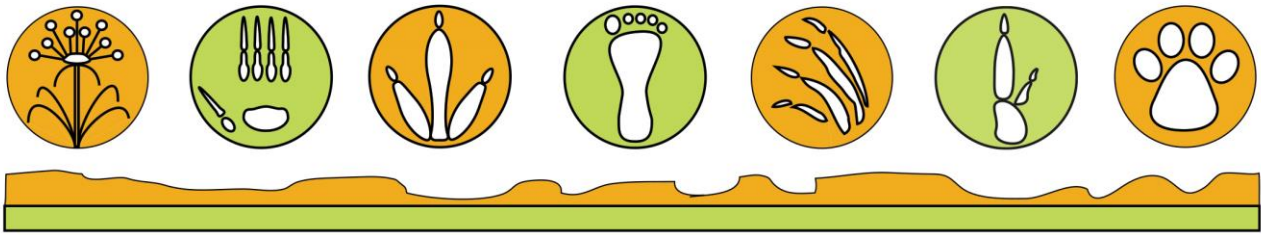


# BARKLY REGIONAL COUNCIL



## OUR VISION

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## The Way We Will Work

**We will make it happen!**

**We will be engaged and have regular opportunities to listen.**

**We will have strong policy and budgets to ensure our programs and services are progressive and sustainable.**

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**We will be a responsive Council.**

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**We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region.**

**We need to be realistic, transparent and accountable.**

## AGENDA ELLIOTT LOCAL AUTHORITY MEETING

**THURSDAY, 5 SEPTEMBER 2019**

Barkly Regional Council's Elliott Local Authority will be held in Elliott on Thursday, 5 September 2019 at 10:30am.

**Steven Moore**  
**Chief Executive Officer**

# BARKLY REGIONAL COUNCIL



## COUNCIL PRAYER

**Our Lord Jesus Christ, we trust you will guide and bless this meeting of the Barkly Regional Council. We pray that you will ensure that all discussions and decisions made today are just and fair as they will affect all people within the Barkly Region. We also pray for your guidance to ensure that all our dealings are appropriate to all those whom we represent and will reflect an equitable and honest approach to the issues to be discussed today.**

**Amen**

## WELCOME TO COUNTRY

**I respectfully acknowledge the traditional owners past and present of this land on which we are meeting, the Jingali/ Mudburra people.**

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# AGENDA

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ITEM	SUBJECT	PAGE NO
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<b>3</b>	<b>CORPORATE SERVICES DIRECTORATE REPORTS</b>	
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<b>13</b>	<b>REGIONAL COUNCIL'S ANNUAL REPORT FOR THE PREVIOUS FINANCIAL YEAR</b>	
	<i>Nil</i>	
<b>14</b>	<b>ANY RELEVANT COMMUNITY PLAN OF THE REGIONAL COUNCIL OR LOCAL AUTHORITY</b>	
	<i>Nil</i>	
<b>15</b>	<b>THE REGIONAL COUNCIL'S POLICY ON DELEGATION OF POWERS AND FUNCTIONS</b>	
	<i>Nil</i>	
<b>16</b>	<b>THE REGIONAL COUNCIL'S PROPOSED BUDGET PRIORITIES FOR THE LOCAL AUTHORITY AREA FOR THE NEXT FINANCIAL YEAR</b>	
	<i>Nil</i>	
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<b>19</b>	<b>CLOSE OF MEETING</b>	





## **CONFIRMATION OF PREVIOUS MINUTES**

---

**ITEM NUMBER** 2.1  
**TITLE** Confirmation of Previous Minutes  
**REFERENCE** 280922  
**AUTHOR** Shelley McDonald, Area Manager - Elliott

### **RECOMMENDATION**

#### **That the Authority**

- a) Receive and note the minutes of the previous meeting as a true and accurate record.

### **SUMMARY:**

### **BACKGROUND**

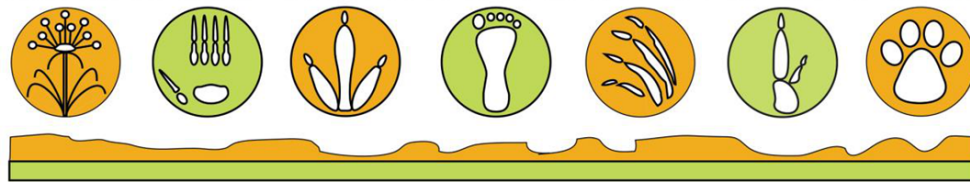
### **ISSUE/OPTIONS/CONSEQUENCES**

### **CONSULTATION & TIMING**

### **ATTACHMENTS:**

- 1 [↓](#) 01.08.2019 Elliott agenda.PDF
- 2 [↓](#) 01.08.2019 Elliott agenda.PDF

# BARKLY REGIONAL COUNCIL



## OUR VISION

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## The Way We Will Work

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**We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region.**

**We need to be realistic, transparent and accountable.**

## MINUTES

The Elliott Local Authority of the Barkly Regional Council was held in Elliott on Thursday, 1 August 2019 at 10:30am.

**Steven Moore**  
**Chief Executive Officer**

Meeting commenced at 10.30am with Chris Neade as chair.

## **1. OPENING AND ATTENDANCE**

### **1.1 Elected Members Present**

Christopher Neade  
Bob Bagnall  
Lennie Barton  
Jason Mullan  
Mayor Steve Edgington

### **1.2 Staff And Visitors Present**

Shelley McDonald – BRC  
Time Hema – BRC  
Jake Kelly – Territory Families  
Doreena Hansen – Territory Families  
Vivian Tong – Territory Families  
Carol Hermans – Rise – Ngurratjuta  
Chantelle Johns – Rise – Ngurratjuta  
Tom Barlow – Department Local Government

### **1.3 Apologies To Be Accepted**

Cr Jane Evans  
Cr Ray Aylett  
Kevin Gaskin

### **1.4 Absent Without Apologies**

Nil

### **1.5 Disclosure Of Interest**

Nil

There were no declarations of interest at this Elliott Local Authority meeting.

## **2. CONFIRMATION OF PREVIOUS MINUTES**

### **4.1 CONFIRMATION OF PREVIOUS MINUTES**

#### **MOTION**

#### **That the Authority**

- a) Receive and note the minutes of the previous meeting as a true and accurate record.

The LA members have request that in the Welcome to Country on page two that Warumungu people be removed and replaced with Jingili people for the Elliott LA agenda.

- 1.1 Amend Kevin Neade to Christopher Neade

4.4 Amend wording to the following require an updated quote to be presented at next meeting before the decision is made

Provisional meeting held due to lack of quorum.

**3. CORPORATE SERVICES DIRECTORATE REPORTS**

*Nil*

**4. GENERAL BUSINESS**

**6.1 ALTERNATE TO YOUTH DETENTION CENTRE - WORKING GROUP UPDATE - JULY**

**MOTION**

**That Council:**

- a) Receive and note the report from the Alternate to Youth Detention Centre Working Group meeting held on 17 July 2019

**RESOLVED**

**Moved: L A Member Jason Mullan**

**Seconded: LA Member Lennie Barton**

**CARRIED UNAN.**

*Resolved ELA 166/19*

**6.2 REGIONAL DEAL UPDATE**

**MOTION**

**That the Authority:**

- a) Receive and note the update

La Members would like to invite Tim Chandler to the next Elliott Local Authority Meeting to discuss the Regional Deal.

**RESOLVED**

**Moved: LA Member Bob Bagnall**

**Seconded: Chairperson Christopher Neade**

**CARRIED UNAN.**

*Resolved ELA 17/19*

**6.3 CONFIRMATION OF NEXT MEETING DATE**

**MOTION**

**That the Authority**

- a) Confirm the next Elliott Local Authority meeting to be held on the 5 September 2019.

The LA members have asked for the item of confirmation of next meeting date be placed at the end of the Agenda before the visitor presentation not in General business.

**RESOLVED**

**Moved: LA Member Bob Bagnall**

**Seconded: L A Member Jason Mullan**

**CARRIED UNAN.**

*Resolved ELA 18/19*

#### **6.4 JIM RENNIE MASTER PLAN**

**MOTION**

**That the Authority**

- a) Accept the Master Plan for the Jim Rennie Reserve

The Local Authority request the Director to investigate the terms of reference that was asked of the consultancy, how the Tennis Court roof came about, and why the Master Plan does not include costings, the LA members feel there should have been more provided in the Master plan.

**RESOLVED**

**Moved: L A Member Jason Mullan**

**Seconded: LA Member Bob Bagnall**

**CARRIED UNAN.**

*Resolved ELA 19/19*

#### **6.5 WATERPARK SHADE SALE DECISION ON QUOTES**

**MOTION**

**That the Authority**

- a) Accept the quote and to be paid out of LA funds
- b) Decline the quote and recommend Barkly Regional Council seek a grant.

The LA members have requested that the quotes be looked at again as all 3 quotes have different size shade areas, and updated quotes presented at the next meeting.

**RESOLVED**

**Moved: Chairperson Christopher Neade**

**Seconded: LA Member Lennie Barton**

**CARRIED UNAN.**

*Resolved ELA 20/19*

#### **6.6 ELLIOTT LANDFILL**

**MOTION****That the Authority**

- a) Accept and note the verbal report on Elliott Landfill

LA Members have asked that the locking of the Landfill site be discussed with the TO's and community members before it is implemented.

**RESOLVED**

**Moved:** LA Member Lennie Barton

**Seconded:** L A Member Jason Mullan

**CARRIED UNAN.**

*Resolved ELA 21/19*

**5. CORRESPONDENCE**

*Nil*

**6. ACTION ITEMS FROM PREVIOUS MEETING**

**8.1 ACTION ITEMS FROM PREVIOUS MINUTES**

**MOTION****That the Authority**

- a) Receive and note the report.
- b) Confirm all completed items and remove them from the action list.

The Local Authority have requested that the Football oval remains on the Action Item List until the dust suppression has resolved.

The Local Authority have asked for Barkly Regional Council have a discussion with Power Projects, on re-sealing of the roads in the town camps while Exact contracting are in the area, in the hope that the roads in the camps can be re-sealed.

Remove 20 Town Sprinkler System Completed.

Carol Hermans updated the LA members on the new Rise – CDP program- and will try to attend most of the LA meetings, she will attend the next meeting, and will talk about if they can continue with the Cemetery and Golf Course projects. Remove item 22 from the Action list.

The Local Authority would like the Elliott Airstrip to be placed back on the Action List until the tables and chairs are installed.

**RESOLVED**

**Moved:** L A Member Jason Mullan

**Seconded:** LA Member Bob Bagnall

**CARRIED UNAN.**

*Resolved ELA 22/19*

**7. AREA MANAGERS REPORT**

**9.1 AREA MANAGERS REPORT****MOTION****That the Authority**

- a) Receive and note the reports.

**RESOLVED****Moved:** LA Member Lennie Barton**Seconded:** L A Member Jason Mullan**CARRIED UNAN.***Resolved ELA 23/19***8. LOCAL AUTHORITY PROJECTS BREAKDOWN****10.1 RESPONSE FROM COUNCIL TO LOCAL AUTHORITY RECOMMENDATIONS****MOTION****That the Authority**

- a) Receive and note the report.

**RESOLVED****Moved:** Chairperson Christopher Neade**Seconded:** L A Member Jason Mullan**CARRIED UNAN.***Resolved ELA 24/19***9. CEO REPORT ON CURRENT BRC SERVICES IN LA AREA****11.1 MONTHLY CEO REPORT****MOTION****That the Authority:**

- a) Receive and note the Operations Director Report.

**RESOLVED****Moved:** L A Member Jason Mullan**Seconded:** LA Member Lennie Barton**CARRIED UNAN.***Resolved ELA 25/19***10. BRC'S RESPONSE TO LA ISSUES RAISED****12.1 CORRESPONDANCE TO CHIEF MINISTER**

**MOTION****That the Authority**

- A)** Receive and note the letter from the Chief Minister.

The Local Authority request the CEO to review all correspondence around the Alcohol Management plan in Elliott and report back to the Local Authority on where the Plan is at and to have the Alcohol Management Plan to be placed on the Action List.

**RESOLVED**

**Moved:** Chairperson Christopher Neade

**Seconded:** L A Member Jason Mullan

**CARRIED UNAN.**

*Resolved ELA 26/19*

**11. SERVICE DELIVERY ISSUES REPORTS IN THE LA AREA**

*Nil*

**12. LATEST FINANCIAL QUARTERLY REPORT**

**14.1 MONTHLY FINANCE REPORT**

**MOTION****That the Authority**

- a)** Receive and note the report.

The Local Authority has asked for the Sponsorship Policy and Community Grants policy be on the agenda at the next meeting on 5 September 2019. The question has been asked if the LA funds can be used to sponsor children going away to sporting events etc.

**RESOLVED**

**Moved:** LA Member Lennie Barton

**Seconded:** Chairperson Christopher Neade

**CARRIED UNAN.**

*Resolved*

**13. REGIONAL COUNCIL'S ANNUAL REPORT FOR THE PREVIOUS FINANCIAL YEAR**

*Nil*

**14. ANY RELEVANT COMMUNITY PLAN OF THE REGIONAL COUNCIL OR LOCAL AUTHORITY**

*Nil*

**15. THE REGIONAL COUNCIL'S POLICY ON DELEGATION OF POWERS AND FUNCTIONS**

*Nil*

**16. THE REGIONAL COUNCIL'S PROPOSED REGIONAL PLAN**

*Nil*



17. **THE REGIONAL COUNCIL'S PROPOSED BUDGET PRIORITIES FOR THE LOCAL AUTHORITY AREA FOR THE NEXT FINANCIAL YEAR**

*Nil*

18. **VISITOR PRESENTATIONS**

**20.1 TIDY TOWNS AUSTRALIA PRESENTATION**

**MOTION**

**That the Authority**

- a) Receive and note the report.
- b) Vote on whether or not to commence the tidy towns program

Ask Heimo to phone in the following meeting on the 5 September 2019, as meeting ran over time and some Members needed to leave by 1pm.

**RESOLVED**

**Moved:** LA Member Lennie Barton

**Seconded:** Chairperson Christopher Neade

**CARRIED UNAN.**

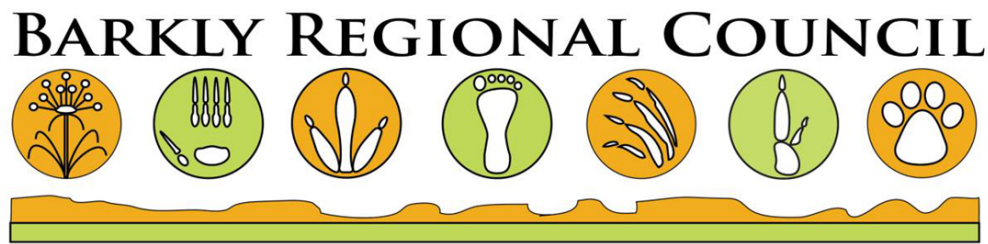
*Resolved ELA 27/19*

19. **CLOSE OF MEETING - 1:09pm**

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Elliott Local Authority Meeting HELD ON Thursday, 1 August 2019 AND CONFIRMED Thursday, 5 September 2019.

\_\_\_\_\_  
Chris Neade  
Chairperson

\_\_\_\_\_  
Shelley McDonald  
Area Manager



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We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region.

We need to be realistic, transparent and accountable.

## MINUTES

## ELLIOTT LOCAL AUTHORITY MEETING

**THURSDAY, 4 JULY 2019**

The Elliott Local Authority of the Barkly Regional Council was held in Elliott on Thursday, 4 July 2019 at 10:30am.

**Steven Moore**  
Chief Executive Officer

Meeting commenced at 10:45am with Kevin Neade as chair.

**1. OPENING AND ATTENDANCE**

**1.1 Elected Members Present**

Steven Edgington  
Christopher Neade  
Kevin Gaskin  
Lennie Barton  
Jody Nish  
Bob Bagnall

**1.2 Staff And Visitors Present**

Mark Parsons  
Shelley McDonald  
Jason Mullan  
Makhaim Brandon

**1.3 Apologies To Be Accepted**

Ray Aylett  
Gordon Jackson

**1.4 Absent Without Apologies**

**1.5 Disclosure Of Interest**

Bob Bagnall – Bagnall Agencies  
Jane Evans - Puma

**1.6 RESIGNATION**

**MOTION**

**That the Authority**

- a) Refer the resignation of Mona to council Rennie from the Elliott local authority as of the 3<sup>rd</sup> of July 2019.

**RESOLVED**

**Moved: Cr. Jane Evans**

**Seconded: LA Member Jody Nish**

**CARRIED UNAN.**

*Resolved ELA 1/19*

**MOTION**

**That the Authority**

- a) Advertise the vacancy of the local authority.

**RESOLVED**

**Moved: Chairperson Christopher Neade**

**Seconded: LA Member K Gaskin**

**CARRIED UNAN.**

*Resolved ELA 2/19*

## 2. CONFIRMATION OF PREVIOUS MINUTES

### 2.1 CONFIRMATION OF PREVIOUS MINUTES

#### MOTION

#### That the Authority

- a) Confirm the minutes of the meeting held on the 9 May 2019 as a true and accurate record.

#### RESOLVED

Moved: LA Member Jody Nish

Seconded: LA Member Bob Bagnall

**CARRIED UNAN.**

*Resolved ELA 3/19*

## 3. CORPORATE SERVICES DIRECTORATE REPORTS

*Nil*

## 4. GENERAL BUSINESS

### 4.1 DRAFT REGIONAL PLAN

#### MOTION

#### That Council:

- a) Receive and note the Draft Regional Plan for public consultation.

