Leaders attend weekly team meeting. Local Authority meetings are scheduled for:
Bulla 22nd March 10.30am.
Timber Creek 22nd March 3pm.
Amanbidji 23rd March 12.30pm (pending road conditions and access)

Strategic Issues

Timber Creek COP program staff have relocated back to the Council Office, Lot 79. A severe storm Tuesday 08.03.2022 lifted the roof off one of the Silver Bullets. The Silver Bullet buildings are not owned by VDRC and no lease agreement or MOU is in place.



There is also no lease agreement or MOU in place for use of Aged Care facility owned by Katherine West Health Board, that the Timber Creek Aged Care program operates from.

COM has brought this to the attention of Program Managers.

Staffing

Timber Creek Council Operations Manager, Paul Buckley will commence mid April. Timber Creek Council Operations Assistant Manager commenced 7th March, Renee Croton.

Timber Creek cleaner commenced 24th February, Coralie Myers.

Timber Creek Night Patrol Officer commenced 28th February, Quade McCann. Sport and Recreation position still vacant.

Projects

- Bulla street signs to be installed in April
- Refurbished accommodation to be onsite April
- Timber Creek stage upgrade funding has been approved at Council, just waiting for a start date from the contractor.
- Amanbidji Phone box shelter - PO raised, will be completed when access is open to the community.

Public And Street Lighting

Repair to 13 streetlights now complete.

Maintenance Buildings And Fixed Assets

- New fans installed in the basketball court
- Exit Clean is required for 35 Lawler Street
- Floors in 35 Lawler require repair before it can be tenanted
- Exit Clean was undertaken 10 Fitzner Street
- Fletchers Plumbing have been onsite cleaning out septic tank at Lot 79

Council Office, unblocking both male and female toilets. Two new cisterns are required for male toilets (ordered)

- Two bathroom taps replaced 81 Fitzner Street.
- Applications in progress for prepaid electricity meters to be fitted to staff housing in Timber Creek.

Waste Management And Litter Control

Upgrade to the Timber Creek Waste Facility is ongoing.

Plant And Equipment

Bulla Night patrol vehicle was vandalised and has been transported back to Katherine for repairs. A replacement vehicle is onsite at Timber Creek Depot and will go back to Bulla in the next few weeks.

Vehicle rego inspections are due to take place Thursday 17th March 2022.



Airport Maintenance

Twice weekly inspections are undertaken.

Regular slashing is still being undertaken due to the wet season.

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

Nil



10.3. Nauiyu Community Report

Report Type Community Report For Information

Department Community Council Operations, Council Operations

Prepared by Council Operations Manager, Nauiyu

Purpose

To update Council on the Nauiyu Community Report activities.

Recommendations

- A. That the Nauiyu Community Report report is received and noted

Visitors

Laura Frederick	NT Health
John Fadie (2), Adam Mahomet (2)	NT Repairs and Painting
Tanya Brown, Sai Mokkapati	VDRC
Ben Marsh, Harry Avery	Top End RACE
Charlie Mailis	NT Repairs and Painting
Cody Taylor, Sty Timotheau	Power Concepts
Matthew Timms	Power Concepts
McRoberts Olango	CatholicCareNT
Bryce Gill	Station Mechanical Solutions
Gregor Crompton, Bob Boulter	BAI Communications
Ryan Dundas	VDRC
Daryl Ella-Ritchie	National Indigenous Australians Agency
Brendan Barlow, Kayla Baher-Peris	TEABBA
Matthew Cheminant	VDRC
Michelle Will, Rupak Halwai	VDRC
Hon. Dheran Young	MLA for Daly
Aneurin Townsend	Dept. Chief Minister and Cabinet
Richard Watson, Sam Williams	NAAJA
Siobhan Wolsey, Hayley Webb	Darwin Community Legal Service
Irene O'Meara	One Disease
Johnno	Pinelands Scrap Car Removal

Events And Activities

- Local Court and Centrelink Remote team planned visits were cancelled due to Covid-19.

Meetings

- New General Manager of Green River Aboriginal Corporation (GRAC) met with VDRC staff, Mayor and local Councillor in regional office on 4/2/2022.
- NAIDOC Celebrations planning meeting was held on 10/2/2022



- Daly River Local Authority meeting was held 9/3/2022 with a newly elected board. Two new members were inducted into proceedings and their input will be welcome at future meetings. The Hon. Dheran Young, MLA for Daly, attended the meeting and addressed the board.
- Service Providers meeting was held on 10/3/2022. The Hon. Dheran Young attended and addressed those present.

Community Issues

- Passing of community member on 21/1/2022 and subsequent closure for Sorry Business on 24/1/2022.
- Children's Covid-19 vaccinations 24-25 January. Vaccines and boosters continue to be available at the health centre.
- Covid-19 arrived at Daly River in early February, beginning on Wooliana Road and not too long after it arrived at Nauiyu.
- New permanent store managers commenced at Nauiyu in mid-February.
- The third permanent police officer commenced work at Daly River on 16/2/2022. This is a significant and long-awaited development to the capabilities of our local police team. This also addresses a priority for the Milngin Ward in our Regional Plan.
- On 27/2/2022 Nauiyu achieved over 80% vaccination rate for five year olds and over and therefore was no longer deemed an Exclusion Zone.
- Sorry business occurred on 28 February and 2 March due to passing of community members.
- Covid in Nauiyu has resulted in cancellations and changes to planned activities with some service providers. We expect to see more of this in the future.

