

OTHER REASONABLE EXPENSES AND NON-MONETARY BENEFITS RECEIVED BY COUNCIL MEMBERS POLICY

Type:	Council – Elected Members		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	27/06/2023	Next Review:	1/07/2026
Records Number:	179565	Council/CEO Decision:	Council OCM-052-2023
Legislation Reference:	Section 109 (2) of the <i>Local Government Act 2019</i>		

1 PURPOSE

The purpose of this policy is to set out council member entitlements with being provided with other reasonable expenses (not including travel and accommodation) and non-monetary benefits incurred or required as a result of undertaking official duties.

2 SCOPE

This policy applies to elected members with Katherine Town Council.

3 DEFINITIONS

Non-monetary means rewards that do not involve money.

Reasonable means appropriate or fair.

4 DETAILS

Council is committed to providing non-monetary benefits to support council members to carry out their official duties in an accountable and transparent manner that ensures the proper use of council assets and resources. Portable attractive items are to be return within seven (7) days upon an Elected Member ceasing their position within Council.

4.1 General expenses and benefits

Once per term of the Council, each council member will be provided with the following non- monetary benefits:

- an iPad or a tablet with sufficient internet data to carry out their official duties.
- a council email address with calendar facility. A council member’s calendar shall be available to other council members and council staff to facilitate the smooth running of council operations and as a record of their activities relating to undertaking official duties.
- name badge for their use.

Council members who cease their position within Council are required to return all portable attractive items that have been issued throughout their tenure to carry out their official duties. Portable attractive items must be accounted for in Council’s minor asset register and be provided back to Council within seven (7) days of ceasing their position.

Council members wishing to use council resources, such for photocopying and printing, must arrange for the use of these resources through the CEO. Council resources may not be used for personal documents or for circulars, publications or election material.

4.2 Additional benefits for Mayor

The Mayor is entitled to the following additional benefits to assist in undertaking official duties:

- mobile phone and suitable telecommunication plan;
- an office;
- secretariat assistance (as agreed with the CEO); and
- use of a dedicated council vehicle for travel within the Northern Territory. Travel outside the Northern Territory may be granted by requesting permission for the Chief Executive Officer. Costs of travel outside the Northern Territory for personal purposes should be covered by the Mayor.

5 ASSOCIATED POLICIES/DOCUMENTS

Elected Members General Policy and Procedures

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Revision History

Version	Approval date	Details of change	Responsible officer
1	23/02/2021	Created and adopted	Policy Review Committee
2	20/06/2023	Reviewed – changed to new template and minor administrative amendments.	Governance and Executive Officer
3	27/06/2023	amendment to include that the portable attractive items are to be return within seven (7) days upon an Elected Member ceasing their position within Council.	Governance and Executive Officer