Local authority members asked that Mona Rennie be taken off the list of appointed members in the Elliott section since she has submitted her resignation.

#### RESOLVED

Moved: LA Member Jody Nish

Seconded: LA Member K Gaskin

**CARRIED UNAN.**

*Resolved ELA 4/19*

### 4.2 DRAFT LOCAL GOVERNMENT BILL

#### MOTION

#### That Council:

- a) Receive and note the address from the Department of Local Government, Housing and Community Development.

#### RESOLVED

Moved: LA Member K Gaskin

Seconded: Cr. Jane Evans

**CARRIED UNAN.**

*Resolved ELA 5/19*

**4.3 BARKLY WORKING GROUP****MOTION****That the Authority**

- a) Receive and note the report.

Local authority members raised the question on whether it will be children who have had court appearances made to attend the youth centre or will at risk children who have yet to go to court be allowed entry.

**.RESOLVED**

**Moved:** Cr. Jane Evans

**Seconded:** LA Member K Gaskin

**CARRIED UNAN.**

*Resolved ELA 6/19*

**4.4 WATERPARK SHADE SALE DECION ON QUOTES****MOTION****That the Authority**

- a) Request an amended quote from suppliers to be presented at the next meeting before a decision is made.

**RESOLVED**

**Moved:** LA Member K Gaskin

**Seconded:** LA Member Bob Bagnall

**CARRIED UNAN.**

*Resolved ELA 7/19*

**4.5 ANZAC SHADE SALE DECISION ON QUOTES****MOTION****That the Authority**

- a) Accept the combined quote's from Bagnall Agencies and Triple P Contracting to be paid out of LA funds for the amount of \$41,888.00.

**RESOLVED**

**Moved:** LA Member K Gaskin

**Seconded:** LA Member Jody Nish

**CARRIED UNAN.**

*Resolved ELA 8/19*

**4.6 CONFIRMATION OF NEXT MEETING DATE****MOTION****That the Authority**

- a) Confirm the next Elliott Local Authority meeting to be held on the 01 August 2019.

**RESOLVED**

**Moved:** Cr. Jane Evans

**Seconded:** LA Member Jody Nish

**CARRIED UNAN.**

*Resolved ELA 9/19*

#### 4.7 REGIONAL DEAL UPDATE - FACT SHEET

**MOTION**

**That the Authority**

- a) Receive and note the report.

**RESOLVED**

**Moved:** LA Member Jody Nish

**Seconded:** LA Member Lennie Barton

**CARRIED UNAN.**

*Resolved ELA 10/19*

#### 4.8 RECONCILIATION ACTION PLAN

**MOTION**

**That the Authority**

- a) Receive and note the report.

Local authority members were encouraged to bring any feedback in regards to the Reconciliation Action Plan (RAP) from themselves or community members to the next meeting.

**RESOLVED**

**Moved:** LA Member K Gaskin

**Seconded:** Cr. Jane Evans

**CARRIED UNAN.**

*Resolved ELA 11/19*

#### 4.9 LETTER TO THE CHEIF MINISTER

**MOTION**

**That the Authority**

- a) Receive and note the report.

**RESOLVED**

**Moved:** Chairperson Christopher Neade

**Seconded:** Cr. Jane Evans

**CARRIED UNAN.**

*Resolved ELA 12/19*

#### 5. ACTION ITEMS FROM PREVIOUS MEETING

**5.1 ACTION ITEMS****MOTION**

That the Authority

- a) Receive and note the report

Heimo from Tidy Towns Australia will be contacted to video conference in due to being unable to attend in person.

**RESOLVED**

Moved: LA Member Jody Nish

Seconded: LA Member K Gaskin

**CARRIED UNAN.**

*Resolved ELA 13/19*

**6. AREA MANAGERS REPORT****6.1 AREA MANAGERS REPORT****MOTION**

That the Authority

- a) Receive and note the reports.

**RESOLVED**

Moved: LA Member K Gaskin

Seconded: LA Member Jody Nish

**CARRIED UNAN.**

*Resolved ELA 14/19*

Cr Jane Evans left the meeting, the time being 1:11 PM

**7. LOCAL AUTHORITY PROJECTS BREAKDOWN**

*Nil*

**8. CEO REPORT ON CURRENT BRC SERVICES IN LA AREA****8.1 MONTHLY CEO REPORT****MOTION**

That Council

- a) Receive and note the Director of Operations Report

**RESOLVED**

Moved: LA Member Bob Bagnall

Seconded: LA Member K Gaskin

**CARRIED UNAN.**

*Resolved ELA 15/19*

**9. BRC'S RESPONSE TO LA ISSUES RAISED**

*Nil*

**10. SERVICE DELIVERY ISSUES REPORTS IN THE LA AREA**

Nil

**11. LATEST FINANCIAL QUARTERLY REPORT**

**11.1 MONTHLY FINANCE REPORT**

**MOTION**

**That the Authority**

- a) Receive and note the report.

**RESOLVED**

**Moved:** LA Member K Gaskin

**Seconded:** LA Member Jody Nish

**CARRIED UNAN.**

*Resolved ELA 16/19*

**12. REGIONAL COUNCIL'S ANNUAL REPORT FOR THE PREVIOUS FINANCIAL YEAR**

Nil

**13. ANY RELEVANT COMMUNITY PLAN OF THE REGIONAL COUNCIL OR LOCAL AUTHORITY**

Nil

**14. THE REGIONAL COUNCIL'S POLICY ON DELEGATION OF POWERS AND FUNCTIONS**

Nil

**15. THE REGIONAL COUNCIL'S PROPOSED REGIONAL PLAN**

Nil

**16. THE REGIONAL COUNCIL'S PROPOSED BUDGET PRIORITIES FOR THE LOCAL AUTHORITY AREA FOR THE NEXT FINANCIAL YEAR**

Nil

**17. BRC'S RESPONSE TO SERVICE DELIVERY COMPLAINTS IN THE LA AREA**

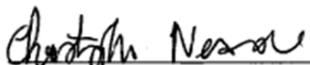
Nil

**18. VISITOR PRESENTATIONS**

Nil

**19. CLOSE OF MEETING**

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Elliott Local Authority Meeting HELD ON Thursday, 4 July 2019 AND CONFIRMED Thursday, 8 August 2019.

  
Chris Neade  
Chair

  
Shelley McDonald  
Area Manager



**GENERAL BUSINESS**

---

**ITEM NUMBER** 4.1  
**TITLE** Waterpark Shade Sale Funds Allocation  
**REFERENCE** 280049  
**AUTHOR** Shelley McDonald, Area Manager - Elliott

**RECOMMENDATION****That the Authority**

- a) Endorse one of the attached quotes for the Elliott Waterpark shade structure

**SUMMARY:**

To Install Shade Sails over the Waterpark pad site to provide shade for participants using the Waterpark. A scope of works was emailed to all companies, along with the design map of the waterpark, the quotes reflect each company's interpretation of the scope.

Recreational Concepts – 12 x 9 x 3 High	\$20,625.00 Inc
Harvey Developments – no Measurements but similar to Ali Curung	\$22,000.00 Inc
ShadeTech in Alice – 8 x 8	\$28,061.00 Inc

**BACKGROUND**

<<Enter Text>>

**ISSUE/OPTIONS/CONSEQUENCES**

<<Enter Text>>

**CONSULTATION & TIMING**

<<Enter Text>>

**ATTACHMENTS:**

- 1 [30174-Barkly Shire water park - RCA.pdf](#)
- 2 [BARKLY REGIONAL COUNCIL ELLIOT WATER PLAY SHADE AREA - Shadetech.pdf](#)
- 3 [Quote Elliott water park shade sail. HD.pdf](#)
- 4 [Email Requesting quotes.pdf](#)
- 5 [Waterpark Details.pdf](#)

# Recreational Concepts Australia Pty Ltd



PO Box 320  
Salisbury South DC SA 5106  
ABN: 68 130 324 551

P: 1300 668 090

24/07/2019

**Ref # 30174**

**Barkly Shire  
Elliot Office**

**Attention Shelley**

**Shade Structure over water park**

Thank you for the opportunity to quote the above.

Below is our proposal for a shade structure:-

Supply and Install :

**1 12 x 9 x 3 High 4 post structure**

**Total Cost Installed \$ 18,750 + GST**

**Shade Cloth Colour to Be Advised**

**Galvanised posts**

**Monotec 370 Australian HD Shade Cloth.**

**We will supply and engineers certification on completion of the project**

**Accommodation to be supplied by council**

If we can be of further help or you wish to make further changes please do not hesitate to call on the above numbers.

Yours Sincerely

Keith S Anderson  
Recreational Concepts Australia Pty Ltd



**Eco Friendly**

E: [info@rcaust.com.au](mailto:info@rcaust.com.au)

[www.rcaust.com.au](http://www.rcaust.com.au)

# Recreational Concepts Australia Pty Ltd

PO Box 320  
Salisbury South DC SA 5106  
ABN: 68 130 324 551

P: 1300 668 090



**WE BACK OUR PRODUCTS !**

- 
- 
- 
- 
- 
- 
- 10-year warranty on all steel structures and fittings.
- 15 year manufactures warranty on UV degradation of shade cloth fabrics.
- 15 Year Warranty on Frame .. Galvanized and Powder Coated ..
- All Multishade structures & footings are designed & **engineer certified**, they comply to AS 1170.2 (Wind Code) and AS4100 (Steel Structures).
- Recreational Concept Products only use **350** grade Australian steel.
- All structures are designed to withstand 3 categories of wind factor and fabric tensioned to always look their best.
- With shade cloth and vinyl from all major suppliers we offer cloth with 90-96% UV rating, waterproof cloth, fire retardant cloth and numerous grades of vinyl.
- We encourage you to get quotes from others, but ensure you are comparing like materials! We don't compromise on our quality so you shouldn't compromise your choice.



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# Recreational Concepts Australia Pty Ltd



PO Box 320  
Salisbury South DC SA 5106  
ABN: 68 130 324 551

P: 1300 668 090

## Quote Terms and Conditions

1. This quote is strictly valid for 30 days from the date on this document.
2. **If rock and/or hard digging are encountered during installation, extra costs will be charged.**
3. **While due care is taken by installers in excavation, it should be noted that all costs of locating &/or repairing underground services, will be the responsibility of the client.**
4. Delivery of the order is approximately Eight (8) to Ten (10) weeks from placement of order.
5. Rates and prices exclude GST.
6. All Underground Services must be located and documented by the client before commencement of works.
7. If Underground Services are not located and documented prior to commencement of works and works are interrupted, we reserve the right to charge the client \$200 per hour whilst works are suspended.
8. Our quote is based on the works being conducted during normal working hours 7:30am to 3:00pm Monday thru Friday. Work outside these hours may be done by arrangement only and will result in variations for shift allowances and lighting etc.
9. Clear and unrestricted access to the worksite to be provided at all times.
10. Clean portable water to be supplied at mains pressure within 20m of the work area.
11. Toilet facilities to be made available to Recreational Concepts Australia at no charge.
12. Parking to be provided on site at no cost to Recreational Concepts Australia.
13. We have assumed single phase power supplied free of charge within 25m of our work location.
14. Payment 50% deposit and the balance on Practical Completion of works.
15. This quote is subject to Recreational Concepts Australia general terms and conditions of sale
16. Our lump sum price covers all works in the Scope of Works and assumes we will be awarded all items covered.
17. Additions or deductions to the scope of works exceeding +/- 10% will not be done as a pro-rata adjustment to the contract sum and will require separate negotiation and agreement on a variation value.
18. By placing an order with Recreational Concepts Australia you are agreeing to comply with the terms and conditions stated on this quotation.



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E: [info@rcaust.com.au](mailto:info@rcaust.com.au)

[www.rcaust.com.au](http://www.rcaust.com.au)



# SHADETECH *in ALICE*

PA & KA Sullivan Pty. Ltd.  
78 Elder Street  
PO Box 8306  
Alice Springs NT 0871  
Phone/Fax: (08) 8953 5122  
Mobile: 0418 826 874  
ABN 46 095 665 044

13<sup>TH</sup> MAY 2019

Quotation Number. EWP10519C

BARKLY REGIONAL COUNCIL

RE: ELLIOT WATER PLAY SHADE

SUPPLY AND INSTALL 8M X 8M BANYAN SHADE  
WITH 90% SHADE CLOTH TOP AND FRAME IN HOT  
DIP GALV FINISH.  
PRICE INCLUDES ENGINEERING AND BUILDING PERMIT.  
PRICE \$ 25510.00  
+GST \$ 2551.00  
TOTAL \$ 28061.00

Regards,  
Peter Sullivan,  
MANAGER

#### TERMS:

- (A) BUILDING PERMIT FEES, FOR LOCAL, STATE AND COMMONWEALTH AUTHORITIES WILL BE YOUR RESPONSIBILITY. IF REQUIRED WE CAN ARRANGE BUILDING PERMITS. **PLEASE BE AWARE THAT WITH THE NEW BUILDING LAWS YOU MAY BE REQUIRED TO PROVIDE A LAND SURVEYORS CERTIFICATE BEFORE THE BUILDING CERTIFIERS WILL ISSUE A PERMIT TO BUILD.**
- (B) A 30% DEPOSIT IS REQUIRED ON SIGNING THIS QUOTATION BY YOU AND THE BALANCE WILL BE PAYABLE ON COMPLETION.
- (C) THIS QUOTE IS VALID FOR 14 DAYS
- (D) IF ROCKS, OR OTHER HARD SUBSTANCES ARE ENCOUNTERED THERE WILL BE AN ADDITIONAL COST FOR EXCAVATION AND FOOTINGS. SHADETECH IN ALICE TAKES NO RESPONSIBILITY FOR INGROUND SERVICES ENCOUNTERED, RE LOCATED AND/OR DAMAGED DURING THE COURSE OF EXCAVATIONS FOR THE FOOTINGS AND INSTALLATIONS.
- (E) SHADETECH IN ALICE RESERVES THE RIGHT TO REMOVE THE STRUCTURE OR STRUCTURES IF PAYMENT IS NOT MADE WITHIN THE AGREED PERIOD.
- (F) ANY EXTRA COSTS INCURED DUE TO ENGINEERS REPORT ON POSTS AND FOOTINGS WILL HAVE TO BE BORNE BY THE CUSTOMER. SHADETECH IN ALICE QUOTES ARE A FAIRLY ACCURATE QUOTE BUT IN SOME CASES WHERE AN APPROVAL IS REQUIRED WITH AN ENGINEERS REPORT THE ENGINEER MAY REQUIRE THE FOOTINGS OR POSTS TO BE INCREASED. THIS IS SOMETIMES NOT KNOWN UNTIL THE SHADE IS STARTED OR GIVEN THE GO AHEAD.



**Barkly Shire – Elliott Community**  
**Att: Shelley**

**Quote Nr 18/441**

09/08/2018

Quotation - Barkly Shire – Elliott NT

Address: - Elliott Water Park

Date - 09/08/2018

The following quote is to supply and erect a new shade sail over the Elliott water park facility. The shade sail is Engineered and designed to suit the amenity by first erecting the 130mm Poles to enable the shade sail to clear the bucket and then maximise shade over the playground by lowering the leading edge of sail into the morning and afternoon sun. Exact proportions of the shade sail are measured, and the shade sail is engineered and manufactured as fit for purpose. We use the highest quality material available 90%. Colour choice is also available

*The facility will be similar to the Ali Curung Water Park complex.*

Lump sum price	\$ 20,000.00
GST	\$ 2,000.00
TOTAL	\$ 22,000.00

Yours faithfully

Peter Harvey  
0422 145391

**Shelley McDonald**

---

**From:** Shelley McDonald  
**Sent:** Wednesday, 20 March 2019 2:45 PM  
**To:** 'Office Harvey Developments'; DGK Builders (dgk@gkbuilders.net.au); triple P Contracting (triplepcontracting@outlook.com); 'Keith Anderson - RCAUST' 'asbuiltt@bigpond.com'; 'admin@probuildnt.com.au'; 'service@tjcontractors.com.au'  
**Cc:**  
**Subject:** Request for Quote Elliott Waterpark  
**Attachments:** image001.png.html; image002.jpg.html; image003.png.html; Water Park Plans.pdf.html; Water Park Google Map.jpg.html; Photo of Waterpark.jpeg.html; 3263\_001.pdf.html

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Contractors,

We are looking for quotes to improve our Waterpark Yard we require.

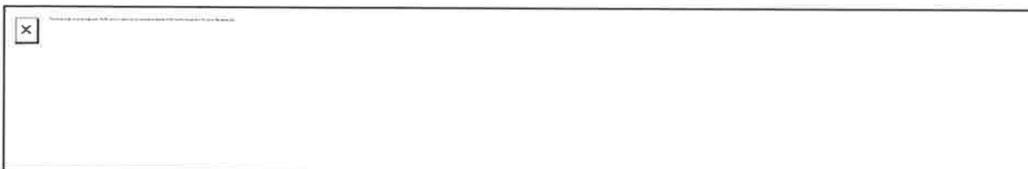
A shade structure over the pad of the water park,  
2 x table and chairs with shelter,  
Landscaping – Lawn.

