



AGENDA

FINANCE COMMITTEE

WEDNESDAY, 23 AUGUST 2017

Notice is given that the next Finance Committee Meeting of the Roper Gulf Regional Council will be held on:

- Wednesday, 23 August 2017, Commencing at 8:30am
- The 2 Crawford Street, Katherine

Your attendance at the meeting will be appreciated.

Michael Berto
CHIEF EXECUTIVE OFFICER

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	<i>Nil</i>	
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**CONFIRMATION OF PREVIOUS FINANCE COMMITTEE
MEETING MINUTES**



ITEM NUMBER	8.1
TITLE	Confirmation of Previous Minutes
REFERENCE	706927
AUTHOR	Amy Bretherton, Governance Officer

RECOMMENDATION

- (a) **That the Finance Committee approve the minutes as a true and accurate record of the Finance Committee Meeting held Thursday 27 April 2017.**

BACKGROUND

That Council met in Katherine on Thursday the 27th April for the Finance Committee Meeting.
Attached are the minutes from the meeting.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Finance Committee Meeting 2017-04-27 [692719].DOCX



MINUTES OF THE FINANCE COMMITTEE MEETING OF THE ROPER GULF
REGIONAL COUNCIL MEETING
HELD AT 2 CRAWFORD STREET, KATHERINE
ON THURSDAY, 27 APRIL 2017 AT 8:30AM

1. PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor Tony Jack
Councillor John Dalywater Via Telephone
Councillor Kathy Anne Numamurdirdi
Independent Geoff Bishop

1.2 Staff

Michael Berto, CEO
Greg Arnott, Director Corporate Governance
Sharon Hillen, Director Council and Community Services
Marc Gardner, Director Commercial Services
Amanda Haigh, Manager Governance and Corporate Planning (Minute Taker)
Bala Donepudi, Management Accountant

1.3 Guests

2. MEETING OPENED

Meeting opened at 9.00am

3. WELCOME TO COUNTRY

Mayor Tony Jack welcomed members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

24/2017 RESOLVED (Kathy-Anne Numamurdirdi/Geoff Bishop) Carried

(a) That the Finance Committee accept the apologies from Deputy Mayor Judy MacFarlane for this Finance Committee meeting 27 April 2017.

5. CALL FOR ITEMS OF GENERAL BUSINESS

1. Animal Management Program Fees for Service Review – DCCS
2. Barunga Festival Request For Waiver Of Fees - Mayor Tony Jack

6. QUESTIONS FROM THE PUBLIC

NIL

7. DISCLOSURES OF INTEREST

There were no declarations of interest at this Finance Committee.

8. CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MEETING MINUTES**8.1 MINUTES OF PREVIOUS FINANCE COMMITTEE MEETING****25/2017 RESOLVED (Geoff Bishop/John Dalywater) Carried**

- (a) That the Finance Committee receive and note the minutes of the Finance Committee Meeting held on 24 January 2017.
- (b) 13.1 Amendment to 5/2017 (b) "That the Finance Committee invest \$8 million with NAB for 30 or 60 days" be changed to "That the Finance Committee invest \$8 million with various banks for 30 - 60 days in accordance with our investment policy".

9. BUSINESS ARISING FROM PREVIOUS MINUTES**9.1 ACTION LIST****26/2017 RESOLVED (Kathy-Anne Numamurdirdi/Geoff Bishop) Carried**

- (a) That the Finance Committee receive and note the action list.

10. INCOMING CORRESPONDENCE**10.1 INCOMING CORRESPONDENCE**

Finance Committee request the acquittal from last years Community Grant and present back to Council at next OCM 31 March 2017.

27/2017 RESOLVED (Geoff Bishop/John Dalywater) Carried

- (a) That Committee accept the Incoming correspondence.

11. OUTGOING CORRESPONDENCE**11.1 OUTGOING CORRESPONDENCE****6/2017 RESOLVED (John Dalywater/Kathy-Anne Numamurdirdi) Carried**

- (a) That Finance Committee accept the Outgoing correspondence.

12. EXECUTIVE DIRECTORATE REPORTS

NIL

13. CORPORATE GOVERNANCE DIRECTORATE REPORTS**13.1 FINANCE - RGRC FINANCIAL REPORT AS AT 31 MARCH 2017**

28/2017 RESOLVED (Kathy-Anne Numamurdirdi/Geoff Bishop) Carried

- (a) That Council receive and note financial reports as at 31st March 2017.

13.2 FINANCE - RGRC FIRST DRAFT BUDGET 2017-18

29/2017 RESOLVED (John Dalywater/Kathy-Anne Numamurdirdi) Carried

- (a) That Finance Committee receive and note the first draft budget 2017-18.

13.3 CAPITAL EXPENDITURE BUDGET AMENDMENT - VEHICLE REPLACEMENT

30/2017 RESOLVED (Geoff Bishop/Kathy-Anne Numamurdirdi) Carried

- (a) That the Finance Committee approves the amendment to Council's capital budget of \$60,000 to replace Toyota Prado CB21DD.
(b) That the Finance Committee approves the disposal of vehicle CB21DD by way of dealer trade in or auction.

14. COUNCIL & COMMUNITY SERVICES DIRECTORATE REPORT**14.1 FUNDING APPLICATION - BORROLOOLA GRIEF, LOSS AND TRAUMA TRAINING**

31/2017 RESOLVED (Geoff Bishop/John Dalywater) Carried

- (a) That the Finance Committee accept the Funding Agreement for the Alcohol Action Initiative for a \$22,000 Grant for the Borroloola Grief, Loss and Trauma Training by affixing the seal and signing the agreement.

Morning Tea Break: 10.20am

Meeting Resume: 10.49am

14.2 NUMBULWAR COMBINED BUSINESS CENTRE

32/2017 RESOLVED (Geoff Bishop/John Dalywater) Carried

- (a) That the Finance Committee receive and note the update on the Proposed Numbulwar Combined Business Centre.

14.3 BORROLOOLA OVAL - HIRE AGREEMENT

33/2017 RESOLVED (Kathy-Anne Numamurdirdi/Geoff Bishop) Carried

- (a) That the Finance Committee discount the oval hire fees from \$18,000 to \$1,000 for the establishment year of the Nangala Project Ltd for the Moriarty Foundation Soccer Program in Borroloola.

ACTION: CEO obtain further clarification for a long term hire agreement and subsequent hire fees.

15. COMMERCIAL SERVICES DIRECTORATE REPORTS

15.1 COMMUNITY DEVELOPMENT PROGRAM

34/2017 RESOLVED (John Dalywater/Kathy-Anne Numamurdirdi) Carried

- (a) That the Finance Committee receive and note Community Development Programme report.

16. GENERAL BUSINESS

16.1 ANIMAL MANAGEMENT PROGRAM FEES FOR SERVICE REVIEW

BACKGROUND

Council's animal management program has two streams of activity:

1. RGRC Animal Health Program – Vet Visits and Education and Awareness
2. Animal Management – enforcement of By-laws, problem animals and mediation

The RGRC Animal Management Program has changed this financial year with the end of the three year contract with NT Vet Services finishing formally on the 30th of September 2016.

Council introduced a special rate to help subsidise the service and indirectly commence the culture of user pays. The following information is in the Regional Plan.

SPECIAL RATE - ANIMAL HEALTH MANAGEMENT: *With respect to every allotment of rateable land within the localities of Barunga, Beswick, Bulman, Jilkminggan, Eva Valley, Ngukurr, Numbulwar, Weemol that is used for residential purposes in the council assessment record, and for which the rural classification is not applicable, Council declared a Special rate "Animal Health Management" to assist with the implementation of Animal Management in the area, a flat rate of \$125.00 for each allotment. The total of \$62,000.00 will be collected with special rates and will solely be used for Animal Management.*

Council will deliver the following services under the Animal Health Management program:

DOGS

- Ivomec Injections
- Tick Sprays
- Contraceptive Injections
- Vaccinations
- Speys
- Castrates
- Euthanasia's

Local Authorities were consulted as to whether the Vet services were valued. Borroloola and Mataranka local authorities determined they did not want the service or have the special fee applied in their town, stating that pet owners should be

responsible for their pet's health and that the by-laws would provide the control and management of dogs and other animals. All other remote housing areas such as Borroloola town camps and Outstations of Jodetluk, Werenbun and Mulgan camp may access the program for a fee for service.

The In-house Veterinarian – Doctor Samantha Phelan BVSC has commenced duties and has developed the proposed schedule for the vet visits in 2017. Dr Phelan is also working with various agencies to introduce a specific agreement for Outstations and Homelands i.e. Werenbun, Jodetluk and Mulgan Camp; Mabunji town Camps and Outstation; Robinson River and Minyerri.

Other interested NGO's have enquired about extending our service to their communities of interest prior to the 17/18 financial year. Council will ensure that the servicing of Roper Gulf clients are the first priority, however where possible will provide a fee for service options for other organisations in the region.

To allow these services to commence Council must first approve the fees and charges associated with the service. The proposed fees and charges relate to a bulk service for remote locations requiring several days of service and a unit fees for specific services.

Proposed Veterinary Fees 2017/18

	2017-18		
Description	GST Inc.	Unit	Comments
Veterinary Fees			
Town camps and outstations			
Daily rate	\$1,760.00	per day	
Half day rate	\$770.00	per half day	
Travel	\$2.00	per km	Includes sealed and unsealed from Katherine
Veterinary Fees			
Individual Fees for service - All charges are requiring animal registration fee be paid prior to service delivery. Concession holders receive a 30% discount on euthanasia and desexing surgeries (card must be sighted prior to delivery of			
Dog Spay	\$352.00	Per Spay	Additional \$70 for on heat, pregnant or dog over 30kg
Dog Castration	\$286.00	Per castration	
Pup Spay (Dog less than 5 months old)	\$247.50	Per Spay	
Pup castration (dog less then 5 months old)	\$209.00	Per castration	
Cat Spay	\$187.00	Per Spay	
Cat Castration	\$132.00	Per castration	
Cat Spay (Cat less then 5 months old)	\$165.00	Per Spay	
Cat castration (Cat less then 5 months old)	\$88.00	Per castration	
Contraceptive injections for females (Small Dog – Less then 10KG)	\$55.00	Per injection	
Contraceptive injections for females (Medium Dog – 10 to 25KG)	\$71.50	Per injection	

Contraceptive injections for females (Large Dog >25KG)	\$82.50	Per injection	
Dectomax Injection	\$22.00	Per dose	Covers ticks, scabies, intestinal worms and heartworm
Oral ivermectin	\$11.00	Per dose	Covers ticks, scabies, intestinal worms and heartworm
Parvovirus Vaccination	\$82.50	Per dose	Protech C3
Euthanasia (without burial)	\$99.00	Per animal	
Euthanasia (with burial)	\$187.00	Per animal	

ISSUES/OPTIONS/SWOT

Services provided in Borroloola and Mataranka where Council By-laws are current will require the animal to be registered prior to service delivery.

Concession holders receive a 30% discount on euthanasia and desexing surgeries (card must be sighted prior to delivery of service).

FINANCIAL CONSIDERATIONS

The previous model of service delivery which included a contracted vet service and the employment of an Animal Management Coordinator and their accommodation at each town visited had an annual cost of \$292,000.

The current model of the Animal Health Service costs \$226,000 annually minus the \$62,000 raised by the special rate the program expenditure balance is at \$164,000.

This is considerably less than the previous model of service delivery and has scope to extend the service beyond those residents covered by the Special Rate to raise further income which will subsequently subsidise this non-core service.

35/2017 RESOLVED (Geoff Bishop/Kathy-Anne Numamurdirdi)

Carried

(a) That the Finance Committee approve the following new charges for the Regional Animal Management Program User Pays System.

	2017-18		
Description	GST Inc.	Unit	Comments
Veterinary Fees			
Town camps and outstations			
Daily rate	\$1,760.00	per day	
Half day rate	\$770.00	per half day	
Travel	\$2.00	per km	Includes sealed and unsealed from Katherine
Veterinary Fees			
Individual Fees for service - All charges are requiring animal registration fee be paid prior to service delivery. Concession holders receive a 30% discount on euthanasia and desexing surgeries (card must be sighted prior to delivery of service).			
Dog Spay	\$352.00	Per Spay	Additional \$70 for on heat, pregnant or dog over 30kg
Dog Castration	\$286.00	Per castration	
Pup Spay (Dog less than 5 months old)	\$247.50	Per Spay	
Pup castration (dog less then 5 months	\$209.00	Per castration	

old)			
Cat Spay	\$187.00	Per Spay	
Cat Castration	\$132.00	Per castration	
Cat Spay (Cat less then 5 months old)	\$165.00	Per Spay	
Cat castration (Cat less then 5 months old)	\$88.00	Per castration	
Contraceptive injections for females (Small Dog – Less then 10KG)	\$55.00	Per injection	
Contraceptive injections for females (Medium Dog – 10 to 25KG)	\$71.50	Per injection	
Contraceptive injections for females (Large Dog >25KG)	\$82.50	Per injection	
Dectomax Injection	\$22.00	Per dose	Covers ticks, scabies, intestinal worms and heartworm
Oral ivermectin	\$11.00	Per dose	Covers ticks, scabies, intestinal worms and heartworm
Parvovirus Vaccination	\$82.50	Per dose	Protech C3
Euthanasia (without burial)	\$99.00	Per animal	
Euthanasia (with burial)	\$187.00	Per animal	

16.2 BARUNGA FESTIVAL REQUEST FOR WAIVER OF FEES - Mayor Tony Jack

The Barunga Festival 2017 is upon us and the annual planning and development process is in full swing. Skinny Fish continue to manage this arts, culture and sporting event for the 32nd time.

This years event is from the 9-11 of June 2017.

ISSUES/OPTIONS/SWOT

Each year Council spends considerable funds preparing grounds and facilities for this national event and in the past have approved a waiver of all fees and charges associated with the Festival. The costs are considerable and several additional costs such as repairs and maintenance to toilet blocks which are only used during the event; RGRC staff overtime and power and water costs during the 3 day event are yet to be calculated.

Skinny Fish have been informed that Council will require them to contribute to these costs in the future and the at a waiver of fees can not be guaranteed. Skinny Fish can now work with these figures to inform their budget in 2018.

FINANCIAL CONSIDERATIONS

Facility	Time	Cost	Total Cost
Basketball Courts (Lot 330)	3 Days	\$300	\$900
Softball Field (Lot 324)	3 Days	\$300	\$900
Football Oval (Lot 202)	3 Days	\$300	\$900
Culture Park (Lot 326)	3 Days	\$300	\$900
Heritage Park (Lot 214)	3 Days	\$300	\$900
Training Centre (Lot 341)	3 Days	\$195	\$585
Grounds around Council Office (Lot198/199)	3 Days	\$195	\$585
Acoustic stage area by river	3 Days	\$195	\$585
Camping Grounds (3000 campers)	2 Nights	\$15	\$25,000

Camping Grounds (1000 campers)	1 Night	\$15	\$7,000
	Total Cost		\$38,255

36/2017 RESOLVED (Geoff Bishop/Kathy-Anne Numamurdirdi) carried

- (a) That Finance Committee receive and note the Barunga Festival Reports.
 (b) That Finance Committee do not endorse the waiving of fees of \$38,255 for Skinnyfish Pty Ltd for the Barunga Festival 2017.

Cr Tony Jack left the meeting, the time being 12:09 PM – meeting paused

Cr Tony Jack returned to the meeting, the time being 12:11 PM

17. CONFIDENTIAL SESSION

DECISION TO MOVE TO CONFIDENTIAL SESSION

37/2017 RESOLVED (Kathy-Anne Numamurdirdi/Geoff Bishop) Carried

Members of the press and public be excluded from the meeting of the Confidential Session and access to the correspondence and reports relating to the items considered during the course of the Confidential 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:-

- 17.1 Minutes of Previous Confidential Session Finance Committee Meeting** - *The report will be dealt with under Section 65(2) (ci) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information provided to the council on condition that it be keep confidential.*
- 17.2 Council & Community Services Restructure Proposal** - *The report will be dealt with under Section 65(2) (a) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual (Discusses changes to existing staffing levels).*

RESUMPTION OF MEETING

40/2017 RESOLVED (Geoff Bishop/John Dalywater) Carried

That the decisions of Closed Session be noted as follows:-

17.1 MINUTES OF PREVIOUS CONFIDENTIAL SESSION FINANCE COMMITTEE MEETING

38/2017 RESOLVED (Geoff Bishop/Kathy-Anne Numamurdirdi) Carried

- (a) That the Finance Committee receive and note the minutes of the Confidential Session Finance Committee Meeting held on 24th January 2017.

17.2 COUNCIL & COMMUNITY SERVICES RESTRUCTURE PROPOSAL

39/2017 RESOLVED (John Dalywater/Kathy-Anne Numamurdirdi)

Carried

- (a) That the Finance Committee receive and note the proposed Council and Community Services restructure.
- (b) That the Finance Committee endorses the restructure.

CLOSE OF MEETING

The meeting terminated at 12.36 pm.

THIS PAGE AND THE PRECEDING 7 PAGES ARE THE MINUTES OF THE Finance Committee HELD ON Thursday, 27 April 2017 AND CONFIRMED Wednesday, 31 May 2017.

Mayor Tony Jack

BUSINESS ARISING FROM PREVIOUS MINUTES



ITEM NUMBER 9.1
TITLE Action List
REFERENCE 706928
AUTHOR Amy Bretherton, Governance Officer

RECOMMENDATION

- (a) That the Finance Committee receive and note the action list.

BACKGROUND

The Action List is a compilation of the action from previous minutes.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 2017-08-15-13-53.docx

27-Apr-17	BORROLOOLA OVAL - HIRE AGREEMENT	CEO-Michael Berto	CEO obtain further clarification for a long term hire agreement and subsequent hire fees.	Ongoing	15.05.17 Assets introducing in Fees and Charges 2017-18 a long term development fee
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INCOMING CORRESPONDENCE

ITEM NUMBER 10.1
TITLE Incoming Correspondence
REFERENCE 703248
AUTHOR Rita Duncan, Executive Assistant to CEO

RECOMMENDATION

(a) That the Finance Committee accept the Incoming Correspondence.

Date Received	Received By	Sent From	Correspondence Details	InfoXpert ID
04 Aug 2017	CEO	Hon Fiona Nash	Borrooloola Business Hub	703180
04 Aug 2017	CEO	Richard Wilkinson	Building Better Regions Fund – Successful Application	703202

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	13.1
TITLE	Review of Policies
REFERENCE	706833
AUTHOR	Cristian Coman, Compliance Coordinator

RECOMMENDATION

(a) That the Finance Committee approves the following policies:

- 1) **ADM005 – Communication Policy**
- 2) **ADM014 – Good Governance Policy**
- 3) **ADM015 – Legislative Compliance Policy**
- 4) **ASS001 – Fleet Procurement and Allocation Policy**
- 5) **CL005 – Council Meeting Procedure Policy**
- 6) **CL006 – Council Elected Member Allowance Policy**
- 7) **GOV001 – Policy Framework**
- 8) **GOV004 – Cultural Business Policy**
- 9) **GOV009 – Vehicle Use Policy**
- 10) **GOV012 – Organisational Delegations Manual (Non-Financial)**
- 11) **HR003 – Employee Discipline Policy**
- 12) **HR005 – Confidentiality Policy**
- 13) **HR008 – Offsite-Workers Policy**
- 14) **HR009 – Volunteer Policy**
- 15) **HR010 – RGRC Visa Policy**
- 16) **HR011 – Leave Policy**
- 17) **HR015 – Uniform Policy**
- 18) **HR023 – Criminal History Check Policy**
- 19) **LA001 – Local Authority Policy**
- 20) **WS002 – Smoke-Free Policy**
- 21) **WS003 – Work Health and Safety Policy**
- 22) **WS004 – Pool Policy**
- 23) **WS005 – PPE Policy**
- 24) **WS006 – Firearm and Tranquiliser Policy**
- 25) **WS008 – Emergency Evacuation Policy**

BACKGROUND

These attached Policies are overdue or due for review. This forms part of the larger policy review to update Policies for adoption and authorisation by the incoming Council.

ISSUES/OPTIONS/SWOT

- 1) **ADM005 – Communication Policy**
Updated to reflect current organisational situation, minor administrative and legislative changes.
- 2) **ADM014 – Good Governance Policy**
Updated to reflect current organisational situation, minor administrative and legislative changes.
- 3) **ADM015 – Legislative Compliance Policy**
Updated to reflect applicable law and legislative compliance principles.
- 4) **ASS001 – Fleet Procurement and Allocation Policy**

Updated to reflect current organisational situation, minor administrative and legislative changes.

5) CL005 – Council Meeting Procedure Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

6) CL006 – Council Elected Member Allowance Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

7) GOV001 – Policy Framework

Updated to reflect current organisational situation, minor administrative and legislative changes.

8) GOV004 – Cultural Business Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

9) GOV009 – Vehicle Use Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

10) GOV012 – Organisational Delegations Manual (Non-Financial)

Updated to reflect current organisational situation, minor administrative and legislative changes.

11) HR003 – Employee Discipline Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

12) HR005 – Confidentiality Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

13) HR008 – Offsite-Workers Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

14) HR009 – Volunteer Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

15) HR010 – RGRC Visa Policy

Updated to accurately reflect applicable law, removes visa-class definitions which is a Commonwealth matter.

16) HR011 – Leave Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

17) HR015 – Uniform Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

18) HR023 – Criminal History Check Policy

Updated I to accurately reflect applicable legislative and common law requirements and principles.

19) LA001 – Local Authority Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

20) WS002 – Smoke-Free Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

21) WS003 – Work Health and Safety Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

22) WS004 – Pool Policy

Updated to use current, approved format, and to reflect current organisational situation, minor administrative and legislative changes.

23) WS005 – PPE Policy

Updated to use current, approved format, and to reflect current organisational situation, minor administrative and legislative changes.

24) WS006 – Firearm and Tranquiliser Policy

Updated to reflect organisational situation, and significantly expanded legal referencing and principles.

25) WS008 – Emergency Evacuation Policy

Updated to reflect current organisational situation, minor administrative and legislative changes.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 REVISION - ADM005 - Communication Policy.doc
- 2 REVISION - ADM014 - Good Governance Policy.doc
- 3 REVISION - ADM015 - Legislative and Regulatory Compliance Policy.doc
- 4 REVISION - ASS001 Fleet Procurement and Allocation Policy.doc
- 5 REVISION - CL005 - Council Meeting Procedures Policy.doc
- 6 REVISION - CL006- Elected Council Member Allowance Policy.doc
- 7 REVISION - GOV001 - Policy Framework.doc
- 8 REVISION - GOV004 - Cultural Business Policy.doc
- 9 REVISION - GOV009 Vehicle Use policy.doc
- 10 REVISION - GOV012 - Organisational Delegations Manual (non financial) - Draft Updates.doc
- 11 REVISION - HR003 - Employee Discipline Policy.doc
- 12 REVISION - HR005 - Confidentiality and Privacy Policy.doc
- 13 REVISION - HR008 - Off-site Workers Policy.doc
- 14 REVISION - HR009 Volunteer Policy.doc
- 15 REVISION - HR010 RGRC Visa Policy.doc
- 16 REVISION - HR011 Leave Policy.doc
- 17 REVISION - HR015 Uniform Policy.doc
- 18 REVISION - HR023 - Criminal History Check Policy.docx
- 19 REVISION - LA001 - Local Authority Policy.doc

- 20** REVISION - WS002 - Smoke Free Policy.doc
- 21** REVISION - WS003 - Work Health and Safety Policy.doc
- 22** REVISION - WS004 Pool Policy.docx
- 23** REVISION - WS005 PPE Policy.docx
- 24** REVISION - WS006 Firearm and Tranquiliser Policy (2).doc
- 25** REVISION - WS008 Emergency Evacuation Policy.doc

1. POLICY CERTIFICATION

Policy title:	Communication Policy
Policy number:	GOV005
Category:	Policy
Classification:	GOVERNANCE
Status:	Approved (OCM 28 May 2014)

2. PURPOSE

The Communication Policy has been developed to provide direction and guidance for the delivery of high quality, relevant, accessible and transparent communication to Roper Gulf Regional Council's stakeholders, residents, Elected Members, Council Committee Members, Local Authority Members and Staff. RGRC places a high importance on maintaining open and consistent communication with residents, Elected Members, Council Committee Members, Local Authority Members and staff as well as with outside agencies. This communications policy should be read along side and while observing RGRC's *Computer Usage Policy, Mobile Phone Policy, Media Policy and Social Media Policy*.

3. ORGANISATIONAL SCOPE

This policy applies to all internal and external communications of the Council including correspondences inward and outwards, telephone communication, email, internet, media contact including media releases, newsletters, RGRC's website, direct discussion between employees or Elected Members with external persons; representation and speaking at official functions; and public speaking engagements.

4. POLICY STATEMENT

Roper Gulf Regional Council recognises that creating effective means of communication fosters trust among RGRC communities, Councillors and staff.

The Communication Policy intends to ensure that:

- Important information external to RGRC shall be promptly received, considered and communicated to the RGRC's internal stakeholders,
- Important internal information is promptly identified, considered and communicated to the RGRC's internal stakeholders and external stakeholders as appropriate.
- Whether through traditional communication mechanisms or online, a consistent, factual and positive image of RGRC is created.

5. DEFINITIONS

CEO	Chief Executive Officer
Communication	Includes all written, verbal, electronic and personal interactions by all employees with any member of our community, visitors, all levels of government and other agencies.
Considered	Means thoughtful, respectful and with regard to the receiver of the information
Elected Members	Members of the RGRC Council
External Stakeholders	RGRC external stakeholders shall be: <ul style="list-style-type: none"> • residents of the Roper Gulf region • visitors to the area • other local governments • Territory, State, and Federal governments • regulatory authorities • funding authorities

	<ul style="list-style-type: none"> businesses with whom RGRC deals with
G&CP	Governance Corporate Planning and Compliance Business Unit
Internal Stakeholders	RGRC internal stakeholders shall be: <ul style="list-style-type: none"> the Elected Members the Chief Executive Officer the Directors and Managers all other employees consultants and contractors acting on behalf of the RGRC
RGRC	Roper Gulf Regional Council
Shall	Will
SLT	Strategic Leadership Team
Social Networking Sites	Includes Facebook, Twitter, YouTube and any other similar websites.
Timely	Means occurring within a suitable amount of time or occurring at a suitable time, particularly from the perspective of the receiver of the communication.

6. PRINCIPLES

6.1. Professional Image

RGRC places the highest of importance on its image of professionalism during its communications. RGRC's professional image shall be upheld and maintained during all of its communications through ensuring:

- Informative outgoing correspondence in line with RGRC's style guide is distributed in a timely manner to residents, stakeholders, and Elected Members and RGRC staff.
- Incoming correspondence is received, acknowledged and actioned in a suitable amount of time.
- RGRC's services and programs are promoted and advocated effectively throughout community.

6.2. Roles and Responsibilities

The initial point of contact for all media inquiries is the Communications Coordinator, and the only authorised spokespeople for RGRC are the CEO and Mayor.

The CEO may delegate a member of RGRC staff to speak on a specific event. Directors or their nominated staff may speak on operational matters relating to their specific department with the CEO's approval only.

Elected Members may speak on specific issues of interest to them with prior approval from the Mayor.

6.3. External Communication

RGRC recognises the importance of having a variety of external communication methods in order to reach the residents of the Roper Gulf Region effectively, transparently and in a timely manner.

It is the responsibility of the Governance and Corporate Planning Manager, as a delegate of the CEO, to prepare and disseminate the following types of external communications while observing the *Local Government Act*:

- RGRC Strategic Plan
- RGRC Regional (Business) Plan
- RGRC Annual Report
- Media Releases
- Invitations to attend Ordinary Meetings of Council
- Formal invitations to special guests for civic events and functions

- Website content
- Social media content
- Newsletter
- Meeting Agendas and Minutes
-

It is the responsibility of each business unit's manager to send the following types of communication to the Governance and Corporate Planning Business Unit, as CEO delegates, prior to its distribution to the community for approval, unless prior delegation from the CEO has been provided:

- Advertisements
- Newsletters
- Brochures
- Fact Sheets

All other forms of communication distributed, while not required to seek approval from Governance and Corporate Planning, shall be prepared and distributed in a manner that upholds RGRC's corporate image, and its professional, transparent and consistent communication values.

6.4. Customer Service

RGRC shall provide a high level of customer service to all stakeholders. RGRC shall correctly and efficiently answer and respond to phone calls, letters, faxes, emails and face to face contact with stakeholders and customers to ensure a positive reputation of RGRC is generated and upheld.

6.5. Community Consultations

Consultation with the community is a vital and essential method of receiving the ideas and views of the Roper Gulf Region's residents. Community consultations shall occur whenever reasonable and/or possible.

It is the responsibility of the Strategic Leadership Team (SLT), as set out by the *RGRC Organisational Structure* to ensure that community consultation on community issues begins as early as possible to allow for community involvement and comment before decisions are made. Local Authority Meetings are an effective medium for these consultations to occur. At Local Authority Meetings, it is the responsibility of the Director to delegate the responsibility of spokesperson to an RGRC staff member in their own business unit to conduct the consultation.

6.6. Media Relations

RGRC shall establish and maintain a strong working relationship with the local and regional media outlets through the provision of up-to-date and interesting stories from the RGRC region. RGRC shall endeavour to respond to media inquiries from on the same day as receiving them.

The official media spokespersons of RGRC are the Mayor and the CEO unless delegation has been provided by the Mayor to another Elected Member, or by the CEO to another member of staff.

6.7. Internal Communication and Employee Relations

In order to provide information to the community in a timely and transparent manner, RGRC will provide information to its Elected Members, Local Authority Members and Employees in a timely manner. Internal communication shall occur by, but is not limited to:

- New employee or member induction training;
- Regular business unit staff meetings;
- Regular SLT meetings;

- Access to RGRC policies, procedures and plans;
- Notice boards;
- Newsletter
- Meeting Agendas and Minutes

6.8. Events and Festivals

Roper Gulf Regional Council may use community events and festivals to disseminate and distribute information regarding RGRC as an organisation, the programs and services that RGRC operate/provide and employment opportunities that may exist.

The business unit manager who is organising or intending to have RGRC information disseminated at any event, festival or public event must have the content approved by either the Manager Governance and Corporate Planning or the Communications Coordinator to ensure it meets RGRC style, copyright and intellectual property requirements, and upholds RGRC's corporate image and communications values.

6.9. Violations

Violations of the Communication Policy will be dealt with in accordance to the nature and severity of the specific violation. An RGRC employee or Elected Member or Local Authority Member who violates the Communications Policy will be subject to disciplinary action under Council's Code of Conduct and Member's Code of Conduct.

7. REFERENCES

Acknowledgements (original author/source documents)	Roper Gulf Regional Council Governance and Corporate Planning Business Unit.
Related Policies	<ul style="list-style-type: none"> • RGRC Style Guide • GOV013 Social Media Policy • CL001 Members Code of Conduct • CL002 Members Disciplinary Policy • HR003 Employee Discipline Policy • HR005 Confidentiality and Privacy Policy • GOV006 Computer Usage Policy • GOV007 Mobile Phone Policy • GOV010 Media Policy • RGRC Organisational Structure
Related Publications	<ul style="list-style-type: none"> • <i>Information Act</i> • <i>Privacy Act 1988 (Cth)</i> • <i>Local Government Act</i>
Relevant Forms	<i>Nil</i>

8. DOCUMENT CONTROL

Policy number	GOV005
Policy Owner	GOVERNANCE
Endorsed by	
Date approved	4th November 2008
Revisions	March 2014, July 2017

Amendments	
Next revision due	June 2021

9. CONTACT PERSON

Contact person

**Manager - Governance and Corporate
Planning**

Contact number

08 8972 9005

1. POLICY CERTIFICATION

Policy title:	Good Governance
Policy number:	GOV014
Category:	Policy
Classification:	Governance
Status:	Approved

2. PURPOSE

The purpose of this policy is to set out Roper Gulf Regional Council's (RGRC) commitment to fulfilling its primary role as prescribed by s11 of the *Local Government Act*.

3. ORGANISATIONAL SCOPE

This policy applies to all Employees, Councillors and Local Authorities of Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to sound governance and leadership to ensure an effective operational framework of the Organisation and meeting its principle function as prescribed by s11 of the *Local Government Act*.

Roper Gulf Regional Council will ensure that the Organisation's values, vision, mission, leadership and strategic directions will be cognisant of the *Local Government Act*, Organisational values, and service priorities.

This Policy sets out the broad principles and practices that will be used to ensure corporate governance. One of the key roles of the Council is to ensure that Roper Gulf Regional Council has an appropriate and effective system of corporate governance, which sets out the way in which the Council oversees the activities of the Organisation and ensures that the Chief Executive Officer, Directors and managers, to whom the Council delegates many functions, are accountable.

A good system of corporate governance enables areas of responsibility to be clearly defined and provides assurance that risk is being managed in an effective way. Corporate governance challenges every aspect of Council activity, including composition, role, practices and processes.

The characteristics of good governance are:

- It is participatory;
- It is consensus-oriented;
- It is accountable;
- It is transparent;
- It is responsive;
- It is effective and efficient;
- It is equitable and inclusive;
- It is law-abiding.

The governance priorities of the Council are to:

- Uphold the public interest;
- The safety and wellbeing of its residents;
- Comply with applicable law;

- Deliver services to maintain and improve the safety and wellbeing of its residents;
- Maintain financial viability;
- Report in an open and transparent manner on performance to the wider community;
- Engage with community stakeholders both internal and external on the Organisation's strategic intent;
- Continually improve performance across all areas of the Organisation by establishing appropriate objectives, key performance indicators and systems against which to monitor performance
- Reflect on performance and learn from it;

5. DEFINITIONS

Governance	Refers to the processes by which Organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, direction and control exercised in the Organisation.
CEO	Chief Executive Officer
Organisation	Roper Gulf Regional Council

6. PRINCIPLES

6.1 Roles and Responsibilities

The Council will:

- Ensure, in partnership with the CEO, that the Council has appropriate knowledge and skills to provide leadership to Roper Gulf Regional Council.
- Ensure that a CEO is engaged by the Council in accordance with the *Local Government Act*.
- Undertake an annual review of the performance of the CEO.
- Ensure the requirements of the *Local Government Act* are met by the Council.

The Chief Executive Officer (CEO) will:

- Facilitate appropriate skills based leadership which supports the values and vision, mission of Roper Gulf Regional Council.

The responsibilities of the Council that cant be delegated to the CEO, and subsequently to other staff members through the Organisational structure include:

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the Organisation, and with *Local Government Act* and all applicable law.
- to achieve those objectives, and monitoring performance against the strategic plan.
- Regulatory monitoring – ensuring that the Organisation complies with all applicable law.
- Financial monitoring – reviewing the Organisation's budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the Organisation.
- Organisational structure – setting and maintaining a framework of delegation and internal control.
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the Organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the Organisation, financial or otherwise.
- Social and environmental responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable.

- Council performance and composition – evaluating and improving the performance of the Council.

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> • ADM023 Risk Management Policy •
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act</i> • <i>Information Act</i> •
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	GOV014
Policy Owner	Director Corporate Governance
Endorsed by	Ordinary Meeting of Council
Date approved	27 July 2016
Revisions	July 2017
Amendments	
Next revision due	June 2021

9. CONTACT PERSON

Contact person

**Manager Governance and Corporate
Planning**

Contact number

08 8972 9005

1. POLICY CERTIFICATION

Policy title:	Legislative Compliance
Policy number:	GOV015
Category:	Policy
Classification:	Governance
Status:	REVISION

2. PURPOSE

Roper Gulf Regional Council (RGRC) is committed to ensuring its outmost compliance with all applicable legislative obligations. This policy sets out RGRC's legislative compliance principles, and commitment to ensuring that its obligations are met in a proactive, timely, and transparent manner.

3. ORGANISATIONAL SCOPE

This policy applies to all RGRC members: Elected Members, Local Authority Members, and Committee Members, and to all staff, activities and undertakings.

4. POLICY STATEMENT

As a local government body, RGRC carries out its duties and functions without fear or favour, affection or ill-will, according to law, and is committed to upholding the principles of integrity, accountability, transparency, and concern for the public interest.

RGRC is committed to a proactive, Organisation-wide approach to meeting its legislative obligations, and has dedicated staff and internal processes for that purpose.

RGRC undertakes continuous research and compliance activities to ensure that its members and staff members understand, meet, and document their legislative obligations.

5. DEFINITIONS

Common Law	Binding or persuasive principles of law arising from judicial decisions of various bodies, based on the judicial interpretation of applicable statutes. Also known as Case Law.
Compliance	Ensuring legislative or other obligations and responsibilities are adhered with and the provision of documentary evidence thereof.
Law	Statute law set out by various Acts, Ordinances, Statutes, Regulations etc. of the Territory or Commonwealth, and Common Law of the Territory or Commonwealth.
Legislation	An Act of the Territory or Commonwealth.
Legislative	Of legislation, in accordance with legislation.
Organisation	Roper Gulf Regional Council.
Statutory Instrument	Legislation subordinate to a parent Act such as Regulations or By-Laws.

6. PRINCIPLES

6.1 Roles and Responsibilities

Legislative compliance is an ongoing responsibility of all RGRC members and staff. So as to ensure Organisation-wide legislative compliance:

The CEO will:

- Provide broad level direction to legislative compliance and may delegate implementation to relevant Executive/Managers.

The Director of Corporate Governance, with assistance from the Governance and Corporate Planning business unit will:

- Undertake continuous and thorough legal research to ensure that all legislative obligations and responsibilities applicable to RGRC and its activities and undertakings are ascertained, understood, complied with, and documented.
- Develop, implement and maintain internal processes which review RGRC's activities and undertakings to ensure compliance with all applicable legislative obligations and responsibilities.
- Develop/review policies and policy support documents, internal and external processes, decisions and agreements to ensure their compliance with applicable Territory and Commonwealth legislation, and consistency with applicable Common Law (i.e. decisions of the *High Court of Australia*, *Fair Work Commission* etc.).
- Ensure comprehensive records of RGRC's activities and undertakings are kept, and regularly updated as to ensure compliance with applicable law.
- Develop, implement, and review compliance material and activities to inform and train RGRC members and staff of their legal obligations and how to ensure and document compliance thereof.
- Source external legal expertise where required.

The Directors and Managers, Area Managers, and Coordinators are responsible for:

- Ensuring that subordinate staff members are made aware of, understand and meet their legislative compliance obligations.
 - Ensuring that all activities are carried out in a manner compliant with all applicable law.
- Implementing any legislative compliance directives from the CEO, the Director of Corporate Governance, and the Governance and Corporate Planning business unit
- Ongoing review of their activities and staff members to ensure that compliance obligations are met and documented.
 - Bringing concerns pertaining to legislative compliance to the attention of the Governance and Corporate Planning business unit.
 - Keeping concise and up-to-date records of activities and undertakings.
 - Ensuring risks relating to legislative compliance are incorporated into risk management activities.

Employees are responsible for reporting actual or suspected examples of non-compliance up the Chain of Command as discovered. It is the responsibility of every Member and staff to ensure that they understand and meet their compliance obligations.

Reporting of Non-Compliance:

- All instances of non-compliance/legislative breaches shall be reported immediately to the applicable senior staff member of coordinator level and above.
- The senior staff member shall report the matter to Governance and Corporate Planning business unit who will determine the appropriate response.

7. REFERENCES

Acknowledgements (original author/source documents)	<ul style="list-style-type: none"> • Babyboomers Pty Ltd licenced template 2016 • Butt, P. (2008) <i>Butterworths Concise Australian Legal Dictionary – Third Edition</i>. Chatswood, NSW: LexisNexis Butterworths
Related Policies	<ul style="list-style-type: none"> • ADM023 Risk Management Policy • GOV001 Policy Framework
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act</i> • <i>Information Act</i>
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	GOV015
InfoXpert number	698924
Policy Owner	Director Corporate Governance
Endorsed by	Ordinary Meeting of Council
Date approved	27 July 2016
Revisions	July 2017
Amendments	July 2017
Next revision due	June 2021

9. CONTACT PERSON

Contact person **Manager, Governance and Corporate Planning**

Contact number **08 8972 9005**

1. POLICY CERTIFICATION

Policy title:	Fleet Procurement and Allocation Policy
Policy number:	001
Category:	Policy
Classification:	ASSETS
Status:	Approved

2. PURPOSE

The Roper Gulf Regional Council (RGRC)'s fleet management system is designed to minimise cost inefficiencies, procurement bottlenecks, inappropriate resourcing, an ageing fleet, and potential work health and safety risks with regard to Roper Gulf Regional Council fleet vehicles. This policy aims to cover the procurement, allocation, maintenance and disposal of all passenger vehicles and will be used when allocating vehicles to staff with personal use of vehicles stipulated in their employment contracts.

This policy specifies:

- rules and parameters for Roper Gulf Regional Council including staff and councillors in how and what vehicles are procured and used;
- the makes and models of vehicles available to staff who have a vehicle allocation for personal use in their conditions of employment; and
- the conditions of use of vehicles assigned to staff for personal use.

3. DEFINITIONS

Employment Conditions	The terms and conditions as defined in a contract staff's employment contract.
Executive	All staff with the title Chief Executive Officer and Director
FCM	Finance Committee Meeting
Fleet vehicles	Refers to all vehicles owned or controlled by Roper Gulf Regional Council that are designed to carry passengers and / freight on public roads.
Fleet pool	A grouping of vehicles that may be used commonly by a group of staff, as defined by location or program. The management of a fleet pool shall be coordinated centrally by a designated officer.
2WD	Is all 2WD vehicles including utilities, sedans, station wagons and hatchbacks.
Heavy 4WD	Is a Toyota Land cruiser or equivalent
Managers	All staff with the title of Manager, but also understood here as Assistant Managers
Medium 4WD	Is a Toyota Prado, Toyota Hilux or equivalent.
OMC	Ordinary Meeting of Council
Private Vehicle Use	Access by the affected staff member of a RGRC vehicle at all times during the period of employment with RGRC, including annual leave and other paid periods of leave.
RGRC	Roper Gulf Regional Council
Reserve vehicles	Vehicles that are not directly assigned to a specific function or staff position

4. ORGANISATIONAL SCOPE

- 4.1 The policy applies to all RGRC staff who use or are involved in procuring, maintaining and managing fleet vehicles.
- 4.2 The policy recognises three classes of employment in the executive and management area of RGRC operations where vehicle allocations and personal use are common conditions of employment:
 - a) Executives
 - b) Headquarters-based Managers
 - c) Service Delivery Centre-based Council Service Coordinators (CSC)s

5. PRINCIPLES

- 5.1 Vehicles provided to staff for personal use should be safe, reliable, fit for work purposes (not personal preferences) and cost-effective.
- 5.2 Staff are to expect adequate access to fleet vehicles to allow them to safely and effectively perform their professional duties.
- 5.3 All efforts will be made by the RGRC to ensure staff are never required to use their private motor vehicles to perform their professional duties.

6. POLICY CONTENT

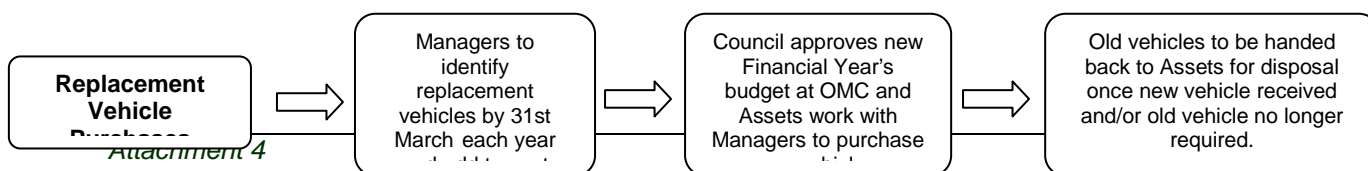
- 6.1 As a general rule, all fleet vehicles are to be purchased new and Council will endeavour to seek tenders from preferred suppliers every three (3) years for Council fleet. All vehicle procurement will be in accordance with the awarded tender.
- 6.2 Heavy 4WD will be disposed of after 180 000 km's, whichever occurs first.
- 6.3 Medium 4WD will be disposed of every 120 000 km's, whichever occurs first.
- 6.4 2WD will be disposed of every five (5) years or 100,000 km whichever occurs first.
- 6.5 As a general rule, all fleet vehicles are to be equipped with standard extras and First Aid Kits, subject to the principle that all vehicles will be equipped to be fit for purpose and safe. The procurement of any additional extras on fleet vehicles will be subject to the CEO's approval.

- 6.6 The preferred method of disposal of used fleet vehicles is trade-in with a reputable dealership from which new vehicles are being procured or via general auction depending on circumstances.
- 6.7 A common, non-program specific fleet pool is to be made available for use by Katherine-based staff. Where practical, program-specific reserve vehicles will be managed as part of a common Council-wide fleet pool.
- 6.8 The staff member driving or controlling a fleet vehicle is responsible for cleaning, basic maintenance, monitoring of service requirements and reporting of all incidents or accidents for the vehicle.
- 6.9 As outlined in the table below, managers and executives (including the CEO) will be offered the following range of makes and models for personal and professional use (subject to the individual staff member's employment conditions stated in their employment contract and the requirements of their position).