Staffing

- Interview for Council Operations Leading Hand was conducted on 8/2/2022.
- Interviews for Aged Care Team Leader were held on 24/2/2022.
- Some staff were unable to attend work due to Covid quarantine and isolation.
- Some Council Operations staff have been introduced to basic computer training.
- Further staff training regarding IT changes have taken place with more to follow.



Projects

- The recent installation of solar street lights were funded by the Daly River Local Authority – see Public and Street Lighting.

Core/Infrastructure Services

Public and Street Lighting

- Stand-alone solar street lights were finally installed at the oval corner at also at the back of the Admin building, Lot 124 on 22/2/2022.

Local Emergency Management

- Covid-19 emergency management is conducted by electronic communication with police. Large group meetings are discouraged to reduce the incidence of transmission. The Local Emergency Controller maintains communication with his team by emails.

Maintenance Buildings and Fixed Assets

- Lot 45 staff house – repairs and maintenance conducted January-February following departure of tenants.
- Air con cleans in all work buildings and staff houses was conducted on 8/2/2022. This is necessary on a regular basis due Covid-19.
- Staff housing inspections were conducted on 14/2/2022.
- Security screen door was installed at the Community Patrol office at Lot 124.
- GRAC installed a new air con unit in COM office on 24/2/2022

Local Road Maintenance

- Pothole maintenance has taken place in community.

Waste Management

- Two abandoned/unwanted vehicles were removed to Darwin on 22/3/2022 reducing the impact at our local dump.

Plant and Equipment

- Maintenance of the Community Patrol vehicle was completed in Darwin on 22/2/2022.
- A large generator that had been stored was permanently transported from Nauiyu.
- COM vehicle had repairs completed from an incident which occurred last year.



- Roving mechanic visited Nauiyu early March to conduct servicing on vehicles and plant and registration renewal inspections. Some further work required on vehicles – the process is being managed appropriately.
- Our Isuzu tip truck and a Kubota mower was transported to regional office for repairs on 8/3/2022. The Karcher street sweeper was also transported – its relocation will be determined at a later date.
- A loan tip truck was collected from regional office for use while our Isuzu is being repaired.

Airport Maintenance

- DIPL supplied gables and lights to replace our damaged stock

Community Services

Centrelink

- Staff training on the use of Cashless Debit Cards was conducted on 11/2/2022. These cards are now available from the Centrelink office.
- Centrelink mobile which disappeared from our counter in February was returned by police on 7/3/2022.
- Many claims have been made regarding Crisis Payments due Covid-19. Guidelines changing over this period has created much confusion for customers and staff which has had a 'knock-on' negative affect.

Night Patrol

- Two staff travelled to Katherine end February for a three day Youth Mental Health First Aid Course which they found very beneficial.
- Community Patrol Team Leader was offered and accepted a six-month position as Regional Community Safety and Well-Being manager commencing 7/3/2022. A community patrol officer in the team was appointed Acting Team Leader during this same period.

Postal Agency

- An incident at the postal agency on 4/3/2022 resulted in police intervention. As a precaution additional security was installed at the Admin office. Communication with regional office management, Centrelink and other stakeholders assisted staff at the time.

Community Broadcasting

- Our award-winning radio announcer is regularly invited to broadcast on a Tie-Line taking his program over the airwaves around the NT.



- TEABBA staff attended our site on 9/3/2022 to conduct some repairs to equipment.

Wooliana Outstation

- Electrical maintenance was conducted at one of the houses on 8/2/2022.
- A meeting with T/O and others to discuss Service Delivery Plan for the Outstation was held on 22/2/2022.
- Residents are aware that, unfortunately, some work will have to be deferred until sufficient funds become available.

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

Nil



10.4. Yarralin Community Report

Report Type Community Report For Information

Department Community Council Operations, Council Operations

Prepared by Council Operations Manager, Yarralin

Purpose

To update Council on the Yarralin Community Report activities.

Recommendations

- A. That the Yarralin Community Report report is received and noted

Visitors

KWHB

Various carpenters, electricians, and plumbers

NLC

Events And Activities

Funeral

Meetings

COVID 19

Strategic Issues

NIL

Community Issues

Health Centre closing its doors and not doing regular check with patients

Staffing

Night Patrol: full with all male staff

RSAS: need one more staff member (advertised for workers)

Sport and Rec: No staff (advertised for workers)

RIBS: No staff

Aged Care: full capacity

Projects

Sandy Creek bridge still to be completed

Public And Street Lighting

All in good working condition



Local Emergency Management

COVID community plan

Emergency Community plan

The Police and Clinic have been working well with the Covid that has been moving around the community and keeping us updated, with also Pigeon Hole and the numbers that have been rising and falling in the community.

Maintenance Buildings And Fixed Assets

All in good condition with all security cameras working

Cemetery Assistance

Maintained by the Community Operations team once a month

Animal Welfare And Control

Vets are Due to come out for another visit in Middle of June 2022

Local Road Maintenance

Some potholes need to be fixed down the main street and around the office entrance.

Waste Management and Litter Control

Rubbish is collected twice a week

Plant And Equipment

Have weekly vehicle checks on all plants and equipment

Airport Maintenance

Council Operations team cut the grass and maintain during the wet twice a week.

Community Services

Aged Care

Prepare breakfast every morning, and also prepare lunch which is all delivered every day.

