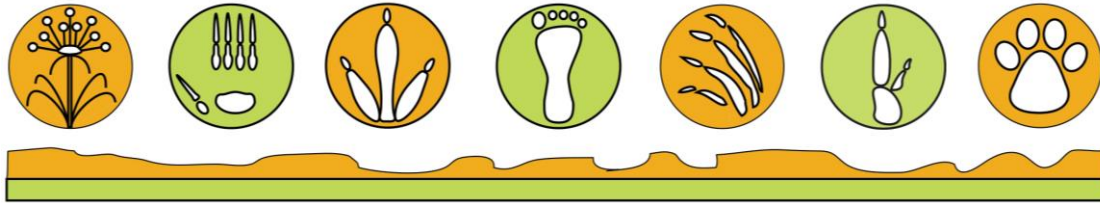

BARKLY REGIONAL COUNCIL



VISION

We are a progressive and sustainable Council who respects and listens to the people.

The Way We Will Work

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.
Respect is shown in everything we do and we have acceptance of all cultures in the Barkly Region and their practices.
We are a responsible Council that meets all of its regulatory and social responsibilities.
We will be a responsive Council.

AGENDA

AUDIT COMMITTEE MEETING THURSDAY, 2 JULY 2015 TENNANT CREEK

The Audit Committee Meeting of the Barkly Regional Council will be held in Council Chambers on Thursday, 2 July 2015 at 10:00am.

Edwina Marks
Chief Executive Officer

AGENDA

ITEM	SUBJECT	PAGE NO
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Meeting to commence – Acknowledgement of Traditional Owners

1 OPENING & ATTENDANCE

- 1.1 Elected Members Present
- 1.2 Staff and Visitors Present
- 1.3 Apologies and Leave of Absence
- 1.4 Absent without Apology
- 1.5 Disclosure of Interests

2 CONFIRMATION OF AUDIT COMMITTEE MEETING MINUTES

- 2.1 Audit Committee Meeting - 10 March 2015 4

3 UPDATED AUDIT COMMITTEE WORK PROGRAM REPORTS

- 3.1 Audit Committee Work Program 9

4 GENERAL BUSINESS AND MATTERS FOR NOTING REPORTS

- 4.1 Annual Financial Statements and Audit Process 2014-15 16
- 4.2 Consultant Plan 19
- 4.3 Policy Review - Debtor Recovery Policy 24
- 4.4 Policy Review - Credit Card Policy 28
- 4.5 Policy Review - Staff Housing Policy 32
- 4.6 Code of Conduct Policy Review 2015 37
- 4.7 Audit Charter - DLG Instruction 2 68
- 4.8 Public Exhibition Barkly Regional Plan and Budget 2015/16 70
- 4.9 Department of Local Government Compliance Review Visit October 2015 113
- 4.10 Delegations Register Review 2015 118

5 OTHER BUSINESS

Nil

6 CLOSE OF MEETING

CONFIRMATION OF AUDIT COMMITTEE MEETING MINUTES

ITEM NUMBER 2.1
TITLE Audit Committee Meeting - 10 March 2015
REFERENCE 144810
AUTHOR Edwina Marks, Chief Executive Officer

RECOMMENDATION

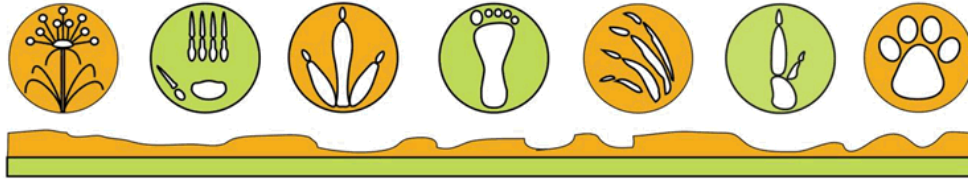
That the Audit Committee

- a) Accept the minutes of the Audit Committee Meeting held on 10 March 2015 as true and accurate.

ATTACHMENTS:

- 1 Unconfirmed Minutes - Audit Committee Meeting - 10.03.2015 - V2.pdf

BARKLY REGIONAL COUNCIL



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MINUTES

AUDIT COMMITTEE

TUESDAY, 10 MARCH 2015
TENNANT CREEK

The Special Council Meeting of the Barkly Regional Council was held in Tennant Creek on Tuesday 10 March 2015 at 10:00am.

Edwina Marks
Chief Executive Officer

Unconfirmed Minutes - Audit Committee Meeting - 10.03.2015 - V2
Page 1 of 4

1. OPENING AND ATTENDANCE

Chairman Rex Mooney opened the meeting at: 10.12am

1.1. COMMITTEE MEMBERS PRESENT

Rex Mooney; Chair
Cr. Bob Bagnall
Cr. Narelle Bremner
Cr. Tony Boulter

1.2. STAFF AND VISITORS PRESENT

Edwina Marks; Chief Executive Officer
David Heron; Director of Corporate Services
Courtney Barber; Executive Assistant to the Chief Executive Officer
Regan Randle; Executive Assistant to the President
Michele Bennetts; Finance Contractor

1.3. APOLOGIES AND LEAVE OF ABSENCE

President Barb Shaw

1.4. DISCLOSURE OF INTEREST

Audit Committee Chair Rex Mooney declared a conflict to item 4.1
Rex had worked with Ian McDonald on a project to the value of \$4,000.00 previously
and advised that he would refrain from voting.

2. CONFIRMATION OF PREVIOUS AUDIT COMMITTEE MEETING MINUTES**MOTION**

That the minutes of the Barkly Regional Council Audit Committee Meeting held on 11 November 2014 as circulated to members be received as a true and correct record.

Moved: Cr. Boulter

Seconded: Cr. Bagnall

CARRIED UNAN.

Resolution 01/15

3. AUDIT COMMITTEE WORK PLAN**3.1. Audit Committee Work Program**

The Audit Committee Work Program was deferred to the May meeting 2015

4. GENERAL BUSINESS AND MATTERS FOR NOTING**DECISION TO MOVE INTO CLOSED SESSION AT 10.18AM****MOTION**

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

Moved: Cr. Bremner

Seconded: Cr. Bagnall

CARRIED UNAN.

Resolution 02/15

Chief Executive Officer Edwina Marks left the meeting the time being 11.28am

4.1 APPOINTMENT OF AUDITOR

The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be kept confidential.

MOTION

That The Audit Committee move back into open session at 11.36am

Moved: Cr. Boulter

Seconded: Cr. Bremner

CARRIED UNAN.

Resolution 03/15

MOTION

That the Audit Committee break at 11.45am

Moved: Cr. Bremner

Seconded: Cr. Bagnall

CARRIED UNAN.

Resolution 04/15

MOTION

That The Audit Committee return to session at 12.10pm

Moved: Cr. Boulter

Seconded: Cr. Bremner

CARRIED UNAN.

Resolution 05/15

Chief Executive Officer Edwina Marks returned to the meeting the time being 12.12pm

DECISION TO MOVE INTO CLOSED SESSION AT 12.12PM**MOTION**

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

Moved: Cr. Bremner

Seconded: Cr. Bagnall

CARRIED UNAN.

Resolution 06/15

4.1 APPOINTMENT OF AUDITOR

The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be kept confidential.

MOTION

That the Audit Committee

- a) Recommend that Council endorse the appointment of Ian McDonald FCA for the total amount of \$176,000.00 as the Auditor for Tender BRC – 004 – 14 External Audit Services 2014/15 to 2017/18 period.

Moved: Cr. Boulter

Seconded: Cr. Bremner

CARRIED UNAN.

Resolution 07/15

RESUMPTION OF MEETING**MOTION**

That The Audit Committee move back into open session at 12.46PM

Moved: Cr. Bagnall

Seconded: Cr. Bremner

CARRIED UNAN.

Resolution 08/15

4.2. FINANCIAL MANAGEMENT AND REPORTING PROJECT**MOTION**

That The Audit Committee receives and notes the report.

Moved: Cr. Boulter

Seconded: Cr. Bagnall

CARRIED UNAN.

Resolution 09/15

4.3. STRATEGIC PLANNING AND REPORTING**MOTION**

That the Audit Committee

- a) Receives and notes the report.
- b) Review at the May 2015 meeting.

Moved: Cr. Bremner

Seconded: Cr. Boulter

CARRIED UNAN.

Resolution 10/15

5. OTHER BUSINESS

NIL

6. NEXT MEETING

The next Audit Committee Meeting is scheduled to take place in May 2015 – Date to be confirmed.

7. CLOSE OF MEETING

The Meeting was terminated at 1.03pm

Rex Mooney
Chairperson

Edwina Marks
Chief Executive Officer

UPDATED AUDIT COMMITTEE WORK PROGRAM

ITEM NUMBER 3.1
TITLE Audit Committee Work Program
REFERENCE 144768
AUTHOR Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) Receives and notes the report

SUMMARY:

The updated Audit Committee Work Program is appended to this report for information to the Committee.

ATTACHMENTS:

- 1 AC Work Program - 29 June 2015.pdf

Barkly Regional Council
Audit Committee Work Program 2014-16 - updated June 2015

Activity	Meeting Date	Responsible Officers	Current Status/Outcomes	Date Completed	Follow up Action (for next year's work program)
1. Financial Reporting					
<p>Monitor the integrity of the financial statement reports referred to in sections 1.1 to 1.4 below to review any significant financial reporting issues and judgements which they may contain</p> <p>Specifically - review and challenge where necessary:</p> <ul style="list-style-type: none"> the consistency in application of, and/or any changes to, accounting policies; the method used to account for significant or unusual transactions where different approaches are possible; whether Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor; the clarity of disclosure in Councils financial reports and the context in which statements are made; all information presented with the financial statements, such as the operating and financial review and the corporate governance statement (in so far as it relates to the audit and risk management); and significant adjustments to the financial report (if any) arising from the audit process. 					
1.1 Annual Budget 2015-16	June 2015	TN / MB / CEO	Agenda Item – Refer item 7.6 below for more detail		
1.2 Annual Financial Statements 2013-14	Nov 2014	VJ	Complete	December 2014	
1.3 Annual Financial Statements 2014-15 Preparation & Audit - Project Plan	June 2015	TN / MB / CEO	Agenda Item		
1.4 Annual Financial Statements 2014-15	Sep 2015	TN / MB / CEO			
1.5 Financial Performance Report 2014-15	Nov 2015	TN / MB / CEO	Statutory format		
1.6 Mid Year Budget Forecast.	June 2015	CEO, DCS	Agenda Item		

Barkly Regional Council
Audit Committee Work Program 2014-16 - updated June 2015

Activity	Meeting Date	Responsible Officers	Current Status/Outcomes	Date Completed	Follow up Action (for next year's work program)
2. Internal Controls and Risk Management Systems					
2.1 Develop an internal financial control framework, together with associated policies & procedures documents.	Nov 2015	TN / MB / CEO	Development of a project plan has commenced		
2.2 Review & comment on risk register including the risk assessment framework used when completed.	Nov 2015	CEO			
2.3 Further develop & comment on the disaster recovery plan as well as the business continuity plan.	Nov 2015	CEO			
3. Internal Audit					
3.1 Develop an internal audit program. Staff to develop a cyclical audit program to ensure that the internal controls as identified in the internal control framework are operating effectively.	Nov 2015	DCS / TN			
3.2 Review the internal audit annual work program, and receive twice yearly summary reports on work undertaken outlining any significant issues discovered.	Nov 2015 May 2016	DCS / TN			
3.3 Having regard to results of its own work program and the Council's available resources, risks and anticipated benefits and costs, the Audit Committee should identify whether there are key functions where it might recommend that an efficiency and economy audit be performed.	Ongoing	CEO / EM / ACM			

Barkly Regional Council
Audit Committee Work Program 2014-16 - updated June 2015

Activity	Meeting Date	Responsible Officers	Current Status/Outcomes	Date Completed	Follow up Action (for next year's work program)
4. External Audit					
4.1 Liaise with the Councils' external auditor on the scope and planning of annual audits , including any issues arising from audits and the resolution of such matters. Interim Audits need to be included in future audit requirement specifications.	June 2015 Sept 2015	CEO / Auditors	Agenda Item – update Audit Committee on 2014-15 AFS Audit arrangements.		
4.2 All correspondence between the Auditor & Council is to be tabled for consideration. The audit committee will review and comment on the Councils response to, and actions taken as a result of issues raised from any external audit. It is anticipated that the Auditors would send 2 management letters in a typical year coinciding with the 2 visit to be required of them in future Audits.	Sept 2015 Nov 2015	DCS / TN			
4.3 Recommend the engagement of the Councils' external auditor, including the appointment, reappointment, and removal of the Councils' external auditor. Tender specifications and process to be discussed in Nov Audit Committee meeting with a recommendation to Council to appoint an auditor occurring in the February meeting.	Nov 2014 Feb 2015	TN / CEO	Complete	Feb 2015	
4.4 Obtain written assurances from Council management to confirm that Councils auditors do not provide additional non audit services.	Nov 2014	CEO / DCS	Complete	Dec 2014	
4.5 Obtain written assurances from Council management to confirm that Councils auditors do not provide additional non audit services.	Sep 2015	DCS / TN			

Barkly Regional Council
Audit Committee Work Program 2014-16 - updated June 2015

Activity	Meeting Date	Responsible Officers	Current Status/Outcomes	Date Completed	Follow up Action (for next year's work program)
5. Reporting Requirements of the Audit Committee					
5.1 Ensure that significant, urgent matters identified through the work program are formally and promptly reported to Council.	Ongoing	DCS / TN			
5.2 Table the minutes of audit meetings together with updated Audit Committee work programs as part of the agenda of the next Council meeting, ensuring recommendations are considered and adopted as required.	Ongoing	CB / CEO			
5.3 Prepare annually a report to Council on the Audit Committees performance over the past year and include the report in the Annual Report of Council.	Sept 2015	RM / CEO			
5.4 Review its own performance and terms of reference on a biennial basis.	Nov 2015	TN / CEO / Audit Committee			
6. Financial Governance					
6.1 Ensure that management develop a comprehensive schedule of finance policies to be developed or reviewed. With the relevant policies included in the audit committee work program.	Sept 2015	DCS / TN			

Barkly Regional Council
Audit Committee Work Program 2014-16 - updated June 2015

Activity	Meeting Date	Responsible Officers	Current Status/Outcomes	Date Completed	Follow up Action (for next year's work program)
6.2 Initial Policies to be scheduled include: Accounting / financial management <ul style="list-style-type: none"> Budget setting, amendment & reporting policy Procurement – incl contract & tendering Financial delegations Fraud & corruption Whistleblower protection Rates Policy Accounts Receivable 	TBA - pending achievement of 6.1 above	DCS / TN			
7. Strategic Planning					
7.1 Review a process to develop a Strategic Management Plan. Incorporate a review by the Audit Committee of the key mile stones of the process into the Audit Committee work program.	June 2015 TBA	CEO	Agenda Item		
7.2 Review a process to develop an Asset Management Plan. Incorporate a review by the Audit Committee of the key mile stones of the process into the Audit Committee work program.	Feb 2015 TBA	CEO	Complete		

Barkly Regional Council
Audit Committee Work Program 2014-16 - updated June 2015

Activity	Meeting Date	Responsible Officers	Current Status/Outcomes	Date Completed	Follow up Action (for next year's work program)
7.3 Review a process to develop a Long Term Financial Plan. Incorporate a review by the Audit Committee of the key mile stones of the process into the Audit Committee work program.	Feb 2015 TBA	CEO	Complete		
7.4 Review a process to develop an Asset identification & data improvement plan. Incorporate a review by the Audit Committee of the key mile stones of the process into the Audit Committee work program.	Feb 2015 TBA	CEO	Complete		
7.6 Review a process to develop an Annual Business Plan & Annual Budget. Review and comment on Councils Annual Business Plan / Annual Budget. Specifically in relation to its consistency with strategic management plans as well as the expected impact on Councils financial sustainability.	Feb 2015 May 15	 CEO	Complete Agenda Item – Refer Item 1.1 also		

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.1
TITLE	Annual Financial Statements and Audit Process 2014-15
REFERENCE	144886
AUTHOR	Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) Receive and note the report

SUMMARY:

Attached is the annual financial statements 2015 preparation and Audit Project Plan

BACKGROUND

This report meets activity 1.3 as part of the Audit Committee Work Program 2014-2016

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

ATTACHMENTS:

- 1 Annual Financial Statements 2015 Preparation Plan.pdf

Barkly Regional Council
Draft Annual Financial Statements Preparation & Audit Process

Due Date	Meeting / Activity	Responsibility	Action	Comment / purpose / Status
7 Aug 2015	Year End Journals and processes	TN, DB	Identify and process year end journals: Income Prepaid, Income Accrued, Expenses Prepaid , Expenses Accrued, Inventories etc.	Refer detailed year end operations plan
7 Aug 2015	Reconcile Balance Sheet Accounts to Source Documents	DB (responsible), PP, ME, BO, TN (as needs)	Reconcile Balance Sheet Accounts - Need reconciliations for each Balance Sheet account in the trial balance.	Refer detailed year end operations plan
28 Aug 2015	2013-14 Comparatives	TN, MB	Populate comparative data and ensure Integrity sheet balances	Need to convert 2013-14 AFS into Coal-face format
28 Aug 2015	Develop Linking Sheet	TN, MB	Draw the financial data out of the Authority accounting software into excel linking sheet	Excel & logic skills
28 Aug 2015	Create links	TN, MB	Link Coalface templates to excel versions of trial balances from Authority	Additional Project plan required for this. RM to assist.
28 Aug 2015	Integrity Formulas	TN, MB	Set up check formulas to ensure coalface balances with Authority trial balances.	
28 Aug 2015	Other sections	TN, MB	Populate remaining sections of coalface templates not already linked. Housekeeping / formatting.	Information required from sources other than GL
28 Aug 2015	Integrity Check	TN, MB	Ensure Coalface integrity check sheets balance	
9 Sep 2015	Draft Annual Financial Statements (AFS)	TN, MB	Early draft AFS ready for Council to review	
11 Sep 2015	Circulate Agenda	CB, CEO	Includes draft set of AFS and covering report	

Barkly Regional Council
Draft Annual Financial Statements Preparation & Audit Process

Due Date	Meeting / Activity	Responsibility	Action	Comment / purpose / Status
17 Sep 2015	Council meeting	CEO	Reviews early draft AFS	
9 Oct 2015	Final Draft AFS	TN, MB	Updated Final Draft ready for Audit process	
12 to 16 Oct 2015	Audit	TN, MB, Auditors	Auditors to undertake Audit process	
12 Oct 2015	Circulate Agenda	CB, CEO	Agenda to include AFS as well as other items due as outlined in the AC work program	
15 Oct 2015	Audit Committee	TN, CEO	Audit Committee to undertake review of final draft being audited as well as meeting with Auditor to discuss any issues identified during audit.	
30 Oct 2015	Final Review by Audit Chairman	RM	Final review to be undertaken by Audit Committee Chairman. Follow up questions to auditor if required.	
2 Nov 2015	Sign Off	CEO, President & Auditors	Sign off by CEO, President & Auditor	
3 Nov 2015	Circulate Agenda	CB, CEO	Includes final signed AFS	
5 Nov 2015	Special Council meeting	CEO	Adopt Annual Report included Audited Annual Financial Statements	

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.2
TITLE	Consultant Plan
REFERENCE	144809
AUTHOR	Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) Receive and note the consultants report on financial reporting and system improvements.

SUMMARY:

Councils consultant financial Advisor Michele Bennetts has provided an overview of the project plan improvements undertaken as part of the financial reporting and system improvements process. This process was conducted in consultation with the Audit Chair.