Vehicle Model Options – Contract staff with personal use

Executives	Vehicle Model
	Toyota Prado GXL or similar
	Toyota Hi-Lux SR5 Twin Cab 4X4 or similar
Managers	Toyota Camry Atara S or similar
	Vehicle Model
	Toyota Hi-Lux SR Twin Cab 2 Wheel Drive or similar
	Toyota Hi-Lux SR Twin Cab 4X4 or similar
	Toyota Camry Altise or similar
	Toyota Corolla Accent or similar

- 6.10 The Procurement Coordinator is responsible for a centralised procurement approach, researching, and reviewing vehicle supply options and contracts.
- 6.11 The Assets Manager is to be responsible for implementing the Fleet Procurement and Allocation Policy, and for coordinating the Katherine-based fleet pool.
- 6.12 Fleet Purchases – Replacement Machinery / Vehicles
Replacement fleet are to be identified by the 31st March each year and are to be included in program budget discussions for the following financial year's budget. Replacement machinery and vehicles identified in this process will be sent to the Council.
- 6.13 Fleet Purchases – New Machinery / Vehicles
New fleet are to be identified as and when required by program managers. A case is to be made to the Director and approved before putting to the Council.



1. POLICY CERTIFICATION

Policy title:	Meeting Procedures Policy
Policy number:	CL005
Category:	Policy
Classification:	Council
Status:	Approved (OCM – 27th March 2014)

2. PURPOSE

The Meeting Procedures Policy has been developed to provide a structure for the orderly and efficient proceedings of meetings.

3. ORGANISATIONAL SCOPE

This policy applies to all Council, Finance and Audit Committee meetings.

4. POLICY STATEMENT

Roper Gulf Regional Council acts as a representative, informed and responsible decision-maker in the interests of its constituencies and to exercise and perform its powers and functions of local government as assigned under the *Local Government Act*.

5. DEFINITIONS

Agenda	means a list of items for consideration at the meeting together with reports and other attachments relating to those items
Amendment	means a motion moved as an alternative to the original motion
CEO	Chief Executive Officer of Roper Gulf Regional Council
Council	means the Council of Roper Gulf Regional Council
Committee	means a Committee established by the Council in accordance with Section 54 of the <i>Local Government Act</i>
Confidential session	is a meeting of Council or a Committee from which the media and the public has been excluded by a resolution carried in accordance with Regulation 8 of the <i>Local Government (Administration) Regulations</i> .
Councillor	means the Elected Member of the Roper Gulf Regional Council
Deputation	Individuals and groups may request presentation time on the agenda of a Council meeting to make a formal address to the Council. Deputations provide an opportunity for members of the public to address Council on a specific issue.
Deputy Mayor	means the Deputy Mayor of the Roper Gulf Regional Council
Mayor	means the Mayor of the Roper Gulf Regional Council
Meeting Room	means any location inside the doors of the room being used for the meeting, but does not include any area set aside for the public, media representatives or guests.
Minutes	means the record of the proceedings of any meeting of the Council and its committees.
Motion	is a proposal to be considered by Council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the Council.
Petition	A petition is a formal request used to lobby a law-making body such

	as local government. It may request an amendment to general law or the review of an administrative decision. The petition is placed before the law-making body with the object of implementing the particular action or amendment. Petitioning is one of the traditional forms by which people can make requests direct to Council.
Quorum	means the minimum number of members needing to be present to constitute a valid meeting
Record	means a document including any written or printed material or object (including a sound recording, coded storage device, magnetic tape, compact or floppy disc, microfilm, photograph, film, map, plan or model of a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee of the Council and, in particular, includes the minutes of meetings of the Council or Committee of Council.
Resolution	is a motion that has been passed by a majority of councillors at the meeting. While in practice it means the 'council decision', the word 'resolution' also indicates the process by which the decision was made.

6. Principles

6.1 Setting time and dates for the meetings

The Council will by resolution, set the time date and place of Ordinary Meetings of the Council, Finance Committee and Audit Committee meetings for a period of twelve (12) months at least two (2) months prior to every new calendar year.

6.2 Convening a Meeting

A meeting of Council or a Committee cannot be held unless due notice has been given to all members and a quorum is present.

6.3 Notice of Meetings

A notice of meeting of Council or Committee must be published on Council website and in a newspaper circulating in the area before meeting takes place. The notice must specify the time and place of the meeting.

6.4 Notice to be given of agenda items for an ordinary meeting

Councillors shall give important agenda items to the CEO at least fourteen (14) days before the next meeting. This will allow adequate time for researching the matter. The notice must be in writing and signed by the Councillor who wishes the matter to be considered and may include a petition.

6.5 Order of Business

The Roper Gulf Regional Council Agenda is run through InfoCouncil.

The order in which the agenda is to be prepared shall include:

- a) Present/Staff/Guest
- b) Formal opening of the meeting by Mayor

- c) Welcome to country and the Council pledge to be read by Councillors and staff.
- d) **Apologies and leave of absence** - Councillors who have given reasons why they cannot attend the meeting and those reasons are acceptable to the Mayor and CEO. A motion will be made to either accept or refused if not an acceptable excuse.
- e) **Confirmation of previous minutes** - a motion will be given that the previous minutes are a true and correct record of that meeting.
- f) **Confirmation of previous Finance and Audit Committee meeting minutes** – a motion will be given that the previous minutes of the Finance or Audit Committee meetings are a true and correct record of that meeting.
- g) **Call for items of General Business** – this item provides meeting participants an opportunity to put forward new items to Council for consideration.
- h) **Questions from the Public** – with or without notice.
- i) **Disclosure of interest** - a declaration of conflict of interest with any one agenda item at the meeting must as soon as practicable after a member becomes aware of the conflict of interest must disclose the personal or financial interest that gives rise to the conflict.
- j) **Business arising from previous minutes** - any business arising out of the last minutes/action list. Business arising should not be discussed until the previous minutes have been confirmed.
- k) **Incoming and Outgoing correspondence** - the correspondence received since the last Council meeting. If action is required as a result of the correspondence, a motion should be taken on each separate item otherwise a motion is recorded as receiving and noting the incoming and outgoing correspondence for the period specified.
- l) **Ward Reports** – a report is presented for each ward within the Regional Council area to Council with a motion to receive and note the report. Separate motions in relation to the ward are also put forward as part of this report.
- m) **Executive Directorate Reports:** Report from the Mayor and CEO.
- n) **Corporate Governance Directorate reports**
- o) **Council and Community Services Directorate Reports**
- p) **Commercial Services Directorate Reports**
- q) **Deputations/Petitions** – The Mayor must determine whether the deputation may be heard and a petition may be presented to the Council meeting by a Councillor.
- r) **General Business** – any matter not otherwise dealt with can be raised in general business, subject to any rules requiring notice. Presentations and question time will be maintained by the Mayor. A presentation should not exceed 30 minutes, followed by a 15 minute question period.
- s) **Confidential Session** – The reports presented under a confidential session will be dealt with under Section 65 of the *Local Government Act* and Regulation 8 of the *Local Government (Administration) Regulations*.
- t) **Close of Meeting** - confirmation of date and time of the next meeting; and the Mayor will formally declare the meeting closed.

Copies of the agenda must be made available to the public at the Council website, Council Headquarters and other determined places, as soon as practicable before each meeting.

The order of business should become the regular way of holding a Council meeting. They may be altered for exceptional cases, but should be a consistent foundation for Council to follow.

Councillors who are present at that meeting will have to pass a motion to that effect if the order of business is altered.

6.6 Procedures for general business at an Ordinary Meeting of Council

The Mayor calls for the General Business item, the CEO or a Councillor may make a request for items to be discussed during general business.

Before requesting for General Business, Councillors or the CEO must have regard to the nature of the matter and whether it requires a decision or is for information only.

Councillors must only give notice of matters for decision by Council in the event of the matter not requiring much deliberation. Where a matter requires reasonable consideration or analysis, the Council shall consider deferring it to the next meeting.

6.7 Petitions

A petition may be presented to a Council meeting by a Councillor. Before presenting the petition the Councillor must, as far as practicable, become acquainted with the subject matter of the petition.

The Councillor must state the nature of the petition and then read the petition. The petition must be worded in respectful language. Each page of the petition must restate the whole of the petition.

The signatures on a page not complying with paragraph 18 must not be taken into account by the Council when considering the petition.

A person must not attach to a petition:

- a) a signature purporting to be that of another person; or
- b) the name of another person

If a petition is presented at an ordinary meeting and was not included in the agenda for the meeting:

- a) a person present at the meeting and associated with the petition, may make a statement, explanation, submission, or comment regarding the petition only if first invited to do so by the Mayor; and
- b) no debate on, or in relation to the petition must be allowed and the only motion that may be moved is that:
 - (i) the petition be received and noted; and
 - (ii) be referred to a committee or specific Regional Council staff member through the CEO for consideration and a report be given to the Council at the following Council meeting.

6.8 Deputations

A deputation wishing to attend and be heard at a meeting must apply in writing to the CEO no less than five (5) working days before the next scheduled Council meeting.

The application must state why the deputation wishes to attend and be heard.

The CEO, upon receiving the application, must inform the Mayor of the contents. The Mayor must determine whether the deputation may be heard and notify the CEO accordingly. If the Mayor has determined to hear the deputation, arrange a convenient time for the deputation to be heard at a Council meeting through the Agenda.

Only two (2) people in the deputation may address the meeting unless the Councillors determine otherwise by resolution.

A person in the deputation who is addressing the meeting must be temperate in speech and manner, and must not use insulting or offensive language.

The deputation must be given adequate opportunity and facility to explain the purpose of the matter.

The Mayor may halt an address by a person in a deputation if:

- a) the Mayor is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors; or
- b) the person is severe in speech or manner or uses insulting or offensive language

6.9 Motions to be dealt with in the order they appear in the agenda unless otherwise determined

The motions shall be dealt in the order they appear in the agenda. If, for any reason, the sequence of agenda items are to be altered, Council will pass resolution to move the motion and then will make a separate resolution to resolve the motion.

6.10 Motions to have a mover and a seconder

The Mayor will read out the agenda item and will ask the relevant member to speak on the agenda item. The member will not take more than five (5) minutes to explain the report and after that Councillor may have question and answer time on the agenda item and report. The Mayor will then read the motion and will invite Councillors to move a motion. If Councillors are happy with the motion, Councillor will first show their hand and then move a motion. If any councillor deems to have amendment in motion, then the amendment will be discussed and the Mayor will invite Councillors to move the amended motion. Once Councillor moves the motion, the Mayor will invite Councillors to second the motion. Councillor will first show their hand and second the motion.

The Mayor shall only allow debate on a motion if it is seconded, requesting initially for a Councillor that may wish to speak against the motion to speak for a maximum of five (5) minutes for, or against the motion.

A motion that is not seconded must be recorded in the minutes as having lapsed.

A Councillor speaking about a motion must confine his or her remarks to the matter being considered.

6.11 Motions not to be withdrawn without consent

When a motion has been moved and seconded, it becomes subject to the control of the ordinary meeting and may not be withdrawn without the consent of Councillors.

6.12 A Councillor may move an amendment to a motion so long as it still relates to that motion

When a motion has been moved and seconded, a Councillor may move an amendment to it.

A Councillor who moves or seconds a motion must not move or second an amendment to a motion.

Any amendment so moved, must not negate the intent of the original motion.

The Mayor shall rule that any proposed amendment that attempts to negate a motion, or replace an amended motion with the original motion, is rejected.

6.13 Council may only deal with one (1) amendment to a motion at a time

Once an amendment has been moved, no further amendment can be considered until that amendment is disposed of, either because it lapses, or is seconded and put to the vote.

6.14 The amendment, if voted on and carried, becomes a motion

Once an amendment is put to the vote and carried, the motion, as amended, then becomes the motion before the ordinary meeting. Following the carriage of an amended motion to the vote from Councillors present at the meeting.

6.15 Dealing with further amendments to motions

If an amendment to a motion is lost, then further amendments may be considered until a motion is carried (be it the original motion or some variation of it) or all motions are exhausted.

6.16 Limitation as to the number and duration of speeches

The mover of an original motion, in his or her opening speech, must not speak for more than five (5) minutes.

Except with the consent of the Mayor, a Councillor, other than the mover of the original motion, must not speak for more than five minutes at any one time. The Mayor is responsible to keep the Councillors on time.

A Councillor, who is the mover of an original motion, has a right of general reply (and may speak for up to five (5) minutes once all debate is completed) to all observations which have been made in reference to the motion and every amendment involved in respect of it.

A Councillor, other than the mover of an original motion, has the right to speak once to the motion and any amendment proposed to it. The Mayor has the right to close the debate at anytime he or she deems that there has been ample debate.

6.17 Mayor to maintain order, to decide who can speak first and to have priority when speaking

The Mayor must maintain order, and may, without the intervention of any other Councillors, call any Councillor to order whenever, in his or her opinion, it is necessary to do so.

If two (2) or more Councillors attempt to speak at the same time, the Mayor must decide which of the Councillors may speak first.

The Mayor may, at any time during the debate on the matter, indicate an intention to speak.

If the Mayor indicates an intention to speak, a Councillor speaking or proposing to speak to the debate must be silent until the Mayor has been heard.

6.18 Addressing Council

Councillors may insist that other Councillors address them by their official designation, as Mayor or Councillor, as the case may be.

Councillors shall refrain from the use of offensive or inappropriate language, especially in reference to other Councillor.

Councillors shall not make imputations of improper motives or personal reflections on Councillors or staff.

A Councillor who considers that another Councillor is out of order may call upon the Mayor to maintain order.

The call for order must be dealt with immediately, without further discussion, in accordance with Roper Gulf Regional Council's CL001 Members' Code of Conduct.

Nothing in this clause affects questions being asked relevant to matters under discussion at the meeting.

6.19 How the Mayor shall deal with calls for order from Councillors

Where a Councillor calls for order, the Mayor must rule on the call by determining whether the comments made by a Councillor are out of order.

Where the Mayor rules that a Councillor is out of order on more than three occasions at a meeting he or she may request the Councillor to leave the meeting.

If the Mayor decides that any motion, amendment or other matter (including a matter he or she considers is objectionable) is out of order, it must be rejected and not be considered further.

6.20 Rescinding or altering resolutions

A resolution of the Council may be altered or rescinded if a notice of motion is carried at a meeting to have the matter dealt with at another meeting, and this is done within three (3) months of the original notice of the resolution being passed.

The CEO shall ensure that any notices of motion, once carried, are included in the register of resolutions and are available for future meetings of the Council.

6.21 Motions to improve the handling of matters at a meeting

A Councillor may move a motion to have a matter put on the vote only after the Mayor has:

- a) first queried whether Councillors wish to speak for, or against, the particular motion to do with the matter; and
- b) at least two (2) Councillors have had the opportunity to do so

If the motion to put a matter to the vote is lost, debate on the matter must be allowed to continue for at least ten minutes before the Mayor can allow a similar motion for the matter to be put to the vote.

If the motion to put a matter to the vote is carried, the Mayor must immediately put the motion to do with the matter to the vote.

A Councillor may move a motion to have debate on a matter postponed to the next Council meeting and have the meeting move to the next agenda item of business:

- a) if the motion is carried, the CEO must ensure the matter is included in the agenda for the next meeting; or
- b) if the motion is lost, the Mayor must continue to allow debate on the matter until it is put to the vote.

A Councillor may move a motion to have a meeting adjourned for a short period:

- a) if the motion is carried, the meeting must continue with the matter before the meeting at the point where it was delayed; and
- b) if the motion is lost, the Mayor must not accept a similar motion within 30 minutes after the motion was lost.

6.22 Councillor absences from, and attendances at, ordinary and special meetings

If a quorum of Councillors is not present within 30 minutes at a meeting in accordance with Chapter 6 ss 61 (2),(3) of the *Local Government Act*, the CEO must postpone the meeting to a date, time and place as he or she thinks fit and notify members.

Councillors may attend ordinary, special or committee meetings by technological means (teleconference etc) so long as there are no members of the public in attendance when confidential matters are discussed and undue influence is not exercised over Councillors by members of the public during the meeting.

6.23 Public attendance and participation at meetings

Members of the public, including journalists, shall be allowed to attend ordinary, special or committee meetings unless Council chooses to close them for confidential reasons.

A member of the public must not take part, or attempt to take part, in the proceedings of a meeting of the Council unless invited to do so by the Mayor.

A member of the public who wishes to ask a question or make a submission or comment must do so in writing to the CEO.

A person other than a member, who interrupts the conduct of a meeting shall, on being requested to do so by the Mayor immediately leave the place where the meeting is being held.

6.24 Grounds for closure to public

Public will be asked to leave the meeting when Council is dealing on the matters and information following:

- a) personnel matters concerning particular individuals;
- b) the personal information, or hardship of any resident or ratepayer, or any other person (Information Privacy Principle 4, *Information Act* – Schedule 2, or any Australian Privacy Principle (Cth));

- c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;
- d) commercial information of a confidential nature that would if disclosed:
 - (i) prejudice the commercial position of the person who supplied it;
 - (ii) confer a commercial advantage on a competitor of the Council; and;
 - (iii) reveal a trade secret;
- e) Information that would, if disclosed, prejudice the maintenance of law;
- f) Matters affecting the security of the Council, Councillors, Regional Council staff members, or Council property; and
- g) advice concerning litigation, or advice that would otherwise be privilege from production in legal proceedings on the ground of legal professional privilege (LPP).

6.25 Resolution to Close the meeting to the public

The Council, or a Committee of the Council of which all the members are Councillors or a appointee by Council, may exclude the public from the meeting while business of a classified kind is being considered as deemed by regulations as confidential business, a motion to close part of the meeting to the public should be moved and seconded.

Once confidential business is completed, a motion to move back to the public meeting should be moved and seconded, and the resolutions of the confidential meeting be made available to the public.

6.26 Public rights to make representation

The Council, or a Committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

6.27 Grounds for closing part of meeting to be specified

The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.

The grounds must specify the following:

- a) the subject title of the matter that is to be discussed during the closed part of the meeting; and
- a) the reason why the part of the meeting is being closed, stated in clause 6.24.

6.28 Public access to decisions made in closed sessions

Resolutions or recommendations made at a closed part of a Council meeting must be made public by the Mayor as soon as practical after the closed part of the meeting has ended.

While discussions in the closed part of the meeting remain confidential, the separate nature of a resolution or recommendation allows it to be made public immediately after the closed part of the meeting has ended, whilst ensuring that confidential information are not revealed.

Any person is entitled to inspect minutes containing resolutions or recommendation from the closed parts of the meeting. The resolutions or recommendations from the closed session of Council or Committee of Council meeting shall be available to the public upon request.

6.29 The Mayor is to maintain order when the public is participating in ordinary, special or committee meetings

The Mayor may invite questions, submissions or comments from members of the public at a meeting of the Council but is not obliged to do so.

If the Mayor considers a question, comment or statement of a member of the public at a meeting of the Council is offensive, irrelevant, and unduly long or deals with a confidential matter, the Mayor may rule the matter out of order and proceed to deal with it or the next item of business.

A question on notice from a member of the public must be included in the agenda for the next Council meeting.

On receiving a comment or submission from a member of the public, the Council must:

- a) refer it to a committee
- b) request it be included in the agenda for the next Council meeting
- c) deal with it under general business at the meeting of the Council; or
- d) note it and take no further action

6.30 Procedures for Council Committee Meetings

Committees of the Council shall follow the same procedures as provided for Council meetings unless the committee resolves otherwise.

Minutes of committee meetings shall be included in the agenda of the following Council meeting as a recommendation for the Council to adopt in whole, or part, or be simply noted with no further action required.

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	ADM011 Conflict of Interest Policy CL001 Members Code of Conduct CL002 Member Disciplinary Policy
Related Publications	<i>Local Government Act</i> <i>Local Government (Administration) Regulations</i> <i>Information Act</i> Australian Privacy Principles, <i>Privacy Act 1988</i> – Schedule 1 (Cth)
Relevant Forms	<i>Deputation</i>

1. POLICY CERTIFICATION

Policy title:	Elected Council Member Allowance
Policy number:	CL006
Category:	Policy
Classification:	Elected Members
Status:	Approved

2. PURPOSE

This policy will fulfill the requirements of relevant sections of the *Local Government Act* and provide a framework for which Elected Members allowances are established and paid. The policy provides clarity in support of the applicable law and guidelines.

3. ORGANISATIONAL SCOPE

This policy applies to all Elected Council Members of the Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council will provide Elected Members with Base Allowances, Electoral Allowances, Professional Development Allowances, Extra Meetings Allowances and Acting Principal Member Allowances as applicable.

Elected Council members shall be provided with the appropriate devices to support their Office, and paid an amount as an allowance to cover these expenses e.g. phone usage, internet usage.

Elected Members shall be reimbursed 'out of pocket expenses' (incidental expenses) which are related to their Office but for whatever reason, were not covered by their allowances, if they obtain prior approval from the CEO.

Roper Gulf Regional Council will provide all allowances in a manner that adheres to the *Local Government Act*, its associated Regulations, and Local Government Guideline 2.

5. DEFINITIONS

The Act	<i>Local Government Act.</i>
Adheres	Follows or 'sticks to'.
Tablet	Electronic tablet device which allows Elected members to access the internet and their emails remotely.
Elected Members	Mayor, Deputy Mayor, and Councillors, elected to the Roper Gulf Regional Council.
Incidental Expenses	The expenses that occur that are essential to the completion of the Roper Gulf Regional Council task at hand. For example fuel expenses to travel to the task/event.
Shall	Will
Arrears	That which is behind in payments.
Claimable	A payment demanded in accordance with a policy, for if the elected member is eligible
Nominated	Chosen
Room Charges	Any additional charges or amounts credited back to a hotel room whilst staying in that hotel room.

6. PRINCIPLES

6.1 Base Allowance

The base allowance covers those activities required of an Elected Member in the performance of his or her role as an Elected Member including agenda study and meeting preparation; attendance at regular council meetings; attendance at social functions as a council representative; constituency responsibilities; council representation outside the council area unless the representation has extra meeting approval.

The base allowance is automatically paid to Elected Members each month or at such frequency resolved by Council, in arrears. This payment, once approved by the Manager of Governance and Corporate Planning, will be processed by Finance on the 1st of each month and should appear in the Councillors bank account on 2nd of each month. If the 1st of the month falls on the weekend or public holiday, the allowance will be processed on the next working day.

Section 71(5) of the *Local Government Act* provides that Elected Member allowances are not to be paid in advance.

6.2 Electoral Allowance

The electoral allowance is to assist Elected Members with electoral matters. The electoral allowance is automatically paid to Elected Members each month or at such a frequency resolved by Council, in arrears. This payment, once approved by the Manager of Governance and Corporate Planning, will be processed by Finance on the 1st of each month and should appear in the Councillors bank account on 2nd of each month. If the 1st of the month falls on the weekend or public holiday, the allowance will be processed on the next working day.

6.3 Extra Meeting Allowance

The extra meeting allowance is a capped sum of money provided when an Elected Member attends an extra meeting or event deemed to be above the normal meetings as set out by the Council. The extra meeting allowance is claimable by the Elected Member for each day of the event or extra meeting. The payment of this allowance will be in arrears and will occur on Thursday after the signed **Extra Meeting Allowance Claim Form** has been received. In order to claim for this allowance, the **Extra Meeting Allowance Claim Form must be signed and completed**. The eligibility to claim Extra Meeting Allowance shall meet the following criteria:

- 1) The meeting must be outside of the Elected Members primary Town/Community of residency;
- 2) Any meeting for which the Mayor or CEO makes a request for Council representation. These meetings may include and are not limited to:
 - i. formal invitation to Councillors to a meeting/s with Territory and Federal Ministers or Departments.
 - ii. formal invitation to relevant semi Government instrumentalities such as 'Power and Water', 'Telstra' etc.
 - iii. formal invitation to relevant meetings with private companies who currently or may in the future conduct significant business in the Roper Gulf Region.
 - iv. formal invitation to consultation process' which are relevant to Roper Gulf Region.
- 3) Any formal Council Committee Meeting eg Finance Committee meeting, Audit Committee meeting, Grants Committee, which when established resolved to be eligible for Extra Meeting Allowance.
- 4) For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.

Extra Meeting Allowance will not be paid if the claim is for:

- 1) an Ordinary Meeting of Council;
- 2) a Special Meeting of Council;

- 3) any meeting inside an Elected Member's town/community of residence;
- 4) any engagement for which the Base Allowance is applicable.

An Elected Member may claim the extra meeting allowance:

- a. Up to a maximum of two (2) meetings per day,
- b. If the Elected Member is required to travel for the extra meeting, the Elected Member may receive Travel Allowance, as well as the extra meeting allowance for the days of travel as well as for the meeting day itself.
- c. Only when they have completed a council approved form that includes the meeting's date and the period of time the Elected Member was present at the meeting. In order to be eligible, the Elected Member must have been present at the meeting for at least 75% of the meeting's duration.
- d. The extra meeting allowance is also applicable to attendance at Council Committee meetings.

An Elected Member shall not claim:

- a. More than once for each meeting.
- b. If the travel day falls on the same day as the meeting day, extra meeting travel may not be claimed.

An Elected Member is responsible for lodging the Extra Meeting Allowance claim form:

- a. By the second working day in the month following the extra meeting, or as otherwise resolved by Council.
- b. Any claims made after the second working day of the month after the extra meeting will be considered as a late claim and paid in the next monthly payment.
- c. Any claims made after three (3) months from the extra meeting will be forfeited.

6.4 Acting Principle Allowance

The acting principle allowance is a sum of money provided to the Deputy Principal or Elected Member when they are carrying out the duties of the Principal Member due to the Principal Members absence or inability to carry-out duties due to other arrangements. The Acting Principle Allowance is a claimable sum of money that is paid on a monthly basis. The Deputy Principal or Elected Member is entitled to claim for this allowance:

- a. If the duties of the Principal Member, as outlined in section 43(2)(b) and section 43(2)(c) of the *Local Government Act* have been carried out by themselves.
- b. If the duties have been carried out for up to and no more than 90 days in total in a financial year. Should the duties continue for longer than 90 days as resolved by Council, the rate reverts to usual rate for that member.

During the time the member is acting as principal:

- a. The Elected Member, including the Deputy Principal is to be paid the daily rate as detailed in the Expenses table. This daily rate includes Saturdays, Sundays and Public Holidays.
- b. The extra meeting and base allowances will be suspended
- c. The Elected Member will continue to receive their electoral allowance.

6.5 Allowances for which no Financial Advantage is gained

Elected Members, will be provided a set allowance, but shall not gain a financial advantage for the following:

6.5.1 Professional Development Allowance

The professional development allowance is payable to Elected Members to attend relevant and Council approved conferences or training courses. Professional development allowance is to be used to cover the cost of the registration or entry fee into the conference or course, travel, meals and accommodation. A **Training Request Form must be completed** if this allowance is to be claimed.

The professional development allowance is claimable and available:

1. To all Elected Members.
2. Multiple times each year but shall not exceed the maximum amount specified by Council.
3. Only when participating in approved courses and conferences consistent with Council policy.
4. Only once the Manager of Governance and Corporate Planning has preapproved the Elected Member's attendance at such an event. In order to obtain preapproval, the Elected Member must complete a 'Training Request Form' and submit a minimum of one (1) week prior to the training or conference dates.

Alternatively, when Roper Gulf Regional Council has recommended and organised attendance at a conference and/or training session, Roper Gulf Regional Council will pre-pay any and all costs of relevant conferences or training courses, travel, accommodation, and travel allowance. If RGRC has paid the professional development costs directly, no professional development allowance is to be paid directly to the Elected Member.

6.5.2 Travel Allowance

Travel allowance is the sum of money provided when Elected Members are undertaking work related travel that requires an overnight stay in a location other than their primary residence. Travel allowance comprises components for accommodation, meals and other incidental expenses based on rates determined by the Australian Taxation Office recommendations. It is a sum of money paid to the Elected Member, prior to their travel to cover all travel costs in the route and mode of transport that is most economical to Roper Gulf Regional Council. **Travel Allowance forms are to be completed** for each claim to be processed.

The travel allowance is claimable by the Elected Member and must be pre-approved by the Manager of Governance and Corporate Planning before the travel has been undertaken. When an Elected Member is required to travel for work related purposes, the Governance Officer for Council will submit a 'Travel Allowance Form' to the Manager of Governance and Corporate Planning on the Elected Member's behalf for approval of payment. Once approved, the payment will be made into the Elected Member's nominated bank account in the earliest pay run from submission of the Travel Allowance Form. Should the Elected Member wish to receive their Travel Allowance as a cash payment, they must advise the Governance Officer for Council a minimum one (1) week prior to the first day of travel.

The claim conditions in which one can apply for the components of travel allowance are as follows:

Incidentals:

1. A set amount per day.
2. Shall only be claimed after the first 24 hours of travel away from primary place of work/residence or cannot be claimed during the first 24 hours of travel.
3. Shall only be claimed in compliance with applicable RGRC travel policy and/or policy support document

Breakfast:

1. A set amount per meal. Any breakfast expenses over the set breakfast allowance amount will be at the Elected Member's own expense.
2. Shall only be claimed in compliance with applicable RGRC travel policy and/or policy support document.
3. Shall only be claimed if Roper Gulf Regional Council have not pre-paid or ordered catering or not supplied by the event attending from 0600hrs to 0900hrs for this meal.

Lunch:

1. A set amount per meal. Any lunch expenses over the set lunch allowance amount will be at the Elected Member's own expense.

2. Shall only be claimed in compliance with applicable RGRC travel policy and/or policy support document.
3. Shall only be claimed if Roper Gulf Regional Council have not pre-paid or ordered catering or not supplied by the event attending from 1200hrs to 1500hrs for this meal.

Dinner:

1. A set amount per meal. Any dinner expenses over the set dinner allowance amount will be at the Elected Member's own expense.
2. Shall only be claimed in compliance with applicable RGRC travel policy and/or policy support document..
3. Shall only be claimed if Roper Gulf Regional Council have not pre-paid or ordered catering or not supplied by the event attending from 1900hrs to 2359hrs for this meal.

Accommodation:

1. Shall only be claimed if Roper Gulf Regional Council is not paying for the accommodation by submitting the applicable RGRC Reimbursement Claim Form.
2. Will only cover the most basic room rate available. Any upgrades of room type or room charges will be paid by the Elected Member at their own expense.

Mileage:

1. A set amount per kilometre.
2. Shall only be paid if travel is conducted in a personal vehicle that has been pre-approved. Pre-approval of a vehicle can be obtained by providing the Governance Officer for Council with the vehicle's current registration and insurance documentation.
3. Shall only be paid for travel from the Elected Member's primary place of residence to the destination in which Roper Gulf Regional Council requires them and return, with both journeys undertaken by the shortest practicable route..
4. Shall only be paid once, per vehicle per trip, to the owner/operator of the vehicle being used for the trip. It does not apply to other Elected Members who are vehicle-sharing as passengers.

6.6 Annual Resolution of Allowances

The amount of Council Member Allowances including the amount of the Extra Meeting Allowance is determined by Council resolution every year as per legislative requirements. At this time the amounts for telephone usage, travel allowance and internet usage will also be resolved. The resolution of Council Member Allowances for the financial year **must be made when it adopts the budget** for the financial year as per s71(3) of the *Local Government Act*. The maximum amounts payable are in the Local Government Guideline 2 Maximum Council Member Allowances schedule. Once a Council has resolved the level of allowances for a financial year they cannot be changed by amendment s128(2) of the LGA.

6.6.1 Local Government Act takes precedent

If in the event any part of this policy is found to contradict or conflict with the *Local Government Act* and associated Regulations, Local Government Guidelines then it is the Local Government statutory legislation that prevails.

7. REFERENCES AND RELATED DOCUMENTS

Legislation	<i>Local Government Act</i>
	<i>Local Government Guideline 2</i>
	<i>Income Tax Assessment Act 1997 (Cth)</i>
Australian Taxation Office	<i>Recommendations for Travel Allowances</i>
Department of Housing, Local Government and Regional Services	<i>Discussion paper: Elected Member Allowances</i>
Roper Gulf Regional Council	<i>Travel Allowance Claim Form</i> <i>Training Request Form</i>

	<i>Extra Meeting Allowance Claim Form Request for Usage Allowance Form</i>
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8. DOCUMENT CONTROL

Policy number	006
Policy Owner	Governance
Endorsed by	OCM
Date approved	26/06/2013
Revisions	30 March 2016, July 2017
Amendments	30 March 2016
Next revision due	June 2021

9. CONTACT PERSON

Position	Manager Governance & Corporate Planning
Contact number	(08) 8972 9005

1. POLICY CERTIFICATION

Policy title:	Policy Framework
Policy number:	GOV001
Category:	Council Policy
Classification:	GOVERNANCE
Link to Strategic Plan Goals:	Goal 1: Strong Leadership through Good Governance, Strong Financial Management, Corporate Planning and Operational Support
Link to Strategic Plan Strategy:	Further strengthen corporate governance and financial sustainability
Link to Business Plan Strategy:	Goal One Strategy - Achieve strong Corporate Governance and Financial Management within the term of Council
Status:	Approved

2. PURPOSE

This Policy Framework provides guidance for the development, classification, and categorisation of all policy documents for Roper Gulf Regional Council. It sets levels of policy and who has the authority and responsibility for each level. This document also provides a framework to support consistency, control, clarity, and quality in the development, approval and review processes associated with policy.

In the Roper Gulf Regional Council Policy Framework, there are two (2) types of policy documents:

- Council Policies and
- Organisational Directives

Supporting documentation required to achieve compliance with policy are Standard Operating Procedures (SOPs), forms, templates and any other documentation.

Council Policies provide strategic direction, are based on legislative requirements, address cross-cultural issues, and have an external focus or addresses Council/Councillor-specific issues.

Organisational Directives relate to organisational wide attitudes, philosophies and intent and usually have an internal focus.

Standard Operating Procedures document the methods and steps required to implement Council Policies or Organisational Directives, as well as those to complete a function or task. Standard Operating Procedures may be applicable to all, or only to certain departments across the Region.

3. ORGANISATIONAL SCOPE

The Policy Framework applies to all Roper Gulf Regional Council Members, Council Committee Members, Local Authority Members, and staff, including contractors and volunteers.

4. POLICY STATEMENT

Policies are developed in order to provide boundaries, guidelines and consistency for the achievement of Roper Gulf Regional Council's strategic and operational goals. They take into consideration legal requirements, best practice and quality standards.

The Policy Framework aims to support the development of policy documents which are:

- written in clear language: should be concise, well written and easily understood;
- clearly defined objectives, legislative requirements, and compliance mechanisms;
- have a standardised layout;

- conform to applicable standards and guidelines;
- approved at an appropriate level of the organisation; and
- assigned to specific managers for regular revision.

This Policy Framework provides key support for the Council Strategic and Business Plans, and for implementing sound governance practices across the Roper Gulf Region.

5. DEFINITIONS

Approval levels	A policy document will be endorsed and approved by different people in the organisation. See the diagram at the end of this document for advice on who has authority to endorse and approve different types of policy documents.
Categorisation	Selection of the appropriate category of policy, according to its level, content and purpose. The category allocated by the Policy Coordination Officer will be either Council Policy, Organisational Directive or Supporting Document.
CEO	Chief Executive Officer
Classification	Allocation of the appropriate classification of the policy, according to the content and limitations of the policy. Classifications currently include Administration (ADM), Asset and Infrastructure (ASS), Council (CL), Contract (CTS), Council Services (COR), Community Services (AGE), Finance Policies (FIN), Human Resources (HR), Local Authorities (LA), and Work Safe (WS). However, these classifications are subject to review.
Consultation	Consultation is the compulsory process of meeting with identified, relevant stakeholders to seek information, advice and feedback. It must take place prior to, and during development of any policy document and supporting documents.
Council Policy	A general statement outlining strategic directions and/or adherence to statutory or other corporate requirements, which usually has an external focus. The exceptions are policies specific to Council or Councillors (e.g.: Members' Disciplinary Policy) – these are also categorised as Council Policies. A Council Policy directs decision-making in areas affected by the policy. Council Policies must be approved by Council.
Endorsement	Agreement to the Council Policy, Organisational Directive, and Supporting Documents by the appropriate stakeholders prior to being sent for formal approval to the appropriate person(s). Endorsement should be seen as an essential step on the way to formal approval. See diagram at the end of this document.
Formal approval	The official and final approval of a Council Policy by Council or an Organisational Directive and Supporting Documents by the CEO. No policy document or supporting documents is official Roper Gulf Regional Council Policy until formal approval has been given and the document registered by the Policy Coordination Officer (Manager Governance and Corporate Planning).
Organisational Directive	A general and official statement outlining attitudes, philosophies, intentions and boundaries that will usually have an internal, operational focus. Organisational Directives ensure that operational work supports the directions and objectives that Council has set in

	Council Policy, the Strategic Plan and the Business Plan. Organisational Directives must be approved by the CEO.
Policy Content	All Roper Gulf Regional Council Policies, Organisational Directives (except for By-Laws, Subordinate By-Laws, and planning documents such as the Business Plan) must be developed using the policy content list at Clause 7 of this document. SOPs may be written in whatever format is suitable for the procedure but must include WHS considerations. Templates are available for all Supporting Documents.
Policy Coordination Officer	The Policy Coordination Officer (Manager Governance and Corporate Planning) is responsible for performing final checks on the Council Policy, Organisational Directive, Standard Operating Procedure and any supporting documents prior to submission for approval. This takes place after the policy has been developed or reviewed.
Policy Development and Review Cycle	<p>The stages of the policy development cycle are:</p> <ul style="list-style-type: none"> • identification of a policy need; • development of the draft policy document and supporting documents; • consideration and endorsement; • consideration and approval; • implementation; and • ongoing monitoring and review of the policy. <p>See the diagram at the end of this document.</p>
Policy Drafter	The staff member responsible for writing the draft policy documents and supporting documents.
Policy Owner	Once a policy has been endorsed and approved, the nominated Policy Owner is the staff position who has responsibility and accountability for the regular monitoring, review and update of that policy.
SLT	Strategic Leadership Team
Standard Operating Procedures (SOPs)	A specific statement about the steps needed to safely and effectively complete a task or function. A Standard Operating Procedure provides detailed 'how to' instructions and may include responsibilities for task achievement, timelines, safety guidelines, troubleshooting hints and approvals required. SOPs must be approved by the CEO.
Supporting Documentation	Documentation required to achieve compliance of policy documents are Standard Operating Procedures, forms, templates and any other documentation that provide the instructions and task achievement.
WHS	Work, Health and Safety

6. PRINCIPLES

6.1 Compliance

Policies must comply with all applicable Acts and statutory instruments such as

- Acts and their associated Regulations,

- Australian Standards (AS) and International Standards Organisation (ISO) Standards and Certifications, (including, but not limited to, the *Local Government Act* and the *Work Health and Safety (National Uniform Legislation) Act*),
- Council resolutions,
- other Roper Gulf Regional Council policies and
- the Roper Gulf Regional Strategic and Business Plan.

6.2 Consistency

Terminology used in the policy should reflect that used in any applicable legislation, standard, guideline, Roper Gulf Regional Strategic and Business Plan, or other Roper Gulf Regional Council policy documents.

6.3 Clarity

There are two (2) aspects of clarity that are important in the development of policy documents and supporting documents. They are:

6.3.1 Clarity of approval: All policy documents and supporting documents will clearly state where responsibility for final approval lies and when that approval was formally given.

6.3.2 Clarity of writing: All policy documents will use plain language as far as is possible. If acronyms or complex terminology are unavoidable, plain language definitions will be given in Section 5 of the policy. The aim is to allow a wide range of users to understand the content of the policy.

6.4 Stages of Policy Development

The five (5) stages of policy document development (refer to SOP ADM-234 Policy Development) are:

6.4.1 Identification of policy need: This includes identifying the matter to be addressed, deciding whether a policy document is the best way to address it, selection of the policy level which will best support achieving Strategic and Business Plan objectives and seeking authority to proceed. The Policy Proposal Form must be submitted to the Policy Coordination Officer before policy development begins.

6.4.2 Draft policy document development: This stage includes identifying the relevant stakeholders, commencing the consultation process, gathering background information, writing the policy document and supporting documents, incorporating feedback into later drafts. The Draft documents must go to the Policy Coordination Officer for final checks and assignment of a registered Document Number prior to going on to the next stage.

6.4.3 Policy consideration and endorsement: This stage involves presenting the policy document to the appropriate endorser as per the diagram at the end of this document for evaluation and endorsement:

- Council Policies = Strategic Leadership Team (SLT),
- Organisational Directive = Strategic Leadership Team (SLT),
- Supporting documents such as SOPs = Consideration by Manager, and endorsed by Director.

For endorsement by the SLT a report is required to be submitted as an agenda item at the next SLT meeting by the Policy Coordination Officer. If urgent, it may require holding a special meeting to discuss the policy document.

At this stage the policy document may be rejected, returned for further modification or endorsed.

6.4.4 Policy approval: This stage involves presenting the policy document to the Council or CEO for formal approval.

All new policies and reviewed/updated policies with significant changes must be presented to the Council for approval. This cannot be done until endorsement has been given by the SLT. This ensures that the policy document has been well researched and considered by the time it reaches the Council and this reduces the likelihood that it will be rejected. A report must be written to introduce the policy document

onto the Council meeting agenda. Once approval has been gained, the policy document must be noted in the policy register.

All new Council Policies must be approved by the full Council.

Reviewed or updated Council Policies can be approved by Council or the Finance Committee. Organisational Directives must be endorsed by SLT and approved by the CEO.

Standard Operating Procedures and other supporting documents are to be considered by the Manager, endorsed by the Director and approved by the CEO.

Reviewed policy document and supporting documents that have only administration, formatting or other insignificant changes does not have to go back to Council or to the CEO but can be approved by its Policy Owner and Policy Coordination Officer.

6.4.5 Policy implementation: This is the final stage in the policy process and it is ongoing. It includes such activities as activating the policy, notification, distribution, awareness raising and education. Complex or very sensitive policies may require specific implementation plans.

Refer to the Policy Implementation Plan.

6.4.6 Policy review: During the policy document drafting stage, consideration will be given to appropriate timelines for review of the policy document and its associated supporting documents. A review schedule will be incorporated into the policy document and this starts once implementation has occurred.

The default validity period for policies is for the Term of Council, however they may be reviewed earlier if necessary for whatever reason including legislative, organisational, or operational changes.

The Policy Owner is responsible for the ongoing monitoring, review and updating of that policy.

A reviewed policy document that has only administration, formatting or other insignificant changes does not have to go back to Council or to the CEO but can be approved by its Policy Owner.

6.5 Categorisation and classification

When formulating policy documents, an early task is to identify the **category** of the document – this will determine the approval levels required. There are two (2) category choices –

1. Council Policy or
2. Organisational Directive.

Classifications are used to group similar policy documents and to broadly describe the content. Classifications are subject to review.

There are ten (10) types of Council policy documents:

1. Assets and Infrastructure (ASS)
2. Contract (CTS),
3. Council (CL),
4. Council Services (COR),
5. Community Services (AGE),
6. Finance Policies (FIN),
7. Governance (GOV),
8. Human Resources (HR),
9. Local Authorities (LA), and
10. Work Safe (WS).

Categories and classifications are to be discussed with the Policy Coordination Officer and will be confirmed during the final checks done prior to presentation for consideration and formal approval.

Supporting documents will use the same grouping classifications as policy documents.

6.6 Policy Owner

A Policy Owner will be designated for each policy document and supporting document. The Policy Owner will bear responsibility for regular monitoring and review of the policy and for incorporating necessary changes.

The Policy Owner is also responsible to assess the revised policy document and decide whether any significant changes have been made. If it is, formal endorsement and approval needs to be gained again.

The Policy Owner is also responsible to coordinate a process to notify the necessary staff and stakeholders after a policy document has been revised.

All reviews of the documents must go to the Policy Coordination Officer for final checks.

6.7 Policy access

All Roper Gulf Regional Council employees will have access to all policy documentation.

Approved policy documents will be placed in the:

- Records management system Magiq/InfoXpert → Reference Library → Policy_Documents
- Sharepoint → Document Library → Policies and Standards.

Printed copies are available for staff from their Managers if required.

Council Policies are available on the Roper Gulf Regional Council website www.ropergulf.nt.gov.au. External members of the community can access the policies on the website or alternatively, printed copies of individual Council Policy documents will be made available on a cost-recovery basis.

