

## Logan City Council

### Councillor Expenses and Entitlements Procedure

Logan City Council  
2020

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## 1 Procedure Objective

This Procedure sets out the process to enable Councillors access to entitlements to enable them to discharge their duties and responsibilities as an elected representative. The Procedure also sets out the process for when Logan City Council ('Council') will reimburse legitimate expenses incurred by Councillors in the course of carrying out Council business.

## 2 Payment and reimbursement of expenses

### 2.1 Council business expenses

Councillors may request that Council reimburse the costs of certain expenses incurred in the course of carrying out Council business.

The types of reasonable expenses that may be incurred by Councillors in the course of carrying out Council business may include, but are not limited, to the following:

- Travel expenses including accommodation, meals, transport and incidentals
- Conference and seminar attendance
- Entertainment and hospitality

Subject to the terms outlined in this procedure.

### 2.2 Requests for reimbursement of Council business expenses

Requests for reimbursement of expenses will only be considered where appropriate documentation is provided to show that the expense has been incurred by the Councillor whilst undertaking their official duties for genuine Council business.

In making a determination on a claim for reimbursement of expenses, Council must act in the public interest, consider whether the expense meets the community's expectations and could not have been avoided. Council is required to be accountable and transparent in meeting a request for reimbursement of expenses.

The Corporate Governance Manager will be responsible for determining the appropriateness of a request for reimbursement or payment of any expenses incurred by Councillors.

Under no circumstances will Council reimburse a claimed expense for alcohol or where a Councillor stands to personally financially benefit from the claim.

Councillors may be reimbursed for reasonable incidentals in accordance with this Procedure, up to the maximum provided for in the Australian Taxation Office guidelines.

### 2.3 Professional development

Councillors are encouraged to undertake relevant professional development. Council will organise a program of professional development activities for Councillors, and Council will cover all costs associated with those professional development activities.

Where Councillors wish to attend professional development activities such as seminars or conferences which are organised by a government agency or industry body Council will cover the costs of registration, travel, accommodation and meals where Council considers that the professional development activity is reasonable and the activity is directly associated with the Councillor's portfolio.

Where Councillors wish to attend other professional development directed at personal pursuits, campaigning or for personal development that is not directly related to their portfolio at Council, all costs are payable by the Councillor from their own personal funds.

Requests by Councillors to attend conferences, seminars or other professional development activities must be made in writing to the Corporate Governance Manager and must outline the details of the event and the benefits to the City of Logan, taking into account the professional development budget allocation for each Councillor as set by the Corporate Governance Manager. Councillors are discouraged from applying to attend conferences, seminars or other professional development on Council meeting or committee sitting dates. The Chief Executive Officer will make the decision whether to approve the professional development.

The Corporate Governance Branch will keep a register of all conferences, seminars and other professional development attended by Councillors. A copy of the register will be made available to all Councillors at least every 6 months.

## **2.4 Peak industry body annual conferences**

Councillors are expected to represent Council at peak industry body annual conferences that apply to local government as a whole, such as the ALGA, LGAQ or ALGWA annual conferences. No more than two Councillors will be permitted to attend any peak industry body annual conference at the same time. Councillors who have been nominated as the Councillor representative/s on the peak industry body will be given the first option to attend.

## **2.5 Travel expenses**

It is in the public interest for Council to take advantage of travel discounts and deals wherever possible, to reduce expenditure on travel costs for Councillors. All requests for travel must be made in sufficient time to allow Council to take advantage of any discounts or deals available.

### **2.5.1 Local and interstate travel**

Requests by Councillors for approval for local or interstate travel must be made in writing to the Chief Executive Officer, who will make the decision whether to approve the travel.

Requests by Councillors for payment or reimbursement of local or interstate travel expenses must be made in writing to the Corporate Governance Manager, who will make the decision whether to approve the expenses claimed.

### **2.5.2 International travel**

Requests by Councillors for international travel may only be approved by resolution of Council at an ordinary Council meeting.

Requests by Councillors for payment or reimbursement of international travel expenses must be made in writing to the Corporate Governance Manager, who will make the decision whether to approve the expenses claimed.

### **2.5.3 Air travel**

Where Councillors must engage in air travel for Council business, and approval has been provided for the travel, the Councillor must travel economy class and must travel by the most direct route.