Staff do cleaning and washing of clients on a regular basis and they also do house cleaning for some clients

Aged Care have 6 staff members which include a Team Leader.

CDP, Mentor Program And Youth Engagement

CDP have been doing there activities every day and helping with mowing of the grass in and around the community in and outside of people's homes.

CDP has 4 participants that went to Alice Springs and done a station hand workshop which they all passed and been offered jobs on a couple of stations 2 females will be



working on a station up in the Darwin area and the boys on a Station called Brunette Downs we are so proud of them.

Night Patrol

The team patrol in and around the community making sure that the young youth are not walking around late at night we are back up to 4 staff which are all male again.

Community Broadcasting

Still vacant have been advertising

Sport And Recreation

Still vacant have been advertising

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

Nil



11. Local Authority

11.1. Local Authority Resignations/Nominations

11.1.1. Nomination of Felicity McLaughlin for Timber Creek Local Authority

Report Type **Local Authority Report**

Department **Executive Services, Chief Executive Office**

Prepared by **Manager of Executive Services**

Recommendations

- A. That the Nomination of Felicity McLaughlin for Timber Creek Local Authority is received and accepted

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

1. CONFIDENTIAL REDACTED - 2022 03 22 Nomination Form for Felicity McLaughlin [11.1.1.1 - 2 pages]



12. Action Sheet

12.1. Action Items as at 24 March 2022

Report Type **Officer Report For Information**

Prepared by **Manager of Executive Services**

Purpose

To provide an update on the status of action items since the last ordinary Council meeting.

Recommendations

- A. That the Action Items as at 24 March 2022 report is received and noted

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

1. 2022 02 22 ACTION SHEET FEBRUARY [12.1.1 - 4 pages]



Victoria Daly REGIONAL COUNCIL

ACTION SHEET TASK LIST

AS A RESULT OF THE
COUNCIL MEETING
HELD on 22 February 2022

These Actions are a result of discussion within Council toward the operations of, to provide more information, reports, or progress to Councillors so they can deliver feedback to their constituents.

Send updates to executive@vicdaly.nt.gov.au

Meeting 22 February 2022	2
Meeting 28 January 2022	2
Meeting 30 November 2021	2
Meeting 22 October 2021	3
Meeting 28 September 2021	3
Meeting 8 July 2021	3
Meeting 28 April 2021	4
Meeting 25 th August 2020	4
Meeting 29 th January 2020	4
Meeting 24 th September 2019	4
Meeting 21 st March 2017	4

Meeting 22 February 2022				
Item/ Resolution	Description	Reporting Officer	Status	Updates
025/2022	Senior Finance Accountant to action resolution 023/2022 – allocation of \$31,762.50 from reserve funds, for March/April budget review.	Senior Accountant	In progress	Copy of council resolution sent to Senior Accountant to action.
Item 2) 027/2022	Local Authority funding to be included in Council Operations finance reports	Senior Accountant	-	Update required
Item 10) 034/2022	Aged Care & NDIS Audit to be conducted every six months by external provider	Community Services Manager	-	Awaiting permanent appointment of staff
GB- 20220222- 1	Governance Manager to print A3 copies of risk matrix	Governance Manager	-	Risk workshop will be held on 29 March 2022
GB- 20220222- 5	Council requests a follow up on discussion with Dheran Young at previous Council meeting regarding Lot 2 Wooliana Road	Manager of Executive Services	Awaiting external response	Email sent requesting update from Mr. Young
GB- 20220222- 7	A paper to be circulated out of session to Council regarding the Disaster Relief Funding	CEO	Complete	Paper circulated to Council
Item 13)	Contracts Manager to obtain cost estimates for portable office options.	Contracts Manager	Awaiting external response	Awaiting external response
Item 14)	Letter to Minister Paech highlighting the issues with the draft Burial Cremation Bill (see minutes for more details)	Manager of Executive Services	On hold	Special Meeting scheduled 7/03/22 to discuss Is further action required?
Item 14)	CM&C delegates will be invited to the March Council meeting.	Manager of Executive Services	Complete	Delegates invited to Special Meeting on 7/03/22

Meeting 28 January 2022				
Item/ Resolution	Description	Reporting Officer	Status	Updates
Item 14)	Letter to be sent to LGANT regarding the urgent need for upstream flood notification for Upper Victoria River (above Kalkarindji) and the Humbert River (above Lingarra)	Manager of Executive Services	On hold	Motion submitted to LGANT for discussion at General Meeting in April
GB 18.6)	Wording for thank you plaques to be drafted and distributed to Council out of session.	Manager of Executive Services	In progress	Draft wording has been circulated. Some feedback received. Further discussion to take place at March OCM.

Meeting 30 November 2021				
Item/ Resolution	Description	Reporting Officer	Status	Updates
GB 25.2	The LGANT sport and recreation presentation to be published on the website for two weeks only	Manager of Executive Services	Complete	Video is published

Meeting 22 October 2021				
Item/ Resolution	Description	Reporting Officer	Status	Comments
GB 14.1 [189/2021]	Email to be sent from CEO to Peter McLinden concerning motions from previous Council meetings in regard to advocacy for upstream notification system on Victoria River.	CEO	Ongoing	New action raised 28/01/22
Item 12 [196/2021]	An info sheet to be developed covering a breakdown of rates and charges, including use of funds across the Victoria Daly Region. Info sheet to be distributed with rates notices	Senior Accountant	In progress	Document finalised. Letters to be sent to rate payers.

