

1st Ordinary Council Meeting

**AGENDA ITEM:** 12.2.2

**REPORT TITLE:** Elected Member Entitlements and Allowances

**REPORT NUMBER:** 9/0014

**MEETING DATE:** 1 May 2018

**Author:** Director of Corporate Services, Chris Kelly

**Approver:** Chief Executive Officer, Luccio Cercarelli

## DISCUSSION

The intent of the report is to make a payment of \$800 per financial year in equal monthly instalments for an Annual Communications Allowance as part of replacing existing entitlements.

Attachments B and C of the report are not reflective of this as due to administrative error the incorrect draft policies were attached.

Attached to this document are the correct draft policies which will be presented at the Council meeting on the 1<sup>st</sup> May 2018.

In addition, staff are recommending that Recommendation 4 of Report Number 9/0014 entitled Elected Member Entitlements and Allowances, be amended to read as follows:

*"That Council adopt amended Council Policy EM02 Elected Members Benefit and Support being **Attachment C** to Report Number 9/0014 entitled Elected Member Entitlements and Allowances to reflect changes to Information Technology support, and other minor amendments including an amendment to reflect that the Annual Communications Allowance is paid in arrears, in equal monthly instalments commencing on 1 July 2018."*

## POLICY

## EM02

Name:	Elected Member Benefits and Support Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	5/09/2017	Next Review Date:	5/09/2019

**1 PURPOSE**

The City of Palmerston is committed to ensuring Elected Members are provided with the support necessary for them to effectively carry out their roles in Council. This policy covers allowances, benefits, and support to be provided to Elected Members.

**2 PRINCIPLES**

Policies of the City of Palmerston are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, the Municipal Plan, Asset Management Plans and other relevant documents.

**3 DEFINITIONS**

For the purposes of this Policy, the following definitions apply:

Term	Definition
Allowances	Allowances provided in compensation to Elected Members in consideration of the time and effort spent in their roles on Council.
Elected Member	Individuals elected to Council. For the purposes of this policy, Elected Member refers to Mayor, Deputy Mayor and Aldermen

**4 POLICY STATEMENT****4.1 Elected Member Allowances**

- 4.1.1 A Base Allowance is paid to Elected Members to cover their time spent in the following activities: agenda study and meeting preparation, attendance at regular Council meetings, attendance at social functions as Council representatives, constituency responsibilities, and Council representation outside of the municipality, including delegations interstate and overseas;
- 4.1.2 An Electoral Allowance is paid to assist members with electoral matters at the discretion of the individual Member;
- 4.1.3 A Professional Development Allowance is paid to members to attend appropriate and relevant conferences or training courses which sustain the professional competence of members. Prior approval from the CEO is required to access this allowance.
- 4.1.4 Extra Meeting allowance
  - 4.1.4.1 For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.
  - 4.1.4.2 For other council members this allowance is paid only after an approved claim has been made.

## EM02

4.1.4.3 In accordance with Section 2 (1) of the Local Government Act 2008 Ministerial Guideline No. 2, the City of Palmerston has determined only the following meetings will attract the allowance:-

- i. Council Committee Meetings;
- ii. Special Meetings of Council;
- iii. Special Meetings of Council Committees;
- iv. Council Advisory / Reference Group Meetings;
- v. Council workshops or briefings;
- vi. Meetings of external agencies or organisations to which Council has formally appointed a council member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;
- vii. Professional development courses / conferences that have approval and are in line with Council Policy.

4.1.5 Allowances are set annually by Council as part of budget deliberations.

4.1.6 Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears by electronic funds transfer to their nominated account.

4.1.7 Where an Elected Member is acting as Mayor in the absence of the Mayor ~~for a period of less than 14 days, no compensation will be paid. Where the period is 14 days or longer,~~ the acting Mayor will be paid 100% of the Mayoral Base and Electoral Allowance for that period.

