

## POLICY

<b>TITLE:</b>	Accounting & Audit Privacy Policy		
<b>DIRECTORATE:</b>	Council		
<b>ADOPTED BY:</b>	Council Resolution: OMC-24/355		
<b>DATE OF ADOPTION:</b>	29 November 2024	<b>DATE OF REVIEW:</b>	29 November 2026
<b>POLICY NUMBER:</b>	125		
<b>LEGISLATIVE REF:</b>	<i>Local Government Act 2019; Section 206</i> <i>Information Act 2002; IPP's</i>		

### 1. INTRODUCTION

#### 1.1. Purpose

The purpose of this Policy is to outline Council's commitment to maintaining the privacy of the financial information of elected members, employees, committee members and local government subsidiary officers as far as reasonably possible.

#### 1.2. Scope

This Policy applies to the financial information of all employees and Elected Members of Council and Members of its Committees which may be stored on Council systems.

#### 1.3. Definitions

**Personal Information** is information that discloses a person's identity, or from which a person could be identified, including financial information.

#### 1.4. Responsibilities

All persons within scope of this Policy are required to adhere to this Policy and its associated procedures.

The CEO is accountable for the overall management of this Policy.

#### 1.5. Policy Objectives

- 1) Elected Members, Committee Members, Employees and Local Government Subsidiaries have a right to privacy of their financial information as far as reasonably possible, including during audits performed at Council.
- 2) Council is to take all reasonable steps to maintain the privacy and integrity of the personal information it holds as part of its accounting records.
- 3) Appropriate access to the personal financial records of persons covered by this Policy will only occur in accordance with this and other related policies.

### 2. POLICY STATEMENT

Council will adhere to its Privacy Policy in relation to any financial information it holds concerning the persons covered by the scope of this Policy.

### 3. PRIVACY COMPLAINTS

Please refer to the Privacy Policy for information on how to make a complaint relating to privacy.

#### 4. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Codes of Conduct
- 2) Privacy Policy
- 3) Financial Management Policy

#### 5. IMPLEMENTATION AND REVIEW

##### 5.1. Implementation

Relevant personnel will be made aware of this Policy. It is not a requirement of the Act for this Policy to be published on the Barkly Regional Council website.

##### 5.2. Review

This policy will be reviewed on or before 29 November 2026.

#### 6. VARIATIONS, REVOCATIONS AND/OR CHANGES


BRC reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements. Employees will be given sufficient notice of any such revocations, amendments, or changes.

#### 7. APPROVAL

This policy is approved.

Chris Kelly

**Chief Executive Officer**

  
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Signature

29 Nov 2024

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Dated

**END**