Meeting 28 September 2021				
Item/ Resolution	Description	Reporting Officer	Status	Updates
Item 16)	Check the status of the land tenure at Kalkarindji and provide an update at a future Council meeting Additional 28-01-22: deed to land tenure to be investigated	CEO	In Progress	Operations teams has provided a list. Deed to land tenure pending.
31.1	Investigate the process for naming of internal streets of Bulla and Amanbidji	Timber Creek COM & DM	In progress	Street signs for Bulla have been ordered. Quote for installation has been received. Budget set by LA was \$5000, project will proceed when signs arrive.
31.1	That Council write a letter to Telstra to improve mobile phone and internet coverage in the Amanbidji community	Contracts Manager	In progress	Grant has been submitted for a 4G Small Cell satellites. Awaiting outcome.
31.1	That Council endorse the request from Amanbidji Local Authority for the Mayor to write to the Ministers office requesting improvement to street lighting.	Manager of Executive Services	Awaiting external response	Requesting approval that the letter be addressed to NWA. Letter sent to NWA 25/03/2022.
31.4	That a business plan be prepared to outsource waste management at Nauiyu	Director of Operations	Requires status	GHD studies part A in draft form complete, part B will commence soon.

Meeting 8 July 2021				
Item/ Resolution	Description	Reporting Officer	Status	Updates
[104/2021]	Operations team to investigate street lighting, fencing, and roads in Amanbidji	Jocelyn Moir	Re-assigned	Will follow this up with Local Authority when nomination process is complete and accessibility to Amanbidji is reliable
General Business item 21.1	Timber Creek Ward Councillor to pursue additional elected member.	Deputy Mayor	In progress	Research being conducted by DM

Meeting 28 April 2021				
Item/	Description	Reporting	Status	Comments

Resolution	Officer			
Item 1 Resolution 044/2021	CEO to provide a plan to recover rates	CEO	Re-assigned to the CEO from former Director	<i>Until the implementation of Councilwise, this will not proceed.</i>

Meeting 25 th August 2020				
Item/Resolution	Description	Reporting Officer	Status	Comments
374/2020	Director of Financial Services to seek additional funding for postal services across Kalkarindji, Nauyiu, Yarralin and Pigeon Hole communities	Senior Accountant	On hold	<i>Will be investigated following budget review</i>

Meeting 29 th January 2020				
Item/Resolution	Description	Reporting Officer	Status	Comments
056/2020	Research on federal and state agencies for Sport and Rec funding and present to Council so that the Mayor can approach the relevant authority	Manager of Executive Services	Re-assigned	<i>Letter from the Mayor and Get Active Program to be distributed. Get Active Program received on 3/03/22</i>

Meeting 24 th September 2019				
Item/Resolution	Description	Reporting Officer	Status	Comments
General Business 26.1	Technical Services dept. to look in to the issue on roads and speed humps in the Pigeon Hole community	Director of Operations	Ongoing	<i>Action item addressed in the Yarralin Community Report. Council requested to look at other sections in community where speed humps are required.</i>

Meeting 21 st March 2017				
Item/Resolution	Description	Reporting Officer	Status	Comments
#4 (3) Kalkarindji Landfill (052/2017)	CEO to identify ownership (through Land Council) of suitable future dump land sites. Apply for external fencing funding for Kalkarindji and Pine Creek. Civil Works to ascertain dump site requirements for inclusion of project in the community plan.	CSM Kalkarindji – Identification of land sites Grants Coordinator – Funding application	Open Open	<i>25 June 2019 Since March 2017 a waste management strategy has been established. The only outstanding land tenure issues are at Kalkarindji. The area where the landfill is located is subject to a land title claim. CLC are investigating a way forward. Funding has been provided to develop shovel ready documentation and cost estimates for all Council landfills. Ongoing.</i>



13. Correspondence In & Out

13.1. Correspondence as at March 2022

Report Type **Officer Report For Information**

Prepared by **Manager of Executive Services**

Purpose

To present to Council a list of incoming and outgoing correspondence sent and received since the last meeting.

Recommendations

- A. That the Correspondence as at March 2022 is received and noted

The Correspondence list will be tabled at the Ordinary Council Meeting.

Attachments

Nil



13.2. Correspondence LGL Amendment (Remuneration) Bill

Report Type **Officer Report For Information**

Prepared by **Governance Manager**

Purpose

Correspondence – Local Government Legislation Amendment (Remuneration) Bill 2022 (serial 41)

Recommendations

- A. That the Correspondence LGL Amendment (Remuneration) Bill is received and noted

Regional Plan

Goal – 2 Good Governance

Discussion

On the 7 March 2022, VDRC received an email on behalf of Steve Edgington, Shadow Minister for Local Government.

Please find attach the original email, Explanatory Statement, Local Government Legislation Amendment (Remuneration) Act 2022, Legislative Assembly of the NT Draft Daily Hansard.

The NT Government is seeking to pass this Bill through the NT Parliament with the next sitting due 22-24 and 29-31 March 2022.