Where for any single flight the flight time exceeds five (5) hours, Councillors may travel in Premium Economy Class. Councillors are encouraged to consider the public interest when deciding whether to make a request to travel in any class other than Economy Class.

Council will cover the cost of an airline lounge membership for the Mayor and Deputy Mayor only. The Chief Executive Officer will approve which airline lounge membership will be paid for by Council.

#### **2.5.4 Transportation costs**

Where Councillors are attending a conference, seminar or event interstate or internationally, arrangements for transfers will be arranged by Council's procurement team.

Councillors are discouraged from vehicle hire unless public transportation, private transfers, taxi transportation or other reasonable transportation is not available. Where the Chief Executive Officer approves vehicle hire, the vehicle hire will be arranged and paid for by Council prior to the conference, seminar or event. Any hire vehicles will be standard hire vehicles and must be value for money for Council and the community.

#### **2.5.5 Travel expenses for accompanying guests**

The costs of guests, family or friends accompanying Councillors will not be paid for by Council under any circumstances.

#### **2.5.6 Travel expenses which will not be covered by Council**

Costs incurred by Councillors whilst travelling for Council business will be deemed to be of a personal nature unless allowed for in this Procedure. Examples of activities that may be undertaken by Councillors whilst travelling which will be considered to be personal in nature and the costs of which will not be covered by Council includes but is not limited to:

- Tourism activities/tours
- Social events
- In-flight and in-house movies or pay per view
- Internet for personal use
- Mini bar purchases
- Airline lounge, club or frequent flyer membership fees
- Entertainment
- Personal items or services
- Excess luggage costs
- Payment associated with the cost of return of lost personal items or personal items which have been left behind
- Laundry or dry cleaning services (excluding during international travel)

#### **2.6 Meals while undertaking domestic or international travel**

Councillors will be reimbursed for the actual cost of meals associated with official Council business activities when all of the following apply:

- The Councillor incurs the cost of the meal personally
- A meal was not provided within the registration costs of the approved activity, event or travel
- The Councillor can produce original documentation sufficient to verify the actual cost of the meal
- The cost of the meal is reasonable in the circumstances

Reimbursement will be limited to the maximum amount in the Australian Taxation Office guidelines for meal allowance based on the country of travel. Any claim for reimbursement of the costs of meals outside of this will only be allowed in exceptional circumstances (ie entertaining in an usually expensive location where no alternative is available) and must be approved by the Chief Executive Officer.

## **2.7 Hospitality and entertainment**

Councillors may be eligible for reimbursement of the costs of up to \$100.00 per event for hosting a meal or refreshments for conference delegates, sponsors or business guests where the hosting is for a Council business related purpose only. This expense would be additional to delegation costs incurred by Council administration.

All other hospitality or entertainment expenses must be paid for out of the Councillor's civic allowance funds, as set out in the Mayors and Councillors Civic Allowance Policy.

## **2.8 Accommodation while undertaking domestic or international travel**

Where a Councillor is travelling for official Council business, Council will book accommodation offered as part of a conference package where practicable to do so. In all other circumstances, Council will book and pay for accommodation to a standard of 4 stars or equivalent where it is not practicable for the Councillor to return home for the night. Where a Councillor chooses to stay with family or friends whilst travelling for official Council business, no accommodation expenses will be paid or reimbursed.

# **3 Provision of administrative support and resources**

Council is responsible for the provision of access to appropriate administrative support and resources to ensure that Councillors are able to undertake their civic duties and meet the responsibilities of their roles.

Administrative support and resources are provided to Councillors for the sole purpose of the conduct of legitimate Council business, and should be used responsibly and appropriately. Councillors must only give directions to administrative support staff for these purposes. These guidelines provide for:

- a) When a councillor may be provided with administrative support by a member of staff
- b) How and when a councillor may give a direction to a member of staff in relation to the provision of administrative support
- c) How and when a councillor advisor may give a direction to a member of staff in relation to the provision of administrative support.

This procedure should be read in conjunction with the Staff Interaction Policy and Procedure and Acceptable Request Guidelines.

Any complaints regarding the performance of administrative support staff should be referred to the Corporate Governance Manager who will manage performance in accordance with Council's policies and management directives.

## **3.1 Mayoral administrative support team**

Council will provide access to administrative support staff to the Mayor to assist him in conducting legitimate Council business.

