



**Victoria Daly**  
REGIONAL COUNCIL

# **AGENDA**

**TIMBER CREEK LOCAL AUTHORITY MEETING  
TO BE HELD ON TUESDAY 15 AUGUST 2023  
AT 3:00 PM  
AT THE TIMBER CREEK COUNCIL OFFICE  
VDRC OFFICE**



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Brian Hylands  
**Chief Executive Officer**



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## 1. Meeting Opening

## 2. Welcome

## 3. Attendance and Apologies

### 3.1. Attendees

1.	Coralie Myers (Chairperson)
2.	Rebecca Myers
3.	Cecilia McKenzie
4.	John Horgan
5.	Betty Retchford
6.	Tristram Holcombe
7.	Marilla Appleby

### 3.2. Apologies and Absentees

## 4. Disclosure of Interest

## 5. Resignations, Terminations and Nominations

### 5.1. Resignations

Nil

### 5.2. Terminations

Nil

### 5.3. Nominations

Nil

## 6. Guests and Presentations

### 6.1. Australian Electoral Commission

### 6.2. Code of Conduct Presentation - CM&C

**Report Type**    Presentation

#### **Attachments**

1. Code of Conduct Local Authority oct 22 [6.2.1 - 17 pages]



Department of THE CHIEF MINISTER & CABINET

# Introduction to the Code of Conduct

Local Authority Training 2022/23



# Course overview



- An understanding of the Code of Conduct
- The behaviours expected of local authority members
- What happens if a member breaches the Code of Conduct?
- Where to find further information?





# What is the Code of Conduct?

- The Code of Conduct sets the values and standards council and Local Authority (LA) members are expected to follow.
- It guides behaviour in performing your duties as a LA member.
- The Code of Conduct also lets the community know what standards they can expect from LA members.

# 1. Honesty and integrity

**The Code of Conduct requires LA members to behave with honesty and integrity when performing duties.**

Honesty and integrity means being truthful and reliable.

When making decisions, make them for the right reasons. Think about what benefits the community the most.



## 2. Care and diligence

**LA members need to act with reasonable care and diligence in performing their duties.**

This includes reading the agenda ahead of the local authority meeting so you know what the meeting is all about and considering the information.

It also means taking care in what you say and do as a LA member – particularly be careful on social media.

---



### 3. Courtesy



**Be courteous towards other members, council staff and the community.**

You can do this by being polite and respectful, listening to what others have to say, being on time to LA meetings, and being considerate of others.

## 4. Bullying

**As a LA member, you must respect other members and show good behaviour.**

**The Code of Conduct does not allow bullying, including:**

- Spreading rumours
- Excluding others
- Hurtful comments
- Threats
- Involving family/friends

**This also includes online and text bullying, such as:**

- Sending nasty messages
- Disrespectful comments on social media
- Prank calls and harassment



## 5. Conduct towards council staff

**As a LA member, you must not be bossy to council staff.**

- LA members don't direct, manage or tell off council staff. For example, a member should not criticise or say something bad about council staff in the LA meetings.
- The CEO is responsible for managing council staff, and contractors. If you have an issue in relation to council staff you should talk to the CEO or the Community Service Manager in your area.



## 6. Respecting cultural diversity

**You must always be respectful of other people's beliefs, culture, and opinions.**

You must not discriminate against others because of their cultural background or what mob they are from.

For example, people from different cultures or tribes may use different ways of communicating, or there may be issues that prevent them communicating, such as avoidance relationships.



## 7. Conflict of interest

### **LA members need to avoid conflicts of interests**

This is when your role as a LA member conflicts with another interest that gives you or someone close to you a benefit.

### **You must speak up if you think you have a conflict of interest.**

If you say nothing and participate in Making a decision, you could be in breach of the Local Government Act 2019 and be penalised.

I have a  
conflict of  
interest





## 8. Confidential information

**As a LA member, you will occasionally receive information that is confidential.**

Confidential information must be kept private and not talked about with others who are not part of the confidential session of the meeting.

You must not use confidential information in a way that could give a benefit or cause harm to another person.



## 9. Gifts

**You must not accept gifts or benefits from someone that might get an advantage from the council or local authority.**

This is because it may look like you are biased or giving favours, especially if that person could benefit from or influence a decision.

Look at your Council Gifts policy or talk to the CEO for further information.

If you are unsure ALWAYS ask.



## 10. Accountability



**LA members have an important role to represent and answer to the community.**

LA members should:

- talk to people in their community regularly,
- talk at local authority meetings about what the community wants, and
- keep the community updated about what council is doing.

# 11. Working for all the people in your area

As a LA member, you represent all the people in your local authority area.

When making recommendations, you will need to think how this will affect the whole area and whether this would be in the long-term interests of all community members.



## 12. Training

If you are offered training, you should do it if it is to help you perform your duties as a LA member.

The Code of Conduct states that you must undertake training in good faith, which means trying to participate in training opportunities when you can.



## 13. What happens if a local authority member breaches the Code of Conduct?

If someone thinks a local authority member has breached the Code of Conduct, a complaint can be submitted with the CEO of the council.