If this can be quoted in 3 parts, that would be great

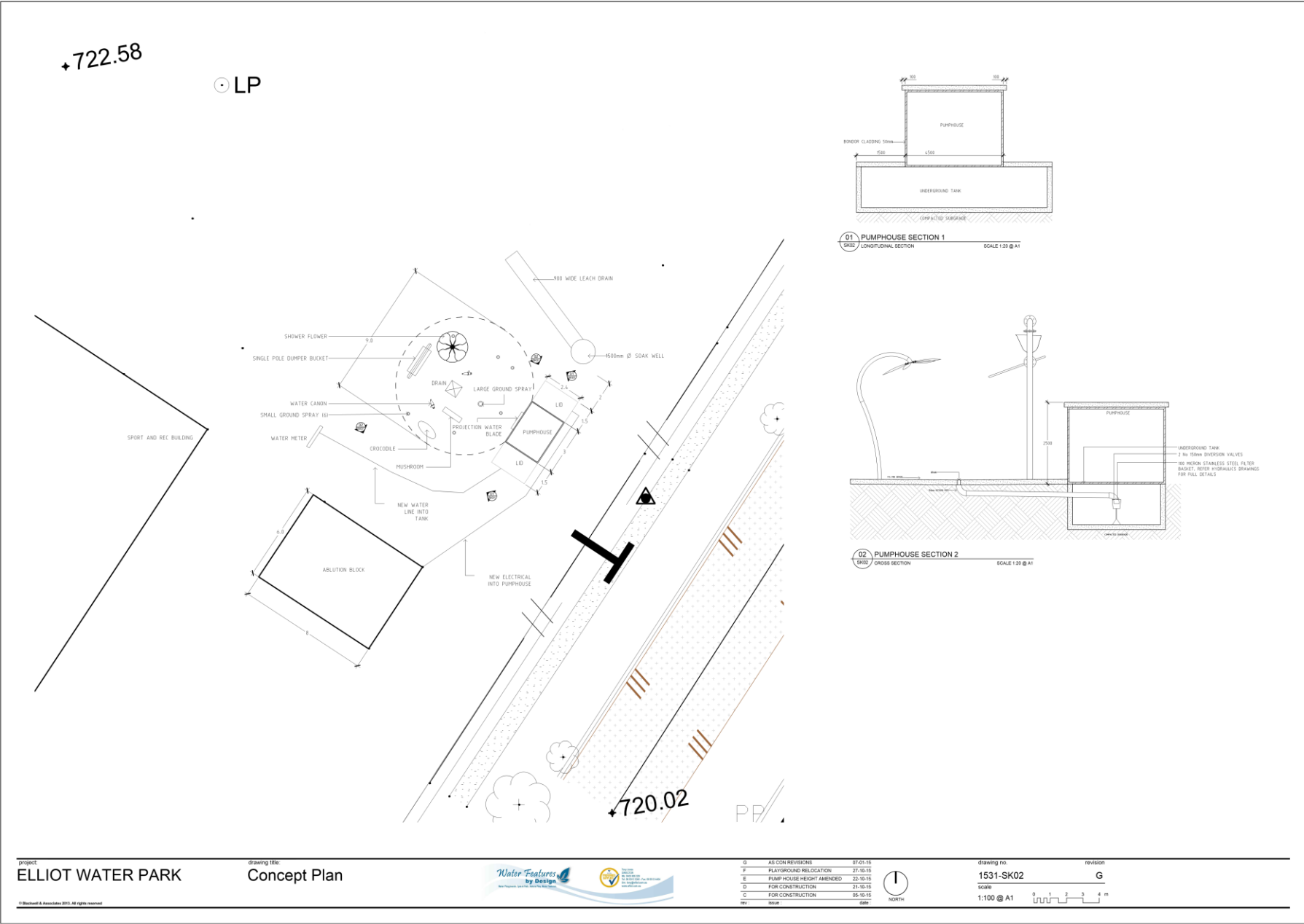
I need this by the 29 March at the latest if possible.

Kind Regards

Shelley McDonald  
Elliott Area Manager | Barkly Regional Council  
T: (08) 8969 3902 | F: (08) 8969 2076  
R: (08)8969 3901 | M: 0448 038 774  
| E: [shelley.mcdonald@barkly.nt.gov.au](mailto:shelley.mcdonald@barkly.nt.gov.au)  
C/o Post Office Elliott NT 0862  
[www.barkly.nt.gov.au](http://www.barkly.nt.gov.au)









## **GENERAL BUSINESS**

---

**ITEM NUMBER** 4.2  
**TITLE** Jim Rennie Master Plan  
**REFERENCE** 280790  
**AUTHOR** Shelley McDonald, Area Manager - Elliott

### **RECOMMENDATION**

#### **That the Authority**

- a) Review the Master Plan for the Jim Rennie Reserve.

### **SUMMARY:**

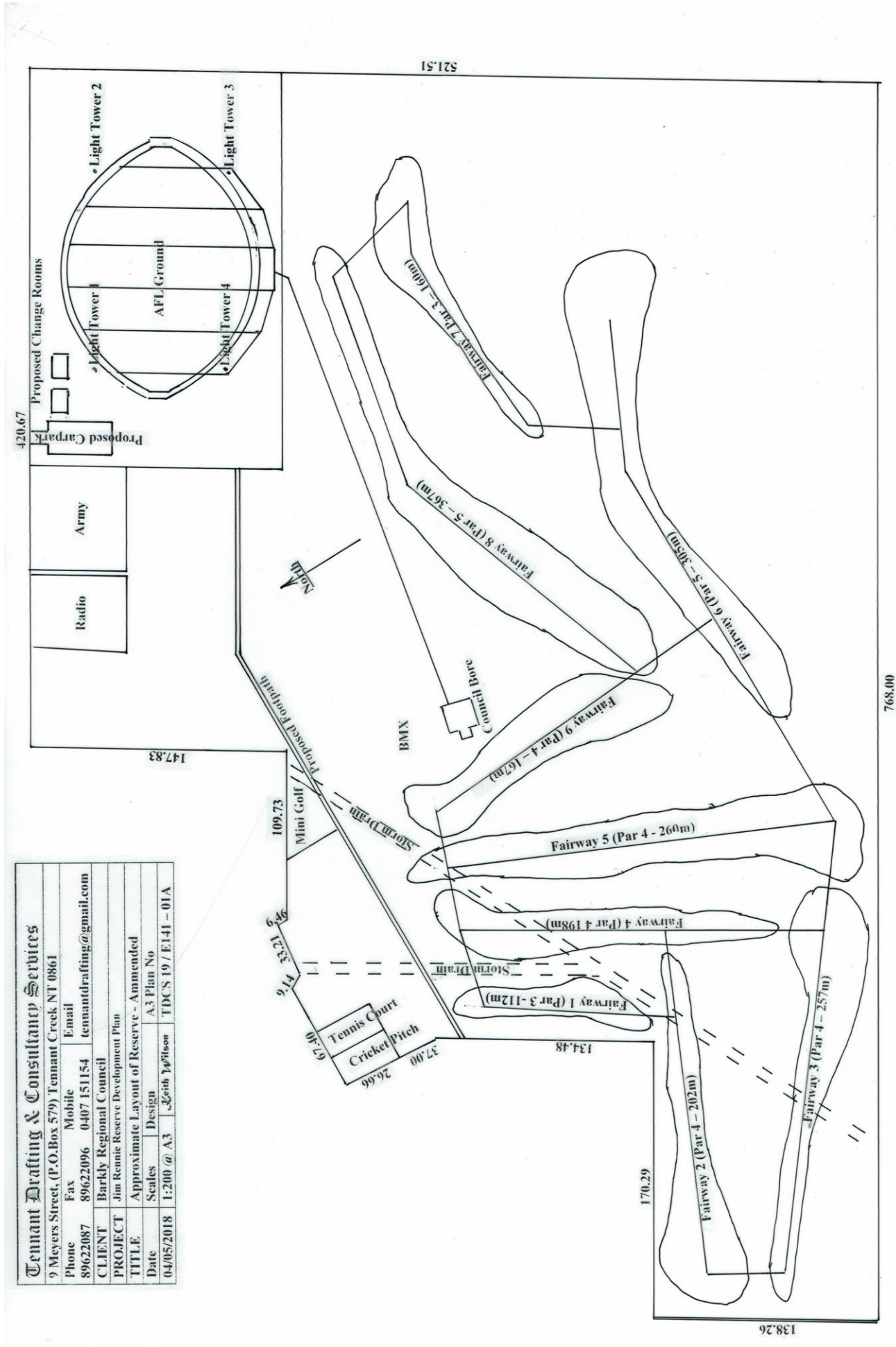
### **BACKGROUND**

### **ISSUE/OPTIONS/CONSEQUENCES**

### **CONSULTATION & TIMING**

### **ATTACHMENTS:**

1 [↓](#) Elliott - Jim Rennie Reserve Plan - Updated20082019.pdf



## GENERAL BUSINESS

---

**ITEM NUMBER** 4.3  
**TITLE** Elliott Gym  
**REFERENCE** 280791  
**AUTHOR** Makhaim Brandon, Administration Officer

### RECOMMENDATION

**That the Authority**

- a) Receive and note the verbal report from the Acting Director of Operations.



### SUMMARY:

### BACKGROUND

### ISSUE/OPTIONS/CONSEQUENCES

### CONSULTATION & TIMING

### ATTACHMENTS:

- 1  Community-Gyms.pdf  
2  risk-factsheet-community-gymnasiums.pdf



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
- Orreroo 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.<sup>1</sup>

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.<sup>2</sup>

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
<b>Ceduna Community Gym</b>	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	
<b>Crystal Brook Fitness Centre</b>	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
<b>Gym Works Cleve Community Fitness Centre</b>	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
<b>Jamestown Gymnasium Centre</b>	Purpose-built centre	2003	Jamestown Hydrotherapy Pool	Volunteer committee made up of volunteers and local council members	Machine weights, cardio machines	
<b>Karoonda Community Gym</b>	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
<b>Kimba Health and Fitness Centre</b>	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
<b>Lock Community Centre</b>	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
<b>Nunga Gym</b>	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
<b>Orroroo Community Gym</b>	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
<b>Pinnaroo Community Gym</b>	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
<b>Port Neill &amp; Districts Community Sports Hub</b>	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	
<b>Quorn Gym</b>	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
<b>Collingwood Community Gym (Victoria)</b>	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	
<b>Cunderdin Meckering Community Gym (WA)</b>	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
<b>Victoria Plains (WA)</b>	Recreation hall	2009	Victoria Plains Shire Council	Council managed	Free weights, weight machines, cardio machines, fitness classes	
<b>West Winds Community Gym (Tasmania)</b>	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.<sup>3</sup>

### 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.

<sup>3</sup> 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.<sup>4</sup>

<sup>4</sup> 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		
				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.<sup>5</sup>

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.<sup>6</sup>

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

<sup>5</sup> [www.recreationsa.org](http://www.recreationsa.org)

<sup>6</sup> [www.rmia.vic.gov.au](http://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
<b>Free Weights</b> (e.g. dumbbells, barbells, kettle bells, etc)	<ul style="list-style-type: none"> <li>• Low cost</li> <li>• Easy to use</li> <li>• Offers variety and versatility</li> <li>• Need smaller area to workout</li> <li>• Suitable for most people</li> <li>• Easy to access and set up</li> </ul>	<ul style="list-style-type: none"> <li>• Injury risk if training alone</li> <li>• Need another person to act as a spotter</li> <li>• Need to adjust to suit individual requirements</li> <li>• Can be confusing knowing what to do</li> </ul>
<b>Weight Machines</b> (e.g. pin loaded, pulley, resistance weights)	<ul style="list-style-type: none"> <li>• Safer than free weights</li> <li>• Can train alone</li> <li>• Generally easier to use</li> <li>• Better choice for beginners starting strength training</li> <li>• Saves time compared to adjusting free weights</li> <li>• Good for rehabilitation</li> </ul>	<ul style="list-style-type: none"> <li>• High cost</li> <li>• Take up more floor space</li> <li>• Only designed for average-sized person</li> <li>• High-injury risk through poor practice</li> <li>• Pulley cords can be stripped and need replacement</li> </ul>
<b>Cardio Machines</b> (e.g. treadmills, exercise bikes, climbers, etc)	<ul style="list-style-type: none"> <li>• Most effective for working out</li> <li>• Good for the heart</li> <li>• Safe and easy to use</li> <li>• Low risk of injury</li> <li>• Appropriate for exercising when limited time available</li> </ul>	<ul style="list-style-type: none"> <li>• High cost</li> <li>• Take up more floor space</li> <li>• Not easily moved</li> <li>• Can be difficult to adjust</li> </ul>
<b>Fitness Classes</b> (e.g. aerobics, step, pump, etc)	<ul style="list-style-type: none"> <li>• Little equipment required</li> <li>• Safe and easy to run</li> <li>• Suits all ability and interest levels</li> <li>• Can be done in limited space</li> </ul>	<ul style="list-style-type: none"> <li>• Needs a qualified instructor</li> <li>• Requires access to power source for music</li> </ul>

**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.<sup>7</sup>

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.

<sup>7</sup> Equipment suppliers [www.fitnesssuppliers.com.au](http://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.<sup>8</sup>

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.<sup>9</sup>

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.

<sup>8</sup> [www.recreationsa.org](http://www.recreationsa.org)

<sup>9</sup> [www.safework.sa.gov.au](http://www.safework.sa.gov.au)



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

## 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

<sup>10</sup> 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.<sup>11</sup>

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.<sup>12</sup>

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)?

<sup>11</sup> [www.workcover.com](http://www.workcover.com)

<sup>12</sup> [www.chw.edu.au](http://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.<sup>13</sup>

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.

<sup>13</sup> 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.<sup>14</sup>

#### 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

<sup>14</sup> South Australia – Fair Trading (Health and Fitness Industry Code of Practice) Regulations 2007.  
[www.legislation.sa.gov.au](http://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.<sup>15</sup>

<sup>15</sup> [www.recsport.sa.gov.au](http://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,<sup>16</sup> 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 compliments 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.

<sup>16</sup> 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.<sup>17</sup>

<sup>17</sup> [www.recsport.sa.gov.au](http://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.

<b>Stage 1 – Identify a working group</b>
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?
<b>Stage 2 – Research</b>
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?						
<b>Capital establishment</b>	Building	Equipment	Fit out	Legal		\$
<b>Operational costs</b>	Staffing	Rent/hire	Utilities	Insurance/licenses	Admin	\$
<b>Maintenance costs</b>	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.

<b>Programs</b>
What programs, activities does the gym want to offer?
<b>Evaluation and Research</b>
What systems will you put in place to measure client satisfaction, client needs, and opportunities for improvement?
<b>Coordination</b>
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 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	

## CHECKLIST

## 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](http://www.recreationsa.org)  
Safework SA [www.safework.sa.gov.au](http://www.safework.sa.gov.au)

#### 2. Risk Management

Victorian Managed Insurance Authority (Community Gyms Risk Factsheet) [www.vmia.vic.gov.au](http://www.vmia.vic.gov.au)

#### 3. Equipment suppliers

[www.gymlink.com.au](http://www.gymlink.com.au)  
[www.fitnesssuppliers.com.au](http://www.fitnesssuppliers.com.au)  
[www.equipmentfirst.com](http://www.equipmentfirst.com)

#### 4. Sports Medicine and Safety

Sports Medicine Australia SA Branch [www.smasa.asn.au](http://www.smasa.asn.au)

#### 5. Legal

WorkCover [www.workcover.com](http://www.workcover.com)

#### 6. Kids in gyms

Children's Hospital at Westmead [www.chw.edu.au](http://www.chw.edu.au)

#### 7. Fair Trading (Health and Fitness Industry Code of Practice) Regulations 2007

[www.legislation.sa.gov.au](http://www.legislation.sa.gov.au)

#### 8. Grants Information

Government of South Australia [www.sa.gov.au](http://www.sa.gov.au)  
Office for Recreation and Sport [www.recsport.sa.gov.au](http://www.recsport.sa.gov.au)

### Additional References

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



## CONTACT US



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Office for Recreation and Sport

## CONTACT US

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# 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](http://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](http://www.worksafe.vic.gov.au).

[www.vmia.vic.gov.au](http://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.

[www.vmia.vic.gov.au](http://www.vmia.vic.gov.au)



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

- 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 or 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



## Disclaimer

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## GENERAL BUSINESS

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<b>ITEM NUMBER</b>	4.4
<b>TITLE</b>	Anzac Shade Sale Decion on Quotes
<b>REFERENCE</b>	280845
<b>AUTHOR</b>	Shelley McDonald, Area Manager - Elliott

### RECOMMENDATION

#### That the Authority

- a) Endorse one of the attached quotes for the Elliott Anzac Memorial Shade Sale project

### SUMMARY:

To Install Shade Sails over the Anzac site to provide shade for tourists, community and for the Anzac memorial day.

Barkly Regional Council has asked that all quotes provide an engineers Certificate with the project.

