

POLICY

TITLE:	REASONABLE EXPENSES AND NON-MONETARY BENEFITS		
DIVISION:	COUNCIL		
ADOPTED BY:	COUNCIL		
DATE OF ADOPTION:	MARCH 2021	DATE OF REVIEW:	MARCH 2026
MOTION NUMBER:	OC 58/21		
POLICY NUMBER:	CP66		
LEGISLATIVE REF:	Section 109(2) of the Local Government Act 2019		

THIS POLICY APPLIES TO:

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

1. PRINCIPLES

Council is committed to providing payment or reimbursement of reasonable expenses and the provision of 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.

2. APPLICATION OF POLICY

2.1 General expenses and benefits

Once per term of the Council, each council member may request to be provided with information technology capital (e.g. a laptop computer) to the value \$2000 (excluding GST), to carry out their official duties. Councillors will have to write an official request to claim, detailing how the equipment will be used for official duties, which will be kept on record.

All information technology capital will remain property of Barkly Regional Council, and as such, will need to be returned at the end of the council term, or in the event of resignation.

Council members are expected to keep all items in good condition. Failure to do so will result in the items being retained by Barkly Regional Council.

The use of equipment must be used in line with the Barkly Regional Council's ICT acceptable use policy.

Council 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 staff to facilitate the

smooth running of council operations and as a record of their activities relating to undertaking official duties.

Name badges and business cards will be provided to council members for their use, upon request.

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.

2.2 Additional benefits for the Mayor

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

- (a) mobile phone and suitable telecommunication plan;
- (b) an office;
- (c) administrative assistance (as agreed with the CEO); and
- (d) use of a dedicated council vehicle for official purposes and limited private use.

Limited private use means:

- The principle member can use the car within the Northern Territory
- Council extends the Principal member usage of the vehicle for interstate travel, with the principal member to pay for fuel.

The council must approve all trips outside the Barkly Region.

3. RELEVANT LEGISLATION, STANDARDS, POLICIES AND FORMS

Local Government Act (NT), 2019

ICT Acceptable Use Policy

4. EVALUATION AND REVIEW

Within six (6) months of a new term of Council.