6.8 Relationship/impact on other policies

It is the responsibility of the Policy Drafter in the case of a new policy document, or the Policy Owner in the case of a policy document undergoing a major review, to assess any areas of overlap, contradiction, or integration with other existing or draft Roper Gulf Regional Council policy documents. When identified, these must be discussed with the Policy Owner(s) of the affected policy documents. This check needs to consider policy documents in all categories. References or links to related policy documents must be stated within the new policy document in Section 8.

6.9 Policy currency

The current version of any policy document will be considered to be the electronic version stored in the Roper Gulf Regional Council Records Management System Magiq/InfoXpert → Reference Library.

6.10 Policy numbering

Policy document numbering will reflect the category and classification of the policy. The Policy Coordination Officer will allocate numbers during the checks done prior to presentation for formal approval. A Register for each policy document and supporting document category will be kept by the Policy Coordination Officer.

6.11 Policy review

It is the responsibility of the Policy Owner to review the document according to the review time frame specified. It is the responsibility of the Policy Coordination Officer to update the current version of the policy document in the Roper Gulf Regional Council Records Management System, Sharepoint and website once reviewed and approved.

6.12 Rescindment of Policies

Policies may be rescinded if no longer current, or if they become unnecessary. A staff member may raise the issue of currency or necessity with the Policy Owner, who shall review the document. If the Policy Owner considers that the rescindment of the policy is warranted, they shall present their concerns to SLT via a report for consideration and endorsement. If SLT endorses the rescindment of a policy, it will then be presented to Council for consideration by the Policy Owner via inclusion in a Council Meeting agenda. Council will consider the rescindment, and if it considers that the rescindment is warranted, it will rescind the policy via Council Resolution.

7. POLICY CONTENT

The content of the body of the *Council Policy*, or the *Organisational Directive*, will be organised under the following headings:

1. Policy/Directive Title.
2. Purpose.
3. Scope.
4. Policy/Directive Statement.
5. Definitions.
6. Principles.
7. Policy/Directive Content.
8. References.
9. Document Control
10. Contact Information

SOPs may be written in whatever format is suitable for the procedure but must include WHS considerations. Templates are available for all supporting documentation from the Policy Coordination Officer.

Additionally, the Policy Coordination Officer, in consultation with the Policy Drafter, will ensure inclusion of references to the document category, classification and related document control information, such as the version number, policy status, approval date, Policy Owner and review information.

8. REFERENCES

Acknowledgements (original author/source documents)	Litchfield Council Policy Framework. Re-worked by Moira McCreesh.
Related Policies	All RGRC policies
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act</i> • <i>Work Health and Safety (National Uniform Legislation) Act</i> • <i>Information Act</i>
Related Supporting Documents	SOP GOV-213 Policy Implementation Plan SOP GOV-234 Policy Development Plan TMP ADM-013 Policy Template TMP ADM-014 SOP Template

9. DOCUMENT CONTROL

Policy number	GOV001
Policy Owner	Manager Governance & Corporate Planning
Endorsed by	Council

Date approved	21 October 2009
Revisions	October 2010 May 2017 July 2017
Amendments	2010 – Admin changes + inclusion of Councillor-specific policy under Council Policy definition; clarification of format for SOPs; approval of reviewed and updated policies. 2017 - administration, formatting, approval process; Classification naming changed; SOPs removed from the category as a policy document and to a supporting document
Next revision due	June 2021

10. CONTACT PERSON

Position

**Manager Governance and Corporate
Planning**

Contact number

08 8972 9005

Policy Development and Review Cycle

1. POLICY CERTIFICATION

Policy title:	Cultural Business Policy
Policy number:	ADM004
Category:	Policy
Classification:	Human Resources
Status:	Approved 12/4/2012

2. PURPOSE

Cultural Business is any ceremonial ritual practiced for grieving the loss of a relative or other 'traditional' ceremonial activities. The Roper Gulf Regional Council (RGRC) recognises the importance of **cultural business** and has developed a policy to ensure that obligated RGRC staff are able to participate in the traditional activities of cultural business whilst ensuring that the delivery of services within the community continue uninterrupted.

3. ORGANISATIONAL SCOPE

This policy and procedure reflects the preferred practice of the Roper Gulf Regional Council and provides a guide to the application and management of service delivery during a specified cultural business period and a staff member's use of accrued leave or leave without pay.

The Policy ensures that RGRC services continue uninterrupted by cultural business. The level of service delivery maintained in the community during cultural business is determined by the Chief Executive Officer (CEO) after consultation with the Council Service Coordinator (CSC) and Area Manager (AM). Community members may approach the CSC or AM Regional Manager for advice on the level of services to continue during the cultural business period.

Funerals can involve entire communities, and the expression of grief should not be influenced by external parties.

Three leave options exist for staff to enable them to observe cultural duties:

1. Compassionate Leave,
2. Annual Leave and
3. Leave without Pay.

4. POLICY STATEMENT

The Roper Gulf Regional Council recognises and respects the cultural significance associated with ceremonial ritual. Employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs shall be offered a reasonable opportunity to follow and practice the requirements of that cultural or spiritual belief.

5. DEFINITIONS

AM	Area Manager.
CEO	Chief Executive Officer.

CSC	Council Service Coordinator.
SLT	Strategic Leadership Team
Cultural Business	The ceremonial rituals relating to burials; coming of age; and discipline. Some cultural business such as funerals is referred to as 'sorry business'.
Governance Structure	Governance Structure includes the RGRGs elected Council members and Local Authority Members
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

6.1 Notification of Cultural Business

A community Elder is required to notify the CSC, AM, Director or CEO of a cultural business event. The Elder must provide 24 hours of notification to ensure that alternative service delivery operations can be put into place and that RGRC and other agencies or organisations can be notified of an intended cultural business event.

6.2 Level of Essential Service Delivery to be maintained during Cultural Business.

The level of Service Delivery is determined by the CEO after consultation with the AM, and input from a community Elder.. Various levels of service delivery can be applied depending on the community request for changes to the daily operations.

6.3 Staff Leave

The Regional Manager or *immediate supervisor* is responsible for facilitating the leave management process in accordance with this policy and procedure.

A staff member is eligible to access Compassionate Leave; Annual Leave or Leave Without Pay. All leave may be utilised for cultural business subject to the provision of:

- at least one (1) days notice by completion of a leave form.
- Approval from the Area Manager, Director or CEO.
- reasonable evidence as to the nature of the activity/ceremony the staff member wishes to attend

Three (3) leave options exist for staff to enable them to observe cultural duties: Compassionate Leave, Annual Leave and Leave without Pay.

Compassionate Leave is specifically related to the death of an immediate family or household member.

The Employee is entitled to use up to five (5) days as non cumulative paid Compassionate Leave per occasion if a member of the Employee's immediate family or household dies.

Employees may request approval for additional unpaid leave for the purpose of Compassionate Leave.

Annual Leave can be taken if sufficient leave has been accrued. In the event that sufficient leave has not been accrued, an employee may apply for Leave Without Pay.

Leave Without pay is considered on a case by case basis and can only be approved by the CEO.

6.4 Responsibility of Staff Member

All staff are expected to manage their cultural leave in accordance with this policy and provide notice of the intended leave to ensure that replacement staff or alternative service delivery conditions can be applied and the entire community can be notified of any changes to services within the community.

6.5 The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of this procedure along with consultation, education and awareness of RGRC staff, community and the governance structure of its requirements.

6.6 Further Assistance

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area.
- The Human Resources Unit
- The Governance, Corporate Planning and Compliance Unit

7. REFERENCES

Acknowledgements	<ul style="list-style-type: none"> • University of South Australia, Cultural Leave Procedure
Related Policies	<ul style="list-style-type: none"> • HR011 Leave Policy
Related Publications	<i>Local Government Act</i>

8. DOCUMENT CONTROL

Policy number	ADM002
Policy Owner	HR Manager
Endorsed by	Council
Date approved	
Revisions	Review in 12 months July 2017
Amendments	Complete re-write to replace all previous policy versions
Next revision due	June 2021

9. CONTACT PERSON

Contact Person
Contact number
Email address

HR Manager
(08) 8972 9012
hr@ropergulf.nt.gov.au

1. POLICY CERTIFICATION

Policy title:	Vehicle Use Policy
Policy number:	009
Category:	Policy
Classification:	Governance
Status:	Approved

2. PURPOSE

The purpose of this policy is to provide guidelines to employees on general principles and standards of use and care associated with the operation of Roper Gulf Regional Council motor vehicles. The policy is intended to ensure:

- the integrity, reliability and good performance of RGRC motor vehicles;
- that the motor vehicle is appropriately managed.

The policy also aims to set rules and parameters for Roper Gulf Regional Council's staff in how and what vehicles are procured and used.

3. ORGANISATIONAL SCOPE

This policy shall apply to any driver of any vehicle owned, leased or under the control of Roper Gulf Regional Council.

4. POLICY STATEMENT

The Mayor, Chief Executive Officer (CEO), Directors and Managers shall be provided with a private vehicle as per their employment contract or equivalent agreement.

The authorised driver of a specific vehicle shall be a driver authorised under a specific employment contract, staff or councillor of the Roper Gulf Regional Council who has an appropriate driving licence and a record of which is on the personnel files of the person to which the vehicle has been assigned.

Vehicles provided to authorised drivers will be safe, reliable, fit for purpose and cost-effective. Staff are to expect adequate access to fleet vehicles to allow them to safely and effectively perform their professional duties.

Roper Gulf Regional Council will ensure that staff are never required to use their private motor vehicles to perform their professional duties.

5. DEFINITIONS

Employment Conditions	The terms and conditions as defined in a contract staff's employment contract.
Fleet Vehicles	Refers to all vehicles owned or controlled by Roper Gulf Regional Council that are designed to carry passengers and / freight on public roads.
Fleet Pool	A grouping of vehicles that may be used commonly by a group of staff, as defined by location or program. The management of a fleet pool shall be coordinated centrally by a designated officer.
Fringe Benefits	Tax levied on benefits obtained by employees in respect of their

Tax (FBT)	employment.
FBT Log Book period	Means a continuous period of at least 12 weeks when a vehicle is used for average business use (it should not be a period chosen because of maximum business) for which special log books are used as basis for FBT calculations.
Log Books	Books used to record details of all trips undertaken including the driver's name, journey date, starting and ending odometer readings and purpose of the journey.
Personal use	Refers to the use of fleet vehicles for non-business purposes. It generally includes travel to and from work.
PCA Offences	Prescribed Concentration of Alcohol Offences: Driver / Attempted Driver drives or attempts to drive a motor vehicle on a road or road related area with a Blood Alcohol Concentration (BAC) and/or Breath Alcohol Concentration (BrAC) which contravenes the conditions of their drivers licence, as listed in Part V of the <i>Traffic Act</i> .
PID Offences	Prescribed Illicit Drug Offences: Driver / Attempted Driver drives or attempts to drive a motor vehicle on a road or road related area whilst under the influence of a prohibited drug as listed in Schedule 1A of the <i>Traffic Regulations</i>
Reserve vehicles	Vehicles that are not directly assigned to a specific function or staff position
RGRC	Roper Gulf Regional Council
SOP	Standard Operating Procedure

6. PRINCIPLES

6.1 Approved Drivers

Employees and Elected Members of the RGRC who are required to operate a RGRC vehicle in the performance of their duties must be in possession of a valid Australian driver's licence. Staff must provide a copy of the driver's licence to the Human Resources (HR) to be put in their personal file. Elected Members must provide a copy of the driver's licence to the Governance and Corporate Planning Manager to be put in their personal file.

Drivers will be required to undergo four-wheel drive (4WD) training before being authorised to drive off-bitumen, and/or in remote areas.

If at any time the licence of an approved driver expires or is revoked, or the driver is otherwise disqualified from driving, it is the responsibility of the driver to inform their supervisor immediately. They will not be entitled to drive a RGRC vehicle until their licence is reinstated.

Staff members who fail to declare licence suspensions/cancellations to their supervisors and HR, and proceed to drive RGRC motor vehicles will not only commit offences, but will have their failure to declare matters dealt with as serious misconduct.

Elected Members who fail to declare licence suspensions/cancellations to the CEO and Governance and Corporate Planning Manager, and proceed to drive RGRC motor vehicles will not only commit offences, but will have their failure to declare matters dealt with as serious misconduct.

6.2 Use of Council Vehicles

6.2.1 Official use of RGRC Motor Vehicles

All drivers of RGRC vehicles must ensure that they exercise the utmost diligence when driving a RGRC vehicle. Drivers need to ensure that they observe all applicable laws, RGRC policies, as well as the manufacturer's recommendations as set out in the vehicle's manual.

Drivers need to be mindful that they represent RGRC whilst driving a RGRC vehicle, and must not drive, or otherwise operate a RGRC vehicle in a manner which may damage the reputation and standing of RGRC.

Drivers need to ensure that they complete all applicable paperwork such as logbooks and prestart checks as required.

Drivers must ensure that they comply with all applicable safety requirements, and do not drive a RGRC vehicle if they suspect the vehicle to be unsafe due to damage, lack of maintenance, or other reasons.

Drivers need to comply with RGRC safety provisions and ensure that they have a working satellite telephone, adequate water, and met the Journey Management requirements before commencing a journey to a remote area.

All RGRC vehicles must contain a First Aid Kit. A RGRC vehicle must not be driven if it does not carry a First Aid Kit, and it is the responsibility of the driver to ensure that they inspect the vehicle to confirm the presence of a First Aid Kit before driving the vehicle.

Drivers must ensure that they report all actual and suspected damage, and maintenance issues to their supervisors and workshop staff, and that they remove all rubbish from the vehicle once they have finished using it.

6.2.2 Authorised Private use of Vehicles

A person who has private use of a vehicle as part of their employment contract can use their vehicle for private use. RGRC recognises that where an employee is granted full private use of a vehicle, this vehicle in many cases becomes that employee's family vehicle. Accordingly, such employee are entitled to grant permission to drive the vehicle whilst on private use provided such person(s) hold a current driver's licence and is:

- the partner of the employee who permanently resides with the employee, or
- another suitably licensed person where employee and/or employee's partner is the passenger in the vehicle.

Employees authorised to have private use of vehicles are allowed to transport alcohol but cannot make any deliveries for other people. Private vehicle owners are to comply with the *Liquor Act*, and all applicable alcohol restrictions, and it is to be remembered that responsibility prevails when carrying alcohol in all RGRC communities. It is also to be remembered that the driver's Blood Alcohol Concentration (BAC) whilst driving a motor vehicle cannot exceed .05% (meaning 500mg/100ml of blood volume). Any conviction for Prescribed Concentration of Alcohol (PCA) or Prescribed Illicit Drug (PID) offences which occur in a RGRC vehicle will result in disciplinary action.

RGRC vehicles are not permitted to compete in any car rally or competition, or be used for any commercial purpose outside of the RGRC's own operations. Where employees have full private use of a Four Wheel Drive vehicle, only appropriate recreational use of the vehicle is permitted. Appropriate off road use can be defined as utilising the vehicle only where access is provided by either a marked track/trail (e.g. camping

ground access, fire trail, dirt roads), or where vehicular access is specifically allowed (eg. Beach driving). Where inappropriate private use of a 4WD results in damage to the vehicle, the employee using the vehicle will be responsible for all repair costs incurred.

6.2.3 Home Garaging of Vehicles

An employee who has authorised home garaging of a Council vehicle, as a employee benefit, will have this specifically provided through their employment contract or permission granted in writing by the CEO. The purpose of home garaging is for the employee to commute between the employee's place of residence and official place of work by the most direct route. The vehicle is not to be used for any other purpose outside work hours. The vehicle is only to be driven by a RGRC employee with a current Drivers Licence.

6.2.4 Use of Vehicles for Community Activities

The use of RGRC vehicles for any non business purpose must be approved in writing, prior to such use, by the relevant Departmental Managers. Such use will only be by RGRC employees and any request for use by an employee must be put in writing 48 hours prior to the time of the requested use. Any damage to the vehicle will be the responsibility of the employee and the employee will be required to make good any damage. Drivers of RGRC vehicles must ensure that the vehicle is not driven, or otherwise used in a manner which may damage the reputation and standing of RGRC, or is otherwise inconsistent with the public interest.

6.2.5 Pool Vehicles

RGRC vehicles which are not designated to any specific person or department are to be used for pooling. All pool vehicles will be controlled by Workshop.. Procedures for requesting pool vehicles and terms of using pool vehicle will be as referred on SOP for Pool Vehicles.

6.3 Fuel Cards

RGRC will supply all vehicles with a fuel credit card. Where a fuel card has not been provided, purchase orders are to be raised and approved by authorised personnel prior to filling the fuel tank. In the event where employee has no choice but to make out of pocket payment for fuel, receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting 107-010 Expense Reimbursement Claim Form approved by authorised personnel to the finance department.

Fuel cards are to be used solely for RGRC use. The Fuel Card should be used only for the purchase of fuel (E10, ULP, Diesel or LPG only) and oil for RGRC vehicles. Drivers need to ensure that they only use low-aromatic petrol (OPAL) in areas where such restrictions apply. No other purchases are permitted on the fuel card. The use of this card for obtaining bonus points (i.e. Flybuys Points) is prohibited due to inconsistency with the public interest, and, RGRC's liability for the Fringe Benefits Tax.

Fuel Cards must be surrendered to the Asset Manager upon termination of employment.

Lost Cards must be reported immediately to Finance who will facilitate the cancellation of the Card.

6.4 Records of Usage (Log Books)

RGRC shall maintain records of vehicle usage in order that:

- the extent of operational and private use can be measured and to calculate fringe benefits tax liability for all RGRC vehicles and
- the person responsible for the vehicle when an infringement, damage or loss occurs for all vehicles can be identified.

Log records are to be filled out every time the vehicle is used. Log records are to be filled out with odometer readings every time the vehicle is used. Log records are to be handed to the Asset Manager at the end of every month for verification.

6.5 Security:

Vehicles must be:

- Parked in a safe and secure place at all times.
- Properly secured when unoccupied (i.e. keys removed, doors locked and security systems activated).
- Confidential material and expensive equipment must not be left in unattended vehicle.

6.6 Insurance

Losses or damage to any personal property carried or kept in a RGRC vehicle shall remain the responsibility of the officer to whom the vehicle is assigned at that time the property was placed in the vehicle, unless such property is used in connection with official business.

6.7 Servicing and Maintenance

Vehicles are to be maintained in a condition that reflects RGRC in a positive manner i.e. clean, tidy and well maintained. It is the responsibility of the driver, to whom the vehicle is allocated, to ensure that it is serviced and cleaned regularly inside and out. Drivers shall verify the oil, water, tyre pressure on a weekly basis. The Workshop will maintain Pool Vehicle. Staff borrowing RGRC pool vehicle for a task must return it clean and tidy in accordance with applicable SOPs.

Drivers are responsible for arranging the delivery of vehicles to the Roper Gulf Regional Council workshop for servicing and maintenance. They must contact the workshop in advance to make an appointment.

6.8 Driving Range

All RGRC Vehicles are to be used only within the Northern Territory. If a vehicle is to be taken outside the Northern Territory, prior approval from the CEO is to be obtained.

6.9 Modification in Vehicles

Except for emergency cases, no modifications can be made to any RGRC vehicles such as changing tires, or removing anything that belongs to the vehicle.

6.10 Accidents Emergencies

If the vehicle is stolen or damaged in an accident, the RGRC drivers shall comply with all legal and insurance requirements if involved in an accident, including:

- obtaining particulars of the other parties involved,
- notifying the Police and relevant authorities in accordance with the *Traffic Act* or any other relevant laws,
- notifying relevant Manager/Director and Asset Manager and
- submitting the applicable Incident Form WHS.

Employee should also immediately report any theft or damage, however slight, to the relevant Manager/Director and then to Asset Manager for repairs to be undertaken at the earliest.

6.11 Sharing of Resources

To promote safety and efficiency, please make every effort in advertising your travels to others in case someone needs to travel to the same area.

6.12 Safety Driving Standards

The employees of RGRC, while driving any vehicle owned, leased or under the control of Roper Gulf Regional Council, shall drive within the provisions of the *Traffic Act*, the *Traffic Regulations, Schedule 3 – Australian Road Rules*, and shall follow the rules and standards as prescribed by applicable RGRC Standard Operating Procedures..

7. DISCIPLINARY ACTION

If an employee is found guilty of misusing a Council Vehicle, a Formal Warning will be given by the immediate supervisor and Manager. Dismissal may be considered if the offence is believed to be serious enough. A copy of the Formal Warning will be placed on the employee's personal file.

8. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	GOV008 – Travel Policy for Employees and Councillors
Related Publications	<ul style="list-style-type: none"> • <i>Work Health and Safety (National Uniform Legislation) Act</i> • <i>Traffic Act</i> • <i>Traffic Regulations</i> • <i>Traffic Regulations, Schedule 3 – Australian Road Rules</i> • <i>Liquor Act</i> • <i>Local Government Act</i> • <i>Information Act</i>
Related Procedures	<i>RGRC Light Vehicle Procedure</i>
Relevant Forms	<i>Vehicle Prestart Checklist Form</i> <i>Journey Management Form</i>

9. DOCUMENT CONTROL

Policy number	GOV009
Policy Owner	Governance
Endorsed by	OCM
Date approved	26/06/2013 OCM
Revisions	26/03/2014, July 2017
Amendments	26/03/2014 OCM 28/10/2015 OCM
Next revision due	June 2021

10. CONTACT PERSON

Contact person

Manager Governance and Corporate

Contact number

**Planning
08 8972 9000**

Roper Gulf Regional Council Policy – GOV012 Organisational Delegations Manual (non financial)

Roper Gulf Regional Council

GOV012 – Organisational Delegations Manual (non financial)

Dates of amendments made by Council resolution:

- **26 June 2013** **Ordinary Council Meeting replaces the Organisational Delegations Manual prior 26/06/2013.**
- **29 January 2014** **Ordinary Council Meeting**
- **12 November 2014** **Ordinary Council Meeting**
- **12 July 2017** **Ordinary Council Meeting**

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Delegation of Authority for Policy and Procedures

Policy

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

Purpose of this document

The purpose of this Manual is to provide clear and easy to understand processes and accountability, for administrative functions and levels of decision making across the organisation.

Principles

- 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 possible for a person in a less senior position to be appointed to “act” in the capacity of a more senior position e.g. 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 for that position.
- It is permissible for a person to transfer their financial delegation to a person in a less senior position during periods of absence. However, responsibility for the delegation remains with the person who normally exercises the delegation.
- 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 e.g. 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.
- These delegations listed in this document should be understood in the context of the relevant staff position descriptions.
- 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
- This document anticipates open and regular communication and information flow, between the various levels of delegation, and consultation where necessary with council's community development and human resource staff.
- The Council must be informed of any change of delegation identified in this document.
- This delegation document will be reviewed each year with a view to improving it's utility and relevance to the organisational structure of council
- This document operates as delegated authority by the Council.

Definitions

Positions

The Council: (referred to as 'council') Those persons elected to serve the community in accordance with the Local Government Act and Regulations (as amended).

Chief Executive Officer (referred to as 'CEO') The person appointed by, and responsible to, council for the day to day management of the affairs of council.

Director of Corporate Governance: (referred to as 'Director' or 'DCG') This person, appointed as Director of one of the three divisions of council, has responsibility for the areas of human resource, finance, governance, information technology, occupational health and safety, assets, and projects.

Director of Council and Community Services: (referred to as 'Director' or 'DCCS') This person, appointed as Director of one of the three divisions of council, has responsibility for the provision of council's community based core and agency services.

Director of Commercial Services: (referred to as 'Director' or 'DCS') This person, appointed as Director of one of the three divisions of council, has responsibility for CDP, services which are commercial in nature, and services which are provided under contractual arrangements with external stakeholders and which allow for an increase in economic development activities.

Senior/Council Services Coordinator: (referred to as 'Senior/Council Services Coordinator or S/CSC) A person appointed as a coordinator of council services delivered within one of the nine Centres of council. They are directly responsible to the Area Manager, and Director of Council and Community Services.

Area Manager: (referred to as Area Manager or A/M) is a person appointed to manage all Council and Community Services delivered within a designated Management Area. The Area Manager falls within the Council and Community Services Directorate and reports to the DCCS.

Regional Coordinator: A person appointed as a Regional Coordinator has responsibility for the delivery of a specific type of service across council, or a specific type of service or services within a particular region of council.

Manager: (referred to as 'Managers') A person appointed as a manager is responsible to the appropriate Director for the services delivered within their area.

Contracts and Projects Officer: (referred to as 'Contracts and Project Officer') A person

appointed as a Contracts and Projects Officer is responsible for providing administrative support to Council's Contracts and Projects for Directorates of Council and Community Services and Commercial Services and includes repair and maintenance, Visiting Officers' Quarters, Assets and Project Management.

Management Accountant: (referred to as 'Management Accountant') A person appointed as a Management Accountant is responsible for meeting all the financial reporting requirements of the council. Management Accountant will carry out all variance analysis and actual to budget comparison and will prepare reports for the council and other stakeholders.

Financial Accountant: (referred to as 'Financial Accountant') A person appointed as Financial Accountant is responsible for looking after the line items in the financial statements including ensuring all the entries in the General Ledger are accurate and accounted for, the books are balanced at the end of month and year, helping during audits and performing journal reconciliations as and when needed.

Senior Finance Officer: (referred to as 'Senior Finance Officers') A person appointed as Senior Finance Officer will be responsible either for account receivable or accounts payable section. The Senior Finance Officer (Accounts Receivable) is responsible for debts collection, Bank Reconciliation and accounting for rates and charges within council.

The Senior Finance Officer (Accounts Payable) is responsible for making payment of all outstanding invoices from the suppliers.

Budget

Council Budget: (referred to as 'the budget') The council's annual budget approved and accepted by the Department of Local Government.

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

Human Resource Delegations

Staff: Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Set and approve salaries	For all staff	CEO
Set and approve salary	For CEO	Council
Set and approve annual salary increments.	For all staff	CEO
	For CEO	Council
Approve salary packaging content	For all staff	CEO
	For CEO	Council
Approve the issue and withdrawal of council credit cards and credit limits	For staff	CEO
	For CEO	Council
Approve/sign staff contracts	For all staff	CEO
	For CEO	Council
Approve conditions of employment	For all staff	CEO

Staff: Position Descriptions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve changes to existing position descriptions	For staff positions	Directors
	For Director, Manager & Regional Manager positions	CEO
	For CEO position	Council
Approve changes to existing position titles	For staff positions	Directors
	For Director, Managers & Regional Manager positions	CEO
Approve deletion of positions	For all positions	CEO
Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties within council.	For staff positions	Directors
	For Directors, Managers & Regional Managers	CEO

Staff: New Positions, Position Descriptions, Advertisements, Selection, Appointment and Probation

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Identify existing staff position vacancies	For staff positions	Managers
	For Director and Manager positions	CEO
	For CEO position	Council
Identify new staff positions (including availability of funding)	For all staff positions	Managers
	For Director and Manager	CEO
Approve new staff positions	For all staff positions	CEO
Develop new staff position descriptions	For staff positions	Human Resources Manager, Director
	For Director positions	CEO
Approve new staff position descriptions	For staff positions	Director
	For Director and Manager	CEO
Recommend appointment to staff positions	For all staff positions	Selection panel
Appoint staff to positions	For staff positions	DCG
	For Director and Manager	CEO
	For CEO position	Council
Confirm successful completion or otherwise of new staff probationary periods	For staff positions	Human Resources Manager
	For Managers	Director
	For Director positions	CEO
	For CEO position	Council

Staff: Dismissal and Redundancy

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Recommend redundancy of a staff member	For all staff	Director
Recommend dismissal of a staff member	For all staff	Director
Decision to make a staff member redundant	For all staff	CEO
	For CEO	Council
Approve the offer and acceptance of redundancy for all staff	For all staff	CEO
Decision to dismiss a staff member	For staff positions	DCG, CEO
	For Director positions	CEO
	For CEO	Council

Note: This Delegation should be read in conjunction with the RGRC Staff Discipline, Policy and Procedure.

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

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff overtime (within budget)	For staff	Director
	For Managers	Director
	For Directors	CEO
Approve staff time in lieu	For staff	Director
	For Managers	Director
	For Directors	CEO
Approve staff paid personal leave (in accordance with accrued entitlements)	For staff	Manager, Senior/Council Service Coordinator, Regional Coordinator
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve staff long service leave	For all staff	DCG
	For Directors and Managers	CEO
	For CEO	Council
Approve staff special leave (inc. Jury Service / NORFORCE)	For all staff	DCG
	For Directors and Managers	CEO
	For CEO	Council
Approve staff leave without pay	For all staff (to a maximum of 7 days)	Manager
	For all staff	DCG
	For Directors and Managers	CEO
	For CEO	Council
Approve staff leave without pay for study purposes	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve fee assistance for staff study leave (within budget)	For staff	Director
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve skill development plans for staff	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approval of attendance at external training courses/conferences (within budget)	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve travel within NT	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve travel outside NT	For staff	Directors
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve travel outside of Australia	For staff	Director
	For Directors and Managers	CEO
	For CEO	Council
Approve travel costs for attendance at training courses/conferences (within budget)	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council

Staff: Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appraise performance of staff	For staff	Senior/Council Services Coordinator, Regional Coordinator, Manager, Director
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Management of unsatisfactory staff performance	For staff	Manager, Regional Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Intervene in management of any unsatisfactory staff performance where divisional concerns are identified.	For all staff	Director
Intervene in management of any unsatisfactory staff performance where organisational concerns are identified.	For Directors	CEO
Intervene in management of any unsatisfactory staff performance where council concerns are identified.	For CEO	Council

Note: This Delegation should be read in conjunction with the RGRC Staff Discipline, Policy and Procedure.

Staff: Industrial Relations

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on industrial relations/human resources matters.	For all staff	CEO, DCG, HRM
Authority to purchase industrial relations/human resources advice and/or expertise.	For all staff	CEO, DCG

Contracts

Contracts: Contracts, Agreements and Submissions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the lease of new premises and sub leases of existing premises (within budget)	For organisation	CEO
Approve renewal of existing leases	For organisation	CEO
Cancel existing leases	For organisation	CEO
Authorise appointment of external consultants (within budget)	For directorate	Director
	For organisation	CEO
Approve appointment of insurers, details of contract and payment of premiums	For organisation	DCG
Approve commercial agreements for the staff and services of council	For organisation	DCG
Approve the sale, purchase and development of land.	For organisation	Council
Approve contracts with suppliers of goods and services (non legal)	For organisation	CEO, Director
Authority to invite formal tenders for supply of goods or services	For organisation	CEO, Director
Authority to award tenders for supply of goods or services (in accordance with LG Accounting Regulations)	For organisation	CEO
Authority to investigate funding opportunities, make recommendations and prepare submissions and tenders	For community based initiatives	Managers
	For directorate	Director
	For organisation	CEO
Approve draft submissions and tenders to be forwarded to the CEO.	For directorate	Director
Approve funding submissions or tendering activity to be undertaken.	For organisation	CEO
Authority to restrict or prevent submissions or tenders being made.	For organisation	Council
Authority to negotiate agreements and contracts	For directorate	Director
	For organisation	CEO, DCG
Authority to sign/seal agreements, contracts or tenders obtained	For organisation	Council
Authority to prepare and submit performance reports to funding departments/organisations.	For service/s	Managers
	For directorate	Director
	For organisation	CEO
Approve and submit financial reports to funding departments/organisations.	For directorate	Director
	For organisation	CEO

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to make daily operational decisions for direct service delivery in line with relevant contracts.	For service/s	Managers

Services

Services: Service Provision and Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the organisational Regional plan and updates.	For organisation	Council
Authority to develop service plans in support of council's strategic plan.	For all services (within direct control)	Managers
Approve new service initiative recommendations to be forwarded to the CEO.	For directorate	Director
Approve new service initiatives to be developed.	For organisation (subject to availability of funding/income)	CEO
Authority to restrict or prevent new initiatives.	For organisation	Council

Legal

Legal: Legal Matters

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on legal matters.	For organisation	CEO, Director
Authority to purchase legal advice and/or expertise.	For organisation	DCG
Approve engagement of lawyers.	For organisation	CEO, DCG
Authority to settle court, legal or any other formal proceedings and bind the council.	For organisation	CEO
	Less than \$100k	DCG
Authority to approve expenditure on legal matters, which are outside approved budget.	For organisation	Council

Policies and Procedures

Policies and Procedures: Policies and Procedures

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approval of policies	For Organisation	Council
Approval of Standard Operating Procedures (SOPs)	For Organisation	Directors
Work Instructions and Forms	For Organisation	Managers

Public Relations

Public Relations: Public Statements, Media Contact, and Comments on Strategic Issues

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the use of councils name or logo by parties external to council.	For organisation	CEO
Authorised to release public or media statements.	For organisation (on strategic issues and positions held)	CEO
Authority to delegate specific media responses.	For all staff	CEO
Authority to request public statements, media contact and comments on strategic issues	For organisation	Council
Authority to respond to operational letters (including electronic correspondence) of non contentious nature	For organisation	All staff
Authority to respond to ministerial and contentious issues.	For organisation	CEO

Note: This Delegation also relates to correspondence via emails.

Complaints

Complaints: Complaints

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to ensure appropriate and timely resolution of a complaint	For all staff	Managers
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Authority to consult with council's external advisors, on complaint matters.	For organisation	Director
Authority to purchase mediation advice and/or expertise.	For organisation	DCG

Note: This Delegation should be read in conjunction with the RGRC Staff Complaints, Policy and Procedure.

Delegation of Authority accepted as described in this document

SIGNED

On behalf of Roper Gulf Regional Council

by
print name of Signatory

.....
Sign here

in the presence of:

.....
print name and address of witness

.....
witness' signature

1. POLICY CERTIFICATION

Policy title:	Employee Formal Discipline Policy
Policy number:	HR003
Category:	Policy
Classification:	Human Resources
Status:	Approved

2. PURPOSE

The aim of the Roper Gulf Regional Council disciplinary policy is to ensure that all employees are treated fairly and consistently and that action is taken promptly, providing a reasonable opportunity for the employee to improve their performance.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employees in all their duties, roles and responsibilities. This includes employees who are:

- a person who is not an employee but works for, or provides services to, the council on a contract basis; or
- a person who works for the council under an arrangement with a labour hire agency; or
- a person (other than a member of the council, a local authority, or a council committee) acting under powers of the council conferred by delegation.

4. POLICY STATEMENT

Employees are bound by the Roper Gulf Regional Council Code of Conduct, contracts of employment, duty statements, policies and procedures which clearly state how employees are to conduct themselves and perform.

Managers and supervisors are expected to address unacceptable work performance or conduct. This policy should be read in conjunction with Employee Performance Review and Appraisal, Code of Conduct, relevant Award, Duty Statements and employment contracts.

All disciplinary matters shall be conducted in compliance with Part 9.3 of the *Local Government Act*, and in accordance with the principle of Natural Justice.

5. DEFINITIONS

Code of Conduct	outlines standards of behaviour expected of staff employed by the Roper Gulf Regional Council
Natural Justice	The right to be given a fair hearing, and the opportunity to present one's case, and the right to have a decision made by an unbiased or disinterested decision maker, based on logically probative evidence: <i>Salemi v MacKellar (No 2) (1977) 137 CLR 396; 14 ALR 1.</i>
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

- 6.1 Employees are to be given every opportunity to state their case, as well as having explained to them what is expected from them at work during disciplinary action. Roper Gulf Regional Council, as the employer, will make every effort to assist employees in improving their performance.
- 6.2 All supervisors, in the course of their duties, should interact with employees, and, where they have concerns in relation to their performance, raise these concerns as they arise.
- 6.3 All disciplinary matters will be kept confidential and be dealt with in a professional manner.
- 6.4 The formal discipline system provides a stepped process for dealing with ongoing unsatisfactory performance or behaviour. This is designed to allow the employee a reasonable opportunity to understand the Council's requirements and to comply with them. The steps are:
- I. Verbal/ Informal warning
 - II. Formal interview and written warning
 - III. Final interview and written warning
 - IV. Dismissal
- 6.5 Although it is important to take disciplinary action when required, it is equally important to allow the employee a chance to change and not be penalised for their previous errors.
- 6.6 Where problems arise on the job and these problems have been discussed between the supervisor and the employee and the employee still shows no signs of improvement, then it may be necessary to turn to the formal stage of the disciplinary process.
- 6.7 At all stages of the disciplinary process the employee will be invited to have a support person present.
- 6.8 Under certain circumstances, the disciplinary actions will result in instant dismissal. Actions that attract instant dismissal include assault, affray, vandalism and willful damage of RGRC assets, certain harassment circumstances, endangering other people, fraudulent activity, or any other high risk action or activity as deemed dismissible by the RGRC Executive within the context of applicable law and Natural Justice.

7. REFERENCES

Related Policies	<i>Code of Conduct, Employee Performance Review and Appraisal</i>
Related Publications	<i>Fair Work Act 2009 (Cth), Local Government Act, Anti-Discrimination Act, Roper Gulf Regional Council Employee Induction Package</i>

8. DOCUMENT CONTROL

Policy number	HR003
Policy Owner	Human Resources
Endorsed by	Council
Date approved	12/4/2012
Revisions	July 2017

Amendments	
Next revision due	June 2021

9. CONTACT PERSON

Position

Manager – Human Resources

1. POLICY CERTIFICATION

Policy title:	Confidentiality and Privacy Policy
Policy number:	HR005
Category:	Policy
Classification:	HR
Status:	Approved

2. PURPOSE

The purpose of this policy is to provide guidance to Roper Gulf Regional Council Employees and Elected Members when dealing with information that is of a confidential, personal and/or sensitive manner. This policy records Roper Gulf Regional Council's commitment to preserving the confidentiality of information held by the Council. This policy should be read alongside and in observation of the RGRC *Complaints Policy, Communications Policy, Council Meeting Policy and Computer Usage Policy*.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employees including contractors and volunteers, Elected Members, Council Committee members and Local Authority members. The policy relates to any piece of information that contains information that is of a confidential, personal or sensitive manner that is collected, retained, stored and/or used by RGRC to carry-out its functions.

4. POLICY STATEMENT

Roper Gulf Regional Council employees (including contractors and volunteers, Elected Members, Council Committee members and Local Authority members) will maintain confidentiality of all information regarding individual people (employees or clients), families, groups or communities at all times. It is particularly important to stress that this policy includes information about particular communities as well as individuals.

It is a breach of this policy to discuss privileged community, employee or client issues with people in social situations even in other places. This especially applies for Governance, Human Resources, Finance, Aged Care, Mentoring, Employment & Training, and Crèche services in RGRC.

5. DEFINITIONS

CEO	Chief Executive Officer
Confidential Information	<ul style="list-style-type: none"> • Information considered and discussed in meetings closed to the public pursuant to <i>Local Government Act</i> • Any information designated as confidential by the CEO • Names and/or address of complainants or witnesses • Information provided to RGRC on the condition that it is kept confidential and commercial-in-confidence information associated with any person or body • Information relating to preliminary budget/s • Information dealing with appointment, discipline or appraisal of employees or industrial matters affecting employees • Information dealing with rating concessions for individuals • Information associated with contracts proposed by RGRC • Legal advice reviewed by RGRC or any information starting or defending legal proceedings

	<ul style="list-style-type: none"> • Information subject to Legal Professional Privilege (LPP) • Commercial-in-Confidence (CIC) information • Information dealing with the security of property • Any other information that is generally not known by, or available upon request to the public which identifies and relates to a particular individual or carries a risk that if released or improperly used would cause harm to RGRC or a member of the community, or give an unfair advantage to someone. • Information listed in the Information Privacy Principles, <i>Information Act</i> – Schedule 2 • Information which if disclosed or released would contravene an Australian Privacy Principle, <i>Privacy Act 1988 (Cth)</i> – Schedule 1
Consent	Means express or implied consent by an individual whether oral or in writing
Information	Includes any discussions, documents, electronic data or knowledge
Personal Information	Council information from which a person's identity is apparent or is reasonably able to be ascertained.
RGRC	Roper Gulf Regional Council
Sensitive information	Information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political party, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preference or practices, or criminal record. This is also considered to be personal information.
Shall	Will
Unique identifier	A symbol or code (usually a number) assigned by an organisation to an individual to distinctively identify that individual while reducing privacy concerns by avoiding use of the person's name.

6. PRINCIPLES

6.1 RGRC's Confidential, Sensitive and Private Information

RGRC understands that confidential, personal and/or sensitive information within our organisation can be of a unique nature and it is occasionally challenging for RGRC employees to recognise which types of information are confidential, personal and/or sensitive. RGRC shall classify the following types of information as confidential, personal and sensitive:

- cultural information that RGRC employees, contractors, Elected Members, Council Committee Members, Local Authority Members and volunteers may become aware of in the course of their work that is of a sensitive nature,
- verbal information including telephone conversations or other conversations between staff or between staff and clients, discussions with community members,
- written information of any kind (case notes, pathology results, administration files, internal memos etc),
- medical information Roper Gulf Regional Council employees have in the Aged Care environment,
- information stored on computers,
- all other types of information that are defined above as confidential, sensitive or personal, and
- information defined as confidential by the Schedule 2 of the *Information Act*, Schedule 1 of the *Privacy Act 1988 (Cth)*, the *Local Government Act* or any applicable Act of the Territory or the Commonwealth

6.2 Collection of confidential, personal and sensitive information

RGRC shall collect personal information only if it is necessary for its functions, activities or programs or in order to comply with legislation and regulations.

6.3 Facilitating confidentiality of information

It is the responsibility of the business unit managers to ensure confidentiality and privacy procedures are implemented and adhered to.

All RGRC confidentiality and privacy procedures shall ensure:

- all interviews, regardless of the nature take place in a private space,
- all interview folders are locked away and/or are destroyed as soon as possible,
- all employee files are locked away,
- all employee notes do not breach confidentiality and privacy procedures.

If an RGRC staff member is under pressure to reveal confidential, sensitive or personal information that they have gained in the course of their employment with RGRC because of family ties or other reasons, then the problem should be discussed with their supervisor immediately.

6.4 Preservation of confidentiality

RGRC shall preserve the confidentiality of confidential, personal and sensitive information as far as possible under the law.

Confidential, sensitive and personal information shall not be released to any person unless:

- the information relates only to that person (that is, it is solely information about the person)
- it is information that relates only to a person, and that person has provided RGRC with written authority to release the information to someone else
- the release of information is necessary for conducting RGRC's business and it is in the public interest
- RGRC is obliged under law to release the information to that person.

6.5 Customer service

Staff shall fully inform Roper Gulf Regional Council clients and customers about their confidentiality and privacy rights in any situation where it is necessary, the purposes for which the confidential information is being obtained and how it may be used. RGRC staff shall gain consent from clients for any information used outside the primary workplace.

Any complaint or grievance submitted by any of RGRC's customers, clients or members of staff shall be investigated and actioned in a timely matter and will remain confidential.

6.6 Violations

Violations of the Confidentiality and Privacy Policy will be dealt with in accordance to the nature and severity of the specific violation. An RGRC employee, Elected Member, Council Committee Member, Local Authority Member, contractor or volunteers who violates the Confidentiality and Privacy Policy will be subject to disciplinary action under Council's Code of Conduct and Member's Code of Conduct.

Breaches of confidentiality and privacy constitute a serious breach of the Code of Conduct, and professional obligations, and can result in instant dismissal. All staff are to be fully informed of this requirement in the recruitment/employment process, and it is included in the Roper Gulf Regional Council Code of Conduct and Induction.

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	GOV003 - Complaints Policy GOV005 - Communications Policy GOV006 - Computer Usage Policy GOV010 - Media Policy CL001 – Members' Code of Conduct CL002 - Members Disciplinary Policy HR001 - Employee and Contractor Code of Conduct HR003 - Employee Discipline Policy
Related Publications	<i>Local Government Act</i> <i>Information Act</i> <i>Privacy Act 1988 (Cth)</i>
Relevant Forms	<i>Nil</i>

8. DOCUMENT CONTROL

Policy number	HR005
Policy Owner	Human Resources
Endorsed by	OCM
Date approved	23 March 2009
Revisions	July 2014, July 2017
Amendments	27 August 2014
Next revision due	July 2015

9. CONTACT PERSON

Contact person	Manager - Human Resources
Contact number	08 8972 9012

1. POLICY CERTIFICATION

Policy title:	Off-site Workers Policy
Policy number:	HR008
Category:	Policy
Classification:	HR
Status:	Approved 27/2/2013

2. PURPOSE

The purpose of this policy is to provide guidance to Directors and Managers regarding operating parameters for staff working from a location that is not their base office. The objective is to provide clarity on what is regarded as an off-site worker and the difference between what is termed a “remote worker”. This policy will reduce the risks associated with Work Health and Safety obligations associated with the work environments in which employees operate.

3. ORGANISATIONAL SCOPE

This policy applies to all staff employed by Roper Gulf Regional Council across the Roper Gulf Region.

4. POLICY STATEMENT

All staff working for Roper Gulf Regional Council is assigned to a base location. Staff are expected to base themselves at that location. Staff are encouraged to travel to the remote communities within the Region and perform their work from designated and defined work areas. This can be considered remote work through the normal course of employment ie a “normal” part of the employees job.