Recreational Concepts – Engineers Certificate supplied Consisting of 2 off 6 x 6 x 3m 12 post co joined structures 1 off 6 x 6 x 3m 4 post structure	\$48,750.00
Bagnall Agencies – no Engineers Certificate supplied Supply Shade 4 x Structures Includes sails, cables, eyelets & clips, turnbuckles Includes 10 posts to length with caps and turnbuckle brackets. Includes pegging out site.	\$27,390.00
Triple P Contracting – No Engineers Certificate supplied Install Shade Structure	\$14,498.00
Total cost	\$41,888.00
ShadeTech in Alice – Engineers Certificate supplied As per Attached Concept Drawing	\$58,762.00

### BACKGROUND

<<Enter Text>>

### ISSUE/OPTIONS/CONSEQUENCES

<<Enter Text>>

### CONSULTATION & TIMING

<<Enter Text>>

### ATTACHMENTS:

- 1 [↓](#) Recreational Concepts 30198 - Barkly Region Council - Anzac.docx
- 2 [↓](#) 00000607Q BRS 14498 ANZAC AREA - Tripple P.pdf
- 3 [↓](#) Bagnall Agencies 3027 BRC Quote.pdf
- 4 [↓](#) ShadeTech BARKLY REGIONAL COUNCIL ANZAC MEMORIAL SHADE.pdf
- 5 [↓](#) Elliot Anzac Memorial Concept.pdf





# Recreational Concepts Australia Pty Ltd



PO Box 320  
Salisbury South DC SA 5106  
ABN: 68 130 324 551

P: 1300 668 090

26/07/2019

**Ref # 30198**

Barkly Regional Council

Attention Shelley McDonald

Thank you for the opportunity to quote the above project.

Scope of works

Supply and Install:

5 off 6 x 6 x 3 high shade structure N4 W50 wind rating  
With Ptfе tape Galvanised posts

Consisting of 2 off 6 x 6 x 3m 12 post co joined structures  
1 off 6 x 6 x 3m 4 post structure

**Total Cost Installed \$ \$48,750.00 + GST**

**Shade Cloth Colour to Be Advised**

Galvanised Posts and Frame

Monotec 370 Australian HD Shade Cloth.

**NB**

**Accommodation to be supplied by client**

**Engineers certification supplied on completion of project**

**Anti-vandal discs can be supplied at an extra cost if required.**

If I can be of further help please call me on the above number.

Yours Sincerely

Keith S Anderson  
Recreational Concepts Australia Pty Ltd



**Eco Friendly**

E: [info@rcaust.com.au](mailto:info@rcaust.com.au)

[www.rcaust.com.au](http://www.rcaust.com.au)

# Recreational Concepts Australia Pty Ltd

PO Box 320  
Salisbury South DC SA 5106  
ABN: 68 130 324 551

P: 1300 668 090



**WE BACK OUR PRODUCTS !**

- 
- 
- 
- 
- 
- 10-year warranty on all steel structures and fittings.
- 15 year manufactures warranty on UV degradation of shade cloth fabrics.
- 15 Year Warranty on Frame .. Galvanized and Powder Coated ..
- All Multishade structures & footings are designed & **engineer certified**, they comply to AS 1170.2 (Wind Code) and AS4100 (Steel Structures).
- Recreational Concept Products only use **350** grade Australian steel.
- All structures are designed to withstand 3 categories of wind factor and fabric tensioned to always look their best.
- With shade cloth and vinyl from all major suppliers we offer cloth with 90-96% UV rating, waterproof cloth, fire retardant cloth and numerous grades of vinyl.
- We encourage you to get quotes from others, but ensure you are comparing like materials! We don't compromise on our quality so you shouldn't compromise your choice.



Eco Friendly

E: [info@rcaust.com.au](mailto:info@rcaust.com.au)

[www.rcaust.com.au](http://www.rcaust.com.au)

# Recreational Concepts Australia Pty Ltd



## Quote Terms and Conditions

PO Box 320  
Salisbury South DC SA 5106  
ABN: 68 130 324 551

P: 1300 668 090

1. This quote is strictly valid for 60 days from the date on this document.
2. **If rock and/or hard digging are encountered during installation, extra costs will be charged.**
3. **While due care is taken by installers in excavation, it should be noted that all costs of locating &/or repairing underground services, will be the responsibility of the client.**
4. Delivery of the order is approximately Eight (8) to Ten (10) weeks from placement of order.
5. Rates and prices exclude GST.
6. Our quote is based on the works being conducted during normal working hours 7:30am to 3:00pm Monday thru Friday. Work outside these hours may be done by arrangement only and will result in variations for shift allowances and lighting etc.
7. Clear and unrestricted access to the worksite to be provided at all times.
8. Clean portable water to be supplied at mains pressure within 20m of the work area.
9. Toilet facilities to be made available to Recreational Concepts Australia at no charge.
10. Parking to be provided on site at no cost to Recreational Concepts Australia.
11. We have assumed single phase power supplied free of charge within 25m of our work location.
12. **Payment 50% deposit then full balance on Practical Completion of works.**
13. This quote is subject to Recreational Concepts Australia general terms and conditions of sale
14. Our lump sum price covers all works in the Scope of Works and assumes we will be awarded all items covered.
15. Additions or deductions to the scope of works exceeding +/- 10% will not be done as a pro-rata adjustment to the contract sum and will require separate negotiation and agreement on a variation value.
16. By placing an order with Recreational Concepts Australia you are agreeing to comply with the terms and conditions stated on this quotation.



Eco Friendly

E: [info@rcaust.com.au](mailto:info@rcaust.com.au)

[www.rcaust.com.au](http://www.rcaust.com.au)



## Triple P Contracting Pty Ltd..

C/- Post Office,  
ELLIOTT NT 0862

Lot 113, Stuart Highway, ELLIOTT NT

A.B.N. 93 164 643 645

A.C.N. 164 643 645

### Quote

Invoice No.: 00000607

Date: 17/04/2019

#### Bill To:

Barkly Regional Council  
C/ Post Office  
Elliott NT 0862  
Australia

#### Ship To:

Barkly Regional Council  
C/ Post Office  
Elliott NT 0862  
Australia

DESCRIPTION	AMOUNT	CODE
ANZAC AREA - instal post and shade sales Labour, equipment and cement materials	\$14,498.00	GST

<b>Your Order No:</b>		<b>Customer ABN:</b> 32 171 281 456		<b>Freight:</b> \$0.00 GST	
<b>Terms:</b> Net 30th after EOM				<b>GST:</b> \$1,318.00	
<b>Comment:</b>				<b>Total Inc GST:</b> \$14,498.00	
				<b>Amount Applied:</b> \$0.00	
				<b>Balance Due:</b>	<b>\$14,498.00</b>

**Account Name:** TRIPLE P CONTACTING P/L

**BSB:** 065-901

**Account No.:** 1099 5857

Remittance advice can be emailed to 'triplepcontracting@outlook.com'

**Murlran P/L t/as: Bagnall Agencies - Elliott Mechanical - Elliott Recycling.****Tyres-Huge Range car/4wd - Towing all Auto Assoc's/Insurance - Mechanical & Welding - Recycling Cash for Cans****QUOTE**5 Lewis Street  
Elliott NT 0862Ph: 08 8969 2085  
Fax: 08 8969 2057QUOTE NUMBER 3027  
QUOTE DATE January 25, 2018  
TERMS EOM/30 daysBRC  
Elliott Service Centre  
Elliott  
NT 0862

ATTENTION Shelley



GST Tax Rate

10.00%

ABN: 65 009 630 504

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	<p>Large shade structure- SUPPLY ONLY- 4 x shade membranes</p> <p>Commercial grade shade cloth bound with seat belt webbing</p> <p>Includes sails, cables, eyelets &amp; clips, turnbuckles</p> <p>Includes 10 posts to length with caps and turnbuckle brackets.</p> <p>Includes pegging out site.</p> <p>Does not include engineering or certification</p> <p>BRC would need to dig holes &amp; concrete posts to 1.2metres depth</p> <p>BRC would need to hang sails.</p> <p>Sail colour needs to be determined (attached).</p> <p>Quote valid until 20/02/2019</p>		\$24,900.00
		SUBTOTAL	24,900.00
		TAX	2,490.00
			<b>\$27,390.00</b>

**DIRECT ALL INQUIRIES TO:**Bob Bagnall  
Mob: 0407 613 059  
Email: bagnallagencies@bigpond.com**BANK DETAILS:**BSB: 015 884  
Account: 2591 48397**THANK YOU FOR YOUR BUSINESS!**





# SHADETECH *in ALICE*

PA & KA Sullivan Pty. Ltd.  
78 Elder Street  
PO Box 8306  
Alice Springs NT 0871  
Phone/Fax: (08) 8953 5122  
Mobile: 0418 826 874  
ABN 46 095 665 044

01<sup>ST</sup> MAY 2019

Quotation Number. BRC10419C

BARKLY REGIONAL COUNCIL

RE: ELLIOT ANZAC MEMORIAL

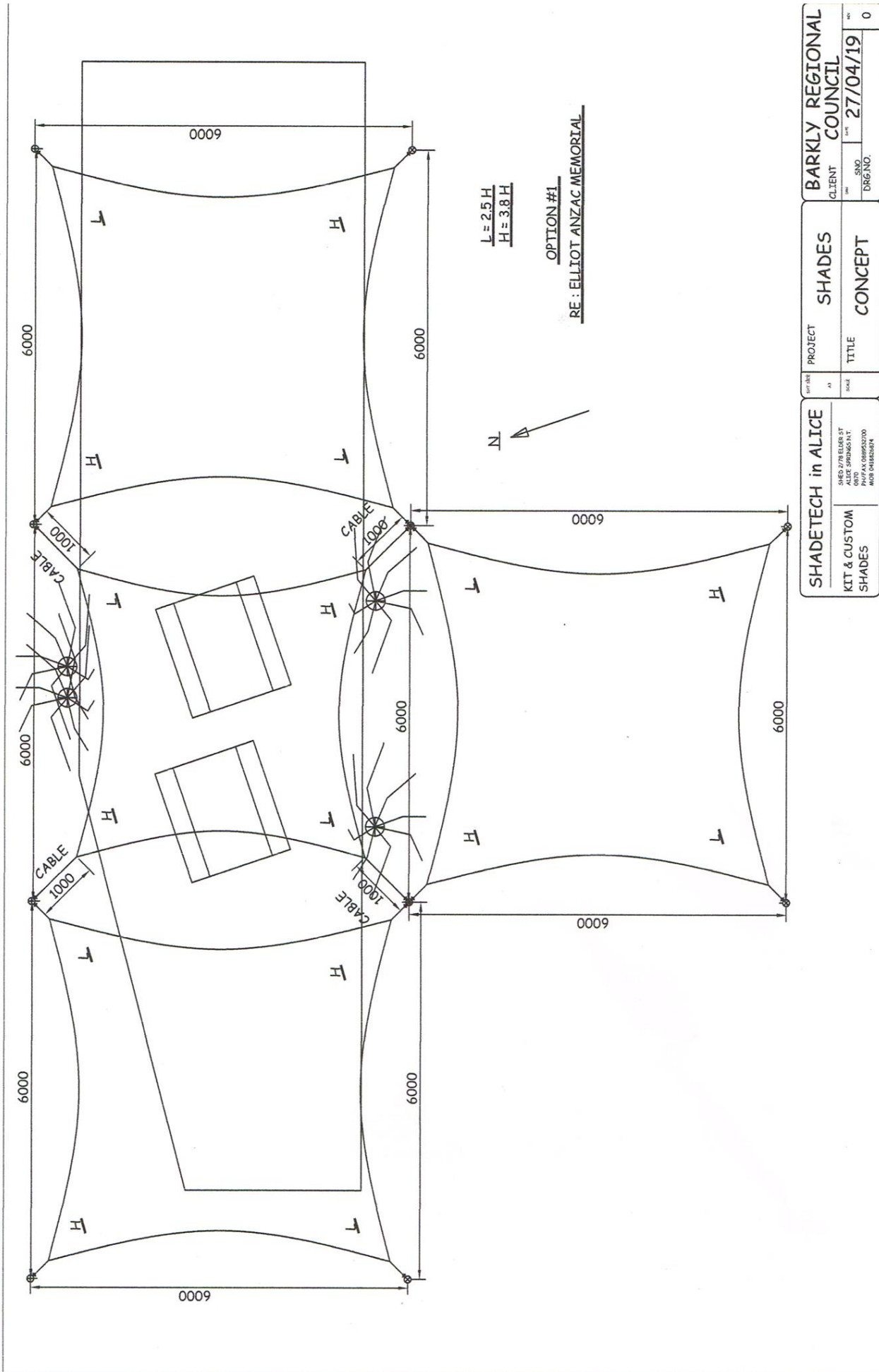
SUPPLY AND FIT 90% SHADE CLOTH STRUCTURE  
AS PER CONCEPT DRAWING.  
POSTS FROM GALV CHS LEFT IN NATURAL FINISH.(NO PAINT)  
PRICE INCLUDES ENGINEERING AND BUILDING PERMIT.

PRICE \$ 53420.00  
+GST \$ 5342.00  
TOTAL \$ 58762.00

Regards,  
Peter Sullivan,  
MANAGER

## TERMS:

- (A) BUILDING PERMIT FEES, FOR LOCAL, STATE AND COMMONWEALTH AUTHORITIES WILL BE YOUR RESPONSIBILITY. IF REQUIRED WE CAN ARRANGE BUILDING PERMITS. **PLEASE BE AWARE THAT WITH THE NEW BUILDING LAWS YOU MAY BE REQUIRED TO PROVIDE A LAND SURVEYORS CERTIFICATE BEFORE THE BUILDING CERTIFIERS WILL ISSUE A PERMIT TO BUILD.**
- (B) A 30% DEPOSIT IS REQUIRED ON SIGNING THIS QUOTATION BY YOU AND THE BALANCE WILL BE PAYABLE ON COMPLETION.
- (C) THIS QUOTE IS VALID FOR 14 DAYS
- (D) IF ROCKS, OR OTHER HARD SUBSTANCES ARE ENCOUNTERED THERE WILL BE AN ADDITIONAL COST FOR EXCAVATION AND FOOTINGS. SHADETECH IN ALICE TAKES NO RESPONSIBILITY FOR INGROUND SERVICES ENCOUNTERED, RE LOCATED AND/OR DAMAGED DURING THE COURSE OF EXCAVATIONS FOR THE FOOTINGS AND INSTALATIONS.
- (E) SHADETECH IN ALICE RESERVES THE RIGHT TO REMOVE THE STRUCTURE OR STRUCTURES IF PAYMENT IS NOT MADE WITHIN THE AGREED PERIOD.
- (F) ANY EXTRA COSTS INCURED DUE TO ENGINEERS REPORT ON POSTS AND FOOTINGS WILL HAVE TO BE BORNE BY THE CUSTOMER. SHADETECH IN ALICE QUOTES ARE A FAIRLY ACCURATE QUOTE BUT IN SOME CASES WHERE AN APPROVAL IS REQUIRED WITH AN ENGINEERS REPORT THE ENGINEER MAY REQUIRE THE FOOTINGS OR POSTS TO BE INCREASED. THIS IS SOMETIMES NOT KNOWN UNTIL THE SHADE IS STARTED OR GIVEN THE GO AHEAD.



**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	4.5
<b>TITLE</b>	Progress for Regional Deal Meeting Schedule
<b>REFERENCE</b>	280936
<b>AUTHOR</b>	Vanessa Goodworth, Executive Assistant to CEO and Mayor

**RECOMMENDATION****That Council:**

- a) Receive and note the report.

**SUMMARY:**

The Confirmed Governance Table Meetings are schedule for:

22<sup>nd</sup> August

19<sup>th</sup> September

Attached is the Working Group approach, showing the 5 Phase approach being conducted for each working group.

**Regional Workforce Strategy** – Phase One

**Youth Infrastructure and Services** – Phase One

**Economic Growth and Support** – Phase One

**Alternative to Detention Facilities** – Phase Two, some elements of Phase 3 underway

**Tennant Creek Visitor Park** – Phase One (close to moving to the next Phase)

**BACKGROUND**

NIL

**ORGANISATIONAL RISK ASSESSMENT**

NIL

**BUDGET IMPLICATION**

NIL

**ISSUE/OPTIONS/CONSEQUENCES**

NIL

**CONSULTATION & TIMING**

NIL

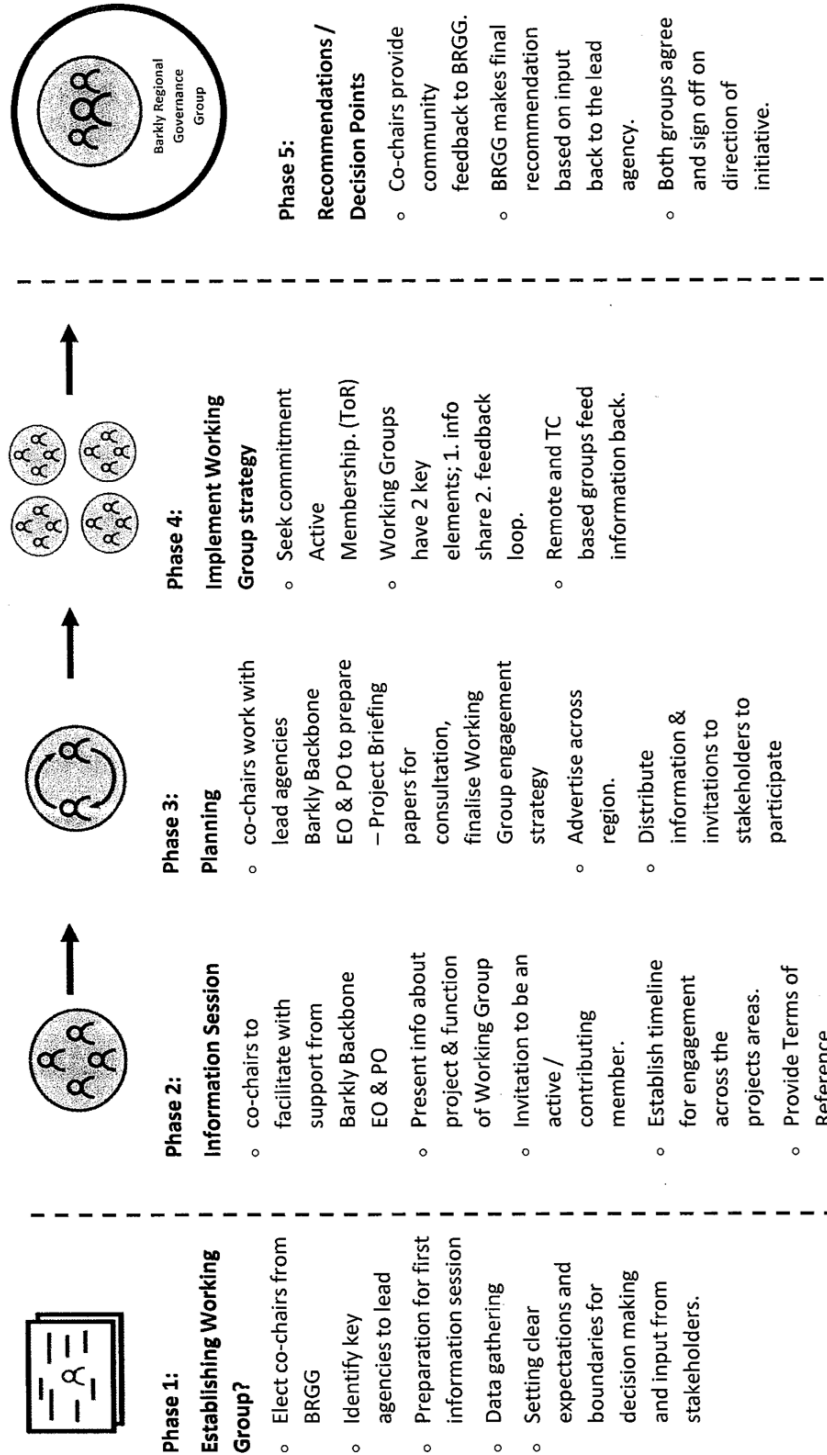
**ATTACHMENTS:**

- 1  Working Groups Explained.pdf

## The Working Group approach

The diagram below provides an overview of the five key phases for delivery of Working Groups. Given the breadth of work that needs to be completed and the size of the Barkly region, engagement planning will be critical to ascertain the voice of remote communities in this process. The feedback loop of information will need to be managed closely by the Working Group Secretariat to ensure that all information is ready for the final recommendations.