The Mayor will be provided with the following administrative support staff:

- 1 x Chief of Staff
- 1 x Executive Assistant
- 1.5 x Administrative Support Officers

All administrative support staff are employees of Logan City Council and will be employed by Council using Council's usual merit-based employment system. All administrative support staff will be employed on the basis that they have sufficient previous experience to ensure that the best level of service is provided to the Mayor.

### **3.2 Councillor administrative support team**

Council will provide access to administrative support staff to Councillors to assist Councillors in conducting legitimate Council business.

All administrative support staff are employees of Logan City Council and will be employed by Council using Council's usual merit-based employment system. All administrative support staff will be employed on the basis that they have sufficient previous experience to ensure that the best level of service is provided to Councillors. Councillors are not entitled to make recommendations or have any involvement in the recruitment process for administrative support staff.

Councillors will have access to an administrative support team which will consist of an appropriate number of administrative officers and one (1) Team Leader who will undertake administrative support tasks for councillors as well as other duties as required. The structure and resourcing of this team will be determined by the Corporate Governance Manager based on work requirements.

### **3.3 Administrative support tasks, location and hours of work**

#### **3.3.1 Administrative support tasks**

The administrative support tasks which can be undertaken by the Mayoral Administrative Support Team and the Councillor Administrative Support Team will be for the sole purpose of performing tasks necessary for Council business, including:

- Answering telephone calls
- Drafting or typing replies to simple correspondence
- Records management
- Logging requests for service requests on behalf of residents
- Making bookings for meetings, professional development, conferences, events and functions
- Taking minutes of internal meetings
- Attending mobile offices or community meetings with approval from the Corporate Governance Manager to take minutes
- processing forms, such as reimbursement of expenses
- photocopying, printing and ordering stationery

Other tasks may be required which must be in accordance with position descriptions for administrative support staff. The Councillor Administrative Support Team may undertake other administrative tasks as directed by the Corporate Governance Manager. Priority will be given to completing administrative tasks for councillors before all other tasks.



All tasks for the Councillor Administrative Support Team will be submitted to a central location and will be allocated to support staff by the Team Leader according to priority. The Chief of Staff will allocate tasks to the Mayoral Administrative Support Team.

Under no circumstances should Councillors ask administrative support staff to carry out tasks not directly related to Council business. Tasks not related to Council business include but are not limited to:

- Attending Councillor's residences to drop off or retrieve items
- Leaving Council premises to pick up coffee, lunch or other food items for Councillors
- Dropping off or picking up dry cleaning for Councillors
- Dropping off or picking up Councillors from the airport, meetings, appointments or other external locations
- Refuelling of Councillor's vehicles
- Dropping off or picking up Councillor's vehicles
- Cleaning Councillor's offices or vehicles
- Any other personal errands or matters

### **3.3.2 Location, Hours of work and rostered day off**

Administrative support staff are employed under Council's Certified Agreement 2018. In accordance with the provisions of the Certified Agreement 2018, administrative support staff work a nine (9) day fortnight and must only work during Council's ordinary hours of work. The hours of work and rostered day off of all Councillor Administrative Support staff is set by the Corporate Governance Manager. The hours of work and rostered day off of all Mayoral Administrative Support staff is set by the Chief of Staff.

Administrative support staff may only work outside of these hours or on their rostered day off with the approval of the Corporate Governance Manager or Chief of Staff as relevant. The Mayor and Councillors must not ask administrative support staff to work otherwise than in accordance with the terms of the Certified Agreement 2018.

All administrative support staff will be based at the City Administration Centre and are entitled to flexible work arrangements in accordance with the provisions of the Certified Agreement, including working from home.

### **3.3.3 Administrative support staff attendance at external events**

Under no circumstances will administrative support staff, with the exception of the Chief of Staff, attend any internal or external events with Councillors, including attending events as the Mayor's or a Councillor's representative or Council representative.

## **3.4 Communication and technology resources**

### **3.4.1 Mobile telephone**

One (1) mobile telephone will be provided to each Councillor at the beginning of the Council term, for the purposes of conducting Council business. The model provided will be in accordance with the hardware bundle approved for Councillors by the Information Services Manager.

The mobile telephone will be upgraded once during the Council term, which will be at the end of the contracted lease period for the phone. If the mobile telephone provided to a Councillor breaks or is damaged, the mobile telephone will be sent to the contracted supplier for repair. During the period of repair, the Councillor will be provided with a temporary replacement

mobile telephone which will be provided by the contracted supplier. The temporary replacement mobile telephone must be returned to Council as soon the Councillor's mobile telephone is repaired.

