

Councillor Facilities Policy

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

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

Manager – includes persons appointed to positions including with the title, Team Manager, General Manager, Principal, Director and Chief.

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.

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.

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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 regard 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 Regulation 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

9. DOCUMENT HISTORY

| Date | Version | Amendment | Reviewer | Approved |
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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 • Eye protection • Hearing protection • Any other item of PPE approved by the CEO on the basis that it is required before a Councillor may attend a Council work site. | <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 • Councillor Advisers as resolved by the Council | <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 • Executive Assistant | <p><i>Note: The Chief Executive Officer is responsible for implementing the organisation structure required to allow</i></p> |

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| | | | <i>the provision of full administrative support to the deputy mayor.</i> |
| 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 • 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. | <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> |

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| 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) • Wireless USB Internet connection • Noting the Mayor's ongoing responsibility to lead the Council and the Mayor's role as Chair of the Local Disaster Management Group, - the costs of providing International Roaming facility for the Mayor's telecommunication device/s or an alternate phone with international connection for the duration of travel. • The costs of providing International Roaming facility for a Councillor's mobile telephone, or an alternate arrangement when the Mayor approves that facility as being necessary for the effective conduct of Council business and the need for the facility arises from the Councillor travelling on Council business. | |
| 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 laptop and broadband internet connectivity (including wireless connectivity) • 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 internet connection • Multi-function printer/scanner/ facsimile machine | |

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| 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 • Roadside assist • All operational requirements | <p>Councillors will be required to enter into an agreement with council detailing the terms upon which the vehicle is supplied to the Councillor and the rights and responsibilities of the Council and the Councillor in respect of the vehicle.</p> <p>Under that agreement the Council will bear the full cost of the vehicle up to an agreed amount each year. The agreed Council amount will be set having regard to benchmarks of the average annual cost of owning and operating a mid-sized vehicle.</p> |

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