DECISION POINT



**GENERAL BUSINESS**

---

**ITEM NUMBER** 4.6  
**TITLE** Regional Deal Update  
**REFERENCE** 281160  
**AUTHOR** Vanessa Goodworth, Executive Assistant to CEO and Mayor

**RECOMMENDATION****That the Authority:**

- a) Receive and note the update

**SUMMARY:**

The Governance Table hasn't met since the last Council Meeting as the scheduled meeting was postponed due to a large number of absences. The next Governance Table meeting is scheduled for August.

Tim Chandler has been appointed as the Barkly Backbone Executive Officer. Tim may commence on the 29 July 2019, this date is to be confirmed.

The Youth Justice Facility Working Group had its second meeting on the 17<sup>th</sup> July. This is the only working group that has met so far.

**BACKGROUND**

NIL

**ORGANISATIONAL RISK ASSESSMENT**

NIL

**BUDGET IMPLICATION**

NIL

**ISSUE/OPTIONS/CONSEQUENCES**

NIL

**CONSULTATION & TIMING**

NIL

**ATTACHMENTS:**



## **ACTION ITEMS FROM PREVIOUS MEETING**

---

**ITEM NUMBER** 6.1  
**TITLE** Action Items from Previous Minutes  
**REFERENCE** 280053  
**AUTHOR** Shelley McDonald, Area Manager - Elliott

### **RECOMMENDATION**

#### **That the Authority**

- a) Receive and note the report.
- b) Confirm all completed items and remove them from the action list.

### **SUMMARY:**


### **BACKGROUND**


### **ISSUE/OPTIONS/CONSEQUENCES**


### **CONSULTATION & TIMING**


### **ATTACHMENTS:**

1  Elliott August 2019 Action List.pdf

<div>  <div> <b>ELLIOTT LOCAL AUTHORITY</b>  <b>ACTION LIST</b> </div> <div>Updated 05 September 2019</div> </div>						
ITEM NUMBER	MEETING DATE	TASK / PROJECT	ACTIONS TO BE TAKEN	BUDGET SOURCE	ACTION LEADER	COMPLETED/STATUS
1	25 August 2014	<b>Cemetery Beautification</b>	Graves to be marked and documented / burial register updated.	BRC/CDP	AM	Rise attended the meeting on the 1 August after discussions with the LA members and BRC after the meeting Rise have stated that they will continue to do maintenance at the Cemetery in regards to whipper snipping and looking after the trees they planted, but they could not continue the project of head stones and engraved plaques that JCAC had committed too. BRC will continue to mark the graves with plot numbers it will be up to individual families to supply headstones for the graves.
2	06 June 2017	<b>House 8 Lewis Street</b>	That BRC actions repairs to House 8/16 Lewis Street – Demountable Buildings were suggested during the meeting.		BRC	Placed on the 5 year infrastructure plan
5	05 July 2018	<b>Footpath Extension</b>	Barkly Regional Council to Investigate Extending the Footpath from the corner of McRae street to the Corner of Bray street and the repair or replacement of the footpath from Bray street to Buchanan street.		BRC	Acting Director of Operations has sent an email to Timothy Blacker asking for an update on the Elliott Footpaths before the next meeting on the 5 September 2019
6	05 July 2018	<b>Jimmy Rennie Reserve</b>	BRC to do Master Plan of the Jimmie Rennie Reserve to bring all below items back up to usable condition. Football Oval upgrades, including, Public toilets, change rooms, Canteen(Clubhouse) and night time Lighting of field		BRC	Acting Director of Operations sent an email to Tennant Drafting asking for the master plan to be looked at again as items were in the wrong area, Area Manager to present updated plan at next meeting 5 September 2019 for review

			<b>ELLIOTT LOCAL AUTHORITY ACTION LIST</b>			<b>Updated 05 September 2019</b>
			Also to include the Golf Course, Tennis courts, cricket pitch, Mini Golf, BMX Track			
7	05 July 2018	<b>Main Park Upgrade</b>	LA funding the Main Park Upgrade, installing a toilet Block and BBQ with Shelter.	LA Funds	BRC	Plumbers have completed the hooking up the eco loo to water and sewage, now awaiting electricians to hook the power to the Eco loo and this will finalise this project, Area Manager to discuss BBQ with LA Members at next meeting 5 September 2019
8	05 July 2018	<b>Waterpark</b>	BRC to obtain quotes to install a shade structure, seating with shelter and Landscape the Area as part of the Water Park upgrade		Area Manager	LA members to allocate an amount to be spent on this project.
9	02 August 2018	<b>Town Camp Fencing</b>	BRC to write a letter to the department seeking funds to repair town camp fences.		BRC	Area Manager has emailed Jenny Woods asking for an update she replied to email with 'Shelley , The Town camp unit does not have funding to address this matter as all funds have been committed for vital infrastructure and housing. Jenny Woods'
10	02 August 2018	<b>North Camp Basket Ball Courts</b>	Apply for funds to upgrade the Basket Ball Courts in North Camp, to repair the lighting, fencing and surface, Adjustable backboards, Grandstands and toilets were added to the list of things the LA would like built.	Community Benefit Funds	AM	Placed on 5 year Infrastructure Plan
11	11 October 2018	<b>Sobering up shelter</b>	Request the Director of Community Services look into the validity of a		Director of Communities	Ongoing.

			<b>ELLIOTT LOCAL AUTHORITY ACTION LIST</b>			<b>Updated 05 September 2019</b>
			sobering up shelter in Elliott and if possible pursue funding to establish one in Elliott.			
12	1 November 2018	<b>Anzac Memorial Shade Sail</b>	LA members have asked for a Shade structure to be put up at the Anzac Memorial		BRC	BRC Council Members have asked for the quotes to require an engineer's certificate before approving at meeting on the 29 August 2019
13	1 November 2018	<b>Football Oval</b>	Construction of new football over time frame and update	Grant Funding	BRC	BRC have asked for quotes to be obtained for trees to be put around the perimeter of the fence and to lawn the mound on the viewing hill to try and mitigate soil erosion.
14	1 November 2018	<b>17 Buchanan street House</b>	Update and time frame of works completed	Operational	BRC	Interior is nearly ready for the builders to install the new kitchen, bathroom and laundry Contractors due to arrive this month.
15	7 February 2019	<b>Old Clinic Building</b>	Request that council draft a letter to send to the Department of Health in regards to what the old clinic building is being used as and that the community be allowed to have input on what it should be used for in the Future.		BRC	Nothing to report as yet.
16	7 February 2019	<b>Fire Breaks and Crown Land slashing</b>	Recommend that Council write a letter to DIPL concerning payment for the maintenance of the fire breaks and slashing of crown land in Elliott and to investigate if rates are or should be paid on these properties.		BRC	Blocks have been slashed at request of DIPL, still awaiting outcome of other lands and firebreaks
17	7 February 2019	<b>Road side verges</b>	The roadside verges in Brown and Koorunga streets and what is happening to move forward.		BRC	A Quote has been sort to estimate the costs. BRC to source funding for this project.

<div>  <div> <b>BARKLY REGIONAL COUNCIL</b> </div> </div> <div> <b>ELLIOTT LOCAL AUTHORITY</b>  <b>ACTION LIST</b> </div> <div> <b>Updated 05 September 2019</b> </div>						
18	7 February 2019	<b>New Castle Waters / Drovers Drive</b>	The condition of the Road at Newcastle Waters/ Drovers Drive and what is happening to move forward.		BRC	Nothing to report at this stage
19	07 February 2019	<b>Men's Shed AAI Grant</b>	To follow up on the moving of the shed and the toilet installation		Area Manager	The shed has been moved so it faces away from the highway, the septic has been installed, awaiting the walls for the toilet.
20	04 April 2019	<b>Tidy Towns</b>	Decision to defer the commence Tidy Towns until Heimo is able to give a presentation in person		Area Manager to organise	To ring Heimo during the meeting, on the Agenda
21	09 May 2019	<b>CDP program</b>	Invite the new Service provider RISE to the next meeting, to discuss their vision for Elliott		Area Manager	Completed Carol will attend as many meetings as she can.
22	09 May 2019	<b>Elliott Gym</b>	Barkly Regional Council to address the issue of the Elliott Gym not being available to the Community members 24/7 as previous years		CEO/Director of operation	Report at next meeting 01 August 2019





## AREA MANAGERS REPORT

---

ITEM NUMBER	7.1
TITLE	Area Managers Report
REFERENCE	280786
AUTHOR	Shelley McDonald, Area Manager - Elliott

### RECOMMENDATION

#### That the Authority

- a) Receive and note the Area Managers report.
- b) Receive and note the Team Leader reports

### SUMMARY:

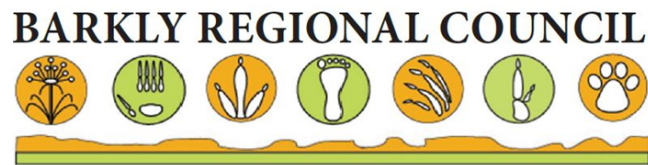
### BACKGROUND

### ISSUE/OPTIONS/CONSEQUENCES

### CONSULTATION & TIMING

### ATTACHMENTS:

- 1 [↓](#) Elliott Area Managers Report - August 2019.pdf
- 2 [↓](#) Elliott Community Care August 2019.pdf
- 3 [↓](#) Elliott Community Library August 2019.pdf
- 4 [↓](#) Elliott Night Patrol August 2019.pdf
- 5 [↓](#) Elliott Safe House August, 2019.pdf
- 6 [↓](#) Elliott Sport and Rec August 2019.pdf



## AREA MANAGER REPORT – ELLIOTT

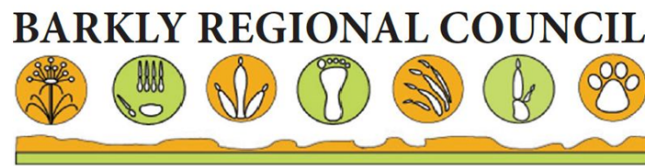
### Month – August 2019

#### GENERAL:

- Elliott Local Authority Meeting held.
- Barkly Plumbing in Town to complete many jobs for Barkly Regional Council including the hook up of the Eco Loo, Mens shed Toilet and other outstanding jobs.
- Dexter Barns in town to complete outstanding jobs for Barkly Regional Council.
- I have spent part of the Month in Tennant Creek, one week for the Area Manager recall, then the past 3 weeks as Acting Director of Operations, during this period, I have learnt a lot and it has been great to see the other side.
- The Yarning circle workshop held in the council boardroom; it was well attended and had some good feedback.
- All First Aid kits in Elliott BRC assets has been re-stocked.
- Depot staff attended there first training session in Local Government Operational training.
- I sat in on a teleconference with the Liquor commission along with deputy Chair Jody Nish and LA member Bob Bagnall, to discuss the Permit System in Elliott, we are awaiting an email from the commission to confirm the meeting then will give a report to the LA members.
- Catholic Care were in town for a week helping local resident with their tax returns and setting them up with My Gov accounts
- Centrelink remote team were in town for a week helping residents with any Centrelink issues.
- NLC in town holding community meetings.

#### HIGHLIGHTS:

- Elliott Sport and Rec had 3 weeks of Softball training, and games, the children of Elliott as well as the staff had a lot of fun over this period; this was part of the Sports Voucher Scheme.
- Again, this month it has been quiet in the town and we have had no major highlights, behind the scenes we have been working hard to finalise many projects and completing the daily tasks.
- The Depot staff have been working on the Football oval installing extra pop ups around the edge of the oval to ensure all areas are getting enough water, the new mower for the oval has arrived so we will see the grass spreading more with the ground runners being mowed allowing the roots to take better hold.
- The staff are working continuing to upgrade many of the dripper systems around the streets to the trees.

**ISSUES:**

- The Illegally dumped pipes at the Landfill have been removed
- We are still short staffed in the Depot we have employed one new worker but still looking for two more.
- Elliott Service Centre has been assisting the NT Correctional Services Probation Parole Officer with their clients doing community service; they have joined in with the Depot staff and is working well as a joint venture.
- Accommodation is a big issue for visiting staff, trainers and trades people; we have to hold off on jobs/training for Barkly Regional Council, as we do not have any accommodation to put them up.
- The forklift is back in action thanks to Laurie the mechanic from BRC, as well as the Depot staff in Elliott, the backhoe had blown a water pipe and was repaired with in the week.

<b>ADMINISTRATION</b>	All running well,	110 hrs
<b>CENTRELINK</b>	All running well,	38 hrs
<b>DEPOT</b>	All running well	20 hrs
<b>SPORT &amp; REC</b>	All running well, See attached report from the Team leader.	5 hrs
<b>AGED CARE</b>	All running well, See attached report from the Team leader.	5 hrs
<b>NIGHT PATROL</b>	All running well, See attached report from Night Patrol	10 hrs
<b>SAFE HOUSE</b>	All running well, See attached report from the Team leader	6 hrs
<b>WATERPARK</b>	The Water Park has been turned off during the cold season and we will turn it back on once the weather warms up	4 hrs
<b>LIBRARY</b>	All running well, See attached report for the Team Leader	6 hrs

## **Aged Care August 2019 Report**

### **Maintenance**

The new box came and was installed and now everything works. We are still waiting for the cameras to be put on the mobile phones hopefully Grant will be able to do this soon. One Camera needs to be moved as it is obstructed by the pergola. The Pergola is finished and looks good the oldies like the look of it no we just need furnishings. Also told NT housing about the about an air con in store room not working. The hand wash station is still waiting to be fixed have been having trouble with the plumbers. A light fell down in the kitchen area and was reported and fixed. Will be getting the rest of the lights checked as this is the 2<sup>nd</sup> one that has fallen down.

### **Administration**

All paper work is up to date. We have gotten new ticksheets which have made things easier. We are still learning things like E tools and all the new paper work. Since Liz has been to help get the files in order the paperwork has gotten easier and is being kept up to date. All ticksheets are sent to tenant creek on Fridays along with the temperature sheets and workplace inspections. Powercards came but are old ones so I am filling in forms to get the power put on the boxes and sending the old cards back. The powercards have been resolved and most of the oldies have gotten their power am still waiting on a couple.

### **Aged Care**

All services are being delivered. The oldies are happy we get more time with them. We are continuing to clean houses. Fox training is still in contact with Simon to do the cert 4 we are slowly getting the units done. We have tried some new menu items which were well received. Our new worker has been really good and attendance has been good for all staff we have resumed cleaning houses and are looking at starting activities very soon, I have ordered paint and craft supplies so the ladies can make necklaces or bracelets. We had a few visitors late July early August hassan the NDIS coordinator came to visit and also we had a physio and occupational therapist come to visit a few clients.

### **The Good**

The job board is still working so the same people are not doing the same jobs.

We are getting to spend more time with the oldies, as well as going out and learning about bush medicine.

Going to the lake with the oldies.

A new worker starting.

Getting some craft supplies



**The Bad**

Still have some trouble getting staff to work on Fridays.

Need more drivers so I can spend more time in the office

**Wishlist**

The pergola to be finished with fans etc.

Furnishings for pergola table chairs and BBQ.

Help to make a fire pit so the oldies can sit round fire and talk or cook food (bush Tucker)

Some more crafts like things to make beads or necklaces.

