

Elected and Appointed Member Facilities, Benefits, and Allowances Policy

Reference Number:	P23
Organisational Unit:	All
Responsible Position:	Chief Executive Officer
Relevant Delegations:	Nil
Date Adopted:	5 February, 2016
Review Date:	Every Council term

Objectives

1. To clarify the provision of facilities, benefits and allowances to elected members.
2. To inform elected members of their entitlements and responsibilities.
3. To ensure elected members are compensated for the work they do for Council.

Legislation and Reference

Local Government Act, Section 71
 Anti-Discrimination Act (Section 19)
 Local Government Guidelines
 Meeting Policy
 President's Work Entitlements Policy
 Code of Conduct
 Professional Development and Vehicle Policies

Scope

This Policy is applicable to Elected and Appointed members within the Council. Specifically for Councillors and Local Authority members.

Policy

1. Elected and Appointed members shall not use Council facilities and property for personal or family business or to further their political careers.
2. Council may resolve to provide reasonable additional facilities and expenses for Members with a disability, in order to allow them to perform their civic duties.
3. Elected and Appointed Members are entitled to the following facilities:
 - 3.1 Business cards, name badges and a diary (**Councillors only**)
 - 3.2 Governance information materials that meet the needs of members, for example a Good Governance Manual and Councillor Information folder.
 - 3.3 Postage of official correspondence to individual residents through the council system. Bulk mail out costs will not be met.
 - 3.4 Meals/refreshments during Council, Council Committee, Local Authority meetings or other times while on approved Council business.
 - 3.5 Use of Council photocopying facilities and stationery for Council business and in small quantities.
 - 3.6 Use of Council phones, faxes and computer facilities for Council business.
 - 3.7 Councillors receive their own Central Desert Regional Council email address.
 - 3.8 Use of Council office facilities to access, print and keep Council-related paperwork in private.
 - 3.9 Council meeting rooms in communities and head office can be booked by members free of charge for meetings, interviews and other Council business, but not for electoral reasons.

- 3.10 Two pieces from the Uniform List with Council logo per year.
- 3.11 Use of Council vehicles when on authorised Council business, for example to attend Council meetings or professional development workshops and Local Authority meetings in their ward **(Councillors only)**
- 3.12 Accommodation when on authorised Council business, for example to attend relevant meetings or professional development meetings in Alice Springs.
- 3.13 A Member acting as President in the President's absence has use of the car provided to the President.
- 3.14 Council's LGANT delegates may attend the meetings of LGANT at Council's expense.
- 3.15 Council's ALGA delegates may attend the annual ALGA National Assembly at Council's expense.
- 4. Elected and Appointed members of the Central Desert Regional Council are entitled to the following benefits:
 - 4.1 Invitation to take part in staff training where this helps members to carry out their duties, for example email, internet, computer, literacy and numeracy training.
 - 4.2 Council insurance cover while on Council business to the limit set in Council's insurance policies.
 - 4.3 Attendance costs for a member and their partner where a member represents Council at a function at the request of the President.
- 5. Elected and Appointed members of the Central Desert Regional Council are entitled to the following allowances:
 - 5.1 Travel Allowance – only payable if travel overnight, covers reasonable out-of-pocket costs when travelling on authorised Council business, for example snacks and incidentals. Accommodation, meals and fuel for Council vehicles are organised and paid for by staff. See also Council Meetings Policy.
 - 5.2 Mileage Allowance - compensates members for the use of their own vehicle, including fuel, when travelling on authorised Council business. The CEO may agree to a member using their own vehicle if the member has given a signed and witnessed statement that indemnifies (protects) Council against all claims that may arise due to the use of a private vehicle.
 - 5.3 Base Allowance – fortnightly payments that cover agenda study and meeting preparation, attendance at Council meetings, social functions as a Council representative, constituency responsibilities and Council representation outside the region. **(Councillors only)**.
 - 5.4 Electoral Allowance – fortnightly payments that cover any electoral matters, for example working with people in the members' ward **(Councillors only)**.
 - 5.5 Professional Development Allowance – a capped amount that covers the cost of travel, course fees and meals when taking part in training courses, workshops and conferences that build the member's professional competence and help the member meet their responsibilities. See also Professional Development Policy **(Councillors only)**.
 - 5.6 Extra Meeting Allowance – a capped amount for all members, except for the President and Deputy President, that covers attendance at Special Council and Council Committee meetings, Local Authority meetings, LGANT meetings, approved professional development activities and conferences in line with Council's Professional Development Policy **(Councillors only)**.

Members need to apply for all allowances, except for Base and Electoral allowances, and sitting fees to Local Authority members which are paid automatically.



two ways :: one outcome

Council decides about allowance amounts as part of the Council budget and within the limits set by the Local Government Act.

Members acting as President in the absence of the President for more than 28 days in a row are paid 100% of the Presidents Allowance for that period.

Definitions

Nil

History

Date	Comment
5 February, 2016	Reviewed and moved to new template for adoption
6 June, 2014	Reviewed and updated for adoption at Ordinary Council meeting
2010	First adopted by Council

Appendices

Nil