### 4.2 Elected Member Benefits

4.2.1 In order to ensure Elected Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:

- ~~an iPad, internet access, and an iPad capable printer for home use, a single set of toner cartridges and a single ream of paper. All subsequent toner and paper is at the Member's expense. A one-off Information Technology Capital Allowance for the cost of technology equipment to the value of \$1,200. Reimbursement will occur from Council once a paid Tax Invoice has been received.~~
- ~~An Annual Communications Allowance of \$800 per financial year, for communications and printing costs. This will be paid in equal monthly instalments in arrears, as a lump sum at the beginning of the financial year.~~

- A City of Palmerston email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities

4.2.2 ~~All ICT equipment remains the property of the City of Palmerston. Elected Members have full private use. Support provided by Council will be on a "return to Council" basis, with Council IT support staff not being responsible to attend private residences. Council staff will provide basic IT support including access to relevant systems and email accounts, but will not be responsible for privately owned IT equipment.~~

4.2.3 Elected Members shall be provisioned with business cards and name badges for their use.

4.2.4 Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.

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4.2.5 Use of Council's photocopying facilities for official business is available for Elected Members through the Mayor's Executive Assistant. Circulars, publications or election material are specifically excluded from this benefit.

4.2.6 Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.

4.2.7 Miscellaneous

- A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals.
- A history of members elected to office will be appropriately recorded photographically under direction of the CEO.

4.2.8 Mayoral Benefits

In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:

- Provision and maintenance of Mayoral Robes and Chain of Office
- Mobile Phone
- An office and administrative and secretarial assistance for official use
- Provision and use of official Mayoral stationary
- Reimbursement for costs associated with attendance and participation at official functions where Council is represented
- Fully maintained Council vehicle for private and official use

4.3 Elected Member Travel

4.3.1 Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.

4.3.2 Air travel is to be by the most reasonably economic means available, and shall not include business or first class.

4.3.3 Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.

4.3.4 Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.

4.3.5 Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

4.4 Insurance

4.4.1 Elected members will receive the benefit of insurance cover subject to the wording, limits, excesses and terms and conditions specified in Council's insurance policies for the following:

- Personal Accident – Personal injury cover whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate and Community Services.
- Professional Indemnity and Public Liability – Cover for Council's losses arising from injury and damage to third party person or property, and committed, or alleged, negligent act, error or omission.
- Motor Vehicle – Cover for Council provided vehicles and the use of private motor vehicle whilst on official and sanctioned Council business.
- Councillors and Officers Liability – Cover for wrongful, or alleged wrongful acts not indemnified by Council

4.5 Gifts and Benefits Received by Elected Members

- 4.5.1 Where gifts and benefits are not provided for under this policy are offered to Elected Members in the course of their roles which are above the value of \$50. Elected Members will immediately inform in writing the Chief Executive Officer with regards to the following:
- The nature of the gift or benefit, i.e. concert tickets, bottle of wine, dinner;
  - The value of the gift or benefit;
  - How the Elected Member proposes to treat the gift or benefit, i.e. accept and keep, ~~reject~~, decline the gift or benefit.
- 4.5.2 The Chief Executive Officer will maintain a register of Elected Members Gifts and Benefits identifying all gifts and benefits offered to Elected Members.

## 5 ASSOCIATED DOCUMENTS

- City of Palmerston Professional Development for Elected Members Policy
- City of Palmerston Elected Members Policy
- City of Palmerston Code of Conduct for Elected Members

## 6 REFERENCES AND RELATED LEGISLATION

- Local Government Act
- Local Government (Accounting) Regulations
- Local Government (Administration) Regulations
- Local Government (Electoral) Regulations

Guidelines made by the Minister pursuant to s258 of the Local Government Act:

- Guideline 1: REVOKED
- Guideline 2: Allowances for Council Members
- Guideline 3: Appointing a CEO
- Guideline 4: Investments
- Guideline 5: Borrowings
- Guideline 6: REVOKED
- Guideline 7: Disposal of Property

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- A City of Palmerston email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities
- An Elected Members Portal with dedicated access to Council business papers

4.2.2 Council staff will provide basic IT support including access to relevant systems and email accounts, but will not be responsible for privately owned IT equipment.

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