Attachments

1. Explanatory Statement - Local Government Legislation Amendment (Remuneration) Bill 2022 (Serial [13.2.1 - 3 pages]
2. Local Government Legislation Amendment (Remuneration) Bill 2022 (Serial 41) [13.2.2 - 12 pages]
3. Second reading speeches LOCAL GOVERNMENT LEGISLATION AMENDMENT (REMUNERATIO N) BILL [13.2.3 - 3 pages]

Explanatory Statement

LOCAL GOVERNMENT LEGISLATION AMENDMENT (REMUNERATION) BILL 2022

SERIAL NO. 41 LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

MINISTER FOR LOCAL GOVERNMENT

GENERAL OUTLINE

This Bill amends the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the *Local Government Act 2019* and the *Local Government (General) Regulations 2021*.

The purpose of this Bill is to broaden the scope of the Remuneration Tribunal (the Tribunal), established under the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, to determine allowances for members of local government councils and to enable the Tribunal to determine the allowances of members of local authorities.

NOTES ON CLAUSES

Part 1 Preliminary matters

Clause 1. Short Title

Clause 1 is a formal clause which provides for the citation of the Bill. The Bill when passed will be cited as the *Local Government Legislation Amendment (Remuneration) Act 2022*.

Clause 2. Commencement

Clause 2 sets out how the Act will be commenced. In this case it will commence on the day after the Administrator's assent to this Act is declared in the Northern Territory Government Gazette.

Part 2 Amendment of *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*

Clause 3. Act amended

Clause 3 provides that this Part amends the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

Clause 4. Section 2 amended (Definitions)

Clause 4 inserts a definition of "local authority".

Clause 5. Section 7B amended (Allowances)

Clause 5 amends section 7B.

Sub-clause (1) provides that the Tribunal must, on the Administrator's request, determine the allowances payable to the members of a local government council, including any of the following: different allowances for principal members (Lord Mayor, mayors or presidents), deputy principal members and other members; allowances that are a fixed, minimum or maximum amount (if there is a minimum there must also be a maximum); different categories of allowance; whether an allowance should be indexed; how an allowance is to be indexed; and any rules on the eligibility for and payment of (e.g. monthly) allowances.

Sub-clauses (2) and (3) make minor grammatical and section reference changes to give effect to the amendments to the section.

Sub-clause (4) inserts an exception to the rule in section 7B(7), which provides that a determination of allowances must be made by 1 February to apply in the following financial year. Where a local government council is affected by the exercise of specified powers under section 16 of the *Local Government Act 2019*, such as a merger or de-merger of local government areas, the Administrator may specify the date by when allowances must be determined and the financial year the allowances are to apply from.

Sub-clause (5) removes the definition of “CPI figure for Darwin”. The amendments to this section remove automatic indexation of allowances and make indexation, including the method used, optional matters for the Tribunal to include in a determination.

Clause 6. Part 3, Division 1B inserted

Clause 6 inserts Division 1B, which provides that the Tribunal must, on the Administrator’s request, determine the allowances payable to the members of a local authority, including any of the following: different allowances for the chairperson and other members: allowances that are a fixed, minimum or maximum amount (if there is a minimum there must also be a maximum); different categories of allowance; whether an allowance should be indexed; how an allowance is to be indexed; and any rules on the eligibility for and payment of (e.g. per meeting attended) allowances.

Further provisions in Division 1B provide that: the Tribunal may determine different allowances for members of different local authorities; requirements for reporting a determination of local authority member allowances that mirror those for council member allowances; and that a determination of allowances must be made by 1 February to apply in the following financial year.

Part 3 Amendment of *Local Government Act 2019*

Clause 7. Act amended

Clause 7 provides that this Part amends the *Local Government Act 2019*.

Clause 8. Section 7 amended (Definitions)

Clause 8 inserts a definition of “Remuneration Tribunal”, which is a signpost to the definition in section 2 of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

Clause 9. Section 56 amended (Determination of eligibility for office by NTCAT)

Clause 9 corrects a typographical error within the Act.

Clause 10. Section 106 amended (Allowance for members of council)

Clause 10 amends section 106.

Sub-clause (1) removes the previous reference to particular categories of allowances that may be determined by the Tribunal and simply provides that a council member is entitled to be paid the allowances as determined by the Tribunal (and the determination may specify categories).

Sub-clause (2) provides that the Minister may determine: different allowances for principal members (Lord Mayor, mayors or presidents), deputy principal members and other members); allowances that are a fixed, minimum or maximum amount (if there is a minimum there must also be a maximum); different categories of allowance; whether an allowance should be indexed; how an allowance is to be indexed; and any rules on the eligibility for and payment of (e.g. monthly) allowances.

Sub-clause (2) further provides that if the Tribunal or Minister determine an allowance that is a maximum amount or a range, the council may fix the amount of the allowance as part of its budget. The amount the council fixes cannot be increased during the year but may be decreased. Where a council fixes an allowance at less than the maximum amount, the amount fixed must be proportionate for all members, e.g. 50 per cent of the maximum for the principal member, deputy principal member and other members. Fixing the maximum amount for the principal member and a lesser percentage for other members would not be permissible.

Clause 11. Sections 107 and 108 replaced

Clause 11 replaces sections 107 and 108 with a new section 107 that provides: local authority members are entitled to the allowances determined by the Tribunal; local authority members are paid their allowances by their respective council; a council is to publish the amounts of local authority allowances payable on its website; and if there is no applicable determination of the Tribunal, local authority member allowances are determined by the council in accordance with any applicable guidelines made by the Minister.