5. DEFINITIONS

Base location:	The base location assigned to an employee. It is the operational location and work environment to which a staff member is assigned. Whilst operating in this location no travel allowance is payable
Remote worker:	A person who works in a remote location that is not their base location. Employees are eligible for travel allowance if they are working in a location that is not their base location.
Off-site worker:	A person who works from a location that is not a defined base location as a normal course of their employment e.g. the “home” environment is considered to be off-site. This excludes employees who travel as part of the normal course of their employment e.g. an employee attending a meeting in Darwin is not considered an Off-site worker since their base location is within the named base locations and the work performed away from their base location is temporary.
Normal course of employment:	What is expected as part of an employee’s tasks in their everyday working environment. Ordinary duties.

6. PRINCIPLES

6.1 Conditions under which an Off-site worker may be Employed

Employment of off-site workers will only be considered if the following parameters are met:

- The position is project specific
- The position is short-term (under 3 months)
- The position is on a contract basis

Consideration will be on a case by case basis and is not limited to the above parameters. However no consideration will be given if the above parameters are not met. There are instances which may require the CEO to exercise discretionary powers.

6.2 CEO Discretionary Power:

The CEO may exercise discretionary powers to allow an off-site worker to be employed in exceptional circumstances if the above parameters have not been met. Such a move will require justification and will only be considered on a short term contract basis.

6.3 Off-site Workers

Off-site workers are **not** to be employed on a permanent basis. There will be no travel allowance payable to off-site workers whilst working in their off-site location. The off-site location must be defined in the contract as the normal address in which the work is to be performed.

6.4 Working from Home

The “home” environment is considered to be off-site and therefore staff who wish to “work from home” as a normal course of their employment must seek permission to do so from the CEO.

6.5 WHS Requirements

Off-site work environments must adhere to WHS principles that apply to all of the RGRC work locations. In the event that permission is granted to work off-site, it is the employees or contractors responsibility to cover any costs involved in ensuring their workplace is compliant with WHS standards.

7. REFERENCES

Acknowledgements (original author/source documents)	Human Resources Unit
Related Policies	HR001 – Employee and Contractor Code of Conduct HR003 – Employee Discipline Policy
Related Publications	<i>Local Government Act</i> <i>Work Health and Safety (National Uniform Legislation) Act</i>

	<i>Fair Work Act 2009 (Cth)</i>
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8. DOCUMENT CONTROL

Policy number	HR008
Policy Owner	Manager, Human Resources
Endorsed by	OCM
Date approved	27/02/2013
Revisions	July 2017
Amendments	Nil
Next revision due	June 2021

9. CONTACT PERSON

Position **Manager - Human Resources**
Contact number **89 729 012**

1. POLICY CERTIFICATION

Policy title:	Volunteer Policy
Policy number:	009
Category:	Policy
Classification:	HR
Status:	Approved (26/6/2013 OCM)

2. PURPOSE

Roper Gulf Regional Council (RGRC) values the contribution of the unpaid work of volunteers. This policy is intended to ensure that volunteers working at Roper Gulf Regional Council have work that is safe, significant, fulfilling, and appreciated.

3. ORGANISATIONAL SCOPE

This policy applies to all individuals applying to volunteer with Roper Gulf Regional Council and all services and programs of Roper Gulf Regional Council involving volunteers.

4. POLICY STATEMENT

Roper Gulf Regional Council involves volunteers in relevant and appropriate work and ensures that volunteer work is meaningful. RGRC intends that all volunteers feel personally rewarded by their involvement in the various services and programs in which they participate.

5. DEFINITIONS

HR	Human Resources
RGRC	Roper Gulf Regional Council
Volunteer	A person who does community work on a voluntary basis.
Work	Includes any activity

6. PRINCIPLES

- 6.1 All volunteers shall be treated with respect and with gratitude for their contribution.
- 6.2 Volunteers shall be employed at the discretion of the management of Roper Gulf Regional Council.
- 6.3 Volunteers shall carry out duties assigned by the management of Roper Gulf Regional Council.
- 6.4 All volunteers shall be as far as possible protected from harm, and shall be relieved of liability for acts performed in the discharge of their volunteer functions.

7. ROLES AND RESPONSIBILITIES

7.1 Roles for Volunteers

RGRC and the individual volunteers each have an obligation to ensure that volunteer participation is safe, effective and most of all enjoyable. Volunteers contribute to a range of activities and through their commitment and energy, volunteers enrich the fabric of the local community.

7.2 RGRC's Responsibilities

The RGRC shall have responsibilities as follows:

- to acknowledge the extent and importance of volunteer contributions,
- to increase awareness both internally and externally of the contribution of volunteers,
- to conduct relevant induction for volunteers,
- to provide volunteers with training and equipment appropriate to their activities,
- to provide information on Council policies and procedures impacting on activities,
- to provide clear operational guidelines and volunteer activities,
- to provide a safe working environment,
- to provide relevant insurance cover,
- where appropriate, to acknowledge and identify the skill levels of individual volunteers,
- to actively promote volunteer and group activities.

7.3 Volunteer's Responsibilities

The Volunteer shall:

- complete the work that was volunteered for and be dependable,
- work as part of the team in a safe manner and report any unsafe conditions,
- follow guidelines, policies and procedures relevant to the volunteering position,
- not exceed personal skill and training levels,
- act in a manner that does not undermine RGRC in the community,
- record attendance details in an attendance register, log book or minutes of a meeting for insurance purposes, and
- notify the Department Manager of any issue relating to work task allocation which may impact on their participation, for example prior or existing physical restriction.

8. POLICY CONTENT

8.1 Recruitment

Volunteers are required to enter into a volunteer agreement and must demonstrate that they hold the relevant licences or qualifications relative to the field they are volunteering in and supply copies to be held on file with the HR department.

Volunteers must comply with Council's requirements to maintain a Working with Children check (Ochre card) where applicable and undergo a Criminal History Check.

All volunteers must be approved by the CEO via HR department before they can commence.

8.2 Induction

All volunteers shall be offered appropriate information and training through an Induction process. This will allow them to confidently and competently perform the duties of their role.

8.3 Supervision

All volunteers shall receive appropriate supervision while performing their required duties. The RGRC will appoint a mentor, who will make themselves available to assist the volunteer when required while also helping them to develop and expand their skills.

8.4 Volunteer Remuneration

RGRC may, at the sole discretion of the department or community manager, decide to provide limited remuneration to a volunteer if it considers it appropriate to do so in the particular circumstances.

If RGRC decides to remunerate a volunteer, the remuneration will be limited to:

- Reimbursement of reasonable expenses in doing the work, and
- Within limits prescribed by relevant legislation.

8.5 Policy and Procedures

- Volunteers are expected to maintain the same standards of confidentiality, courtesy and organisational discipline as RGRC's other employees.
- Volunteers must comply with all RGRC workplace policies including WHS, Employee Code of Conduct, Employee Discipline, Smoking and will attend an appropriate induction program provided by RGRC.

8.6 Work Health and Safety

Despite a volunteer not being an employee, RGRC has a legal obligation with respect to their health and safety while undertaking activities on behalf of Council. Before volunteers are permitted to undertake an activity on behalf of RGRC a risk assessment of the activity will be undertaken to ensure the following:

- the activity is suitable for volunteers,
- the activity does not place volunteers at risk to their health and safety,
- the volunteer has the physical capacity to undertake the activity,
- the volunteers has the knowledge and skills required to undertake the activity in a safe manner.
- RGRC shall supply volunteers with task-specific (rather than generic) Personal Protective Equipment (PPE) where required.

8.7 Recognition and Acknowledgement

All volunteers will be recognised and acknowledged through RGRC, civic events, festivals and programs.

8.8 Insurance

Any incident arising from any activity of the RGRC which results the RGRC being found liable for personal or property damage is covered by this Policy. Activities arranged by the RGRC that involve volunteers are activities of RGRC and therefore come within the policy.

RGRC insurance does not cover incidences where damage has been caused through wilful or deliberate acts, or if the terms of the policy have not been complied with. If damage is caused or an incident arises, the supervisor must be notified immediately and applicable Incident Report Form is to be filled and submitted to RGRC's HR department.

8.9 Use of RGRC Equipment

Volunteers may be provided with RGRC equipment to assist in performing various activities. If a license or qualification is required to operate plant or equipment, a volunteer must provide evidence of such qualification or licence to the HR department prior to using equipment. All care should be taken to ensure that equipment is used correctly and within the guidelines or instruction provided by supervisors.

Damage to RGRC equipment by volunteers whilst working under the care and control of Council is covered by Council's Property Mutual Insurance.

9. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	<ul style="list-style-type: none"> ▪ HR005 Confidentiality and Privacy policy ▪ HR001 Employee and Contractor Code of Conduct ▪ HR006 Working with Children Certificate Policy
Related Publications	<ul style="list-style-type: none"> ▪ <i>Local Government Act</i> ▪ <i>Work Health and Safety (National Uniform Legislation) Act</i> ▪ <i>Care and Protection of Children Act</i> ▪ <i>Anti-Discrimination Act</i>
Relevant Document	<ul style="list-style-type: none"> ▪ Volunteer Poster ▪ Volunteer Agreement
Relevant Forms	<ul style="list-style-type: none"> ▪ 107-007 Incident Report Form

10. DOCUMENT CONTROL

Policy number	009
Policy Owner	HR
Endorsed by	OCM
Date approved	26/6/2013
Revisions	July 2017
Amendments	
Next revision due	June 2021

11. CONTACT PERSON

Contact person

**Manager Governance, Corporate
Planning & Compliance**

Contact number

08 8972 9005

1. POLICY CERTIFICATION

Policy title:	Visa Policy
Policy number:	010
Category:	Policy
Classification:	HR
Status:	Approved

2. PURPOSE

Roper Gulf Regional Council (RGRC) takes seriously its obligations as an employer to ensure that it only employs legal workers. It is the responsibility of all Australian employers to ensure that they take reasonable steps to ensure that they not employing, referring or contracting illegal workers.

RGRC is committed to the principle of *local jobs for local people*, however it recognises that under certain circumstances, it may be unable to locally source all the staff members it requires to fulfil its service delivery to the residents of the Roper Gulf Region, and will recruit throughout Australia, and on occasion, employ persons who are not Australian Citizens, New Zealand Citizens, or permanent residents of Australia, but holders of a valid Australian Visa which grants them the right to work in Australia.

3. ORGANISATIONAL SCOPE

This policy applies to all current and prospective Roper Gulf Regional Council employees.

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to achieving its Local Government obligations and contracted service delivery to its constituents, and will take active steps to ensure that it has the necessary quantity and quality of staff to achieving its goals. RGRC shall always endeavour to recruit locally, however if it is unable to fill its vacancies through local recruitment, it will recruit nationally. RGRC requires prospective employees to hold full working rights in Australia by being either a citizen of Australia or New Zealand, or a permanent resident of Australia. In the event that RGRC is unable to fulfil positions critical to achieving its obligations and goals, it may, as a last resort, consider employing persons who hold other visa categories which grants them the right to work in Australia. This will be done on an individual case-by-case basis, and only after all other possible recruitment avenues have been exhausted.

RGRC will not employ, refer, or otherwise contract staff who do not have the lawful right to work in Australia.

5. DEFINITIONS

Non sponsored Workers – Skilled Migrants	There is a range of visa options for Points Tested skilled workers who want to live in Australia and who do not have an employer sponsoring them. These include options for skilled people applying as an independent migrant as well as those sponsored by a relative, or nominated by a State or Territory
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	Government.
Independent	Independent migrants have the least number of restrictions placed on them and this is the preferred option for eligible applicants who do not have an employer to sponsor them. Assess your eligibility for the independent visas before you continue.
Sponsored	If you are sponsored by an eligible relative, please note that there are a number of obligations that must be met by your sponsor. If you want to be sponsored by your employer certain obligations and application processes apply and need to be discussed prior to employment.
Potential Employee	A person who has applied for a position with RGRC who intends to work within Australia
Employee	A person who is an existing person working for RGRC
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

RGRC is committed to the principle of *local jobs for local people*, and will always endeavour to recruit locally first.

In the event that vacancies have not been successfully filled within their specified time-frames due to insufficient response, RGRC will expand the scope of its recruitment activities to include nationwide advertising of positions.

Prospective employees are required to be Australian Citizens of Permanent Residents, or New Zealand Citizens, and must provide evidence thereof as part of the recruitment process.

RGRC will conduct working rights checks with the Commonwealth to ascertain the citizenship and working rights status of applicants.

In the event that critical positions have not been filled after at least two (2) recruitment attempts, RGRC may consider candidates who are not Australian Citizens or Permanent Residents, or New Zealand Citizens but holders of a valid Australian Visa which grants them working rights.

RGRC will consider applicants holding a working Visa on an individual case-by-case basis, and only after all other practicable recruitment avenues have been exhausted.

NB: Roper Gulf Regional Council has received sponsorship status, however will only nominate employees on a case by case basis as outlined previously.

If an employee is temporarily sponsored with RGRC, the employee must stay in the position they are sponsored under in the same location for the time specified. An employee can not change positions under this temporary sponsorship and cannot work with another organisation.

If an employee under the temporary sponsorship resigns from Roper Gulf Regional Council, RGRC are obligated to advise the Immigration Department straight away as the employee may not be allowed to stay in Australia.

7. REFERENCES

Acknowledgements (original author/source documents)	Human Resource Unit
Related Policies	HR004 Recruitment & Selection Policy
Related Publications	<i>Migration Act 1958 (Cth)</i> <i>Local Government Act</i>
Relevant Forms	<i>Nil</i>

8. DOCUMENT CONTROL

Policy number	010
Policy Owner	HR
Endorsed by	OCM
Date approved	10 October 2013
Revisions	Nil
Amendments	Nil
Next revision due	June 2021

9. CONTACT PERSON

Contact person
Contact number

Manager, Human Resource
08 8972 9012

1. POLICY CERTIFICATION

Policy title:	Leave Policy
Policy number:	011
Category:	Policy
Classification:	HR
Status:	Approved

2. PURPOSE

Roper Gulf Regional Council (RGRC) requires all employees to abide by the leave policy and procedures when taking any leave entitlements. Any employee that breaches this policy may have disciplinary action taken against them.

3. ORGANISATIONAL SCOPE

This policy applies to all RGRC employees.

4. POLICY STATEMENT

RGRC will comply with all minimum leave standards of the Local Government Industry Award 2010 (LGIA 2010) and the National Employment Standards (NES). RGRC takes seriously its obligation to ensure that all employees are able to take leave as required throughout the year.

Prior to the commencement of any leave employees must submit a leave application form and obtain written approval from their supervisor or manager. The only exception to this rule is in the event of illness, sickness or special circumstances. On immediate return from such leave employees must complete a leave application form and submit it to their supervisor or manager for approval.

5. DEFINITIONS

Award	<i>Local Government Industry Award 2010</i>
Cash out	Means employees get payment instead of taking the time off work
Child	<p>A child of a person is:</p> <ul style="list-style-type: none"> • A biological child of the person; or • An adopted child or step-child of the person; or • If, at any time, the person was in a relationship as a couple with another person (whether the persons are the same sex or different sexes) – a child who is a product of the person's relationship with that other person. <p>It does not matter whether the child is an adult.</p> <p>For the purposes of the above, a child cannot be the product of a relationship between two persons (whether the persons are the same sex or different sexes) for the purposes of this Part unless the child is the biological child of at least one of the</p>

	persons or has been legally adopted.
Cultural Business	The Ceremonial rituals relating to burials; coming of age and discipline. Some cultural business such as funerals is referred to as 'sorry business'.
De facto partner	A de facto partner in relation to an employee: <ul style="list-style-type: none"> • Means a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis (whether the employee and the person are of the same sex or different sexes); and • Includes a former de facto partner of the employee.
Immediate Family	The following are members of an employee's immediate family: <ul style="list-style-type: none"> • A spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; • A child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.
Medical certificate	Means a certificate signed by a medical practitioner.
Medical practitioner	Means a person registered, or licensed, as a medical practitioner under a law of a State or Territory that provides for the registration or licensing of medical practitioners.
NES	The National Employment Standards
Other definitions	For a full list of definitions refer to The National Employment Standards.
RGRC	Roper Gulf Regional Council
The Act	<i>Fair Work Act 2009 (Cth)</i>

6. PRINCIPLES

6.1 Annual Leave

This section applies to all employees other than casual employees.

Full time employees of RGRC are entitled to six (6) weeks paid annual leave for each year of service. This entitlement will be calculated on a pro-rata basis for part time employees.

An employee's entitlement to paid annual leave accrues progressively during a year of service, according to ordinary hours of work (including hours of paid leave). Employees will be paid their hourly ordinary time rate of pay during periods of annual leave, plus an annual leave loading of 17.5%.

Annual leave shall be taken at such a time mutually convenient to RGRC and the Employee, and may be taken for a period agreed between an employee and his or her supervisor. Supervisors and managers cannot unreasonably refuse to agree to a request by an employee to take annual leave.

Leave forms should be lodged at least two weeks prior to the period of leave, so that supervisors and managers are able to manage workloads and deadlines. Only in exceptional circumstances

should supervisors and managers approve leave forms which are lodged within two weeks of the period of leave.

When approving leave supervisors and managers must consider the operational requirements and resourcing of RGRC prior to approval.

If a period of annual leave includes a part or full day public holiday in the place where the employee is based then the employee is taken to not be on annual leave during that public holiday period.

RGRC may direct an employee who has an excessive leave accrual to take annual leave provided that::

- The employee has a leave accrual balance of greater than eight weeks;
- There has been a genuine attempt by the employer to reach agreement with the employee as to how to reduce the leave accrual;
- The employee is not required to take a period of annual leave which begins less than 8 weeks from the date the direction to take the leave is given; and
- As a result of the direction to take leave, the employee does not at any time have a remaining accrued entitlement to annual leave of less than 6 weeks.

Any unused accrued annual leave will be paid to an employee on termination of their employment. In paying such leave, the employer will pay to the employee the amount that would have been payable to the employee had the employee taken the leave as leave.

Leave Loading

A loading of 17.5% of an employees hourly ordinary time rate of pay shall be payable to an employee when taking a period of annual leave

Leave Paid at Commencement of Leave Period

An employee may choose to be paid annual leave at the commencement of their approved period of annual leave rather than be paid annual leave fortnightly during the period of the approved annual leave.

If an employee wants to be paid annual leave at the start of their period of leave, it needs to be specified on the leave form.

The employee must have the full annual leave entitlement to have the annual leave component paid in advance. If there is insufficient annual leave accrued at the time of payment, it will not be paid.

Cashing Out of Annual leave

The employer and an employee may agree to the employee cashing out a particular amount of paid annual leave, provided that:

- The agreement does not result in the employee's remaining accrued annual leave entitlement to paid annual leave being less than 4 weeks;
- Each agreement to cash out a particular amount of paid annual leave is a separate agreement, and in writing;
- The employer pays to the employee at least the full amount that would have been payable to the employee had the employee taken the leave that the employee has forgone;

- There is no undue employer influence forcing the employee to cash out paid annual leave.

A maximum of 2 weeks paid annual leave can be cashed out in any twelve month period.

All agreements to cash out annual leave must be signed by the CEO.

6.2 Personal / Carer's Leave

This section applies to all employees other than casual employees.

Full time employees of RGRC are entitled to ten (10) days paid personal / carer's leave for each year of service. This entitlement will be calculated on a pro-rata basis for part time employees.

An employee's entitlement to paid personal / carer's leave accrues progressively during a year of service, according to ordinary hours of work (including hours of paid leave). Personal / carer's leave accumulates from year to year.

An employee may take paid personal / carer's leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness or personal injury, affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of personal illness or injury affecting the member, or
- an unexpected emergency affecting the member.

If a period of personal / carer's leave includes a part or full day public holiday in the place where the employee is based then the employee is taken to not be on personal / carer's leave during that public holiday period.

An employee must notify their employer as soon as is practicable of their inability to attend for work, and the expected period of the absence. Where this notification is not provided within 30 minutes of the employee's scheduled work starting time, the leave may not be approved.

Notification of absence must be directly to the employee's supervisor or manager. It is a requirement that the initial notification of non-attendance be verbal. Where such notification includes advice that the absence could be for an extended period, subsequent updates may be made via text message or email.

An employer can request evidence about the reason for personal/carer's leave. The request for evidence has to be reasonable. If the employee doesn't provide the requested notice or evidence the leave will not be approved.

Where an employee has utilised all paid personal/carer's leave entitlements, he or she may utilise accrued annual leave.

Personal/carer's leave will be paid at the employees' base rate of pay for ordinary hours of work in the period.

Documentation Requirements

An employer may request evidence that would satisfy a reasonable person of an employee's entitlement to the leave. This may be in the form of a medical certificate, or statutory declaration.

The employee must provide a medical certificate and/or statutory declaration if they:

- take two or more consecutive days of personal/carer's leave; or
- take one or more days of personal/carer's leave on either side of a public holiday or a period of annual leave; or
- take five or more days in a six month period; or
- take personal/carer's leave on any day, at the discretion and direction of the Council.

Pre-arranged medical appointments and/or elective surgeries relating to the employee will be covered by personal/carer's leave (as sick leave), provided that written confirmation is given to the employer detailing the time, duration, and location of such appointment and/or surgery (including details relating to expected recovery time). Travel time may be included in the leave period, but such travel time will be based on the nearest location at which the appointment and/or surgery is available, whether or not that is the actual location.

An employee cannot access personal/carer's leave for pre-arranged medical appointments and/or elective surgeries where such appointments relate to the employee's immediate family or household, unless medical certification is provided which confirms that the employee is required to care for and/or assist the person in attending and/or recovering from the appointment and/or surgery..

Long Periods of Sick Leave

An employee can take as much paid sick leave as they have accumulated to get better from an injury or illness.

An employee cannot be dismissed because they are sick. This includes when an employee is on paid sick leave for a long period of time.

When an employee has run out of paid sick leave, they can take unpaid leave if they are not fit for work because they are sick or injured. If the employee is on unpaid sick leave, they cannot be dismissed if:

- they have been away for 3 months or less; and
- they provide evidence of their illness or injury.

6.3 Unpaid Carer's Leave

Employees are entitled to two (2) days of unpaid carer's leave for each permissible occasion when a member of the employee's immediate family or a member of the employee's household, requires care or support because of:

- A personal illness, or injury, affecting the member; or
- An unexpected emergency affecting the member.

An employee cannot take unpaid carer's leave during a particular period if the employee could instead take paid carer's leave. That is to say, all paid carer's leave must be utilised by the employee before taking unpaid carer's leave.

An employee may take unpaid carer's leave for a particular permissible occasion as;

- A single continuous period of up to two (2) days; or
- Any separate periods to which the employee and his or her employer agree.

6.4 Compassionate Leave

All employees (including casual employees) are entitled to five (5) days of compassionate leave for each permissible occasion when a member of the employee's immediate family:

- Contracts or develops a personal illness that poses a serious threat to his or her life; or
- Sustains a personal injury that poses a serious threat to his or her life; or
- Passes away.

In the event of a death the employee may be required to provide one of the following as evidence;

- a copy of the funeral notice; or
- a letter from the funeral service; or
- a copy of the death certificate; or.
- A statutory declaration.

In the event of a serious illness or injury evidence to be provided can be either a letter or note from an appropriately qualified medical practitioner. An employee may in exceptional circumstances, in consultation with their Manager provide an alternative form of evidence.

Taking Compassionate Leave

An employee may take the five (5) days compassionate leave for each permissible occasion if the leave is taken:

- For the purpose of spending time with the member of the employee's immediate family or household who has contracted or developed the personal illness or sustained the personal injury referred to above in Compassionate Leave.
- After the death of the member of the employee's immediate family or household referred to above in Compassionate Leave.

An employee may take compassionate leave for each permissible occasion as:

- A single continuous period of 5 days; or
- Any separate periods to which the employee and his or her employer agree.

An employer can request evidence about the reason for compassionate leave (as per dot points above). The request for evidence has to be reasonable. If the employee doesn't provide the requested notice or evidence, the compassionate leave will not be approved..

An employee will be paid at their base rate of pay for their ordinary hours of work for the period.

6.5 Community Service Leave

All employees (including casual employees) can take community service leave for certain activities such as:

- Voluntary emergency management activities;
- Jury duty (including attendance for jury selection).

Voluntary emergency management activity

An employee engages in a voluntary emergency management activity if:

- The activity involves dealing with an emergency or natural disaster;
- The employee engages in the activity on a voluntary basis;
- The employee was either requested to engage in an activity, or it would be reasonable to expect that such a request would have been made if circumstances had permitted;
- The employee is a member of, or has a member-like association with a recognised emergency management body.

Employees must give notice of their absence prior to taking community service leave to their supervisor or manager. All community service leave must be approved prior to taking the leave by the CEO through the HR department.

If the leave is for the purpose of engaging in emergency service activities and the matter is urgent the employee may provide notice to any Regional manager or supervisor. If it is not practicable to provide notice prior to the leave, the employee must give notice as soon as possible after commencing the leave. Notice must include the period or expected period of absence from the workplace. It is noted employees engaged in emergency service activities may not be able to provide a definitive period of absence; they should however attempt to provide an indicative period.

Employees taking leave for the purposes of jury duty must provide the evidence documents provided by the courts.

With the exception of jury duty, community services leave is unpaid. Refer to the NES for payment of jury duty.

6.6 Defence Reserve Leave

Australia's Defence Reserves are an essential component of the Navy, Army and Air Force. Reservists may be required to be deployed on operations overseas or in Australia.

As well as workplace rights and entitlements under the *Fair Work Act 2009*, reservists have additional workplace protections under the *Defence Reserve Service (Protection) Act 2001*.

Employers are required by law to release employee reservists to undertake all types of Defence service, and to continue to employ them on their return. This includes training.

Reservists should, as a matter of good practice, always try to give their employer as much notice as possible of the dates they will be absent from work on Defence service.

There is no legal obligation for employers to pay employees while they are absent on Defence service, including training. Employees cannot be required to take their annual leave or long service leave for absences on Defence service, but may voluntarily elect to do so by mutual agreement with their employer.

6.7 Long Service Leave

Long service leave will be in accordance with the Long Service Leave Act of the Northern Territory as amended from time to time.

All employees, including casual employees, who have been employed for a continuous period of 10 years will be entitled to take long service leave for a period equal to 1.3 weeks for each completed year of that 10 years continuous service.

Where an employee has completed a period of 10 years of continuous service, the employee becomes entitled to take long service leave on the completion of each subsequent 5 years continuous service for a period of 1.3 weeks for each completed year of that 5 years continuous service.

Periods of long service leave, and periods of unpaid leave do not count as service for the purposes of accruing long service leave.

Where a public holiday occurs during a period of long service leave, the public holiday shall be deemed to be part of the long service leave, and the period of leave shall not be increased because of the public holiday.

Where an employee has been employed for a continuous period of less than 10 years but not less than 7 years, their pro-rata entitlement to long service leave will be paid on termination of employment if:

- The employee has reached retirement age;
- The employer terminates the employee (unless due to serious misconduct);
- The employee terminates due to illness, incapacity, or domestic or other pressing necessity of such a nature as to justify so ceasing to be an employee.

Long service leave cannot be cashed-out.

Generally, the time for using leave is by mutual agreement between the employer and employee. However, the employer can require the employee to take their long service leave entitlement provided the employee is given 2 month's notice.

Leave should be taken as a single continuous period unless agreed by the employee and employer, in which case it cannot be taken in more than 3 separate periods of not less than 4 weeks each.

RGRC will comply with Section 109 of the Local Government Act, which enables a person to elect to transfer their accrued and accruing rights to long service leave, where they have left one eligible employer, and, within a three month period, commenced employment with another eligible employer. For these purposes, an eligible employer\ is:

- A council for an area within the Northern Territory;

- A local government subsidiary formed with the Minister's approval under the Local Government Act (this includes CouncilBiz); and
- LGANT.

6.8 Parental Leave

Parental leave is leave which can be taken when:

- a) The leave is associated with:
 - The birth of a child of the employee or the employee's spouse or de facto partner;
 - The placement of a child under 16 years of age with the employee for adoption; and
- b) The employee has or will have a responsibility for the care of the child.

Parental leave is available to full time, part time, and eligible casual employees who have at least 12 months continuous service:

- As at the date of birth, or the expected date of birth, of the child;
- As at the day of placement, or expected day of placement, of the child; or
- As at the date on which the period of leave is to start, when the employee is taking a period of parental leave that is to start within 12 months after the birth or placement of the child.

An eligible casual employee is one who has been employed on a regular and systematic basis for a period of at least 12 months and who would have a reasonable expectation of ongoing employment.

Employees who satisfy the eligibility requirements of parental leave may have an entitlement to the following:

- **6 weeks** paid parental leave, in the form of maternity, paternity, or adoption leave, available to the primary care giver of the child. This paid leave reduces the employee's entitlement to unpaid parental leave.
- **12 months** unpaid parental leave, available to the primary care giver of the child.
- **2 weeks** paid partner leave, available to an employee who is the spouse/partner of the primary care giver. An employee taking paid partner leave can also request an additional 6 weeks unpaid partner leave. Partner leave will reduce an employee's subsequent entitlement to parental leave.
-

Parental leave must be taken in a single continuous period.

The Employee may take any other forms of paid leave to which they are entitled, such as annual or long service leave, during the course of unpaid parental leave.

An employee who is pregnant can commence parental leave no earlier than six weeks before the expected date of birth, unless by agreement between employee and employer.

If a pregnant employee continues to work during the period of six weeks before the expected date of birth of the child, the employer may ask for a medical certificate containing the following:

- A statement of whether the employee is fit to work

- If the employee is fit for work – a statement of whether it is inadvisable for the employee to continue in their current position during the stated period because of:
 - Illness, or risks, arising out of the employees pregnancy; or
 - Hazards connected with the position

Parental leave can commence at any time within 12 months after the date of birth or date of placement of the child.

Notice of parental leave must be provided in writing no later than **10 weeks** prior to the commencement of the leave, or, if it is not possible to so, as soon as practicable. The notice must provide the intended start and end dates of the leave.

Employees applying for parental leave may be required to provide evidence that would satisfy a reasonable person of the actual or expected date of birth of a child (e.g. a medical certificate), or the day or expected day of placement of a child under 16 years of age.

For further full entitlement detail and information refer to the NES.

6.9 Cultural Business Leave

Cultural Business Leave may be granted after a Community Elder notifies the Regional Services Manager, Director or CEO of the cultural business event with 24 hours' notice. A level of service delivery needs to be determined depending on the application and staff may access this leave via 1 of 3 options:

1. Compassionate leave;
2. Annual leave and;
3. Leave without pay.

Refer to the RGRC ADM004 Cultural Business Policy for further information.

6.10 Leave Without Pay

Leave without pay is not an employee entitlement.

Employees may make application for leave without pay in circumstances where they have exhausted all other leave entitlements. Employees must disclose the purpose and timeframe when requesting leave without pay. Leave without pay will not be granted for periods in excess of six months. Leave without pay will not be granted for the purpose of taking up other paid employment.

Leave without pay may be granted for:

- The purpose of extending a holiday/travel,
- To settle personal matters where an extended period of leave is needed,
- To undertake a study program

Leave without pay will not be approved if it is not in the best interests of RGRC and conflicts with operational requirements.

Current RGRC staff members are prohibited from holding office as elected members of RGRC (s37(1)(d) *Local Government Act*). Section 110 of the *Local Government Act* makes provisions for staff members to resign for the purposes of standing as candidates for election.

If a staff member chooses to stand as a candidate for election as an elected member of RGRC, the Legislative Assembly, or the Commonwealth House of Representatives, or the Senate, they must choose to resign specifically for that purpose by giving the CEO written notice no more than 28 days before the close of nominations for the relevant election. If the staff member is not elected, they may apply to the CEO to be reinstated within seven (7) days after the result of the election is known, and they shall be reinstated,

A staff member who is reinstated under this provision is to be treated as having been on leave without pay between the date of resignation and the date of reinstatement.

6.11 Study Leave

RGRC supports the professional development of its employees in a manner which is beneficial to both the employee and the organisation.

Paid leave may be granted to employees to attend external studies and shall include travelling time but only if that travel occurs during normal hours in which the employee would normally have been required to work.

Paid time off for the purpose of study will be negotiated between the employee and the Department Manager. This paid time will not exceed five hours per week and will include travelling time. The greater or equivalent period of time spent studying must be conducted in the employees own time.

Operation requirements and a requirement not to disadvantage RGRC service delivery will be taken into consideration prior to the approval of study leave.

The CEO, or their delegate, may retract preapproved study leave under extreme operational requirements.

Staff who participate in authorised external studies may be offered a reasonable amount of time during working hours for the purpose of study.

The amount of time offered will depend on the nature and length of the course, and may vary depending on operational requirements.

Refer to Study Leave Policy HR007.

6.12 Time Off in Lieu (TOIL)

The employer and an employee may agree in writing to the employee taking time off instead of being paid for a particular amount of overtime that has been worked by the employee.

Any amount of overtime that has been worked by an employee in a particular pay period which is to be taken as time off in lieu must be the subject of a separate agreement.

Time in lieu accrues as an hour of TOIL for an hour of overtime worked – it does not accrue at overtime rates.

TOIL must be taken within 6 months of the overtime being worked.

All overtime must be approved by the Director, including overtime which is to be taken as time off in lieu.

7. PUBLIC HOLIDAYS

Roper Gulf Regional Council recognises the following public holidays:

New Year's Day
 Australia Day
 Good Friday
 Easter Saturday
 Easter Monday
 Anzac Day
 May Day
 Queen's Birthday
 Christmas Day
 Boxing Day
 Katherine Show Day – all employees except for Borroloola staff
 Borroloola Show Day – Borroloola employees only

For full information and entitlements refer to The National Employment Standards, *Fair Work Act 2009 (Cth)*, *Local Government Industry Award 2010* and the *Local Government Act*.

8. REFERENCES

Acknowledgements (original author/source documents)	Human Resource Unit
Related Policies	<ul style="list-style-type: none"> • ADM004 - Cultural Business Policy • HR007 - Study Leave Policy • HR014 – Employee Training and Development Policy
Related Publications	<ul style="list-style-type: none"> • <i>Long Service Leave Act of the Northern Territory</i>

	<ul style="list-style-type: none"> • <i>Local Government Industry Award 2010</i> • the National Employment Standards • <i>Fair Work Act 2009 (Cth)</i> • <i>Defence Reserve Service (Protection) Act 2001 (Cth)</i>
Relevant Forms	<ul style="list-style-type: none"> • HR005 - Leave Form • HR023 - Overtime Request Form

9. DOCUMENT CONTROL

Policy number	011
Policy Owner	HR
Infoxpert ID	
Endorsed by	OCM
Date approved	10 October 2013
Revisions	2, July 2017
Amendments	16 December 2015, 24 March 2016, November 2016 – Policy Statement; Definitions, 6 Principles , 7 & 8 TOIL
Next revision due	November 2018

10. CONTACT PERSON

Contact person
Contact number

Human Resource Manager
08 8972 9000

1. POLICY CERTIFICATION

Policy title:	Uniform Policy
Policy number:	HR015
Category:	Policy
Classification:	Council
Status:	Approved

2. PURPOSE

This policy aims to clarify the provision and wearing of Roper Gulf Regional Council uniforms for all Council employees and CDP participants as well as determine the guidelines around replacement and disposal of uniforms.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employees, Elected Members and CDP participants.

4. POLICY STATEMENT

Roper Gulf Regional Council agrees to provide uniforms to Staff in all work areas of the Council. Every employee will be supplied with at least five of their respective work area shirts, of which one shall be a corporate shirt and another a polo shirt.

All employees who have been provided with uniforms are required to wear the uniform supplied unless specified by the CEO.

Some staff under certain conditions and due to the nature of their work can seek variation from the choice of uniform clothing. On such circumstances, CEO or delegated Officer may approve variation on choice of uniform.

All staff members must ensure that the appropriate Personal Protective Equipment (PPE) is worn if engaging in a task which requires its use.

Council Elected members are not employees of Council, however they are provided with an elected member-specific uniform. .

5. DEFINITIONS

CEO	Chief Executive Officer
CDP	Community Development Programme
Corporate Shirt	Collared, button-up shirt with Corporate Logo
Elected Members	Members of the RGRC Council
RGRC	Roper Gulf Regional Council
PPE	Personal Protective Equipment

6. PRINCIPLES

6.1 Uniforms

Wearing uniforms is to raise awareness of RGRC with outside agencies and to build a coherent organisation. The provision of uniforms for RGRC staff will enable residents and customers to easily identify Roper Gulf Regional Council staff and services. It will also present an efficient and organised image of Roper Gulf Regional Council to the community in general.

The standard supplied uniform for Council employees and elected members will be as follows:

Roper Gulf Regional Council Uniform Distribution			
Elected Members	Office Employees	Grounds Employees	CDP/Community Safety
Men Corporate Shirt (2)	Men Corporate shirt (4) Polo Shirt (1)	Work shirts (4) Corporate shirt (1) Polo shirt (1)	CDP and community Safety have their own specialised uniforms and safety equipment as per their employment needs and as approved by CEO
Women Short sleeve blouse or ¾ sleeve blouse (2)	Women Short sleeve blouse or ¾ sleeve blouse (4) Polo shirt (1)	Safety clothing/equipment as per employment need	

6.2 Council Logo and Corporate Image

All garments supplied as component of the uniform will bear the Council Logo. Embroidery of Council's logo is to be organised through the approved uniform supplier. No other names except corporate logo are to be displayed on corporate garment, unless approved by the Chief Executive Officer or delegated officer.

6.3 Wearing Uniform

It is a condition of employment that staff shall wear the uniform at all times whilst on duty or representing Council, unless the dress requirement of a function state otherwise.

Staff shall, at their own expense, care and maintain all uniform items, in accordance with manufacturers care instructions and are required to maintain their uniforms in clean and tidy state.

6.4 Footwear

Shoes are the responsibility of individual staff members. covered shoes are to be worn at all the times in conjunction with the corporate uniform.

RGRC expects all employees to wear shoes which meet a professional and presentable standard for their particular work area. The following non-exhaustive list of items of footwear will be considered inappropriate corporate footwear:

- Thongs

- Runners or sandshoes

- Slip-ons

- Ugg boots

- Crocks

Footwear must be fit-for-purpose, and requirements will vary according to the various activities a staff member is engaged in. There are circumstances where operational requirements would require certain footwear, such as steel-capped safety boots for duties involving close proximity to mobile plant, or sports shoes/runners for activities involving sport activities. Safety requirements shall prevail over all other considerations.

6.5 Unacceptable Dress and Grooming:

The following dressing and grooming will be unacceptable in the workplace, although this is not an exhaustive list.

- Mini skirts or mini Shorts

- Clothing that can be deemed inappropriate in a sexual nature

- Stained or torn apparel (unless work location justifies the need)

- Singlets

- Tank top, halter tops, or see through tops

- Grooming that is deemed off putting to fellow staff i.e.: bad odour, unwashed appearance

6.6 Uniform Return

On cessation of the employee's employment, all uniforms must be returned to HR or the employee's manager/supervisor on the last day of work.

6.7 Uniform replacement (subsequent to initial purchase)

Roper Gulf Regional Council agrees to replace old or damaged uniforms upon the return of the item to the employee's manager. Where an item is lost or destroyed the item will be replaced upon the finishing of a statutory declaration by the employee detailing the loss or destruction.

The employee will be responsible to make sure that the uniform is clean and replace when it has come to a state where it does not represent the Council professionally.

Employees may purchase additional uniforms at cost.

6.8 Disposal of corporate uniforms

Staff must ensure the embroidered logo is removed from a corporate uniform before disposal.

Corporate uniforms must not be made available to non-RGRC staff.

6.9 Elected Members

RGRC's elected members are expected to wear their uniform while attending Council Meetings and other official functions.

7. REFERENCES

Acknowledgements (original author/source documents)	Nil
Related Policies	Employee Code of Conduct
Related Publications	<i>Work Health and Safety (National Uniform Legislation) Act</i>
Relevant Forms	<i>HR Uniform form</i>

8. DOCUMENT CONTROL

Policy number	015
Policy Owner	HR
Endorsed by	OCM
Date approved	22 January 2009
Revisions	May 2014
Amendments	16 December 2015
Next revision due	June 2021

9. CONTACT PERSON

Contact person	Manager, Human Resource
Contact number	08 8972 9012

1. POLICY CERTIFICATION

Policy title:	Criminal History Check Policy
Policy number:	HR023
Category:	Policy
Classification:	HR
Status:	Revised Draft

2. PURPOSE

The purpose of this policy is to:

- To put in place measures to make sure that Criminal History Checks are maintained for Staff Members within Roper Gulf Regional Council (RGRC).
- To protect the information and rights of all paid and voluntary staff members.
- Ensure all staff members, or prospective staff members do not have any criminal convictions which would preclude them under any Act or Statutory Instrument as unsuitable for ongoing or prospective employment as a staff member of RGRC.
- To ensure that any decision pertaining to a person's suitability for employment based on a Criminal History Check is compliant with RGRC policy and Anti-Discrimination Legislation.

3. ORGANISATIONAL SCOPE

This policy applies to existing and prospective paid and voluntary staff members of RGRC.

4. POLICY STATEMENT

A staff member of RGRC must be a 'fit and proper' person who discharges their duties without fear or favour, affection or ill-will, according to law, whilst maintaining proper standards of integrity, diligence, and concern for the public interest.

RGRC is committed to ensuring that all paid and voluntary staff members have been appropriately screened for their positions in accordance with legislative and operational requirements.

RGRC has an obligation to ensure that staff members do not have convictions of a nature which would preclude them from employment in their roles. So as to meet its obligations, RGRC requires all current or prospective staff members to undertake a Criminal History Check. RGRC will weigh up any convictions against applicable law, operational requirements, the public interest, and the concept of natural justice.

RGRC is an ardent supporter of the principle '*Local Jobs for Local People*'. Roper Gulf Regional Council will work with all applicants with convictions to provide the best possible employment outcomes.

Each application shall be assessed on its own merit, on an individual case-by-case basis.

5. DEFINITIONS

RGRC	Roper Gulf Regional Council
Staff	Anyone employed by, or associated with, RGRC on a permanent, casual, voluntary or contractual basis, whether full-time or part-time engaged work.
Inherent Duties	The essential requirements of a particular job or position. Usually detailed as essential duties in the position description.

Conviction	The complete orders made by a court after finding an accused person guilty of an offence under any Act or Statutory Instrument. This includes both the finding of guilt, and the sentence passed as a consequence.
Spent Convictions	Old convictions determined to be 'spent' under spent conviction and offender rehabilitation laws and schemes. Certain convictions are ineligible for becoming spent convictions. <ul style="list-style-type: none"> • Part 2 of <i>Criminal Records (Spent Convictions) Act</i> (NT) • Part VIIC of the <i>Crimes Act 1914</i> (Cth)
Disclosable Convictions	Convictions that appear on a National Police Clearance Certificate.
Natural Justice	The right to be given a fair hearing and the opportunity to present one's case, and the right to have a decision made by an unbiased or disinterested decision maker who makes their decision based on logically probative evidence. (<i>Salemi v MacKellar (No 2)</i> (1977) 137 CLR 396; 14 ALR 1)

6. PRINCIPLES

6.1 Police Criminal History Check

A Police Criminal History Check examines a person's criminal history at a fixed point in time. The Criminal History Check contains only disclosable convictions, excluding spent convictions, unless the application of a Criminal History Check specifies that it is for a position for which convictions cannot become spent.

6.2 Recruitment

It is a condition before commencing employment with RGRC to complete an application for a Criminal History Check and provide the Human Resources Department with a Statutory Declaration to state that you have no prior convictions or pending court cases that may impede your employment with the Council. RGRC recognises that new staff may have commenced employment prior to receiving the Criminal History Check. New staff in these circumstances will be treated the same as existing staff.

6.3 Renewal of Criminal History Check

All employees, volunteers, and Elected Members will require a renewed Criminal History Check every three (3) years or as required by the Council.

A renewal will also be required for internal appointments and transfers where the inherent requirements of the job have changed.

RGRC shall consider all convictions within the context of legislative requirements, natural justice, and whether or not the conviction precludes the staff member from being employed in their current position.

If RGRC has concerns about a staff member's conviction(s) affecting their suitability for their continued occupation of their position, it shall afford the staff member every opportunity to present any information which RGRC or the staff member considers pertinent to a decision whether or not the conviction is relevant to the staff member's position.

6.4 Criminal History Review Panel

Evaluation of criminal records flagged by HR will be made up of a suitably qualified panel as determined by the CEO. At a minimum, the panel will consist of the applicable Director (chair), the HR Manager, and any other person(s) appointed by the CEO.