Limited personal usage of the mobile telephone is permitted in line with the provisions for Council employees. The costs of any use of the mobile telephone that is deemed by the Information Services Manager to be inappropriate will be required to be reimbursed to Council by the Councillor from their personal funds.

At the end of the Council term, the mobile telephone is to be returned to Council in fair condition.

Councillors may choose to port their mobile telephone number at the end of the Council term.

### **3.4.2 Primary work device**

One (1) laptop computer will be provided to each Councillor at the beginning of the Council term, for the purposes of conducting Council business. The model provided will be in accordance with the hardware bundle approved for Councillors by the Information Services Manager.

If the laptop computer provided to a Councillor breaks or is damaged, the laptop computer will be sent to the contracted supplier for repair. During the period of repair, the Councillor will be provided with a temporary replacement laptop computer which will be provided by the contracted supplier. The temporary replacement laptop computer must be returned to Council as soon the Councillor's laptop computer is repaired.

At the end of the Council term, the laptop computer is to be returned to Council in fair condition.

### **3.4.3 Docking station, monitors and associated hardware**

One (1) docking station, two (2) monitors, one (1) wireless keyboard, one (1) wireless mouse and one (1) headset will be provided to each Councillor at the beginning of the Council term, for the purposes of conducting Council business. The hardware provided will be in accordance with the hardware bundle approved for Councillors by the Information Services Manager.

At the end of the Council term, the docking station, monitors, wireless keyboard, wireless mouse and headset are to be returned to Council in fair condition.

### **3.4.4 Tablet device**

One (1) tablet device will be provided to each Councillor at the beginning of the Council term, for the purposes of conducting Council business. The model provided will be in accordance with the hardware bundle approved for Councillors by the Information Services Manager.

If the tablet device provided to a Councillor breaks, is damaged or cannot be used, the tablet device will be sent to the contracted supplier for repair. During the period of repair, the Councillor will be provided with a temporary replacement tablet device which will be provided by the contracted supplier. The temporary replacement tablet device must be returned to Council as soon the Councillor's tablet device is repaired.

At the end of the Council term, the tablet device is to be returned to Council in fair condition.

### 3.5 Councillor portal

A dedicated Councillor Portal has been set up to provide Councillors with access to their email and calendar, corporate documents, useful links and resources, and to facilitate the exchange of information between Council and Councillors. Councillors are encouraged to fully utilise the Portal and to view documents electronically rather than printing documents. Access to the Portal is through a link at the bottom of Council's website.

Council officers will use the Councillor Portal for:

- Distributing Council meeting agendas and background papers to Councillors
- Distributing Council committee meeting agendas and background papers to Councillors
- Distributing briefing notes and associated documents to Councillors
- Responding to requests for advice or information made under the Acceptable Request Guidelines

Councillors are expected to use the Councillor Portal to:

- Access their email and calendar
- Access meeting agendas, background papers and briefing notes
- Make any requests for advice or information under the Acceptable Request Guidelines, as set out in the Staff Interaction Policy.

### 3.6 Support Toolbox

Council will provide a dedicated program (Support Toolbox), to track all Councillor interactions with constituents in relation to Council business.

The Toolbox has the ability to store constituent contact details, track all interactions a Councillor has with a constituent, and record what was discussed with a constituent by the Councillor or the Mayor's office, and what outcomes have been achieved. The Toolbox can be searched for constituent information and previous interaction history:

- to allow a Councillor to prepare for any upcoming meeting with that constituent
- to ensure that Council service standards are being met in relation to requests or complaints.

All information in the Toolbox is managed in accordance with the *Information Privacy Act 2009*.

All information about constituent interactions including meetings, complaints, emails, phone calls, Facebook requests, and other requests must be stored in the Toolbox and should not be kept in email accounts or in separate spreadsheets.

Councillors may make a request for a report to be run from the Toolbox on such matters as open requests, closed requests, requests by Council Branch.

### 3.7 Vehicle allowance

Councillors will be provided with a vehicle allowance as determined by the Chief Executive Officer, which is to be used towards vehicle costs and usage directly related to legitimate Council business. The vehicle allowance entitlement is set at a percentage (ninety (90) per cent) of the vehicle allowance set for the Chief Executive Officer and/or Managers taking into consideration the considerable business kilometre use by Councillors and the fact that Councillors are not entitled to be reimbursed expenses for private use of their vehicle.

