



TATIARA DISTRICT COUNCIL

# **ADMINISTRATION & FINANCE**

## **GENERAL POLICIES**

**TABLE OF CONTENTS**

<b>Table of Contents .....</b>	<b>2</b>
<b>COUNCIL AND COMMITTEES .....</b>	<b>3</b>
Committees and Council Agenda Deadlines .....	3
Committees and Council – Supplementary Agenda.....	3
Committee recommendations.....	3
Media Statements.....	3
<b>ADMINISTRATION .....</b>	<b>3</b>
Council Properties .....	3
Hire of Council Chamber.....	3
Leases/Licences .....	4
Library Service.....	4
Smoking in Council Buildings and Machinery .....	4
Tourism.....	4
<b>FINANCE .....</b>	<b>5</b>
Borrowing.....	5
Credit Cards.....	5
Debt Collection.....	5
Rates – Fines Write Off .....	5
Revenue.....	5
<b>INSURANCE.....</b>	<b>5</b>
Councillors and Staff.....	5
Internal Controls.....	5
<b>RECORD OF AMENDMENTS .....</b>	<b>6</b>

## COUNCIL AND COMMITTEES

As per Local Government Act 1999, Council may form Section 41 & Section 42 Committees.

### Committees and Council Agenda Deadlines

- (1) Items for inclusion in the agenda of the Council or Council Committees must be received in the Administration Office by 12 noon on the Wednesday prior to the meeting.

### Committees and Council – Supplementary Agenda

- (1) Item for inclusion in the agenda of the Council or Council Committees not received by the deadline may be submitted in a supplementary agenda at the discretion of the Chief Executive Officer. The Council or the Committee may deal with these additional matters or decide to defer them to their next meeting.

### Committee recommendations

- (1) All Committee recommendations shall be presented to the Council by the Chairman of the respective Committee, and any discussion or variation from such recommendation shall be dealt with at the time the recommendation is presented for adoption.

### Media Statements

- (1) No statements shall be made to the Media, in the name of Council other than by the Mayor or the Chief Executive Officer. The Mayor however can delegate to the Deputy Mayor, or other Councillors the authority to make a media statement. Similarly, the Chief Executive Officer can delegate authority to a Senior Officer of Council.

## ADMINISTRATION

### Council Properties

- (1) An Asset Register recording details of all Council properties is to be established and maintained.
- (2) A rolling 10-year maintenance programme will be developed, reviewed and updated annually.
- (3) Asset identification valuations will be undertaken in accordance with AASB116 at least every 5 years by an accredited licensed valuer. This shall include but not be limited to the following:
  - Replacement cost
  - Asset condition
  - Total useful life
  - Accumulated depreciation
  - Residual life

### Hire of Council Chamber

- (1) The Tatiara District Council has made the Council Chamber and associated rooms available for hire.

- (2) Hire Fees are not applicable to community groups within the Tatiara District. Other organisations or groups/individuals engaging in activities, for which assessable income is derived, are to be charged in accordance with Council's Fees & Charges Policy.
- (3) Approval for all use is at the discretion of the Chief Executive Officer.

#### **Leases/Licences**

- (1) All leases/licences of Council owned or controlled property will be for a fixed term without right of renewal.

#### **Library Service**

- (1) Council recognises its role in ensuring that all sections of the community have adequate free access to core information and library resources.

#### **Smoking in Council Buildings and Machinery**

- (1) Smoking is not permitted anywhere within the Chamber and associated rooms, Administration Centres, Library, Swimming Pools, Playgrounds, Halls and Depot Buildings.
- (2) Smoking is not permitted in any Council owned vehicle or item of machinery.

#### **Tourism**

- (1) Council aims to:-
  - (a) Develop a sustainable and economic tourism industry in the Tatiara area that is compatible with the character, culture and natural features of the District and the South East region generally.
  - (b) Guide the development of tourism for the area in keeping with community attitudes and the environment.
  - (c) To achieve these aims the following goals will be followed.
    - i. Economic Goal  
To optimise the tourism industry's contribution to national income, employment growth and the balance of payments by creating a favourable economic environment for industry development.
    - ii. Environmental Goal  
To provide for sustainable tourism development by encouraging responsible planning and management practices consistent with the conservation of our natural and cultural heritage.
    - iii. Social Goal  
To enhance access to quality tourism experiences and ensure favourable social outcomes of tourism by diversifying the product base, raising industry standards and protecting the public interest.
    - iv. Support Goal  
To provide and encourage the necessary promotional, planning, co-ordination, research and statistical support to assist the industry's development.

## FINANCE

### Borrowing

Refer to Internal Control Policy: "Borrowings 4.3".

### Credit Cards

Refer to Internal Control Policy: "Credit Cards 6.4".

### Debt Collection

Refer to Internal Control Policy: "Debtors 3.4".

### Rates – Fines Write Off

Refer to Internal Control Policy: "Debtors 3.4".

### Revenue

Refer to Internal Control Policy: "Grants 5.2, User Pay Income – Fee for Services 5.3"

## INSURANCE

### Councillors and Staff

- (1) The Chief Executive Officer will ensure that:-
  - (a) All Council property is adequately insured.
  - (b) Councillors and staff are adequately insured.
  - (c) Council is indemnified against claims for injury to staff, and public liability claims.
  - (d) Council is covered by fidelity and professional indemnity insurance.

### Internal Controls

- (1) The Objectives of Internal controls are to promote operational efficiency and encourage adherence to management policies in all areas and departments of the Council's operations.
- (2) Internal Control procedures are documented for the following functions:
  - 2.1 Budgets
  - 2.2 General Ledger
  - 2.3 Statutory Reporting
  - 2.4 Management Reporting
  - 3.1 Cash Floats and Petty Cash
  - 3.2 Banking
  - 3.3 Investments
  - 3.4 Debtors
  - 3.5 Inventory
  - 3.6 Prepayments
  - 3.7 Fixed Assets
  - 3.8 Project Costing

- 3.9 Loans to Clubs and Community Groups
- 4.1 Accounts Payable
- 4.2 Accrued Expenses
- 4.3 Borrowings
- 4.4 Employee Provisions
- 4.5 Taxation
- 5.1 Rates Rebates
- 5.2 Grants
- 5.3 User Pay Income – Fees for Service
- 5.4 Investment Interest Income
- 5.5 Receipting
- 5.6 Other Revenue
- 6.1 Expenses
- 6.2 Payroll
- 6.3 Elected Members Expenses
- 6.4 Credit Cards
- 6.5 Employee Reimbursements
- 6.6 Other Expenses
- 7.1 Contracting

**RECORD OF AMENDMENTS**

<b>DATE</b>	<b>REVISION</b>	<b>REASON FOR AMENDMENT</b>
12 <sup>th</sup> September 2017	Rev: 00	Separate policies taken from "TDC Policy Manual" and divided into smaller sections eg. Administration & Finance. Adopted Council Meeting 12/9/17 Res# 315.