

## 1. POLICY CERTIFICATION

Policy title:	<b>Elected Member Support and Development Policy</b>
Policy number:	<b>CL009</b>
Category:	<b>Policy</b>
Classification:	<b>Council</b>
Status:	<b>Approved</b>

## 2. PURPOSE

This Council Policy is to enable Elected Members:

- To develop and enhance their knowledge pertaining to their role, understand their obligations, make well informed decisions and effectively represent their constituents

## 3. ORGANISATIONAL SCOPE

This policy applies to all Elected Council Members of the Roper Gulf Regional Council.

## 4. POLICY STATEMENT

Roper Gulf Regional Council will provide Elected Members with the provision of appropriate facilities and support to assist them in fulfilling their role.

The Mayor's role is recognised by the provision of the additional support for the person occupying that position. In the event the Mayor is unavailable to undertake their duties for an extended period of time, the provision of services and support will be made available to the Deputy Mayor at the Chief Executive Officer's discretion.

The facilities and support detailed in this policy are available to the Elected Members while performing official functions or duties for the Council. These provisions are not available for the personal gain of Elected Members or their families or associates.

## 5. DEFINITIONS

<b>CEO</b>	Chief Executive Officer
<b>Conferences and Training</b>	Refers to conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of Local Government
<b>Council</b>	Roper Gulf Regional Council
<b>RGRC</b>	Roper Gulf Regional Council

## 6. PRINCIPLES

### 6.1 PROVISION OF SUPPORT

#### 6.1.1 MAYOR

As the office of the Mayor operates to provide functions of the Council which are best carried out through the Mayoral role, the position is to be assigned an annual budget by Council. Staff and other resources are to be provided within that allocation. The Mayor shall, in carrying out the duties and responsibilities of office, receive the benefit of the following facilities and equipment:

6.1.1.1 The provision of a motor vehicle;

- a) Council notes that while the vehicle will be used to transact the duties associated with the role of Mayor, there will be private use and it seeks no reimbursement for the private use; however where private use becomes extensive and exceeds the allocated operating expense budget for the vehicle it may be considered appropriate for the Mayor to reimburse for such use to the Council. (Council will provide a review of this budget expense in a report to the Mayor in line with Council's financials on a quarterly basis).
- b) Council notes and agrees that the use of the Mayor's vehicle will fall under Council's vehicle use policy of which a copy will be provided to the Mayor.

6.1.1.2 The provision of a smart phone and tablet or ipad;

6.1.1.3 Office accommodation

6.1.1.4 Administrative assistance

6.1.1.5 Access to services and other facilities relevant to the position

#### 6.1.2 DEPUTY MAYOR

The Deputy Mayor shall, in carrying out the duties and responsibilities of office, receive the benefit of the following facilities:

- a) The provision of a smart phone and tablet or ipad;
- b) Administrative support;
- c) Access to other services and facilities relevant to the position.

#### 6.1.3 ELECTED MEMBERS

The Elected Members shall, in carrying out the duties and responsibilities of office, receive the benefit of the following facilities:

- a) The provision of a basic mobile phone;
- b) Administrative support;
- c) Access to other services and facilities relevant to the position.

All equipment and facilities subject of this policy and associated procedure are provided to the Mayor, Deputy Mayor and Elected Members on the absolute understanding that they will not be used for any election purposes.

## **7. PROVISION OF DEVELOPMENT**

For this section, 'Conferences and Training' refers to conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of Local Government.

### **7.1 CONFERENCES AND TRAINING**

**7.1.1** All Elected Members are encouraged to participate in conferences and training to enable them to develop and maintain skills and knowledge relevant to their role as a representative of Roper Gulf Regional Council. Conferences and Training may include but are not limited to the following:

- a) Roper Gulf Regional Council Elected Member Induction Training
- b) Special "one off" conferences and/or training called or sponsored by or for the Local Government Association Northern Territory, NT Department of Local Government and Community Services, and the Australian Local Government Association on important issues
- c) Training and Development relating to the role of Elected Members
- d) Other local government specific training course, workshops and forums relating to such things as understanding the roles/responsibilities of Elected Members and meeting procedures etc.

**7.1.2** Subsequent to 7.1.1 above, Council approval is required for Elected Member attendance at intra-territory conferences, seminars and training programmes.

**7.1.3** The formal prior approval of Council is required for any Elected Member attendance at any interstate conference or training program. Any request is to be put in writing to Council and is to outline how attendance of the Elected Member/s at the conference will assist the Elected Member/s in their role as well as any benefits or association with the Elected Member's role on a committee, working group etc.

### **7.2 SHARING OF KNOWLEDGE**

Within a reasonable time (which period of time shall not in any event exceed two months) from the conclusion of an approved conference, seminar, training program, the Elected Member/s concerned shall provide a written report or presentation (including copies of discussion papers) relating to the program for the information of other Elected Members and also from Council records.

## **8. LEGAL ADVICE**

**8.1** Legal advice will be provided to Elected Members at the cost of Council in determining a potential conflict of interest in the course of conducting their official duties. Access to this benefit can be made by the Elected Member contacting the Chief Executive Officer.

## 9. INSURANCE COVERAGE

9.1 Elected Members are covered under the following Council insurance coverage on a 24hr basis, while discharging their duties as a representative of Council:

- 9.1.1. Personal Accident Insurance – Elected members are provided with benefits should they sustain bodily injury or death whilst engaged inactivity directly connected with or on behalf of Council.
- 9.1.2. Public Professional Liability – indemnifies Elected Members but only in connection with their role as Councillors.
- 9.1.3. Personal Effects Property Cover – Provides cover for damage to property and personal effects whilst Elected Members are engaged on Council business.
- 9.1.4. Corporate Travel – Covers Elected Members whilst engaged in any activity directly or indirectly connected with or on behalf of Roper Gulf Regional Council travelling to and/or from such activity.

## 10. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	<ul style="list-style-type: none"> <li>▪ ADM006 Computer, Internet and Email Usage Policy</li> <li>▪ ADM007 – Mobile Phones Policy</li> <li>▪ ADM008 – Travel Policy for Employees and Councillors</li> <li>▪ ADM009 – Vehicle Use Policy</li> <li>▪ ADM013 – Social Media Policy</li> <li>▪ AST002 – Asset Management Policy</li> <li>▪ DIT001 – Fleet Procurement and Allocation Policy</li> </ul>
Related Publications	

## 11. DOCUMENT CONTROL

Policy number	<b>CL009</b>
Policy Owner	<b>Manager Governance &amp; Corporate Planning</b>
InfoXpert ID	<b>670901</b>
Endorsed by	<b>Council</b>
Date approved	<b>September 2016</b>
Revisions	
Amendments	
Next revision due	<b>September 2018</b>

## 12. CONTACT PERSON

Position	<b>Manager Governance and Corporate Planning</b>
Contact number	<b>89 729000</b>

**Policy development and review cycle**