The Mayor is entitled to a vehicle allowance of \$30,349.27 (current as at November 2019) per annum, made by equal weekly payments, in order to facilitate the costs of procuring, maintaining and running a vehicle (including but not limited to fuel, registration, insurance, repairs, depreciation, finance costs etc). The Mayor's entitlement is reflective of the additional civic duties and responsibilities required by the role.

The divisional Councillor for Division 4 is entitled to a vehicle allowance of \$22,702.44 (current as at November 2019) per annum, made by equal weekly payments, in order to facilitate the costs of procuring, maintaining and running a vehicle (including but not limited to fuel, registration, insurance, repairs, depreciation, finance costs etc). This allowance takes into account the distance of Division 4 from the City Administration Centre.

The divisional Councillors for Divisions 9 and 11 are each entitled to a vehicle allowance of \$23,202.44 (current as at November 2019) per annum, made by equal weekly payments, in order to facilitate the costs of procuring, maintaining and running a vehicle (including but not limited to fuel, registration, insurance, repairs, depreciation, finance costs etc). This allowance takes into account the distance of Divisions 9 and 11 from the City Administration Centre.

All remaining Councillors are entitled to a vehicle allowance of \$21,702.44 (current as at November 2019) per annum, made by equal weekly payments, in order to facilitate the costs of procuring, maintaining and running a vehicle (including but not limited to fuel, registration, insurance, repairs, depreciation, finance costs etc).

These amounts will be increased annually with the Consumer Price Index, and will be reviewed 3 months prior to each local government election.

The Mayor and Councillors will have access to Council's preferred salary packaging provider. Should the Mayor or a Councillor wish to consider salary packaging, they must seek their own independent financial advice regarding this allowance and any taxation implications. The costs of seeking any such financial advice will not be paid for by Council.

### **3.7.1 Car parking**

Councillors will be provided with one (1) undercover car parking space at the Council Administration Building located at 150 Wembley Road, Logan Central.

Councillors will be provided with a carpark access card which will give the Councillor 24 hour access to the car park designated for use. Councillors must not allow any other person to use the carpark access card which has been provided to them. Councillors must not give access to the carpark to family, friends or any other person.

The car park must only be used for Council business and should not be utilised for personal use under any circumstances.

### **3.7.2 Councillor identification on vehicle**

Council will provide four (4) magnetic vehicle door decals to each Councillor. The decal will be a standard design and size approved by the Chief Executive Officer which will display the Councillor's name, image, division number and the Logan City Council logo. No custom designed decals will be provided by Council, and Councillors are prohibited from using Logan City Council's logos or images on any decals which the Councillor procured at their own cost. The image will be taken by a Council commissioned photographer and is the only image permitted to be used on any material provided by Council.

### **3.8 Corporate wear, personal protective equipment and name badges**

Council has a non-compulsory corporate uniform and Councillors are eligible to participate in the corporate uniform scheme and will be provided with an allowance of \$165.00 per annum towards purchasing corporate uniforms. No provision will be made for Council to meet the cost of any alterations to or dry cleaning of corporate uniform garments. Any costs of alterations and dry cleaning must be met from the Councillor's private funds.

Councillors will be provided with one (1) name badge displaying their name and the Logan City Council logo.

Councillors will be provided with all necessary personal protective equipment if and when required. Councillors are expected to comply with all Workplace, Health and Safety requirements.

### **3.9 Office facilities**

The Mayor will be provided with a separate office in the Council Administration Building at 150 Wembley Road, Logan Central.

All other Councillors will be provided with an office located in a designated Councillor office area in the Council Administration Building at 150 Wembley Road, Logan Central.

Access to a dedicated Councillor meeting room will be provided within the Council Administration Building. In addition to this, access to the Woodridge room and Logan room will be provided for the purposes of conducting meetings relating to Council business. Council owns a number of facilities within Divisions which Councillors are entitled to book for Council business.

Councillors and Councillor Advisors will be granted 24-hour access to the Council Administration Building to reflect the 24/7 nature of the roles. To facilitate these arrangements:

- (a) Councillors will be responsible for their own and Councillor Advisors' health and safety, including working alone and fatigue management.
- (b) Only immediate family members and persons deemed appropriate by the Councillor will be permitted to accompany Councillors to the Council Administration Building after hours.
- (c) Councillors are responsible for persons who accompany them to the Council Administration Building after hours, including the confidentiality of material in the workplace.

