

Allowances and Other Benefits Policy (CEO)

Council Policy



Policy Name	Allowances and Other Benefits Policy (CEO)		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Director Corporate Services		
Decision Number	22481	Approval Date	28/02/2023
Records Number	D2023/004044	Next Review Date	28/02/2025

1 Purpose

The purpose of this policy is to set out allowances and other benefits that form part of the Chief Executive Officer's (CEO) total remuneration package, including allowances, a vehicle, and accommodation.

This policy does not consider cash components of the CEO remuneration package.

2 Definitions

Nil

3 Policy Statement

3.1 General expenses and benefits

Alice Springs Town Council considers the following as part of the CEO's operational functions, and do not form part of the CEO's remuneration package, and remain the property of Alice Springs Town Council:

- Uniforms;
- Laptop and/or mobile device, including data SIM and any software required for the role; and
- Mobile phone and supporting equipment.

3.2 Accommodation

Alice Springs Town Council does not provide accommodation assistance, but will contribute reasonable relocation expenses. These allowances are anticipated to cover the following:

- Travel costs for the employee and the immediate family of the employee;
- Transport costs for the employee and the immediate family of the employee;
- Transport of household goods, furniture and personal effects;
- Transport of a motor vehicle; and
- Short-term accommodation for up to 6 weeks.

3.3 Vehicle

The CEO is entitled to private use of a fully maintained Council vehicle. A fair and reasonable annual deemed value of the vehicle is to be determined as part of the remuneration package. Usage of this vehicle is for both private and Council purposes, and must be in accordance with Council's vehicle use policy.

Private use means within the Northern Territory; the vehicle is not to be used for travel outside the Northern Territory without prior approval from Council. The CEO will be required to pay running costs during any such private use interstate.

The CEO is entitled to a reserved carpark.

Allowances and Other Benefits Policy (CEO)

Council Policy



3.4 Professional development/education assistance

Alice Springs Town Council provides professional development and education assistance up to a value of \$4,000 per annum, and subscriptions to relevant professional associations.

3.5 CEO recruitment and remuneration

As part of the CEO recruitment process, a remuneration package for the CEO is to be approved by Council, which covers both cash and non-cash benefits, and any limitations or entitlements over private use of Council assets. The remuneration package must reflect the types and values of the non-cash benefits and allowances detailed in this policy.

In accordance with *Guideline 2: Appointing a CEO – Local Government Act 2019 (NT)*, the approved remuneration package – including the non-cash benefits and allowances listed in this policy – must not be increased when offering a contract to an applicant.

3.6 Additional expenses

If any expenses proposed to be incurred by the CEO is in excess of what this policy, or the CEO contract of employment, provides for, there must be a resolution from the Council before incurring the expense.

4 Responsibilities

Implementation and actions rest with the Council and Director Corporate Services, and are subject to the Council's delegations and sub-delegations registers pursuant to the *Local Government Act 2019 (NT)*.

5 Related Documents

- *Local Government Act 2019 (NT)*
- *Local Government (General) Regulations 2021 (NT)*

6 Version History

Version	Date	Action/Description of changes made	By
V1.0	24/01/2023	New policy	Director Corporate Services

7 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	Intranet and ASTC website
Will training needs arise from this policy? If yes, who will be responsible.	No