BACKGROUND

Nil

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

ATTACHMENTS:

- 1 Consulting Plan 9 Mar to 22 June as at 18 05 2015.pdf

Michele Bennetts

CONSULTING PLAN FOR THE PERIOD 9 MARCH – 22 JUNE 2015

ITEM	ISSUE	APPROACH	OUTCOMES/COMPLETION DATES	HOURS TO DATE	HOURS TO COMPLETE UP TO 22.06.2015
Forecast 2014/15	BRC determined it had a falling cash situation but had no useful information from its general ledger or payroll to determine the exact situation.	Utilised payroll and finance data to prepare an establishment list which was reviewed and signed off by each budget holder. Downloaded all actual and budget balances from the general ledger. Determined the budget and actual across 90% of the accounts were inaccurate.	Prepared a forecast at the organisational level to determine an expected result at the 30 June of \$1.92m deficit and cash reserves of \$742k 31.03.2015	139.5 hours	Complete
Annual Business Plan and Budget 2015/16	BRC's previous budgets were developed within finance with little input from budget holders. This had the effect of: <ul style="list-style-type: none"> • Inaccurate/unachievable budgets • No ownership or understanding by budget holders • No robust financial management within the organisation 	Each budget holder attended a meeting with Michele Bennetts and BRC's Finance Manager in which the following occurred: <ul style="list-style-type: none"> • Using the establishment from the forecast managers reviewed and signed off on their employee numbers. • In consultation with budget holders and relevant director, the most appropriate budget structure was prepared for each area, while also considering corporate reporting/management requirements. • Major revenue and expense items were determined The information from the meetings was consolidated by budget responsibility using <ul style="list-style-type: none"> • Finalised establishments lists • Grant schedule prepared by the grants manager • 2014/15 actual expenditure to the end of April extrapolated to 30 June. The first draft of the budget was distributed to budget holders for review. Following meetings	Draft Version 1 of the Budget for Management - 12.05.2015 Draft Version 2 of the Budget for Council review and workshop - 21.05.2015 Final Version of the Budget able to be updated and adjusted by BRC - 18.06.2015 Annual Business Plan Components as determined during conference call 13 May between Rex, Edwina, Theresa and Michele 21.05.2015 Completed versions 4, 5 and 6 reviewing all budget areas with comparisons to the last 3 years to ensure consistency for all major revenue and expense items. Finalised ABP	260 hours	Complete

Michele Bennetts

CONSULTING PLAN FOR THE PERIOD 9 MARCH – 22 JUNE 2015

ITEM	ISSUE	APPROACH	OUTCOMES/COMPLETION DATES	HOURS TO DATE	HOURS TO COMPLETE UP TO 22.06.2015
		with the BRC executive the second draft of the budget was finalised			
Chart of Accounts (COA)	<p>While preparing the 2014/15 forecast it became apparent that the current COA of BRC was</p> <ul style="list-style-type: none"> • Inconsistent making it difficult to prepare informative financial reporting information • contained 16 digit account numbers which was wasting resources when keying and increasing the probability of errors • not implemented appropriately • was not maximising the capabilities of BRC's financial system, "Authority". 	<p>During the Budget 2015/16 process information was gathered from each Budget holder and related director regarding how "they" managed their part of the organisation.</p> <p>From this a basic chart of accounts was developed based on the organisations responsibility structure which provided a meaningful basis for the budget 2015/16 to be structured.</p> <p>Contact was made with Civica on the possibility and resources required to implement a new COA at BRC. Civica agreed it was possible with adequate resourcing from BRC, and agreed to make provide resources which could be utilised from the prepaid support amount held by them.</p>	<p>Chart of Accounts Business Case. 09.06.2015</p> <p>Detailed chart of accounts excel spreadsheet with explanatory text. 21.06.2015</p> <p>Project management of chart of accounts implementation up to 21.06.2015</p> <p>Updated general ledger and integrated Authority modules based on agreed chart of accounts 15.08.2015</p> <p>Updated views on BIS based upon the new chart of accounts 31.08.2015</p>	17 hours	30 hours
Management Reporting	Following the chart of accounts implementation a new suite of management reports will need to be developed to ensure ongoing improved financial management within BRC.	Most of the information required to develop reports was collected during the 2015/16 budget development. Additional consultation will be held with budget holders, the executive team and the CEO to ensure users of the reports have the information they require to manage their business as well as any legislative, council and local authority requirements.	<p>Suite of monthly budget holder reports available on BIS based on user and legislative requirements. 31.07.2015</p> <p>New monthly reporting process including</p> <ul style="list-style-type: none"> • EOM procedures for close off • Responsible budget holder listing • Procedure for distribution of 		2.5 hours

Michele Bennetts

CONSULTING PLAN FOR THE PERIOD 9 MARCH – 22 JUNE 2015

ITEM	ISSUE	APPROACH	OUTCOMES/COMPLETION DATES	HOURS TO DATE	HOURS TO COMPLETE UP TO 22.06.2015
			monthly reports <ul style="list-style-type: none"> • Procedure for correction of errors, reporting of budget v actual variances • Procedure for monthly council and local authority reporting. 		
Grant Acquittal	While preparing the 2014/15 forecast and 2015/16, a review of how BRC acquits its grants highlighted that its current COA's and reporting systems did not provide the information to fulfil ongoing reporting commitments in an efficient or consistent manner. Information is currently time consuming to collect and often incomplete or inaccurate.	Possible implementation of the works management system and other costing tools to provide a consistent approach of costing for grant programmes.	The development of a costing system for the ongoing reporting and acquittal of grants within BRC. – 19.06.2014		
End of Financial Year (EOFY)	With the large turnover of staff there is currently little or no experience in the end of financial year processes.	Meet with auditors and determine auditor requirements for EOFY. Mentor Finance manager in the preparation and implementation of the EOFY project plan.	EOFY Implementation Plan – 19.06.2014	12.2 hours	3 hours
Mentoring Finance Manager	The Finance Manager has limited experience in working in a large local government organisation, and managing staff and financial processes	Weekly finance meetings for empowering both finance manager and staff to be an effective work unit. Direct communication between Michele Bennetts and Finance manager by phone, video messaging and face-to-face on a needs basis.	Effective finance team and finance manager -ongoing	8.5 hours	1.5 hours
Grant Process Improvement	While preparing the 2014/15 forecast and 2015/16, a review of how BRC manages its grants process highlighted that there was no organisation wide consistently used	Using the PDSA (Plan, Do, Study, Act) Improvement Process to develop and implement a complete grants management system. The steps will involve <ul style="list-style-type: none"> • Select a project team 	An organisation wide consistent procedure for the take-up, implementation and on-going management of grants within BRC.	1 hour	1 hour

Michele Bennetts

CONSULTING PLAN FOR THE PERIOD 9 MARCH – 22 JUNE 2015

ITEM	ISSUE	APPROACH	OUTCOMES/COMPLETION DATES	HOURS TO DATE	HOURS TO COMPLETE UP TO 22.06.2015
	procedure for the take-up of new grants or the renewal of ongoing grants.	<ul style="list-style-type: none"> • Define the process • Study the current situation • Analyse the causes • Develop a theory for improvement • Implement the improvement(s) • Study the results • Standardise the improvement 			

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.3
TITLE	Policy Review - Debtor Recovery Policy
REFERENCE	144755
AUTHOR	Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) Review the Draft Debt Recovery Policy as appended to this report

SUMMARY:

Barkly Regional Council officers are currently conducting a checklist of all corporate policies to ensure that we have in place all relevant policy for good governance and financial controls. These policies will also be assessed as part of the October 2015 Compliance Review by the Department of Local Government.

The Report recommends that the Council adopt a Debtor Recovery Policy and an updated Credit Card Policy as part of its suite of internal controls. The Debtor Recovery Policy requires the CEO to implement a systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes. The Credit Card Policy outlines policy and procedures in relation to Credit Card usage and the responsibility of the cardholder as well as Councils internal control and reconciliation procedures.

Debtor Recovery

The Council may be owed money for a variety of reasons: For example – rates, fees and charges, and work done on behalf of private individuals and organisations. A majority of the money owed will be paid on time but some debts become outstanding and the Council has a responsibility to recover monies owing to it in a timely and efficient manner. The longer recovery action is delayed the more difficult it can become to collect the money owed. It will be recommended that Council adopt a Debt Recovery Policy to ensure:

- The efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service
- That, where possible, sundry debts owed to Council are paid by the due date and that outstanding debts are followed up within specified timeframes
- An equitable, accountable and transparent approach to Council's sundry debt management, collection decisions and practices

ISSUES/OPTIONS/CONSEQUENCES

The Local Government Accounting Regulations require Council to have in place adequate internal controls. A policy governing the proper recording and active management of sundry debtors is seen as an essential requirement to reduce the risk of being unable to recover monies owing to the Council. Debts which cannot be recovered result in a financial loss to the Council and ultimately its ratepayers.

CONSULTATION AND TIMING

The Chair of the Audit Committee and Finance staff has been consulted to ensure that processes can be achieved.

These policies allow time for the internal review by Councils new auditor Ian McDonald on his visit in July and also the Department of Local Government during their October 2015 visit.

ATTACHMENTS:

- 1 CP000044 - Debtor Recovery - Policy - TO BE REVIEWED.pdf

POLICY



TITLE:	Debtor Recovery Policy		
DIVISION:	Corporate Policy		
ADOPTED BY:	Council		
DATE OF ADOPTION:		DATE OF REVIEW:	
MOTION NUMBER:			
POLICY NUMBER:	CP000044		
AUTHORISED:	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

The Policy sets out the Council's requirements in regard to the collection of outstanding debts due to the Council

OBJECTIVES

To ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service. To ensure that, where possible, sundry debts owed to Council are paid by the due date and that outstanding debts are followed up within specified timeframes. To ensure an equitable, accountable and transparent approach to Council's sundry debt management, collection decisions and practices.

BACKGROUND

The Council may be owed money for a variety of reasons: For example – rates, fees and charges, and work which may be done for private individuals and organisations. A majority of the money owed will be paid on time but some debts may become outstanding and the Council has a responsibility to recover monies owing to it in a timely and efficient manner. The longer recovery action is delayed the more difficult it can become to collect the money owed.

POLICY STATEMENT

The Council has a responsibility to recover monies owing to it in a timely and efficient manner and in accordance with the relevant legislation. Regulation 26 of the NT Local Government Accounting Regulations requires the CEO to:

Ensure that proper records are kept of debts owed to the council. The records are to be kept by computer and must be capable of being arranged according to the category of the debt (distinguishing in particular between debts for, or related to rates and other debts); and according to the age of the debt.

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POLICY



Council's administration will apply prudent debt management practices. These will include:

- Raising invoices: Invoices must be raised where money is owed. Account details must be recorded correctly and GST applied as appropriate.
- Issuing monthly statements to overdue debtors at end of each month
- Reviewing Aged Debtor reports monthly
- Regular reporting to Council on overdue and outstanding debtors
- Keeping in regular contact with overdue Debtors
- Implementing a systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes
- Issuing follow up letters to Debtors,
- Referring Aged Debtors to Council's Collection Agency who may issue letters of demand allowing for seven days payment prior to instigation of legal action.
- Initiating legal action which generally will start with a Statement of Liquidated Claim, followed if necessary by a Writ of Execution or a Garnishee Order. Council may in specific circumstances initiate action under Section 173 of the Local Government Act (Sale of land for non-payment of rates).
- Cessation of services: Where debts have been incurred in relation to the provision of services and these debts are overdue further services are not to be provided to the debtor until overdue amounts have been paid
- Recommending the writing off of debts when all avenues of recovery have failed or it is considered uneconomical to proceed further

Management of Debts

The CEO may enter into arrangements for the payment of outstanding debts over a period of time as long as the objective is to ensure payment in full and there is a reasonable prospect of the debt being repaid. At the CEO's discretion an agreement may provide for an appropriate interest rate to be applied to any outstanding debt.

Doubtful Debts

Aged debts greater than 150 days shall be identified and provided for as a doubtful debt, Aged debts less than 150 days may be provided for as a doubtful debt if the recovery of the debt is considered unlikely.

Writing off Bad Debts

Debts may be written off by resolution of the Council (either wholly or in part) however Regulation 27 of the NT Local Government Accounting Regulations provides that this may only occur where the CEO has certified in writing that:

- *If the debt is for rates – that there is some doubt whether the rates were properly imposed, or are recoverable at law, or it would be impracticable or uneconomical to recover the rates; or*
- *If the debt falls within some other category – that the CEO has made all reasonable efforts to recover the debt and it is not reasonably possible to recover it.*

LEGISLATION, TERMINOLOGY AND REFERENCES

NT Local Government Act

Definitions

Notice of Demand: Demand letter from Council's debt recovery agent.

Statement of Liquidated Claim: Is a legal document which outlines to the debtor that a claim has been made to a Court for the recovery of monies due

Writ of Execution: Documentation served by on a debtor after determination by a Court allowing a court official to seize and sell goods to enable payment of the debt

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POLICY



IMPLEMENTATION AND DELEGATION

The CEO has delegated authority to implement this policy and to make decisions in relation to debt recovery in accordance with this Policy.

EVALUATION AND REVIEW

This Policy should be evaluated on the basis that the Audit Committee is satisfied that it has complied with and meets internal control requirements; and; that all outstanding sundry debtors have had recovery action taken against them, in accordance with this policy.

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

DRAFT

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.4
TITLE	Policy Review - Credit Card Policy
REFERENCE	144756
AUTHOR	Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) Review the Draft Credit Card Policy as appended to this report

SUMMARY:

Barkly Regional Council officers are currently conducting a checklist of all corporate policies to ensure that we have in place all relevant policy for good governance and financial controls. These policies will also be assessed as part of the October 2015 Compliance Review by the Department of Local Government.

The Report recommends that the Council adopt a Debtor Recovery Policy and an updated Credit Card Policy as part of its suite of internal controls. The Debtor Recovery Policy requires the CEO to implement a systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes. The Credit Card Policy outlines policy and procedures in relation to Credit Card usage and the responsibility of the cardholder as well as Councils internal control and reconciliation procedures.

Audit Workplan Activity - Section 6.2**Credit Card Policy**

In the normal course of business it is necessary for some Barkly Regional Council staff to be issued with a corporate credit card as these are a routine aspect of Council's accounts payable and goods procurement functions. Credit Cards are a valuable tool for Council reducing the administrative costs associated with making small purchases or of procuring items where written quotations are not required. However a policy is required to guide these officers in the use of the credit cards and to prevent fraudulent behaviour.

The objective of this Policy is to facilitate efficient and expedient procurement without exposing the Council to undue risk or liability.

ISSUES/OPTIONS/CONSEQUENCES

The Local Government Accounting Regulations require Council to have in place adequate internal controls. A policy governing the use of credit cards is seen as an essential requirement to reduce the risk of fraud and maladministration.

CONSULTATION AND TIMING

The Chair of the Audit Committee and Finance staff has been consulted to ensure that processes can be achieved.

These policies allow time for the internal review by Councils new auditor Ian McDonald on his visit in July and also the Department of Local Government during their October 2015 visit.

ATTACHMENTS:

- 1 CP000007 - Policy - Credit Card - TO BE REVIEWED.pdf

POLICY



TITLE:	Credit Card Policy		
DIVISION:	Corporate Policy		
ADOPTED BY:	Council		
DATE OF ADOPTION:		DATE OF REVIEW:	
MOTION NUMBER:			
POLICY NUMBER:	CP000007		
AUTHORISED:	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 sets out Barkly Regional Council's requirements for the use of corporate credit cards.

OBJECTIVES

To facilitate efficient and expedient procurement without exposing the Council to undue risk or liability

BACKGROUND

In the normal course of business it will be necessary or appropriate for some staff to be issued with a corporate credit card. When used appropriately, credit cards provide benefits to Council in the form of streamlined purchasing processes and better utilisation of resources. However, the use of credit cards involves the potential risk of fraud and misuse. This policy establishes procedures and guidelines in order to protect Council funds and to maintain public confidence in Council's operations.

POLICY STATEMENT

Council Policy is as follows:

Issue and Withdrawal of Credit Cards

The CEO has the authority to approve the issue of a corporate credit card. Each card issued will have a single maximum transaction limit and a monthly maximum limit approved by the CEO. Cards will have no cash advance functionality.

Each issued credit card will remain the property of the Council and may be withdrawn by the CEO at any time. Cards used in a manner non-compliant with this policy will be automatically withdrawn and disciplinary action will be initiated if appropriate.

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POLICY



By accepting a corporate credit card an employee is agreeing to the conditions of use and undertaking to comply with the cardholder's responsibilities set out below. Acceptance of a credit card is not compulsory.

Cardholder's Responsibilities

The cardholder will

- Only use the credit card for legitimate work purposes and never for personal use
- Ensure that purchases are consistent with Council's program objectives and that funds are available within the approved budget to cover the cost of any purchase
- Obtain proof of purchase documentation (i.e. itemised receipts or tax invoices) for each transaction and, when requested to do so, provide this documentation to the Finance section or CouncilBiz for processing.
- Liability for the purchase of items inconsistent with this policy, or, for which funds are not available within the budget lies with the cardholder.

Expenditure may only be incurred within the limits of the cardholder's financial delegation

Transactions

General:

- Using a credit card is not an alternative means of procurement to that specified in the Council's Purchasing and Procurement Policy. The requirements of the Procurement Policy in relation to obtaining quotes, calling tenders etc. must be adhered to.

Travel Related Transactions:

- Transactions related to official travel and accommodation must be approved through the normal procurement procedures.
- Incidental travel expenses covered by Travel Allowance are not to be paid for by credit card.

Transactions by Phone

- Transactions with corporate credit cards by phone are not encouraged, unless a receipt can be emailed or faxed through immediately.

INTERNAL CONTROL & RECONCILIATION PROCEDURES

- The corporate card must be signed with the card holders' usual signature immediately upon receipt.
- A compliant Tax Invoice must be obtained for all purchases over \$50.
- Card holders are to ensure that proposed transactions will not cause the credit limit to be exceeded.
- Card statements will be forwarded to card holders for checking each month.
- Signed statements together with Tax Invoices and job numbers are to be approved and signed off by the card holders' direct supervisor
- The supervisor/staff member to ensure that approved statement is returned to the finance section within 7 days of receipt
- Finance will keep a Register of Corporate Credit Card Holders, detailing card holder name, card number, credit limit and expiry date for all cards. The Register shall be kept up to date and reflect any changes notified to the corporate card supplier.

PROCEDURES FOR LOST, STOLEN OR DAMAGED CARDS

- Card holders are personally responsible and accountable for the safe custody of the issued card. Card holders must:

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POLICY



- Secure the card at all times to safeguard against theft or loss;
- Ensure that personal identification numbers (if applicable) are not written on or stored near the card, or disclosed to any other person;
- Report the loss or theft of a card to the supplying bank immediately and notify the Finance section

PROCEDURES FOR CESSATION OF EMPLOYMENT

Upon cessation from employment or membership with Council, the card holder must ensure that:

- All outstanding transactions are cleared and properly accounted for; and
- The Card is returned to the Finance section.

LEGISLATION, TERMINOLOGY AND REFERENCES

NT Local Government Act and the NT Local Government Accounting Regulations
BRC Purchasing and Procurement Policy

IMPLEMENTATION AND DELEGATION

The CEO has delegated authority to authorise the use of corporate credit cards within the organisation, to supervise and control their use, and, to recover monies due to the Council should unauthorised use occur.

EVALUATION AND REVIEW

This Policy should be evaluated on the basis that the Audit Committee is satisfied that it has complied with and meets internal control requirements.

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

BRC Credit Card Policy – XX/XX/XXXX

Review Date: MONTH YEAR

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GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.5
TITLE	Policy Review - Staff Housing Policy
REFERENCE	144757
AUTHOR	Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) Review the Draft Staff Housing Policy appended to this report

SUMMARY:

Barkly Regional Council officers are currently conducting a checklist of all corporate policies to ensure that we have in place all relevant policy for good governance and financial controls. These policies will also be assessed as part of the October 2015 Compliance Review by the Department of Local Government.

The Report recommends that the Council adopt a Debtor Recovery Policy and an updated Credit Card Policy as part of its suite of internal controls. The Debtor Recovery Policy requires the CEO to implement a systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes. The Credit Card Policy outlines policy and procedures in relation to Credit Card usage and the responsibility of the cardholder as well as Councils internal control and reconciliation procedures.

Audit Workplan Activity 6.2

This policy forms part of recommendations of the 2012 strategic review of the organisation hence its inclusion in the audit committee agenda as an ongoing governance output.

Staff Housing Policy

The staff Housing Policy is a recommendation of the previous Organisational change management review. The aim of the policy is to provide accommodation as an incentive for recruitment and retention and to also cost recover on charges where relevant.

ISSUES/OPTIONS/CONSEQUENCES

Where utilities cannot be separately accounted for, formulas will be developed for cost recovery.

CONSULTATION AND TIMING

The Chair of the Audit Committee and Finance staff has been consulted to ensure that processes can be achieved.

These policies allow time for the internal review by Councils new auditor Ian McDonald on his visit in July and also the Department of Local Government during their October 2015 visit.

ATTACHMENTS:

- 1 CP000043 - Policy - Housing - Review V1.pdf

POLICY



TITLE:	Housing Policy		
DIVISION:	Corporate Policy		
ADOPTED BY:	Council		
DATE OF ADOPTION:		DATE OF REVIEW:	
MOTION NUMBER:			
POLICY NUMBER:	CP000043		
AUTHORISED:	Chief Executive Officer		

THIS POLICY APPLIES TO:

All employees occupying a Council House and employees involved in the management of Council Housing.

