


## COUNCIL POLICY

Councillor Resources, Support & Facilities	<b>Adopted By Council:</b>	18/10/11	
	<b>Date/s Revised:</b>		
	<b>Next Review Date:</b>	12/13	
	<b>Document No:</b>	CP018	
	<b>Directorate:</b>	Executive	
	<b>Responsible Officer:</b>	Chief Executive Officer	

### CONTEXT

Councillors must be provided with a range of resources to enable them to effectively carry out their role.

This policy outlines the resources, support and facilities that will be provided to Councillors to effectively exercise their duties as an elected Councillor.

### POLICY

The following resources, facilities and support will be provided to Councillors to assist in performing their official duties as an elected member.

#### 1. Insurance

Councillors are covered under the following Council insurance policies on a 24 hour basis, while discharging their duties of office including attendance at meetings of external bodies as the Council's representative.

- Public Liability
- Professional Indemnity
- Councillors and Officers Liability
- Personal Accident/Corporate Travel (accompanying partners are also covered)

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

The 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.

#### 2. Administrative support for the Mayor and Councillors

Councillors should utilise the services of the Executive Assistant to the Chief Executive Officer and Mayor.

Administrative support will be made available, through the Executive Assistant to the Chief Executive Officer and Mayor, for the Mayor and Councillors to assist them with diary management and in responding to correspondence, enquiries and requests for service as part of their official duties as a Councillor.

Council business papers, personal mail and other Council information will be couriered to Councillors' place of residence as required.

When Councillors wish to gain access to the executive services area and any other non-public areas of the Council Offices, the following procedure will apply:

- Customer service staff will:

- (a) greet the Councillor in a courteous and professional manner;
  - (b) notify the office, either via email or the public address system, of their presence in the office (For Example "Councillor lastname, is entering the office");
  - (b) allow access to the non-public area as soon as possible without the issuing of a Visitor Badge; and
  - (c) record the Councillors details in the visitor's book on behalf of the Councillor.
- In the case of an emergency, the Executive Services staff will be responsible for the visiting Councillors safety.

### **3. Office for Mayor and Councillors**

Councillors will be provided with after hours electronic access to the Town Hall foyer and hall, and the Council office reception area, including meeting rooms.

Councillors can book meeting rooms owned and controlled by the Council for meetings, interviews and other functions where the primary purpose is to allow the Councillor to discharge his/her duty. The Councillor must be in attendance.

The Councillors' office is reserved for exclusive use by Councillors. The room is equipped for computer access and is suitable for office work, reading, research, filing of Council documents and small meetings.

### **4. Vehicle for Mayor and Councillors**

Council has a dedicated vehicle available for the use of Councillors on Council business.

The vehicle will be housed at the Council offices and will be fully maintained. When Councillors are not using the vehicle it may be used by staff members of the Council on a pool basis. Again the vehicle will only be used for travel directly related to duties of the officers.

The vehicle has a log book which must be filled out by all users of the vehicle. The responsibility of the person using the vehicle is to ensure that they write down the starting mileage, time of day which the vehicle was picked up and then to record the final mileage at the end of the trip and the time at which the vehicle has been returned to the Council premises. On occasions where Councillors need to use the vehicle early in the morning or late into the evening, it is possible to arrange for the vehicle to be garaged overnight at the premises of the Councillor.

The Mayor will have priority over the use of this vehicle and Councillors will have priority over staff in regards to the use of this vehicle. The priority of Councillors other than the Mayor will be on the basis of first application to use the vehicle.

Where there is conflicting demand for the vehicle it is possible that another vehicle may be available and every endeavour will be made to ensure that where possible that Councillors do not have to use their own vehicles.

### **5. Information Technology**

All Councillors are entitled to the following equipment:

- Mobile phone and landline
- Laptop or desktop PC including standard MS Office suite, and printer and associated charges
- Broadband Internet Connection
- Council email account

Council will pay all connection fees, service charges and call charges related to Council business. Any private use of the facilities must be recorded and the direct costs of private use shall be reimbursed to Council.

Councillors will be supplied with a Borough of Queenscliffe email address. This email address will be promoted on Council's website and will appear on Councillors business cards.

Councillors must adhere to the standard operating procedures for security, maintenance and use of equipment, which may be amended or changed from time to time.

The Chief Executive Officer shall maintain a register of all equipment provided to Councillors for Council business. All equipment remains the property of the Council and must be returned at the end of a Councillor's term of office or upon retirement/resignation of the Councillor.

## **6. Stationery**

Councillors will have the same access as staff to the Council stationery for stationery requirements related to Council Business. The stationery may include, but not necessarily be limited to paper, writing implements, diaries, writing pads/books, interview pads, computer discs, envelopes and the like.

All Councillors will be supplied with corporate business cards.

Council stationery may only be used for carrying out duties as a Councillor.

## **7. Access to fax/copier**

Councillors will have to the Council fax machine and photocopier, located in the non-public area of the Council Offices, for needs related to Council Business.

## **8. Website development as part of Council website**

The Borough of Queenscliffe website at [www.queenscliffe.vic.gov.au](http://www.queenscliffe.vic.gov.au) features a 'Council' section that includes a profile of each Councillor with their photograph and contact details.

## **OTHER REFERENCES**

Local Government Act 1989

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