A ramp for the bus

**Simon Mullan**

**Aged Care Team Leader**



## Elliott Community Library Report

### August 2019

#### Library Statistics

August 2019	
Adults:	76
Children:	57
Internet use:	48
<b>Total patronage:</b>	<b>133</b>
Daily Average:	8.58
Item Circulation:	16

#### Activities

1. Elliott School visits Elliott Library in Term 3 started from July 24<sup>th</sup>. More detail please find attached Table 1 - Group Overview.
2. Cleaned, labelled and re-labelled around 88 books in the library.
3. Catholic Care free tax-refund service set in the library on July 29<sup>th</sup>.
4. Received 39 donation books from Tennant Creek.
5. Library closed on August 7<sup>th</sup> ~ 8<sup>th</sup> due to librarian was away sick.
6. Library material orders arrived.
7. New printer installed.
8. Flowers which planted by students are blooming in the library's front fence. Students are happy to see their results, some of the sun flowers are taller than them. Flowers caught visitor's attentions and people asked questions about them, I got lots of good feedback from visitors. It's good to see people start to interested in those plants. Please see attached photo.

#### Library Wish list

1. New water fountain
2. Fix library computers.
3. Install weather strip under the doors. (for block sand and insects)

Table 1 - Group Overview

	Group	Time	Notes
1	Year 3-5 (Approx. 14 children)	Visiting Monday 1:45-2:45pm	<ul style="list-style-type: none"> <li>Term 3 School visit started from July 24<sup>th</sup>.</li> <li>Form week 4- August 12<sup>th</sup>, school visits every second week.</li> </ul>
2	Year 2&3 (Approx. 14 children)	Visiting Tuesday 1:45-2:45pm	
3	FaFT (Approx. 7 families & bubs 0-3 years old)	Visiting odd weeks Wednesday 11-12am	
4	Transition to Year 1 (Approx. 8 children)	Visiting Wednesday 1:35-2:30pm	
5	After-School Activities	Monday -Friday 3:00-4:00pm	Ongoing.

## High Light

## Elliott School visits:

Year 3-5: Reading time



Year 2-3: Art and Crafts



FaFT: Parents' art and crafts



Sun flowers in the library are taller than children.





## NIGHT PATROL LOCAL AUTHORITY REPORT

**COMMUNITY:** Elliott

**Date:** 03/09/2019

**Staff Members:**

Team Leader: VACANT

Night Patrol Officer: Sherina Ulamari

Night Patrol Officer: Pacey Jackson

Night Patrol Officer: Mitchel Mc Cormack

Hours of Operation: Monday to Friday 6pm – 11pm

**Brief:**

Night Patrol are dealing with staff shortage. Staff have returned from sorry leave and we can refocus on what needs to be done....

Team Leader position has become vacant and is been advertised.

Interviews will be conducted 20<sup>th</sup> – 23<sup>rd</sup> of this week. We have 2 potential staff members that have applied.

The Elliott night Patrol team continue to report on issues within the community. We are continuing with ongoing patrols.

**Training:**

Nothing to add....

**Office:**

The Night Patrol office is located at the Council office (temporarily) in Elliott.

Phone number for night patrol office which the team can be contacted on....number is 08 89693904.

**Vehicle:**

The night Patrol vehicle is on community and can be contacted on channel 40 while moving around the community.



## NIGHT PATROL LOCAL AUTHORITY REPORT

### Statistic Report:

No up dated stats to be tabled....

George Peckham | Zone Manager

Night Patrol Barkly Regional Council

T: (08) 8962 0000 | F: (08) 8962 1187 | D: (08) 8962 0084





## Elliott Safe House

### August Report, 2019

#### Safe House Statistics

August 2019	
Adults:	19
Children:	3
Total Client Base:	22
Daily Average:	1.1

#### Activities

- All Fundraising was discontinued and cancelled on the – 09/05/2019.
- Deb Booker from Harm Minimisation Unit, Department of Health made contact with Gina Rainbird and Gary Pemberton concerning the current “Safe House for Stronger Women” project – 10/05/2019.
- Waiting on approval for quotes for the Yarning BBQ Tables with chairs and for the Cement Pad for the tables.
- Te Wai Le Geyt created and submitted to AM Shelley McDonald a Yard Development Plan for the Safe House, as part of the “Safe House for Stronger Women” project 2019-2020. Once all quotes for the project are in, I’ll then forward those onto Gina Rainbird Regional Manager for approval.
- Te Wai Le Geyt met with Robert Wallace from Balance HR & Municipal Training on the 12/08/2019 to discuss their Dip Local Government. Submitted my request for enrolment on the 14/08/2019 to Mani Coordinator, Learning and Development, as well as Gina Rainbird Regional Manager for her approval.  
Te Wai Le Geyt attended the Pipeline Yarning Circle, tutored by owner/operator Rachelle Towart on the 13/08/2019 – We discussed Understanding Youth AOD Interventions in Remote Communities. The Yarning Circle Workshop brought about reactive conversation among local departments on current issues in community today, specifically Youth AOD and causes. During the workshop we talked about strategies around reducing harm and demand caused by alcohol misuse. Then each group had the opportunity to share their ideas on what sorts of activities they would create to divert people, such as sport and education programs and training.

Then further discussions on how we would develop our ideas to involve those directly affected.

#### AT A GLANCE

PROJECT NAME	DESCRIPTION	TIME FRAME	NOTES
All fundraising has now been cancelled as at; 09/05/2019	Donation money from sales are held in the Elliott Council Safe till further notice from Management.	CANCELLED	Fundraising Total: \$281.00
Arts & Crafts	New posters have been put around town, Safe House will now provide morning tea.	On going Mon - Thurs 9-11am	
Women's group (Yarning group Long Reach)	Long Reach visits every First Friday of the month.	On going Friday from 9 – 11am	
Women's group	Pamper, crafts and morning tea. This will be with other organisations, TC women's refuge, SARC-TC hospital and FaFT Elliott. It's a great opportunity for other organisations to come present to the women, have craft sessions and then a light morning tea.	On going 2nd Friday of every month 10 - 12pm	
Safe House Brochure	AM approved brochure – 08/03/2019	In continuous circulation.	Copies dispatched to Elliott Council Office, Elliott Clinic, library, Art Centre, Elliott Police, FaFT, Elliott Puma gas Station and Elliott Safe House Info stand.

#### Safe House Wish list

- Replace old Safe House vehicle.
- Secure fence around perimeter of the Safe House (Waiting on Quote Approval)



## ELLIOT SPORT AND REC MONTHLY REPORT AUGUST

### Overview

- The team Leader took annual leave 6-9<sup>th</sup> August and 28-30<sup>th</sup>.
- Three Sport and Rec staff members attended the AOD Yarning Circle on 13<sup>th</sup> August.
- The team leader has been working on quotes for an AAI grant to establish a multimedia room, including computers, band and music recording equipment. It is envisaged that this will encourage more of the 15-24 year old age group to engage, and be a platform for learning new skills and showcasing the strengths of the community.
- Sport and Rec staff are looking to take 5 people aged 15-24 years old to play in a combined Barkly area team in the Softball NT Champs competition in Alice Springs in September.

### Challenges

-The 15-24 year old age group needs a lot of encouragement to attend the 6:00-8:00 youth program and numbers in this age group are up and down which makes it difficult to plan for the program. Young children also still really want this to be their time.

### Infrastructure and Equipment Needed

Lights for the stage area

### Upcoming Events

13-15<sup>th</sup> September Softball NT competition in Alice Springs

**CEO REPORT ON CURRENT BRC SERVICES IN LA AREA**

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<b>ITEM NUMBER</b>	9.1
<b>TITLE</b>	Monthly CEO Report
<b>REFERENCE</b>	279762
<b>AUTHOR</b>	Tim Hema, Area Manager - Ali Curung

**RECOMMENDATION****That Council**

- (a) Receive and note the Director of Operations report.

**SUMMARY:**

The month of August has been quiet with low staffing levels on communities due to 60<sup>th</sup> Anniversary Rodeo at Mt Isa.

- Local Authority meetings were cancelled in Ampilawatja, Ali Curung, Arlpuururulam and Arlparra, mostly in part to people attending Mt Isa Rodeo. Wutunugurra did not get numbers for quorum.
- Attended the Elliott meeting with the Mayor also checking out new Weights Gym, grass at the new oval, Tennis court /cricket areas, YSR centre and landfill.
- Trip to Elliot with Director of Infrastructure to look at solutions to control the dust blowing off the dirt berms at the oval.
- Area Managers attended the recall in Tennant Creek 12 -15 August 2019. Positive discussions and information sharing were given by CEO, Mayor, HR, Training, Finance, Director of Community Services, Director of Infrastructure and Area Managers. During this time a trip by all the Area Managers was taken out to Ali Curung to look at the Landfill there.
- Years of Recognition Morning tea was provided for relevant staff that have served 5 years or more, certificates and pins were awarded. Well done and congratulations to all the recipients.
- CEO Steve Moore has extended his leave period, Mark Parsons will continue as acting CEO till further notice.
- I have enjoyed my time acting as Director of Operations for this period and will be handing over to Shelly McDonald who will take over the acting Director role 16<sup>th</sup> to 27<sup>th</sup> Aug 2019.

**BACKGROUND****ORGANISATIONAL RISK ASSESSMENT****BUDGET IMPLICATION****ISSUE/OPTIONS/CONSEQUENCES****CONSULTATION & TIMING****ATTACHMENTS:**

## **CEO REPORT ON CURRENT BRC SERVICES IN LA AREA**

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**ITEM NUMBER** 9.2  
**TITLE** Governance Table Report  
**REFERENCE** 280931  
**AUTHOR** Vanessa Goodworth, Executive Assistant to CEO and Mayor

### **RECOMMENDATION**

**That Council:**

- a) Receive and Note the verbal update on the Governance Table Meeting.

### **SUMMARY:**

#### **BACKGROUND**

NIL

#### **ORGANISATIONAL RISK ASSESSMENT**

NIL

#### **BUDGET IMPLICATION**

NIL

#### **ISSUE/OPTIONS/CONSEQUENCES**

NIL

#### **CONSULTATION & TIMING**

NIL

#### **ATTACHMENTS:**



**BRC'S RESPONSE TO LA ISSUES RAISED**

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**ITEM NUMBER** 10.1  
**TITLE** Requested Policies  
**REFERENCE** 279096  
**AUTHOR** Makhaim Brandon, Administration Officer

**RECOMMENDATION****That the Authority**

- a) Receive and note the report.

**SUMMARY:**

Local Authority members requested that the council policies in regards to sponsorship and community grants be attached. The Local Authority Funding Guidelines has also been attached due to its relevance with the request and local authority allocation of funds.

**BACKGROUND****ISSUE/OPTIONS/CONSEQUENCES****CONSULTATION & TIMING****ATTACHMENTS:**

- 1 [↓](#) CP000005-Policy-Community-Grants-16.10.2014.pdf  
2 [↓](#) Donations-Sponsorship-and-Scholarship-Policy-28.02.2019.pdf  
3 [↓](#) Local Authority Funding Guidelines.pdf

## POLICY



<b>TITLE:</b>	Community Grants Policy		
<b>DIVISON:</b>			
<b>ADOPTED BY:</b>	Council		
<b>DATE OF ADOPTION:</b>	16 October 2014	<b>DATE OF REVIEW:</b>	1 October 2018
<b>MOTION NUMBER:</b>	221/14		
<b>POLICY NUMBER:</b>	CP000005		
<b>AUTHORISED:</b>	Chief Executive Officer		

### THIS POLICY APPLIES TO:

All employees of the Barkly Regional Council and Elected Members

### PREAMBLE

The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S.11 of the Local Government Act

### SUMMARY

This Policy outlines the objectives of the Council's community Grants Program and identifies eligible parties, eligible projects and the assessment criteria.

### OBJECTIVES

The objective of this Policy is to clearly establish the goals of the Community Grants Program and the Council's requirements in relation to how grants are to be administered for the guidance of potential applicants and Council staff.

### BACKGROUND

Barkly Regional Council operates a Community Grants program aimed at supporting community based projects, events and organisations that contribute to community outcomes which are consistent with the Council's own goals. Grants are considered and allocated on the basis of identified community need, Council priorities and the anticipated benefit to the community. Program funding is subject to the availability of funds at the time the Council adopts its budget.

### POLICY STATEMENT

#### Community Grants Program Objectives

The program provides financial assistance to:

- Support projects, activities or events of benefit to the Barkly Region;
- Initiate or develop services and resources to address the needs of particular community groups;
- Encourage public participation in community and cultural activities and build a greater sense of community and connectedness;

BRC Community Grants Policy – 16/10/2014

Review Date: October 2018

Page 1 of 3

## POLICY



- Enrich the diversity of recreational, cultural, social and environmental opportunity to the residents of the Barkly Region.

### Application Process

Applicants must submit a formal application form describing the project and how the grant is to be used. The application should describe the need to be addressed, the proposed outcome, details of any third parties involved with the project/activity, a budget for the project/activity, a copy of the last audited financial report (if any) of the organisation, and a statement of outlining the intended benefit to the Barkly Region community and how the Barkly Regional Council will be acknowledged.

The Grants applications should be submitted on the prescribed application form and lodged via email where possible.

### Eligibility

#### Applicants

To be eligible an applicant must be an incorporated not for profit organisation or, in the case of an unincorporated community group, have an auspicing body that is incorporated.

Applicants need to have registered office and operational representation based within the Barkly Region.

#### Projects

- Proposed projects or events must generally occur within the financial year in which funds are made available
- Activity must occur within the Barkly Region;
- Applications must be received by the published closing date;
- Applications must be submitted on the prescribed form and, where possible lodged via email.

The following projects/activities are not eligible for funding:

- Support for individual pursuits;
- Applications for recurrent funds or projects requiring recurrent funding;
- Assistance with ongoing/core functions of an organisation;
- Events and activities held outside of the Barkly Region;
- Commercial or competitive events;
- Capital funds or improvements on private property;
- School based projects that do not involve the wider community;
- Applications where an applicant has not fully acquitted any previous Barkly Regional Council grant.

#### Funding Requirements

Successful applicants will be required to submit a tax invoice to Council and enter a formal agreement with Barkly Regional Council that details the commitment of both parties.

### Acquittal

## POLICY



- Successful applicants will be required to submit a project report and statement of financial acquittal within **3 months** of the project's completion.
- An audited financial report or other documentary evidence acceptable to Council may be required in the case of any grant over \$1,000.
- Grants must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a grant may not be changed

### Assessment

The Grants assessment procedure is as follows:

- Council staff will undertake an initial eligibility appraisal, ensuring that all information is provided and that the application meets the Community Grants Program's established objectives. Grant applicants may be required to submit additional information by way of a presentation;
- A Report with recommendations will then be prepared for Council consideration.

### Assessment Criteria

The following assessment criteria apply:

- Community benefit and involvement;
- Innovation and developmental focus;
- The capacity/need of the project to attract funds from other sources;
- Acknowledgment of Barkly Regional Council support;
- The organisation's capacity for administering the project;
- The project's viability in terms of support from any other relevant authorities.

### Acknowledgment

Successful applicants will be required to acknowledge the support of Barkly Regional Council through the use of the Barkly Regional Council's logo on all printed materials, in media advertisements, press releases and on signage at events. For some events, appropriate acknowledgment may involve invitations being issued to the Council President or relevant Barkly Regional Council Councillors.

## LEGISLATION, TERMINOLOGY AND REFERENCES

### IMPLEMENTATION AND DELEGATION

The CEO has delegated authority to implement this policy.

### EVALUATION AND REVIEW

This Policy is to be reviewed every four (4) years, and may be reviewed at other times at the discretion of Chief Executive Officer.

## POLICY



<b>TITLE:</b>	Donations, Scholarships and Sponsorship Policy		
<b>DIVISION:</b>			
<b>ADOPTED BY:</b>	Barkly Regional Council		
<b>DATE OF ADOPTION:</b>	28 February 2019	<b>DATE OF REVIEW:</b>	February 2022
<b>MOTION NUMBER:</b>	OC 93/19		
<b>POLICY NUMBER:</b>	CP33		
<b>AUTHORISED:</b>	Barkly Regional Council		

### THIS POLICY APPLIES TO:

All employees of the Barkly Regional Council and Elected Members

### PREAMBLE

The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S.11 of the Local Government Act

### DEFINITIONS

Term	Definition
Donation	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods. Acquittal of funds is not required. Council is recognised for its contribution.
Sponsorship	Where Council provides financial or in-kind support to a community activity or event, and where Council is widely identified as a sponsor of the event as per details in the Agreed Conditions of Funding. Acquittal of funds is not required.
Scholarship	Where Council provides financial support for education or an educational activity.

### SUMMARY

This Policy sets out the principles and procedures for donations, sponsorship or scholarship of a program, service, event or project and procedures for the Council activities. The policy does not apply to government grants or government sponsored activities or the Council's own *Community Grants Program*.



## POLICY



### OBJECTIVES

This Policy aims to provide clear definitions, guidelines and procedures for donations, sponsorships and scholarships, to ensure an accessible, open and transparent process in assessing proposals for the Council.

### BACKGROUND

Barkly Regional Council may enter into donations, sponsorship or scholarship arrangements with organisations or individuals to support new or existing programs, services, facilities or events which contribute to the quality of life for the community and may accept external sponsorship for the Council's own programs.