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

Council is committed to effective and efficient delivery of public services to people within the Barkly region. To support the achievement of local government objectives, Barkly Regional Council provides housing to facilitate the attraction and retention of staff in regional and remote locations. The Council leases properties from private and government agencies and unlike standardised agreements, these agreements are with Council and Council provides the accommodation to the employee at a subsidised rate.

The aim of this policy is to provide a consistent approach for staff in relation to the use of and the charges for residential properties controlled by the Council. The intent of the policy is to ensure consistent treatment of occupancy, utilities, general condition, appearance, maintenance, and major repairs of properties. Housing shall only be provided while a person is employed by the Council. This policy also outlines a transparency process when tenancy agreements are taken out with interested parties.

Provision of Housing and Availability

Accommodation assistance may be provided as a result of one of the following:

- Remote incentive
- Attraction incentive to meet operational requirements

The Council shall provide Housing only while the employee is on active duty. Housing will only be provided for employees employed on a full time basis. Accommodation shall be retained for use by the occupant for periods of absence as negotiated and approved by the CEO.

POLICY



Employee Housing Lease Agreements

- Tenancy is subject to NT Residential Tenancy Legislation and must be supported by a tenancy agreement.
- Where a conflict between the Policy and the Residential Tenancy Act exists, the Act shall take precedence.

Council Housing

There are four categories of housing within the Council. They are:

- Council Owned Housing
- Council Leased Housing
- Council Leased – Share Accommodation Housing
- Community Based Housing

Definitions

Council owned housing

Council supplies housing as part of its Executive management contracts. This is in the main Council owned housing located in Tennant Creek. Council may enter a fully subsidised rental agreement for Executive Contracts.

Council Leased Housing

Council enters into leasing arrangements as relevant to its employee pool requirements. These are open market rentals and the employee contribution is a cost recovery method.

Council Leased Share Accommodation

Council enters into leasing arrangements as relevant to its employee pool requirements. These are open market rentals. In relation to effective management of leasing, individuals may enter into a shared leasing arrangement with Council. The benefits of this arrangement are that weekly contributions are worked out on a percentage share arrangement.

Community based housing

Council owned housing is usually provided for staff relocating to remote communities where available. This is usually reserved for management and hard to fill positions to ensure consistent delivery of local government services.

Responsibilities

Tenancy Agreements and tenancy inspections

Wherever housing is provided, other than for Executive arrangements which are subject to separate contract negotiation, agreements will be drawn up and executed between the Council and staff to reflect payment arrangements, inspection regimes and dispute resolution procedures. The aim is to provide a clear working arrangement between Council as head lessor and the staff as tenant.

The Council's Responsibility

The Council is responsible for ensuring that Houses available for employees are at a liveable and safe standard. Council will endeavour to provide the best quality housing available for

POLICY



staff within the resourcing constraints available. Housing options are voluntary, except where they are offered as part of the contract terms.

In simple terms, housing is a staff choice. The staff member (other than a contracted employee where housing is provided) is not bound to utilise the staff housing option available and can enter the market to approach a tenancy agreement independent of Council. If this should occur, Barkly Regional Council will not maintain the head lease, nor will it reserve other tenancy arrangements as a back up.

The Employee's Responsibility

Employees shall only use housing for residential purposes. Employees are also to faithfully advise of any damages done to the property during tenancy period.

Share Accommodation

In relation to share accommodation, and where the Barkly Regional Council is the Lessee, the residence is for use of the employee only.

Other Categories

In all other categories, where relevant, the employee can negotiate occupancy by their immediate family or partner prior to entering into any employment contract. An economic contribution is expected to be negotiated in this instance.

Rental Contributions - Fair Rent

The employee, whether renting council property or otherwise, is responsible for paying a 'fair rent' contribution for the tenancy unless otherwise negotiated as part of their employment contract.

Wherever possible the overall aim is to minimise any gaps between lease costs and the occupant contribution. Salary sacrifice options will be offered to all relevant staff. A bond may be considered as part of the security of the lease arrangement where relevant.

Outgoings (Utilities) Tennant Creek tenancies

The employee is responsible for the outgoing (utilities) of the property other than where contracts dictate other arrangements. This may be a negotiated fixed contribution per week or month according to the head lease arrangements and will be calculated on a cost recovery basis.

Telecommunication service is to be arranged by the tenant.

The employee is also responsible for the general maintenance of the grounds (lawns and gardens) as per any normal tenancy agreement unless otherwise stated. This maintenance should comply with relevant NT legislations and Councils current by-laws.

Outgoings (Utilities) – Community tenancies

The employee is responsible for a fixed contribution to the outgoing (utilities) of the property other than where contracts dictate other arrangements. This contribution is to be on a cost recovery basis.

POLICY



The employee is also responsible for the general maintenance of the grounds (lawns and gardens) as per any normal tenancy agreement unless otherwise stated.

Telecommunications is to be arranged by the tenant.

Conflict of Interest - Local Landlords – Tennant Creek only

As Tennant Creek is a small regional centre and housing is in high demand and short supply, from time to time the Barkly Regional Council may require negotiating agreements from interested parties. Where interested parties exist, (conflict of interest) a transparency process will be supported through the endorsement of all agreements by Council.

In addition, the Housing Co-ordinator or other staff involved in management of Council Housing must ensure that they do not:

- Allocate resources or undertake/authorise work without appropriate authority.
- Give preferential treatment
- Do anything that could be considered to be a conflict of interest or a breach of code of conduct

LEGISLATION, TERMINOLOGY AND REFERENCES

Local Government Act NT 2008

Northern Territory Residential Tenancies Act 2010

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.

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.6
TITLE	Code of Conduct Policy Review 2015
REFERENCE	144758
AUTHOR	Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) Receive and note the recommendations included in the report

SUMMARY:

Council has undergone a number of disciplinary actions over the last two years and had cause to find its Code of Conduct limited. Whilst based largely on Schedule 2 of the Act, Council has sought legal opinion on how the Code of Conduct could be improved both from a legal perspective and in its clarity of reading for all parties working under the Code.

The advice provided to Council at its last meeting was very detailed and the intention of Council officers was to present a review of the Policy at the June Ordinary meeting. Further research suggests that the Code could be divided into three parts to incorporate the principles and policy we have already developed and include additional material to further strengthen and detail positive conduct.

The intention is to provide a three part document which includes policy and principles, standards of conduct including a charter for senior management and councillors, along with an outline of the complaints procedures. Given this advice the standards and charter could be developed along with the Policy review and presented to Council at its July Ordinary meeting.

**Audit Workplan Activity 6.2
Governance policies****BACKGROUND**

The Barkly Regional Council Code of Conduct sets the minimum requirements of conduct for Council officials in carrying out their functions as part of Part 7, Sections 77 and 78 which requires every council to adopt a code of conduct. It is the personal responsibility of Council Officials to comply with the standards in the Code and regularly review their personal circumstances with this in mind. Failure by a Councillor to comply with the standards of conduct prescribed under this Code constitutes misconduct for the purposes of the Local Government Act (NT) 2008.

Council has undergone a number of disciplinary actions over the last two years and had cause to find its Code of Conduct limited. Whilst based largely on Schedule 2 of the Act, Council has sought legal opinion on how the Code of Conduct could be improved both from a legal perspective and in its clarity of reading for all parties working under the Code.

The advice and further research suggests that the Code could be divided into three parts to incorporate policy and principles, standards of conduct including a charter for senior management and councillors, along with an outline of the complaints procedures.

Given this advice the standards and charter could be developed along with the Policy review and presented to Council at its July Ordinary meeting.

The new draft code is intended to include three parts:-

1. Policy - Key Principles and Values

The Code of Conduct is based on a number of key principles and values, this policy defines and describes the purpose of the Code and the principles and values that are used to interpret the standard of conduct expected in the code. They underpin, and thus can inform and guide Council Officers' understanding of the Standards of Conduct.

These are the current principals identified in the Councils current code of conduct and 10 of the 12 principles have been outlined as Schedule 2 in the Local Government Act. These principles also apply to the Local Authority members and the expectation is that these principles will remain as the primary interpretation for Local Authority members.

2. Barkly Regional Council Standards of Conduct and Charter of Respect

This is a new addition which sets out the conduct obligations required of all council officials. This section has been developed as an aid to Councillors and does not apply to Local Authorities.

A Charter of Respect is also included to strengthen the working relationship between Councillors and Council's Senior Management Team.

3. Complaints Procedure

This contains the methods to make a complaint, and the operating guidelines for the conduct review committee/reviewer. This Part should be used to guide the management of complaints about breaches of the Code.

ISSUE/OPTIONS/CONSEQUENCES

All Local Authority members, Elected members and staff are bound by Council's Code of Conduct.

CONSULTATION & TIMING

Staff, Local Authority members and Elected Members are to be provided with a copy of the revised policy.

ATTACHMENTS:

- 1 Code of Conduct Policy Principles Standards and Complaints 2015 V2.pdf

**CODE OF CONDUCT POLICY
PRINCIPLES, STANDARDS AND COMPLAINTS.**

REVIEW DRAFT JULY 2015

TITLE: Code of Conduct Policy

DIVISION:

ADOPTED BY: Council

DATE OF ADOPTION: 20 November 2014 DATE OF REVIEW: 1 March 2015

MOTION NUMBER: 255/14

POLICY NUMBER: CP000040

AUTHORISED: Chief Executive Officer

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PART 1 PURPOSE OF THE CODE OF CONDUCT**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 Code of Conduct addresses the ethical responsibilities of all elected members in a number of parts highlighting both principals and standards of behavior, including complaints. In addition a Charter of Respect between Councillors and Senior Management has been added. This Code provides a guide and standard of expectation for all elected members and staff and insists on commitment to the highest standard of ethical and professional behaviour.

This policy applies to all Elected Members, Local Authority Members and staff. The Principles are used as the primary guide for Local Authority Members due to their ease of use at the local community level.

OBJECTIVES

Local government is the sphere of government closest to the people of the Barkly Region. The actions and behaviour of elected members and staff are likely to be closely monitored by the local community. The community expects that elected members and staff will be committed to ethical behaviour, deal with all matters honestly, fairly and not offend or embarrass any individuals or groups, not discriminate on the basis of sex, sexuality, marital status, pregnancy, race, physical impairment, intellectual impairment or age and be aware of situations that may create a tension between a member's public and private roles and in such cases give priority to the public role.

BACKGROUND

Elected and Local Authority members in fulfilling their roles and responsibilities of office are expected to provide sound community leadership, consult with and represent the community fairly, contribute to the collective decision making of council, set policies, goals and objectives with appropriate and relevant strategies and monitor overall

council performance against same. Elected and Local Authority members are expected to also represent council to the community, be aware of statutory obligations and undertake appropriate professional development.

For their part, staff members are expected to know the council area and makeup of the community, provide services that are efficient and responsive to need, assist in policy formulation and implementation of all adopted policies and plans and provide assistance to elected members. This Code of Conduct has been adopted by Council under Part 7.4 of the Local Government Act and is enforceable under that legislation.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. Failure by a member of staff to comply with Council's Code of Conduct may give rise to disciplinary action. The Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions.

The Code is prescribed by regulation and has been developed to assist council officials to:

- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence
- act in a way that enhances public confidence in the integrity of local government.

PART 2 PRINCIPLES OF CONDUCT

1. Honesty and Integrity

All elected members and staff of the Barkly Regional Council must act honestly and with integrity in performing official functions and not bring the organisation into disrepute.

Such integrity extends to all functions, activities and dealings which an elected or staff member might have or carry out on behalf of themselves as a result of their professional involvement with the region.

2. Care and Diligence

All elected and staff members must act with reasonable care and diligence in performing official functions or duties in accordance with council policies and approved plans.

3. Courtesy

Elected members and staff must act with courtesy towards other members, council staff, electors and members of the public.

Elected and staff members will not obstruct or interrupt the proper conduct of meetings, use indecent or offensive language, make any statement that reflects adversely on the reputation of council or a council committee or another elected member or staff member.

Elected members will not refuse or willfully fail to comply with a direction given by the chairperson of a council or committee meeting.

Elected members and staff are expected to develop a mature and constructive working relationship based on mutual trust, establish effective and courteous communications and be clear about the distinction between the roles of elected members and staff and all work together for the benefit of the community.

Elected members and staff must not publically criticise individuals or other members in a way that reflects on their competence or integrity.

4. Conduct Towards Council Staff

An elected member must not direct, reprimand, or interfere in the management of, council staff. For their part, staff members must accept that the role of an elected member is that they are a representative of the community and collectively determine council goals and policies.

5. Cultural Beliefs and Backgrounds

Barkly Regional Council elected members and staff are derived from various backgrounds with differing cultural beliefs and practices.

All elected members and staff will respect the cultural beliefs, mores and values of others and avoid discriminatory remarks or practices at all times.

6. Respect for Cultural Diversity

An elected or staff member must respect cultural diversity and must not discriminate against others, or the opinions of others, on the ground of their cultural background or origin.

7. Conflict of Interest

Elected and staff members must, if possible, avoid conflict of interest between the member's private interests and official functions, duties and responsibilities. Where a conflict in fact exists, the member should comply with member's statutory obligations of disclosure as outlined in Part 7.2 of the Local Government Act.

8. Respect for Confidences

An elected or staff member must respect the confidentiality of information obtained in confidence in the member's official capacity. A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

9. Gifts

An elected or staff member must not solicit gifts or private benefits from any person who might have an interest in obtaining a benefit from council.

10. Accountability

An elected or staff member must be prepared at all times to account for their performance and behaviour as a member and their use of council resources.

11. Communications and Public Relations

All communications, internal and public, that reflect council activities or opinion, are to be accurate and professional. In responding to the community or media, elected members should acknowledge respect for the decisions of council and, when providing comment to the media, should make it clear whether or not they are representing council or communicating a personal opinion.

Council decisions should generally only be done by a designated officer of council viz. President, Deputy President or Chief Executive Officer.

Inappropriate or improper use of confidential information obtained by way of position including matters discussed in designated confidential meetings of council is subject to Part 7.3 of Local Government Act.

12. Interests of Barkly Regional Council to be Paramount

All elected members and staff must act in what they genuinely believe to be the best interests of the Barkly Regional Council. The member cannot subordinate the best interests of the council to those of the member's own personal interests, except in obtaining the correct allowances, expenses and other benefits to which the member is lawfully entitled.

In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what will best advance the best interest of the Barkly Regional Council.

PART 3 STANDARDS OF BEHAVIOUR

General conduct

3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the council or holders of civic office into disrepute. Specifically, you must not act in a way that:

- a) contravenes the Act, associated regulations, council's relevant administrative requirements and policies
- b) is detrimental to the pursuit of the charter of a council
- c) is improper or unethical
- d) is an abuse of power or otherwise amounts to misconduct
- e) causes, comprises or involves intimidation, harassment or verbal abuse
- f) causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment
- g) causes, comprises or involves prejudice in the provision of a service to the community. (Schedule 6A)

3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (Section 439)

3.3 You must treat others with respect at all times.

Fairness and equity

3.4 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.5 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

Harassment and discrimination

3.6 You must not harass, bully, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of sex, pregnancy, age, race,

responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

Any person who causes, instructs, induces, aids or knowingly permits another person to engage in bullying, harassment or discrimination in the workplace shall be deemed to have committed the act and shall also be treated accordingly. (Reference: Prevention of Discrimination, Bullying and Harassment Policy 2013).

3.7 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.

3.8 For the purposes of clause 3.9, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

3.9 Clause 3.9 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting or from voluntarily holding a shared view with other councillors on the merits of a matter.

3.10 Clause 3.9 does not apply to a decision to elect the President or Deputy President or to nominate a person to be a member of a council committee.

Lobbying

3.11 If you are being lobbied about the making of a decision you should:

- (a) observe the provisions of the relevant Council policies;
- (b) be alert to the motives and interests of those who seek to lobby;
- (c) be aware of which person, organisation or company a lobbyist is representing;
- (d) avoid saying or doing anything which could be viewed as granting a lobbyist preferential treatment;
- (f) keep records of all meetings with Lobbyists and if possible have another person attend the meetings or take notes;
- (g) only hold meetings with Lobbyists in appropriate locations, such as the Council offices

Drugs and Alcohol

3.12 The Barkly Regional Council recognises that the use of alcohol and other drugs in the workplace may impact on the effectiveness of Council Officials in the performance of their duties to the health, safety and welfare of themselves and others.

3.13 The Barkly Regional Council will not tolerate unsafe and unacceptable behaviour resulting from alcohol or other drug misuse. Council officials should declare any consumption of alcohol, drugs or medications which may impair their ability to safely perform their duties. (Reference: Barkly Regional Council Alcohol and Other Drugs Procedure)

Health, Wellbeing and Safety

3.14 The Barkly Regional Council is committed to providing a workplace that is safe and without risk to health or the welfare of all employees, contractors and members of the public in our workplaces, and the effective rehabilitation of injured employees.

3.15 Council officials should take accountability and responsibility for the health, safety and welfare of other Council officials. (Reference: Barkly Regional Council Work, Health and Safety Policy 2013).

Diversity and Gender Equity

3.16 The Barkly Regional Council is committed to providing Equal Employment Opportunity for everyone especially Aboriginal and Torres Strait Islanders and women. Council will work towards increasing the representation of Aboriginal people and women in local government, both as elected members and senior managers and professionals. We will undertake ongoing reviews of policies and practices to remove barriers to participation and to engender safe, supportive working and decisions-making environments that encourage and value a wide range of views and backgrounds.

Public Comment

3.17 The President or Chief Executive Officer will generally be the spokesperson on Council business or matters before the Council. Only staff with specific delegations are authorised to make public comment about Council business or matters before Council. Any comment is to be made in accordance with Council's associated Policies. (Reference: Council's Media Policy, 2013).

On social media, ie Council's Facebook accounts, the Public Relations officer is generally the spokesperson on all Council business. Other staff can apply to use these sites if a particular project warrants it. If Council officials make comment on Council business using their personal social media accounts, they are to ensure it is clear that it is a personal opinion not the official position of Barkly Regional Council. (References: Media Policy, 2013)

Sponsorship

3.18 Any sponsorship arrangements made must not limit Council's ability to carry out its functions fully and impartially. All sponsorship arrangements must be made in accordance with Council's Sponsorship Policy 2013.

Public Interest Disclosures

3.19 Council has an adopted Public Interest Disclosures Internal Reporting Policy, April 2014. The handling of public interest disclosures is to be undertaken in accordance with this Policy.

3.20 Council Officials who come forward and report wrongdoing are helping to promote integrity, accountability and good management. Such behaviour is encouraged, which supports the Barkly Regional Council values.

PART 4 CONFLICTS OF INTEREST

4.1 A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

4.2 You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.

4.3 Any conflicts of interest must be managed to uphold the probity of council decision making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.

4.4 Private interests can be two types pecuniary or non pecuniary

What is a pecuniary interest?

4.5 A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

(Section 442)

4.6 A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. (Section 443)

4.7 Pecuniary interests are regulated by Chapter 14, Part 2 of the Act. The Act requires that:

a) councillors and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties

(Section 44)

b) councillors and members of council committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter (Section 451)

c) designated persons immediately declare, in writing, any pecuniary interest.

(Section 459)

4.8 Designated persons are defined at Section 441 of the Act, and include, but are not limited to, the general manager and other senior staff of the council.

4.9 Where you are a member of staff of council, other than a designated person (as defined by Section 441), you must disclose in writing to your supervisor or the general manager, the nature of any pecuniary interest you have in a matter you are dealing with as soon as practicable

What are non-pecuniary interests?

4.10 Non-pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

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4.11 The political views of a councillor do not constitute a private interest.

Managing non-pecuniary conflict of interests

4.12 Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

4.13 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 4.12.

4.14 How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.

4.15 As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
- b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

4.16 If you are a council official, other than a member of staff of council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official
- b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply

4.17 If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

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Other business or employment

4.18 If you are a member of staff of council considering outside employment or contract work that relates to the business of the council or that might conflict with your council duties, you must notify and seek the approval of the Chief Executive Officer in writing. (section 353)

4.19 As a member of staff, you must ensure that any outside employment or business you engage in will not:

- a) conflict with your official duties
- b) involve using confidential information or council resources obtained through your work with the council
- c) require you to work while on council duty
- d) discredit or disadvantage the council.

Personal dealings with council

4.20 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

Political support and community participation

4.21 Staff must ensure that any participation in party political activities does not conflict with their primary duty as an employee to serve the Council in a politically neutral manner.