### **3.10 Stationery**

Councillors will be provided with a generic stationery item bundle for use for Council business, as determined by the Corporate Governance Manager. The generic stationery bundle will not contain the Logan City Council logo and will not contain the Councillor's image and/or name.

All requests for replacement stationery must be made to the Corporate Governance Manager. Councillors must not request that Council purchase stationery items. If Councillors wish to use stationary items other than those provided in the generic stationary item bundle, those items must be purchased using the Councillor's own personal funds. Councillors may not commission stationery items that contain Logan City Council's logos or images.

Councillors will also be provided with a selection of newspapers for use by all Councillors.

### **3.11 Personalised stationery items and electronic media**

The following personal stationary items and electronic media will be made available to Councillors:

- Personalised electronic letterhead for use for legitimate Council business, using a standard design format
- Personalised email footers and signature blocks, using a standard design format
- One (1) Council email address, using a standard design format
- Access to Council divisional social media accounts
- Business cards, stating the Councillor's name, division, Council mobile telephone number, Council email address, official social media accounts and Logan City Council logo only, using a standard format design
- Digital Council Christmas card for Council business, using a standard design format

### **3.12 Marketing material**

The Our Logan Magazine or any other corporate publication must not be used for Councillor marketing.

#### **3.12.1 General promotional items**

A promotional items pack will be provided to each Councillor at the beginning of each financial year, for the purposes of conducting Council business. The type and amount of promotional material provided will be itemised in accordance with the marketing material guidelines approved for Councillors by the Marketing and Events Manager. Items will not include Councillor images or personal Councillor contact information.

#### **3.12.2 Corporate stationery**

Corporate stationery for Councillors may include an image, division number and contact details where appropriate and as outlined in the marketing materials guidelines approved for Councillors by the Marketing and Events Manager. The image will be taken by a Council commissioned photographer and is the only image permitted to be used on any material provided by Council.

#### **3.12.3 Mobile office marketing material**

A mobile office marketing pack will be provided to each Councillor at the beginning of the Council term, for the purposes of conducting Council business. The material provided will be in accordance with the mobile office marketing pack guidelines approved for Councillors by the Marketing and Events Manager. Mobile office packs may include an image, division number and contact details where appropriate and as outlined in the marketing pack guidelines approved for Councillors by the Marketing and Events Manager. The image will be taken by a Council commissioned photographer and is the only image permitted to be used on mobile office material provided by Council.

### **3.13 Advertising and sponsorship**

All advertising and sponsorship must be done in accordance with the guidelines approved for Councillors by the Marketing and Events Manager. All advertising and sponsorship must be for Council business.

Where a Logan City Council event, program or service is to acknowledge Councillor involvement or support, the standard wording used for the acknowledgment will be:

*Proudly supported by Logan City Council*

### 3.14 Asset ownership, maintenance and return

All facilities, equipment and resources provided to Councillors to undertake their duties as a Councillor remain the property of Logan City Council and must be accounted for during Council’s audits. Councillors are expected to look after all facilities, equipment and resources provided to them responsibly and be mindful that these are publicly funded.

All information stored on facilities, equipment and resources provided to Councillors remains the property of Council at all times.

Council will cover all ongoing maintenance costs associated with Council facilities, equipment and resources to ensure that it is operating for optimal professional use, subject to proper usage and standards of care.

All facilities, equipment and resources provided to Councillors are to be returned to Council in fair condition either:

- Prior to the completion of the Council term in accordance with section 160 of the *Local Government Act 2009*, at a date and time reasonably requested by the Chief Executive Officer; or
- No later than the close of business on the day following the end of the Council term in accordance with section 160 of the *Local Government Act 2009*; or
- Immediately if the Councillor is suspended under section 182A of the *Local Government Act 2009*.

