

Equipment and Resources Procedure – elected members



MC01-P4 (amendments will be made subject to the enactment of the Local Government Act (General) Regulations and any updated MRC document names)

1. Purpose

This procedure outlines the equipment and resources that elected members are able to access in order to carry out their role as elected members.

2. Scope

This procedure applies to all elected members.

3. Definitions

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| Ordinary member | An ordinary member is any elected member that is not the principal member, deputy principal member or during the relevant period acting principal member. |
| Principal member | The principal member (the President). For this procedure it does not include the deputy principal member (the Deputy President) or for the relevant time the acting principal member |

4. Procedure

4.1. Additional resources and equipment for ordinary members

- 4.1.1. Members will be provided with a council email address with calendar facility. A council member's calendar shall be available to other council members and council employees to facilitate the smooth running of council operations and as a record of their activities relating to undertaking official duties.
- 4.1.2. When carrying out official council business members will have access to a computer, printer, scanner and the office phone in their relevant community MRC office. The relevant Council Service Coordinator will support members to access these resources.
- 4.1.3. Name badges will be provided to council members for their use.

4.2. Additional entitlements for the principal member (the President)

- 4.2.1. The President is entitled to the following additional benefits to assist in undertaking official duties. Any use of MRC resources will be in line with the code of conduct, relevant motor vehicle policies, information technology policies and privacy and confidentiality policies and legislation.
 - a. mobile phone and suitable telecommunication plan;
The President will have a mobile phone with limited private use. "Limited private use" means it must be used mostly for work. The President will be required to reimburse the Council all excessive or obviously personal use (for example premium rate telephone calls and credit services).
 - b. an office;
The President will have office space both at the Council's Alice Springs office and access to the council office in their home community, as outlined in item 4.1.2.
 - c. use of a dedicated council vehicle that will be maintained by MRC. They have full use of the vehicle in the MRC region including Alice Springs and Yulara. The President must follow any relevant road rules, NT legislation and MRC policies. The vehicle must be surrendered at the declaration of the new Council after an election.

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5. Procedure Details

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| Replaces Procedure No: (if applicable) | N/A |
| Responsible Directorate/Department: | Corporate services - Governance and Engagement |
| Approval date: | 30 April 2021 |
| Minutes reference and resolution number : | OCM Item # 15.2 – OC2021-04530 April 2021 |
| Review cycle: | 30 April 2025 - Review every four (4) years or after changes to relevant legislation or Council policy |

6. Legislation and References

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|------------------------------|---|
| Related Legislation: | <i>Local Government Act 2019</i> <i>Local Government (General) Regulations</i> |
| Related Policies: | MC01-CP Members Policy |
| Associated Documents: | |

7. Version Control

| Version No | Approval Date | Procedure No. | Minutes reference (previous version) |
|-------------------|----------------------|----------------------|---|
| 1 | 30 April 2021 | MC01-P3 | N/A |