The council will then make a decision about the complaint.



# Resources



For more information, view the following resources:

- Code of Conduct - Schedule 1 of the *Local Government Act 2019*



## **7. Confirmation of Minutes**

### **7.1. Timber Creek Local Authority Meeting held on 16 May 2023**

#### **Recommendation**

That the minutes of the Timber Creek Local Authority Meeting held on 16 May 2023 be taken as read and be accepted as a true record of the meeting.

#### **Attachments**

1. 20230516 TCLA MIN unconfirmed [7.1.1 - 6 pages]





# MINUTES

**TIMBER CREEK LOCAL AUTHORITY MEETING**  
**HELD ON TUESDAY 16 MAY 2023**  
**AT 3:00 PM**  
**AT THE TIMBER CREEK COUNCIL OFFICE**  
VDRC Office



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Brian Hylands  
Chief Executive Officer



## 1. Meeting Opening

*The meeting opened at 3:03pm.*

## 2. Welcome

Chairperson welcomed members and visitors to the meeting.

## 3. Attendance and Apologies

### 3.1. Attendees

#### TCLA MEMBERS

Coralie Myers	Chairperson
Cecelia McKenzie	Member
Beatty Retchford	Member
John Horgan	Member
Tristram Holcombe	Member
Marilla Appleby	Member
Rebecca Myers	Member

#### VDRC STAFF

Brian Pedwell	Mayor
Brian Hylands	Chief Executive Officer
Paul Buckley	Council Operations Manager - Timber Creek
Michelle Griffin	Manager of Executive Services (minutes secretary)

#### GUESTS

Karen Hocking	Department of the Chief Minister and Cabinet
Tristan Stonhill	Department of the Chief Minister and Cabinet

### 3.2. Apologies and Absentees

Apologies: Nil

Absent: Nil

## 4. Disclosure of Interest

There were no declarations of interest at this meeting.

## 5. Resignations, Terminations and Nominations

### 5.1. Resignations



Nil

## 5.2. Terminations

The Timber Creek Local Authority noted the termination of membership for Larry McLaughlin and Darryl Darby.

## 5.3. Nominations

No new nominations have been received since the previous meeting.

## 6. Presentations and Training

### 6.1. Local Authority Training - Understanding Conflicts of Interest

The Chairperson thanked Karen Hocking for the presentation on 'understanding conflicts of interest'.

## 7. Confirmation of Minutes

### 7.1. Provisional Timber Creek Local Authority meeting held on 21 February 2023

**TCLA-2023/14 Resolution: Carried (Rebecca Myers/John Horgan)**

That the minutes of the Provisional Timber Creek Local Authority meeting held on 21 February 2023 be taken as read and be accepted as a true record of the meeting.

### 7.2. Special Timber Creek Local Authority meeting held on 14 April 2023

**TCLA-2023/15 Resolution: Carried (Coralie Myers/Rebecca Myers)**

That the minutes of the Special Timber Creek Local Authority meeting held on 14 April 2023 be taken as read and be accepted as a true record of the meeting.

## 8. Council Response to Previous Minutes

### 8.1. Feedback from Council

**TCLA-2023/16 Resolution: Carried (Beatty Retchford/Tristram Holcombe)**

That the Timber Creek Local Authority receive and note the feedback from Council

## 9. Correspondence

### 9.1. Correspondence

**TCLA-2023/17 Resolution: Carried (Coralie Myers/John Horgan)**

That the following in-coming Correspondence be noted.



- |  |
|--|
| 1. 2023-03-23 INCOMING Response-letter- Re- Timber- Creek- Planning<br>[9.1.1 - 2 pages] |
|--|

## 10. Reports

### 10.1.1. Council Operations Manager Report

<b>TCLA-2023/18 Resolution:</b> Carried ( <b>Marilla Appleby/Rebecca Myers</b> )
--

That the Council Operations Manager Report is received and noted
--

### 10.2. Finance Report

#### 10.2.1. Timber Creek Finance Report

<b>TCLA-2023/19 Resolution:</b> Carried ( <b>Tristram Holcombe/John Horgan</b> )
--

That the Timber Creek Local Authority receive and note the finance report.
--

#### 10.2.2. Timber Creek - Projects Report

Three quotes to be sourced for outdoor equipment

<b>TCLA-2023/20 Resolution:</b> Carried ( <b>Beatty Retchford/Tristram Holcombe</b> )
---

- |   |
|---|
| A. That the Timber Creek - Projects Report report is received and noted<br>B. That the Timber Creek Local Authority consider projects for investigation |
|---|

#### 10.3.1. Timber Creek Action Items

<b>TCLA-2023/21 Resolution:</b> Carried ( <b>John Horgan/Rebecca Myers</b> )
--

That the Timber Creek Local Authority receive and note the action items update.
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#### 10.4.1. Electing a Chairperson

<b>TCLA-2023/22 Resolution:</b> Carried ( <b>John Horgan/Beatty Retchford</b> )
---

Motion that Coralie Myers is nominated for the position of Chairperson for twelve months.
---

#### 10.4.2. VDRC By-Laws

<b>TCLA-2023/23 Resolution:</b> Carried ( <b>Coralie Myers/Tristram Holcombe</b> )
--

The VDRC By-Laws report is received and noted
---



## 11. Questions from the Public

Nil

## 12. General Business

### 12.1 Councillor Timber Creek Ward

Mayor B. Pedwell informed the Timber Creek Local Authority about the resignation of Shirley Garlett from her position as Councillor of the Timber Creek Ward. A bi-election will take place before 14 September 2023.