## 4 Printing, postage and mail outs

### 4.1 Printing

Council is committed to the protection of the environment in line with the local government principle of sustainable management of assets. Accordingly, Council is undergoing digitisation of the organisation to reduce paper usage. Councillors are strongly encouraged to honour this commitment by keeping printing to a minimum, using the Councillor portal wherever possible and utilising electronic communication. Council has provided a number of systems to assist Councillors to reduce their paper usage and encourage good record keeping:

Item	Paper-centric	Environmentally friendly alternative
Council meeting agendas and background papers	Printing copies of agendas and background papers for meetings	<ul style="list-style-type: none"> <li>• Agendas and background papers will be uploaded to the Councillor Portal</li> <li>• Councillors use their portable device to both view and take notes on agendas and background papers</li> </ul>
Briefing notes	Printing briefing notes for meetings	<ul style="list-style-type: none"> <li>• Councillors use their portable device to both view and take notes on briefing papers</li> </ul>

Item	Paper-centric	Environmentally friendly alternative
Tracking constituent requests	Recorded in a notebook	<ul style="list-style-type: none"> <li>Councillor Advisors enter the information into the Support Toolbox</li> </ul>
Electoral Roll	Printed by either name or address	<ul style="list-style-type: none"> <li>Councillors view this electronically</li> </ul>

General printing of Council documents only is permitted where absolutely necessary. Printing totals will be audited monthly to ensure that Council is honouring its commitment to reducing paper usage and to ensure transparent and accountable use of public funds.

Councillors will be provided with a printer/photocopier which will be located within the administrative support staff pool. A request for any bulk printing should be sent to the Print Room.

## 4.2 Newsletters and community printing

Council will cover the costs of printing two hundred (200) pages (100 sheets – double sided) for Neighbourhood Watch newsletters in black and white only per division per month. No other community publications or newsletters will be printed by Council.

Printing of all Neighbourhood Watch newsletters must be done through the Print Room in accordance with the Councillor Outgoing Correspondence and Postage Guidelines (Appendix 1).

If a Councillor wishes to print other newsletters or information sheets for the community, Council resources must not be used to do so.

No printing is to be done outside of normal Council business hours of 8.00am – 5.00pm Monday to Friday. No printing is to be done after hours, on weekends or on public holidays.

Printing totals will be audited monthly to ensure that Council is honouring its commitment to reducing paper usage and to ensure transparent and accountable use of public funds.

## 4.3 Outgoing correspondence and postage

All outgoing correspondence and postage must be managed in accordance with the Mayor and Councillor Outgoing Correspondence and Postage Guidelines (Appendix 1).

# 5 Meals

## 5.1 Council and committee meetings

Councillors will be provided with light refreshments on Council meeting days and committee sitting days. The type of light refreshments to be provided will be at solely at Council's discretion, taking into account any particular dietary requirements of Councillors.

No alcohol will be served.



## 5.2 General meals

Councillors are not entitled to free meals, beverages or other food from Council's facilities including canteens, cafes, sports facilities, and the Logan Entertainment Centre. Councillors are sufficiently remunerated under the legislation, and are expected to pay for all of their own meals using their personal funds.

Councillors may be provided with light refreshments, excluding alcohol, on particular occasions (for example, where a meeting or Council held training session extends over lunch time) at Council's discretion.

## 6 Access to Council buildings

Councillors will be provided with access to the following areas in Council's Administration Building at 150 Wembley Road, Logan Central:

- Council chambers
- The Woodridge room
- The Logan room
- The dedicated Councillor meeting room
- The Councillor offices
- The administrative support staff area
- The kitchen facilities located in the administrative support staff area
- The Basement café area
- All publicly accessible areas in Council buildings

Councillors are not entitled to enter any work areas of Council. Meetings with Council employees are to be coordinated by the administrative support staff and held in the dedicated Councillor meeting room, the Woodridge room or the Logan room.

Should an occasion arise where a Councillor is required to attend a meeting in a Council work area, the Councillor may only enter the work area if escorted by a Council employee who is attending the meeting. The Councillor will be escorted out of the work area upon completion of the meeting.

## 7 Access to Council systems

Councillors will be provided with access to the following Council systems:

- Their Council email account
- The Councillor Portal

Councillors will not have access to Council's operating systems including but not limited to:

- DM document management system
- Pathway
- Council's intranet

## 8 Payment of rates by instalment

Councillors who are ratepayers in Logan City Council may apply to have rate instalments deducted from their wages or salaries.

To participate in this scheme:

- Councillors must be the registered owner of the property in question
- Councillors must make an application in writing to the Finance Manager

- There must be no arrears of rates on the property at the time of the application

If the application is accepted, the deductions will be made in advance, and discounts will be allowed provided that payments remain in advance of the discount day of each rates assessment. Any refunds of excess rates paid will only be dealt following a written request for a refund, and will be dealt with through the issue of a refund cheque during a subsequent weekly cheque run.

