

CL009 – Elected Member Development and Support Policy

1. POLICY CERTIFICATION

Policy title:	Elected Member Support and Development Policy
Policy number:	CL009
Category:	Policy
Classification:	Council
Status:	Approved

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

CEO	Chief Executive Officer
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
Council	Roper Gulf Regional Council
RGRC	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, or motor vehicle allowance;

- a) Council shall provide the Mayor with a motor vehicle for his or her official use so as to assist the Mayor carry out official Mayoral duties.
- b) The Mayor shall be required to enter into an official agreement with Council which governs the use of the Mayoral vehicle. The agreement shall impose terms and conditions pertaining to the use and maintenance of the Mayoral vehicle, which the Mayor must comply with. Failure to comply with the agreement will result in disciplinary action.
- c) The motor vehicle provided to the Mayor shall remain the property of Roper Gulf Regional Council and its use shall remain subject to Council's directions, terms and conditions, as determined by Council, or the CEO.
- d) The Mayor may elect to enter into an agreement with Council for a Motor Vehicle Allowance in lieu of a Council provided motor vehicle. Such an agreement shall be considered by Council and determined by Council Resolution. The agreement shall be subject to terms and conditions as determined by Council, which the Mayor must comply with.

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.

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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

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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"> ▪ GOV006 Computer, Internet and Email Usage Policy ▪ GOV007 – Mobile Phones Policy ▪ GOV008 – Travel Policy for Employees and Councillors ▪ GOV009 – Vehicle Use Policy ▪ GOV013 – Social Media Policy ▪ ASS002 – Asset Management Policy ▪ ASS001 – Fleet Procurement and Allocation Policy
Related Publications	

11. DOCUMENT CONTROL

Policy number	CL009
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Date approved	September 2016
Revisions	September 2017
Amendments	14 September 2017

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Next revision due	September 2018
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12. CONTACT PERSON

Position

Manager Governance and Corporate

Planning

Contact number

89 729000