### 12.2 Waste Facility

John Horgan raised a general business item regarding the waste facility.

Mayor B. Pedwell informed the Local Authority that Council is writing to Minister Moss requesting that someone from the Environmental Agency attend local authority meetings to inform residents of any impacts to them as a result of their policies.

### 12.3 Swimming Lessons

Coralie has some contacts for swimming instructors.

### 12.4 School Zone and security lights at gate

**TCLA-2023/24 Resolution: Carried (John Horgan/Tristram Holcombe)**

A. The Timber Creek Local Authority request council look into alternative illuminating school zone signs which will capture the attention of drivers; and

B. The Timber Creek Local Authority request council obtain quotes and/or research grant opportunities (*such as Community Safety Grants*) for security lights (flood lights) on the street outside the school and creche (from both directions)

## 13. Next Meeting

The next Meeting of Timber Creek Local Authority will be held 15 August 2023.

*Cecelia McKenzie left the meeting at 4:30pm.*

*The meeting closed at 4:39pm.*



## 8. Council Response to Previous Minutes

### 8.1. Feedback from Council

**Report Type** Local Authority Reports  
**Department** Chief Executive Office  
**Prepared by** Manager of Executive Services

---

#### Purpose

The purpose of this report is to provide feedback to the Timber Creek Local Authority (TCLA) from the relevant Ordinary Council meeting.

#### Recommendations

- A. That the Timber Creek Local Authority receive and note the feedback from Council

#### Feedback

On Tuesday, 30 May 2023, Council received the minutes of the TCLA meeting held on 17 May 2023. Council endorsed the minutes and resolutions. See table below.

#### **OCM-2023/107 Resolution: Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)**

- A. That the minutes of the Timber Creek Local Authority Meeting held on 16 May 2023 be adopted as a resolution of Ordinary Council.
- B. That Council endorses resolution **TCLA-2023/24 Resolution:** The Timber Creek Local Authority request council look into alternative illuminating school zone signs which will capture the attention of drivers; and
- C. That Council endorses resolution **TCLA-2023/24 Resolution:** The Timber Creek Local Authority request council obtain quotes and/or research grant opportunities (such as Community Safety Grants) for security lights (flood lights) on the street outside the school and creche (from both directions)



## 9. Reports

### 9.1.1. Council Operations Manager Report

**Report Type** Council Operations Manager Report  
**Department** Council Operations  
**Prepared by** Council Operations Manager, Timber Creek

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#### **Purpose**

To update Council on the Council Operations Manager Report activities.

#### **Recommendations**

- A. That the Council Operations Manager Report report is received and noted

#### **Events and Activities**

Sports and Recreation program have been holding there events fortnightly. NAIDOC Day was held by Aged Care, Sports and Recreation, Night Patrol, CDP, and Operations all helping on the day. Groups of all ages attended.

#### **Community Events**

Timber creek festival on the 5<sup>th</sup> August.

#### **Local Authority Meetings**

15 August 2023  
21 November 2023

#### **Vacant Positions (VDRC in Community)**

CDP vacancies.  
Night Patrol Vacancies.  
Operations –parks and gardens vacancies.

#### **Maintenance Buildings and Fixed Assets**

Test and Tag for electrical has just been completed.  
All maintenance is up to date at this stage.

#### **Plant and Equipment**

Vehicles and Plant maintenance is up to date.

#### **Regional Plan Project Priorities**

The outdoor gym project quotations are coming through. We should have final quotes to put forward to council at the meeting. Coralie Myers has helped with this with a better understanding of what is preferred by the community.





### 9.2.1. Timber Creek Finance Report for the period ended 30th June 2023

<b>Report Type</b>	Finance Report
<b>Department</b>	<b>Corporate Services</b>
<b>Prepared by</b>	<b>Senior Accountant</b>

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#### Recommendations

That the Timber Creek Local Authority receive and note the finance report.

