



**GREATER SHEPPARTON CITY COUNCIL**

# **COUNCILLOR RESOURCES AND FACILITIES POLICY**

Adopted by Council: 18 August 2020

Next Review: October 2021



**GREATER  
SHEPPARTON**

## COUNCILLOR RESOURCES AND FACILITIES POLICY

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<b>Business Unit:</b>	Corporate Governance
<b>Responsible Officer:</b>	Team Leader Governance
<b>Adopted By:</b>	Council 18 August 2020
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### DOCUMENT REVISIONS

<b>Version #</b>	<b>Summary of Changes</b>	<b>Date Adopted</b>
1.	Policy first adopted	18 August 2020

## PURPOSE

Section 42 of the *Local Government Act 2020* (the Act) ensures that the Mayor and Councillors have available to them the tools, services and facilities necessary to undertake their roles.

The purpose of this policy is to provide Councillors with clarity and guidance as to the resources and facilities available to support them to perform the duties and functions related to their role.

## OBJECTIVE

The Council is required to provide the Mayor and Councillors with appropriate resources and facilities to support the effective performance of their duties. These duties may include (but are not limited to):

- Attendance at meetings of Council and its Committees
- Attendance at briefing sessions, workshops, civic events or function convened by council
- Attendance at conferences, workshops and training programs related to the role of Councillor, Mayor or Deputy Mayor
- Attendance at meetings, events or functions representing Council
- Duties in relation to constituents concerning council business.

This policy ensures that Council's provision of resources and facilities are consistent with and in accordance with the Act and its Regulations.

## SCOPE

This policy applies to all Councillors of Greater Shepparton City Council including the Mayor.

## DEFINITIONS

Reference term	Definition
Council	Greater Shepparton City Council
Councillor	A person who holds the office of member of Council
Eligible Council Business	Any function or action which directly relates to the role of the Mayor, Deputy Mayor or Councillor, as defined in Sections 18, 21 and 28 of the Local Government Act 2020 (the Act). This may include, but is not limited to: <ul style="list-style-type: none"> <li>• Attendance at meetings, including Council Meetings, Briefings or Committee Meetings</li> <li>• Professional Development opportunities, as defined in the Councillor Expense Policy</li> <li>• Event representation on behalf of Council.</li> </ul>
Event Representation	A conference, seminar, forum, delegation or similar event where the Councillor in attendance is representing Council, and the cost of attendance is funded by Council.
Hospitality	Refreshments, finger food or a meal of a reasonable and appropriate standard, not including alcohol, except where exemptions are made in this policy.
Refreshments	Tea, Coffee, non-alcoholic beverages, and a light meal considered suitable for morning tea

## 1. Motor Vehicles

### 1.1 Mayoral Vehicle

The Mayor will be provided with a fully maintained vehicle for official council purposes which includes private use, in accordance with the following conditions:

- The Mayors partner or children are permitted to drive the Mayoral vehicle, provided they hold a current drivers licence and the Mayor is in the vehicle at the time of travel.
- A fuel card will be issued which can be used to purchase fuel for the Mayoral vehicle at selected stations. This card cannot be used to purchase fuel for any other vehicle, regardless of whether the Mayor is a passenger or driver of that vehicle.
- Maintenance and services of the Mayoral vehicle will be coordinated by Councils Fleet department. The Mayor is responsible for notifying the Executive Assistant when a service or any form of maintenance is required.
- The Mayor is responsible for keeping the vehicle in a clean and tidy manner. Smoking is strictly prohibited in any Council vehicle. If the car is not maintained in an acceptable standard, the Mayor may be held personally responsible for the cost of detailing the vehicle.
- The Mayor is personally responsible for the payment of any parking / driver related offences and infringements issued to the Mayoral Vehicle registration, unless proof can be provided that the Mayor was not the driver at the time.
- The Mayoral vehicle is strictly prohibited from use for any activities relating to electioneering. This includes, but is not limited to, the display of election material on the vehicle or any transportation which directly relates to campaign activities.

### 1.2 Access to a Council Pool Vehicle

A council vehicle will be provided, when availability permits, for a Councillor to attend an event, training, professional development program, seminar, forum, function or conference which forms part of the Councillors duties.

