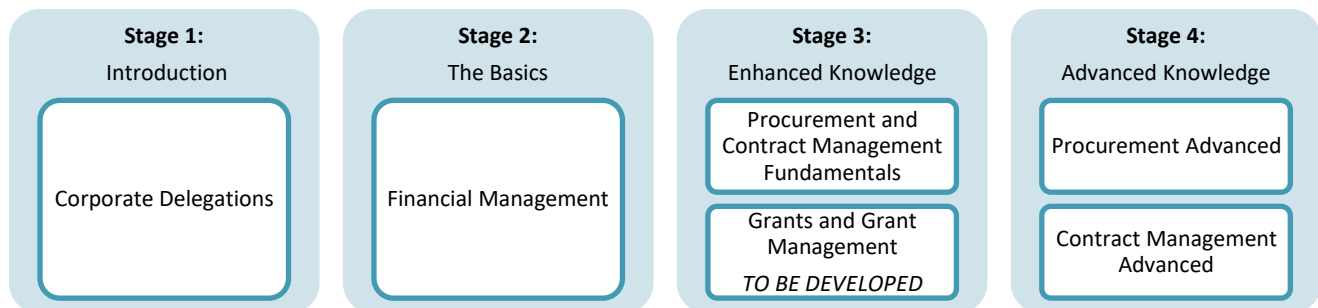


FINANCIAL LITERACY PROGRAM

Program Sponsor: Territory Families, Housing and Communities

The Financial Literacy Program was designed to build and extend the financial and procurement literacy of Territory Families, Housing and Communities (TFHC) staff. Tailored to the TFHC operating environment, the program provides Agency-specific training, information, resources, processes and examples. The program is currently made up of 5 x one-day modules (set out below) delivered face-to-face in Darwin, Katherine, Alice Springs, Nhulunbuy and the Barkly region. The 6th module - Grants and Grant Management - is scheduled to commence delivery in July 2023.

The program is delivered by Accrete, a Darwin-based training provider who knows and understands TFHC, together with a TFHC subject matter expert who attends and co-delivers 4 of the modules. Each module has been designed to be practical, outcome-focussed and interactive with short presentations, group discussions and activities to provide participants with the knowledge and skills they need to exercise their responsibilities competently and confidently in each area.



LEARNING OUTCOMES

1. Corporate Delegations

- Understanding of the legal basis for delegated authority and the legal principles that must be applied
- Awareness of the legislative and governance frameworks that apply to corporate delegations within the NT Public Sector including an overview of each area (Human Resources, Financial Management and Accountability, Procurement)
- Awareness of the relevant TFHC resources including the Corporate Services Handbook and Delegation Schedules
- Understand and be able to interpret the TFHC Corporate Delegation Schedules
- Practical quizzes to apply learning and test understanding, with each quiz based on a TFHC Delegation Schedule
- Awareness of relevant risks and consequences (client, staff, Agency and Government) if we get it wrong
- Insight into conflict of interest considerations including: the basis for the need for impartiality; the three kinds of conflict of interest (actual, perceived and potential); the danger of rationalising conflict; and conflict principles.

2. Financial Management

Part A: Big picture understanding

- Summary understanding of how budgeting works within the NT Government and NT Public Sector including an overview of the current NTG and TFHC budget, budget papers and the significance of Budget Paper Number 3
- Familiarity with the *Financial Management and Accountability Framework* including a walkthrough of relevant components, and where to find them
- Understanding of the link between strategic and business plans, and their relevance to financial management
- Awareness of when and how TFHC undertakes their budget development and how financial managers participate

Part B: Cost Centre Manager (CCM) specific

- Understanding of CCM responsibilities (manage, monitor and report) and available resources to support them
- Knowledge of why accurate coding is critical including a walkthrough of the TFHC *Chart of Accounts*
- Knowledge on how to understand the financial reports provided to CCMs, and what to do with those reports
- Understand attitudinal requirements to be an effective financial manager within TFHC
- Practical budgeting activity

NB: A TFHC subject matter expert attends this module

3. Procurement and Contract Management Fundamentals

- Awareness of the *NTG Procurement Framework* and the need for a disciplined approach to procurement
- Awareness of the *TFHC Agency Procurement Management Plan* and the outcomes that TFHC is seeking
- Understanding of the roles, responsibilities and supports available within TFHC and the Department of Corporate and Digital Development (DCDD) including the interplay between Agency Procurement Services and TFHC
- Understanding of the *Procurement Policy* including procurement terminology, how to apply the procurement principles, and what Value for Territory means and how to achieve it within TFHC
- Understanding of the *Procurement Rules* including how to read, interpret and apply them. This involves practical insights into elements of the planning, sourcing and contract management rules as they relate to Tier 1 procurement activities. For example: how to find existing contracts; resources for finding Aboriginal Business Enterprises; use of assessment criteria and weightings; and the different procurement methods and what they look like.
- Practical quizzes to apply learning and test understanding, with each quiz based on sections of the Procurement Rules
- Participants are provided with a number of tools to assist with understanding and implementing the process

NB: A TFHC subject matter expert attends this module

4. Procurement Advanced

- Understanding of how a Tier 2 and above procurement activity is managed by TFHC with support from Agency Procurement Services (DCDD) including a visual walkthrough of the workflow between those parties, and the touch points requiring delegate approval
- Awareness of the NTG Central procurement resources and templates and how to find them
- How to effectively define a need depending on the complexity and risk involved
- How to develop the scope of requirements to fulfil your need and what information to include, with TFHC examples provided for review
- Awareness of the importance of incorporating performance measures into your procurement documentation
- Understanding of the importance of identifying, engaging with and consulting stakeholders throughout the process
- Insights into preparing a procurement estimate
- Understanding of the relevance of risk identification and management, and how and when it is addressed
- How to complete a *Project Specific Procurement Plan* with TFHC examples provided
- Awareness of the process involved in admissibility and assessment of responses including supporting resources
- How to complete a *Procurement Assessment Recommendation* with TFHC examples provided
- Awareness of the process involved in negotiating and debriefing including supporting resources
- Practical activities and group discussions occur throughout the day

NB: A TFHC subject matter expert attends this module

5. Contract Management Advanced

- Awareness of the three stages of contract management: establish, manage and close out the contract
- Insight into the outcomes sought from contract management and why it is so important
- Understanding of the importance of determining the complexity of your contract based on risk and value
- Awareness of the TFHC and NTG Central resources, templates and systems that support contract management
- Understanding of the steps involved in establishing a contract including: identifying all documents that make up the contract, revisiting risk, confirming roles and responsibilities, preparing a *Contract Management Plan* if necessary (with TFHC examples provided), and conducting the kick-off meeting
- Awareness of NTG Conditions of Contract that apply and when they apply
- Understanding of the importance of managing relationships and how to establish an effective working relationship with all parties to the contract
- Understanding of the steps involved in managing a contract including performance reviews, communications, resolving concerns and how and when to use *Contractor Performance Reports* (TFHC examples provided)
- Awareness of the process involved in obtaining contract extensions or variations including supporting resources
- Knowledge of the steps involved in closing-out a contract including supporting resources
- Practical activities and group discussions occur throughout the day

NB: A TFHC subject matter expert attends this module

End.