In addition to these, the Council has a *Community Grants Program* aimed at assisting community organisations with the development of activities and services to benefit a broad cross-section of the community. *Community Grants are not covered by this Policy.*

### POLICY STATEMENT

Council will only make donations and provide sponsorship to community events and projects if they meet the following eligibility criteria:

1. the applicant must be a non-profit or unfunded organisation or group;
2. the applicant must show community support for the proposal;
3. the applicant must show how the funds will be used in the council region;
4. the proposal must promote the contribution of the council;
5. the proposal must directly benefit the community within the council region; and
6. the proposal must be able to help the organisation or group to generate additional funds.

Individual applications for scholarships must satisfy the following criteria:

1. Applicant must be a resident of Barkly region;
2. Applicant must be an Australian Citizen or holder of an Australian Permanent Resident Visa;
3. Applicant must be undertaking study or be enrolled in an accredited tertiary educational institution or training provider delivering qualifications adhering to the Australian Quality Training Framework;
4. Applicant must be enrolled full time or part time for the duration of the Scholarship;
5. If successful, a Scholarship Agreement will be developed with each applicant and include scholarship value, scholarship duration, ongoing eligibility and other obligations and conditions; and
6. A scholarship may be terminated if the recipient ceases to meet the eligibility criteria, withdraws from his/her course or if the recipient breaches any conditions of the Scholarship Agreement.

Donations, Sponsorship or Scholarship arrangements will only be considered when there is alignment with objectives outlined in the Regional Plan and benefits to the Council/community are demonstrable.

## POLICY



### *Key criteria:*

Requests for Donations, Sponsorship or Scholarship can be made at any time and must be directed in writing to the Chief Executive Officer.

Applicants should provide programming or activities that directly benefit the Barkly Region.

Council may enter into Donations, Sponsorship or Scholarship arrangements to provide support to outside organisations.

The public image, products and services of the organisation submitting proposal must be consistent with the goals and values of the Council. Organisations involved in politics or where there is potential for conflict with Council's policies and responsibilities to the community, will not be eligible for Donations or Sponsorship.

All proposals should be able to demonstrate a valid contribution to outcomes for the Barkly Regional Council's community.

Donations, Sponsorship or Scholarship of organisations or individuals may be:

- On an on-going basis (subject to annual review)
- As seeding over a defined period of time
- A 'one-off'

*This form of support is different to that provided for under the Council's Community Grants Program.*

Any Donations, Sponsorship or Scholarship proposal should address the following:

- A statement of the objectives and detailed description of the activity
- Capacity to deliver long term benefits to the community
- Demonstrated ability to achieve timeframes and budgets outlined in the proposal
- The organisation's capacity for administering the project or activity
- The activity's viability in terms of support from any other relevant organisations
- How Council's support will be acknowledged and publicised
- The names of other sponsors, proposed or confirmed, to be involved with the event or activity

*The Council does not generally sponsor conferences, seminars, functions, record attempts or fundraisers unless they are directly related to the corporate objectives or local government. Individuals can be considered for scholarships.*

The Council has an expectation that it will receive a return on its participation through demonstrated benefits including but not limited to:

- Appropriate branding and profile raising opportunities
- Ability to leverage Donations, Sponsorship or Scholarship through media or advertising
- Ability to leverage support through attendance or staging of display or complementary event where appropriate

## POLICY



### Conditions

Recipients of Council Donations, Sponsorship or Scholarship will be required to:

- Enter into a written agreement clearly identifying the commitment made by both parties;
- Submit a tax invoice to Council
- Submit a completed project report and a financial acquittal within three months of the project's completion.

Donations, Sponsorship or Scholarship funding must only be used for the purpose stated in the agreement.

### DONATIONS OR SPONSORSHIP FOR A COUNCIL ACTIVITY

The Council may accept Donations or Sponsorship for a Council program activity or event where this is considered appropriate.

- Sponsorship agreements must be in writing and specify the obligations and responsibilities of the parties.
- The Council will recognise sponsors in a number of ways. The extent of such recognition will be specified in the sponsorship agreement.
- Sponsorship agreements must not compromise the integrity or expected service delivery levels of the Council activity;
- The Council will not allow a sponsor to determine the content of any program or activity;
- If equipment is donated, the costs associated with maintenance, running and insurance must form part of the sponsorship arrangement;
- Any donations of equipment, materials and labour will be treated in accordance with Council's asset management policies.

It is important that any donations or sponsorship arrangement involving Council activities should:

- Be unambiguous and clearly understood by all parties
- Avoid any real or perceived conflict of interest
- Avoid real or implied preferential endorsement of a commercial product
- Provide suitable acknowledgment of the sponsor
- Ensure there is no conflict of interest arising as a result of the sponsorship
- Ensure that individual employees are not permitted to receive any substantial benefit from association with sponsors
- Not be used to provide routine Council services

*Forms of recognition may include, but not be limited to:*

*Appropriate signage, media releases, inclusion of sponsor's name and logo in Council publications and advertisements, merchandising of goods at selected points of sale, display in the foyer of Council facilities for an activity of the sponsor when not required for the Council's own use.*

## POLICY

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### **Risk Assessment**

Where a report is prepared for Council consideration a risk assessment must be included.

This should include:

- An analysis of each component of an offered sponsorship showing the relevance of the offering and perceived benefit to the Council
- Detail of the any expected degree of endorsement of the sponsor or sponsor's products
- Potential conflicts of interest
- The ability of the Council to provide adequate resources and facilities to meet the terms of the proposed agreement

### **Use of Council Logo**

Permission to use the Council logo and relevant artwork is to be obtained from Council's Communications Officer. The Council logo will be used in association with any displays/promotions associated with the sponsorship.

## **LEGISLATION, TERMINOLOGY AND REFERENCES**

Part 2.3 of the Local Government Act establishes the role, functions and objectives of Councils and provides the basis for Barkly Regional Council's active role in community, cultural and social development.

## **RELATED POLICIES**

Gifts and Benefits Policy

Asset Management Policy

## **IMPLEMENTATION AND DELEGATION**

The Chief Executive Officer will be responsible for implementation of the Policy.

## **EVALUATION AND REVIEW**

This Policy is to be reviewed every four (4) years, and may be reviewed at other times at the discretion of Chief Executive Officer.



DEPARTMENT OF  
HOUSING AND COMMUNITY  
DEVELOPMENT

[REDACTED]

To encourage the continued development of local authorities and their respective communities through the provision of funding to undertake priority community projects that are in line with these guidelines.

[REDACTED]

The objectives of the program are to:

- Assist in building stronger communities and assist community priority projects as recommended by local authorities
  - To assist local governing bodies and the constituent communities they represent to become stronger and self sustaining
  - Assist in the provision of quality community infrastructure that facilitates community activity and integration
  - Assist in developing local government capacity to provide legitimate representation, effective governance, improved service delivery and sustainable development.
- [REDACTED]

The Local Authority Project funding pool is non-application based and is distributed through a methodology developed by the Northern Territory Grants Commission to regional councils.

This funding is only available for those local authorities published in the guidelines made by the Minister under Part 5.1A of the *Local Government Act*.

[REDACTED]

Individual local authorities must formally resolve each initiative this funding will be used for. A copy of this resolution is to be recorded in the minutes of the relevant local authority meeting.

At each local authority meeting, a report is to be submitted detailing the total amount of funding available and spent on local authority projects under this program in each financial year. The report is to include details and amount spent on each project of the relevant local authority for which funding has been provided.

[www.dhcd.nt.gov.au](http://www.dhcd.nt.gov.au)



- Repairs and maintenance of community assets controlled or owned by the council. For example:- office upgrades, fencing, solar lighting, road repairs and ablution facilities
- Acquisition of plant and equipment directly related to local government service delivery. For example:- trailers, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures /stands.
- Upgrade/enhancement of community sporting facilities. For example upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation.
- Festivals or other events – but must only be conducted within a council's own Local Authority area.

#### Employee costs

If council employees are utilised as general labour to assist with approved projects, the value of such labour that can be expensed to the project is a maximum of \$30 per hour. The maximum amount that can be costed to general labour hours is 5% of the total annual local authority funding.

#### Risk Management

Where funds are to be used for a purpose outside the council's control or on an asset that is not owned or controlled by council, the council should consider the liability and insurance requirements associated with that project. Councils should consider each project on its merit before progressing with the project. All risks associated with the project are to be considered and met by the council. The Department will not be held responsible for any liability arising out of the use of these funds.

#### Pre-conditions

If the proposed project relies on pre-conditions (such as the acquisition of a section 19 lease under the *Aboriginal Land Rights (Northern Territory) Act*), then the project should not be undertaken until there is conclusive evidence that the condition will not hinder the progress of the project for which funds have been allocated.

- Purchase of vehicles and fuel expenses
- Payment of salaries, cash prizes or recurrent operating costs of council
- Meeting costs and payments to local authority members
- Sponsorship by way of uniforms, travels cost and allowances
- Purposes that are not related to local government services and that should be addressed by another government agency.

Administration and/or project management fees are not to be levied on this grant funding.



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Once the respective allocations for each local authority have been calculated regional councils will receive a letter of offer and acceptance documentation from this Department.

This advice will comprise the total grant amount being offered to the regional council as well as a breakdown of the amount to be made available to each local authority.

Regional councils eligible to receive these grants will need to comply with the following:-

- Ensure that there are no outstanding grant acquittals relevant to this Department's local government grants, otherwise there will be no payment made of approved grant/s
- Return the signed acceptance form back to the Department with appropriate authorisation.

These grants will be released around mid-September once the signed acceptance and the previous year's certification reports are received

- 
- The grant must be fully expended within two years of receipt of funding. Failure to do so may result in the Department taking action, including but not limited to: withholding further grant payments under this program or requesting unspent funds to be repaid.
  - Councils are to submit a certified income and expenditure report (financial report) for the year ended 30 June for each of its local authorities.
  - The financial report must be completed in the format as required by the Department and formally approved by Council. The financial report is to be submitted to the Department on or before 31 August in each year. Failure to provide the financial reports by 31 August will result in delays in paying further funds.
  - All approved projects are required to be procured in accordance with the *Local Government Act* and, as far as practical under the NT Government's Buy Local Plan: <https://nt.gov.au/industry/government/sell-my-goods-and-services-to-government/buy-local-plan>
  - Requests to carry-over unspent funds remaining after two consecutive years is to be submitted via email to: [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au). All requests will be considered on a case by case basis and approval is not automatic.
  - The Department reserves the right to request the full value of the grant to be returned if the council disposes of an asset acquired with this funding within four years of the payment of the grant.

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For further information please contact: [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au) or (08) 8999 8820.

## **BRC'S RESPONSE TO LA ISSUES RAISED**

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**ITEM NUMBER** 10.2  
**TITLE** Correspondance to Chief Minister  
**REFERENCE** 280987  
**AUTHOR** Makhaim Brandon, Administration Officer

### **RECOMMENDATION**

#### **That the Authority**

- A) Receive and note the letter from the Chief Minister.

### **SUMMARY:**

### **BACKGROUND**

### **ISSUE/OPTIONS/CONSEQUENCES**

### **CONSULTATION & TIMING**

### **ATTACHMENTS:**

- 1 [!\[\]\(adb0331d22f78481623cc605df40612a\_img.jpg\)](#) Letter to Chief Minister 13 June 2019.pdf
- 2 [!\[\]\(7e3a264c08e10137510d1aa76522412b\_img.jpg\)](#) Letter to Chief Minister 29 April 2019.pdf
- 3 [!\[\]\(13ab9bea7a2b6465d20b6fafd4770e28\_img.jpg\)](#) Letter from Minister for Police 2 July 2019.pdf
- 4 [!\[\]\(fdbd4f3e18d391808e42202d652ce159\_img.jpg\)](#) Letter from Minister for LGHCD 4 July 2019.pdf

**BARKLY REGIONAL COUNCIL**

13 June 2019

Hon Michael Gunner MLA  
Chief Minister  
Northern Territory Government

*Michael*  
Dear Chief Minister,

I am writing to you to seek your feedback in regard to concerns raised by community members throughout the Barkly region.

Before I discuss the latest concerns I would like to express our Council's disappointment in that we have still not received a detailed reply from your office to our letter of 29 April 2019 regarding matters raised at a Public Forum.

During regular visits to Elliott, residents often raise concerns with me about the standard of housing in the North Camp (Gurungu) and South Camp (Wilyuku) and the need for your government to invest in new housing that will provide a safe and healthy environment for children to grow and thrive.

The Barkly Regional Council first wrote to you on 21 December 2017 to query housing arrangements in Elliott and to ask why a house destroyed by fire earlier that year had not been replaced in the South Camp (Wilyuku). Sadly, the house has still not been replaced.

In Arlparra, residents have expressed concern about your government's commitment to build 15 new homes which now appears to have come to a standstill. We were advised by residents that, since your government handed over 3 new homes in about April 2017 there has only been a further 2 homes built and the status of the remaining 10 new homes is now unknown.

On 20 May 2019, the 2019-20 Budget Overview was delivered by the Treasurer in Tennant Creek where a number of questions were asked. On behalf of the Barkly Regional Council I asked about the 'Grant Efficiency Dividend' of around 3% being applied to grants managed by Councils and the Non-Government Sector and the financial impact this will have on the Barkly region. To date, our Council has not received a response.

I also used the opportunity to speak with the Treasurer about the removal of policing services at Alpururulam and the need to reinstate the position of Business Champion that your government removed from Tennant Creek over two years ago.

One of the ongoing concerns raised by residents in the Barkly region is when calling for police assistance after hours and not being given a clear answer as to whether police will or will not be responding to the reported incident. Residents advise that they are frustrated that the call centre operator is unwilling or unable to make a decision while speaking on the phone with the complainant.

41 Peko Road P.O Box 821, Tennant Creek NT 0861  
Tel: (08) 8962 0000 Fax: (08) 8962 1801  
ABN: 32 171 281 456



Can you please provide a response to the above concerns and the following questions:

1. When can our Council expect to receive a detailed response to our letter to you dated 29 April 2019?
2. In early 2017, a house at South Camp, Elliott was destroyed by fire and eventually demolished. Will your government be replacing the house? If not, why not? If so, when will construction of the replacement house commence?
3. Do you agree with our Council and many of the residents in Elliott that your government should negotiate long term leases over the Elliott Town Camps with the land holders and provide support to the residents to establish a Housing Reference Group or an Aboriginal Corporation to partner with government to maintain and manage the housing stock in accordance with the Residential Tenancies Act? If not, why not? If so, can you please advise what stage your government is at with this?
4. Can you please advise the status of your government's commitment to build 15 new homes in Arlparra and the timeframe for delivering the remaining 10 new homes?
5. Rather than quoting percentages, what is the financial impact in real dollar terms of your government's efficiency dividend and the grant efficiency dividend being applied to government agencies, our Council and the non-government sector in the Barkly region?
6. Can you please advise your government's timeframe for building a new police station in Alpurrurulam, when will the permanent police presence be restored and whether there are any negotiations occurring with Queensland to establish a Cross Border Policing arrangement in the Alpurrurulam Community?
7. Does your government intend to reinstate the position of Business Champion / Business Development Officer in Tennant Creek? If not, why not? If so, on what date will the position be advertised?
8. When a resident in a remote locality reports an incident to police after hours can you advise whether or not the call centre operator has the authority to advise the complainant whether police will attend the complaint? If not, at what point in the process is the complainant advised of the decision as to whether or not police will attend to the complaint and by what means is the complainant advised of the decision?

Thank-you for your consideration and I look forward to hearing from you soon.

Yours sincerely,

Steven Edgington  
Mayor  
Barkly Regional Council

41 Peko Road P.O Box 821, Tennant Creek NT 0861  
Tel: (08) 8962 0000 Fax: (08) 8962 1801  
ABN: 32 171 281 456





29 April 2019

Hon Michael Gunner MLA  
Chief Minister  
Northern Territory Government

*Michael*  
Dear Chief Minister,

I am writing to you in regard to constant concerns being raised about the high level of property related crime occurring in Tennant Creek and the issues raised at a Public Forum on Monday 8 April 2019.

As elected members of the Barkly Regional Council we have continually monitored publicly available crime statistics, listened to the concerns raised by residents and acted by convening a Public Forum to allow people to have a say about property crime, how they've been affected and to provide some ideas about what needs to be done to reverse this alarming trend.

Over 120 concerned residents and business people attended the Public Forum and confirmed they had each been affected by property crime either as a victim or by knowing a friend or family member who has been directly impacted by crime. People spoke about their fear of crime and having to change plans for holidays and being concerned about leaving their houses unattended. The level of repeat victimisation was quite alarming with many dwellings and business premises being broken into multiple times leading to substantial costs, time and personal impact.

Concerns raised during the Public Forum included children of young ages roaming the streets late at night and in the early hours of the morning with no parental supervision or control. The lack of advocacy for victims, assistance with victim impact statements, lack of feedback about investigation outcomes, court dates and sentencing were all raised. Many people are interested in participating in victim offender conferencing but it was clear that there was little opportunity to do so.

Possible solutions raised at the Public Forum included a curfew, young children to be removed from the street and placed into a safe house, parents to be held responsible for their children's actions, justice reinvestment, greater use of victim offender conferencing, alternative detention programs, advocacy for victims, promotion of the BizSecure program to assist small businesses, delivery of arts, music and drama programs to engage young people at school and greater involvement with the Aboriginal community to help find solutions.