4.22 If employees become aware that a conflict of interest has arisen or might arise due to their participation in party political activities they should inform their Group Manager or the Chief Executive Officer immediately and take adequate steps to manage that conflict in accordance with the Code.

Council officials and future employment

4.23 Councillors and employees should not use their position to obtain opportunities for future employment.

4.24 You must not allow yourself or your work to be influenced by plans for, or offers of, employment outside Council.

Former Council Officials

4.25 You must be careful in your dealings with former Council officials and make sure that you do not give them, or appear to give them, favourable treatment or access to information.

4.26 Former Council officials must not use, or take advantage of confidential information obtained in the course of the official duties that may lead to gain or profit. At the end of your involvement with Council you must return all Council property, documents or items and not make public or otherwise use any confidential information gained as a consequence of your involvement with Council.

Voluntary Declarations by Council Officials

4.27 Declarations by Councillors or staff are to be made on the specified form.

4.28 Declarations by the President or Councillors are to be signed by the Chief Executive Officer.

Declarations by the Chief Executive Officer are to be signed by the President.

Declarations by staff are to be signed by the Chief Executive Officer or relevant Director.

4.29 All emergent declarations will be held in the Disclosure of Interest Register. This is a public document accessible in accordance with the GI(PA) Act provisions.

Declarations as part of recruitment or tendering processes

4.30 Declarations regarding conflicts of interest will be required to be made by Council Officials participating in a recruitment panel. This is to be undertaken in accordance with the relevant Barkly Regional Council recruitment and selection policies and procedures.

4.31 Declarations regarding conflicts of interest will be required to be made by Council Officials participating in procurement processes. This is to be undertaken in accordance with the Barkly Regional Council procurement framework.

PART 5 PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation. (Reference: Barkly Regional Council Gifts and Benefits Policy, 2013)

Gifts and benefits

5.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.

5.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Token gifts and benefits

5.3 Generally speaking, token gifts and benefits include:

- a) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) council work related events such as training, education sessions, workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations
- b) invitations to and attendance at local social, cultural or sporting events
- c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
- d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
- e) prizes of token value.

Gifts and benefits of value

5.4 Notwithstanding clause 5.3, gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.

How are offers of gifts and benefits to be dealt with?

5.5 You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts or benefits of any kind
- c) accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) accept any gift or benefit of more than token value
- e) accept an offer of cash or a cash-like gift, regardless of the amount.

5.6 For the purposes of clause 5.5(e), a "cash-like gift" includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.

5.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the President or the Chief Executive Officer. The recipient, supervisor, President or Chief Executive Officer must ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical. This must be done in accordance with Barkly Regional Council's Gifts and Benefits Policy, 2013.

5.8 In normal circumstances, all gifts and/or benefits offered to a Council official of the Barkly Regional Council are to be declined in accordance with Council's adopted Gifts and Benefits Policy, 2013 and a form completed. No gift or benefit should be personally retained by a Council official.

Improper and undue influence

5.9 You must not use your position to influence other council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the appropriate exercise of their representative functions.

5.10 You must not take advantage (or seek to take advantage) of your status or position with or of functions you perform for council in order to obtain a private benefit for yourself or for any other person or body.

PART 6 RELATIONSHIP BETWEEN COUNCIL OFFICIALS**Obligations of councillors and administrators**

6.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. The governing body has the responsibility of directing and controlling the affairs of the council in accordance with the Act and is responsible for policy determinations, for example, those relating to workforce policy.

6.2 Councillors or administrators must not:

- a) direct council staff other than by giving appropriate direction to the Chief Executive Officer in the performance of council's functions by way of council or committee resolution, or by the President or administrator exercising their power under section 226 of the Act (section 352)
- b) in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the member or delegate (Schedule 6A of the Act)
- c) contact a member of the staff of the council on council related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the Chief Executive Officer
- d) contact or issue instructions to any of council's contractors or tenderers, including council's legal advisers, unless by the President or administrator exercising their power under section 226 of the Act. This does not apply to council's external auditors or the

Chair of council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.

Councillors or administrators:

- a) can expect all staff to be courteous to councillors at all times.
- b) may mix in the same social circles, or have associations through sporting, business or family interests with staff. General social interaction and conversation in these situations is acceptable
- c) can contact the Chief Executive Officer regarding Council matters, regarding Council matters specific to their area of business

Obligations of staff

6.3 The Chief Executive Officer is responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation of the decisions of the council without delay

6.4 Members of staff of council must:

- a) give their attention to the business of council while on duty
- b) ensure that their work is carried out efficiently, economically and effectively
- c) carry out lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies, and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not conflict with the performance of their official duties.

Obligations during meetings

6.5 You must act in accordance with council's Code of Meeting Practice, if council has adopted one, and the Local Government (General) Regulation 2005 during council and committee meetings.

6.6 You must show respect to the chair, other council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

Inappropriate interactions

6.7 You must not engage in any of the following inappropriate interactions:

- a) Councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters other than broader workforce policy issues.
- b) Council staff approaching councillors and administrators to discuss individual or operational staff matters other than broader workforce policy issues.
- c) Council staff refusing to give information that is available to other councillors to a particular Councillor.
- d) Councillors and administrators who have lodged a development application with council, discussing the matter with council staff in staff-only areas of the council.
- e) Councillors and administrators being overbearing or threatening to council staff.
- f) Councillors and administrators making personal attacks on council staff in a public forum.
- g) Councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make.
- h) Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community.
- i) Council staff meeting with applicants or objectors alone AND outside office hours to discuss applications or proposals.
- j) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by council associated with current or proposed legal proceedings unless permitted to do so by council's Chief Executive Officer or, in the case of the President or administrator, exercising their power under **section 226 of the Act.**

Barkly Regional Council Charter of Respect

6.8 This Charter relates to the Code of Conduct. It exists to strengthen the working relationship between Councillors and Council's Senior Management Team. These are the enforceable standards of conduct.

As a Councillor of the Barkly Regional Council, I will:-

1. **Read** reports and maintain confidentiality (as required) when making decisions
2. **Evaluate** and constructively challenge our performance
3. **Strategically** set the regions' future direction and set clear priorities
4. **Professionally** deal with staff and create a non-threatening culture by;
 - Debating the issue without denigrating staff (play the ball not the person)
 - Respecting that staff are bound by Council's policies and procedures
 - Telling us what is required not how to do it
5. **Expect** responses within realistic timeframes and utilise the CEO for my requests
6. **Commit** to representing the aspirations and needs of our Community whilst acting with dignity
7. **Trust** the staff to give their best apolitical advice but feel free to change it.

As a member of the Executive Team of the Barkly Regional Council I will be:-

1. **Receptive** and responsive to Community concerns and Council's decisions
2. **Ethical** and apolitical in carrying out my duties
3. **Supportive** of Councillor requests and requirements
4. **Professional** in managing and optimising Council's resources and knowledge
5. **Equal** in my interactions with and treatment of all Councillors
6. **Communicating** in a frank, honest, clear and consistent way with Councillors and represent their views clearly to staff
7. **Timely** in all of our communications, responses and actions (within our recourse limitations)

NOTE

Receptive – includes using a range of market research and consultative methodologies, analysing the results and being guided by them; *Ethical* – includes honest and without prejudice or political bias, fair, impartial and independent; *Professional* – includes being efficient, effective, accurate, keeping our expertise up to date, being financially and commercially sound and focussed on reporting against and improving our performance across our key performance indicators.

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PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES**Councillor and administrator access to information**

7.1 The Chief Executive Officer and public officer are responsible for ensuring that members of the public, councillors and administrators can gain access to the documents available under the Government Information (Public Access) Act 2009.

7.2 The Chief Executive Officer must provide councillors and administrators with information sufficient to enable them to carry out their civic office functions.

7.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to carry out their civic office functions and in accordance with council procedures.

7.4 Members of staff of council who provide any information to a particular councillor in the performance of their civic duties must also make it available to any other councillor who requests it and in accordance with council procedures.

7.5 Councillors and administrators who have a private (as distinct from civic) interest in a document of council have the same rights of access as any member of the public.

Councillors and administrators to properly examine and consider information

7.6 Councillors and administrators must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with council's charter.

Refusal of access to documents

7.7 Where the Chief Executive Officer and public officer determine to refuse access to a document sought by a councillor or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their civic duty (see clause 7.2). The Chief Executive Officer or public officer must state the reasons for the decision if access is refused.

Use of certain council information

7.8 In regard to information obtained in your capacity as a council official, you must:

- a) only access council information needed for council business
- b) not use that council information for private purposes

c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council

d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

7.9 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.

7.10 In addition to your general obligations relating to the use of council information, you must:

a) protect confidential information

b) only release confidential information if you have authority to do so

c) only use confidential information for the purpose it is intended to be used

d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person

e) not use confidential information with the intention to cause harm or detriment to your council or any other person or body

f) not disclose any information discussed during a confidential session of a council meeting.

Personal information

7.11 When dealing with personal information you must comply with:

a) the Privacy and Personal Information Protection Act 1998

b) the Health Records and Information Privacy Act 2002

c) the Information Protection Principles and Health Privacy Principles

d) council's privacy management plan

e) the Privacy Code of Practice for Local Government

f) Government Information (Public Access) Act 2009 and Regulation

Use of council resources

7.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and

proper payment is made where appropriate. (Reference: Council's Use of Assets and Facilities Policy, 2007 and the Mobile Telephone Use Policy, 2011).

7.13 Union delegates and consultative committee members may have reasonable access to council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters
- b) the representation of employees with respect to grievances and disputes
- c) functions associated with the role of the local consultative committee.

7.14 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.

7.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

7.16 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

7.17 You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:

- a) the purpose of assisting your election campaign or the election campaign of others, or
- b) for other non-official purposes.

7.18 You must not convert any property of the council to your own use unless properly authorised.

7.19 You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Councillor access to council buildings

7.20 Councillors and administrators are entitled to have access to the council chamber, committee room, President's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the Chief Executive Officer.

7.21 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the Chief Executive Officer (or delegate) or as provided in the procedures governing the interaction of councillors and council staff.

7.22 Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence council staff decisions.

Information Contact Officers

7.23 To ensure that appropriate information access processes are followed, Council has nominated particular officers to the following roles in accordance with the relevant legislation.

- Privacy Contact Officer – Director of Corporate Services manages Council's obligations under Privacy and Personal Information Protection Act 1998
- Public Officer – Director of Corporate Services manages requests from public on affairs of Council, assist with enquiries or requests for access to information.
- Right to Information – Director of Corporate Services assists with enquiries or requests for access to information, and receives and co-ordinates formal requests for information under **Government Information (Public Access) Act 2009**.

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

8.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this code or its administration.

Complaints made for an improper purpose

8.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.

8.3 For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

- a) to intimidate or harass another council official
- b) to damage another council official's reputation
- c) to obtain a political advantage
- d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
- e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
- f) to avoid disciplinary action under this code
- g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
- h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
- i) to prevent or disrupt the effective administration of this code.

Detrimental action

8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this code except as may be otherwise specifically permitted under this code.

8.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this code except as may be otherwise specifically permitted under this code.

8.6 For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:

- a) injury, damage or loss
- b) intimidation or harassment
- c) discrimination, disadvantage or adverse treatment in relation to employment
- d) dismissal from, or prejudice in, employment
- e) disciplinary proceedings.

Compliance with requirements under this code

8.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this code.

8.8 You must comply with a reasonable and lawful request made by a person exercising a function under this code.

8.9 You must comply with a practice ruling made by the Office of Local Government.

8.10 Where you are a councillor or the Chief Executive Officer, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under this code

8.11 You must report breaches of this code in accordance with the reporting requirements under this code.

8.12 You must not make allegations of suspected breaches of this code at council meetings or in other public forums.

8.13 You must not disclose information about the consideration of a matter under this code except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under this code.

Complaints alleging a breach of this part

8.14 Complaints alleging a breach of this Part (Part 8) by a councillor, the Chief Executive Officer or an administrator are to be made to the Department of Local Government on the relevant documentation supplied by the Department.

8.15 Complaints alleging a breach of this Part by other council officials are to be made to the Chief Executive Officer

PART 9 DEFINITIONS

In the Code of Conduct the following definitions apply:

'the Act' the Local Government Act (NT) 2008

'act of disorder' see the definition in **clause 256 of the Local Government (General) Regulation 2005**

'administrator' an administrator of a council appointed under the Act other than an administrator appointed **under section 66**

'Chief Executive' Chief Executive of the Office of Local Government, Department of Premier and Cabinet committee a council committee

'conflict of interests' a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty

'corrupt conduct' is the dishonest or partial exercise of official functions by a public official. For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a member of the public influencing or trying to influence a public official to use their position in a way that is dishonest, biased or breaches public trust.

'council committee' a committee established by resolution of council

'council committee member' a person other than a councillor or member of staff of a council who is a member of a council committee

'council official' includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council

'councillor' a person elected or appointed to civic office and includes a President

'delegate of council' a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated

'designated person' see the definition **in section 441 of the Act**

'election campaign' includes council, State and Federal election campaigns

'personal information' information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion

'the Regulation' the Local Government (Administration) Regulation 2008 or the Local Government (Accounting) Regulation

The term "you" used in the Code of Conduct refers to council officials.

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.7
TITLE	Audit Charter - DLG Instruction 2
REFERENCE	144759
AUTHOR	Edwina Marks, Chief Executive Officer

RECOMMENDATION

That Council

- a) Adopt the following Audit Charter for the Audit Committee as per the Department of Local Governments Instruction 3 dated March 2015.

SUMMARY:

The Council is required to appoint an Audit Committee and has done so. This Report recommends adoption of a Charter for that Committee: The Charter is intended to serve as the framework, within which the Committee's Terms of Reference operate. The Charter is to be read in conjunction with the Audit Committee's Terms of Reference.

BACKGROUND

The Local Government (Accounting) Regulations require the Council to establish and maintain an Audit Committee. The Audit Committee is an independent advisory body formed to add value and improve the Council's operations by bringing a systematic, disciplined approach to the evaluation and improvement of the effectiveness of Council's financial and corporate governance processes and compliance with legislative and regulatory requirements.

Recently the Department of Local Government and Community Services issued an instruction to all Councils (General Instruction Number 3) requiring Councils to adopt a Charter for their Audit Committees.

To comply with the Department's requirements the Council will need to adopt a Charter for the Audit Committee. A Draft Charter is attached and is recommended for adoption.

ISSUE/OPTIONS/CONSEQUENCES

DLG&CS General Instruction Number 3 requires that the Council adopt a Charter for the Audit Committee. Failure to do so would place the Council in breach of a legislative requirement. The Council does not have to adopt the Charter in the form proposed however the recommended Charter has been based upon an example provided in General Instruction 3.

CONSULTATION & TIMING

General Instruction 3 was issued in March 2015. Adoption of a Charter should occur as soon as practicable.

ATTACHMENTS:

- 1 Audit Committee - Charter - June 2015.pdf



CHARTER - BARKLY REGIONAL COUNCIL AUDIT COMMITTEE

This Charter is to be read in conjunction with the Audit Committee Terms of Reference.

Purpose

The Audit Committee is an independent advisory body formed to add value and improve the Council's operations by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of Council's financial and corporate governance processes and compliance with legislative and regulatory requirements.

The Audit Committee activities will encompass all areas of Council including internal financial and operational controls, IT systems, asset management and information management.

The Audit Committee will play an active role in developing and maintaining a performance based, cost conscious culture with high standards of accountability, integrity and ethics and work to facilitate the integration of good financial and governance practices into day-to-day-business activities.

Responsibilities

The Audit Committee will play an active role in:

- Developing and maintaining a culture of accountability and integrity;
- Overseeing the application of appropriate accounting and disclosure policies and procedures including the integration of good financial and corporate governance practices into day-to-day business activities and processes;
- Promoting a culture of performance, achievement of outcomes, cost-consciousness, self-assessment and adherence to high ethical standards
- Supporting measures that improve governance, risk and internal controls.
- Providing a communication link between management, external auditors and Council.

Independence and Access

Independence is essential to the effectiveness of the Audit Committee.

The Audit Committee has no direct authority or responsibility for the activities it reviews. It does not develop systems or procedures, prepare records or engage in processing functions or in any way relieve Council staff of their responsibilities for the development, implementation and maintenance of management control systems in their area of responsibility. However the Committee will need to liaise closely with management and the external auditors to carry out its responsibility and may exercise a monitoring role.

Subject to compliance with Council's confidentiality requirements, the Audit Committee is authorised to have unrestricted access to all Council records, documents and other information. The Committee members are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work on this committee.

Authority

The Audit Committee has the authority to conduct or authorise investigations into matters within its scope of responsibility. The Audit Committee activities and responsibilities will be conducted in accordance with the intent of relevant professional, accounting and auditing standards.

Review

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

Charter - Barkly Regional Council Audit Committee – June 2015

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.8
TITLE	Public Exhibition Barkly Regional Plan and Budget 2015/16
REFERENCE	144761
AUTHOR	Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) That subject to suggested enhancements that the Audit Committee endorses the Draft 2015/16 Regional Plan.

SUMMARY:

Under Section 22 of the *Local Government Act* Council is required to have a forward plan for the Barkly Region. The draft Regional Plan is required to be on Council's website for 21 days and an advertisement placed in the local newspaper inviting submissions and that the plan be adopted on or behalf 31 July 2015.

BACKGROUND

Under Section 22 of the *Local Government Act* Council is required to have a forward plan for the Barkly Region. This plan must contain

- "23 (1(a) (i) *a service delivery plan for the period to which the municipal or shire plan relates prepared in accordance with planning requirements specific in a regional management plan; and*
- (i) *the council's budget; and*
 - (b) *must contain, or incorporate by reference:*
 - (i) *any long-term community or strategic plans adopted by the council or a local board and relevant to the period to which the municipal or shire plan relates: and*
 - (ii) *the council's long-term financial plan; and*
 - (c) *must contain, or incorporate by reference, the council's most recent assessment of:*
 - (i) *the adequacy of constitutional arrangements presently in force for the council under this Act and, in particular, whether they provide the most effective possible representation for the area; and*
 - (ii) *the opportunities and challenges for the local government service delivery in the council's area; and*
 - (iii) *possible changes to the administrative and regulatory framework for delivering local government services in the council's area over the period to which the plan relates; and*
 - (iv) *whether possibilities exist for improving local government service delivery in cooperation with other councils, or with government agencies or other organisations; and*
 - (d) *must define indicators for judging the standard of its performance.*

The draft Regional Plan is required to be on Council's website for 21 days and an advertisement placed in the local newspaper inviting submissions. If Council adopts the draft plan as attached, then it must consider any submissions received and either adopt, alter or reject the plan at the special meeting set down for the 30 July 2015.

ISSUE/OPTIONS/CONSEQUENCES

The business plan incorporates the inclusion of the three financial sustainability indicators as set down by the Local Government Association of SA as part of best practice financial sustainability measurement. In addition Council is reporting through a uniform presentation of finances format to assist better management and reporting.

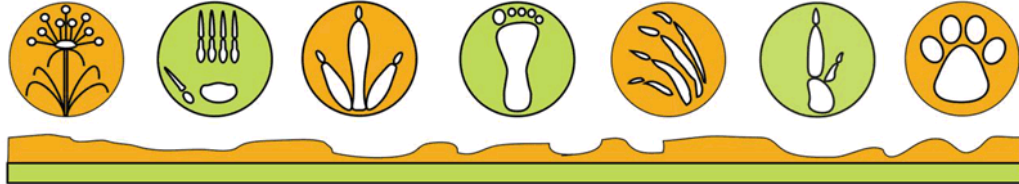
CONSULTATION & TIMING

The draft will be exhibited for comment by Local Authorities, Councillors and members of the public in accordance with the Act. This will be on exhibition for 21 days.

ATTACHMENTS:

- 1 2015-2016 Regional Plan V13 for consultation.pdf
- 2 Budgeted Financial Statements V6 - 11.06.2015.pdf
- 3 Barkly Cash Flow Budget 2015_2016 V6 - 11.06.2015.pdf

BARKLY REGIONAL COUNCIL



BARKLY REGIONAL COUNCIL

REGIONAL PLAN AND BUDGET

2015-2016

Consultative Draft 18 June 2015

for Adoption 31 July 2015

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OUR VISION

We strive to be a responsive, progressive, sustainable council which respects, listens and empowers the people to be strong

The Way We Will Work....

We 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

Respect is shown in everything we do and we have acceptance of all cultures in the Barkly Region and their practices through a culturally competent Council

We are a responsible Council

We will be a responsive Council.