#### Attachments

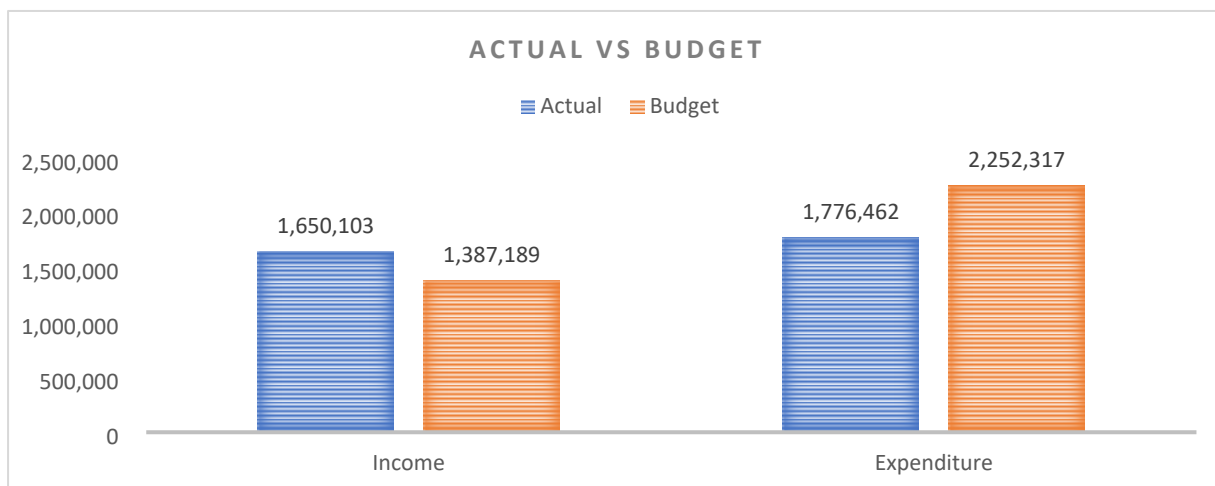
1. Timber Creek 30 06 2023 [9.2.1.1 - 2 pages]

**Actual v Budget for Timber Creek Local Authority as of 30th June 2023**

<b>OPERATING INCOME</b>	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Comments
Rates	-	-	-	
Charges	-	-	-	
Fees and Charges	199,121	214,692	-15,571	The actual income from Agency and NDIS is less than projected
Operating Grants and Subsidies	1,443,812	1,165,729	278,084	Council received \$50,000 in advance. This grant will be used to renew Community Places for Play in Timber Creek. In addition, Council allocated \$148,800 from the WaRM grant to Timber Creek to seal the access road to the waste management facility.
Commercial and Other Income	7,169	6,768	401	
<b>TOTAL OPERATING INCOME</b>	<b>1,650,103</b>	<b>1,387,189</b>	<b>262,914</b>	
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	788,002	1,167,191	-379,189	underspent is due to vacant positions in the Timber Creek office
Materials and Contracts	427,524	524,550	-97,026	The major underspends on Repair and maintenance of plant & MVs, Consumables and electricity expenses
Council Committee & LA Allowances	7,341	8,288	-947	
Council Committee & LA Expenses	2,307	1,500	807	TA for LA members who attended training was not incorporated into the budget.
Other Expenses	500	-	500	
Allocations	550,789	550,789	-	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>1,776,462</b>	<b>2,252,317</b>	<b>-475,855</b>	
<b>OPERATING SURPLUS / DEFICIT</b>	<b>-126,359</b>	<b>-865,129</b>	<b>738,769</b>	

During the financial year 2022-23, actual income was \$1,650,103, and expenditure was \$1,776,462 compared to budgeted income of \$1,387,189 and expenditure of \$2,252,317, respectively.

Below bar graph shows actual income and expenditure vs budgets.



As of 30th June, 2023, Council has spent \$1,730,963 on three projects in Timber Creek. All project has been completed.

Project Name	Cost of the projects	Project Status	Funded by
Waste management facility Upgrade-Timber Creek	1,108,079	Completed	Grant
New Building	584,684	Completed	Council reserves
Fencing Waste management facility	38,200	Completed	Grant

**1,730,963**

---



### 9.2.2. Timber Creek - Projects Report updates as of 30th June 2023

**Report Type** Local Authority Reports  
**Department** Chief Executive Office  
**Prepared by** Manager of Executive Services

---

#### **Purpose**

The purpose of this report is to provide an update on the Local Authority Project Funding (LAPF) that has been spent or committed, and to provide an overview of funds available for future projects.

#### **Recommendations**

- A. That the Timber Creek - Projects Report updates as of 30th June 2023 report is received and noted
- B. That the Timber Creek Local Authority consider projects for investigation

#### **Local Authority Project Funding (LAPF)**

##### ***Funds Spent financial year***

\$7,965 of LAPF has been spent this financial year

##### ***Funds Committed***

\$40,500 of LAPF is committed to projects.

##### ***Funds Available***

The funds committed is \$8,278 more than the funds available. The 2023-24 grant will be used to offset this deficit.

The Timber Creek Local Authority is encouraged to discuss and consider suitable projects to be funded with the remaining LAPF.

#### **Attachments**

1. Local Authority projects Timber Creek [9.2.2.1 - 1 page]

**Local Authority projects-Timber Creek**

Fund Carried forward from last financial year.	3,587
Grant received this financial year.	36,600
<b>Total available funds</b>	<u>40,187</u>
Amount spent on projects this financial year 2022-23	-7,965
Funds committed but not yet spent	<u>-40,500</u>
Funds available for future projects	<u><u>-8,278</u></u>

Project Name	Resolution	Funds Committed to projects	Funds spent to date	Remaining funds available	Status
Timber Creek Festival 22/23	TLCA-2022/0	7,965	7,965	-	Completed
International Woman's Day event (Donation)	TCLA-2022/17	500	-	500	Remains open
The Family Festival 2023	TCLA-2022/15	10,000	-	10,000	Remains open
Playground and outdoor fitness stations	TCLA-2023/6	30,000	-	30,000	Remains open
		<b><u>48,465</u></b>	<b><u>7,965</u></b>	<b><u>40,500</u></b>	



### 9.3.1. Timber Creek Action Items

**Report Type** Local Authority Reports  
**Department** Chief Executive Office  
**Prepared by** Manager of Executive Services

---

#### **Purpose**

To provide an update on Timber Creek Local Authority action items.