When evaluating a Criminal History Check for a potential employee, the panel will take into account:

- whether the convictions listed relate to the inherent requirements of the job,
- the nature of any convictions,
- antecedents,
- when the offences occurred,
- information provided by the applicant or staff member,
- the applicant's / staff member's subsequent (post-conviction) conduct and employment history,
- the nature and dates of convictions weighed up against legislative requirements.

The panel can ask the successful applicant or staff member for information relating to the conviction including any mitigating circumstances. The potential or existing staff member is not obligated to disclose the information.

The panel will refer their recommendations to the CEO for final decision based on the panel's recommendations, weighed up against applicable law, operational requirements and the principle of Natural Justice.

6.5 Outcomes

The CEO will recommend actions which may include internal transfer at level, offer of a position at a lower level where the inherent requirements of the role are not directly related to the disclosable convictions, or termination of employment.

6.6 Privacy

Roper Gulf Regional Council and the panel members will treat all Criminal History Checks as strictly confidential.

Criminal History Checks will only be viewed by relevant staff, review panel and the Human Resources Team.

RGRC shall endeavour to take all necessary precautions to ensure Criminal History Checks and related information are protected from unauthorised disclosure or release. Any unauthorised disclosures shall be handled as serious misconduct matters.

6.7 CDP Participants

Participants of CDP or equivalent are job seekers and are not to be considered to be volunteers for Roper Gulf Regional Council under the scope of this policy. CDP participant will however, be required to obtain Working With Children Clearances and Criminal History Checks should a specific CDP activity require them.

6.8 Criminal Convictions

All paid and voluntary staff members are obliged to immediately inform Council of any criminal charge or conviction which occurs during employment with Council, including charges or convictions which may result in the loss or suspension of Ochre Card or drivers licence.

Failure to notify Council may result in disciplinary action.

1. POLICY CERTIFICATION

Policy title:	Local Authority Policy
Policy number:	LA001
Category:	Policy
Classification:	Local Authority
Status:	Approved

2. PURPOSE

Local Authorities are formed to achieve integration and involvement of local communities in the system of Local Government. This policy has been developed to ensure that Local Authorities are run in accordance to the provisions of the *Local Government Act* (the Act) and that the community has a strong voice and is actively engaged in their local community affairs.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council's Local Authorities.

4. POLICY STATEMENT

The Local Authority established within the boundaries of Roper Gulf region shall:

- advise Roper Gulf Regional Council (RGRC) on service delivery plans including infrastructure requirements for communities and associated outstations, or local region or wards, and to contribute to the development of Councils Regional Plans and Regional Management Plans,
- be actively supported by the Council to ensure opportunities exist for residents to meaningfully engage in local government processes,
- alert and advise RGRC on new and emerging issues within the scope of RGRC activity,
- advise on specific Council, community and social projects that impact on community or region,
- advise and support the RGRC staff on local implementation of the Regional Plan, particularly in the area of cross-cultural best practice in the governance and service delivery, and
- respond to identified community needs, if appropriate, by participating and organising activities such as community events, youth, community safety, housing and community planning and infrastructure development.

5. DEFINITIONS

Councillor	An elected member of Roper Gulf Regional Council
G&CP	Governance, Corporate Planning & Compliance business unit
LA	Local Authority
Mayor	The principal member of Roper Gulf Regional Council
RGRC	Roper Gulf Regional Council
CSC	Council Services Coordinator
Ward Councillor	The elected member representing the Ward

Appointed Member

means a local authority member who has been appointed pursuant to section 53C(1)(b) of the Act. [Section 4, Guideline 8] – Local Authority Member

Members

includes appointed members and non-appointed members.[Section 4, Guideline 8] – all members of the Local Authority

Non-appointed Member

means a person who is local authority member by virtue of section 53C(1)(a) or (2) of the *Local Government Act*. [Section 4, Guideline 8] – Elected Member of the Ward and the Mayor

Provisional Meeting

means, at the time and place set for a local authority meeting when a quorum has not been established, but a majority of appointed members.[Section 4, Guideline 8]

Note: A provisional meeting is able to make recommendations to council pursuant to clause 13 (Provisional meeting where quorum not present) but not approve the minutes of the previous meetings. There must be more than half of the appointed members present. [Section 4, Guideline 8]

6. Principles**6.1 Roles and Functions of a Local Authority**

The Local Authority shall be a voluntary group that provides advice and recommendation to RGRC on their communities' issues. Recommendations made at Local Authority meetings are not 'final' decisions as Council needs to decide on all issues or requests from all communities.

The functions of a Local Authority include:

- to involve local communities more closely in issues related to local government;
- to ensure that local communities are given an opportunity to express their opinions on questions affecting local government;
- to allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region;
- to take the views of local communities back to council and act as advocates on their behalf;
- to take Council information and decisions back to the community;
- to contribute to the development of the relevant regional management plan and the council strategic and regional (business) plan;
- to provide a representative of the Local Authority for employment selection advisory panels in relation to managerial positions in the Local Authority area.

6.2 Membership**6.2.1 Membership size**

The size of the Local Authority should reflect the community size and structure representing key groups in the community. The membership of Local Authority will include community members,

Ward Councillors and Mayor of the RGRC. The number of community members that a Local Authority should have is a minimum of six (6) and up to a maximum of fourteen (14).

People nominated for Local Authority membership are to be approved by the Council at the next Ordinary Meeting of Council.

6.2.2 Period of Membership

Local Authority members will be appointed for the term of Council, (4 years). Once the new Council is elected, Council will call for new nominations or approve the current membership. The previous members will be eligible to apply for new Local Authority membership.

6.2.3 Eligibility for Membership

Community residents over 18 years who live in the Ward, for the majority of the time, can nominate or be nominated for Local Authority member except that two (2) members of a Local Authority maybe under the age of 18 years. To become a Local Authority member the candidate needs to fill in a Local Authority nomination form. The completed nomination form can be handed directly to Council Services Office, emailed to the Local Authority Support Coordinator roper.governance@ropergulf.nt.gov.au or tended at the next Local Authority meeting. The Governance, Corporate Planning and Compliance business unit will submit the nomination form to Council to deliberate on at the Ordinary Meeting of the Council.

Council will have the final say on Local Authority membership.

6.2.4 Membership termination

Local Authority shall have the same character and integrity requirements. Local Authority members stop being members if i any of the s37(1) *Local Government Act* prescribed criteria becomes applicable to them.

6.2.5 No Proxies

A member of a Local Authority may not be represented by a proxy (substitute) during a meeting or provisional meeting.[Section 12.0, Guideline 8]

6.3 Local Authority meetings:

The following points cover the running of Local Authority meetings. A Local Authority:

- shall hold a minimum of four (4) meetings per year,
- shall elect a permanent chair at the first meeting of the Local Authority,
- the quorum for a Local Authority meeting will be of half plus one of the members,
- a provisional meeting will consist of half plus one of Local Authority members,
- supported by the RGRC staff who will provide the Local Authority's secretariat and act as advisor to the chair and members but will not run the meeting,
- are advertised through meeting notices with draft agendas at least three days before the meeting,
- follow and adopt the draft agenda suggested by Council,

6.3.1 When reporting to and from the Local Authority:

- Local Authority members will advise on strategic, not operational matters (operational matters are the responsibility of Council Officers),
- the Council discusses both the Local Authority reports and the management responses and decides on actions,
- the Mayor and Ward Councillors will report to Local Authorities on Council decisions and take the views of Local Authority to Council,
- Local Authority report to their community about their advice to Council and take community views to Council,

Each new Local Authority Member will receive training at the first meeting on roles and responsibilities, meeting procedures, Council responsibilities and separation of powers.

Anyone wishing to make a deputation to a Local Authority must seek permission from the Local Authority's Chairperson in writing at least 14 days prior to the meeting. The procedures for deputations and request to attend a Local Authority meeting can be found on the Council website www.ropergulf.nt.gov.au.

6.3.2 Provisional Meeting where quorum not present:

- In the event that a quorum is not present for a meeting, but the majority (half plus one) of appointed members are present, the members that are in attendance may hold a provisional meeting.[Section 13.1, Guideline 8]
- During a provisional meeting, all agenda items may be discussed and minutes must be kept.[Section 13.2, Guideline 8]
- Members at the provisional meeting may, by majority vote, make recommendations to the council, including Local Authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than the Local Authority.[Section 13.3, Guideline 8]
- A provisional meeting may not approve the minutes of a Local Authority meeting but a Local Authority may approve the minutes of a provisional meeting.[Section 13.4, Guideline 8]
- A provisional meeting does not have the powers or functions which a Council may have delegated to a Local Authority.[Section 13.5, Guideline 8]

6.4 Administrative support and secretariat

Local Authority meetings are convened by the CEO and the Governance, Corporate Planning and Compliance Unit will be responsible for coordinating the Local Authority meetings.

Dates for Local Authority meetings shall be set at the beginning of the calendar year by Council. If there are any changes to the scheduled meeting time, members of the Local Authority must be given at least seven days notice about the rescheduled date, time and venue for the meeting.

Relevant SASO and Governance staff will provide administration support as required for creating and distributing agenda, recording minutes and organising meeting venue.

The Governance, Corporate Planning and Compliance Unit will be a central depository and will be responsible for keeping records of Local Authority Member's details, agenda, minutes and attendance.

6.5 Special Meetings

Special Meetings can be called at anytime. Special Meetings are held when:

- a particular item of business needs to be dealt with before the next scheduled Local Authority Meeting;
- a notice of the meeting is to be given to the Local Authority Members at least 4 hours before the scheduled time of the Special Meeting. The notice must indicate the time, location and item of business that the Local Authority Members are meeting to deal with.
- *'a Special Meeting may deal only with the business for which the Special Meeting was convened unless all members of the Local Authority are present at the time of the Special Meeting and unanimously agree to deal with other business'* Local Government Act s 6.1

Special meetings will incur a fee as per the Fees and Charges Schedule in the Regional Plan.

6.6 Community Meetings

Community meetings can be called at any time. Community meetings are different from Local Authority meetings and these types of meeting will determine their own procedures. Decisions made at these meetings may be used to advise the Local Authority.

6.7 Local Authority member allowances

Local Authority member allowance is a sum of money provided to the Local Authority member when a member attends a Local Authority meeting.

Roper Gulf Regional Council will provide Local Authority member allowance to the member in a manner that adheres to the *Local Government Act*, *Local Government Regulations* and Local Government Guideline 8.

Local Authority member as soon as practicable after which the meeting occurs.

RGRC staff attending a Local Authority meeting, as a Local Authority member within that staff members normal hours of work, will not be paid a Local Authority member allowance. If a meeting is held outside the staff members normal hours of work, that staff member, who is a Local Authority member will be entitled to the Local Authority member allowance.

7. REFERENCES

Acknowledgements author/source documents)	(original	
Related Policies		CL001 Members Code of Conduct CL002 Members' Disciplinary Policy LA002 Local Authority Meeting Procedures Policy
Related Publications		<i>Local Government Act</i> <i>Local Government Guideline 8: Regional Councils and Local Authorities</i>
Relevant Forms		<i>Local Authority Member Nomination Form</i> <i>New Member Details Form</i>
Guideline 8, January 2016		Guideline 8 (Regional Councils and Local Authorities), Department of Local Government and Community Services, Northern Territory]

8. DOCUMENT CONTROL

Policy number	LA001
Policy Owner	Governance
Endorsed by	OCM
Date approved	29 January 2014
Revisions	30 March 2016
Amendments	Replaces LB001 Local Board Policy prior 29 January 2014.
Next revision due	June 2021

9. CONTACT PERSON

Contact person

**Manager, Governance and Corporate
Planning**

Contact number

08 8972 9005

1. POLICY CERTIFICATION

Policy title:	Smoke Free Policy
Policy number:	WS002
Category:	Policy
Classification:	Work Safety
Status:	Approved

2. PURPOSE

The Roper Gulf Regional Council (RGRC) recognises the extreme, negative health impact that tobacco smoke, including environmental tobacco smoke, has on all people exposed to it.

Employers in the Northern Territory have a duty of care to the health and safety of their employees and of others who may be affected by acts in the workplace.

Employees also have a duty of care to act safely and maintain a safe work environment.

This policy is not an anti-smoking campaign, but to inform where and when smoking may occur within our organisation.

The RGRC Smoke Free Policy has been developed to protect and promote the best health outcomes for its staff, Councillors and customers of our services. The Policy has been developed to:

- 1) Safeguard our staff against the health impacts of tobacco smoke, including environmental tobacco smoke.
- 2) Protect those who use our services and visit our facilities, services and programs.
- 3) Ensure compliance with the *Tobacco Control Act* and *Work Health and Safety (National Uniform Legislation) Act* requirements.

The purpose of this policy is to promote a healthy workforce. Accordingly, managers and supervisors shall promote and ensure compliance with this policy. All staff, contractors and visitors shall abide by the provisions of the policy.

3. ORGANISATIONAL SCOPE

This policy applies to all Organisational Directives and Standard Operating Procedures developed by RGRC relating to the occupation and use of its offices, facilities, vehicles, services and grounds. It is relevant to all RGRC Councillors, Local Authority Members, Council Committee Members, employees, contractors and volunteers using or working within Regional offices, facilities, vehicles, services and grounds.

4. POLICY STATEMENT

RGRC staff members, elected members, local authority members, and all other visitors are obliged under occupational health and safety legislation to enforce this policy, to protect the health of their fellow employees, and visitors, while at the workplace.

A smoke free policy applies to all RGRC facilities, vehicles, services and grounds. The policy extends to all RGRC staff, Councilors, Committee members, contractors, customers and visitors while they are using or accessing the services, facilities, vehicles or grounds of the RGRC.

The primary objectives are:

- a) Safeguard the safety and health of staff, contractors and visitors in accordance with the Council's Work Health and Safety Policy
- b) Abide by the legislative requirements such as the *Work Health and Safety (National Uniform Legislation) Act*
- c) Reduce the risk of fire; and
- d) Reduce litter on Council grounds and maintain an attractive environment for all staff, contractors and visitors.

5. DEFINITIONS

Designated	appointed for a specific function
Prohibited	Not allowed
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

The RGRC Smoke Free Policy has been developed to protect and promote the best health outcomes for its staff, Councillors and stakeholders. The Policy has been developed to:

- 1) Safeguard our staff against the health impacts of tobacco smoke, including environmental tobacco smoke.
- 2) Protect those who use our services and visit our facilities, services and programs.
- 3) Ensure compliance with the *Tobacco Control Act* and *Work Health and Safety (National Uniform Legislation) Act* requirements.

7. POLICY CONTENT

7.1 Prohibited Areas

Councillors, Local Authority Members, Council Committee Members, employees, contractors, volunteers and visitors are only permitted to smoke in designated smoking areas whilst on Council premises or facilities. Smoking is not permitted in Council vehicles or machinery.

7.2 Smoking During Work Hours

Staff may smoke only during official breaks in designated smoking areas. This is consistent with staff employment contracts and conditions, which do not include smoking breaks.

7.3 Compliance

Managers, supervisors and employees are responsible for ensuring compliance with the policy and are required to remind staff of their work health and safety (WH&S) obligations. Staff are obliged under work health and safety legislation to protect the health of their fellow employees, and visitors, while at the workplace.

Non-compliance with the policy by staff will result in disciplinary action.

7.4 Clients and Stakeholders

Clients and stakeholders of the RGRC will receive information that its services and premises are smoke-free through a range of communication strategies, including signage and advice from staff.

7.5 Assistance for Staff Who Smoke

Staff member who require assistance with adapting or complying with this policy, including professional support, ought to contact QUIT line on 131 848.

7.6 Fines

Any staff member who fails to look after the safety of other persons at work by not complying with the smoke free policy can be personally liable to a fine under the *Work Health and Safety (National Uniform Legislation) Act*.

7.7 Staff who inhabit Council accommodation

Staff living in Council accommodation are required to comply with Council's smoke-free policy, however they are able to smoke outdoors, preferably out of public view, on their accommodation site, outside of their official work hours.

7.8 Identification of designated smoking areas

Designated smoking areas will be identified and endorsed by the **Work Health and Safety (WHS)** business unit and approved by the Strategic Leadership Team (SLT) or equivalent.

8. REFERENCES

Acknowledgements (original author/source documents)	<i>Dept Health and Families, Factsheet – Changes to the Tobacco Control Act</i>
Related Policies	Roper Gulf Regional Council Smoking Policy January 2009
Related Publications	<i>Tobacco Control Act, Work Health and Safety (National Uniform Legislation) Act</i>

9. DOCUMENT CONTROL

Policy number	WS002
Policy Owner	Manager – Governance and Corporate Planning
Endorsed by	Council
Date approved	16 December 2011
Revisions	July 2017
Amendments	28 Jan 2015
Next revision due	June 2021

10. CONTACT PERSON

Position **Manager - Governance and Corporate Planning**

Contact number **89 729 005**

1. POLICY CERTIFICATION

Policy title:	Work Health and Safety Policy
Policy number:	WS003
Category:	Policy
Classification:	Workplace Safety
Status:	Approved

2. PURPOSE

The Roper Gulf Regional Council (RGRC) is committed to providing a healthy and safe workplace environment for all employees, visitors and contractors.

3. ORGANISATIONAL SCOPE

This policy applies to all RGRC employees, visitors and contractors on RGRC premises and any other locations where activities are undertaken by RGRC representatives or on behalf of RGRC.

4. POLICY STATEMENT

- 4.1 RGRC is committed to providing and maintaining high standards of health and safety in the workplace. It is our belief that all injuries are preventable.
- 4.2 Health and safety is the responsibility of everyone, all workers and visitors play an important role in contributing to a healthy and safe workplace.
- 4.3 RGRC will continue to evolve its Health and Safety Management System through a process of continuous improvement with a focus to manage health and safety risks. This will be achieved in consultation with workers and Health and Safety Representatives with the objective to prevent workplace injury and illness.
- 4.4 RGRC will:
- 4.4.1 Ensure compliance with the *Work Health and Safety (National Uniform Legislation) Act*, and other applicable law, as well as RGRC's Health and Safety Management System and policies;
 - 4.4.2 Promote an organisational culture that adopts health and safety as an integral component of its management philosophy;
 - 4.4.3 Ensure that health and safety is part of the business planning processes and that it is adequately resourced by all areas;
 - 4.4.4 Maintain an effective mechanism for consultation and communication of health and safety matters;
 - 4.4.5 Maintain an effective process for resolving health and safety issues and managing health and safety risks;
 - 4.4.6 Provide appropriate health and safety training;
 - 4.4.7 Regularly review health and safety performance to monitor the effectiveness of health and safety actions and ensure health and safety targets and objectives are met;

4.4.8 Require the same standards of compliance from all contractors, partners and suppliers.

5. DEFINITIONS

Worker	A person who carries out work in any capacity for RGRC, including an employee, contractor, subcontractor, and volunteer undertaking work for RGRC
Workplace	The place where work is carried out for RGRC and includes any place where a worker goes, or is likely to be, while at work.
Health and Safety Management System	An integrated system that provides a systematic management approach to managing Health and Safety at the workplace. It comprises Health and Safety policies, management standards, procedures, guidelines, forms and checklists, online systems and tools.

6. PRINCIPLES

All persons charged, on behalf of RGRC, with the management and/or supervision of others, are responsible for the health and safety standards of the working environment and health and safety of workers and visitors under their control.

RGRC expects that all workers and visitors will accept their joint responsibility and cooperate in ensuring that the highest possible health and safety standards are maintained in all RGRC activities.

Work health and safety is the responsibility of all RGRC elected members and staff who must ensure they observe all applicable law, RGRC safety policies and protocols, and ensure that they take an active part in hazard identification, elimination, and mitigation.

7. REFERENCES

Acknowledgements (original author/source documents)	Nil
Related Policies	WS002 Smoke Free Policy WS004 Pool Policy ADM023 Risk Management Policy HR001 Employee Code of Conduct
Related Publications	<ul style="list-style-type: none"> <i>Work Health and Safety (National Uniform Legislation) Act</i> <i>Local Government Act</i>

8. DOCUMENT CONTROL

Policy number	WS003
Policy Owner	Human Resources Manager
Endorsed by	Ordinary Meeting of council
Date approved	28th May 2014
Revisions	Nil July 2017
Amendments	Nil

Next revision due	June 2021
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9. CONTACT PERSON

Contact Person
Contact number
Email address

WHS Coordinator
8972 9060
whs@ropergulf.nt.gov.au

1. POLICY CERTIFICATION

Policy title:	Pool Policy
Policy number:	WS004
Category:	Council Policy
Classification:	Work Safe
Link to Strategic Plan Goals:	Goal 2: To Protect and Care for our Physical Environment
Link to Strategic Plan Strategy:	Goal 3: Help our children get a good start to life by leading the way in children and youth service programs
Link to Business Plan Strategy:	Goal 3: Help our children get a good start to life
Status:	Approved

2. PURPOSE

This policy outlines Roper Gulf Regional Council's (RGRC) position on the provision of safe swimming pools so as to promote a healthy lifestyle for Roper Gulf residents.

3. ORGANISATIONAL SCOPE

This policy applies to all RGRC staff members, elected, appointed and committee members, pool users, and any persons within the grounds of a RGRC-operated swimming pool.

4. POLICY STATEMENT

Swimming pools are usually seen as places for fun and fitness and health for people of all ages. Unfortunately, swimming pools can also be dangerous places if strong safety rules are not put in place and enforced. Approximately eighty people have drowned in public swimming pools in Australia in the last ten years and around twenty of these were children under the age of five (Royal Life Saving Society Fact Sheet # 10). People can also catch infections from pool water that has not been kept properly clean. This policy aims to ensure that Roper Gulf Regional Council swimming pools are safe as well as fun for all the people who use them

5. DEFINITIONS

CEO	Chief Executive Officer
CSC	Council Services Coordinator
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

- 6.1 All water pools within designated Roper Gulf Regional Council premises are covered, including wading pools, 'toddlers' pools, spas, hydro therapy pools and main swimming pools.
- 6.2 All people using the pool premises must obey this policy and any local pool rules at all times.
- 6.3 Children under the age of ten are not allowed to enter the pool premises unless they are accompanied by a parent, or responsible adult aged 16 and over, or are participating in an approved instructor-led activity. This applies to anywhere on the pool grounds, not just inside the pool itself.
- 6.4 No alcohol may be brought into or consumed on pool premises unless the facility has been hired out for a private function, and applicable licences have been presented to RGRC.
- 6.5 No smoking is allowed within pool premises.
- 6.6 Roper Gulf Regional Council may set fees for entry to RGRC pools. Increases in entry fees will be done with at least four weeks notification to the community or town in which the pool is located.
- 6.7 Roper Gulf Regional Council may authorise the Local Authority, the Regional Services Manager or a pool management committee or another person to manage the pool for it. In this case, the local organisation or person has the authority to set local rules that do not go against anything in this policy, the Royal Life Saving Society's 'Guidelines for Safe Pool Operations,' 2007 or the NT 'Public Health Guidelines for aquatic facilities,' 2006.
- Admission to the pool**
- 6.8 Admission to the pool is on condition that this policy and any local pool rules will be obeyed. Disobeying the policy or local rules is enough reason for pool attendants to request a person to leave pool premises.
- 6.9 Lifeguards, the Council Service Coordinators (CSC) or other senior RGRC staff have the right to ban someone from entering pool premises for a period of time if they have deliberately disobeyed pool rules on three (3) or more occasions.
- 6.10 The pool management committee has the power to decide to support other beneficial community programs by limiting access to the pool (for example, 'no school, no pool' programs or restricting access of juveniles going through a community sentencing program.
- 6.11 Lifeguards, the CSCs or other senior RGRC staff have the power to close the pool at any time if public health or safety is at risk.

Pool safety and hygiene

- 6.12 Pool premises must be securely fenced and must be locked at any time that the correct number of qualified pool attendants is not in attendance.
- 6.13 Qualified pool attendants will be on duty at all times the pool is open. Pool attendants are not baby sitters and parents or accompanying adults are still responsible for supervising the safety of their children. The younger the child the more strong the supervision needs to be.
- 6.14 Children under the age of ten must be accompanied and supervised in the water by a parent, or responsible adult aged 16 and over.
- 6.15 People using the pool premises must obey any instructions given by the lifeguards.
- 6.16 The relevant CSC must ensure that there is a prominent sign erected on the pool premises containing warnings regarding supervision, details of resuscitation techniques and the pool rules.
- 6.17 People swimming in the pool must wear appropriate and clean swimming costumes or shorts or shorts and t-shirts. Jeans or dresses or skirts or underwear or shoes are not to be worn in the water. Hats may be worn in the pool for sun protection.
- 6.18 Children who are not toilet-trained must wear proper pool nappies if they are in any pool within the pool complex.
- 6.19 Anyone with diarrhoea or vomiting or any disease that may be transmitted to other people must not use the pool until Health Centre staff say that it is safe for them to do so.
- 6.20 No animals are allowed inside the pool premises except for dogs formally trained to assist people with visual impairment, hearing loss or autism etc.
- 6.21 Swimming pool water quality must be maintained at all times and to quality levels set by industry standards. Regular maintenance and checking of water quality using test kits will be carried out by pool staff or contractors. If pool water quality falls below safe standards, the pool will be closed until the problem is fixed.
- 6.22 No glass food or drink containers are allowed on pool premises.

Changing facilities and toilets

- 6.23 Children entering a changing room or toilet for people of the opposite gender must:
- be under ten years of age; and
 - be accompanied by a parent, or responsible adult aged 16 or over.
- 6.24 No adult is allowed to enter a changing room or toilet for people of the opposite sex unless they are:
- RGRC staff or contractors performing cleaning or maintenance work.

b. RGRC staff, pool attendants or other responsible adults with a reasonable belief that they are responding to an emergency or unruly behaviour.

6.25 When the pool is open to the public, RGRC staff and contractors are strongly advised not to enter changing rooms or toilets for people of the opposite gender without an adult witness – unless it is an emergency situation.

6.26 If the changing facilities or toilets are judged by the Lifeguards, pool attendants or senior RGRC staff to be in an unhygienic condition, the pool will be closed until the problem is fixed.

Private functions

6.27 If pool premises are hired out for a private function, permission to drink alcohol must be requested from the local pool management as well as from the Licencing Branch. This policy and local pool rules must be followed during private functions.

6.28 Groups or individuals who want to hire the pool premises for private functions may be asked to pay a bond upfront as well as the hire fee. This bond may be used for repairs or for cleaning up if the pool premises are not left in good condition.

7. REFERENCES

Acknowledgements (original author/source documents)	Original author/source documents
Related Policies	List RGRC policy documents that relate to the document
Related Publications	<i>Local Government Act</i> <i>Work Health and Safety (National Uniform Legislation) Act</i>
Related Supporting Documents	List supporting documents such as SOPs, Forms, Templates that relate to the policy.

8. DOCUMENT CONTROL

Policy Number	WS004
Policy Owner	Work Safe
InfoXpert ID	Enter ID from Reference Library
Approved By	Council
Approval Date	Click here to enter a date.
Revisions	Enter date of all revisions
Amendments	August 2017
Next revision due	June 2021

10. CONTACT PERSON

Position

Manager Governance and Corporate Planning

Contact number **08 8972 9005**

ORIGINAL POLICY AS WORDED:

1. This policy applies to the Ngukurr and Borroloola pool complexes and any other pools that may be managed by Roper Gulf Regional Council in the future. All water pools within designated Roper Gulf Regional Council premises are covered, including wading pools, 'toddlers' pools, spas, hydro therapy pools and main swimming pools.
2. All people using the pool premises must obey this policy and any local pool rules at all times.
3. Children under the age of ten are not allowed to enter the pool premises unless they are accompanied by a parent, or responsible adult aged 16 and over, or are participating in an approved instructor-led activity. This applies to anywhere on the pool grounds, not just inside the pool itself.
4. No alcohol may be brought into or consumed on pool premises unless the facility has been hired out for a private function (see # 26).
5. No smoking is allowed within pool premises.
6. Roper Gulf Regional Council may set fees for entry to RGRC pools. Increases in entry fees will be done with at least four weeks notification to the community or town in which the pool is located.
7. Roper Gulf Regional Council may authorise the Local Authority, the Regional Services Manager or a pool management committee or another person to manage the pool for it. In this case, the local organisation or person has the authority to set local rules that do not go against anything in this policy, the Royal Life Saving Society's 'Guidelines for Safe Pool Operations,' 2007 or the NT 'Public Health Guidelines for aquatic facilities,' 2006.

Admission to the pool

8. Admission to the pool is on condition that this policy and any local pool rules will be obeyed. Disobeying the policy or local rules is enough reason for pool attendants to request a person to leave pool premises.
9. Lifeguards, the **Regional Services Manager** or other senior RGRC staff have the right to ban someone from entering pool premises for a period of time if they have deliberately disobeyed pool rules on three or more occasions.
10. The pool management committee has the power to decide to support other beneficial community programs by limiting access to the pool (for example, 'no school, no pool' programs or restricting access of juveniles going through a community sentencing program).
11. Lifeguards, the **Regional Services Manager** or other senior RGRC staff have the power to close the pool at any time if public health or safety is at risk.

Pool safety and hygiene

- 12.** Pool premises must be securely fenced and must be locked at any time that the correct number of qualified pool attendants is not in attendance.
- 13.** Qualified pool attendants will be on duty at all times the pool is open. Pool attendants are not baby sitters and parents or accompanying adults are still responsible for supervising the safety of their children. The younger the child the more strong the supervision needs to be.
- 14.** Children under the age of ten must be accompanied and supervised in the water by a parent, or responsible adult aged 16 and over.
- 15.** People using the pool premises must obey any instructions given by the lifeguards.
- 16.** The relevant Regional Services Manager must ensure that there is a prominent sign erected on the pool premises containing warnings regarding supervision, details of resuscitation techniques and the pool rules.
- 17.** People swimming in the pool must wear appropriate and clean swimming costumes or shorts or shorts and t-shirts. Jeans or dresses or skirts or underwear or shoes are not to be worn in the water. Hats may be worn in the pool for sun protection.
- 18.** Children who are not toilet-trained must wear proper pool nappies if they are in any pool within the pool complex.
- 19.** Anyone with diarrhoea or vomiting or any disease that may be transmitted to other people must not use the pool until Health Centre staff say that it is safe for them to do so.
- 20.** No animals are allowed in side the pool premises except for dogs formally trained to assist people with visual impairment, hearing loss or autism etc.
- 21.** Swimming pool water quality must be maintained at all times and to quality levels set by industry standards. Regular maintenance and checking of water quality using test kits will be carried out by pool staff or contractors. If pool water quality falls below safe standards, the pool will be closed until the problem is fixed.
- 22.** No glass food or drink containers are allowed on pool premises.

Changing facilities and toilets

- 23.** Children entering a changing room or toilet for people of the opposite gender must:
 - a. be under ten years of age; and
 - b. be accompanied by a parent, or responsible adult aged 16 or over.
- 24.** No adult is allowed to enter a changing room or toilet for people of the opposite gender unless they are:
 - a. RGRC staff or contractors performing cleaning or maintenance work.

- b. RGRC staff, pool attendants or other responsible adults with a reasonable belief that they are responding to an emergency or unruly behaviour.

When the pool is open to the public, RGRC staff and contractors are strongly advised not to enter changing rooms or toilets for people of the opposite gender without an adult witness – unless it is an emergency situation.

- 25.** If the changing facilities or toilets are judged by the Lifeguards, pool attendants or senior RGRC staff to be in an unhygienic condition, the pool will be closed until the problem is fixed.

Private functions

- 26.** If pool premises are hired out for a private function, permission to drink alcohol must be requested from the local pool management as well as from the Licensing Branch. **7**

- 27.** This policy and local pool rules must be followed during private functions.

- 28.** Groups or individuals who want to hire the pool premises for private functions may be asked to pay a bond upfront as well as the hire fee. This bond may be used for repairs or for cleaning up if the pool premises are not left in good condition.

1. POLICY CERTIFICATION

Policy title:	Personal Protective Equipment Policy
Policy number:	WS005
Category:	Council Policy
Classification:	Work Safe
Link to Strategic Plan Goals:	Goal 1: Strong Leadership through Good Governance. Strong Financial Management, Corporate Planning and Operational Support
Link to Strategic Plan Strategy:	Goal 1: That Council adhere to it's Work Health and Safety obligations
Link to Business Plan Strategy:	Goal 1: Adhere to Work Health and Safety best practice
Status:	Approved

2. PURPOSE

Roper Gulf Regional Council (RGRC) is committed to workplace safety, and the safety of all persons engaged by RGRC to carry out an activity or undertaking, or otherwise on RGRC premises.

RGRC is committed to hazard minimisation through the use of the hierarchy of control, which includes the provision and use of Personal Protective Equipment (PPE) as the final method of hazard mitigation.

3. ORGANISATIONAL SCOPE

This policy applies to all RGRC Councillors, Local Authority Members, Staff Members, and all Visitors, or any other persons on RGRC premises, and/or whilst engaged by RGRC to carry out any activity or undertaking.

4. POLICY STATEMENT

RGRC provides a variety of Core and Agency Services across the Roper Gulf Region which stretches over 186,000 square kilometers. Due to the variety of activities and undertakings RGRC staff members engage in, it is not always possible to remove every hazard. RGRC has a comprehensive Work Health and Safety (WHS) programme to ensure the safety and wellbeing of all staff, and any other persons on RGRC premises, or engaged in a RGRC activity or undertaking.

Part of RGRC's commitment to WHS includes hazard control and minimisation through the hierarchy of control:

1. **Elimination** of hazard;
2. **Substitution** of hazard;
3. **Engineering** control measures to mitigate hazard;
4. **Administrative** control of hazard through training and licencing;
5. **Personal Protective Equipment (PPE)** as the final barrier between a person and a hazard.

This policy pertains to the use of PPE, and sets out what RGRC expects of its staff members, or any other person on RGRC premises, or otherwise carrying out an activity or undertaking for RGRC.

5. DEFINITIONS

Word, acronym used in document in alphabetical order	Definition
CEO	Chief Executive Officer
RGRC	Roper Gulf Regional Council
PPE	Personal Protective Equipment. Anything used or worn by a person to minimise risk to the person's health and safety including air-supplied respiratory equipment.

6. PRINCIPLES

Personal Protective Equipment is the final barrier which protects a person from a hazard. Hazard identification and mitigation is the responsibility of every RGRC elected and appointed member, staff member, contractor, visitor, or any other person on RGRC premises or otherwise engaged by RGRC.

The Work Health and Safety business unit is dedicated to the maintenance and promotion of WHS throughout the Organisation, however all persons have a responsibility to contribute to workplace safety.

All RGRC activities and undertakings undergo initial and regular risk analysis to identify hazards and applicable control methods. Part of this process involves the identification of the appropriate PPE for any given activity or undertaking.

RGRC will supply the appropriate PPE as required, and will provide training on the correct usage thereof.

It is the responsibility of every person to ensure that they wear the prescribed PPE for the activity or undertaking they are engaged in, in the correct manner.

The maintenance of supplied PPE is an individual responsibility and any PPE which is either no longer fit for purpose, damaged, worn, or suspected of any of the former, must not be used.

If a staff member, or any other person who is issued with RGRC PPE suspects, believes or knows that the PPE is not fit for purpose, they must not use it, and immediately raise this concern with the relevant person such as the Council Service Coordinator or with WHS directly.

Examples of PPE include:

- a. Eye protection** (goggles, safety glasses, sun glasses) - Appropriate eye protection must be worn by all personnel engaged in or working close to any activity which may cause eye damage eg. Abrasive blasting, power operated high speed cutting machines, use of compressed air tools, use of chemicals, acids or other corrosive substances. Ensure that the eye protection provided is suitable for the task performed;
- b. Hearing protection** (ear plugs, ear muffs) - In industry today one of the most common safety problems is noise. Appropriate hearing protection in the form of earplugs, or earmuffs must be worn when there is a risk of damaging hearing this includes mowing, slashing and chainsaw work. Failure to take precautions against excessive noise will result in part or permanent hearing loss;
- c. Respiratory protection** (respirators, face masks, cartridge filters) - Respiratory protection should be used when dealing with toxic chemicals, paints, thinners, insect and weed sprays or if entering a confined area or space, as many hazards are associated with entry and work in confined spaces;
- Some of these include: Unsafe oxygen levels, contaminated atmospheres eg: toxic flammable atmospheres, engulfment. Some hazards may exacerbate the risk such as welding, spray painting or abrasive blasting;
- d. Foot protection** (safety boots, enclosed footwear) - All staff are required to wear enclosed footwear, steel toe capped boots are to be worn in all **workshop areas** and around any heavy equipment and or vehicles. Personnel are not to enter any workshop areas unless they have the correct footwear as required;
- e. Head protection** (hard hats) - If staff are entering a construction, building or demolition area a hard hat must be worn at all times in accordance with *Work Health and Safety (National Uniform Legislation) Act*, and
- f. Body protection** (aprons, chaps, safety harnesses, high visibility vests, long sleeved shirts, long pants, broad brimmed hats and gloves). Whilst carrying our work in the open and subject to the effects of ultraviolet radiation employees will be encouraged to wear long sleeved shirts, long trousers, hats, sunscreen and eye protection. Protective clothing and high visible vests should be worn when using heavy or dangerous equipment ie: chainsaws, whipper snippers etc or entering a construction, building or demolition area.

7. REFERENCES

Acknowledgements (original author/source documents)	Original author/source documents
Related Policies	List RGRC policy documents that relate to the document
Related Publications	<i>Local Government Act</i>

	Work Health and Safety (National Uniform Legislation) Act
Related Supporting Documents	List supporting documents such as SOPs, Forms, Templates that relate to the policy.

8. DOCUMENT CONTROL

Policy Number	WS005
Policy Owner	WHS Coordinator
Approved By	Council
Approval Date	2009
Revisions	July 2017
Amendments	List all amendments at each revision dated
Next revision due	June 2021

10. CONTACT PERSON

Position **Manager – Governance and Corporate Planning**
 Contact number **08 8972 9005**

Personal Protective Equipment Policy

Purpose

1. The purpose of this policy is to ensure Roper Gulf Regional Council Staff are aware of hazards whilst at work either in an office environment or out in the field and the need for Personal Protective Equipment (PPE).

Definition

2. Personal Protective Equipment (PPE) refers to the equipment worn by workers to reduce their exposure to hazards. Employers have a general duty of care obligation under the Work Health (OH&S) Regulations 2002 (Section 71) to ensure the health, safety and welfare of their employees and also visitors to the workplace.

PPE include:

- a. **Eye protection** (goggles, safety glasses, sun glasses) - Appropriate eye protection must be worn by all personnel engaged in or working close to any activity which may cause eye damage eg. Abrasive blasting, power operated high speed cutting machines, use of compressed air tools, use of chemicals, acids or other corrosive substances. Ensure that the eye protection provided is suitable for the task performed;
- b. **Hearing protection** (ear plugs, ear muffs) - In industry today one of the most common safety problems is noise. Appropriate hearing protection in the form of earplugs, or earmuffs must be worn when there is a risk of damaging hearing this includes mowing, slashing and chainsaw work. Failure to take precautions against excessive noise will result in part or permanent hearing loss;

c. Respiratory protection (respirators, face masks, cartridge filters) -

Respiratory protection should be used when dealing with toxic chemicals, paints, thinners, insect and weed sprays or if entering a confined area or space, as many hazards are associated with entry and work in confined spaces;

Some of these include: Unsafe oxygen levels, contaminated atmospheres eg: toxic flammable atmospheres, engulfment. Some hazards may exacerbate the risk such as welding, spray painting or abrasive blasting;

d. Foot protection (safety boots, enclosed footwear) - All staff are required to wear enclosed footwear, steel toe capped boots are to be worn in all **workshop areas** and around any heavy equipment and or vehicles. Personnel are not to enter any workshop areas unless they have the correct footwear as listed;

e. Head protection (hard hats) - If staff are entering a building or demolition area a hard hat must be worn at all times in accordance with OH&S Act 1991; and

f. Body protection (aprons, chaps, safety harnesses, high visibility vests, long sleeved shirts, long pants, broad brimmed hats and gloves). Whilst carrying our work in the open and subject to the effects of ultraviolet radiation employees will be encouraged to wear long sleeved shirts, long trousers, hats, sunscreen and eye protection. Protective clothing and high visible vests should be worn when using heavy or dangerous equipment ie: chainsaws, whipper snippers etc.

Equipment register

3. It is very important that all staff using PPE equipment and machinery are to sign them off in the equipment register available with their RSMs.

Maintenance

4. Staff issued with PPE are responsible for the following:

- All PPE is to be used, maintained and stored appropriately, employees are expected to actively assist management in this area;
- Laundering or other maintenance of PPE is to occur through local arrangements; and
- Staff are encouraged to regularly arrange for the maintenance or laundering of appropriate PPE as required.

Replacement

5. Staff are to regularly inspect their PPE and order replacements through their supervisor as required:

- Due to normal wear and tear;
- Should any specific damage occur which compromises the effectiveness of the clothing or equipment (eg: contamination)
- If item is lost; or
- Where an item has a specific use-by-date, it should be replaced prior to that date.

6. The staff member is to notify their supervisor in writing (email) or in person of their requirements for replacement as noted above. If an item is damaged, the item requiring replacement should be presented to their supervisor.

Obligation

7. As a worker, you must co-operate with the workplace requirements stipulated by RGRC. If your supervisor rules that PPE is to be worn, then you

must wear it, Senior Management need to lead by example for employees to follow.

Remember, for the best protection; use a combination of control measures.

OH&S is everyone's responsibility!



Michael Berto
Chief Executive Officer

Reference Material:
OH&S Act 1991
NT Worksafe
Work Health Act (NT)

1. POLICY CERTIFICATION

Policy title:	WS006 - Firearms Policy and Procedures
Policy number:	WS006
Category:	Policy
Classification:	Work Health & Safety
Status:	Approved 1 May 2013 (OCM)

2. PURPOSE

This policy outlines Roper Gulf Regional Council's position on the use of firearms, tranquilisers and controlled drugs for the purposes of animal welfare and management.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council (RGRC) staff members.

POLICY STATEMENT

If circumstances warrant the use of a firearm for the lawful and humane destruction of an animal then this shall be carried out by an Authorised Officer. No employee of Roper Gulf Regional Council other than Authorised Officers who hold the appropriate licence, are authorised to take control and use firearms or controlled drugs for animal welfare purposes. Authorised Officers must comply with all applicable firearms and controlled substance law, and the provisions of this policy.

This policy is to be read in conjunction with the provisions of the National Firearms Safety Code and the Part 7 of the *Firearms Act*. All authorised officers will act in accordance with this legislation as well the *Animal Welfare Act*, , the *Local Government Act*, and any applicable By-Law in the Roper Gulf Region. Individual authorised officers must uphold all licence requirements in accordance with all applicable law.

4. DEFINITIONS

Animal Management Officers (AMO)	Those Roper Gulf Regional Council employees that are employed for the purposes of animal management and is an "Authorised Officer" under both the <i>Animal Welfare Act</i> and the <i>Local Government Act</i> .
Authorised Officers	Authorised officers are the officers appointed by the Council for the purpose of administering and enforcing the By-Laws under the <i>Local Government Act</i> and any other statutory Act for which the Authorised Officer is authorised.
CEO	Chief Executive Officer
DCCS	Director of Council and Community Services
Employee licence	An Employee's Licence permits a person to possess and use a firearm owned and registered by the holder of the Corporate Licence. The licence allows the employee only to use the firearm as part of his/her work duties and not for any other purpose.
Firearm	"firearm" means a device or part of a device (whether or not assembled, operable or temporarily or permanently inoperable) that is designed or adapted to discharge shot, a bullet or other projectile:

	<p>(a) by expanding gases produced in the device; or</p> <p>(b) by igniting combustible material; or</p> <p>(c) by compressed air or other compressed gases (whether stored in the device or attached to the device in pressurised containers). (s3 Interpretation, <i>Firearms Act</i>)</p>
RGRC	Roper Gulf Regional Council

5. PRINCIPLES

5.1 Animal Management Officer

Animal Management Officers (AMO) are RGRC staff members who are appointed by the CEO to oversee animal welfare and management within the Roper Gulf Region. They are authorised by the *Animal Welfare Act* and *Local Government Act* for the purposes of the management and humane destruction of animals, and hold applicable training and veterinary qualifications.

An AMO is the ultimate decision maker pertaining to animal welfare matters, and they may delegate other staff members the function of assessing an animal's welfare, and carrying out humane euthanasia if satisfied that the prospective staff member has received sufficient training, holds appropriate licencing, and demonstrates sufficient competence, judgement, mental constitution, and willingness to handle animal welfare matters in lieu of the AMO, should the AMO be unable to attend an animal welfare matter in person.

5.2 Firearms Licence

RGRC's firearms are obtained and maintained for the purposes of animal management. RGRC holds a Corporate Firearms Licence for that purpose. All RGRC firearms must be stored, handled, and maintained according to applicable law.

Firearms safety and legislative compliance overrides all other operational considerations.