Use of a council vehicle must be in accordance with Council's Fleet Corporate Procedure.

### 1.3 Parking Permit

All Councillors will be provided with one parking permit which is to be affixed to the windscreen of their primary vehicle. The vehicle registration is to be provided to the Council at the time the permit is issued.

This permit will enable Councillors to park in any standard parking bay within the municipality free of charge and park for longer than the time indicated on the parking sign, when on council business. The permit must not be used when other drivers are occupying the vehicle, unless the Councillor is also present.

**Note:** this permit does not enable a Councillor to park in a disabled parking bay, loading zone or other statutory areas. A failure to clearly display the parking permit or meet these requirements may result in an infringement being issued.

## 2. Resources and Facilities for Mayor and Councillors

The following additional resources and facilities are provided to support Councillors performing their duties while undertaking Council business and discharging duties of civic office.

### 2.1 Office of the Mayor

The Office of the Mayor operates to provide those functions of the Council carried out by the Mayor. It is allocated a budget by Council on an annual basis to allow the Mayor to fulfil their civic role. Within that budget, staff and other resources may be employed as considered appropriate.

Any expenses incurred by the Mayor, or person nominated by the Mayor to fulfil the civic role as partner of the Mayor, shall be deemed to be expenses of the Mayor.

Council will provide the following facilities for the Office of the Mayor:

- Office suitably equipped with quality furniture and shelving, including desk and meeting table
- Mobile phone
- Executive Assistant and other administrative support during normal office hours as required, and any other necessary administrative assistance to enable the Mayor to carry out the duties of civic office.

### 2.2 Building Access

Each Councillor will receive a swipe card allowing access to the Welsford Street Office, including the Councillor Suite. Additional building access will be granted to the Mayor, enabling access to the Mayoral Office which is located within an area also occupied as an employee workspace.

Councillors must not provide building access to any other individual through the use of their swipe card.

### 2.3 Insurance

Councillors are covered by the following Council insurance policies, while performing eligible Council business:

- Council's workers compensation insurance
- Councillors and Officers Liability Insurance
- Travel insurance for interstate and international travel.

Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from eligible Council business where any claim is accepted by Council's insurers, whether defended or not.

Council equipment provided to Councillors to assist in performing their role, is covered for damage or theft under Council's insurance policies. Councillors are expected to exercise due care in protecting the equipment from damage or theft.

Councillors must notify the Chief Executive Officer (CEO) as soon as possible after they become aware of a potential claim.

### 2.4 Administrative Assistance

Limited administration assistance will be made available to Councillors for work directly related to the performance of duties of eligible Council business.

All administrative assistance should be coordinated through the Executive Assistant to the Mayor and Councillors and approved by the CEO.

## **2.5 Stationery**

Upon request, Councillors will be provided with standard stationery held or obtained generally for organisational requirements.

No Greater Shepparton City Council letterhead will be provided.

## **2.6 Information and Communication Technology Expenses**

Council will provide the Mayor and Councillors with:

- iPad or similar tablet device
- Mobile phone
- Laptop computer.

Protective covers and screens will accompany these devices.

Council will arrange for the installation and maintenance of relevant equipment and provide any associated products required for their operation.

Equipment and training is provided as part of a Councillor's induction process and all queries regarding provision or maintenance of equipment should be addressed to the Executive Assistant to Mayor and Councillors.

Accessories or services beyond the standard equipment referred to in this clause may be provided upon written request to the CEO. The additional cost of any accessories provided may be charged to the Councillor.

### **2.6.1 Usage Requirements and Restrictions**

#### Equipment

- the equipment must be used predominantly for the transaction of Council business, however limited private usage of phones, iPads and emails is permitted.
- the equipment strictly cannot be used for electioneering purposes
- Councillors must ensure the integrity and configuration of equipment provided is maintained at all times
- Councillors must ensure the protection and safe keeping of all equipment issued
- The terms and conditions which govern the provision and use of Council provided equipment must be strictly adhered to
- Use of Council devices, and connection to Council's computer network, internet or email will be in accordance with Council's Use of Information, Communication and Technology Systems Procedure, Information Security Policy and the Councillor Code of Conduct.

All internet usage and telephone and text log data may be monitored by Council to ensure compliance.