#### **Recommendations**

- A. That the Timber Creek Local Authority receive and note the action items update.

#### **Attachments**

1. 20230516 Action Items Report TCLA [9.3.1.1 - 2 pages]

## ACTION REGISTER

Timber Creek Local Authority – AUGUST 2023



**Victoria Daly**  
REGIONAL COUNCIL

MEETING DATE	ITEM	ACTION REQUIRED	ASSIGNED DEPARTMENT	ACTION TAKEN	STATUS
16 August 2022	Festival Stage Mural	Festival Stage Mural	Council Operations	<i>Developing ideas for this project.</i>	In progress
16 August 2022	Outdoor gym equipment	Paul Buckley to source grant funding for outdoor gym equipment	Council Operations	<i>Election commitment co-contribution funding</i>	Completed
21 February 2023	Co-contribution funding project	<b>Resolution: TCLA-2023/6</b> That the Timber Creek Local Authority agrees to accept the election commitment funding offer and commit a matching co-contribution as per the funding guidelines; and That the Timber Creek Local Authority will commit their remaining LAPF funds of \$30,000 and the TCLA request that council contributes \$20,000 to allow for the maximum \$50,000 co-contribution offer.	Council Operations	<i>Three quotes received from three suppliers for gym equipment and shade</i>	In progress
21 February 2023	Women's Shelter	<u>Action:</u> An invitation to be extended to Noel and/or Joel to attend the next local authority meeting to discuss options for a women's shelter for the Timber Creek township.	Council Operations	<i>Invitation extended</i>	In progress
16 May 2023	School Zone and security lights at gate	<b>Resolution: TCLA-2023/24</b> A. The Timber Creek Local Authority request council look into alternative illuminating school zone signs which will capture the attention of drivers; and B. The Timber Creek Local Authority request council obtain quotes and/or research grant opportunities (such as Community Safety Grants) for security lights (flood lights) on the street outside the school and creche (from both directions)	Council Operations	<i>Roads to Recovery funding has been received. Lighting and school signage is included in scope of works being prepared for the Timber Creek Wilson Street upgrade.</i>	In progress





#### **9.4.1. Learn to Swim Scheme**

**Report Type** Report for Information  
**Department** Chief Executive Office  
**Prepared by** Manager of Executive Services

---

##### **Purpose**

Attachments regarding 'Learn to Swim Scheme' are included for discussion.

##### **Recommendations**

- A. That the Learn to Swim Scheme report is received and noted

##### **Attachments**

1. Email from Dheran Young - Learn to Swim Scheme [9.4.1.1 - 1 page]
2. Learn to Swim Scheme Policy - Version 10 [9.4.1.2 - 9 pages]

From: **Electorate Daly** <[daly.electorate@nt.gov.au](mailto:daly.electorate@nt.gov.au)>  
Date: Fri, Jun 16, 2023 at 11:17 AM  
Subject: Learn to Swim options for Under 5 in Timber Creek  
To: coralie myers <[coralie.myers44@gmail.com](mailto:coralie.myers44@gmail.com)>

Hi Coralie

Great to catch up recently and talk about Learn to Swim options for children under 5 years in Timber Creek.

Upon investigation by the Minister and the Department, it was identified that the Timber Creek School and the Victoria Daly Regional Council have not accessed the Learn to Swim program for families in Timber Creek due to not having access to a relevant pool and/or a qualified swimming instructors.

Parents/carers of children who are under the age of 5 and are not enrolled in transition or school are eligible to apply for 2 \$100 Learn to Swim Vouchers each year per child. Any remote region with access to a qualified swimming instructor can apply to access the Learn to Swim Vouchers for programs in their community. The vouchers can be accessed through the GrantsNT website at [www.grantsnt.nt.gov.au](http://www.grantsnt.nt.gov.au). Applications for vouchers have closed for this financial year, and will re-open on 1 July 2023.

The Department of Territory Families, Housing and Communities (the Department) provides funding to Victoria Daly Regional Council under the Remote Sport Program that can be leveraged to facilitate Learn to Swim opportunities in Timber Creek. As a qualified swimming instructor does not reside in Timber Creek, this can occur through the following options:

- The council and or school can provide transport to bring the children into Katherine where Belgravia Leisure provides learn to swim sessions at the Katherine Aquatic Centre; or
- The council and / or the school can engage Belgravia Leisure to provide lessons in the swimming pools available at either of the 2 commercial accommodation businesses in Timber Creek.