We want to empower local decision making

We want to ensure that our services are sustainable and that our region has a standard consistent level of services

We want to be able to sustain our environment – our communities, our physical places, our people and our organisational culture

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

President's message

Dear Residents of the Barkly,

I am pleased to present the Barkly Regional Council Plan for 2015/2016. The plan provides the Council and its residents and ratepayers with a broad vision for the future of the region and a roadmap for achieving the Council's vision.

As part of our annual process we re-confirmed our vision and regional goals again to ensure that our most recent legislative changes are taken into account. Our vision and mission continues to reflect our strong commitment and determination to engage with our community and listen to the people of the Barkly region to ensure that we can deliver and achieve mutual outcomes. As we plan for the year ahead we continue to focus on building stronger partnerships with our Local Authorities as a key mechanism to achieving both regional and economic development as well as community capacity and wellbeing.

The Council continues to make difficult decisions in relation to funded services because of reduction in grants, rising costs in relation to remote delivery as well as ageing infrastructure. As the sole provider of many human services we face the issue of whether sustainable delivery for some services under current funding levels can continue. As a result we have needed to adopt rate increases to ensure that the Barkly community can retain existing service levels. In addition, Council has committed to austerity measures across all areas of its own expenditure to ensure that we can operate as effectively as possible.

We are committed to supporting our regional economy and actively pursuing revenue streams to ensure that our local economy can continue to grow and be strong. I would like to acknowledge the work of my fellow Councillors who have had their term extended until 2017. They work tirelessly to progress and advocate for this region. We look forward to working with our Chief Executive Officer, Edwina Marks and her hard working staff to again achieve our Goals and Vision for this year.

Yours sincerely,

Barb Shaw

1. Introduction and District Profile

The Barkly Regional Council (formerly Barkly Shire Council) formed on 1 July 2008 is based on the amalgamation of various small local government authorities which included:

- Aherrenge Association Inc. - Ampilatwatja;
- Ali Curung Council Inc.;
- Alpururulam Community Government Council;
- Elliott District Community Government Council; and
- Tennant Creek Town Council.

By agreement, the Barkly Regional Council also took responsibility for local government functions of the Urapuntja Council Aboriginal Corporation and a large area of land previously not incorporated under the NT Local Government Act including the Barkly Tablelands, numerous land trusts and pastoral properties. The Council covers 323, 514 square kilometers and has a resident population of 8,137.

The Region includes the townships of Tennant Creek (estimated population of 3,560 including the Community Living Areas of Kargaru, Tinkarli, Wuppa, Maria Maria, Village Camp and Munji-Marla, Ngarpa Ngarpa) and Elliott as well as the major communities of Ali Curung, Ampilatwatja, Arlparra, Wutunugurra and Alpururulam with their various outstations. In addition to these communities there are various smaller communities, 49 pastoral properties, mining operations and commercial establishments. In addition to the main centre of Tennant Creek, Regional Service Centres are located at Ali Curung, Arlparra, Alpururulam, Ampilatwatja, Wutunugurra and Elliott.

The boundaries of the Barkly region extend eastwards from Tennant Creek to the Queensland border, incorporating important cattle grazing areas in the Northern Territory. Roughly the same size as the United Kingdom or New Zealand, the region consists largely of open grass plains and some of the world's largest cattle stations. It runs as far south as Barrow Creek, north above Elliott and westwards into the Tanami Desert.

The Barkly Regional Council is the second largest local government area in Australia, being 42% larger than Victoria. While Victoria is considered the second most populous Australian state with a density of 2,431 persons per one hundred square km, the Barkly Region contains just two people within a similar area.

The main centre of Tennant Creek is located on the Stuart Highway, almost 1000km south of Darwin and 500km north of Alice Springs.

2. Strategic Directions

The Barkly Regional Council acknowledges that a balanced, robust and well developed set of objectives will serve the Council and community well. Focusing on the following eight objectives, Council has developed a framework for its future strategic management plans. We annually align budgets and programs against these goals and continue to build upon this work with each subsequent Regional Plan.

1. We embrace cultural diversity and work respectfully

We place the right emphasis on cultural diversity
We strive for equity
We develop protocols and treat people with courtesy and respect
We support shared decision making with our Local Authorities
We develop a framework for use across our organisation to encourage our staff to be culturally competent, including training programs, so that we embrace cultural understanding
We engage our cultural resources to mentor and develop relationships of respect to improve trust and shared decision making
We have our scaffold of support inside the organisation to enhance understanding and reduce cultural difference
We lead the way on how our two worlds can work together and promote our way of working

2. We will maximise regional development

We will develop an economic development plan for the next 10 years
We will actively promote the region
We will aggressively pursue revenue and opportunities to ensure our region is strong
We will consider the social, economic and environmental aspects of what we do
We will actively lobby and advocate with others for more services and opportunities

3. We grow our own

We grow our own" (our people, our economy, our communities)
We invest in local people and "grow our own".
We procure locally where ever possible
We share our training with local businesses
We have local preferred suppliers who also grow their own
We promote the benefits of employing local people

4. We build and have meaningful partnerships

We will identify our partners across the region
We lock in agreements that benefit our region
Our Memorandums of Understanding (MOUs) are active and drive our values (get traction)
We feedback information to other levels of government about regional needs
Our Local Authorities identify what needs to be done and know what partnerships are in place
All (Our) staff actively broker partnerships and commit to making them work on the ground
Our internal systems and ways of working support partnerships

5. We support community well being through standard and consistent service delivery

We set standards across all communities
We ensure delivery models provide consistent levels of service
We work with Local Authorities to set standards
We actively work together on issues
We report progress through local authorities
We develop and monitor asset management plans

6. We are a strong regional leader in governance

We have effective corporate and representative governance
We plan and support policy and budgets to ensure we can be sustainable
We engage and empower local communities to make decisions
We support effective representation through training and development
We provide organisational support and flexible solutions to ensure that local decisions can be made
We give delegations that support local decision making

7. We will be innovative and professional

Council will pursue best practice and proactively gather evidence that supports BRC to be strong. In order to be a responsive progressive sustainable council

We proactively gather evidence as part of our practices
We ensure continuous improvement is part of our culture
We provide quality information for council decision making
We understand the cost of delivering our services (We measure the cost of delivering our services)
We use a strengths based approach to gather information about regional needs to inform our plans
We have agreed measures that reflects our progress

8. We will stand up for Local Government and push back

We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region
We don't take no for an answer
We proactively negotiate for revenue that fully covers our costs (period contracts, grants)
We educate government about our realities/realistic delivery
We vigorously oppose any cost shifting attempts
We advocate and lobby for increased support from other levels of government and others
We develop community champions through our Local Authorities to assist us in our message and campaigns
Our contractors support quality community outcomes
We adopt a risk management approach to our business.

3. Opportunities and Challenges

A number of significant factors have influenced the preparation of the Council's 2015-16 annual business plan. These include:

- Consumer Price Index/Local Government Prices Index increases on existing goods and services of 1.9% for the year (December quarter 2014).
- Enterprise Bargaining Agreement, which provides for wages and 3 % salary increases annually. This EBA will be renegotiated during 2015/16.
- Government funding going into a contraction phase meaning shorter funding cycles, the risk of falling cash reserves and revenues and the need for strong budgetary management and greater efficiencies in order to keep pace with service delivery costs.
- Federal policy environment of the Indigenous Advancement Strategy will mean more integrated service delivery across the region.
- The introduction of new changes for Work for the Dole with the potential to add additional regional human resource capacity
- The NT Government's *Developing the North* agenda could see a return to growth within the Region, more mining exploration as well as the potential construction of a Tennant Creek to Mt Isa gas pipeline.
- Requirements to maintain and improve infrastructure assets to acceptable standards.
- Continuation of Council's annual works program with a commitment to fund roads and footpath developments.
- Provision of sufficiently qualified experienced and trained staff to meet service delivery demands.
- Resourcing and implementing a range of other administrative systems and processes (e.g. records management system) to bring Council up to an acceptable standard and, where required, legislative compliance.
- Short term tenure in Arlparra and Ampilatwatja due to Central Land Council (CLC) section 19 lease negotiations.

4. Council's Delivery Plan

The Barkly Regional Council manages approximately \$48 million worth of assets, has a turnover of \$28 million per year and employs approximately 276 staff. We provide a wide variety of services under the *Local Government Act* 2008 and other relevant legislation.

These include:

- Governance e.g. maintaining and supporting the elected council
- Regulatory activities
- Setting rates, preparing an annual budget and determining longer-term strategic management plans for the area
- Management of basic infrastructure including roads, footpaths, parks, public open space, community landfill
- Street lighting and maintenance
- Essential services including power, water and sewage
- Management of parks and reserves
- Street cleaning, rubbish collection and waste management
- Fire hazard reduction in and around community areas
- Management of cemeteries
- Animal health management
- Various environmental health services.

In response to community needs the Council also provides and/or supports further services and programs including:

- Night patrol
- Aged care and disability services
- Sport and recreation services which employ community based youth, sport and recreation officers
- Centrelink and Australia Post agency services
- Libraries and cultural heritage
- Community venues such as public halls and sporting grounds
- Economic development
- Tourism and heritage
- Community media supporting local programming and local employment.

The Council also operates a number of facilities on a fee for service basis. These provide important community benefits while also generating revenue for services and projects of benefit to the district.

Fee for services include:

- Private infrastructure works
- Landscape works
- Plant hire
- Water supply
- Printing, photocopying and scanning.

For a detailed explanation of the services provided by the Council to the community please refer to Appendix C at the end of this document.

Core and Non-Core service delivery

Service	Tennant Creek	Ali Curung	Alpururulam	Ampilatwatja	Arlpara	Elliott	Wutunugurra
Maintenance & upgrading roads, parks, building, facilities, vehicles, plant equipment	x	x	x	x	x	x	X
Cemeteries	x	x	x	x	x	x	X
Waste Disposal	x	x	x	x	x	x	X
Fire Hazard	NTG	x	x	x	x	x	X
Fire Service	NTG					X (Marlinja)	
Animal Health		x	x	x	x	x	X
Library		x	x	x	x	x	X
Community media	Barkly Regional Arts	x	x	x	x	x	X
Outstations	Julalikari (JCAC)	N/a	N/a	No service	No service	x	No service
Children's services	TC Childcare	x	x	x	No service	x	X
Playgroup	N/a	x	No service	No service	No service	x	No service
Crèche	TC Childcare	x	No service	No service	No service	x	No service
School nutrition	TC Primary School	x	No service	x	No service	x	X
Aged Care & Disability	Frontier Services	x	x	x	x	x	X
Safe houses	TC Women's Refuge	x	No service	No service	No service	x	No service
Night Patrol	JCAC	x	x	x	x	x	X
Postal services	Australia Post					Midland	
Centrelink	Centrelink						

5. Funding the Business Plan

A deficit position of \$2.9M is being forecast for the 2015-16 financial year. The operating surplus/(deficit) measures the difference between operating revenue and expenses for the period. The total amount of the Council's intended deficit relates to depreciation, which measures the depletion of Council's physical asset base.

The Council's long-term financial sustainability is dependent on ensuring that, on average over time, its expenses are less than its revenue and that it can fund the replacement of physical assets when required to continue to provide agreed service levels.

Council's revenue in 2015-16 includes \$3.2M proposed to be raised from general and other rates. This is based on an increase of 5.1%. There is little forecast growth expected for the region. Accordingly no increase to rates revenue has been factored in for growth.

Other sources of proposed revenue for the Council are:

- User charges and fees
- Grants from federal and territory governments; and
- Other revenue.

6. Directorate Business Plans and Non-Financial Performance Measures 2015-16

The following proposed business plan objectives and non-financial performance measures have been set down for the financial year. These are linked to the *Barkly Regional Council Strategic Plan*.

6.1 Infrastructure

- Review data across all 3 Asset management plans
- Align capacity with core business
- Update and review administrative policies and procedures
- Prepare hierarchy road plan for the region and implement civil works program
- Complete civic works schedule
- Repair and upgrade Utopia crossings (4)
- Complete minor capital works schedule
- Develop fleet management plan including review of systems, maintenance, disposal, retention and procurement
- Develop cost of service for recurrent programs for depot services in Tennant Creek
- Review Tennant Creek pool management plan in line with new pool construction.

Operations and Environment (Depot Services and Animal Management)

- Implement street cleaning period contract program
- Upgrade playgrounds at Lake Maryanne and El-Dorado Park
- Develop annual footpath program
- Develop annual verge program
- Implement landfill pilot recommendations
- Implement animal control in Tennant Creek
- Continue regional dog management program
- Advocate for weed management expansion
- Advocate for continued dust suppression and mosquito control.

6.2 Communities

- Deliver municipal and essential homeland and community services across Council's remote communities at Ali Curung, Alpurrurulam, Ampilatwatja, Arlparra, Elliott and Wutunugurra.
- Review community services and night patrol regional delivery model in line with Indigenous Advancement Strategy
- Increase productivity across all municipal service delivery through improved management techniques
- Train and develop strong performance management competencies across the communities' team
- Implement unit costing model for Aged Care services across the region
- Implement capital recommendations as part of Aged Care Quality Assessment reporting visit in 2015
- Advocate for continued Territory government support for homelands and community living areas across the region, especially Elliott.
- Distribute Barkly community grants to not for profit community groups
- Enhance strength based community planning to better reflect community aspirations
- Continue to strengthen community voice through ongoing support and training of Local Authorities

6.3 People and Safety

- Develop EEO plan and operational committee with support from Councils Cultural Advisory Committee
- Continue investment in training and development, including performance management
- Implement a "grow our own" model through work placements, traineeships, apprenticeships, Work for the Dole
- Renegotiate a new EBA
- Continue implementation of Council's Work Health and Safety (WHS) and Injury Management (IM) programs and implement WHS stage 1 and stage 2 – focus on hazard identification and risk assessment
- Maintain internal WHS committee
- Develop an IT business plan in line with Councilbiz's strategic plan
- Review communications management and potential to bundle ICT services
- Review and assess staff housing benefits.

6.4 Corporate and Executive Services

- Commence review of the Council's Strategic Plan
- Continue to develop community plans and community protocols
- Implement Local Government compliance review actions
- Update asset management plan and long-term financial plan
- Implement customer service request system
- Undertake elected member and new local authority member induction and training
- Continue to improve councilor portfolios
- Manage Councils advisory committees including Audit Committee, Finance and Operations Committee and Cultural Advisory Committee
- Prepare feasibility study for Juno.

7. Capital Expenditure - Project Priorities for the Year

Project	\$	\$	Comment
Buildings:			
North Camp Basketball Courts - Elliot	25,000		Replacement
Total Land and Buildings		25,000	
Plant and Equipment			
Troope Carrier - Elliot	58,626		New
CCTV/Alarm at Swimming Centre – Tennant Creek	20,175		New
Total Plant and Equipment		78,801	
Total Capital Expenditure		103,801	

8. Grant Funding

The Northern Territory Grants Commission is an established independent statutory authority under the Local Government Grants Commission Act 1986. Its primary role is to allocate financial assistance grants provided by the Australian Government to Northern Territory local governing bodies in the form of general purpose grants and local roads grants.

It is a requirement under the Commonwealth's Local Government (Financial Assistance) Act 1995 that there is a local government grants commission in each State and the Northern Territory to make recommendations on the allocation of funding to Local Governments made under the Act.

Functions

The Commission makes recommendations to the Federal Minister in respect of the amounts of money to be allocated to local governing bodies from the money provided to the Territory by the Commonwealth under the Local Government (Financial Assistance) Act 1995. The Commission also makes recommendations on such other matters relating to the finances of local governing bodies as the Northern Territory Minister for Local Government, from time to time, refers to the Commission.

Road Grants

In determining Road Grants for councils, the Grants Commission has established a road factor equation. This equation is used to assess the cost of maintaining a council's roads, takes into account annual and recurrent maintenance costs and the cost of reconstruction at the end of a road's useful life.

The equation recognises the different needs of urban and rural roads and the different levels of development of these roads. The Grants Commission has determined factors that represent cost differentials in maintaining different types of roads. The different road types are: kerbed and sealed, sealed, gravel, formed, unformed, cycle paths.

Roads to Recovery Program

The objective of Roads to Recovery is to contribute to the Infrastructure Investment Program through supporting maintenance of the nation's local road infrastructure asset, which facilitates greater access for Australians and improved safety, economic and social outcomes.

Roads to Recovery allocations for councils in each jurisdiction (except the ACT as it is a unitary jurisdiction) have been determined on the basis of the recommendations of the Local Government Grants Commissions in each state and the Northern Territory for the roads component of the Financial Assistance Grants. This is the same methodology as was used for this purpose in previous Roads to Recovery programs.

As announced in the 2014 Budget, the Government will provide an additional \$350 million in 2015-16 (\$700 million in total) to bring funding for the program to \$2.1 billion over the five years to 2019. Each funding recipient has a nominal annual allocation of one sixth of their total allocation in 2014-15, two sixths in 2015-16 and one sixth in each of the remaining three financial years of the program life.

Commonwealth Government Grant Funding	Amount \$,000
Indigenous Advancement Strategy	4,071
Aged and Community Care	686
NT Job Packages - HACC	707
Emergency Relief	13
Out of School Hours Care	412
Creche	90
Other Specific Purpose Grants	89
Total Commonwealth Government Grant Funding	6,068

Commonwealth Grants Department of Social Services

This Department aspires to be Australia's pre-eminent social policy agency with a mission to improve the lifetime wellbeing of people and families in Australia. This department oversees Aged Care funding, Emergency Relief and other Children and Family related programs.

Department of Prime Minister and Cabinet Indigenous Advance Strategy

Indigenous affairs are a significant national priority and the Indigenous Affairs Group is leading Australia's efforts to deliver outcomes in the key areas of: getting children to school; adults in jobs; making communities safer; and, recognising First Australians in the national Constitution. The Department of Prime Minister and Cabinet oversees a variety of programs.

NT Government Grants

NT Government Grant Funding	Amount \$,000
Operational Funding (Grants Commission)	3,567
General Purpose (Grants Commission)	1,740
Financial Assistance Roads (Grants Commission)	275
Homelands – Municipal Essential Services and Housing Maintenance	1,935
Indigenous Jobs Development	900
NT Job packages – Homelands	162
Active Remote Communities	204
Safe houses	348
Library	180
Indigenous Environmental Health	75
Other Specific Purpose Grants	78
NT Government Grant Funding	9,464

Homelands

The Northern Territory Government acknowledges the importance of Aboriginal people's cultural connections to their traditional lands, and the contribution that homelands and outstations make to the economic, social and cultural life of the Northern Territory. The government is committed to improving services and living conditions on homelands. This will require the joint efforts of governments, landholders and residents. We all share responsibility for the future of homelands, and need to work together to achieve the best possible results for homelands.

The Northern Territory and Australian governments reached agreement in 2013 for the provision of Municipal and Essential Services (MES) to Homelands in the Northern Territory over the next 10 years, under the National Partnership Agreement on Stronger Futures in the Northern Territory. This embodies various programs. <http://www.homelands.nt.gov.au/>

Special Purpose Grants

Funding allocated to a specific project or program.

Other

BRC also attracts other funding through building relationships with other organisations such as Central Land Council (CLC) and Central Australia Youth Link Up Service (CAYLUS).

9. Financial Sustainability/Financial Performance Measures

An independent review initiated by Deloitte in 2008 and 2013 into the long term financial sustainability of Northern Territory Councils clearly indicated a need for Councils to take a longer term approach to financial planning and sustainability.

It also highlighted the impediments that Councils in the Northern Territory faced when trying to achieve a financially sustainable position. These included;

- Funds not being available to maintain, repair or replace assets transferred into the control of Councils from other tiers of government and external bodies,
- Insufficient revenue streams for repairs, maintenance upgrade and replacement of assets creating an asset management backlog,
- Costs associated with policy initiatives introduced by other levels of governments are not funded by those bodies; and
- Onerous reporting requirements imposed by funding providers, causing inefficiencies, additional costs and administrative requirements that reduce funding for core service delivery.

Council is committed to ensuring its long term financial sustainability. In 2015-16, Council intends to review its Long-term Financial Plan, Infrastructure and Asset Management Plan and to review its Strategic Plan ensuring it is aware of those issues that may threaten its future financial sustainability.

Council's financial sustainability is dependent on ensuring that, on average over time, its expenses are at least matched by its revenue. In addition, capital expenditure on existing infrastructure and other assets should be optimised (in accordance with the review of the Infrastructure and Asset Management Plan so as to minimise whole-of-life-cycle costs of assets).