Clause 12. Chapter 21 heading replaced

Clause 12 replaces the Chapter heading that is specific to transitional matters for the *Local Government Act 2019* with a general heading of “Transitional matters”.

Clause 13. Chapter 21, Part 2 inserted

Clause 13 inserts Chapter 21, Part 2. This Part consists of a section that continues in force a Minister’s guideline on local authorities (including clauses on local authority member allowances), which was made prior to the commencement of the new section 107, as if it had been made under the new section. This clause ensures that the local authority member allowances previously set by the Minister will apply up to and until allowances for local authority members are determined by the Tribunal.

Part 4 Amendment of Local Government (General) Regulations 2021

Clause 14. Regulations amended

Clause 14 provides that this Part amends the *Local Government (General) Regulations 2021*.

Clause 15. Part 3, Division 6 repealed (Allowances)

Clause 15 repeals Part 3, Division 6 of the *Local Government (General) Regulations 2021*, which set out types of council member allowances, and rules for the entitlement to and payment of the allowances.

Part 5 Repeal

Clause 16. Repeal of Act

Clause 16 provides that this Act is to be repealed one day after it commences.

Serial 41

Local Government Legislation Amendment (Remuneration) Bill 2022

Mr Paech

*A Bill for an Act to amend the Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006, the Local Government
Act 2019 and the Local Government (General) Regulations 2021*

NORTHERN TERRITORY OF AUSTRALIA

LOCAL GOVERNMENT LEGISLATION AMENDMENT (REMUNERATION) ACT 2022

Act No. [] of 2022

Table of provisions

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1	Short title	1
2	Commencement	1

Part 2 Amendment of Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006

3	Act amended	1
4	Section 2 amended (Definitions).....	2
5	Section 7B amended (Allowances).....	2
6	Part 3, Division 1B inserted	3
	Division 1B Members of a local authority	
7C	Meaning of <i>local authority</i>	
7D	Application	
7E	Allowances	

Part 3 Amendment of Local Government Act 2019

7	Act amended	5
8	Section 7 amended (Definitions).....	5
9	Section 56 amended (Determination of eligibility for office by NTCAT)	5
10	Section 106 amended (Allowance for members of council).....	5
11	Sections 107 and 108 replaced	6
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12	Chapter 21 heading replaced	7
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	Part 1 Transitional matters for Local Government Act 2019	
13	Chapter 21, Part 2 inserted.....	7
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368 Local authority guidelines

**Part 4 Amendment of Local Government
 (General) Regulations 2021**

14	Regulations amended.....	7
15	Part 3, Division 6 repealed (Allowances)	8

Part 5 Repeal

16	Repeal of Act.....	8
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NORTHERN TERRITORY OF AUSTRALIA

Act No. [] of 2022

An Act to amend the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the *Local Government Act 2019* and the *Local Government (General) Regulations 2021*

[Assented to [] 2022]
[Introduced [] 2022]

The Legislative Assembly of the Northern Territory enacts as follows:

Part 1 Preliminary matters

1 Short title

This Act may be cited as the *Local Government Legislation Amendment (Remuneration) Act 2022*.

2 Commencement

This Act commences on the day after the day on which the Administrator's assent to this Act is declared.

Part 2 Amendment of Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006

3 Act amended

This Part amends the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

4 Section 2 amended (Definitions)

Section 2

insert

local authority, for Part 3, Division 1B, see section 7C.

5 Section 7B amended (Allowances)

(1) Section 7B(1)

omit, insert

(1) The Tribunal must, on the Administrator's request, inquire into and determine the allowance or allowances payable to a member of a local government council.

(1A) Without limiting subsection (1), the Tribunal may, under the request, inquire into and determine any of the following:

- (a) differential allowances for principal members, deputy principal members and other members of a local government council;
- (b) a fixed amount, a minimum amount or a maximum amount of an allowance;
- (c) different categories of allowances;
- (d) whether an allowance should be indexed and, if so, the basis of, and method for, indexation;
- (e) any rules that apply to eligibility for, or payment or application of, an allowance.

(1B) If the Tribunal determines a minimum amount of an allowance under subsection (1A)(b), it must also determine a maximum amount of that allowance.

(2) Section 7B(7)(b)

omit

next financial year;

insert

next financial year.

(3) Section 7B(7)(c)

omit

(4) After section 7B(7)

insert

(7A) If the Tribunal is requested to inquire into and determine the allowance or allowances payable to a member of a local government council affected by the exercise of a power under section 16(1)(a), (b), (c), (j) or (n) of the *Local Government Act 2019*, the Administrator may:

- (a) specify the date by which the report under subsection (3) must be completed by the Tribunal; and
- (b) despite subsection (7), specify the financial year from which the determined allowances apply.

(5) Section 7B(8), definition ***CPI figure for Darwin***

omit

6 Part 3, Division 1B inserted

After section 7B

insert

Division 1B Members of a local authority

7C Meaning of *local authority*

In this Division:

local authority, see section 7 of the *Local Government Act 2019*.

7D Application

This Division applies to members of a local authority.

7E Allowances

- (1) The Tribunal must, on the Administrator's request, inquire into and determine the allowance or allowances payable to a member of a local authority.
- (2) An allowance determined under subsection (1) must be a fixed amount.