The Department employs a Community Sports Officer based in Katherine, who will continue to work with the Victoria Daly and Roper Gulf Regional Councils on ensuring plans are in place for the Big Rivers Region that enables access to swimming lessons for young people. Further work will be undertaken to plan for swimming lessons for the Timber Creek community and ensure the necessary expertise and access is in place.

If you have any further questions relating to the Learn to Swim Vouchers or Remote Sport Program, you could also contact Mr William Kosack via [william.kosack@nt.gov.au](mailto:william.kosack@nt.gov.au) or 8973 8513.

I hope this information will facilitate positive engagement with the children of Timber Creek in learn to swim initiatives and please let me know how you go and if I can help out with anything further.

Kind regards

Dheran Young MLA



# Sport Voucher Scheme Policy

Version 10



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## Sport Voucher Scheme Policy

### 1. About the scheme

The Sport Voucher Scheme (the Scheme) is an initiative of the Northern Territory (NT) Government and is administered by the Department of Territory Families, Housing and Community Development (the Department).

The Scheme supports the Department's 2021-25 Strategic Plan and our mission in partnering to build safe, strong and proud communities where every Territorian is valued and able to participate. The Scheme also enables sport and active recreation for children and young people to be sustainable and affordable for families, as detailed in the NT Sport and Active Recreation Strategic Plan 2021-25.

The Scheme supports active Territory families with the cost of getting involved in sport, active recreation and cultural activities. Every child living in the NT, from Transition to Year 12, who is enrolled in an NT school or registered for home-schooling, is eligible for the scheme. Children attending crèche, child care, long day care centres or preschool are not classified as enrolled students. Urban children under the age of 5 may be eligible for Learn to Swim vouchers.

In urban areas, school-enrolled students can apply for a \$100 Sport Voucher twice per year (January and July). The Remote Sport Voucher model is administered by the Department either through regional councils or based on community activity preferences provided to regional councils. Funding allocation for the Remote Sport Voucher model is based on enrolment data from the NT Department of Education.

Children under the age of 5 can apply for a \$100 Learn to Swim voucher twice per year (January and July) that can be redeemed at registered Activity Providers for eligible activities.

#### 1.1. Scheme objective

The objectives of the Scheme are to:

1. develop core aquatic skills through structured play and water confident children;
2. increase participation of school-enrolled children in sport and active recreation, and cultural activities;
3. support the delivery of the Department's focus on increasing activity levels in school-enrolled children living in the NT; and
4. help change the physical activity behaviours of children in the NT.

#### 1.2. Activity Providers

An eligible Activity Provider is an organisation or sole trader that offers a sport, active recreation or cultural activity, as defined at item 2.

All Activity Providers must be able to demonstrate their eligibility as outlined at item 1.3.1.

Schools and school councils cannot register as Activity Providers for the Scheme. The NT Music School is exempt.

The Department reserves the right to decline a provider application should the applicant be deemed as not meeting the eligibility criteria or the intent of the program.

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### 1.3. Registering as an Activity Provider

#### 1.3.1. Eligibility

Activity Providers can register for the scheme at [grantsnt.gov.au.au](https://grantsnt.gov.au.au), subject to complying with the following criteria:

- eligible under the policy definitions;
- hold current public liability insurance for not less than \$10 million for any single event;
- compliant with Licensing NT, Department of the Attorney-General and Justice and/or other relevant authorities;
- based in and operating from the NT;
- activities are structured, value for money and costings are reasonable;
- demonstrated an awareness and application of obligations relating the Northern Territory *Care and Protection of Children Act 2007*, in particular with regards to mandatory reporting. A suitable Member Protection Policy as an example;
- ensure that relevant staff and volunteers (including committee members) delivering services under the scheme have a valid Working with Children Clearance; and
- have in place a current Member Protection Policy and a designated Member Protection Information Officer appointed. Note: The Play by the Rules project is a collaboration between Sport Integrity Australia, Sport Australia, Australian Human Rights Commission, all state and territory departments of sport and recreation, all state and territory anti-discrimination and human rights agencies, the Office of the Children's Guardian (NSW) and the Anti-Discrimination Board of NSW. These partners promote Play by the Rules through their networks, along with their own child safety, anti-discrimination and inclusion programs. Support materials and a Member Protection Policy template can be found at [playbytherules.net.au](https://playbytherules.net.au).

## 2. Definitions

**Sport:** Human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport (e.g. baseball, hockey, netball, rugby union and athletics).

**Active Recreation:** Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity (e.g. jogging, bushwalking, qualified fishing skill development programs, rock climbing/bouldering, self-defence, martial arts, gym membership, physically active school holiday programs).

**Cultural:** Structured programs, classes or lessons for: physically active programs that develop knowledge and skills that maintain and preserve culture, and build a sense of identity, purpose and community (e.g. traditional Aboriginal cultural practices such as dancing, traditional fishing and hunting methods, performance arts such as dance, ballet, music and circus).