Any prospective user or handler of a RGRC firearm must hold a valid and applicable licence for the category of firearm which they intend to use. Evidence of that licence must be provided to all of the following positions: the CEO, the Human Resources Manager, the Director of Council and Community Services (DCCS) and to the AMO. The firearms user must carry their licence on their person whenever they carry, use, handle, or otherwise interact with a firearm.

RGRC takes firearms safety and compliance with applicable law very seriously. Any breaches or suspected breaches of this policy or applicable law will be followed up with immediate investigation and referral to Police if necessary.

5.3 Acquisition and Distribution of Firearms

RGRC holds a Corporate Firearms Licence, and owns firearms for the purpose of animal management. The CEO is the designated person for RGRC's Corporate Licence. The acquisition and

distribution of firearms is an operational matter which is managed by the DCCS, who must ensure that applicable law is observed at all times, and prevails over operational concerns whenever there is a conflict.

All prospective firearms users must, in addition to obtaining their firearms licence (Employee), obtain approval from the CEO, DCCS, and AMO before using a RGRC firearm for the purposes of animal management.

The DCCS manages the acquisition, location, and distribution of RGRC firearms, however a licenced RGRC staff member must not use a firearm without approval of the AMO, who must be satisfied that the prospective user holds the appropriate competence and aptitude for the safe and humane use of a firearm for the purposes of animal management.

RGRC may obtain and maintain air or other compressed gas powered tranquiliser guns for the purposes of animal welfare and management. Tranquiliser guns are classified as firearms in the Northern Territory, and for the purposes of this policy, and must be treated as any other firearm. It should be noted that tranquiliser guns require a C-Class Firearms Licence (*Firearms Act* – Schedule 4), and the substance carried in their projectile may be a controlled drug.

Prospective users of a tranquiliser gun must comply with both the firearms, and the controlled substance law, and parts of this policy if they use projectiles loaded with controlled drugs or substances.

5.4 Carry or Storage

- All firearms and ammunition must be handled and stored according to law. Whenever an operational requirement conflicts with applicable law, it is the applicable law which prevails.
- RGRC firearms must not be handled or used by licenced persons who are not RGRC staff members without prior approval of the CEO, or DCCS, unless it is for the purposes of firearm maintenance by a licenced gunsmith, or for legislative compliance purposes.
- Unlicenced persons, whether RGRC employees or not, are not permitted to handle, use, or otherwise have access to RGRC firearms or ammunition.
- All firearms and ammunition are to be handled by licenced persons in a safe, appropriate, and legally compliant manner. Any suspected misuse or mishandling shall be promptly investigated as a serious misconduct matter, and may be referred onto Police as required.
- No firearm or ammunition that is not licenced to RGRC should be stored or carried in at any of the RGRC buildings at any time without prior approval from the DCCS.
- No firearm or ammunition that is not licensed to RGRC should be transported in an RGRC vehicle during working hours without prior approval from the DCCS.

5.5 Controlled Substances/Drugs

- RGRC may procure controlled substances for the purposes of animal welfare and management.
- All controlled substances shall be procured, stored, handled, and used in accordance with the *Medicines, Poisons and Therapeutic Goods Act*, and all other applicable law, and shall be managed by the AMO, or delegate thereof.

- The AMO may delegate and authorise other persons to use a controlled substance for the purposes of animal welfare and management if they are satisfied that the prospective user holds applicable qualifications, has undergone applicable training, and has demonstrated sufficient competence, aptitude and willingness to use controlled substances for the purposes of animal welfare and management.
- Applicable law shall always prevail over operational requirements, and it is the responsibility of all RGRC staff members who handle, store, use, or manage controlled substances to ensure that they meet, document, and comply with applicable legislative requirements.

6. REFERENCES

Acknowledgements (original author/source documents)	<i>Local Government Act Permit Information/ NT Police Animal Welfare Act Medicines, Poisons and Therapeutic Goods Act Firearms Act</i>
Related Policies	WS003 – Work Health and safety Policy HR001 – Employee and Contractor Code of Conduct
Related Publications	<i>Nil</i>

7. DOCUMENT CONTROL

Policy number	WS006
Policy Owner	Director Council and Community Services
Endorsed by	OCM
Date approved	1 May 2013
Revisions	July 2017
Amendments	Nil
Next revision due	June 2021

8. CONTACT PERSON

Position **Manager Governance and Corporate Planning**

Contact number **8972 9005**

1. POLICY CERTIFICATION

Policy title:	Emergency Evacuation Policy
Policy number:	008
Category:	Policy
Classification:	WS
Status:	Approved (26/06/2013 OCM)

2. PURPOSE

The emergency evacuation policy has been developed to ensure a safe and efficient evacuation in the event of a fire, or any other emergency. It provides the framework to ensure all staff of Roper Gulf Regional Council are informed of the emergency evacuation procedures and their role in emergencies.

3. RATIONALE

Evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, gas leak, siege, flood or any other emergency. Planning, preparing staff and understanding emergency evacuation procedures is critically important to ensure the safety of all.

4. ORGANISATIONAL SCOPE

This policy applies to Roper Gulf Regional Councillors, Local Authority Members, Council Committee Members, contractors, visitors, and employees using or working within the Council offices, facilities, vehicles, services and grounds.

5. POLICY STATEMENT

Roper Gulf Regional Council is committed to providing a safe and healthy environment for all of its employees, contractors, volunteers and visitors. Roper Gulf Regional Council seeks to ensure that all stakeholders involved in RGRC operations will be protected from harm in the event of an emergency and that due diligence will be observed with respect to protection of the stakeholders and that evacuation procedures will be in place.

6. DEFINITIONS

Emergency	Sudden, unexpected event or situation that requires immediate action to prevent injury to individuals or damage to the environment
Hazard	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.
RGRC	Roper Gulf Regional Council

7. PRINCIPLES

7.1 Movement around Workplaces

All employees and contractors are to ensure that persons are able to move safely within the workplace by keeping passages free of obstructions at all times, especially those that are used for

evacuations. RGRC will ensure that the emergency exits are suitable for evacuation of people using wheelchairs.

7.2 Emergency Exits

The RGRC will ensure that all emergency exits are available for use at all times and are not secured closed or locked when employees are still located within the workplace. All emergency exits will be clearly marked within the workplace and that the emergency exit signs are visible when a power failure occurs.

7.3 Flammable Goods/Materials

- The RGRC will ensure that no person introduces a naked flame (or smokes) into that part of the workplace where there are goods, chemicals or materials which in the event of a fire are likely to burn with extreme rapidity, emit poisonous fumes or cause explosions, and there is a risk of harm or injury to a person at the workplace resulting from the goods or materials being ignited. All persons in these areas will comply with signage prohibiting naked flames or verbal instructions not to smoke or introduce a naked flame.
- Where the storage of these types of materials is frequent then the Council may consider installing fire reticulation systems, emergency alarm buttons, smoke detector alarms and/or fire extinguishers.
- The type of fire extinguisher which is used will be suitable to the type of material or substance stored.
- If a fire does occur, employees are expected to take responsible steps to try and contain the fire but should not do so if they believe that doing so may cause them harm or injury and containment should be attempted only if it is believed that the fire may be contained by them taking such actions.

7.4 Access to Emergency Services

The RGRC will ensure that all employees have access to communication facilities to contact emergency services in case of emergency in any work area including for those who work in remote locations.

7.5 Fire Wardens

- All RGRC staff will undertake take fire awareness training.
- Each office/site of RGRC will have its own Fire Wardens for controlling evacuation in the event of an emergency.
- Fire wardens are recruited from among RGRC staff members by WHS. WHS calls out for Expressions of Interest from staff members who wish to become appointed Fire Wardens. WHS subsequently appoints Fire Wardens who become active upon completion of applicable Fire Training.
- All wardens will be trained in their responsibilities
- All employees will be notified of who are their designated warden.
- The warden will be aware of the evacuation procedure and location of safety devices with the work area.

7.6 Evacuation procedures

- The RGRC will ensure that there is an evacuation procedure to be followed in the event of a fire or other emergency at the workplace, and that the evacuation procedure will be clearly and prominently displayed at the workplace.
- A diagram showing the locations of exits and the position of the diagram in relation to the exits will be clearly and prominently displayed at the workplace.
- The evacuation procedure will be practised at the workplace at reasonable intervals.
- Persons at the workplace who would be required to help control or extinguish a fire at the workplace shall be appropriately trained and provided with appropriate protective clothing and equipment.
- Every staff will be explained on the emergency evacuation procedure of the building of the Council at the induction before starting work.
- In the event where an evacuation of buildings has occurred, an incident report must be completed.

8. CONSIDERATION OF ISSUES RELATING TO FIRE AND PREVENTION

8.1 Stay Alert for Hazards

- Overheating equipment.
- Accumulated rubbish (poor housekeeping).
- Cracked, faulty electrical insulation.
- Spilled flammable material.
- Overloaded equipment/circuits.
- Storage of flammable material near a heat source.
- Electrical wiring defects.
- Explosive dangers (flammable vapours, dust etc.).
- Failure to switch off equipment when not being used.

8.2 Prevent Fire Hazards by Ensuring

- Exits remain clear of obstructions
- Everyone is aware of evacuation procedures
- Fire extinguishers are available and clearly marked
- Personnel know how to identify extinguisher and fire types
- Faulty and overheating equipment is not used
- Equipment is switched off at the end of the workday
- Circuits are not overloaded
- Rubbish does not accumulate
- Heaters are placed away from flammable materials
- "No Smoking" signs are obeyed
- Regular fire hazard inspections are conducted.

9. REFERENCES

Acknowledgements (original author/source documents)	NT Work Safe : www.worksafe.nt.gov.au
Related Policies	WS003 – Work Health and Safety Policy
Related Publications	<i>Work Health and Safety (National Uniform Legislation) Act</i>

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	13.2
TITLE	FINANCE - RGRC FINANCIAL REPORT AS AT 31st JULY 2017
REFERENCE	706611
AUTHOR	Lokesh Anand, Finance Manager

RECOMMENDATION

- (a) **That the Finance Committee receive and note financial reports as at 31st July 2017.**

BACKGROUND

Attached are the financial reports for Roper Gulf Regional Council as at 31st July 2017, including:

- Balance Sheet
- Income and expenditure report by service group
- Income and expenditure report by account category
- Cash-at-bank Statement & 12-month graph on cash balances
- Expenditure reports for all communities

Balance sheet has been prepared as per prevailing accounting standard, practice and in compliance with the applicable Local Government Act. Revenue and expenditure statement as of end of July 2017 shows a surplus of \$ 3.9 M. The surplus also includes the carry forwards from previous year of \$3 M leaving effective surplus of 900 K. Our bank balance as at 31st July is \$ 21.8 M.

The preparation for end of Financial Year audit has started and the auditors are due to visit on 18th September 2017.

ISSUES/OPTIONS/SWOT**Interpretation of Debtors and Creditors****Debtors**

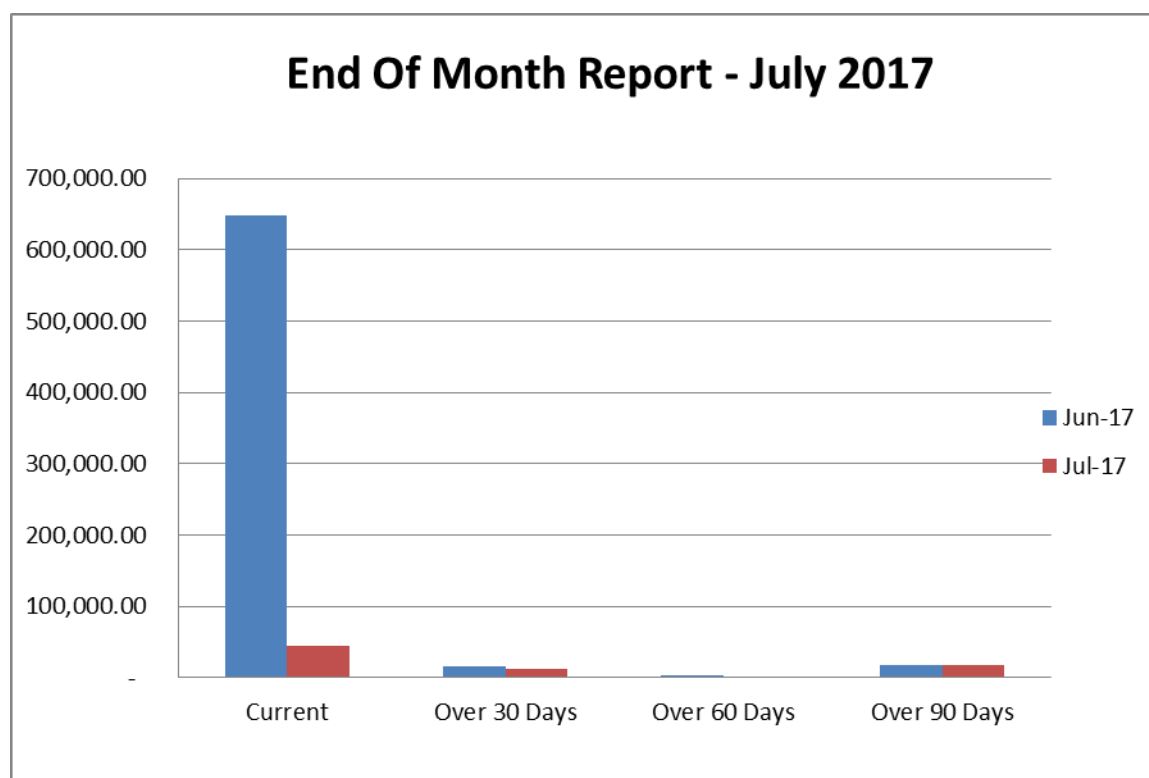
The summary below shows the amount of debtors outstanding for the current and the prior month.

See attached: Aged Analysis – Detailed Report – Accounts Receivable 31st July 2017.

As at 31st July 2017, \$ 75,351.30 is outstanding. Comparatively, at 30th June 2017, the total debt outstanding was \$684,943.38. During this month, debtors have shown an overall decrease from June 2017 to July 2017 by \$ 609,592.08.

AR Age Analysis

Debtors	June-17		July-17
Current	648,795.98	94.73%	45,578.12
Over 30 days	15,471.50	2.26%	11,869.28
Over 60 days	2,678.00	0.39%	
Over 90 days	17,997.90	2.62%	17,903.90
	684,943.38		75,351.30
Less: Unapplied Credits	616,281.77		1,652.57
Total Actual Outstanding	68,661.61		73,698.73



Top 10 AR Debtors – July 2017

A/C	Description	Balances	Status	Reason
00328	Power and Water	15,274.06	Current	Jilk & Eva Valley Contract
01250	John Terepo	11,694.65	Over 90 Days	Service & Repair on Vehicle
00584	DHLGRS – R&M	7,980.80	Current	HMO Monthly invoices
00359	Sunrise Health	6,462.85	Current	Monthly Rental & Vehicle repair
00121	DCI-General	5,691.03	Current	Litter Collection
00377	Traditional Credit Union	5,236.66	Over 30 Days & Current	Monthly Rental Lease-Follow up in progress

01289	Stephen Nagle	4,982.25	Over 90 Days	Payroll – Overpayment of wages on 31.8.16
01298	NT Pensioner & Carer Concession Scheme	4,475.46	Current	Pensioner Concession for Rates 2017-18
00717	Murray River North	2,225.00	Current	Accommodation & Hire of Tractor-Follow up in Progress
00487	Katherine Aviation	2,142.84	Current	Monthly Rental Lease

Rates & Refuse Outstanding– July 2017

Financial Year	Financial Year Balance	Percentage of total Owing
2008/2009	\$27,280.20	7.09 %
2009/2010	\$4,893.03	1.27 %
2010/2011	\$6,142.38	1.60 %
2011/2012	\$5,488.59	1.43 %
2012/2013	\$6,032.41	1.57 %
2013/2014	\$21,191.53	5.51 %
2014/2015	\$85,346.55	23.23 %
2015/2016	\$29,652.42	7.71 %
2016/2017	\$194,532.27	50.59 %
Total	\$ 384,559.38	100.00 %

The rates department is working in recovering the outstanding rates and charges. Last month the outstanding for rates & charges were \$ 381,283.78

Creditors

The summary below shows the amount of creditors outstanding for the current month.

See attached: Aged Analysis Report – Detailed Report – Accounts Payable 31st July 2017.

As at 31st July 2017, \$767,302.17 in creditors is outstanding.

The Accounts Payable age analysis report depicts the following:

Creditors	Amount	
Current	\$274,203.13	32.81%
Over 30 days	\$498,605.24	59.66%
Over 60 days	\$825.00	0.10%
Over 90 days	\$62,166.86	7.44%
Total outstanding amount (Including Overdue)	\$835,800.23	
Less: Unapplied Credits	-\$68,498.06	
TOTAL ACTUAL OUTSTANDING	\$767,302.17	

Unapplied items appearing as a result of time difference and have no effect in the financial statement.

Following are the details of suppliers from whom invoices over \$10,000 were received and entered during the month of July 2017:

Acc. #	Description	Amount	Transaction
10054	PUMA ENERGY	\$34,465.74	NUMBULWAR & BORROLOOLA BULK FUEL ORDER
10042	ALLSTYLE SHEETMETAL	\$183,680.20	MATARANKA MULTI-PURPOSE SPORTS COURT
10280	TELSTRA	\$38,779.37	CONSOLIDATED ACCOUNT
10325	AIRPOWER	\$26,551.80	KUBOTA RTV – NUMBULWAR CAPEX
10507	ALAWA ABORIGINAL CORP	\$52,681.20	HODGSON DOWNS LA FUNDING
10746	LGANT	\$60,570.91	ANNUAL MEMBERSHIP SUBSCRIPTION
10791	DELOITTE TOUCHE	\$17,325.00	AUDIT FEES
10170	KATHERINE AVIATION	\$14,214.00	NUMBULWAR OCM MEETING
10189	KATHERINE TOYOTA	\$117,695.60	HILUX NIGHT PATROL MANAGER, PRADO GXL MARC GARDNER
10244	POWER WATER	\$11,498.76	ELECTRICITY – LOT 381 NGUKURR
12796	BESWICK ABORINAL LAND TRUST	\$39,453.70	NLC LEASE BARUNGA 2016-17
10289	TOP END RURAL SUPPLIES	\$12,844.00	IRRIGATION PROJECT LARRIMAH OVAL
11264	JARDINE LLOYD THOMPSON	\$392,916.64	JLT – INSURANCE FEES 2017-18
11518	MCCOYS GARDEN	\$32,725.00	TREE REMOVAL – LOT 238 BARUNGA & BULMAN
11785	YUGUL MANGI	\$24,200.00	CARRY OUT OPEN GRADE NUMBULWAR ROAD
11810	SULO MGB AUSTRALIA	\$43,214.78	BARUNGA & MANYALLALUK BIN ORDER
12751	TONKIN CONSULTING	\$42,607.40	BORROLOOLA MAIN ST DETAILED DESIGN
12781	WRIGHT EXPRESS	\$44,722.99	FUEL CARDS MAY & JUNE 17
12796	BESWICK ABORIGINAL LAND TRUST	\$39,453.70	NLC LEASE BARUNGA
13103	KATHERINE CONSTRUCTIONS	\$64,790.00	BESWICK AGED CARE REFURBISHMENT
13340	ELEMENTA NT	\$16,441.70	KITCHEN UTENSIL SUPPLIES HOUSE 1,5 & 6 WERENBUN
		\$1,271,378.79	

All entered amount has already been paid and settled.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 RGRC Finance Report - July 2017-18.pdf

Roper Gulf Regional Council

Balance Sheet as at 31 July 2017



ASSETS		LIABILITIES	
Current Assets		Current Liabilities	
Cash	11,794,599	Accounts payable	767,302
Accounts receivable	73,699	Taxes payable	359,141
(less doubtful accounts)	-136,239	Accrued Expenses	0
Rates & Waste Charges Receivable	404,218	Provisions	1,487,874
Inventory	186,835	Other Current Liabilities	116,212
Investments	10,000,000	Suspense accounts	
Other current assets	451,576		
Total Current Assets	22,774,688	Total Current Liabilities	2,730,529
Less: Unexpended Tied Grants	5,078,812		
Available Untied Current Assets	17,695,875		
Non-current Assets		Long-term Liabilities	
Land	4,101,715	Other long-term liabilities	342,544
Buildings	79,109,009		342,544
(less accumulated depreciation)	-41,903,094		
Fleet, Plant, Infrastructure and Equipment	32,945,350	Total Liabilities	3,073,073
(less accumulated depreciation)	-22,017,916		
Furniture and fixtures	135,898		
(less accumulated depreciation)	-132,188	EQUITY	
Work in Progress assets	70,335	Retained earnings	72,010,724
Other non-current assets	0	Total Shareholders' Equity	72,010,724
Total Non-current Assets	52,309,109		
TOTAL ASSETS	75,083,797	TOTAL LIABILITIES & EQUITY	75,083,797

Working Capital
\$20,044,158
\$14,965,346

Balance Sheet Check
OK

RATIOS	
Current Ratio	8.34
Quick Ratio	8.27
Cash Ratio	7.98
Effective	6.48

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Roper Gulf Regional Council

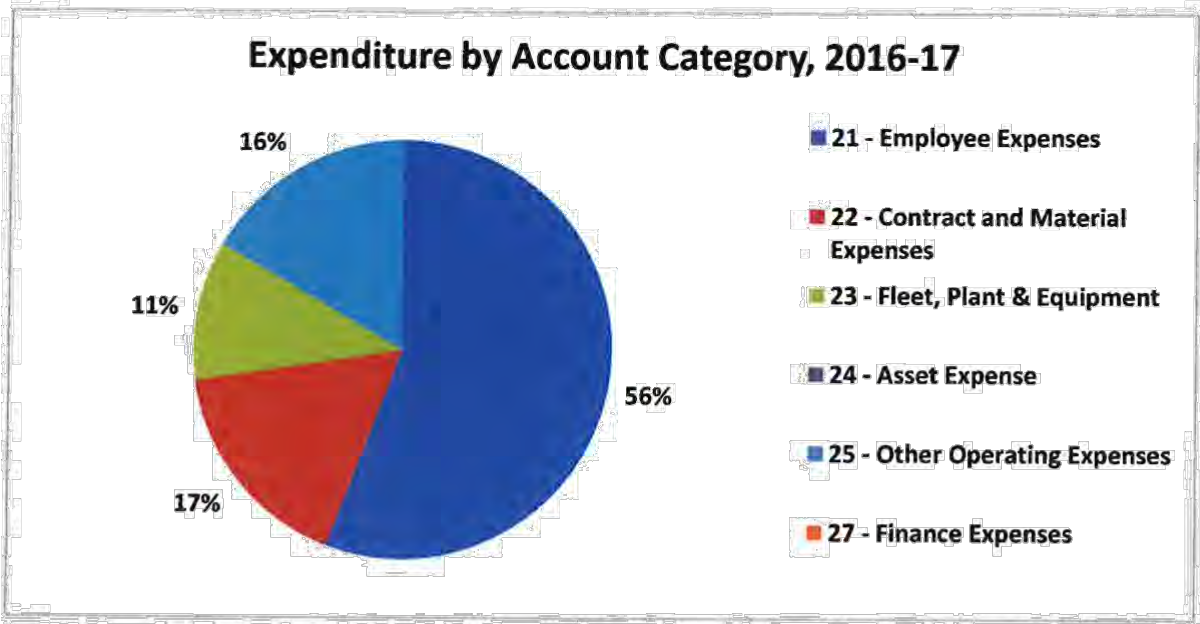
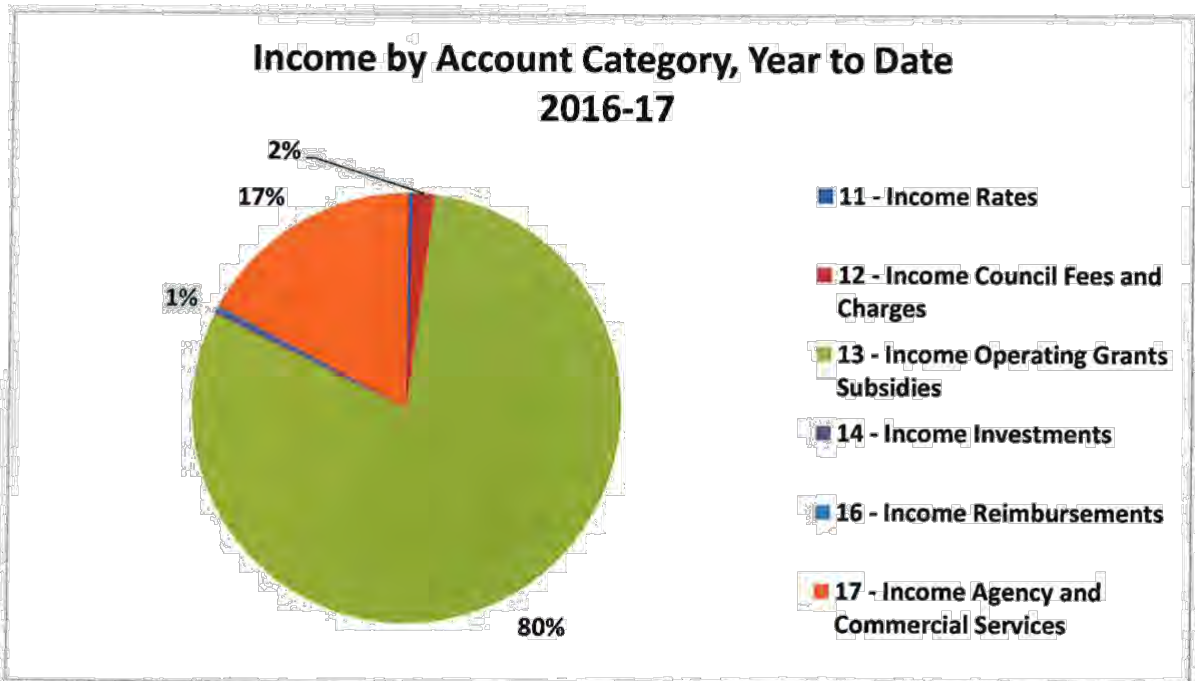
Income & Expenditure Report as at
31-July-2017

for the year 2017-2018



	18GLACT	18GLBUD		18GLBUD
	Year to Date	Year to Date		Full Year Budget
	Actual (\$)	Budget (\$)	Variance (\$)	(\$)
Income				
11 - Income Rates	8,123	156,067	-147,945	1,872,808
12 - Income Council Fees and Charges	45,461	64,347	-18,887	772,167
13 - Income Operating Grants Subsidies	2,193,257	4,503,545	-2,310,289	18,014,182
14 - Income Investments	9,940	18,333	-8,393	220,000
16 - Income Reimbursements	7,166	0	7,166	0
17 - Income Agency and Commercial Ser	468,605	1,196,023	-727,418	14,352,277
19 - Other Income	1,310	9,409	-8,100	112,913
Total Income	2,733,861	5,947,726	-3,213,864	35,344,346
Expenditure				
21 - Employee Expenses	1,055,561	1,779,230	723,669	21,350,763
22 - Contract and Material Expenses	316,527	664,912	348,385	7,978,939
23 - Fleet, Plant & Equipment	203,768	89,258	-114,510	1,071,091
24 - Asset Expense	0	369,633	369,633	4,435,599
25 - Other Operating Expenses	314,199	298,916	-15,283	3,586,984
27 - Finance Expenses	435	973	537	11,670
Total Expenditure	1,890,489	3,202,921	1,312,432	38,435,047
Carried Forwards				
81 - Accumulated Surplus Deficit	3,090,701	257,558	2,833,143	3,090,701
Total Carried Forwards	3,090,701	257,558	2,833,143	3,090,701
Surplus/(Deficit)	3,934,073	3,002,363	931,710	0
Capital Expenditure				
53 - WIP Assets	7,628	311,667	304,039	3,740,000
Total Capital Expenditure	7,628	311,667	304,039	3,740,000

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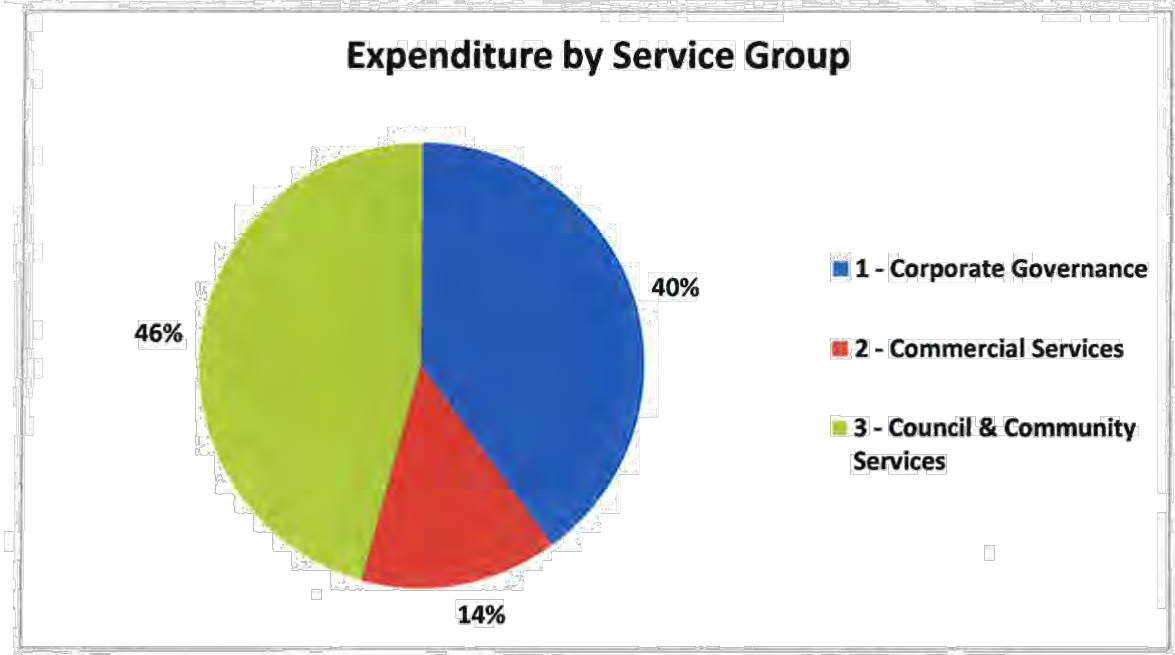
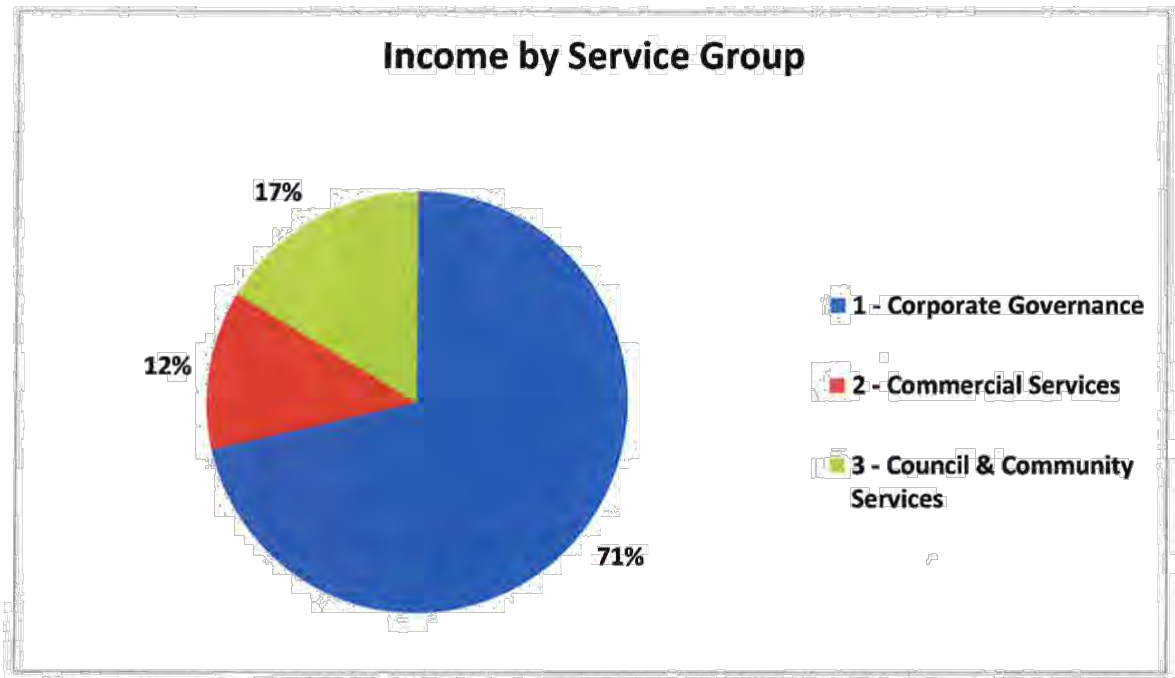
Roper Gulf Regional Council

Income & Expenditure Report as at
31-July-2017
for the year 2017-2018



	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Full Year Budget (\$)
Income				
1 - Corporate Governance	1,952,099	2,134,625	-182,526	9,897,105
2 - Commercial Services	331,834	1,252,868	-921,035	13,302,364
3 - Council & Community Services	449,928	2,560,232	-2,110,304	12,144,877
Total Income	2,733,861	5,947,726	-3,213,864	35,344,346
Expenditure				
1 - Corporate Governance	753,053	399,442	-353,611	4,793,302
2 - Commercial Services	270,995	1,041,193	770,199	12,494,318
3 - Council & Community Services	866,442	1,762,286	895,844	21,147,427
Total Expenditure	1,890,489	3,202,921	1,312,432	38,435,047
Carried Forwards				
1 - Corporate Governance	3,090,701	257,558	2,833,143	3,090,701
Total Carried Forwards	3,090,701	257,558	2,833,143	3,090,701
Surplus/(Deficit)	3,934,073	3,002,363	931,710	0
Capital Expenditure				
1 - Corporate Governance	7,628	311,667	304,039	3,740,000
Total Capital Expenditure	7,628	311,667	304,039	3,740,000

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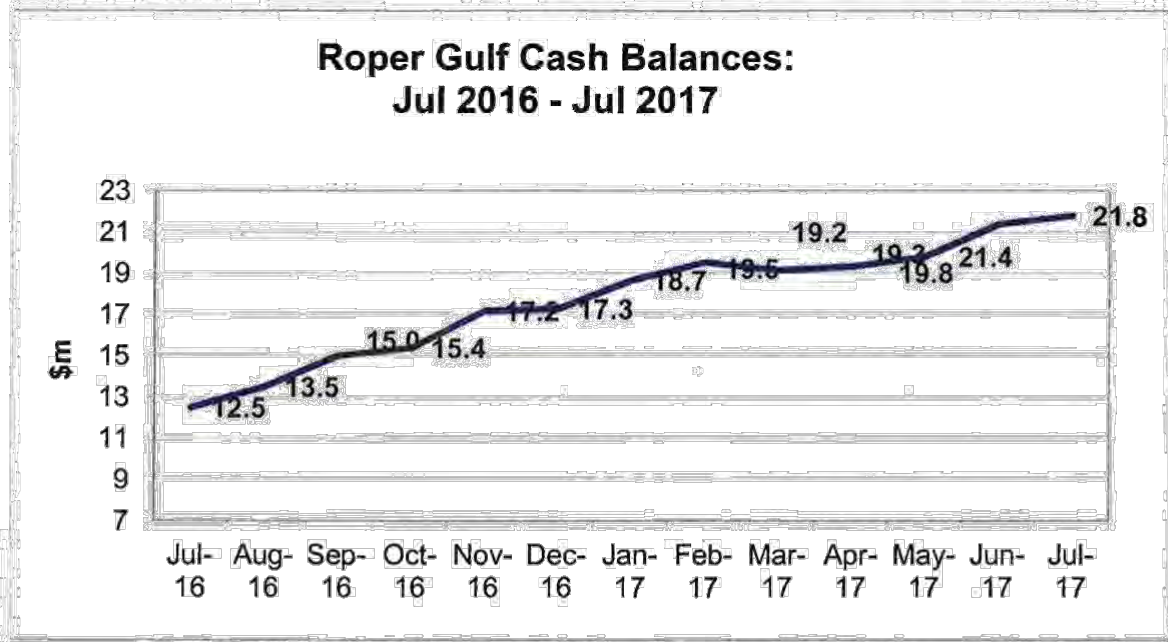
Roper Gulf Regional Council

Actual cash at bank as at 31 July 2017



<u>Bank:</u>	<u>Closing balance as at 31st July 2017</u>
Commonwealth - Business 10313307	\$10,114,166.16
Monthly interest earned	\$8,494.51
Commonwealth - Operating 10313294	\$50,909.02
Monthly interest earned	\$289.81
Commonwealth - Trust 103133315	\$11,205.30
Monthly interest earned	\$54.14
Commonwealth - Numbulwar Fuel - 590210381211	\$1,631,694.90
Monthly interest earned	\$1,101.86
National Australia Bank - Term Deposit	\$4,000,000.00
Monthly interest earned	\$0.00
Beyond Bank	\$2,000,000.00
Monthly interest earned	\$0.00
Bendigo Bank	\$2,000,000.00
Monthly interest earned	\$0.00
AMP Bank	\$2,000,000.00
Monthly interest earned	\$0.00
Total Cash at Bank	\$21,807,975.38

Total Interest Earned **\$9,940.32**



Note: The "Total Cash as Bank" is the actual Money in the Bank at 31st July. It varies with Book Balance due to Unpresented Cheques and Outstanding Deposits

**Roper Gulf Regional Council
Investment Report
as at 31 July 2017**



Classification of ADI's Under policy

Authorised Deposit-taking institution

% of Exposure

Amount

Rating

Lodgement Date

Maturity Date

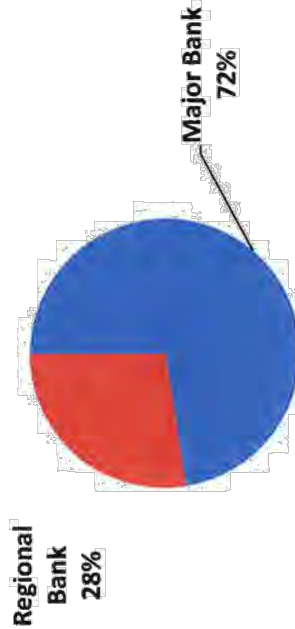
Interest on Maturity

Interest rate

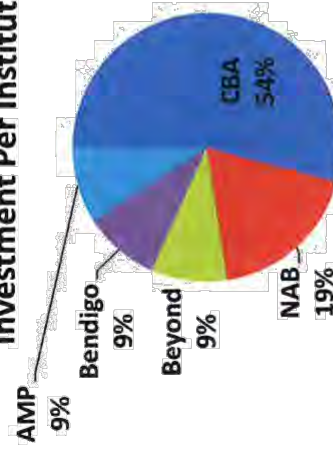
Within Diversification Limits

Classification of ADI's Under policy	Authorised Deposit-taking institution	Amount	% of Exposure	Rating	Lodgement Date	Maturity Date	Interest on Maturity	Interest rate	Within Diversification Limits
Major Bank	Commonwealth Bank - Working capital	\$11,807,975	54.15%	A1+/AA-					
Major Bank	Investments (Deposits)								
Major Bank	National Australia Bank	\$2,000,000	9.17%	AA2/AA-	7/07/2017	6/09/2017	7,620.83	2.28%	
Major Bank	National Australia Bank	\$2,000,000	9.17%	AA2/AA-	7/07/2017	6/10/2017	12,316.17	2.47%	
Major Bank	Beyond Bank	\$2,000,000	9.17%	A2/BBB	7/07/2017	5/01/2018	26,923.03	2.70%	
Major Bank	Bendigo Bank	\$2,000,000	9.17%	AA2/AA-	7/07/2017	7/03/2018	35,950.68	2.70%	
Regional Bank	AMP Bank	\$2,000,000	9.17%	A1/A	10/07/2017	11/12/2017	21,939.73	2.60%	
Total cash and investments held		\$21,807,975	100.00%						

Investment per ADI Category



Investment Per Institution



Communitywise Expenditure Summary as at 31 July -2017

Location	HQ			Barunga			Beswick		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Governanc	743,097	184,180	403%	649	10,761	6%	203	22,095	1%
Commercial Servic	46,723	79,508	59%	18,731	86,303	22%	22,751	136,175	17%
Council & Commu	86,494	244,611	35%	39,487	123,833	32%	60,235	151,220	40%
Other Services			0%			0%			0%
Total	876,314	508,299	172%	58,867	220,897	27%	83,189	309,490	27%

Location	Borroloola			Bulman			Eva valley		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Governanc	3,302	19,442	17%	926	9,259	10%		4,033	0%
Commercial Servic	1,524	9,250	16%	11,310	69,006	16%	3,499	26,658	13%
Council & Commu	78,932	166,579	47%	57,687	124,564	46%	21,748	87,914	25%
Other Services			0%			0%			0%
Total	83,758	195,271	43%	69,923	202,829	34%	25,247	118,605	21%

Location	Jilkminggan			Mataranka			Minyerri		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Governanc	-	2,231	0%	1,587	3,043	52%		36,426	0%
Commercial Servic	16,106	69,033	23%	8,508	55,548	15%	408	700	58%
Council & Commu	42,331	125,770	34%	233,713	165,717	141%	14,453	17,430	83%
Other Services			0%			0%			0%
Total	58,437	197,034	30%	243,808	224,308	109%	14,861	54,556	27%

Location	Ngukurr			Numbulwar			Other Locations		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Governanc	525	44,326	1%	2,668	63,644	4%			0%
Commercial Servic	51,788	238,173	22%	67,412	211,495	32%	31,837	59,346	54%
Council & Commu	124,585	274,902	45%	71,454	263,397	27%	25,816	16,348	158%
Other Services						0%			0%
Total	176,898	557,401	32%	141,534	538,536	26%	57,653	75,694	76%

Roper Gulf Regional Council



Income & Expenditure Report as at

31-July-2017

HQ

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
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Expenditure by Service

1 - Corporate Governance	743,097	184,180	-558,916	2,210,164
2 - Commercial Services	46,723	79,508	32,785	954,095
3 - Council & Community Services	86,494	244,611	158,117	2,935,332
Total Expenditure	876,313	508,299	-368,014	6,099,591

Expenditure by Account Category

21 - Employee Expenses	414,379	607,907	193,528	7,294,888
22 - Contract and Material Expenses	47,554	199,383	151,829	2,392,598
23 - Fleet, Plant & Equipment	157,328	21,031	-136,297	252,374
24 - Asset Expense	0	369,633	369,633	4,435,599
25 - Other Operating Expenses	291,483	178,058	-113,425	2,136,698
27 - Finance Expenses	435	964	529	11,570
31 - Internal Cost Allocations	-34,866	-868,678	-833,812	-10,424,135
Total Expenditure	876,313	508,299	-368,014	6,099,591

Expenditure by Activity

101 - Chief Executive	20,700	37,916	17,216	454,987
102 - Corporate Services Directorate and Ac	13,491	26,802	13,310	321,623
103 - Infrastructure and Technical Services I	17,014	4,150	-12,864	49,803
104 - Community Services Directorate and A	0	-73,323	-73,323	-879,878
105 - Financial Management	39,718	79,715	39,996	956,575
106 - General Council Operations	-444,445	-228,838	-673,283	-2,746,055
107 - Human Resources	47,375	85,882	38,507	1,030,583
108 - IT services	4,093	4,491	398	53,892
109 - Asset Department	18,656	9,620	-9,036	115,445
110 - Assets Management - Fixed Assets	0	42,173	42,173	506,074
113 - Project Management	16,958	38,061	21,102	456,727
114 - Work Health and Safety	12,524	29,636	17,111	355,628
115 - Asset Management - Mobile Fleet & E	0	-60,153	-60,153	-721,841
130 - Governance	34,278	60,265	25,987	723,176
131 - Council and Elected Members	90,857	48,612	-42,245	583,350
132 - Local Authority	0	417	417	5,000
133 - Local Elections	0	6,917	6,917	83,000
134 - Community Grants	0	2,667	2,667	32,000
161 - Waste management	0	1,027	1,027	12,328
200 - Local roads maintenance	0	10,983	10,983	131,793
201 - Street lighting	0	832	832	9,980
220 - Territory Housing Repairs and Maintena	8,241	34,429	26,188	413,145
221 - Territory Housing Tenancy Manageme	222	10,001	9,779	120,017
240 - Commercial Operations admin	16,557	30,381	13,825	364,577