- (3) Without limiting subsection (1), the Tribunal may, under the request, inquire into and determine any of the following:
 - (a) differential allowances for the chairperson and other members of a local authority;
 - (b) different categories of allowances;
 - (c) whether an allowance should be indexed and, if so, the basis of, and method for, indexation;
 - (d) any rules that apply to eligibility for, or payment or application of, an allowance.
- (4) The Tribunal may determine different amounts of allowances for the members of different local authorities.
- (5) The Tribunal must prepare a report for each inquiry conducted under subsection (1).
- (6) The report must include a determination of the allowances.
- (7) The Tribunal must give the following a copy of the report as soon as practicable after the report is made:
 - (a) the Administrator;
 - (b) the Minister.
- (8) The Minister must table a copy of the report in the Assembly within 6 sitting days after receiving it.
- (9) The allowances determined under subsection (1) apply as follows:
 - (a) if the report is made on or before 1 February – from the next financial year;
 - (b) if the report is made after 1 February – from the financial year after the next financial year.

Examples for subsection (9)

- 1 *If a report is made on 1 February 2023, the allowances apply from 1 July 2023.*
- 2 *If a report is made on 2 February 2023, the allowances apply from 1 July 2024.*

Part 3 Amendment of Local Government Act 2019

7 Act amended

This Part amends the *Local Government Act 2019*.

8 Section 7 amended (Definitions)

Section 7

insert

Remuneration Tribunal means the Tribunal as defined in section 2 of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

9 Section 56 amended (Determination of eligibility for office by NTCAT)

Section 56(7)

omit

(2)

insert

(6)

10 Section 106 amended (Allowance for members of council)

(1) Section 106(1)

omit, insert

(1) A member of a council is entitled to be paid the allowance or allowances determined by the Remuneration Tribunal under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

(2) Section 106(5)

omit, insert

(5) For subsection (4), the Minister may determine any of the following:

- (a) differential allowances for principal members, deputy principal members and other members of a local government council;
- (b) a fixed amount, a minimum amount or a maximum amount of an allowance;

- (c) different categories of allowances;
 - (d) that an allowance should be indexed and the basis of, and method for, indexation;
 - (e) any rules that apply to eligibility for, or payment or application of, an allowance.
- (6) If the Minister determines a minimum amount of an allowance under subsection (5)(b), the Minister must also determine a maximum amount of that allowance.
- (7) If the Remuneration Tribunal or the Minister determines an allowance for members of a council that is not a fixed amount, the council may fix the amount of that allowance payable to members in respect of each financial year as part of the council's budget.
- (8) Subject to a determination referred to in subsection (1) or under subsection (5), the allowances fixed by a council for a financial year under subsection (7):
- (a) must not be increased during the financial year; and
 - (b) may be decreased during the financial year.
- (9) If a council fixes an allowance at a rate less than the maximum amount in a determination referred to in subsection (1) or under subsection (5), the allowance payable must be proportionate for all council members.

11 Sections 107 and 108 replaced

Sections 107 and 108

repeal, insert

107 Allowance for members of local authority

- (1) A member of a local authority is entitled to be paid the allowance or allowances determined by the Remuneration Tribunal under section 7E of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.
- (2) The allowances payable under this section are to be paid by the council.
- (3) The council must publish on its website the amounts of the allowances payable by the council.

-
- (4) If there is no determination that applies to a local authority, the allowances must be determined by the council in accordance with any guidelines that the Minister may make and that apply in the relevant financial year.

12 Chapter 21 heading replaced

Chapter 21, heading

omit, insert

Chapter 21 Transitional matters

**Part 1 Transitional matters for Local Government
Act 2019**

13 Chapter 21, Part 2 inserted

After section 367

insert

**Part 2 Transitional matters for Local Government
Legislation Amendment (Remuneration)
Act 2022**

368 Local authority guidelines

A guideline referred to in section 107 in force immediately before the commencement of section 11 of the *Local Government Legislation Amendment (Remuneration) Act 2022* continues in force as if it had been made under section 107(4) as in force after that commencement.

**Part 4 Amendment of Local Government (General)
Regulations 2021**

14 Regulations amended

This Part amends the *Local Government (General) Regulations 2021*.

Part 5 Repeal

15 Part 3, Division 6 repealed (Allowances)

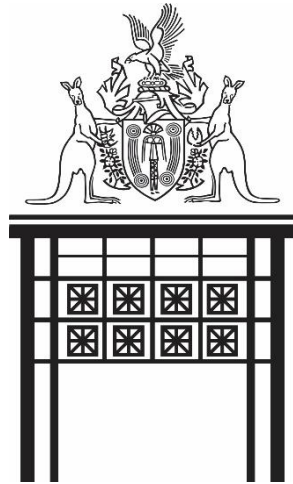
Part 3, Division 6

repeal

Part 5 Repeal

16 Repeal of Act

This Act is repealed on the day after it commences.



Legislative Assembly of the Northern Territory

Draft Daily Hansard

17 February 2022

This is an uncorrected proof.

Please contact the Hansard Unit with any queries on
(08) 8946 1440 or lahansard@nt.gov.au.

**LOCAL GOVERNMENT LEGISLATION AMENDMENT (REMUNERATION) BILL
(Serial 41)**

Mr PAECH (Local Government): Madam Speaker, I present a bill entitled the Local Government Legislation Amendment (Remuneration) Bill 2022.

Bill read a first time.

Mr PAECH: Madam Speaker, I move that the bill be now read a second time.