## **Appendix 1 – Mayor and Councillor Outgoing Correspondence and Postage Guidelines**

These guidelines seek to achieve a balance between the Mayor's and Councillors' desire to personally inform and engage with their communities against the public expectation that Council funded resources are being used reasonably and for Council business only.

This guideline applies for all outgoing mail including all letters, parcels and boxes whether sent by regular mail, express post or registered post.

### **1. Letters about Council activities or programs**

Where a Councillor wishes to send a letter to a constituent or group of constituents regarding activities or programs being administered by Council within the community, Councillors are required to seek the written approval and input of the relevant Branch Manager or delegate for factual content.

Where the relevant Branch Manager does not support and approve the factual content, the Manager may suggest alternative wording. Where the Manager does not support the letter being sent, or where the Councillor is not happy with the Manager's alternate wording, the Councillor may refer the matter to the relevant Director for determination.

The letter must not be mailed out until the matter has been resolved.

### **2. Contents of outgoing correspondence and specifications**

Outgoing correspondence must be printed on:

1. Council approved "Councillor" letterhead produced and provided by the Marketing and Events Branch
2. 120gsm paper stock with a maximum of up to three sheets, which can be double sided
3. Only to be printed by Councillor Advisors, the Mayor or Councillor Administrative Support Team or the Records Printroom.

The maximum number of outgoing letters must not exceed 5000 as per the Printroom "Corporate Business Rules".

### **3. Recording of all outgoing correspondence**

All outgoing correspondence, including mail merges, data sources and templates are to be saved to the relevant divisional councillor file within Council's DM records management system, by the Councillor Advisor or Administrative Support staff. Once approved and posted, all documents are to be declared as a record within DM by the Councillor Advisor or Administrative Support staff.

### **4. Outgoing mail register**

All outgoing mail that is printed and prepared by the Mayor or a Councillor, Councillor Advisor or Administrative Support staff must be placed in the outgoing mail satchel located on Level 5. The satchel will be collected by the Records Management Program daily and processed for postage the same day.

Each Councillor Advisor will maintain an Outgoing Mail register for each divisional Councillor. The Outgoing Mail register must record the following information:

- Recipient or data source (for bulk mail outs)
- Subject of letter
- Date of letter

- DM reference number
- Cost of postage

## **5. Print Room and Mail Room**

All outgoing correspondence of 200 sheets or more must be sent to Council's internal print room for printing and mail room for processing. To allow time for printing and folding of the correspondence, two business days' notice is required before the postage deadline. Any request for printing and processing of bulk mail outs that are received less than two business days prior to the postage deadline are unlikely to be able to be processed on time.

Councillor correspondence will not be prioritised above other Council operational print jobs and will be placed in the normal print and mail out job queue.

## **6. Postage allowance**

An annual postage allowance has been set for the Mayor and all divisional Councillors. If an additional postage allowance is required, a written request must be sent to the Corporate Governance Manager outlining why the additional postage allowance is required. The allocation of an additional postage allowance is at the Corporate Governance Manager's sole discretion.

The Records Management Program will provide advice and guidance in relation to best postage prices and service options available at the time of the request.

The Records Management Program will provide a monthly report within one (1) week after the end of each calendar month to the Corporate Governance Manager regarding postage expenditure by each Councillor.

## **7. Alternative postage options**

Australia Post offer an alternative service for large mail outs. This service provides for distribution of items direct to a letterbox and can include letters for target suburbs or postcodes. This service is currently only available mail outs to a whole suburb or postcode, rather than specific houses, and does not cater for local government divisions.

There are two services:

- Premium service – delivered within 7 business days of booking
- Regular Service – delivered within 15 business days of booking

The costs for this service is significantly lower than normal postage but does include specific timeframes, preparation work and additional paperwork. The service must be booked and item logged with Australia Post at least 7 or 15 business days prior to the target date for mail out.

The Records Management Program can provide detailed advice and may assist with preparation, booking and lodgements for this service.

Any other alternative postage or mail service provider proposed to be used by Councillors must not be used without the prior approval of the Corporate Governance Manager.

All of the costs for the use of any alternative postage or mail service provider will come out of the Mayor or Councillor's annual postage allowance.