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### 3. Sport Voucher model

#### 3.1. Urban Sport Vouchers

Parents/carers of students from Transition to Year 12 in urban areas are eligible to apply for two \$100 Sport Vouchers each year per child. The Sport Vouchers can be applied for in January and July each year. Sport Vouchers need to be applied for online at [grantsnt.gov.au](https://grantsnt.gov.au) and are managed by the user within their GrantsNT Profile.

- Applications for Urban Sport Vouchers close 24 May each year.
- The scheme operates on a financial year basis and both Sport Vouchers will expire on 31 May each year (for example: vouchers issued in January 2022 will expire on 31 May 2022 and vouchers issued from July 2022 will expire on 31 May 2023).
- Urban areas are designated as Alice Springs, Greater Darwin (Darwin, Palmerston and Darwin Rural), Nhulunbuy, Katherine (including Mataranka), and Tennant Creek. Any town/region not listed is considered remote.
- Parents/carers will manage their child/ren's vouchers through the users GrantsNT profile at [GrantsNT](https://grantsnt.gov.au).
- Sport Vouchers can only be redeemed through a registered Activity Provider. A list of registered Activity Providers can be found at [GrantsNT](https://grantsnt.gov.au). Activity Providers must be registered and approved by the Department.
- Activity Providers not registered with the scheme can not collect Sport Vouchers, even in anticipation of being registered.
- Sport Vouchers can only be used for eligible activities as defined in this policy.
- Sport Vouchers cannot be transferred to another family member.
- Each Sport Voucher can only be redeemed to the value of \$100 or less and no part can be redeemed for cash.

##### 3.1.1. Eligible activities

- Offsetting the cost of active participation in structured after-school, weekend and school holiday sport, active recreation and cultural activities including programs, lessons, classes and workshops.
- Music/instrumental lessons, instrument hire and swimming programs delivered by registered Activity Providers during school hours (vouchers must be redeemed by the registered Activity Provider, not the school).
- Registration/membership fees.
- Insurance fees.
- Part of the value of a voucher, or the entire value of a voucher, can be used to purchase value-add items ONLY if the child has paid registration, insurance and membership fees in full. Value-add items must be purchased directly from the registered Activity Provider. Examples of such value-add items are:
  - Compulsory team or activity uniform/clothing, drink bottle, costume for performances, sport and active recreation equipment, instruments, instructional books, music scores and scripts.

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### 3.1.2. Ineligible activities

- Activities that occur during school hours or are part of the school curriculum, including school sports (with the exception of music/instrumental lessons, instrument hire and swimming programs delivered by registered Activity Providers during school hours).
- Out of school hours care services and tutors for the education curriculum.
- Activities that are directly administered by a school or school council, including collection of Sport Vouchers by a school or school council on behalf of a registered Activity Provider.
- Travel to and from competitions, programs and activities.
- Interstate and intrastate representation costs.
- Purchase of value-add items where the student is not registered in the related activity.
- Purchase of equipment or uniforms direct from a retailer and not in conjunction with the activity.
- Purchasing food and drinks.
- Payments to Activity Providers that are not registered with the scheme.
- Split payment of vouchers to multiple Activity Providers.
- A cash refund for all or part of the value of the voucher.

### 3.2. Remote Sport Vouchers

The Remote Sport Voucher model is administered by the Department based on community activity preferences provided to regional councils. Communities determine the sport, active recreation and cultural activities/programs to be delivered for their children and the programs provide ongoing benefits to the community. These benefits include the transfer of skills to community members and the opportunity for communities to continue to work with registered remote Activity Providers.

The Department has the right to explore, as required, alternative service models with remote stakeholders to increase the opportunities for the Remote Sport Voucher model to support sustainable children's and youth sport programs in communities.

## 4. Urban Learn to Swim Voucher model

Parents/carers of children who are under the age of 5 and are not enrolled in Transition or school are eligible to apply for two \$100 Learn to Swim Vouchers each year per child. Children are only eligible for two Learn to Swim or Sport Vouchers \$100 vouchers in any financial. The vouchers are available for application in January and July and are issued and managed electronically through the users [GrantsNT](#) profile.

- Applications for Urban Learn to Swim Vouchers close 24 May each year.
- Parents/carers must apply for their Learn to Swim Voucher online at [GrantsNT](#).
- Parents/carers will manage their vouchers in their online profile at [GrantsNT](#).
- The scheme operates on a financial year basis and all vouchers will expire on 31 May each year (for example: vouchers issued in July 2021 will expire on 31 May 2022 and vouchers issued in January 2022 will expire on 31 May 2022).



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- Urban areas are designated as Alice Springs, Greater Darwin (Darwin, Palmerston and Darwin Rural), Nhulunbuy, Katherine (including Mataranka), and Tennant Creek. Any remote region with access to a qualified swimming instructor can apply to access the Learn to Swim Vouchers for programs in their community.
- Each child must be registered for the [Water Safety Awareness Program](#) through Royal Life Saving NT.
- Learn to Swim Vouchers can only be redeemed through a registered Activity Provider. A list of registered Activity Providers can be found at [grantsnt.gov.au](https://grantsnt.gov.au).
- Activity Providers must be registered and approved by the Department.
- Vouchers cannot be collected by Activity Providers not registered with the scheme, even in anticipation of being registered.
- Vouchers can only be used for eligible activities as defined in this policy.
- Vouchers cannot be transferred to another child.
- Each Learn to Swim Voucher can only be redeemed to the value of \$100 or less and no part can be redeemed for cash.