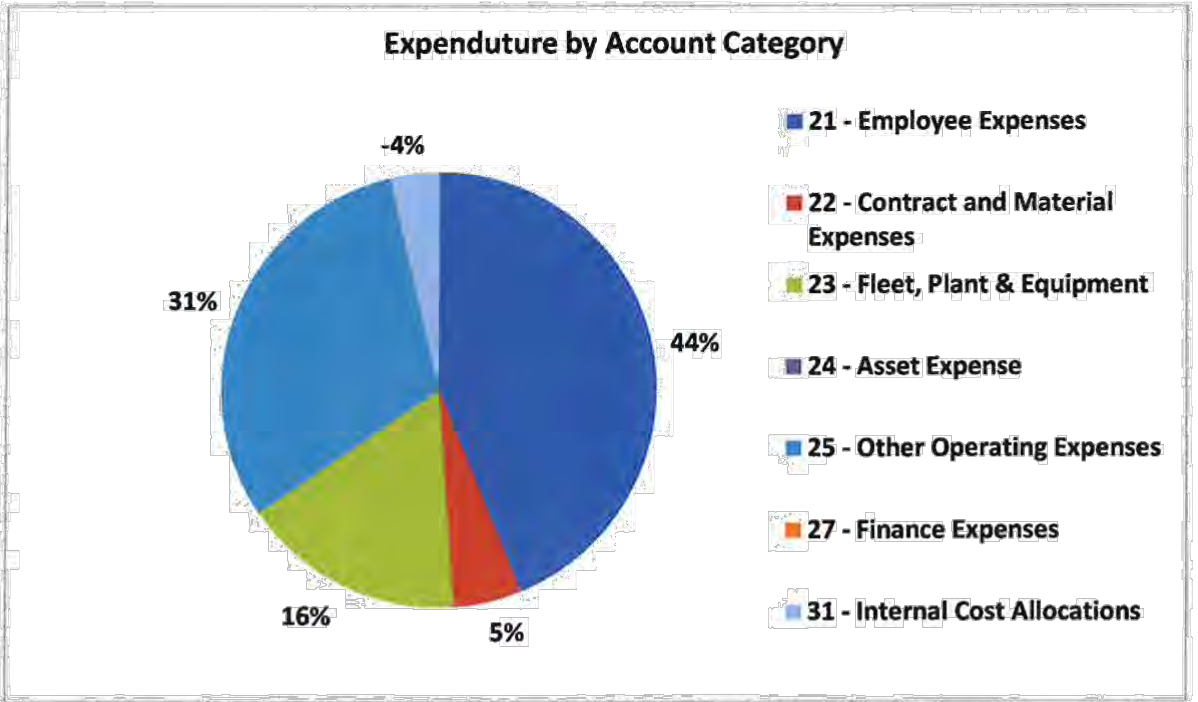
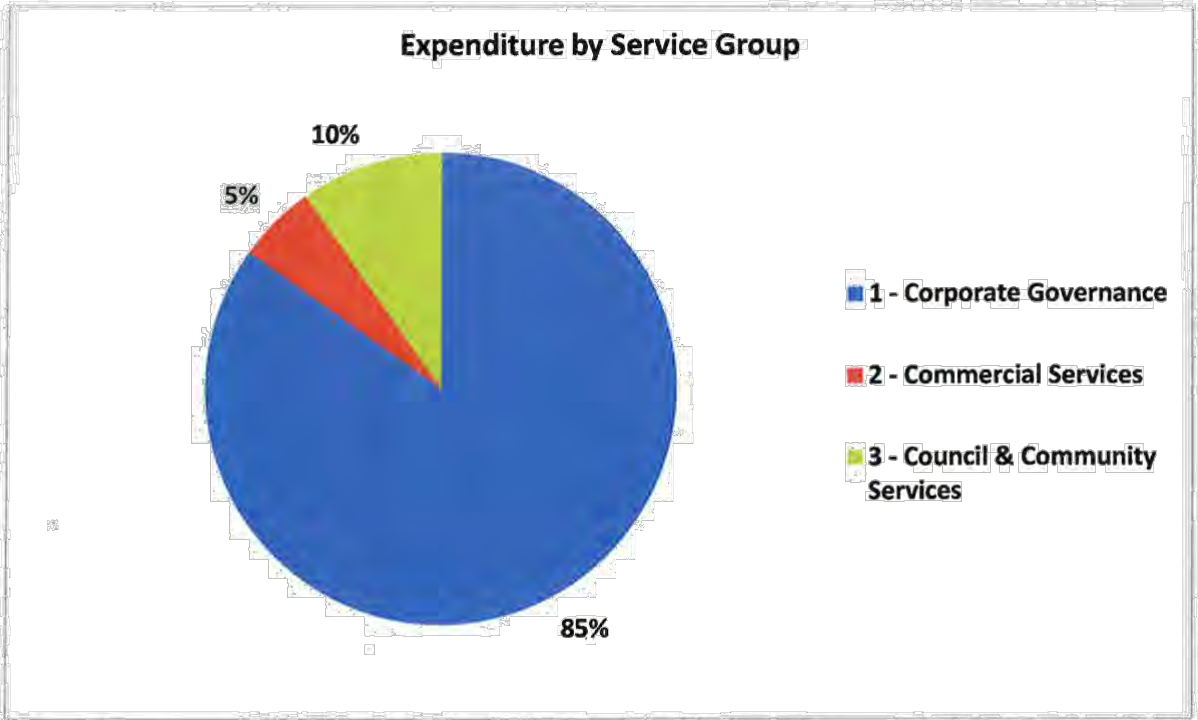
Income & Expenditure Report as at

31-July-2017

HQ

	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
246 - Commercial Australia Post	0	345	345	4,137
275 - Mechanical Workshop	-50,017	-2,131	47,886	-25,570
313 - CDP Central Administration	51,435	0	-51,435	0
314 - Service Fee - CDP	0	4,580	4,580	54,961
318 - Outcome Payments - CDP	0	5,625	5,625	67,500
320 - Outstation Services Admin	3,901	12,765	8,865	153,185
322 - Outstations Housing Maintenance	4,880	16,342	11,462	196,108
323 - Outstations municipal services	11,504	40,493	28,989	485,913
340 - Community Services admin	24,877	0	-24,877	0
341 - Commonwealth Aged Care Package	0	31,730	31,730	380,763
342 - Indigenous Aged Care Employment	0	-6,444	-6,444	-77,327
344 - Commonwealth Home Support Progra	7,638	-9,974	-17,612	-119,683
346 - Indigenous Broadcasting	0	2,574	2,574	30,890
348 - Library	0	1,431	1,431	17,173
350 - Centrelink	0	11,129	11,129	133,544
352 - Disability in Home Support	0	2,952	2,952	35,428
381 - Animal Control	5,812	15,211	9,399	182,534
401 - Night Patrol	22,403	59,825	37,423	717,904
404 - Indigenous Sports and Rec Program	5,057	13,984	8,927	167,810
407 - Remote Sports and Recreation	1,697	17,832	16,135	213,978
414 - Drug and Volatile Substances	0	4,391	4,391	52,690
415 - Indigenous Youth Reconnect	1,996	37,194	35,198	446,326
462 - 2014-19 Roads to Recovery	0	45,556	45,556	546,670
479 - Territory Day Celebration	0	227	227	2,727
Total Expenditure	876,313	508,299	-368,014	6,099,591
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	0	83,333	83,333	1,000,000
5371 - Capital Purchase Vehicles	0	15,000	15,000	180,000
Total Capital Expenditure	0	98,333	98,333	1,180,000

HQ



Roper Gulf Regional Council



Income & Expenditure Report as at

31-July-2017

Barunga (Bamyili)

18GLACT	18GLBUD	Variance	18GLBUD
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	649	10,761	10,112	129,135
2 - Commercial Services	18,731	86,303	67,572	1,035,633
3 - Council & Community Services	39,487	123,833	84,346	1,485,995
Total Expenditure	58,867	220,897	162,030	2,650,762

Expenditure by Account Category

21 - Employee Expenses	46,819	92,175	45,355	1,106,095
22 - Contract and Material Expenses	7,946	25,468	17,522	305,619
23 - Fleet, Plant & Equipment	3,001	6,739	3,738	80,869
25 - Other Operating Expenses	262	8,709	8,446	104,506
31 - Internal Cost Allocations	838	87,806	86,968	1,053,674
Total Expenditure	58,867	220,897	162,030	2,650,762

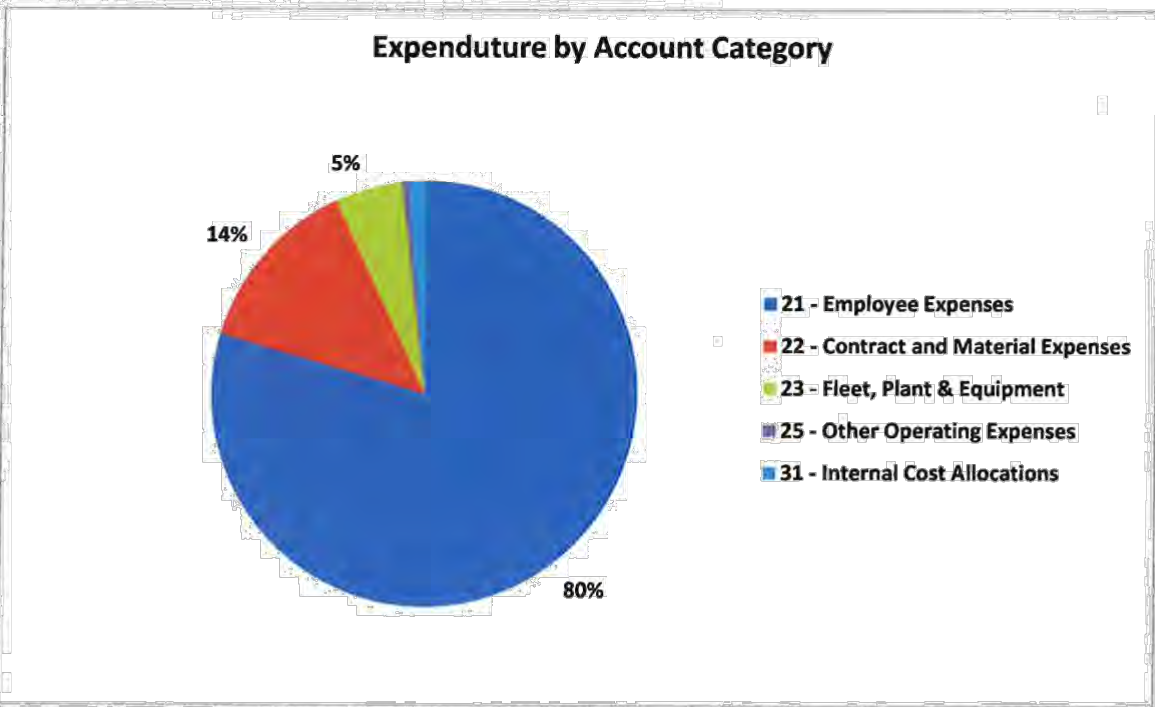
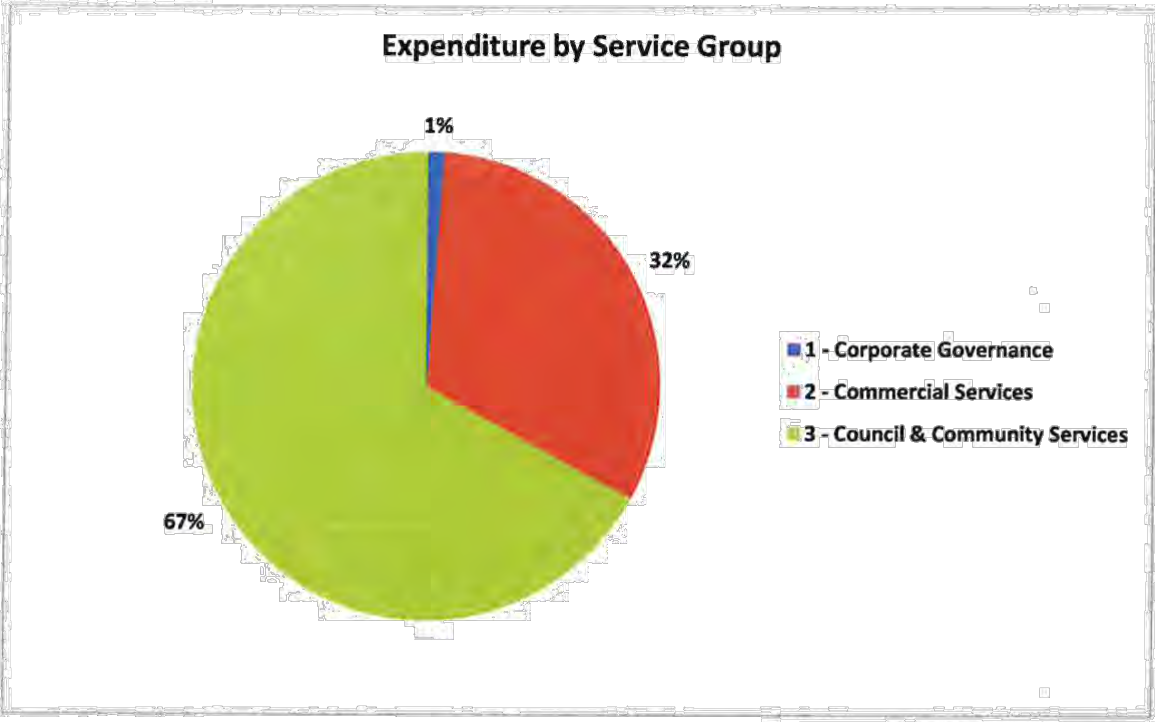
Expenditure by Activity

110 - Assets Management - Fixed Asse	430	3,079	2,649	36,943
111 - Council Services General	12,042	27,545	15,503	330,542
132 - Local Authority	0	485	485	5,818
138 - Local Authority Project	0	3,638	3,638	43,653
160 - Municipal Services	7,317	48,908	41,592	586,899
161 - Waste management	1,163	6,955	5,793	83,465
164 - Local Emergency Management	0	88	88	1,050
169 - Civic Events	0	42	42	500
170 - Australia Day	0	25	25	300
171 - Naidoc Week	0	25	25	300
200 - Local roads maintenance	0	875	875	10,500
201 - Street lighting	6,329	850	-5,479	10,200
202 - Staff Housing	219	3,560	3,341	42,721
220 - Territory Housing Repairs and M	0	42	42	500
221 - Territory Housing Tenancy Mana	4,750	14,834	10,083	178,005
241 - Airstrip maintenance Contracts	327	1,000	673	12,000
242 - Litter Collection and Slashing Ex	0	1,970	1,970	23,642
246 - Commercial Australia Post	0	853	853	10,241
314 - Service Fee - CDP	13,653	57,187	43,534	686,245
318 - Outcome Payments - CDP	0	10,417	10,417	125,000
341 - Commonwealth Aged Care Pack	0	2,402	2,402	28,824
344 - Commonwealth Home Support F	0	583	583	7,000
346 - Indigenous Broadcasting	0	4,012	4,012	48,143
348 - Library	503	2,396	1,893	28,748
350 - Centrelink	0	6,074	6,074	72,887

Income & Expenditure Report as at**31-July-2017****Barunga (Bamyili)**

	18GLACT	18GLBUD	Variance	18GLBUD
	Year to Date	Year to Date		Annual Budget
	Actual (\$)	Budget (\$)	(\$)	(\$)
401 - Night Patrol	10,019	15,662	5,643	187,943
404 - Indigenous Sports and Rec Prog	2,115	4,581	2,466	54,972
409 - Sport and Rec Facilities	0	2,693	2,693	32,313
416 - Youth Vibe Grant	0	117	117	1,409
Total Expenditure	58,867	220,897	162,030	2,650,762
Capital Expenditure				
5321 - Capital Purchase/Construct Bui	0	5,000	5,000	60,000
5331 - Capital Construct Infrastructure	0	1,083	1,083	13,000
5341 - Capital Purchases Plant & Equi	0	3,417	3,417	41,000
5371 - Capital Purchase Vehicles	0	4,583	4,583	55,000
Total Capital Expenditure	0	14,083	14,083	169,000

Barunga (Bamyili)



Roper Gulf Regional Council



Income & Expenditure Report as at

31-July-2017

Beswick (Wugularr)

18GLACT	18GLBUD	Variance	18GLBUD
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)
203	22,095	21,892	265,142
22,751	136,175	113,424	1,634,098
60,235	151,220	90,985	1,814,639
83,189	309,490	226,301	3,713,878

Expenditure by Service

1 - Corporate Governance	203	22,095	21,892	265,142
2 - Commercial Services	22,751	136,175	113,424	1,634,098
3 - Council & Community Services	60,235	151,220	90,985	1,814,639
Total Expenditure	83,189	309,490	226,301	3,713,878

Expenditure by Account Category

21 - Employee Expenses	70,475	141,751	71,276	1,701,017
22 - Contract and Material Expenses	1,294	33,640	32,346	403,677
23 - Fleet, Plant & Equipment	1,994	6,812	4,818	81,750
25 - Other Operating Expenses	2,554	12,277	9,724	147,325
31 - Internal Cost Allocations	6,872	115,009	108,137	1,380,109
Total Expenditure	83,189	309,490	226,301	3,713,878

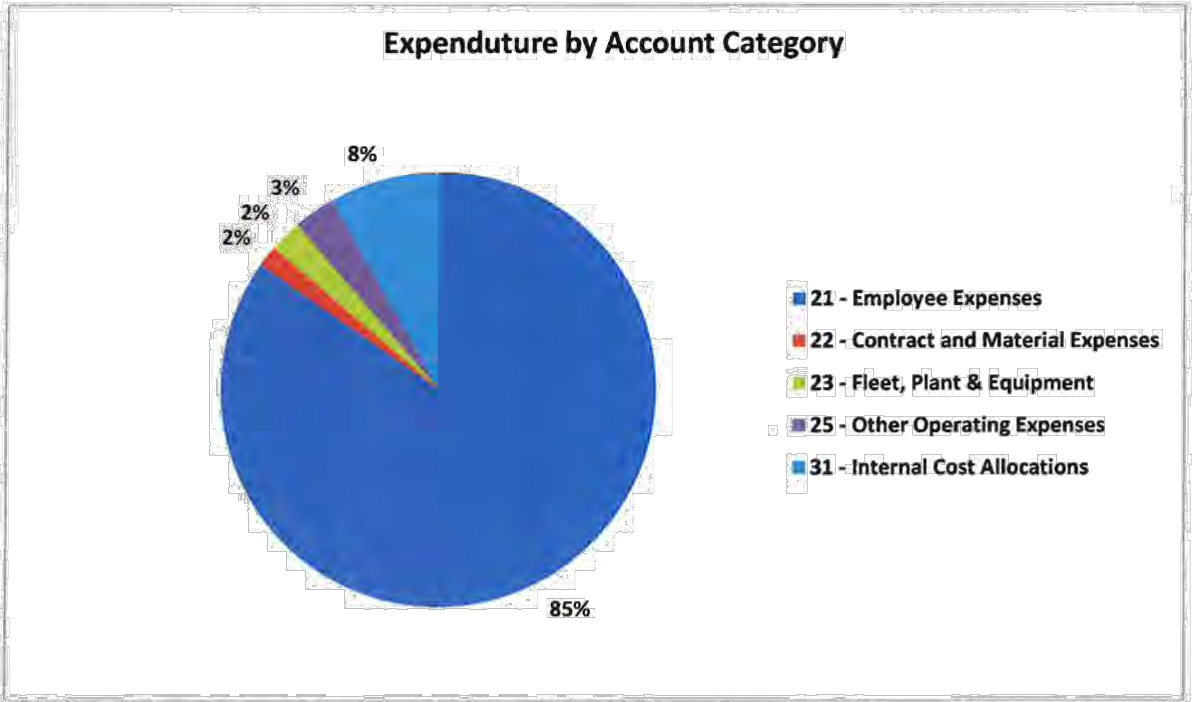
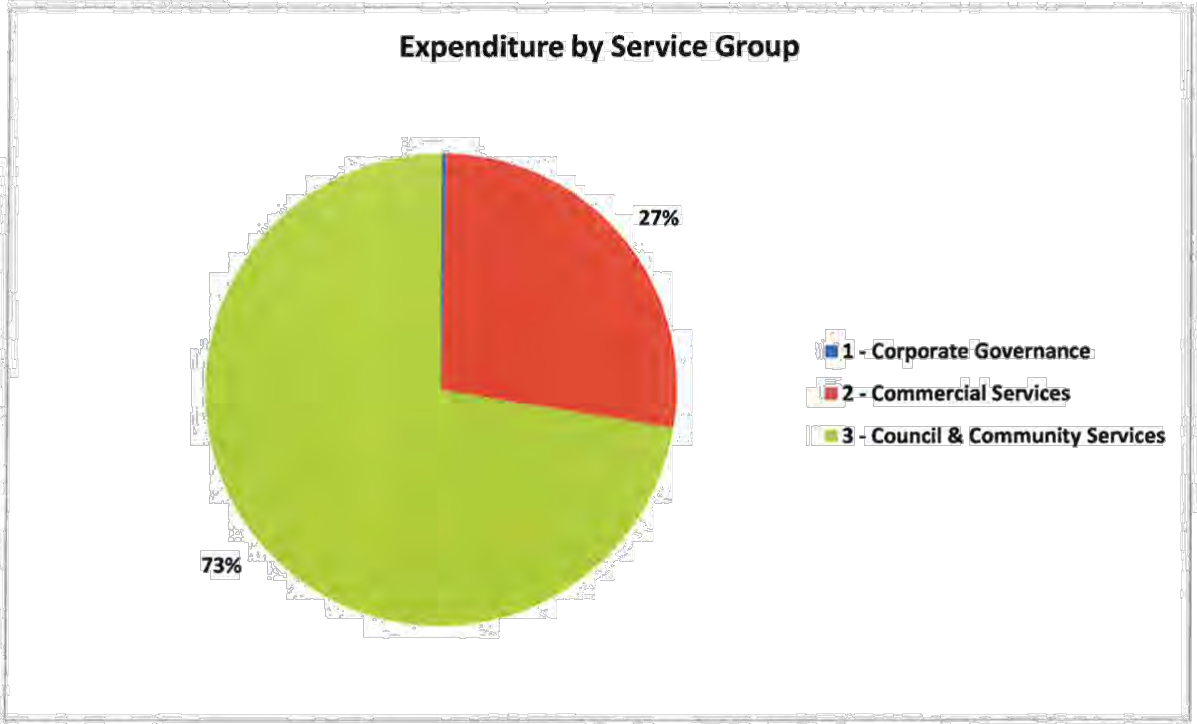
Expenditure by Activity

110 - Assets Management - Fixed Assets	0	3,383	3,383	40,593
111 - Council Services General	11,808	26,738	14,931	320,860
132 - Local Authority	0	343	343	4,112
138 - Local Authority Project	0	5,985	5,985	71,817
160 - Municipal Services	16,004	40,203	24,198	482,435
161 - Waste management	0	4,309	4,309	51,713
164 - Local Emergency Management	681	170	-511	2,041
169 - Civic Events	0	42	42	500
170 - Australia Day	0	25	25	300
171 - Naidoc Week	0	25	25	300
200 - Local roads maintenance	0	875	875	10,500
201 - Street lighting	0	850	850	10,200
202 - Staff Housing	203	-124	-327	-1,485
220 - Territory Housing Repairs and Mainte	4,715	10,739	6,025	128,871
221 - Territory Housing Tenancy Managem	0	46	46	555
245 - Visitor Accommodation and External	0	12,509	12,509	150,105
246 - Commercial Australia Post	0	861	861	10,337
314 - Service Fee - CDP	18,037	110,778	92,741	1,329,335
318 - Outcome Payments - CDP	0	13,750	13,750	165,000
341 - Commonwealth Aged Care Package	0	2,402	2,402	28,824
342 - Indigenous Aged Care Employment	7,959	11,472	3,513	137,669
344 - Commonwealth Home Support Progr	130	4,439	4,309	53,271
346 - Indigenous Broadcasting	1,987	3,844	1,858	46,131
347 - Creche	3,118	13,725	10,608	164,706
350 - Centrelink	2,701	5,614	2,913	67,373
401 - Night Patrol	15,480	31,758	16,278	381,098

Income & Expenditure Report as at**31-July-2017****Beswick (Wugularr)**

	18GLACT	18GLBUD	Variance	18GLBUD
	Year to Date	Year to Date		Annual Budget
	Actual (\$)	Budget (\$)	(\$)	(\$)
404 - Indigenous Sports and Rec Program	212	4,627	4,415	55,520
407 - Remote Sports and Recreation	156	0	-156	0
416 - Youth Vibe Grant	0	100	100	1,200
Total Expenditure	83,189	309,490	226,301	3,713,878
Capital Expenditure				
5321 - Capital Purchase/Construct Building	7,628	12,917	5,289	155,000
5341 - Capital Purchases Plant & Equipme	0	12,500	12,500	150,000
Total Capital Expenditure	7,628	25,417	17,789	305,000

Beswick (Wugularr)



Roper Gulf Regional Council



Income & Expenditure Report as at

31-July-2017

Borroloola

18GLACT	18GLBUD	Variance	18GLBUD
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	3,302	19,442	16,140	233,310
2 - Commercial Services	1,524	9,250	7,726	111,000
3 - Council & Community Services	78,932	166,579	87,647	1,998,953
Total Expenditure	83,758	195,272	111,514	2,343,263

Expenditure by Account Category

21 - Employee Expenses	58,427	84,199	25,772	1,010,383
22 - Contract and Material Expenses	13,391	43,426	30,035	521,111
23 - Fleet, Plant & Equipment	5,072	7,138	2,065	85,653
25 - Other Operating Expenses	2,384	9,735	7,351	116,819
31 - Internal Cost Allocations	4,485	50,775	46,290	609,297
Total Expenditure	83,758	195,272	111,514	2,343,263

Expenditure by Activity

110 - Assets Management - Fixed Assets	0	250	250	3,000
111 - Council Services General	22,295	32,119	9,824	385,427
131 - Council and Elected Members	118	0	-118	0
132 - Local Authority	0	1,889	1,889	22,671
138 - Local Authority Project	0	10,946	10,946	131,356
160 - Municipal Services	16,928	35,528	18,599	426,330
161 - Waste management	4,007	13,444	9,437	161,324
162 - Cemeteries Management	0	83	83	1,000
169 - Civic Events	1,755	42	-1,713	500
170 - Australia Day	0	33	33	400
171 - Naidoc Week	0	42	42	500
200 - Local roads maintenance	0	917	917	11,000
201 - Street lighting	0	1,842	1,842	22,100
202 - Staff Housing	795	2,187	1,392	26,246
241 - Airstrip maintenance Contracts	1,524	9,250	7,726	111,000
245 - Visitor Accommodation and External	2,389	4,170	1,781	50,037
348 - Library	2,614	3,804	1,190	45,651
381 - Animal Control	0	167	167	2,005
401 - Night Patrol	14,903	20,649	5,746	247,787
404 - Indigenous Sports and Rec Program	2,942	7,302	4,360	87,623
407 - Remote Sports and Recreation	0	42	42	500
415 - Indigenous Youth Reconnect	2,508	17,075	14,568	204,905
416 - Youth Vibe Grant	0	97	97	1,159
550 - Swimming Pool	10,982	33,395	22,413	400,742
Total Expenditure	83,758	195,272	111,514	2,343,263

Income & Expenditure Report as at

31-July-2017

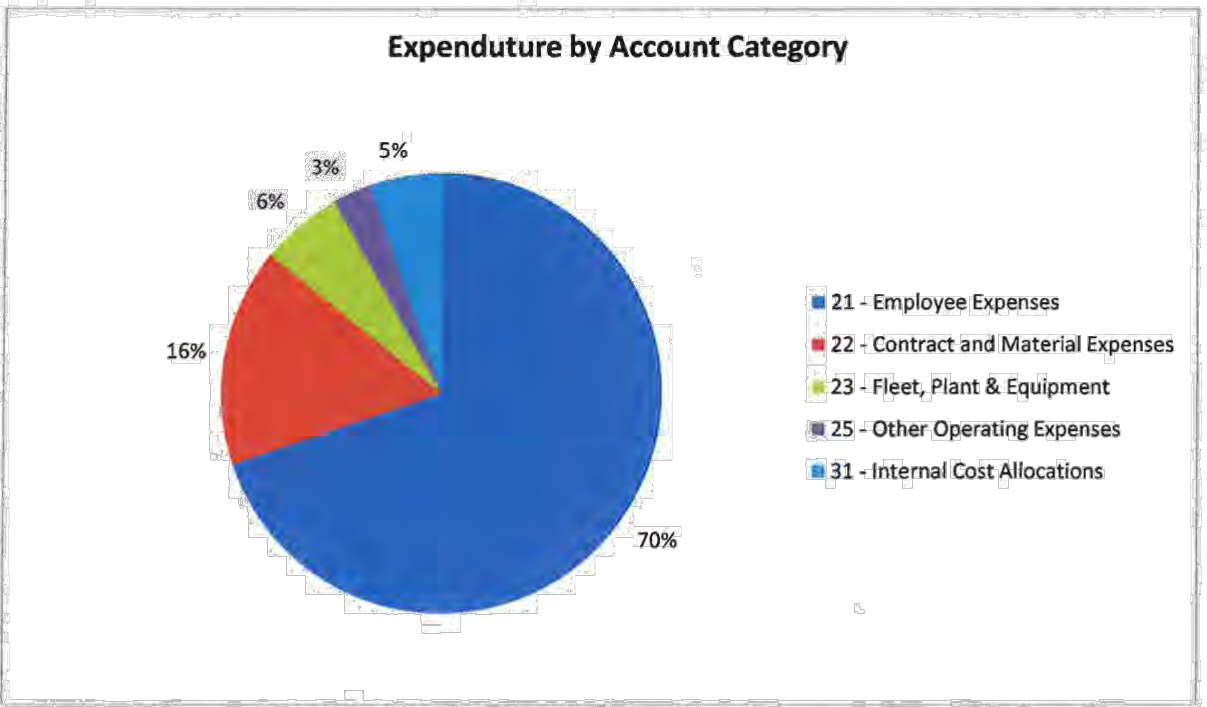
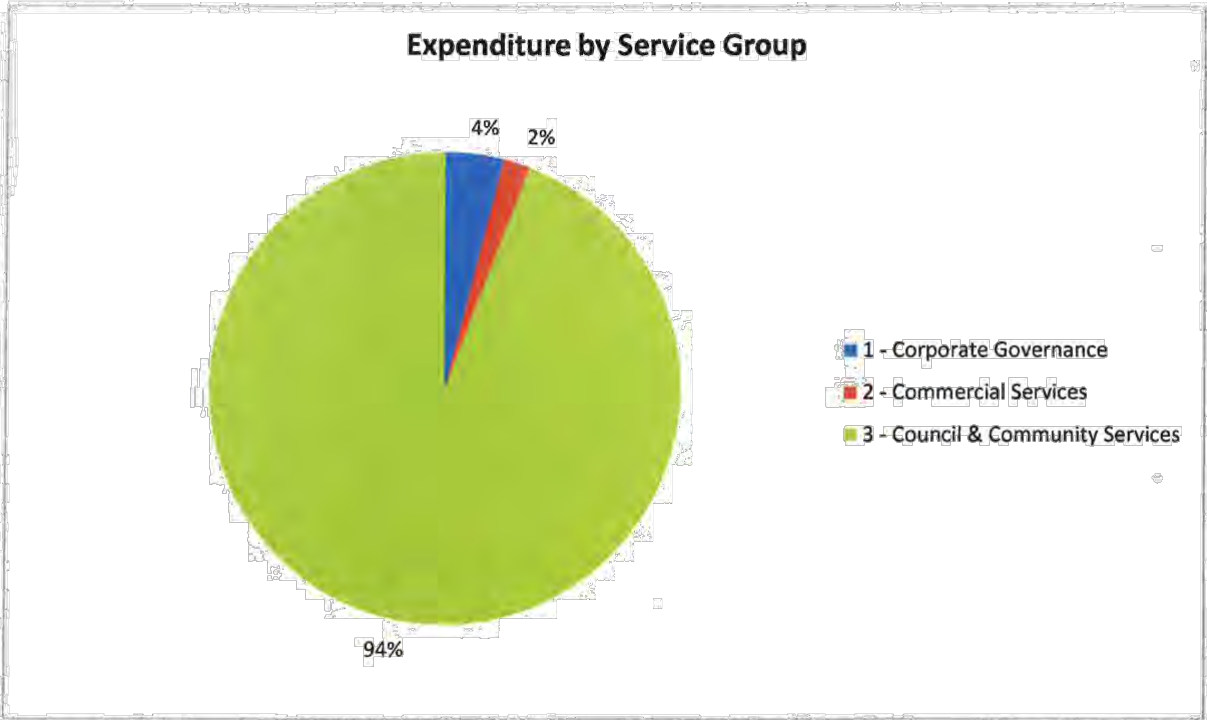
Borroloola

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
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Capital Expenditure

5321 - Capital Purchase/Construct Building	0	6,667	6,667	80,000
5331 - Capital Construct Infrastructure	0	542	542	6,500
5341 - Capital Purchases Plant & Equipment	0	7,417	7,417	89,000
Total Capital Expenditure	0	14,625	14,625	175,500

Borrooloola



Roper Gulf Regional Council



Income & Expenditure Report as at

31-July-2017

Bulman (Gulin Gulin)

18GLACT	18GLBUD	Variance	18GLBUD
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	926	9,259	8,333	111,107
2 - Commercial Services	11,310	69,006	57,696	828,068
3 - Council & Community Services	57,687	124,564	66,877	1,494,769
Total Expenditure	69,923	202,829	132,906	2,433,943

Expenditure by Account Category

21 - Employee Expenses	41,275	95,783	54,508	1,149,397
22 - Contract and Material Expenses	23,142	21,635	-1,507	259,623
23 - Fleet, Plant & Equipment	874	5,486	4,612	65,835
25 - Other Operating Expenses	2,920	10,919	7,999	131,027
31 - Internal Cost Allocations	1,711	69,005	67,294	828,061
Total Expenditure	69,923	202,829	132,906	2,433,943

Expenditure by Activity

110 - Assets Management - Fixed Assets	0	1,005	1,005	12,063
111 - Council Services General	12,422	23,601	11,179	283,215
132 - Local Authority	0	1,232	1,232	14,779
138 - Local Authority Project	0	3,438	3,438	41,260
160 - Municipal Services	20,667	33,654	12,987	403,849
161 - Waste management	0	3,561	3,561	42,729
169 - Civic Events	0	42	42	500
170 - Australia Day	0	25	25	300
171 - Naidoc Week	0	25	25	300
200 - Local roads maintenance	0	833	833	10,000
201 - Street lighting	0	725	725	8,700
202 - Staff Housing	795	274	-521	3,284
220 - Territory Housing Repairs and Maint	3,083	5,615	2,532	67,381
221 - Territory Housing Tenancy Manage	1,575	5,941	4,366	71,297
241 - Airstrip maintenance Contracts	327	1,333	1,007	16,000
245 - Visitor Accommodation and Extern	131	3,310	3,179	39,720
246 - Commercial Australia Post	0	745	745	8,937
314 - Service Fee - CDP	6,325	45,454	39,129	545,452
318 - Outcome Payments - CDP	0	9,583	9,583	115,000
323 - Outstations municipal services	0	333	333	4,000
341 - Commonwealth Aged Care Packag	545	2,656	2,111	31,870
342 - Indigenous Aged Care Employmen	5,248	8,839	3,590	106,063
344 - Commonwealth Home Support Pro	0	2,614	2,614	31,373
346 - Indigenous Broadcasting	1,092	3,793	2,701	45,517
349 - School Nutrition Program	3,649	12,626	8,977	151,516
350 - Centrelink	2,445	6,873	4,428	82,476

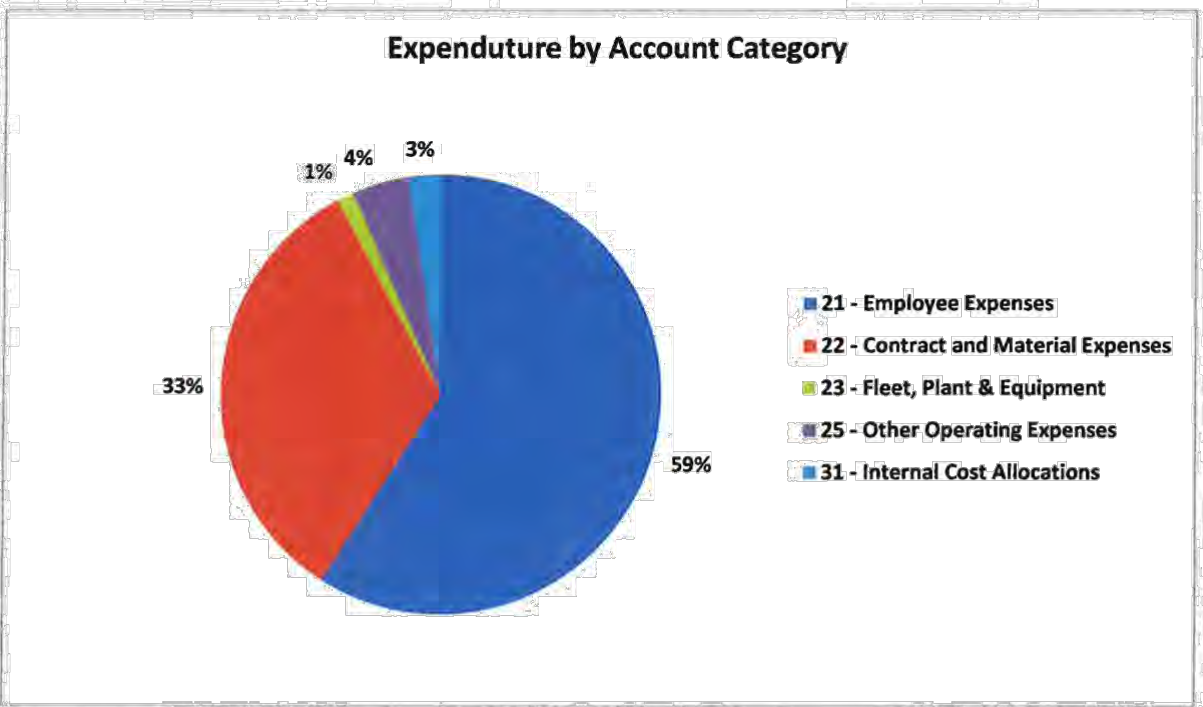
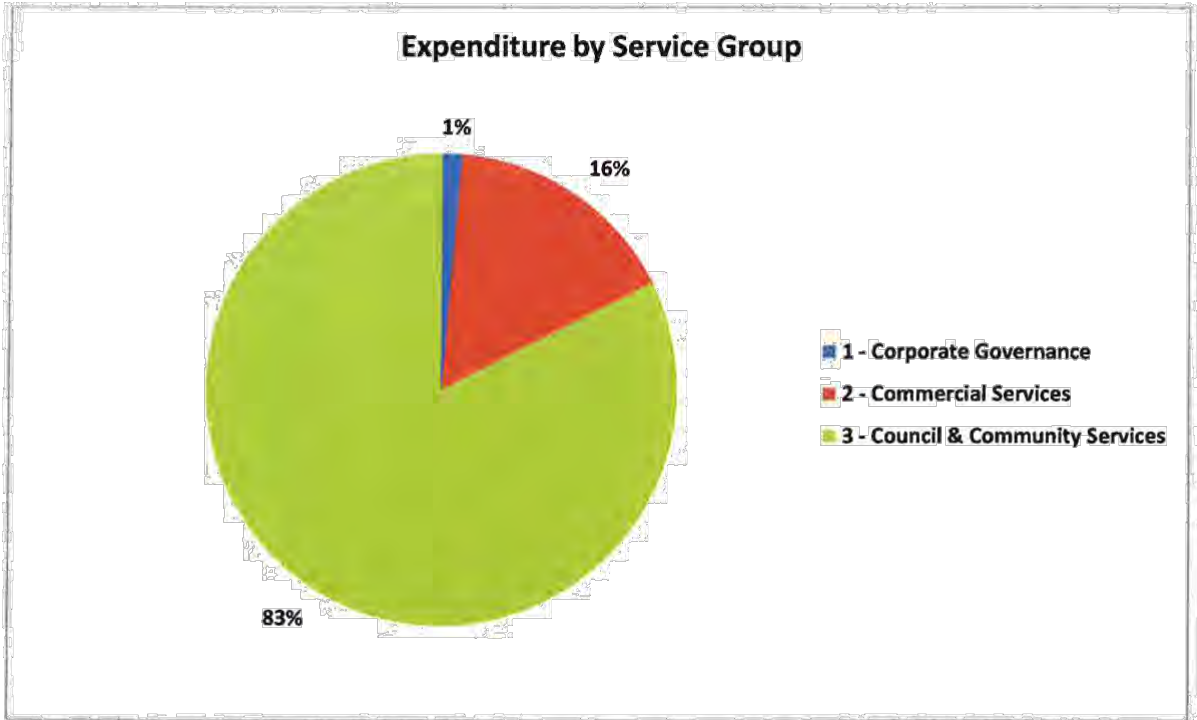
Income & Expenditure Report as at

31-July-2017

Bulman (Gulin Gulin)

	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
401 - Night Patrol	8,441	15,358	6,916	184,290
404 - Indigenous Sports and Rec Program	3,178	9,213	6,035	110,554
416 - Youth Vibe Grant	0	126	126	1,517
Total Expenditure	69,923	202,829	132,906	2,433,943
Capital Expenditure				
5321 - Capital Purchase/Construct Buildi	0	4,167	4,167	50,000
5331 - Capital Construct Infrastructure	0	542	542	6,500
5341 - Capital Purchases Plant & Equipm	0	10,500	10,500	126,000
5371 - Capital Purchase Vehicles	0	4,583	4,583	55,000
Total Capital Expenditure	0	19,792	19,792	237,500

Bulman (Gulin Gulin)



Roper Gulf Regional Council



Income & Expenditure Report as at

31-July-2017

Eva Valley (Manyallaluk)

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
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Expenditure by Service

1 - Corporate Governance	0	4,033	4,033	48,401
2 - Commercial Services	3,499	26,658	23,158	319,892
3 - Council & Community Services	21,748	87,914	66,166	1,054,963
Total Expenditure	25,248	118,605	93,357	1,423,256

Expenditure by Account Category

21 - Employee Expenses	23,776	63,857	40,081	766,290
22 - Contract and Material Expenses	327	12,067	11,741	144,807
23 - Fleet, Plant & Equipment	874	2,728	1,854	32,735
25 - Other Operating Expenses	270	6,338	6,068	76,061
31 - Internal Cost Allocations	0	33,614	33,614	403,363
Total Expenditure	25,248	118,605	93,357	1,423,256

Expenditure by Activity

110 - Assets Management - Fixed Assets	0	2,488	2,488	29,852
111 - Council Services General	874	13,385	12,511	160,621
132 - Local Authority	0	318	318	3,812
138 - Local Authority Project	0	1,232	1,232	14,786
160 - Municipal Services	7,351	25,732	18,381	308,786
161 - Waste management	0	3,413	3,413	40,953
164 - Local Emergency Management	0	88	88	1,050
169 - Civic Events	0	42	42	500
170 - Australia Day	0	17	17	200
171 - Naidoc Week	0	25	25	300
200 - Local roads maintenance	0	875	875	10,500
201 - Street lighting	0	271	271	3,250
202 - Staff Housing	0	-2,650	-2,650	-31,795
220 - Territory Housing Repairs and Maintenance	0	17	17	200
241 - Airstrip maintenance Contracts	327	583	257	7,000
244 - Power Water contract	261	7,711	7,450	92,528
245 - Visitor Accommodation and External Fees	0	2,645	2,645	31,746
246 - Commercial Australia Post	0	597	597	7,166
314 - Service Fee - CDP	2,912	15,250	12,338	182,997
318 - Outcome Payments - CDP	0	2,500	2,500	30,000
342 - Indigenous Aged Care Employment	0	2,646	2,646	31,748
344 - Commonwealth Home Support Program	0	3,742	3,742	44,904
347 - Creche	1,799	10,935	9,136	131,219
349 - School Nutrition Program	2,371	8,772	6,401	105,259
350 - Centrelink	0	4	4	50
401 - Night Patrol	9,196	14,987	5,790	179,841
404 - Indigenous Sports and Rec Program	0	2,172	2,172	26,061