#### International Travel

Should a Councillor request to take a Council device (being their iPad and/or Mobile Phone) on International travel, they must notify the Executive Assistant to the Mayor and Councillors (EA) of this intention prior to travel. The EA will liaise with the Information Technology department to identify and implement the appropriate measures to avoid excess data roaming charges.

Should the Councillor fail to notify the EA prior to travel, or fail to implement the measures recommended by the organisation, they will be personally liable to pay any usage costs incurred for the duration of the travel.

#### Damaged / Lost / Stolen Equipment

Upon written application and subject to CEO approval, a Councillor may receive one “free of charge replacement device” (iPad and/or Mobile Phone) in the event that the device is lost, stolen or damaged during the four year Council term.

Any further requests for replacement equipment will be at the Councillors own expense.

Equipment that is faulty or experiencing technical difficulties will be assessed by the Information Technology department. If the assessment confirms that the device is faulty and the problems do not relate to mistreatment, it will not be considered a ‘replacement device’ against that Councillor.

#### Return of Council Equipment

All equipment and stationary issued to the Mayor and each Councillor remains the property of the Council and must be returned to Council prior to election day without exception.

This process will be coordinated by the Executive Assistant to the Mayor and Councillors.

Should a Councillor be re-elected, the equipment will be returned to that Councillor, or new equipment will be issued, in accordance with this policy.

Any outgoing Councillors who are not re-elected may be provided with the opportunity to purchase their equipment. A nominal fee will be determined by the Manager Information and Communication Technology based on the current market value of the device/s.

### **3. Meals and Refreshments**

Councillors will be requested to complete a form outlining the Councillors Catering and Dietary Requirements at the commencement of their term of office.

#### **Refreshments**

Councillors will have access to basic refreshment in the Councillor Suite.

#### **Meals**

Where Council meetings or Councillors Briefings are held at times which extend through normal meals times, Councillors will be provided with suitable meals served on the premises in accordance with Councils Catering Procedure.

Councillors will be notified of the meal arrangements for such meetings. Appropriate meals will be arranged by the Executive Assistant to the Mayor and Councillors.

### **4. Event Representation**

A Councillor who is funded by Council to attend an event shall participate as a representative of Council, not as an individual.

Council will allocate funds during the budget process each year to enable Councillors to attend events on behalf of the Council. This will cover the costs of the registration fee, transport, meals, and accommodation for the duration of the event.

Accommodation shall be organised for approved Event Representation at the event location where possible, or a suitable hotel or motel close to the event venue.

Councillors wishing to make alternative accommodation arrangements will be responsible for all costs over and above those which would otherwise apply.

## 5. Attendance at Functions

Through the exercise of performing their duties, Councillors may get invited to social functions which require the payment of an attendance charge. It is predominantly the role of the Mayor to represent Council at these functions, with attendance costs being met by the Council. If another Councillor is requested to attend on behalf of the Mayor, or in addition to the Mayor, these attendance costs will also be met by the Council.

Individual Councillors who have not been officially invited to a function but, would also like to attend may choose to do so at their own cost.

Where a Councillor elects to have their partner to accompany them to a social function, it is up to the Councillor to request this through the Executive Assistant to the Mayor and Councillors. Upon approval, it is up to Councillors to make arrangements for their partner to attend and all expenses relating to the partner will be met by the Councillor.

## 6. Limitations

In accordance with Councils Election Caretaker Provisions Policy 37.POL4, Councillors must ensure that benefits contained within this Policy are not used as part of any election campaign.

### RELATED POLICIES AND DIRECTIVES

- Council Media Policy
- Councillor Code of Conduct
- Council Gifts and Hospitality Policy
- Council Expenses Policy
- Information Security Policy 52.POL4

### RELATED LEGISLATION

- *Local Government Act 2000*
- *Local Government (General) Regulations 2015*
- *Local Government (Planning and Reporting) Regulations 2014*

### REVIEW

The Team Leader Governance is to review the Councillor Resources and Facilities Policy within 12 months of a general election, in conjunction with the Executive Leadership Team.

Suggested revisions are to be submitted to the Council for consideration.



24 August 2020

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**Peter Harriott**  
**CHIEF EXECUTIVE OFFICER**

**Date**