### 4.1. Urban Learn to Swim Voucher activity eligibility

#### 4.1.1. Eligible activities

- Swimming lessons from suitably qualified swimming instructors.
- Items such as bathers and goggles that are part of the swimming activity provider's package within the \$100 Swim Voucher.

#### 4.1.2. Ineligible activities

- Purchasing items such as bathers, goggles, swimming equipment or toys not from the Activity Provider.
- Lessons that have already taken place.
- Purchasing food and drinks.
- Payments to Activity Providers that are not registered with the scheme.
- Split payment of vouchers to multiple Activity Providers.
- Transferring voucher to another family member.
- A cash refund for all or part of the value of the voucher.

## 5. Urban Activity Providers

### 5.1. Urban Activity Provider registration process

- Applications for registration must be submitted online at [grantsnt.nt.gov.au](https://grantsnt.nt.gov.au).
- Applications for registration are encouraged between 1 June and 30 April each year to align with redemption timelines, however the Department reserves the right to consider applications for registration at any time.

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- Provider applications will be reviewed by the Department and applicants notified of the outcome within ten working days of application.
- Providers can start promoting and collecting Sport and/or Learn to Swim vouchers once registration is confirmed by the Department.
- Managing the collection and redemption of Sport and/or Learn to Swim vouchers in accordance with this policy is a requirement of maintaining provider registration.
- Providers are required to regularly update their contact details, maintain working with children checks and ensure public liability insurance (and AUSTSWIM certification for swim schools) is current at all times in their [GrantsNT](#) profile.

### 5.2. Urban Activity Provider redemption procedures

Registered Activity Providers are eligible to accept Sport and/or Learn to Swim Vouchers under the scheme and obtain reimbursement for the value of properly redeemed and valid vouchers.

Redemption of vouchers is done online using [GrantsNT](#) and payment will be made within ten working days of submitting a redemption providing the Activity Provider is a current vendor with no outstanding acquittals and/or other compliance issues.

The registered Activity Provider must maintain a hard copy and/or electronic record to support each redemption and keep financial and other records relating to the scheme in accordance with the Australian Accounting Standards and any other relevant legislation (e.g. Associations Act).

Information to be retained includes:

- a printed voucher (or an electronic copy if issued electronically);
- the name of the child redeeming the voucher (noting that vouchers are not transferable);
- the name of the parent/carer; and
- a record of goods and services the voucher was used for.

**Vouchers cannot be split between different providers and once a voucher is redeemed by a registered Activity Provider the Department cannot cancel, reissue or transfer the voucher to another registered Activity Provider.**

### 5.3. Redemption value and refunds

If goods and/or services are provided for less than \$100 the voucher must be redeemed for the actual value (for example: if a voucher is used for registration costing \$80, the voucher is deemed as surrendered, the parent/student will not be issued a refund for the remaining \$20, and the provider can only claim \$80 for that voucher upon redemption with the Department).

Registered Activity Providers cannot provide cash refunds, in part or full, from a voucher even if a child no longer wishes or is unable to participate.

Vouchers cannot be transferred to another student or family member.

Vouchers cannot be 'banked' or credited against a child/account for future use.

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### 5.4. Goods and Services Tax (GST)

Vouchers are valued at \$100 GST exclusive and this must be reflected in the value of goods and services offered. GST registered Activity Providers will be reimbursed up to \$110 GST inclusive for each voucher. Registered Activity Providers that are not registered for GST will not be paid GST.

The Department will issue GST registered Activity Providers with a recipient created tax invoice (RCTI). It is the registered Activity Provider's responsibility to advise the Department of their GST status, and any change of status; and to ensure redemption payments and the issued RCTI reflect their correct and current status.

### 6. Risk review and audit

The Department reserves the right to review and/or audit registered Activity Providers to confirm compliance with this policy and any agreement in relation to the scheme.

To enable reviews or audits to be completed quickly, registered Activity Providers should ensure proper record keeping procedures are maintained and that documentation is available for review.

Risk reviews and audits may also provide the Department with information that can be used to modify and improve the scheme policy and procedures.

### 7. Compliance

Activity Providers need to comply with this policy and requirements of the Department, Licensing NT (Department of the Attorney-General and Justice) and other relevant authorities.

Compliance includes delivering on and acquitting NT Government grants in accordance with signed agreements.

Non-compliance may result in the Activity Provider being deregistered and/or funding withheld until the outstanding compliance, acquittal, reporting and/or milestone requirements are complete.

### 8. Complaints and disputes

Any complaints or disputes are to be referred to the Department for resolution by calling 1800 817 860 or emailing [sport.voucher@nt.gov.au](mailto:sport.voucher@nt.gov.au).



## **10. Questions from the Public**

## **11. General Business**

## **12. Next Meeting**

The next Meeting of Timber Creek Local Authority will be held 21 November 2023.