Section 127 of the Northern Territory Local Government Act requires Councils to include within their budget document "the measures the council proposes to take, during the financial year, towards achieving [it's] objectives; and the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives." To assist Council in determining whether it is achieving its objective of long term financial sustainability, the following financial ratios have been applied to the budget. They are based upon those developed and legislated in South Australian local government councils.

9.1 Operating Surplus Ratio

Operating Surplus Ratio expresses the operating surplus (deficit) as a percentage of general and other rates. The Council's budgeted Operating Surplus(Deficit) Ratio is adversely high when compared to an ideal ratio of 0 to 10%. This highlights the Council's current unsustainable financial position due to the items listed in the previous section.

ACTUAL 2013/2014	FORECAST 2014/2015	BUDGET 2015/2016
(168%)	(142%)	(89%)

9.2 Asset Sustainability Ratio

The Asset Sustainability Ratio indicates whether the Council is renewing or replacing existing non-financial assets at the same rate as its overall stock of assets is wearing out. The ratio is calculated by measuring capital expenditure on renewal and replacement of assets relative to its level of depreciation. A ratio of 100% reflects that the council is maintaining its asset base. Council is aiming to attain a result of 4% for the year ending 30 June 2016 with the intention of reviewing its asset management plans in the financial year.

ACTUAL 2013/2014	FORECAST 2014/2015	BUDGET 2015/2016
20%	12%	4%

Due to current deficits there is no capital allocation for 2015/16 unless appropriate grants can be sourced. We have calculated this ratio as no advice is to hand.

9.3 Net Financial Liabilities and Net Financial Liabilities Ratio

Net financial liabilities is a comprehensive measure of the indebtedness of the Council as it includes items such as employee long-service leave entitlements and other amounts payable as well as taking account of the level of Council's available cash and investments. Specifically, Net Financial Liabilities equals total liabilities less financial assets, where financial assets for this purpose includes cash, cash equivalents, trade and other receivables, and other financial assets, but excludes equity held in Council businesses, inventories and land held for resale.

The following table sets out estimates as at 30 June 2016:

	Estimated 30/6/16 \$,000
Gross borrowings	0
Less: Cash and investments	1,171
Equals: Net debt	(1,171)
Add: Trade and other payables	291
Add: Provisions for employee entitlements	1,328
Less: Trade and other receivables	1,154
Equals: Net financial liabilities	(706)
Net Financial Liabilities Ratio	(3.3%)

The negative result indicates that Council is in a net financial assets position. The local government sector wide results for this financial indicator usually fall between 0% and 100%.

9.4 Overall Assessment of Council's Financial Sustainability (based on the above ratios).

The above ratios indicate that the proposed annual business plan and the associated budget that underpins it, is financially sustainable over the following 12 months. Council's Asset Sustainability Ratio has been trending downward over the last five years. As sources of revenue shrink it does not have the funds available to replace them therefore, consuming assets at a quicker rate than it is replacing them.

Long term this means that the Council's assets are deteriorating and will need to be replaced in the future. Over the next twelve months the Council is committed to reviewing its asset management plans and putting in place strategies to ensure the future viability of the organisation.

10. Uniform Presentation of Council Finances

The Uniform Presentation of Council Finances together with the Key Financial Indicators provides a summary of Council's finances at the strategic level. Definitions and examples of the key components of this report are included in the glossary at the end of this document.

The Summary of Financial Position report highlights the operating surplus/(deficit) measure which is considered the most critical indicator of a Council's financial performance.

The result of this report, is the movement in Net Financial Liabilities (Net Lending/Borrowing) for the year based on Council's planned capital and operating budgets for that year.

Achieving a zero result on the net lending/(borrowing) measure in any one year essentially means that the Council has met all of its expenditure (both operating and capital) from the current year's income (with income including amounts received specifically for new/upgraded assets).

UNIFORM PRESENTATION OF FINANCES	Forecast 2015	Budget 2016
	\$,000	\$,000
Operating Revenue	25,709	21,422
less Operating Expense	(30,148)	(24,316)
Operating Surplus/(Deficit) before Capital Amounts	(4,439)	(2,894)
less Net Outlays on Existing Assets		
Capital Expenditure on renewal and replacement of Existing Assets	391	104
less Depreciation, Amortisation and Impairment	(3,355)	(2,894)
less Proceeds from Sale of Replaced Assets	0	0
	(2,964)	(2,894)
Net Lending/ (Borrowing) for Financial year	(1,475)	(104)

A full explanation of the components to the above Uniform Presentation of Finances is contained in Appendix A.

11. Rating Arrangements 2015-16

Rate Revenue

Council's draft budget contains rate revenue of \$2.484m and Waste Collection Charges of \$0.759m. This represents a 5% increase in total rates raised compared to 2014-15

Basis of Assessed Value

Pursuant to section 149(1) of the Act, Council adopts, as the basis of determining the assessed value of all allotments in the Council area, the unimproved capital value as it appears on the valuation roll prepared by the Valuer-General under the Valuation of Land Act.

Basis of Rates

Pursuant to Section 148 of the Act, Council adopts, as the basis of rates, a combination of fixed charge and a valuation based charge within the Council area.

Basis of Rates:

- for allotments in the towns of Tennant Creek and Elliot is a valuation-based charge where the basis of assessed value is the unimproved capital value (UCV);
- for land held under pastoral lease and land occupied under a mining tenement is a valuation based charge subject to a specified minimum charge where the basis of assessed value is unimproved capital value (UCV); and
- for allotments in other parts of the Council area, is a fixed charge.

Pursuant to Section 148(3) of the Act, Council adopts:

- differential valuation-based rates for the township of Tennant Creek fixed for different zones;
- differential valuation-based rates for the township of Elliot fixed for different classes of allotments; and
- differential fixed charge for other allotments within the Council area fixed for different classes of allotments.

Classes of allotments

Council applies the followings classes of allotments in the Council area:

1. Allotments used principally for commercial or business purposes; and
2. All other allotments i.e. the allotments not principally used for commercial or business purposes.

Conditionally Ratable Land

Pursuant to section 142 of the Act, Land held under the pastoral lease and land occupied under a mining tenement is rated as per the proposal approved by the Minister for Local Government.

Differential Rates Schedule

Allotments in the Town of Tennant Creek	
Percentage	Zone
3.18559	SD (Single Dwelling)
1.30713	RL (Rural Living)
3.013743	MD (Multiple Dwelling)
7.994327	CL (Community Living)
1.432196	MR (Medium Density Residential)
5.780922	C (Commercial)
6.33007	TC (Tourist Commercial)
5.420322	SC (Service Commercial)
4.019863	CP (Community Purpose)
2.752987	OR (Organised Recreation)
12.218084	LI (Light Industrial)
12.170902	GI (General Industry)
0.6218	UF (Urban Farm Land)

Allotments in the Town of Elliott	
Percentage	Description
0.955047	Allotments used principally for commercial or business purposes
0.882309	All other allotments not included above

Allotments in the Town of Newcastle Waters	
Fixed Charge	Description
\$891.836	Allotments used principally for commercial or business purposes
\$197.42	All other allotments not included above

Allotments in Community & surrounding Living Areas of Ali Curung, Alpururulam, Ampilatwatja, Imangara & Wutunugurra	
Fixed Charge	Description
\$1061.01	Allotments used principally for commercial or business purposes
\$896.58	All other allotments not included above

Allotments in Council area (Excluding those comprised in other parts of this schedule)	
Fixed Charge	Description
\$1061.01	Allotments used principally for commercial or business purposes
\$896.58	All other allotments not included above

Conditionally Ratable Land (Approved rating proposal 2013/14 pursuant to sec 142 Local Government Act 2008)		
Percentage	Description	Min Rate
0.0297	Land held under pastoral lease	\$366.48
0.3400	Land occupied under a mining tenement	\$867.34

Charges

Pursuant to section 157 of the Act, Council imposes charges in respect of the garbage collection service for Tennant Creek, Elliott, Newcastle Waters, and allotments in the communities and surrounding living areas of Ali Curung, Alpururulam, Ampilatwatja, Imangara and Wutunugurra.

(a) **Each allotment in Tennant Creek, Elliott and Newcastle Waters:** Where a waste collection service is provided using a 240 litre capacity receptacle, or where Council is willing and able to provide:

- each weekly kerbside service \$314.00 per annum
- each additional weekly kerbside service \$314.00 per annum

(b) **Each allotment in the communities and surrounding living areas of Ali Curung, Alpururulam, Ampilatwatja, Imangara and Wutunugurra:** Where a waste collection service is provided using a 240 litre capacity receptacle, or where Council is willing and able to provide:

- each weekly kerbside service \$814.95 per annum
- each additional weekly kerbside service \$407.48 per annum

(c) On request, a pickup on each day of the week (other than Sundays and Public Holidays) will incur a charge of \$908.98 per 240 litre receptacle, with a maximum charge of \$2,724.34. This charge will replace the collection charge described in (a) above.

Payment of Rates and Charges

The Council allows for the payment rates and charges to be paid by four (4) approximately equal installments on an approximate quarterly basis.

- (a) Details of due dates and specified amounts are listed on the relevant Rates Notice.
- (b) That recovery action may be instituted in respect of all the rates outstanding after the due date.

Penalty for Late Payment

The relevant interest rate for the late payment of rates and charges is fixed in accordance with Section 162 of the Act at the rate of 9% per annum and is calculated on a daily basis.

Rates Concessions

Consideration will be given to granting a rate concession (that is, a reduced or deferred payment) in instances of financial hardship, to correct anomalies in the rating system or where there is some public benefit.

Applications must be made in writing, explaining the need for financial assistance. Sufficient information and supporting documentary evidence so as to satisfy the statutory and assessment criteria must be included.

Council's "Rates Concession Policy" provides further information.

12 ELECTORAL REVIEW

The Local Government Act requires the Council to undertake an electoral review, in consultation with its community and the NT Electoral Commissioner. The purpose of the review is to:

- Assess the constitutional arrangements presently in force; and,
- Determine whether the current arrangements provide the most effective possible elector representation for the Council area.

Having had regard for community input and the assessment criteria the Council formed the view that its present constitutional arrangements were appropriate. No changes were proposed in relation to the name and boundary of the Council, Ward boundaries, the Office of the Principal Member or to the number of elected members. However it was decided to recommend to the Minister a change in the name of the Yapakurlangu Ward. Yapakurlangu is a Warlpiri word and does not reflect the language groups in the Ward. The new name proposed to the Minister is Kuwarrangu Ward.

13 CONSULTATION

This plan and budget is available across all Local Authorities during June and early July and copies have been made available at the Council Chambers at 41 Peko Road Tennant Creek, NT.

Copies of the Regional Plan were available:

- on Council's website
- Council's Office at 41 Peko Road Tennant Creek
- Service Centres at Elliott, Ali-Curung, Alpururulam, Ampilatwatja, Arlparra, Wutunugurra.

14 COUNCIL CONTACT

Council can be contacted by:

Mail: PO Box 821, Tennant Creek NT 0860
Email: reception@barkly.nt.gov.au
Phone: 08 8962 0000
Website: www.barkly.nt.gov.au

Appendix A – Explanation of Uniform Presentation of Finances

(This is an example only for explanation purposes – left blank intentionally)

UNIFORM PRESENTATION OF FINANCES	2014-15 Forecast \$'000	2015-16 Budget \$'000
Income		
less Expenses		
Operating Surplus/(Deficit)	-	-
Less: Net Outlays on Existing Assets		
Capital Expenditure on Renewal/Replacement of Existing Assets		
less Depreciation, Amortisation and Impairment Expenses		
less Proceeds from Sale of Replaced Assets		
Net Outlays on Existing Assets	-	-
Less: Net Outlays on New and Upgraded Assets		
Capital Expenditure on New/Upgraded Assets		
less Amounts received specifically for New/Upgraded Assets		
less Proceeds from Sale of Surplus Assets		
Net Outlays on New and Upgraded Assets	-	-
Net Lending/(Borrowing) for Financial Year	-	-

Explanation/Examples of Components of Uniform Presentation of Finances

Operating Revenue and Expenditure: Represent the totals from the relevant lines of the Statement of Comprehensive Income (operating statement) for the year being reported on.

Capital Expenditure on renewal and replacement of Existing Assets: e.g. Roads reseals, replacement tractor, building renovations, replacement computer hardware.

Proceeds from sale of replaced assets: e.g. trade in value of a tractor or motor vehicle being replaced.

Capital Expenditure on New and Upgraded Assets: e.g. constructing a new building, constructing a new catchment pond, purchasing a piece of machinery that was not previously on hand.

Amounts specifically for new or upgraded Assets: e.g. Capital grants to partly fund a new CWMS, funds received to build new footpaths that did not previously exist.

Proceeds from Sale of Surplus Assets: Proceeds from the sale of a council building that was no longer required, sale of surplus land.

New/Upgraded vs Renewal/Replacement of Assets

The following definitions have been obtained from the South Australian Local Government Model Financial Statements (see <http://www.lga.sa.gov.au/site/page.cfm?u=769#e4291>).

A *new asset* is additional to Council's previous asset complement (e.g. roads constructed as part of a Council-owned subdivision are new assets. Similarly laying footpaths in areas where they did not previously exist are also new assets).

An *upgraded asset* replaces a previously existing asset with enhanced capability or functionality.

Renewal or replacement of an asset occurs where a previously existing asset is replaced without enhancement of the service capability except where this is incidental and unavoidable.

It is possible for capital expenditure to be a *combination of renewal as well as upgrade*. This is particularly prevalent in this Council region due to the increased volume of B-double traffic experienced in recent times. This has required existing roads to be rebuilt to higher standards (e.g. the replacement of a road that was initially a 6 metre wide sheeted surface with an 8 metre width sheeted surface can be considered part replacement and part upgrade).

The important point to understand is that if Council is not able to replace its existing assets in a timely manner then new assets should not be built unless essential. By building new assets Council is effectively building new liabilities as the assets usually don't generate revenue (e.g. roads), cannot be sold, and will need to be maintained and eventually replaced.

Appendix B - Statutory Statements

STATEMENT OF COMPREHENSIVE INCOME	Forecast 2015	Budget 2016	Variance
	\$,000	\$,000	\$,000
INCOME			
Rates and Annual Charges	3,121	3,243	122
User Charges and Fees	848	1,803	955
Interest	20	0	(20)
Contributions	23	515	492
Grants	18,147	15,532	(2,615)
Other Revenue	3,551	329	(3,222)
Profit on Disposal of Assets	0	0	0
Total Operating Income	25,710	21,422	(4,288)
EXPENDITURE			
Employee Costs	15,675	13,683	(1,992)
Materials and Services	8,062	6,525	(1,537)
Depreciation, Amortisation and Impairment	3,355	2,894	(461)
Other Expenses	3,056	1,214	(1,842)
Total Operating Expenditure	30,148	24,316	(5,832)
NET SURPLUS / (DEFICIT) transferred to Equity Statement	(4,438)	(2,894)	1,544

BALANCE SHEET	Forecast 2015	Budget 2016	Variance
	\$,000	\$,000	\$,000
ASSETS			
CURRENT ASSETS			
Cash	1,275	1,171	(104)
Trade & Other Receivables	1,155	1,155	0
Other Current Assets	160	160	0
Total Current Assets	2,590	2,486	(104)
NON-CURRENT ASSETS			
Property, Plant & Equipment	35,918	33,128	(2,790)
Total Non-Current Assets	35,918	33,128	(2,790)
TOTAL ASSETS	38,508	35,614	(2,894)
LIABILITIES			
CURRENT LIABILITIES			
Trade & Other Payables	291	291	0
Unexpended Grants	0	0	0
Employment Entitlements	1,328	1,328	0
Total Current Liabilities	1,619	1,619	0
NON-CURRENT LIABILITIES			
Long Term Borrowings	0	0	0
Long Term Provisions	0	0	0
Total Non-Current Liabilities	0	0	0
TOTAL LIABILITIES	1,619	1,619	0
NET ASSETS	36,889	33,995	(2,894)
EQUITY			
Accumulated Surplus	6,719	3,825	2,894
Asset Revaluation Reserve	30,170	30,170	0
TOTAL EQUITY	36,889	33,995	(2,894)

STATEMENT OF CASH FLOWS	Forecast 2015	Budget 2016
	\$,000	\$,000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Grants and Contributions	14,585	16,047
Other Revenue	7,520	5,374
Payments		
Employee Costs	(15,675)	(13,683)
Materials and Contracts	(11,313)	(7,738)
Net Cash provided by (or used in) Operating Activities	(4,883)	(0)
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts		
Grants Specifically for new or upgraded assets	0	0
Sale of replaced Assets	0	0
Interest Received	19	0
Payments		
Expenditure on renewal/replaced assets	(391)	(104)
Expenditure on new/upgraded assets	0	0
Loans made to community groups	0	0
Net cash provided by (used in) Investing Activities	(372)	(104)
CASH FLOWS FROM FINANCING ACTIVITIES		
Receipts		
Proceeds from Borrowings	0	0
Payments		
Repayment of Borrowings	0	0
Net Cash Provided by (Used in) Financing Activities	0	0
Net Increase / Decrease in Cash	(5,255)	(104)
Cash and Cash Equivalents at start of	6,530	1,275
Cash & Cash Equivalents at the end of the reporting period	1,275	1,171

STATEMENT OF EQUITY	Forecast 2015	Budget 2016
	\$,000	\$,000
ACCUMULATED SURPLUS		
Balance at end of previous reporting period	11,157	6,719
Net Result for Year	(4,438)	(2,894)
Transfer from Reserves	0	0
Transfer to Other Reserves	0	0
Balance at end of period	6,719	3,835
ASSET REVALUATION RESERVE		
Balance at end of previous reporting period	30,170	30,170
Gain on Revaluation of Property Plant &	0	0
Balance at end of period	30,170	30,170
OTHER RESERVES		
Balance at end of previous reporting period	0	0
Transfers from Accumulated Surplus	0	0
Transfers to Accumulated Surplus	0	0
Balance at end of period	0	0
TOTAL EQUITY AT END OF REPORTING PERIOD	36,889	33,995

Appendix C – Services provided to the community by Council – Where your rates are spent.

Following is a detailed explanation of the services provided by the Council to the community. The cash flows generated by the provision of these services are summarised in the budget for the financial year ending 30 June 2016. The services are broken up into the 5 organisational units of the Council, being Corporate Services, Communities, Operations, People and Safety and Executive services.

Executive Services

There are 2 categories of governance expenditure: organisational and elected member. Organisational expenses are incurred in Corporate Services. Expenses incurred in this service include executive salaries, elected members expenses and allowance, member training, memberships, travel, conferences, public liability, insurance, administration and officer support to Council.

Councillors and the Chief Executive Officer also participate in many Committees which drive regional, social and economic development including membership of the Tennant Creek Regional Economic Development, Local Government Association of NT, Ministerial Advisory committees for Corrective Services, Disability as well as Ministerially appointed Tennant Creek Alcohol Reference Group. Therefore this area will include membership and costs associated with representing the interests of the Barkly region to other levels of government.

Tourism activities include increasing visitation by tourists through the support of marketing and promotion, special events, and natural assets relating to tourism such as Lake Maryanne.

People and Safety

Human Resources and WHS

- Human Resources – compliance with Industrial Relations and Barkly Regional Councils Enterprise Bargaining Agreement including administrative policies and legislation, recruitment, rehabilitation and performance management
- WHS – compliance with Occupational Work Health and Safety (WHS) policies and legislation, contractor induction, rehabilitation and compliance
- Information Technology – membership of CouncilBiz, management of Council's local information technology systems, purchase and/or lease of computer hardware
- Communication – telephone and internet services.

Corporate Services

Administration

Administration services cover the following activities:

- Financial Services – provision of accounting services, record keeping, bill paying, payroll, insurance, financial reporting and management
- Rates Administration – administration and collection of rates and associated record keeping
- Records Management – maintenance of records management system
- Customer Service – customer support at the Council office plus a range of community administration services.

Financing and Investing

Covers cash inflows and outflows associated with the Council's financing and investing activities.

Communities

Governance

Local Authority member expenses and allowances and training, memberships, travel, conferences, public liability, insurance, administration and officer support to Council.

Municipal, Essential and Homeland Services

MES delivery into our six remote communities including Ali Curung, Alpururulam, Ampilatwatja, Imangara (restricted), Wutunugurra and Elliott.

Homeland services of MES, tenancy management and tenancy repairs and maintenance to Arlparra, Malinja and other smaller outstations.

Night Patrol

Night patrols services into ten remote communities including Ali Curung, Alpururulam, Ampilatwatja, Arlparra, Imangara, Mungkarta, Tara, Elliott, Wutunugurra and Canteen Creek.