To help our Council understand what is happening with the management of property crime in Tennant Creek, can you please provide a response to the above concerns and to the following questions:

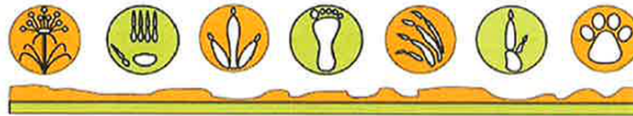
41 Peko Road P.O Box 821, Tennant Creek NT 0861  
Tel: (08) 8962 0000 Fax: (08) 8962 1801  
ABN: 32 171 281 456



1. What is the current gazetted number of police officers, police auxiliaries and aboriginal community police officers in Tennant Creek?
2. Are each of the above positions currently filled with staff on the ground in Tennant Creek? If not, how many vacancies are there?
3. Does your government have a Victims of Crime Charter in place? If so, are you satisfied that there are sufficient resources in Tennant Creek to ensure it is implemented effectively?
4. Is there an established position dedicated to supporting the safety and well-being of victims, helping with financial assistance, preparation of victim impact statements, and providing information throughout the justice process? If not, why not and will your government consider establishing such a position in Tennant Creek?
5. Restorative justice conferencing or victim offender conferencing can be effective in providing an opportunity for a young person to admit to an offence, accept responsibility for what they have done, understand how their actions have affected other people, including their victim and start repairing some of the harm caused by their offending behaviour to make amends. Does your government have legislation in place to allow for pre-court, sentencing and post-court conferencing? If so, under what circumstances is it used in Tennant Creek and across the Barkly region?
6. How many victim offender conferences have been held in Tennant Creek and the Barkly region since 1 January 2017?
7. On what date will your government's 'Back on Track' program commence in Tennant Creek?
8. What powers do Police and Territory Families have to remove children of young ages roaming the streets of Tennant Creek late at night and in the early hours of the morning with no parental supervision or control and under what circumstances are these powers exercised?
9. Does your government have in place any legislation that holds a parent responsible for the criminal actions of their child by way of a financial penalty, responsibility for paying compensation to a victim for property stolen or damage caused to another person's property? If not, why not? If so, can you please provide an overview of the legislation currently in place?
10. Does your government support a night-time curfew for young people? If not, why not? If so, how do you propose to develop and implement such a curfew?
11. If a child is identified by your government as being at risk or at risk of entering the justice system what steps does your government take in regard to early intervention and prevention with the child and their family?
12. What is your government doing to promote, support and deliver the BizSecure program in Tennant Creek?
13. Is your government involved in the delivery of arts, music and drama programs to engage young people at the Primary and High Schools in Tennant Creek? If not, why not? If so, can you please provide an overview of how the programs are working at the moment?
14. Does your government have any plans to increase the delivery of arts, music and drama programs to engage young people both during and out of school hours? If not, why not? If so, what plans does your government have in place?

41 Peko Road P.O Box 821, Tennant Creek NT 0861  
 Tel: (08) 8962 0000 Fax: (08) 8962 1801  
 ABN: 32 171 281 456



**BARKLY REGIONAL COUNCIL**

15. Given the ongoing concern, fear and level of property crime in Tennant Creek, has your government conducted an analysis to determine the causes of the problem, including the underlying causes of property crime and crime in general? If not, why not? If so, what was the outcome of the analysis, what evidence-based response has been implemented to reduce and prevent property crime and how is the response being evaluated?
16. Does your government have in place a documented Crime Reduction Plan in place for Tennant Creek to reduce crime in the short, medium and long-term? If so, can you please provide our Council with a copy of the Plan? If a Plan is not in place, does your government intend to develop a whole of government, whole of community Plan to reduce and prevent crime?

In closing, our Council is very concerned about the level of repeat victimisation with some dwellings and business premises being broken into multiple times leading to substantial costs, time and personal impact. As recent as today, our Council continues to receive additional reports from business and residents about crime, repeat victimisation, the fear of further crime and concerns that not enough is being done by government to tackle the issues raised during the Public Forum.

The Barkly Regional Council is keen to work in partnership with your government to reduce crime, we thank-you for your consideration and look forward to hearing from you soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'St Edgington'.

Steven Edgington  
Mayor

41 Peko Road P.O Box 821, Tennant Creek NT 0861  
Tel: (08) 8962 0000 Fax: (08) 8962 1801  
ABN: 32 171 281 456



DEPUTY CHIEF MINISTER  
MINISTER FOR POLICE, FIRE AND EMERGENCY SERVICES

Parliament House  
State Square  
Darwin NT 0800  
minister.manison@nt.gov.au

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5547  
Facsimile: 08 8936 5609

Mr Steven Edgington  
Mayor  
Barkly Regional Council

Via email: [steve.eddington@barkly.nt.gov.au](mailto:steve.eddington@barkly.nt.gov.au)

Dear Mr Edgington, *Steve*

Thank you for your letter to the Chief Minister concerning the public forum in Tennant Creek. Due to the nature of the issues you raised stem largely from a community crime forum, as Police Minister, I am responding to your correspondence.

All Territorians have the right to be safe. As a government we have listened and will continue to listen and act.

I am sure you recognise that the recently-signed Barkly Regional Deal addresses some of the concerns raised at the meeting.

Over the past 12 months the Government has delivered on programs and services to address long-standing issues affecting Tennant Creek. We intend to continue with this work because the safety of the children of Tennant Creek is an absolute priority for this government. But having said that, we also want to ensure that people who are doing the wrong thing in Tennant Creek are held to account for their actions.

As you would appreciate, alcohol restrictions and the full point-of-sale-intervention coverage at takeaway outlets in Tennant Creek have had a dramatic impact on alcohol-related violence and anti-social behaviour in Tennant Creek. There are currently four Police Auxiliary Liquor Inspectors in town and there will be more in the future.

Official monthly crime statistics for March show total offences in Tennant Creek were also encouraging with total offences down by 8 per cent. Offences against the person were down 22 per cent, while assault was down by 24 per cent. Theft and related offences were down 14 per cent, while commercial breaks fell by 28 per cent.



- 2 -

The implementation of alcohol restrictions in March 2018 have not only reduced crime but also Hospital admissions. Alcohol related Emergency Department presentations reduced from 86 admissions in February 2018 to 43 in March 2019 which is a fall of 50 per cent.

There was a spike in property crime in April and early May but Police advise this has, in the most part been addressed. Once these incidents were reported, additional resources (including detectives from Tennant Creek and Alice Springs) were allocated to the matter. The efforts of Police from both Tennant Creek Alice Springs led to 12 apprehensions in relation to unlawful entries. I am sure, like me, you would want to recognise the great work done by Police on these matters.

There are currently 52 sworn officers in Tennant Creek, which I am advised is more than adequate to support regular front-line duties. On 1 July 2016, just before Labor came to government there were 41 sworn officers in Tennant Creek. The Police response to the recent property crime series shows, additional officers can be, and will be, deployed to Tennant Creek if Police management considers it warranted. As you would appreciate, flexibility is essential to modern policing. Currently there are two vacancies due to recent staff departures that are in the process of being filled but are not impeding on the frontline service delivery.

The Northern Territory Police continue to work collaboratively with both government and non-government agencies, including regular inter-agency management meetings. This involves identifying youth at risk, which allows agencies to work in partnership to case-manage the young people and importantly, assist the families with appropriate services.

Tennant Creek Police continue to target young people who are at risk of offending while also working with Youth Patrol and Youth Link programs to address the issue of children on the street at night by providing supervision of a responsible adult.

The NT Police have a Victim of Crime Charter which includes the principals that victims should be treated with courtesy, compassion and respect; Victims should not be discriminated against on the basis of age, sex, race, ethnicity or cultural background; and Victims should be provided with appropriate information, advice and support assistance. The high professional service provided by NT police to victims is central around upholding these principals.

It is also worth noting existing victim counselling services are available locally through Catholic Care NT, as well as Territory-wide through a 24-hour phone support and crisis counselling service, which is operated by Victims of Crime NT. Victims of Crime also have a full-time support officer in Alice Springs, who services Tennant Creek.

Territory Families is developing more diversion programs and alternatives to detention to get young people from the Barkly who offend back on track. You will be aware of the announcement of \$5.5m for the construction of the facility that will focus on skill development and pathways to employment for young offenders. Further announcements will be made shortly about other programs being developed under the NT Government's "Back on Track" initiative.

In addition, and as part of the Barkly Regional Deal, Government has agreed to provide a safe accommodation facility as an alternative to detention for those on bail, police-ordered diversion or court orders. The work to develop this project is being developed as a priority by Territory Families, including securing a provider to deliver the services. Other parts of

- 3 -

the Regional Deal include youth crisis accommodation, student boarding accommodation, trauma-informed care, community mediation and investment in sport and recreation.


As a government we also continue to assess social-service investment in the Barkly region which seeks to identify and address funding and delivery gaps, which have been overlooked for too long.

This work is starting to have an impact in a number of areas of social need and I am confident the current initiatives, combined with the Barkly Regional Deal will create long term benefits for Tennant Creek.

The Biz Secure program has been very successful in offering opportunities for businesses to improve security. To assist even more businesses, the Program has now been expanded and aligned with the Alcohol Secure Program. Businesses are now able to apply for up to \$10,000 for security improvements, including a Crime Prevention through Environmental Design audit, without co-contribution. A further \$10,000 is available with a co-contribution, so that businesses can now access up to a total of \$20,000 in grant funding for security improvements, using Territory enterprises to do the work. Further details and contact information can be found on the website [www.bizsecure.nt.gov.au](http://www.bizsecure.nt.gov.au).

Should you have any further enquiries regarding this matter, please do not hesitate to contact my office.

Yours sincerely



NICOLE MANISON

- 2 JUL 2019





MINISTER FOR LOCAL GOVERNMENT, HOUSING  
AND COMMUNITY DEVELOPMENT

Parliament House  
State Square  
Darwin NT 0800  
minister.mccarthy@nt.gov.au

GPO Box 3146  
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Telephone: 08 8936 5553  
Facsimile: 08 8928 6645

Mr Steve Edgington  
Mayor  
Barkly Regional Council  
PO Box 821  
TENNANT CREEK NT 0861

Dear Mr Edgington

I am writing in response to your letter to the Chief Minister dated 13 June 2019, regarding housing issues at Elliott and other matters.

You may be aware that the Labor Government is delivering a huge amount of housing across the Territory. As part of the Labor Government's investment in housing covering towns, remote communities and town camps, \$5.5 million has been allocated to housing and associated works in Elliott. Consultations with community members under our Local Decision Making policy are guiding the scope of works. Government is also working with local community members and the Northern Land Council to address leasing of the Elliott town camps and to create a local body to manage and maintain housing into the future.

In Arlparra the ten remaining houses are due to commence in 2019 along with further works in the Utopia region.

Your Chief Executive Officer has received correspondence from the Department of Local Government, Housing and Community Development regarding the detail of the efficiency dividend for the Barkly Regional Council. As you would be aware, budget repair is necessary after being left with an \$876 million deficit by the former Government and having over \$500million cut from our GST by the Federal Coalition Government. The Northern Territory Government decided to request a pay freeze for all elected members as part of the budget repair measures, this may be something you wish to consider at the Council level.

As previously mentioned in a letter to you from the Minister for Police, Fire and Emergency Services, Nicole Manison, date 9 April 2019, I can confirm that the Northern Territory





- 2 -


Government is working to develop a cross-border agreement with Queensland which will see the establishment of a permanent police station in Alpururulam.

There is currently a business champion in Tennant Creek and the Department of Trade, Business and Innovation will shortly be advertising for a regional economic development manager for a period of 2 years as provided for under the Barkly Deal.

Authority to confirm Police attendance to a reported incident is at the Watch Commander and Territory Duty Officer level. Once a decision is made, the Triage Constable on duty within the JESCC will attempt to call the complainant to advise them of the decision that has been made. If the call is not answer then Police leave a message, if the complainant does not have a phone or has called from a pay phone, notification may not be possible.

Thank you for taking an interest in these important issues.

Yours sincerely



GERRY MCCARTHY  
4/7/2019

## **LATEST FINANCIAL QUARTERLY REPORT**

---

**ITEM NUMBER** 12.1  
**TITLE** Monthly Finance Report  
**REFERENCE** 280852  
**AUTHOR** Gary Pemberton, Finance Manager

### **RECOMMENDATION**

#### **That the Authority**

- a) Receive and note the report.


### **SUMMARY:**

### **BACKGROUND**

### **ISSUE/OPTIONS/CONSEQUENCES**

### **CONSULTATION & TIMING**

### **ATTACHMENTS:**

1  Finance Report.pdf

Barkly Regional Council  
Local Authority Allocation  
Project: 405 Elliott

**INCOME**

**LA Grants Received**

Grants Received

**INCOME TOTAL**

Approved  
 Minutes

**EXPENDITURE**

**LA Funding Expended**

Aug-15 Hart Sport

Aug-15 Water Park

Feb-17 Anzac Day

Feb-18 Anzac Day

Apr-18 Elliott Entrance Signs

May-17 Elliott Main Park Refurb (BBQ, Public Toilet)

Jul-18 Bessie Bathern Plaque (Uncosted)

**LA Funding Committed**

May-17 Elliott Main Park Refurb (BBQ, Public Toilet)

Expenditure  
 Date

Oct-15

Jun-16

Apr-17

Mar-18

Apr-18

Jul-18

Refer Above

Budget	Income and Expenditures				Total
	2016-2017	2017-2018	2018-2019		
243,530.18	\$ 49,454.00	\$ 51,150.00	\$ 51,150.00	\$ 243,530.18	
243,530.18	\$ 49,454.00	\$ 51,150.00	\$ 51,150.00	\$ 243,530.18	
4,450.91	\$ 174.73			\$ 4,450.91	
87,500.00	\$ 1,000.00	\$ 1,000.00		\$ 87,500.00	
1,000.00	\$ 1,000.00	\$ 7,827.02		\$ 1,000.00	
7,827.02	\$ 43,200.69	\$ 1,050.00		\$ 7,827.02	
1,050.00	\$ 5,078.58	\$ 1,000.00		\$ 1,050.00	
49,279.27	\$ 10,877.02	\$ -		\$ 49,279.27	
152,107.20	\$ 40,272.98	\$ 51,150.00	\$ 91,422.98	\$ 152,107.20	
91,422.98	\$ -	\$ 40,272.98	\$ 51,150.00	\$ 91,422.98	

## **OTHER BUSINESS**

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**ITEM NUMBER** 17.1  
**TITLE** Confirmation of Next Meeting Date  
**REFERENCE** 280046  
**AUTHOR** Shelley McDonald, Area Manager - Elliott

### **RECOMMENDATION**

#### **That the Authority**

- a) Confirm the next Elliott Local Authority meeting to be held on the 3<sup>rd</sup> October 2019.

### **SUMMARY:**

### **BACKGROUND**

### **ISSUE/OPTIONS/CONSEQUENCES**

### **CONSULTATION & TIMING**

### **ATTACHMENTS:**

## VISITOR PRESENTATIONS

---

**ITEM NUMBER** 18.1  
**TITLE** Presentation from Dept Primary Industry & Resources  
**REFERENCE** 279852  
**AUTHOR** Shelley McDonald, Area Manager - Elliott

### RECOMMENDATION

**That the Authority**

- a) Receive and note the presentation.

### SUMMARY:

### BACKGROUND

### ISSUE/OPTIONS/CONSEQUENCES

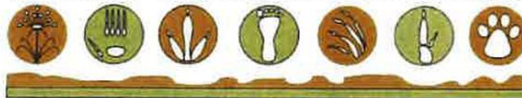
### CONSULTATION & TIMING

### ATTACHMENTS:

- 1 [↓](#) presentation request Sept. meeting.pdf



## BARKLY REGIONAL COUNCIL



## **Request to make a Presentation to a Local Authority**

*(Request must be made in writing one week before a Local Authority meeting).*

Dear Chair of the Elliott Local Authority,

I am requesting your permission to make a presentation to the Elliott Local Authority  
on 5 / 9 / 19

### *Give the Local Authority Information about*

The aim of the presentation is to provide the Traditional Owners with an understanding of the Aboriginal Land Rights Act (ALRA) processes of Exploration and Mining in the Northern Territory.

### *Speaking points that BRC will insert into the Local Authority minutes as a record of your presentation/report*

The Department of Primary Industry & Resources (DPIR) developed an Exploration and Mining Educational Storyboard (storyboard) with the view of provide a better understanding to Aboriginal people in urban and remote localities of the processes and time frames of exploration and mining in accordance with the ALRA. This education program should assist the TOs to make an informed decision on exploration and mining activities on their land.

*Local Authority members welcome contributions from outside agencies. We ask visitors to keep presentations to no longer than 10 minutes including questions. \* Presentations are not minuted by BRC staff.*

Name: Peter Lake

Organisation: Department of Primary Industry & Resources

Contact details: 8999 6357

Signed: [Signature]

Date: 8 August 2019

### **Local Authority Chair to complete:**

I approve/~~do not approve~~ the request to make a presentation (cross out what doesn't apply)

Signed: [Signature]

Date: 21-8-2019

## **VISITOR PRESENTATIONS**

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<b>ITEM NUMBER</b>	18.2
<b>TITLE</b>	Tidy Towns Australia Presentation
<b>REFERENCE</b>	280792
<b>AUTHOR</b>	Shelley McDonald, Area Manager - Elliott

### **RECOMMENDATION**

#### **That the Authority**

- a) Receive and note the report.
- b) Vote on whether or not to commence the tidy towns program

### **SUMMARY:**

Phone in to Heimo Schober to discuss further the Tidy Towns Program.

### **BACKGROUND**

### **ISSUE/OPTIONS/CONSEQUENCES**

### **CONSULTATION & TIMING**

### **ATTACHMENTS:**