I present a bill entitled the Local Government Legislation Amendment (Remuneration) Bill 2022. The bill proposes to amend the *Local Government Act 2019*, *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* and the *Local Government (General) Regulations 2021*. The amendments proposed in this bill are in line with extensive consultation and input from the local government sector and I look forward to these changes commencing.

The purpose of this bill is twofold. Firstly, for the Remuneration Tribunal established under the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, it seeks to broaden the scope of its role in determining allowances for members of local government councils. Secondly, it seeks to enable the Remuneration Tribunal to determine the allowances of members of local authorities.

Presently the Remuneration Tribunal is to determine the amounts only of specified allowances, with the *Local Government (General) Regulations 2021* providing the detail on what the allowances cover and the rules of payment.

The *Local Government Act 2019* which commenced on 1 July 2021 enabled the Remuneration Tribunal to determine the amounts of allowances for local government council members. Prior to this, the Minister for Local Government determined the amounts of council member allowances.

The proposed amendments seek to give the Remuneration Tribunal a greater level of independence in setting council member allowances. The tribunal would be able to determine the categories of allowances and the types of details regarding entitlement and payment that are currently within the regulations. If the tribunal has the scope to determine what the categories of allowances are, the levels of allowances and the circumstances of payment, this would be more consistent with the way council member allowances are determined in most other Australian jurisdictions. Having one independent body effectively making all the policy decisions on council member remuneration is efficient and sensible.

The work that local government does across the Northern Territory is incredibly important to sustaining wellbeing and economic growth for our urban, regional and remote populations. It is incredibly important that the legislation and processes that are in place to support this front line of government are modern and based on best practices across Australia. These amendments allow for the tribunal to have a more holistic vision and approach for setting allowances and is shaped around ensuring fairness and equity across the board in the sphere of local government.

The Remuneration Tribunal will not determine the superannuation entitlements of council members. Under the Commonwealth's *Superannuation Guarantee (Administration) Act 1992*, council members are not automatically entitled to receive superannuation on top of their allowances. In saying this, I want to say loudly and clearly that I am a strong advocate for changes in this space that would guarantee superannuation contributions for council members. I give my word that I will continue to lobby the Commonwealth government for this important change and I invite local government members across the Northern Territory to join me in raising this issue.

The legislation does allow members of a local government council to unanimously resolve to be subject to 'pay as you go' taxation and then be eligible for the superannuation guarantee rate, currently ten per cent, on top of their member allowances. Essentially, local government councils can make a policy decision as to whether or not individual council members will be entitled to receive superannuation on their allowances and I am supportive of local governments resolving to do this.

The proposed amendments will allow the Remuneration Tribunal to determine whether the allowances for council members are a maximum amount, an exact amount that must be paid, or a range. If the amount of an allowance determined by the tribunal is a maximum or a range, the council will resolve the amount, either up to the maximum or within the range respectively, as part of its budget process. This process is in line with my strong beliefs that those in local government are the experts in their communities and what is required to

service these regions to the best of their ability. I have a great trust in our local governments across the Northern Territory. A critical part of this governance is strong and functional local authorities.

There are 67 local authorities, with all nine of the Northern Territory's regional councils maintaining some. Presently, local authority member allowances are determined by me, the Minister for Local Government. The proposed amendments seek to give the Remuneration Tribunal broad scope for determining the categories of local authority member allowances and the rules on entitlement and payment.

For the allowances of both council and local authority members, the proposed amendments will allow the Remuneration Tribunal to determine whether the allowances are to be indexed for future years and, if so, what the method of indexation will be. For example, the Remuneration Tribunal could determine the amounts of allowances for a year and also determine that in future years, to which no other determination applies, the allowances are to increase in line with the Consumer Price Index.

Every time I travel to regional and remote areas of the Northern Territory I am reminded of just how important the work of our local authorities is. Ensuring that each community has a strong voice in the decisions of local government is critical. By proposing these amendments to have the independent Remuneration Tribunal determine local authority allowances, the Northern Territory Government is recognising that the work of local authorities is important, respected and a central part of community decision-making.

I am pleased to commend this bill to honourable members and table a copy of the Explanatory Statement.

Mr EDGINGTON (Barkly): Madam Speaker, I move that debate be adjourned.

Motion agreed to; debate adjourned.



14. Notices of Motion

Nil

15. General Business

16. Confidential

Members of the press and public to be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 99(2) of the *Local Government Act 2019* as the items listed come within the following provisions:

16.1.1. ICT Implementation Project Update

Status 51(1)(c)(iv) - Information that would, if publicly disclosed, be likely to: subject to subregulation (3) - prejudice the interests of the council or some other person

16.1.2. Confidential Review List

Status 51(1)(c)(iv) - Information that would, if publicly disclosed, be likely to: subject to subregulation (3) - prejudice the interests of the council or some other person

16.1.3. Recruitment for Chief Executive Officer

Status 51(1)(c)(iv) - Information that would, if publicly disclosed, be likely to: subject to subregulation (3) - prejudice the interests of the council or some other person

16.2.1. Local Authority Desktop Review

Status 51(1)(c)(iv) - Information that would, if publicly disclosed, be likely to: subject to subregulation (3) - prejudice the interests of the council or some other person

16.2.2. Incorporation of the Cox-Daly and Marrakai-Douglas Daly Regions

Status 51(1)(c)(iv) - Information that would, if publicly disclosed, be likely to: subject to subregulation (3) - prejudice the interests of the council or some other person