Animal Management

Tennant Creek Companion animal control and pound services

Regional Animal management services

Community Services

Aged Services

This service covers the following activity:

- Aged and community care services, CacP and Disability

Youth Services

This service covers the following activities:

- Sport and recreation regional program in conjunction with night patrol
- Youth in transition program
- Tennant Creek pool management

Other

This service covers the following activities:

- Safe houses in Ali Curung and Elliott
- Playgroup in Elliott
- Creche and children's services in Ali Curung

Public Relations

This service covers the following activities:

- Event support
- Civic functions

Library Services

Library services in Tennant Creek and Elliott.

The services provided by libraries include:

- Books, videos and magazines
- Internet

INFRASTRUCTURE SERVICES

Waste Management

Collection of waste, operation of waste disposal facility, general litter collection and drum musters. The solid waste levy payable to the Environment Protection Agency is also charged to this area.

Roads and Footpaths

This service covers the following activities:

- Road and footpaths construction – annual works program and developer contributed works
- Street cleaning and lighting
- Public conveniences
- Works depots
- Cycle and walking paths
- Road maintenance - fixing pot holes, reinstating trenches across roads, small patches of resealing and repairing and straightening rough edges (Kerbing, water tables and traffic signage are also charged to this activity)
- Ongoing upgrade and replacement of plant and equipment
- Road maintenance of rural unsealed roads – grading, tree trimming and spraying of weeds
- Footpath maintenance - laying and rolling of crusher fines along the footpath, general footpath rolling, potholing and minor re-sheeting
- Street sweeping in Tennant Creek - commercial areas and the cleaning of bins and footpath pavement and the picking up of litter by hand
- Barkly region airstrip maintenance- inspections including checking of runway light functionality as well as the windsock (Maintenance also includes slashing of overgrowth and weed spraying).

Private Works

This service covers the infrastructure work performed by Council on behalf of individuals or the government. This work is charged out at commercial rates.

ENVIRONMENTAL SERVICES

Legislative Compliance

This service covers dog and cat management, traffic control, fire control, health control and emergency services as required under various pieces of legislation.

Parks and Gardens

This service covers the provision and maintenance of parks and recreational facilities including parks and reserves as well as playgrounds.

Parks and gardens include the town squares, reserves and traffic islands. Maintenance includes the trimming of trees, cutting of lawns, repairs to sprinkler systems, repairs to playgrounds, repairs to seating and benches as well as general maintenance to structures built within these parks and reserves.

Cemeteries

Council operates cemeteries in Tennant Creek and Elliott for the local community. Expenditure includes the costs involved in locating, digging and backfilling of graves and general maintenance.

General Maintenance involves repairs to fencing and gates, the emptying of bins, gardening, watering and mowing as and where required.

Public Conveniences

The maintenance and cleaning of public conveniences is undertaken by Council on a regular basis. Council will continue to undertake maintenance and upgrades of these facilities as and when required.

Public conveniences are inspected on a regular basis with basic plumbing and other repairs and maintenance carried out as required.

	Actual	Forecast	Budget - Total
	2013/14	2014/15	2015/16
	\$	\$	\$
BARKLY REGIONAL COUNCIL			
Statement of Comprehensive Income			
For the Year Ended 30 June 2016			
REVENUES			
Rates and Annual Charges	2,836,327	3,120,501	3,243,271
User Charges and Fees	932,383	848,405	1,802,226
Interest	349,603	19,066	-
Contributions	421,047	23,150	514,668
Grants	17,835,122	18,147,044	-
- Grants NT Govt			9,464,446
- Grant Cmwth Govt			6,067,879
Other Revenue	2,979,349	3,551,138	329,000
Profit on Disposal of Assets	-	(233)	-
Total Revenue from Ordinary Activities	25,353,831	25,709,070	21,421,490
EXPENSES			
Employee Benefits	14,825,073	15,675,443	13,683,351
Materials and Services	8,381,759	8,062,383	6,524,642
Depreciation, Amortisation and Impairment	3,427,832	3,354,533	2,893,913
Other expenses	3,489,515	3,055,509	1,213,498
Total Expenses from Ordinary Activities	30,124,179	30,147,868	24,315,404
OPERATING (DEFICIT)/SURPLUS FOR THE YEAR	(4,770,348)	(4,438,798)	(2,893,914)

	Actual	Forecast	Budget - Total
	2013/14	2014/15	2015/16
	\$	\$	\$
BARKLY REGIONAL COUNCIL			
Statement of Financial Position			
For the Year Ended 30 June 2016			
ASSETS			
Current Assets			
- Cash Assets	6,530,026	1,274,481	1,170,679
- Trade and Other Receivables	902,822	1,154,886	1,154,886
- Other Current Assets	157,601	160,001	160,001
Total Current Assets	7,590,449	2,589,367	2,485,566
Non-current Assets			
- Property, Plant & Equipment	38,881,750	35,918,165	33,128,053
Total Non-current Assets	38,881,750	35,918,165	33,128,053
Total Assets	46,472,199	38,507,532	35,613,618
LIABILITIES			
- Trade and Other Payables	483,369	291,068	291,068
- Unexpended Grants	3,333,569	-	-
- Employee Entitlement	1,328,354	1,328,354	1,328,354
Total Liabilities	5,145,292	1,619,422	1,619,422
NET ASSETS	41,326,907	36,888,110	33,994,196
EQUITY			
- Accumulated (Deficit)/Surplus Current Year	(4,770,348)	(4,438,798)	(2,893,914)
- Accumulated Surplus Previous Year	15,927,359	11,157,010	6,718,212
- Asset Revaluation Reserves	30,169,897	30,169,897	30,169,897
Total Equity	41,326,908	36,888,109	33,994,195

	Actual	Forecast	Budget - Total
	2013/14	2014/15	2015/16
	\$	\$	\$
BARKLY REGIONAL COUNCIL			
Statement of Cash Flows			
For the Year Ended 30 June 2016			
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Grants and contributions	14,735,983	14,584,562	16,046,993
Other Revenue	8,243,167	7,520,043	5,374,497
Payments			
Employee Costs	(14,549,867)	(15,675,443)	(13,683,351)
Materials and Contracts	(13,746,158)	(11,312,592)	(7,738,140)
Interest Charges	-	0	0
NET CASH FLOWS FROM OPERATING ACTIVITIES	(5,316,875)	(4,883,431)	(1)
CASH FLOWS FROM INVESTING ACTIVITIES			
Receipts			
Proceeds from the disposal of assets	2,610	(233)	-
Interest Received	349,603	19,066	-
Payments			
Purchase of Assets	(685,185)	(390,948)	(103,801)
	(332,972)	(372,115)	(103,801)
Net increase/(decrease) in cash and cash equivalents	(5,649,847)	(5,255,546)	(103,802)
Cash and cash equivalents at the beginning of the financial year	12,179,873	6,530,026	1,274,480
Cash and cash equivalents at the end of the financial year	6,530,026	1,274,480	1,170,678

	Actual	Forecast	Budget - Total
	2013/14	2014/15	2015/16
	\$	\$	\$
BARKLY REGIONAL COUNCIL			
Uniform Presentation of Finances			
For the Year Ended 30 June 2016			
Operating Revenue	25,353,831	25,709,070	21,421,490
Less Operating Expenses	(30,124,179)	(30,147,868)	(24,315,404)
Operating Surplus/(Deficit) before Capital Amounts	(4,770,348)	(4,438,798)	(2,893,914)
Less Net Outlays on Existing Assets			
Capital Expenditure on renewal and replacement of existing assets	685,185	390,948	103,801
less Depreciation, Amortisation and Impairment	(3,427,832)	(3,354,533)	(2,893,913)
less Proceeds from the Sale of Replaced Assets	(2,610)	233	-
	(2,745,257)	(2,963,352)	(2,790,112)
Net lending/(Borrowing) for financial year	(2,025,091)	(1,475,446)	(103,802)
Operating Surplus ratio	-168%	-142%	-89%
Asset Sustainability ratio	20%	12%	4%
Net financial liabilities	(2,287,556)	(809,944)	(706,143)
Net financial liabilities - ratio	-9.02%	-3.15%	-3.30%

	Actual	Forecast	Budget - Current	Budget - Current	Budget - Current	Budget - Current	Budget - Current	Budget - Current	Budget - Current	Budget - Current	Budget - Current	Budget - Current	Budget - Current	Budget - Current	Budget - Current
	2013/14	2014/15	2015/16	July 2015/16	August 2015/16	September 2015/16	October 2015/16	November 2015/16	December 2015/16	January 2015/16	February 2015/16	March 2015/16	April 2015/16	May 2015/16	June 2015/16
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
BARKLY REGIONAL COUNCIL															
Statement of Comprehensive Income															
For the Year Ended 30 June 2016															
REVENUES															
Rates and Annual Charges	2,836,327	3,120,501	3,243,271	3,243,271	-	-	-	-	-	-	-	-	-	-	-
User Charges and Fees	932,383	848,405	1,802,226	150,185	150,185	150,185	150,185	150,185	150,185	150,185	150,185	150,185	150,185	150,185	150,185
Interest	349,603	19,066	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	421,047	23,150	514,668	148,359	32,665	32,665	32,665	39,665	32,665	32,665	32,665	32,665	32,665	32,665	32,665
Grants	17,835,122	18,147,044													
- Grants NT Govt			9,464,446	2,630,593	88,972	-	1,752,601	5,500	56,720	2,879,077	80,972	-	1,707,426	-	262,586
- Grant Cmwth Govt			6,067,879	413,881	604,508	793,180	464,808	59,876	799,095	390,107	604,508	759,380	376,182	42,976	759,380
Other Revenue	2,979,349	3,551,138	329,000	76,083	3,083	3,083	76,083	3,083	3,083	76,083	3,083	3,083	76,083	3,083	3,083
Profit on Disposal of Assets	-	(233)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue from Ordinary Activities	25,353,831	25,709,070	21,421,490	6,662,372	879,413	979,114	2,476,342	258,309	1,041,748	3,528,117	871,413	945,314	2,342,541	228,909	1,207,900
EXPENSES															
Employee Benefits	14,825,073	15,675,443	13,683,351	1,026,770	1,007,164	1,333,979	1,063,262	1,063,262	1,333,979	1,063,262	1,063,262	1,333,979	1,036,900	1,301,026	1,056,506
Materials and Services	8,381,759	8,062,383	6,524,642	769,046	510,890	514,890	515,890	525,890	529,890	515,890	516,890	519,890	532,890	510,890	561,696
Depreciation, Amortisation and Impairment	3,427,832	3,354,533	2,893,913	241,159	241,159	241,159	241,159	241,159	241,159	241,159	241,159	241,159	241,159	241,159	241,159
Other expenses	3,489,515	3,055,509	1,213,498	234,129	89,034	89,034	89,034	89,034	89,034	89,034	89,034	89,034	89,034	89,034	89,034
Total Expenses from Ordinary Activities	30,124,179	30,147,868	24,315,404	2,271,105	1,848,247	2,179,062	1,909,345	1,919,345	2,194,062	1,909,345	1,910,345	2,184,062	1,899,983	2,142,109	1,948,396
OPERATING (DEFICIT)/SURPLUS FOR THE YEAR	(4,770,348)	(4,438,798)	(2,893,914)	4,391,267	(968,834)	(1,199,948)	566,997	(1,661,036)	(1,152,314)	1,618,772	(1,038,932)	(1,238,748)	442,558	(1,913,200)	(740,496)
WDV on Disposal of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure	685,185	390,948	103,801	-	-	-	103,801	-	-	-	-	-	-	-	-
			56%	45%	54%	61%	56%	55%	61%	56%	56%	61%	55%	61%	54%

BARKLY REGIONAL COUNCIL
Statement of Financial Position
For the Year Ended 30 June 2016

ASSETS

Current Assets

- Cash Assets	6,530,026	1,274,481	1,170,679	5,906,907	5,179,233	4,220,444	4,924,799	3,504,923	2,593,769	4,453,701	3,655,928	2,658,339	3,342,057	1,670,016	1,170,680
- Trade and Other Receivables	902,822	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886	1,154,886
- Other Current Assets	157,601	160,001	160,001	160,001	160,001	160,001	160,001	160,001	160,001	160,001	160,001	160,001	160,001	160,001	160,001
Total Current Assets	7,590,449	2,589,367	2,485,566	7,221,794	6,494,119	5,535,330	6,239,686	4,819,809	3,908,655	5,768,587	4,970,815	3,973,226	4,656,943	2,984,903	2,485,566

Non-current Assets

- Property, Plant & Equipment	38,881,750	35,918,165	33,128,053	35,677,005	35,435,846	35,194,686	35,057,328	34,816,169	34,575,009	34,333,850	34,092,690	33,851,531	33,610,371	33,369,212	33,128,053
Total Non-current Assets	38,881,750	35,918,165	33,128,053	35,677,005	35,435,846	35,194,686	35,057,328	34,816,169	34,575,009	34,333,850	34,092,690	33,851,531	33,610,371	33,369,212	33,128,053
Total Assets	46,472,199	38,507,532	35,613,618	42,898,799	41,929,965	40,730,017	41,297,014	39,635,978	38,483,664	40,102,437	39,063,505	37,824,757	38,267,315	36,354,115	35,613,619

LIABILITIES

- Trade and Other Payables	483,369	291,068	291,068	291,068	291,068	291,068	291,068	291,068	291,068	291,068	291,068	291,068	291,068	291,068	291,068
- Unexpended Grants	3,333,569	-	-	-	-	-	-	-	-	-	-	-	-	-	-
- Employee Entitlement	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354	1,328,354
Total Liabilities	5,145,292	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422	1,619,422

NET ASSETS

	41,326,907	36,888,110	33,994,196	41,279,377	40,310,543	39,110,595	39,677,592	38,016,556	36,864,242	38,483,015	37,444,083	36,205,335	36,647,893	34,734,692	33,994,197
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EQUITY

- Accumulated (Deficit)/Surplus Current Year	(4,770,348)	(4,438,798)	(2,893,914)	4,391,267	3,422,433	2,222,485	2,789,482	1,128,446	(23,868)	1,594,905	555,973	(682,775)	(240,217)	(2,153,417)	(2,893,913)
- Accumulated Surplus Previous Year	15,927,359	11,157,010	6,718,212	6,718,212	6,718,212	6,718,212	6,718,212	6,718,212	6,718,212	6,718,212	6,718,212	6,718,212	6,718,212	6,718,212	6,718,212
- Asset Revaluation Reserves	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897	30,169,897
Total Equity	41,326,908	36,888,109	33,994,195	41,279,376	40,310,542	39,110,594	39,677,591	38,016,555	36,864,241	38,483,014	37,444,082	36,205,334	36,647,892	34,734,692	33,994,196

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BARKLY REGIONAL COUNCIL
Statement of Cash Flows
For the Year Ended 30 June 2016

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts

Grants and contributions	14,735,983	14,584,562	16,046,993	3,192,832	726,144	825,845	2,250,073	105,040	888,479	3,301,848	718,144	792,045	2,116,272	75,640	1,054,631
Other Revenue	8,243,167	7,520,043	5,374,497	3,469,540	153,269	153,269	226,269	153,269	153,269	226,269	153,269	153,269	226,269	153,269	153,269

Payments

Employee Costs	(14,549,867)	(15,675,443)	(13,683,351)	(1,026,770)	(1,007,164)	(1,333,979)	(1,063,262)	(1,063,262)	(1,333,979)	(1,063,262)	(1,063,262)	(1,333,979)	(1,036,900)	(1,301,026)	(1,056,506)
Materials and Contracts	(13,746,158)	(11,312,592)	(7,738,140)	(1,003,175)	(599,924)	(603,924)	(604,924)	(614,924)	(618,924)	(604,924)	(605,924)	(608,924)	(621,924)	(599,924)	(650,730)
Interest Charges	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NET CASH FLOWS FROM OPERATING ACTIVITIES	(5,316,875)	(4,883,431)	(1)	4,632,426	(727,675)	(958,789)	808,157	(1,419,876)	(911,154)	1,859,932	(797,772)	(997,589)	683,718	(1,672,041)	(499,336)
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CASH FLOWS FROM INVESTING ACTIVITIES

Receipts

Proceeds from the disposal of assets	2,610	(233)	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Received	349,603	19,066	-	-	-	-	-	-	-	-	-	-	-	-	-

Payments

Purchase of Assets	(685,185)	(390,948)	(103,801)	-	-	-	(103,801)	-	-	-	-	-	-	-	-
	(332,972)	(372,115)	(103,801)	-	-	-	(103,801)	-	-	-	-	-	-	-	-

Net increase/(decrease) in cash and cash equivalents

	(5,649,847)	(5,255,546)	(103,802)	4,632,426	(727,675)	(958,789)	704,356	(1,419,876)	(911,154)	1,859,932	(797,772)	(997,589)	683,718	(1,672,041)	(499,336)
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Cash and cash equivalents at the beginning of the financial year	12,179,873	6,530,026	1,274,480	1,274,480	5,906,906	5,179,231	4,220,443	4,924,798	3,504,922	2,593,767	4,453,699	3,655,927	2,658,338	3,342,056	1,670,015
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Cash and cash equivalents at the end of the financial year	6,530,026	1,274,480	1,170,678	5,906,906	5,179,231	4,220,443	4,924,798	3,504,922	2,593,767	4,453,699	3,655,927	2,658,338	3,342,056	1,670,015	1,170,678
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		(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
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GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.9
TITLE	Department of Local Government Compliance Review Visit October 2015
REFERENCE	144762
AUTHOR	Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) Receive and note the report.

SUMMARY:

The Department of Local Government and community Services is required to undertake a program of compliance reviews of all local government bodies in the Northern Territory pursuant to Section 205 of the Local Government Act. The Department intends to conduct this review between the 12th and 23rd of October 2015.

BACKGROUND

The Department of Local Government and community Services is required to undertake a program of compliance reviews of all local government bodies in the Northern Territory pursuant to Section 205 of the Local Government Act.

The purpose of a compliance review is to ensure that a council is conducting its business lawfully. The compliance review is also for providing feedback to council in terms of how it discharges its obligations under the relevant legislation and to assess management practices.

The Department intends to conduct this review between the 12th and 23rd of October 2015.

Attached is a Compliance Review Procedure document for Councils information.

ISSUE/OPTIONS/CONSEQUENCES

This is a requirement under the Act and a detailed report is expected to be tabled at the nearest available Council meeting following the receipt of the report.

CONSULTATION & TIMING

A number of items are to be supplied to the Department as pre visit expectations. The onsite component of this review will be conducted during 12 – 23 October 2015.

ATTACHMENTS:

- 1 LG Compliance checklist.pdf



Northern
Territory
Government

DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY SERVICES

Local Government Compliance Review Procedure

Version 1.1

Step 4: Further correspondence from the inspectors will follow outlining the compliance review process; with a request for council to nominate a council staff member as a single point of contact; and a list of preliminary information required (listed as prior to on-site visit documents in Appendix A).

Step 5: The council is to advise the inspectors, via lg.compliance@nt.gov.au, the name, email and office phone number of the nominated person. The nominate person is to provide the preliminary documents 2 weeks prior to the site visit; further documents at the start of the site visit; and documents as the compliance review progresses.

Step 6: Prior to commencing the site visit (usually 2 to 3 days before) the inspectors will provide a list of samples, from the list of preliminary information provided [requested in step 4], to the nominated person for council to prepare to make available with the on-site visit documents (listed in Appendix A).

Step 7: At the start of the site visit the inspectors will meet with the council CEO or CEO's delegate to discuss any issues and/or concerns the CEO or council may have in relation to the compliance review or current operations of council.

Step 8: The inspectors will commence the on-site compliance review by reviewing the documents listed in the Compliance Review Information Requirements List (Appendix A). The inspectors will collate and analyse the information provided against legislative requirements and document the findings.

Step 9: Near completion of the site visit the inspectors may meet with the CEO, or CEO's delegate, to discuss the preliminary findings and any matters outstanding.

Step 10: After receiving any final requested documents, within a reasonable time frame, the inspectors are to draft a compliance review report; usually within 4 to 6 weeks of completing the site visit. The report will document any findings, recommendations and any issues identified will be ranked by risk using the Compliance Review Risk Ranking Table (Appendix B).

Step 11: Once the compliance review work has been completed, DLGCS is required by section 207 of the Act to report to council on the results of the compliance review. A copy of the compliance review report will be provided to the council and it may contain recommendations for administrative or regulatory improvement requiring council to action.

Step 12: After 2 weeks of the compliance review report being provided to council the inspectors will follow up with the council's CEO on the council's plan to implement any recommended changes.