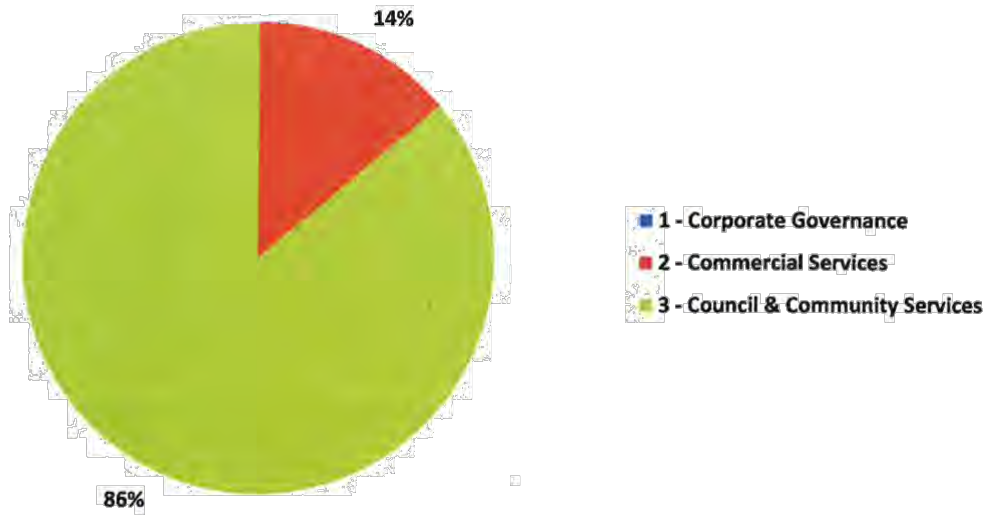
**Income & Expenditure Report as at
31-July-2017**

Eva Valley (Manyallaluk)

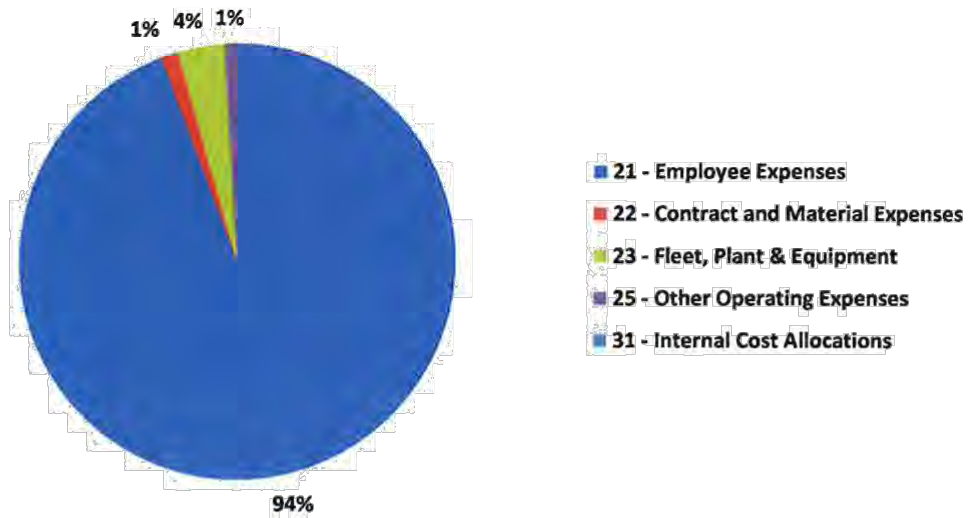
	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
407 - Remote Sports and Recreation	156	0	-156	0
409 - Sport and Rec Facilities	0	718	718	8,621
416 - Youth Vibe Grant	0	92	92	1,100
Total Expenditure	25,248	118,605	93,357	1,423,256
Capital Expenditure				
5331 - Capital Construct Infrastructure	0	542	542	6,500
5341 - Capital Purchases Plant & Equipment	0	4,333	4,333	52,000
Total Capital Expenditure	0	4,875	4,875	58,500

Eva Valley (Manyallaluk)

Expenditure by Service Group



Expenditure by Account Category





Roper Gulf Regional Council

Income & Expenditure Report as at

31-July-2017

Jilkmिंगgan (Duck Creek)

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
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Expenditure by Service

1 - Corporate Governance	0	2,231	2,231	26,770
2 - Commercial Services	16,106	69,033	52,927	828,396
3 - Council & Community Services	42,331	125,770	83,440	1,509,245
Total Expenditure	58,436	197,034	138,598	2,364,410

Expenditure by Account Category

21 - Employee Expenses	50,237	99,640	49,403	1,195,676
22 - Contract and Material Expenses	2,831	19,628	16,797	235,537
23 - Fleet, Plant & Equipment	1,402	3,439	2,038	41,270
25 - Other Operating Expenses	967	7,378	6,411	88,531
31 - Internal Cost Allocations	3,000	66,950	63,950	803,397
Total Expenditure	58,436	197,034	138,598	2,364,410

Expenditure by Activity

110 - Assets Management - Fixed Assets	0	167	167	2,000
111 - Council Services General	4,580	20,597	16,017	247,159
132 - Local Authority	0	296	296	3,550
138 - Local Authority Project	0	3,329	3,329	39,947
160 - Municipal Services	15,389	26,037	10,648	312,443
161 - Waste management	0	5,695	5,695	68,337
164 - Local Emergency Management	0	173	173	2,081
169 - Civic Events	0	42	42	500
170 - Australia Day	0	25	25	300
171 - Naidoc Week	0	25	25	300
200 - Local roads maintenance	0	833	833	10,000
201 - Street lighting	0	100	100	1,200
202 - Staff Housing	0	-1,561	-1,561	-18,726
220 - Territory Housing Repairs and Maint	282	17	-265	200
221 - Territory Housing Tenancy Managen	480	3,513	3,033	42,150
244 - Power Water contract	0	7,689	7,689	92,272
246 - Commercial Australia Post	0	538	538	6,459
314 - Service Fee - CDP	15,344	48,943	33,599	587,315
318 - Outcome Payments - CDP	0	8,333	8,333	100,000
344 - Commonwealth Home Support Prog	0	42	42	507
347 - Creche	8,058	28,996	20,938	347,957
350 - Centrelink	1,316	3,454	2,138	41,450
401 - Night Patrol	12,707	20,165	7,458	241,975
403 - Outside School Hours Care	0	10,641	10,641	127,689
404 - Indigenous Sports and Rec Program	0	4,268	4,268	51,222
407 - Remote Sports and Recreation	282	968	686	11,618
409 - Sport and Rec Facilities	0	3,613	3,613	43,352

**Income & Expenditure Report as at
31-July-2017**

Jilkminggan (Duck Creek)

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
416 - Youth Vibe Grant	0	96	1,156
Total Expenditure	58,436	138,598	2,364,410
Capital Expenditure			
5321 - Capital Purchase/Construct Building	0	5,833	70,000
Total Capital Expenditure	0	5,833	70,000

416 - Youth Vibe Grant

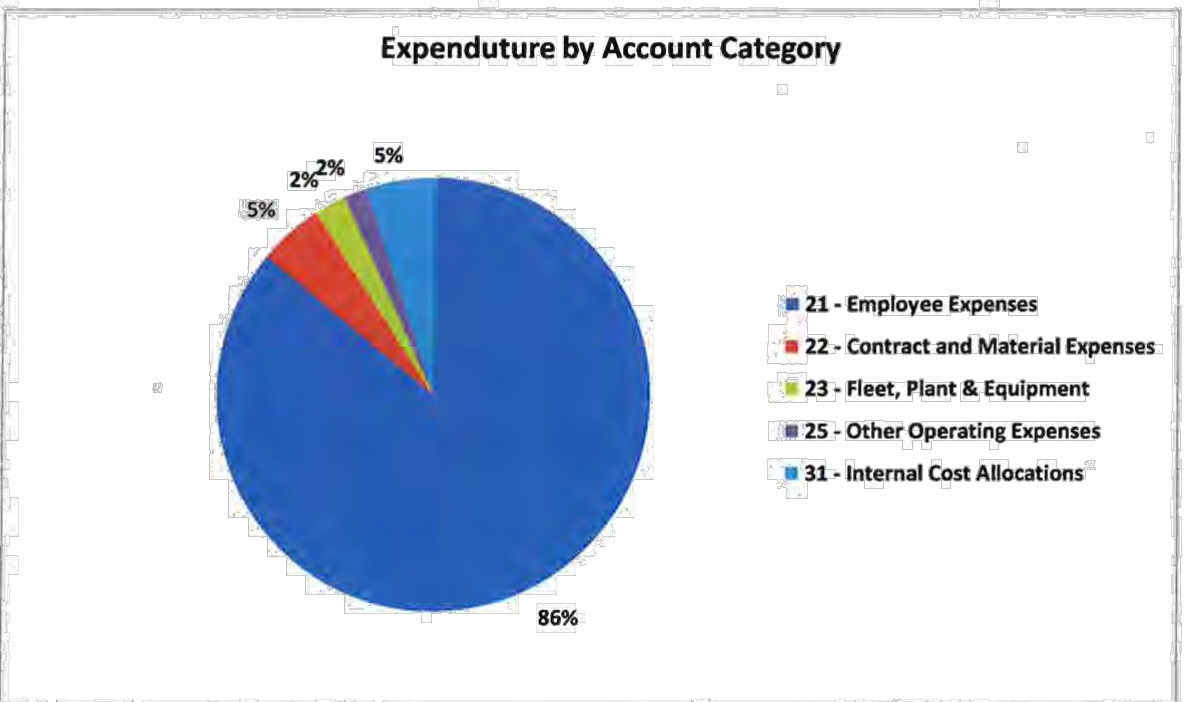
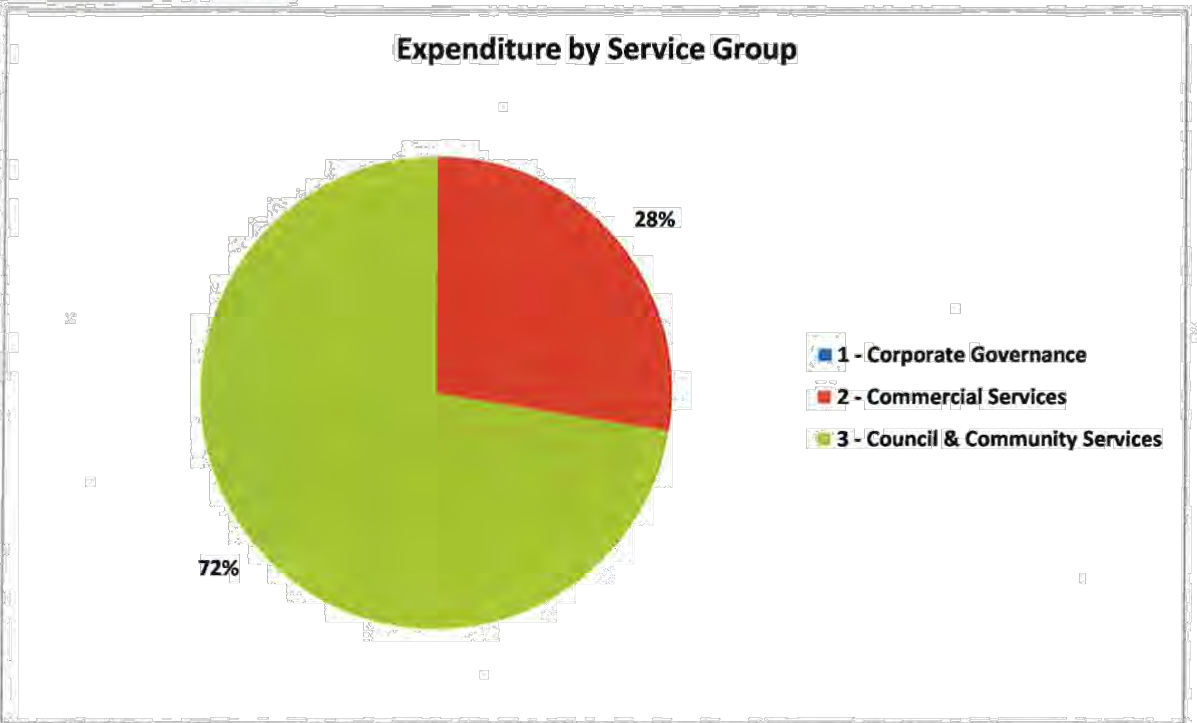
Total Expenditure

Capital Expenditure

5321 - Capital Purchase/Construct Building

Total Capital Expenditure

Jilkminggan (Duck Creek)



Roper Gulf Regional Council



Income & Expenditure Report as at

31-July-2017

Mataranka

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
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Expenditure by Service

1 - Corporate Governance	1,587	3,043	1,457	36,521
2 - Commercial Services	8,508	55,548	47,040	666,579
3 - Council & Community Services	233,713	165,717	-67,996	1,988,610
Total Expenditure	243,808	224,309	-19,499	2,691,710

Expenditure by Account Category

21 - Employee Expenses	59,969	119,284	59,314	1,431,403
22 - Contract and Material Expenses	177,837	28,694	-149,143	344,328
23 - Fleet, Plant & Equipment	3,293	9,532	6,238	114,381
25 - Other Operating Expenses	553	6,582	6,029	78,978
27 - Finance Expenses	0	4	4	50
31 - Internal Cost Allocations	2,155	60,214	58,059	722,570
Total Expenditure	243,808	224,309	-19,499	2,691,710

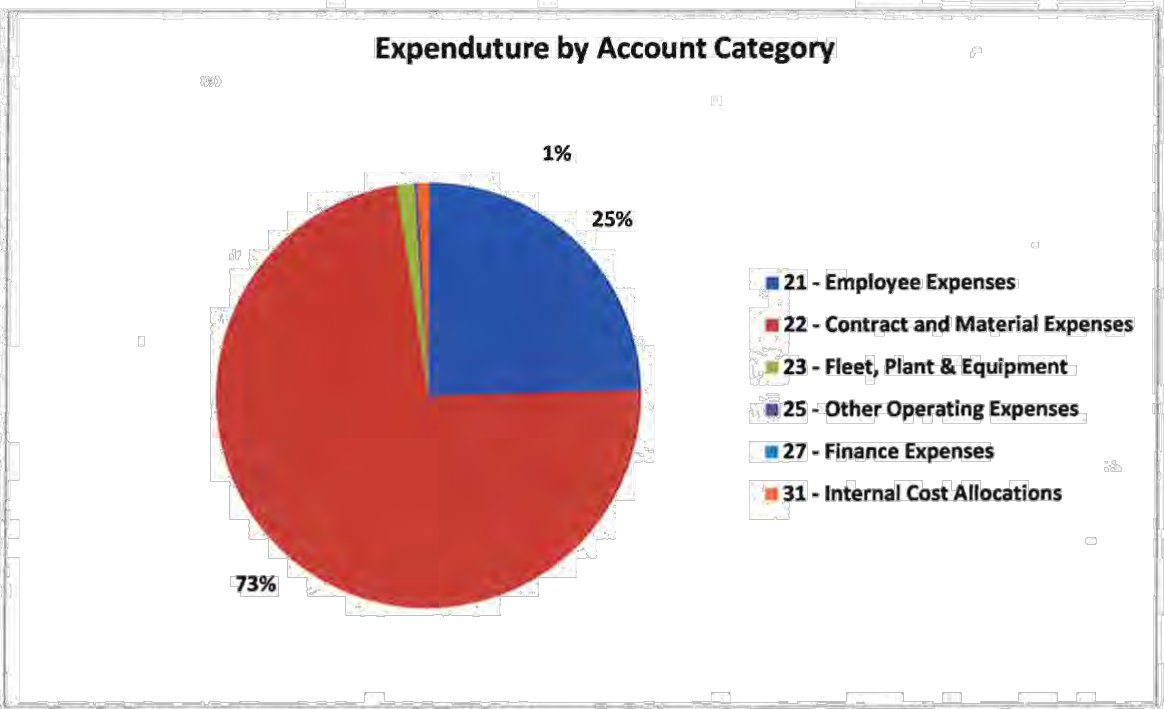
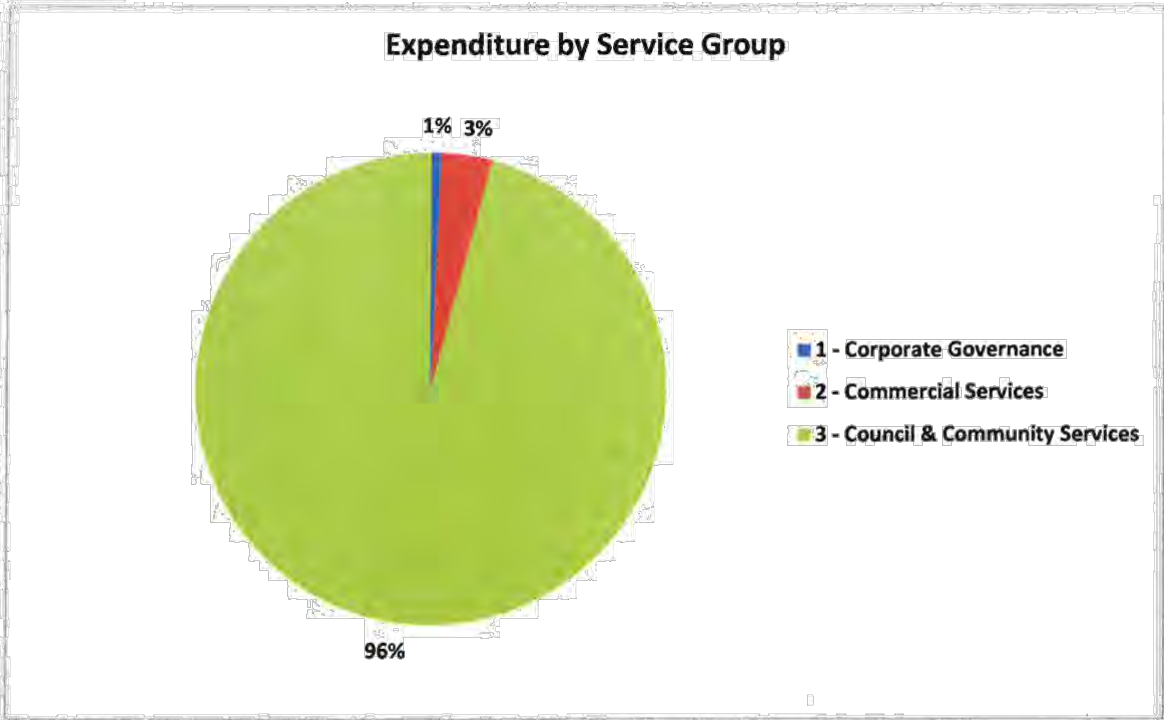
Expenditure by Activity

111 - Council Services General	18,737	46,434	27,696	557,205
131 - Council and Elected Members	130	0	-130	0
132 - Local Authority	0	506	506	6,068
138 - Local Authority Project	0	2,901	2,901	34,811
160 - Municipal Services	21,633	55,573	33,941	666,877
161 - Waste management	993	4,917	3,924	59,003
162 - Cemeteries Management	0	167	167	2,000
164 - Local Emergency Management	0	88	88	1,050
166 - Rural Transaction Centre	1,215	2,508	1,293	30,100
169 - Civic Events	0	42	42	500
170 - Australia Day	0	25	25	300
171 - Naidoc Week	382	25	-357	300
200 - Local roads maintenance	0	875	875	10,500
201 - Street lighting	0	292	292	3,500
202 - Staff Housing	1,457	-363	-1,820	-4,358
241 - Airstrip maintenance Contracts	327	0	-327	0
242 - Litter Collection and Slashing Ext	0	3,082	3,082	36,982
246 - Commercial Australia Post	0	559	559	6,711
314 - Service Fee - CDP	8,182	49,407	41,226	592,887
318 - Outcome Payments - CDP	0	2,500	2,500	30,000
341 - Commonwealth Aged Care Pack	0	1,201	1,201	14,411
342 - Indigenous Aged Care Employme	2,415	5,897	3,482	70,765
344 - Commonwealth Home Support P	6,169	14,163	7,995	169,962
348 - Library	498	3,471	2,973	41,654
350 - Centrelink	2,554	5,363	2,809	64,353
381 - Animal Control	0	185	185	2,220

Income & Expenditure Report as at**31-July-2017****Mataranka**

	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
401 - Night Patrol	11,932	20,252	8,319	243,020
404 - Indigenous Sports and Rec Progr	0	2,172	2,172	26,061
407 - Remote Sports and Recreation	203	1,983	1,780	23,798
416 - Youth Vibe Grant	0	86	86	1,031
473 - Community Benefit Fund	166,982	0	-166,982	0
Total Expenditure	243,808	224,309	-19,499	2,691,710
Capital Expenditure				
5321 - Capital Purchase/Construct Buil	0	1,667	1,667	20,000
5331 - Capital Construct Infrastructure	0	18,333	18,333	220,000
5341 - Capital Purchases Plant & Equi	0	2,667	2,667	32,000
5371 - Capital Purchase Vehicles	0	4,583	4,583	55,000
Total Capital Expenditure	0	27,250	27,250	327,000

Mataranka



Roper Gulf Regional Council



Income & Expenditure Report as at

31-July-2017

Minyerri

18GLACT	18GLBUD	Variance	18GLBUD
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	0	36,426	36,426	437,110
2 - Commercial Services	408	700	292	8,400
3 - Council & Community Services	14,453	17,430	2,976	209,154
Total Expenditure	14,861	54,555	39,695	654,664

Expenditure by Account Category

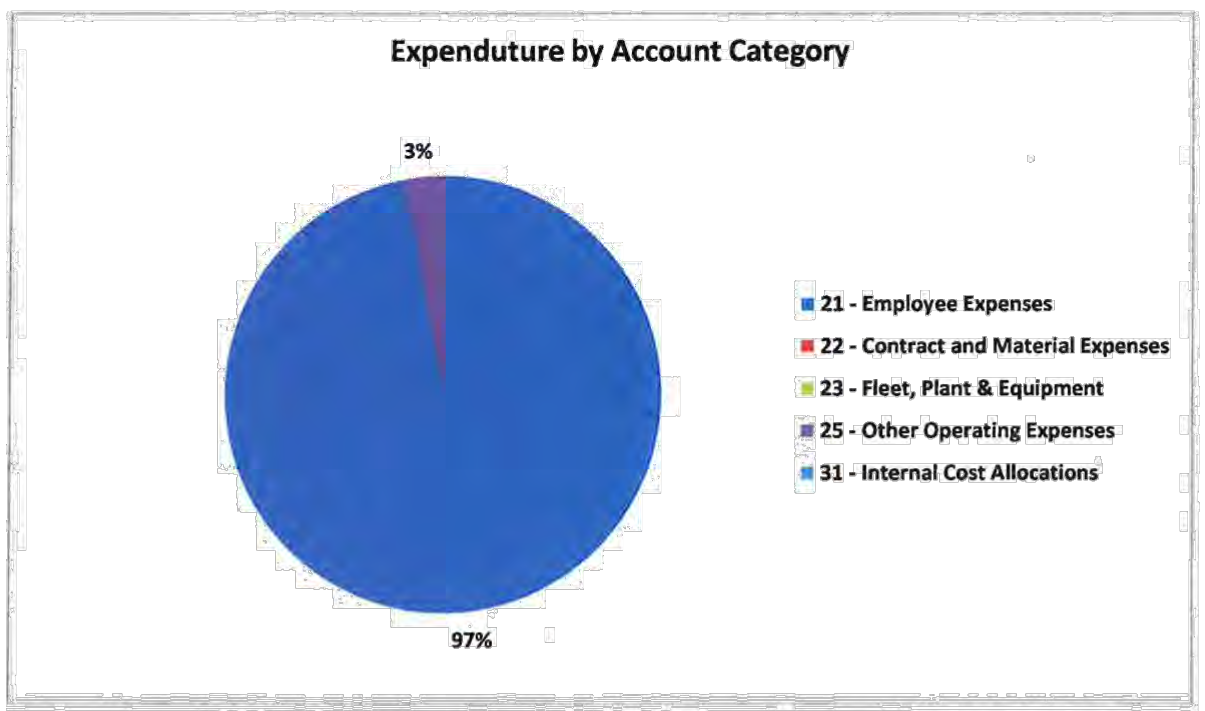
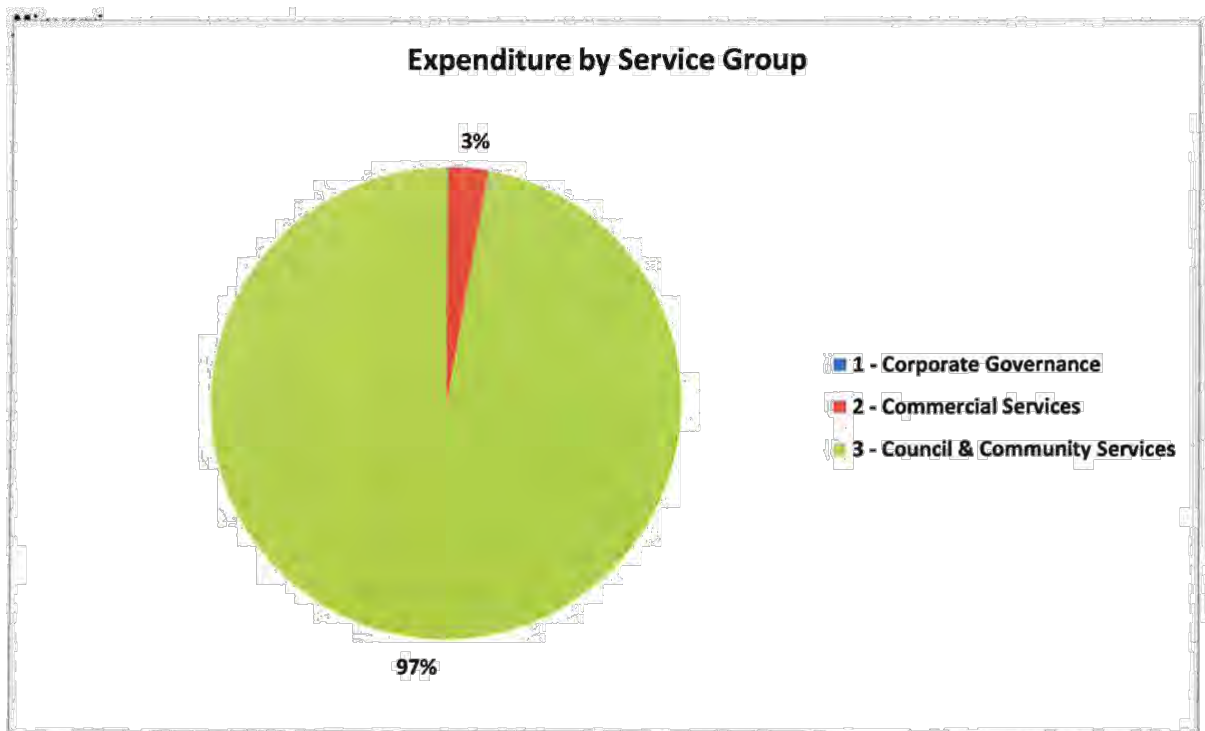
21 - Employee Expenses	14,423	16,365	1,942	196,377
22 - Contract and Material Expenses	0	36,558	36,558	438,690
23 - Fleet, Plant & Equipment	0	400	400	4,800
25 - Other Operating Expenses	438	716	278	8,595
31 - Internal Cost Allocations	0	517	517	6,203
Total Expenditure	14,861	54,555	39,695	654,664

Expenditure by Activity

106 - General Council Operations	0	30,471	30,471	365,650
132 - Local Authority	0	285	285	3,420
138 - Local Authority Project	0	5,670	5,670	68,040
220 - Territory Housing Repairs and Mainte	408	608	201	7,300
221 - Territory Housing Tenancy Managem	0	92	92	1,100
401 - Night Patrol	14,453	17,430	2,976	209,154
Total Expenditure	14,861	54,555	39,695	654,664

Capital Expenditure

Total Capital Expenditure	0	0	0	0
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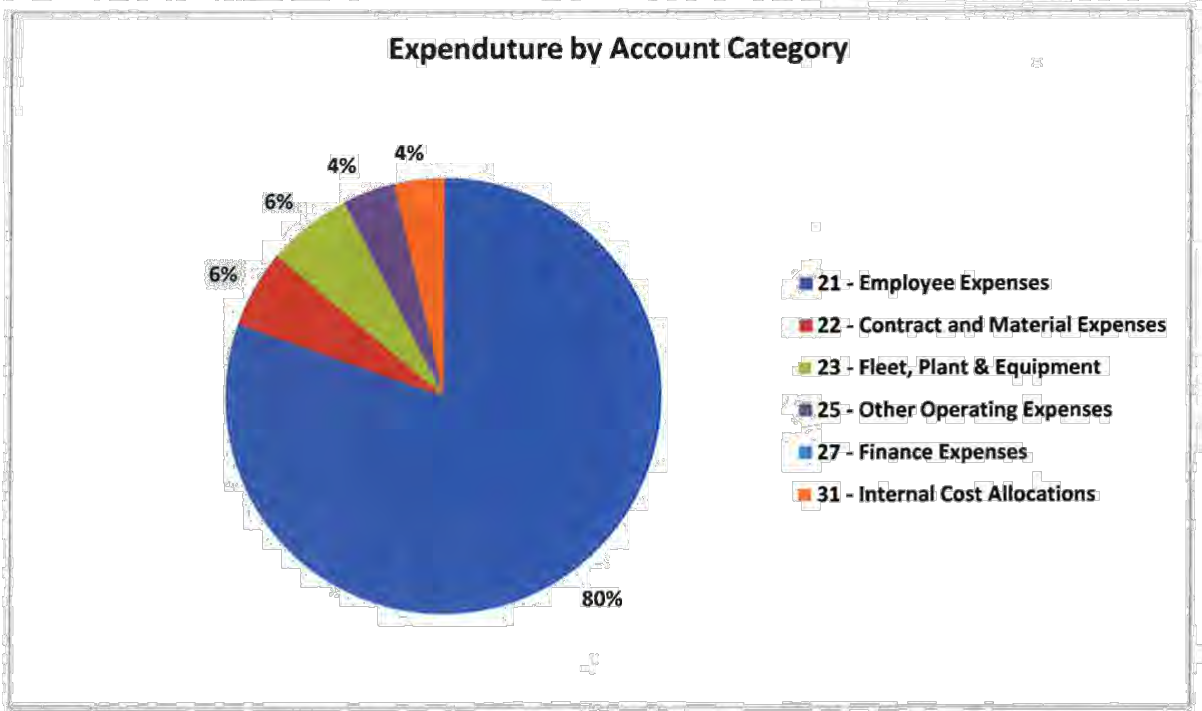
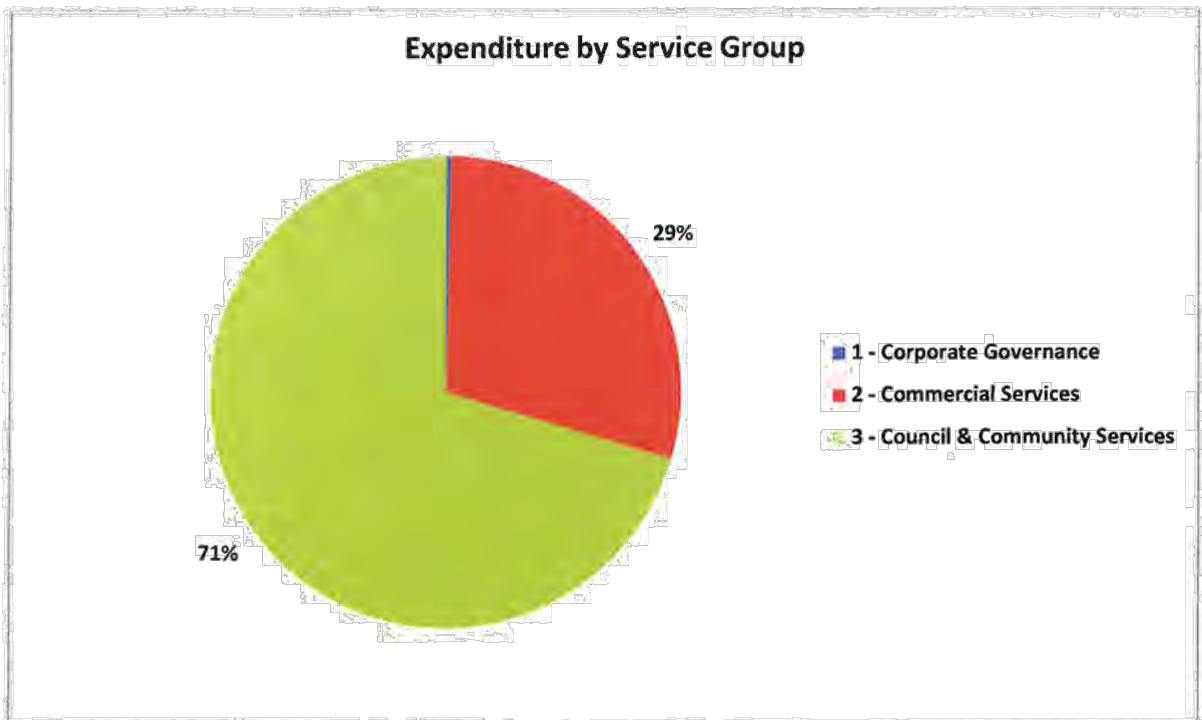
Income & Expenditure Report as at

31-July-2017

Ngukurr

	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
346 - Indigenous Broadcasting	1,735	3,298	1,562	39,573
348 - Library	0	2,527	2,527	30,327
350 - Centrelink	5,528	12,746	7,218	152,955
352 - Disability in Home Support	0	898	898	10,779
401 - Night Patrol	25,984	30,782	4,798	369,383
403 - Outside School Hours Care	563	11,667	11,104	140,005
404 - Indigenous Sports and Rec Program	4,200	6,891	2,691	82,690
407 - Remote Sports and Recreation	38	9	-29	106
409 - Sport and Rec Facilities	0	7,621	7,621	91,458
415 - Indigenous Youth Reconnect	6,006	13,513	7,508	162,159
416 - Youth Vibe Grant	0	72	72	861
550 - Swimming Pool	16,505	28,348	11,843	340,176
Total Expenditure	176,898	557,401	380,503	6,688,807
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	0	13,333	13,333	160,000
5331 - Capital Construct Infrastructure	0	28,250	28,250	339,000
5341 - Capital Purchases Plant & Equipment	0	19,167	19,167	230,000
5371 - Capital Purchase Vehicles	0	5,583	5,583	67,000
Total Capital Expenditure	0	66,333	66,333	796,000

Ngukurr



Roper Gulf Regional Council



Income & Expenditure Report as at

31-July-2017

Numbulwar

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
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Expenditure by Service

1 - Corporate Governance	2,668	63,644	60,976	763,733
2 - Commercial Services	67,412	211,495	144,083	2,537,940
3 - Council & Community Services	71,454	263,397	191,943	3,160,765
Total Expenditure	141,534	538,536	397,002	6,462,438

Expenditure by Account Category

21 - Employee Expenses	111,733	191,307	79,574	2,295,685
22 - Contract and Material Expenses	13,084	150,414	137,331	1,804,970
23 - Fleet, Plant & Equipment	4,976	12,637	7,662	151,650
25 - Other Operating Expenses	2,536	23,610	21,074	283,322
31 - Internal Cost Allocations	9,206	160,568	151,362	1,926,810
Total Expenditure	141,534	538,536	397,002	6,462,438

Expenditure by Activity

110 - Assets Management - Fixed Assets	0	4,685	4,685	56,218
111 - Council Services General	19,236	33,578	14,342	402,931
131 - Council and Elected Members	347	0	-347	0
132 - Local Authority	0	1,594	1,594	19,129
138 - Local Authority Project	0	11,962	11,962	143,542
160 - Municipal Services	11,909	45,378	33,469	544,537
161 - Waste management	1,126	8,226	7,100	98,713
164 - Local Emergency Management	131	88	-43	1,050
169 - Civic Events	0	42	42	500
170 - Australia Day	0	33	33	400
171 - Naidoc Week	0	42	42	500
172 - Numbulwar Fuel	300	33,333	33,033	400,000
200 - Local roads maintenance	0	67,583	67,583	811,000
201 - Street lighting	0	2,004	2,004	24,050
202 - Staff Housing	725	2,898	2,173	34,775
220 - Territory Housing Repairs and Mair	5,539	13,085	7,546	157,015
221 - Territory Housing Tenancy Manage	2,614	8,054	5,441	96,650
241 - Airstrip maintenance Contracts	1,535	12,750	11,215	153,000
245 - Visitor Accommodation and Extern	1,296	9,172	7,876	110,068
246 - Commercial Australia Post	0	619	619	7,431
275 - Mechanical Workshop	4,669	13,918	9,250	167,020
314 - Service Fee - CDP	53,056	156,402	103,346	1,876,824
318 - Outcome Payments - CDP	0	6,667	6,667	80,000
341 - Commonwealth Aged Care Packag	0	11,457	11,457	137,482
342 - Indigenous Aged Care Employmen	12,458	17,863	5,405	214,352

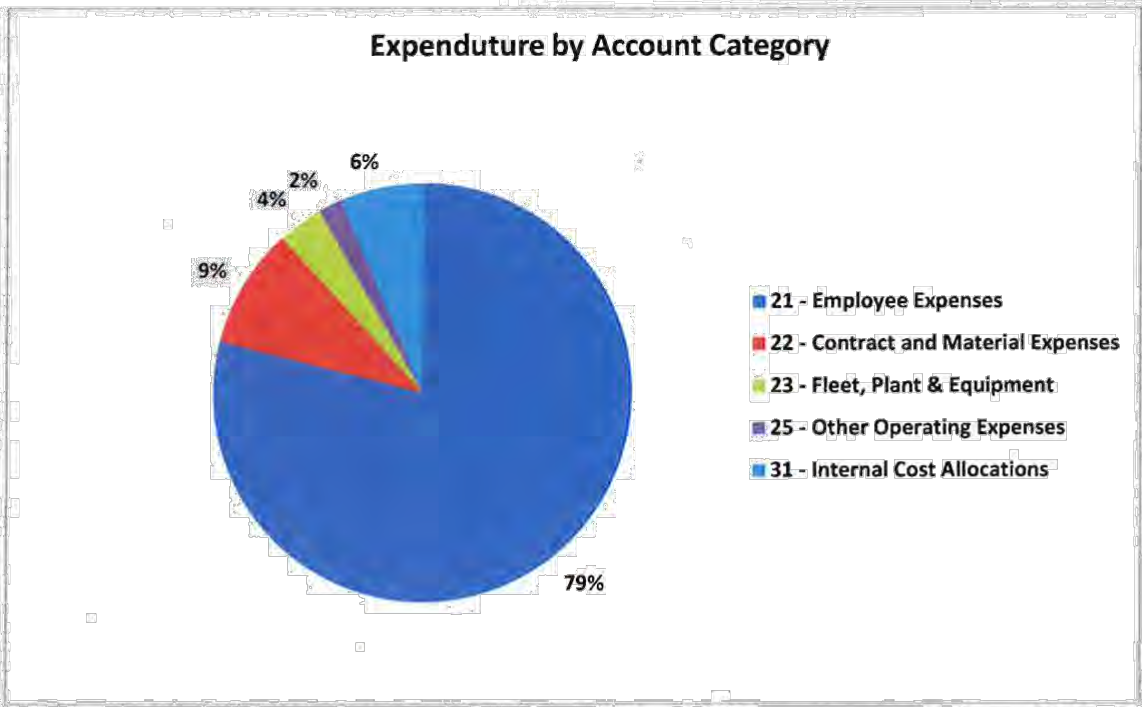
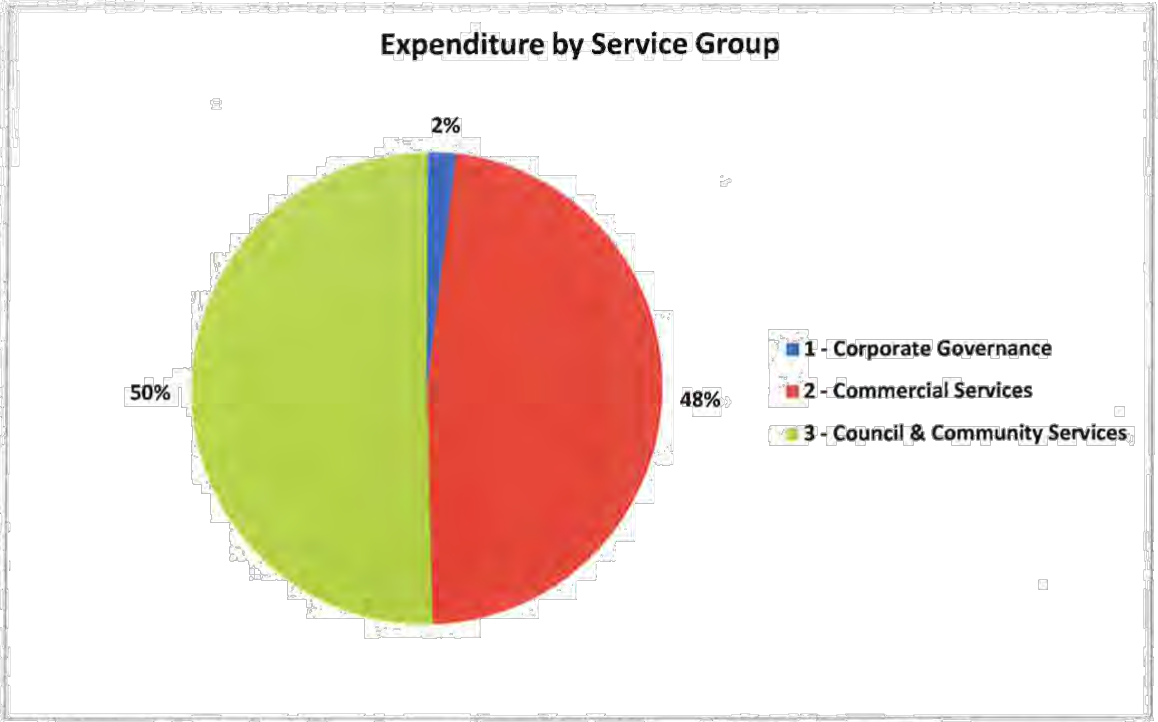
Income & Expenditure Report as at

31-July-2017

Numbulwar

	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
344 - Commonwealth Home Support Pro	2,877	12,434	9,557	149,206
346 - Indigenous Broadcasting	0	3,977	3,977	47,722
350 - Centrelink	1,996	9,728	7,733	116,740
401 - Night Patrol	14,720	25,546	10,827	306,557
404 - Indigenous Sports and Rec Program	3,444	9,583	6,139	114,998
409 - Sport and Rec Facilities	0	525	525	6,300
415 - Indigenous Youth Reconnect	3,559	15,192	11,634	182,309
416 - Youth Vibe Grant	0	118	118	1,418
Total Expenditure	141,534	538,536	397,002	6,462,438
Capital Expenditure				
5321 - Capital Purchase/Construct Buildi	0	26,250	26,250	315,000
5331 - Capital Construct Infrastructure	0	1,125	1,125	13,500
5341 - Capital Purchases Plant & Equipm	0	3,167	3,167	38,000
5371 - Capital Purchase Vehicles	0	4,583	4,583	55,000
Total Capital Expenditure	0	35,125	35,125	421,500

Numbulwar



CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	13.3
TITLE	Grants: Funding Agreement for Blackspot Program, Anuyla Street
REFERENCE	706592
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) **That the Finance Committee accept the funding offer of \$194,304 from the Northern Territory Government for the Blackspot Program – Anuyla Street by signing and dating two copies of the funding agreement.**

BACKGROUND

The Borroloola Local Authority has raised concerns about the safety of school children using Anuyla Street. The Agreement provides funding of \$194,304 for road and drainage upgrade works at Anuyla Street, Borroloola.

The Black Spot Programme aims to reduce the national road toll under the National Road Safety Strategy and Action Plan.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

The Project is fully funded under the Black Spot Programme.

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	13.4
TITLE	Grants: Funding Agreement for 2017-18 Municipal and Essential Services and Housing Maintenance Services
REFERENCE	706593
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) **That the Finance Committee accept the funding offer of \$604,014.40 from the Northern Territory Government for the 2017-18 Homelands Municipal and Essential Services and Housing Maintenance Services by signing and dating two copies of the funding agreement.**

BACKGROUND

Funding is offered for a 12 month period, providing \$397,566 for Municipal and Essential Services and \$206,448 for Housing Maintenance Services.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

This funding is for individual homelands and pays the salary for Aboriginal staff involved in the delivery of homelands programs.

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER	13.5
TITLE	Grants: Funding Agreement for Barunga Oval Lights Consultation
REFERENCE	706594
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) **That the the Finance Committee accept the funding offer of \$33,425 from the Northern Territory Department of Tourism and Culture for the Barunga Oval Lights Construction by signing and dating two copies of the funding agreement.**

BACKGROUND

The Agreement provides a capital grant of \$33,425 for planning, design, and tendering for the Barunga Oval Lights.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER 13.6
TITLE Rocky Creek Bridge Borroloola
REFERENCE 706130
AUTHOR Virginia Boon, Asset Manager

RECOMMENDATION

- (a) That the Finance Committee receive and note the tabled report containing the options for Rocky Creek Bridge.
- (b) That the Finance Committee approve the recommended option and budget required for the repairs and stability of the Rocky Creek Bridge.

BACKGROUND

Report to be tabled at meeting.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

To be tabled at meeting.

ATTACHMENTS:

There are no attachments for this report.