

# Council Policy



two ways :: one outcome

Title	President's Work Entitlements	P08	
Type	Council Policy		
Document Owner	Chief Executive Officer		
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## PURPOSE

The purpose of this policy is to ensure that the President has the facilities and equipment required to perform his/her duties and to define how these facilities and equipment are to be used.

## SCOPE

This policy applies to the President or his/her delegate.

## DEFINITION AND TERMS

**Limited private use** - telephones must be used mostly for work. Calls that are clearly for personal use such as premium rate telephone calls and credit services do not constitute limited private use.

## LEGISLATION AND REFERENCE

Northern Territory Local Government Act, 2019.

## POLICY STATEMENT

### 1. Business Cards

1.1 Business cards will be provided to the President as required.

### 2. Office Space

2.1 The President will have use of a dedicated office both at the Council's Alice Springs location and in his/her community. This office space will have a computer with access to the internet and email plus a land line.

### 3. Mobile and Satellite Phone

3.1 The President will be provided with a mobile phone with limited private use and a satellite phone for use during emergencies.

3.2 Phone calls considered to be in excess of limited private use including international calls will be deducted from the President's allowance.

### 4. Motor Vehicle

4.1 The President may choose to have a dedicated vehicle for the duration of his/her term or be paid a stipend to the equivalent value.

4.2 Council owned vehicles are subject to all relevant Council conditions which will be provided to the President at the time the vehicle is handed over.

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4.3 In accordance with Section 101 of the *Local Government Act*, Council owned vehicles shall be used for business use only.

4.4 The President's spouse may drive a Council owned vehicle during business trips.

4.5 The President will be responsible for arranging maintenance/servicing of the Council owned vehicle including getting the vehicle to and from the service provider.

4.6 At the end of his or her term the President will return the Council owned vehicle in good order.

## 5. Disciplinary action

5.1 Failure to comply with this policy or any associated Council documents is deemed a disciplinary matter and will be dealt with under the *Local Government Act* and/or Council's disciplinary procedures.

### REVIEW HISTORY

Date	Details
13 November, 2008	Original adoption by Council
12 April, 2012	Reviewed and adopted by Council (CR258/2012)
5 February, 2016	Reviewed and adopted by Council (OC024/2016)
31 May, 2018	Reviewed and adopted by Council (OC065/2018)
29 July 2020	Reviewed and adopted by Council (OC087/2020)