

Councillor Facilities Policy

Income Tax Assessment Act 1997

1. POLICY STATEMENT

The council will provide councillors with the facilities necessary to efficiently discharge their duties and responsibilities as councillors.

2. PRINCIPLES

This policy ensures that the council's provision of facilities to councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

In addition the principles that underpin this policy are:

- the use of public monies in the public interest by responsible budgeting and accounting;
- fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;
- transparent decision-making by public disclosure of policy and resolutions; and
- accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles, and should be provided with reasonable facilities in accordance with statutory requirements.

Councillors should not receive a private benefit in relation to the provision of facilities and full disclosure through appropriate accountability requirements will be met.

3. SCOPE

This policy is for the provision of facilities to councillors for the purpose of discharging their responsibilities and civic duties.

The provision of facilities will be authorised by the Chief Executive Officer.

This policy does not provide for salaries or other forms of councillor remuneration. Councillor remuneration is determined annually by the Queensland Local Government Remuneration and Disciplinary Tribunal.

4. RESPONSIBILITY

The Chief Executive Officer is responsible for ensuring this policy is understood and adhered to by all councillors and relevant workers.

5. DEFINITIONS

Official Council business – means all telephone calls on a council owned mobile that assists the mayor and councillors to carry out their responsibilities as an elected member. [refer to section 12 of the Local Government Act 2009]. Council business should result in a benefit being achieved either for the local government and/or the local government area.

Facilities – means the amenities and tools necessary for councillors to perform their duties efficiently and effectively.

Workers – includes employees, contractors, volunteers and all others who perform work on behalf of council.

6. POLICY

The council will provide the mayor and councillors with facilities as set out in Schedule A of this policy.

Councillors will be provided with facilities that enable them to discharge their responsibilities of a Councillor. All facilities provided to councillors remain the property of council (unless otherwise stated) and must be returned to council when a Councillor's term of office expires.

Council will not supply uniforms.

ACCOUNTABILITY

Council is accountable to the community in regards to compliance with this policy.

Details are reported in council's annual report and will include:

- the provision of copies of council resolutions resolving to provide facilities to councillors;
- a copy of this policy; and
- the facilities provided to each individual Councillor.

A quarterly report will be provided to councillors detailing expenses of the facilities that have been provided.

7. LEGAL PARAMETERS

Local Government Act 2009

Local Government Regulations 2012

Income Tax Assessment Act 1997

8. ASSOCIATED DOCUMENTS

Motor Vehicle Administrative Directive and associated procedures

Councillors Motor Vehicle Reimbursement Procedure

Councillor Expenses Reimbursement Policy

Taxation Rulings issued by the Australian Taxation Office

FBT Record Keeping and Reporting Guidelines

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SCHEDULE A

Facilities supplied	Supplied to	Items/Services supplied	Conditions of supply
Personal protective equipment	Mayor and councillors	<ul style="list-style-type: none"> • Safety helmet • Boots • Vest 	<p>Items do not need to be returned to council at the end of a Councillor's term</p> <p>Must be worn on all construction site inspections as arranged by council</p> <p><i>Note: site induction may be required prior to entry onto construction sites</i></p>
Stationery supplies	Mayor and councillors	<ul style="list-style-type: none"> • Personalised letterhead • Business cards • With compliments slips • Door knocking slips • Name badge • Council email address • Council Facebook address 	<p><i>Note: All correspondence reflecting the view of council (and not the individual Councillor) must be written by council officers, classified as council correspondence and must be recorded in council's record management systems.</i></p>
Full administrative support and office facilities	Mayor	<ul style="list-style-type: none"> • Secretarial services • Office • Executive Assistant • Head of Office 	<p><i>Note: The Chief Executive Officer is responsible for implementing the organisation structure required to allow the provision of full administrative support to the mayor.</i></p>
Full administrative support and office facilities	Deputy Mayor	<ul style="list-style-type: none"> • Secretarial services • Office 	<p><i>Note: The Chief Executive Officer is responsible for implementing the organisation structure required to allow the provision of full administrative support to the deputy mayor.</i></p>
Limited administrative support	Councillors	<ul style="list-style-type: none"> • Diary management including the management of attendance at functions • Coordination and distribution of Councillor information • Monitoring and reporting of Councillor expense accounts 	<p><i>Note: The Chief Executive Officer is responsible for implementing the organisation structure required to allow the provision of limited administrative support to the Councillors.</i></p>

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		<ul style="list-style-type: none"> • Provision and oversight of Councillor correspondence and information requests • Coordination of Councillor travel, training and professional development and registering all council records into council's Document Management System. • Assistance to book meeting rooms and/or office space. • Coordination of media opportunities, production of promotional collateral items, community events and activities in conjunction with Community Engagement and Cultural Services section. • Assistance with compilation of motor vehicle expenses and telecommunication reimbursements. 	
Telecommunication facilities	Mayor and Councillors	<ul style="list-style-type: none"> • Mobile telephone (of a similar standard as those provided to council's senior management) • Reimbursement of telephone expenses in accordance with Table 2 – Reimbursement Eligibility Schedule of the Telecommunications Reimbursement – Councillors Procedure • Wireless USB Internet connection • Reimbursement of connection to ADSL/NBN or similar internet connection at home office 	Personal calls made by councillors via the mobile telephone provided by council, or via existing council supplied land line, are to be reimbursed to council in accordance with the procedure in the Telecommunications Reimbursement – Councillors.
Shared office facilities	All councillors (except the Mayor and Deputy Mayor)	<p>Shared office facilities at Walker Street, Townsville consisting of:</p> <ul style="list-style-type: none"> • Councillor shared offices x2 (subject to availability) • Councillor meeting room • Docking station for lap top and broadband internet connectivity (including wireless 	

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		connectivity) <ul style="list-style-type: none"> • Access to office, printers and scanners; and • Landline telephone access 	
Home office facilities	Councillors	<ul style="list-style-type: none"> • Laptop with docking station and USB wireless modem • Reimbursement of home office telephone/internet connection • Telephone handset • Multi-function printer/scanner/ facsimile machine 	If council does not install a landline or internet connection, council will reimburse the cost of the connection, landline calls, rental and internet in accordance with the Telecommunications Reimbursement – Councillors Procedure
Private vehicle use (optional)	Mayor and councillors	Claim reimbursement for business use of private vehicle	Refer to Councillor Expenses Reimbursement Policy
Council leased vehicle (optional)	Mayor and councillors	<ul style="list-style-type: none"> • Supplied with a fully maintained 4 or 6 cylinder motor vehicle for the four year term of council which shall be used for official council business. • Fuel card • Motor vehicle insurance • Driver assist • All operational requirements 	<p>Refer to council's Motor Vehicle Policy</p> <p>Any motor vehicle leased by council and provided to a Councillor must be surrendered to an authorised representative of council upon expiry of the term of the Councillor.</p> <p><i>Private use of this vehicle is permitted on the basis that councillors reimburse council for the percentage of private use based on log book records in accordance with the Australian Taxation Office legislation. The amount to be reimbursed will be calculated according to fringe benefits tax legislation.</i></p>

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