Step 13: Within 3 months of issuing a compliance review report to council, the inspectors may request further council information or schedule another site visit to follow-up on any recommendations (if any) made in the report. This follow-up is to ensure changes are being implemented by the council.

Appendix A

The inspectors will use this Compliance Review Information Requirements List to conduct the compliance review.

Prior to on-site visit	
Check/Comment	
Governance Review	
Delegation Manual (s 32 of the Act)	
Credit Card Policy	
Travel Policy	
Investment Policy (s 121 of the Act & Guideline 4)	
Borrowing Policy (s 123 of the Act & Guideline 5)	
Disposal of Assets Policy	
Fraud Protection Policy (r 10 LG (Accounting) Regulations)	
Debtors Recovery Policy	
Local Authority Policy (if applicable) (s53E of the Act & Guideline 8)	
Audit Committee Terms of Reference	
Finance Committee Terms of Reference (if applicable)	
Other Council Committees Terms of Reference (if applicable)	
Council Meetings - Confidential Minutes (from 1 July prior year to YTD)	
Operational Review	
Human Resources Management Policies (ss 104 & 105 of the Act)	
Code of conduct	Should be on website
Financial Review	
Accounting and Policy Manual (r 9 LG (Accounting) Regulations)	
Organisation chart (r 9 LG (Accounting) Regulations)	Part of the Accounting and Policy Manual
Copy of latest Audit Management Letter and council's responses (if any)	
Copy of the Audit Engagement Letter	
Details of investments made (s 121 & Guideline 4)	
List of rates receipts at transaction level (from 1 July prior year to YTD)	For sample selection
List of grant receipts at transaction level (from 1 July prior year to YTD)	For sample selection
List of other receipts at transaction level (from 1 July prior year to YTD)	For sample selection
List of rates debtors over 60 days (r 26 LG (Accounting) Regulations)	For sample selection
List of other debtors over 60 days (r 26 LG (Accounting) Regulations)	For sample selection
List of creditors over 60 days	For sample selection
List of rates written off (from 1 July prior year to YTD)	

This list is not meant to be exhaustive and additional information may be required during the compliance review.

Appendix B

The inspectors will use the following criteria to rank any issues identified through the compliance review.

Risk Ranking	Explanation
High	<p>A control weakness or an issue that is considered to be a serious deficiency. It has the potential to expose the council to an unacceptable level of risk and/or is a clear failure to comply with legislated and/or regulatory requirements.</p> <p>Requires immediate remedial action.</p>
Moderate	<p>An internal weakness or deficient internal controls that have the potential to expose the council to a moderate level of risk; and/or a potential failure to comply with legislated and/or regulatory requirements; and/or is a failure to comply with council's policy.</p> <p>Requires remedial action and/or improvement by council within the next 3 to 6 months.</p>
Low/ Opportunity for improvement	<p>An issue which if unresolved may expose the council to minor risk.</p> <p>Requires no immediate remedial action but may be of benefit to the internal control environment or improve the efficiency or effectiveness of an existing process.</p>

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 4.10
TITLE Delegations Register Review 2015
REFERENCE 144845
AUTHOR Edwina Marks, Chief Executive Officer

RECOMMENDATION

That the Audit Committee

- a) Endorse the delegations register review 2015 draft

SUMMARY:

All Councils are required to have a delegations register as part of their governance framework. The current register has been in place since 2008 and it is now timely to review. A draft is attached for the Committees review and comments.

BACKGROUND

Nil

ISSUE/OPTIONS/CONSEQUENCES

This register is required to meet Local Government Compliance. This is being updated ahead of the Local Government Compliance Review in October 2015

CONSULTATION & TIMING

Nil

ATTACHMENTS:

- 1 BRC Delegations Register Review July 2015 Draft.pdf

Delegations Register
July 2015 Draft

Phone: 08 89620000 General Fax: 08 8962 1801 reception@barkly.nt.gov.au www.barkly.nt.gov.au
41 Peko Road, Tennant Creek NT 0860 PO Box 821, Tennant Creek NT 0861 ABN 32 171 281 456

Release Notice

File name: 2015 Delegations Register v2.docx
Reason for release: Council Adoption
Contact information: For further information please contact:
Edwina Marks
Chief Executive Officer

Barkly Regional Council
PO Box 821, Tennant Creek, NT 0861
41 Peko Road, Tennant Creek, NT, 0860
Tel/Direct: (08) 8962 0000 | Fax: (08) 8962 1801
edwina.marks@barkly.nt.gov.au

Reference Number:
Organisational Unit: ALL
Responsible Position: Chief Executive Officer
Date Adopted:
Review Date: Annually

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1 Background and General Principles

Policy

The Council is committed to service delivery across the organisation within the parameters of a formalised delegation of authority framework.

Purpose of this document

The Delegation Register is intended to provide clear and easy to understand processes and accountability, for administrative functions and levels of decision making across the organisation.

Principles

This delegation document will be reviewed each year with a view to improving its utility and relevance to the organisational structure of the Council.

This document operates as delegated authority by the Council for the CEO.

This document operates as delegated authority by the Council for Committees and Local Authorities.

This document operates as delegated authority by the CEO for all other staff.

PERSONAL DELEGATIONS

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.
- It is not permissible for a person to delegate any aspect of their authorisation to a person in a less senior position. However, provision can be made for people to “Act Up” into a position of greater authority than they are usually employed, for all key or specified areas of delegation.
- It is possible for a person in a less senior position to be appointed to “act” in the capacity of a more senior position eg. during periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document of that position.
- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively written proof of above budget income eg extra funding, to cover the above budget expenditure should be obtained and a copy sent to their senior line manager.
- The delegations are hierarchical in the sense that a delegate’s formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff. With the exception of any delegations made by Council.

- The CEO has authority to exercise any staff delegation outlined in this document.
- In exercising delegations staff are required to comply with legislation, industrial awards, contracts or agreements and Council approved policies, procedures and Code of Conduct.
- The delegations listed in this document should be understood in the context of the relevant staff position descriptions and Council Policy.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- The position has delegation not the person.
- Outsourced positions do not have delegation rights within the organisation.
- A delegate should not exercise their delegation so as to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists.

COMMITTEE AND LOCAL AUTHORITY DELEGATIONS

- The Committee or Local Authority is delegated as an entity and no specific delegation is allocated to an individual unless specifically identified within the delegation.
- Unless specifically delegated, it should be assumed that no delegation exists.
- The CEO has authority to exercise any staff delegation outlined in this document.
- This document anticipates open and regular communication and information flow between the various levels of delegation, and consultation where necessary with Council staff.

Definitions

POSITIONS

Council: The collective group of members elected to serve the community in accordance with the Local Government Act and Regulations (as amended) and acting within that role.

Committee: A formally constituted committee under the Section 54 Local Government Act.

Local Authority: A formally constituted Local Authority under section 53 Local Government Act.

President: The principal member of the Council as defined by Section 42 Local Government Act.

Chief Executive Officer: (referred to as 'CEO') The person appointed by and responsible to the Council for the day to day management of the affairs of Barkly Regional Council. (The CEO's authority extends to the Acting CEO in the CEO's absence).

Director: A person appointed as Director and who has overall responsibility for specified functions as per the organisational structure.

Managers/ Coordinators: A person appointed as a manager or coordinator of one of the nine Council Service Centres or specific Council service. They are responsible to a Director for the services delivered within their area.

Staff: Employees of the Council not otherwise identified.

Note: Any decision on where staff roles fit in the above definitions will be made by the CEO, based on a recommendation from the appropriate Director.

BUDGET

Council Budget: (referred to as 'the budget') The annual budget resolved by the Council.

Service Budget: (referred to as 'service budget') A service/program component of the divisional annual budget, for which a coordinator has been delegated responsibility and control.

2 Human Resource Delegations

Staff: Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA1. Set and approve salaries	For all staff	CEO
DA2. Set and approve salary	For CEO	Council
DA3. Set and approve annual salary increments and any higher duties payments	For all staff	CEO
	For CEO	Council
DA4. Approve the issue and withdrawal of Council cards credit cards and credit limits	For all staff	CEO
	For CEO	Council
DA5. Approve/sign staff contracts	For all staff	CEO
	For CEO	Council
DA6. Approve conditions of employment	For all staff	CEO
DA7. Appointment of Acting Chief Executive Officer for a period of absence of the Chief Executive Officer of not greater than 30 days.	1. The CEO must be satisfied that the person appointed as Acting CEO is suitably qualified for the position 2. The CEO must advise Council when an appointment is made.	CEO
DA8. Appointment of Acting Chief Executive Officer for a period of absence of the Chief Executive Officer of greater than 30 days.	For CEO	President

Staff: Position Descriptions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA9. Approve changes to existing position descriptions and approve new position descriptions	For all staff	CEO
	For CEO position	Council
DA10. Approve changes to existing position titles	For all staff	CEO
DA11. Approve deletion of positions	For all positions	CEO
DA12. Approve a staff member accepting outside	For all staff	Directors

employment or consultancies, additional to and separate from their normal duties within Council.

For Directors
For CEO

CEO
Council

DA3: Staff: New Positions, Advertisements, Selection, Appointment and Probation

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA13. Approve requests for filling positions	For staff positions For CEO position	CEO Council
DA14. Approve new staff positions or modifications to existing organisational structure	For staff positions	CEO
DA15. Recommend appointment to staff positions	For staff positions For Managers/ Coordinators For Director	Managers/ Co-ordinators Director CEO
DA16. Appoint staff to positions	For all staff positions For CEO position	CEO Council
DA17. Confirm successful completion or otherwise of new staff probationary periods	For staff positions For CEO position	CEO Council

Staff: Dismissal and Redundancy

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA18. Decisions to make a staff member redundant	For all staff	CEO
DA19. Approve the offer and acceptance of redundancy for all staff	For all staff	CEO
DA20. Decisions to dismiss a staff member	For all staff For CEO	CEO Council

Staff: Leave, Overtime, Training, Conference Attendance, Travel and External Consultancies

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA21. Approve staff overtime	For staff For Managers/ Coordinators	Managers/ Coordinators Director
DA22. Approve staff time in lieu	For all staff	Immediate supervisor
DA23. Approve staff annual leave	For staff For Managers/ Coordinators For Directors For CEO	Managers/ Coordinators Directors CEO President
DA24. Approve staff annual leave in advance or in excess of entitlements.	For all staff For Directors For CEO	Directors CEO Council
DA25. Approve staff long service leave	For staff For Managers/ Coordinators For Directors For CEO	Managers/ Coordinators Directors CEO Council
DA26. Approve staff special leave (as defined in EBA)	For staff For Managers/ Coordinators For Directors For CEO	Managers/ Coordinators Directors CEO Council
DA27. Approve staff leave without pay for up to 14 days	For staff For Managers/ Coordinators For CEO	Managers/ Coordinators Directors President
DA28. DA 5.8 Approve staff leave without pay for between 15 and 28 days	For Staff and Managers/ Coordinators For CEO	Directors President

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA29. Approve staff leave without pay for in excess of 28 days	All staff	CEO
	For CEO	Council
DA30. Approve fee assistance for staff study	For Staff, Managers/ Coordinators	Directors
	For Directors	CEO
	For CEO	Council
DA31. Approval of attendance at external training courses/conferences including travel costs	For all staff for costs less than \$1,000	Managers/ Coordinators
	For all staff for costs more than \$1,000 but less than \$3,000	Directors
	For all staff for costs more than \$3,000	CEO
	For CEO	President
DA32. Approve travel outside of Australia	For all staff	CEO
	For CEO	Council

Staff: Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA33. Appraise performance of staff	For staff	Immediate supervisor
	For CEO	Council
DA34. Management of unsatisfactory staff performance	For staff	Immediate supervisor
	For CEO	Council
DA35. Issuing formal warnings	For all staff	CEO

3 Contracts

Contracts: Contracts, Agreements and Submissions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA36. Approve the lease of new premises and sub leases of existing premises		CEO
DA37. Approve renewal of existing land / building leases		CEO
DA38. Cancel existing land / building leases		CEO
DA39. Authorise appointment of external consultants (total value of contract <\$100,000)	Total value of contract <\$100,000	Directors
	Total value of contract >\$100,000	CEO
	For matters relating to recruitment of CEO or CEO performance management.	Council
DA40. Approve the sale, purchase and development of land		Council
DA41. Approve tenders and contracts with suppliers of goods and services.	Total value of contract <\$100,000	Directors
	As per Tendering & Purchasing Policy that requires tenders to have Council approval.	Council
DA42. Authority to invite formal tenders for supply of goods or services	Within budget	Directors
DA43. Formation of tender committee for opening and evaluation of tenders		CEO
DA44. Authority to select successful tender for supply of goods or services	For all of organisation	Council
DA45. Approve the commencement of funding submissions or tendering activity to be undertaken.	Total value <\$100,000	Directors
	Total value >\$100,000	CEO

DA46. Authority to <u>negotiate</u> agreements and contracts.	Total value <\$1,000,000	Directors
	Total value >\$1,000,000	CEO
DA47. Authority to <u>sign</u> agreements, contracts or tenders obtained (unless common seal required).	Total value <\$100,000	Directors
	Total value >\$100,000	CEO
DA48. Authority to prepare and submit performance reports to funding departments/organisations.	For directorate	Directors
DA49. Approve and submit financial reports to funding departments/organisations.	For directorate	Directors
DA50. Approve entry into occupancy agreements and establish long term leasing charges for Council controlled properties for periods in excess of 4 weeks.	For all of organisation Refer to DFC in first instance.	CEO

4 Legal

Legal: Legal Matters

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA51. Authority to consult with Council's external advisors, on legal matters.	For all staff	Director of Corporate Services
DA52. Authority to purchase, legal advice and/or expertise.	For all staff	Director of Corporate Services
DA53. Authority to settle court, legal or any other formal proceedings and bind the Council.		CEO
DA54. Authority to approve expenditure on legal matters, which are outside approved budget.		Council

5 Policies and Procedures

Policies and Procedures: Policies and Procedures

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA55. Approval of Procedures	For all of Council	CEO
DA56. Approval of Policy	For all of Council	Council

6 Documents, Correspondence and Minutes

Documents: Public Statements, Media and Comments on Strategic Issues

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA57. Approve the use of Council's name or logo by parties external to Council.	For all of organisation	Director of Corporate Services
DA58. Authorised to release public or media statements.	For all of organisation	As per Media Policy
DA59. Authority to delegate specific media responses.	For all staff	CEO
DA60. Authority to respond to ministerial and contentious issues.	For all staff	CEO

Public Relations: Correspondence

Correspondence primarily refers to letters but also includes reports, memos, facsimiles, documents and in some cases emails where they are to be used as the official means of communication to parties external to the Council.

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA61. All correspondence: <ul style="list-style-type: none"> • To the Department of Local Government (except routine matters) • To Government Ministers, Senior Bureaucrats, Heads of Government Departments or Members of Parliament • To any Ombudsman • To Unions • Which constitutes an official "apology" • Where the CEO has been in direct contact with the party making the representation and had not referred the reply to a Director or Manager/Coordinator • Which is of a contentious nature, or • Where formal support of a service, 	For all staff	CEO (or President as directed by the Council)

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
program or agency is provided.		
DA62. Standard and non-standard correspondence that has significant implications within their own Division and/or has the potential to have implication across a number of Divisions. Directors need to consider, in signing off on correspondence, whether the CEO and other Directors may need to be consulted or advised of the correspondence.	For all staff	Directors
DA63. Standard and non standard correspondence which is part of the normal business activities of the Council and is not contentious. Managers and Coordinators need to consider, in signing off correspondence, whether the CEO, Directors and other Managers and Coordinators may need to be consulted or advised of the correspondence.	For all staff	Managers/ Coordinators

Note: Specific delegation may be given to other staff with the CEO or Director's approval.

Public Relations: Agendas and Minutes

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA64. Authority to submit Council Agenda for compilation	For all staff	Directors
DA65. Approval of final Council or Committee Agenda for submission to the Council or Committee	For Council and Committee meetings	CEO
DA66. Approval for inclusion of "Late Agenda Item" (subject to President's final approval)	For Council meetings	CEO
DA67. Approval of draft Council or Committee Minutes	For Council and Committee meetings	CEO

DA68. Approval of Agenda for submission to Local Authority	For all Local Authority Meetings	Director of Corporate Services
DA69. Approval of draft Local Authority Minutes	For all Local Authority Meetings	Director of Corporate Services

7 Complaints

Complaints: Complaints

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA70. Resolution of external complaints about Council staff		CEO
DA71. External complaints about the Chief Executive Officer		President
DA72. Internal complaints		As per Grievance Policy
DA73. Resolution of complaints against Councillors and/or President	As per the Good Governance Policy	As per Good Governance Policy

8 Financial Delegations

Financial: Budgets

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA74. Approve draft budgets to be forwarded to the Council.	For divisions	CEO
DA75. Approve the budget.		Council [#]
DA76. Authority to override all delegations and make expenditure decisions to ensure approved budgets can be achieved.	For organisation	CEO
DA77. Authority to recommend to Council unbudgeted expenditure.	For organisation	CEO
DA78. Authorise variations to the annual operational and capital budgets.		Council [#]

[#] Note advertising requirements.

Financial: Expenditure

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA79. Approve expenditure	For service/s \$5,000 (Up to) - Within approved budget	Staff where the Manager or Coordinator has approved the delegation.
	For service/s and programs Under direct control, within approved service budget and subject to any restrictions outlined elsewhere in this document. Up to \$10,000	Managers/ Coordinators

	For division Under direct control, within approved divisional budget and subject to any restrictions outlined elsewhere in this document. \$100,000.	Directors
	For organisation Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document. \$250,000.	CEO
	For expenditure over \$250,000	President
DA80. Authorise expenditure against NIL budgets in anticipation of Council approval	Limited to less than 25% of anticipated budget	CEO
DA81. Authorise exception from quotation or tender requirement	<\$10,000	Director*
	>\$10,000	CEO

Financial: Salaries and Deductions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA82. Approve staff reimbursement for expenditure on behalf of Council	For staff	Managers /Coordinators
	For Managers/ Coordinators	Directors
	For Directors	CEO
	For CEO	President
DA83. Approve for payment all payroll related transactions	For all staff Comprising group tax remittal, payroll tax	Director of Corporate Services

	settlement, superannuation contribution payments, and transfers of employee payroll deductions to authorised entities and payment of GST and PAYG payments.	
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Financial: Investment

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA84. Approve investment of funds	For organisation	Director Corporate Services
DA85. Approve draw down of investment funds for deposit into operational accounts	For organisation	Director Corporate Services CEO
DA86. Approve banking and investment account arrangements, including the authorising the opening of new accounts.	For all of Council	Director of Corporate Services CEO

Financial: Petty Cash

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA87. Authority to operate, control and reimburse petty cash.	For service/s Consistent with service budget authority.	Managers/ Coordinators
	For division Consistent with divisional budget authority	Directors
	For organisation Consistent with the budget	CEO

	authority	
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Financial: Cheques

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA88. Authority to issue cheque requisitions	For service/s Under direct control, within approved service budget and subject to any restrictions outlined elsewhere in this document.	Managers/ Coordinators
	For division Under direct control, within approved divisional budget and subject to any restrictions outlined elsewhere in this document.	Directors
	For organisation Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.	CEO
DA89. Approve and sign cheques	For all organisation	CEO, Director of Corporate Services, Finance Manager and Assistant Finance Manager
DA90. Approval to stop payment on cheques	For all organisation	CEO, Director of Corporate Services, Finance Manager and Assistant Finance Manager

DA91. Approve change and/or add cheque signatories	For all signatories	CEO
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Financial: Bad Debts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA92. Approve write-offs of bad debts	\$5,000 (May not exceed)	Directors
	\$10,000 (May not exceed)	CEO
	\$10,000 (In excess of)	Council
DA93. Approve write-offs of cash losses; thefts or shortages; furniture, plant or equipment losses, thefts or destruction.	\$5,000 (May not exceed)	Directors
	\$10,000 (May not exceed)	CEO
	\$10,000 (In excess of)	Council
DA94. Approve debt recovery payment terms	\$10,000 (May not exceed)	Directors
	\$50,000 (May not exceed)	CEO
	\$50,000 (In excess of)	Council

Financial: Disposal of Property

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA95. Approve of disposal of plant and equipment	\$10,000 (May not exceed)	Directors
	\$20,000 (May not exceed)	CEO
	\$20,000 (In excess of)	Council

9 Elections

Elections: By Elections and General Elections

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
DA96. Approval to appoint the Returning Officer for by-elections		CEO
DA97. Approval to appoint the Returning Officer general elections		Council

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