

## **General information for Elected Members**

### **15<sup>th</sup> Alice Springs Town Council**

#### **Communications with Elected Members**

**Council, Committee and Forum invitations:** [CouncilMeetings@astc.nt.gov.au](mailto:CouncilMeetings@astc.nt.gov.au)

Invitations for civic events or functions convened by Council, external events where the invitation was extended due to the elected position, therefore representing Council and general email contact from the Executive Support Team: [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au)

An *Alice Springs Town Council Weekly Bulletin for Elected Members* will be emailed from [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au) every Friday. The bulletin will include a summary of upcoming events and meetings and quick links to regularly used forms.

#### **Notification of Meeting Apologies**

Elected Members should decline the Outlook invitation for the meeting.

Please notify the CEO via email [awilsmore@astc.nt.gov.au](mailto:awilsmore@astc.nt.gov.au) with a CC to [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au) to advise of your intended absence, providing a reason for the apology. Please advise 24 hours beforehand where possible.

#### **RSVP's to Invitations, Emails and Calendar Invitations**

It is important to have Councillors present at civic and other Council related functions. Please RSVP to [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au) to allow for the organisation and catering of the events. Responding to emails and calendar invitations allows for the effective and efficient operation of the office.

#### **Current Meeting schedule:**

##### **Ordinary Council Meetings**

Ordinary Council Meeting are held on the 4<sup>th</sup> Tuesday of every month (with some exceptions) and commence at 9:00am. The meetings are generally finished by 3:00pm.

##### **Council Forums**

Council Forums are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month from 5:15pm – 8:15pm. Council Forums provide Elected Members with the opportunity to discuss select topics in more detail. Formal decisions are NOT made at Council Forums.

### **Current Meal Arrangements for Council Meetings**

Ordinary Council Meeting (Lunch)

Council Forum (Dinner provided at 4:45pm prior to the Forum at 5:15pm)

### **Dietary Requirements**

Please record these requirements on the personal information sheet and Council will endeavour to cater for these needs.

### **Policies and Forms**

All forms and policies required by Elected Members can be found on Resolve (Meeting Management Tool).

Council policies can also be found on the Council website:

<https://www.alicesprings.nt.gov.au/residents/council/governance/policies.aspx>

### **Elected Member – Base Allowance Payment**

Council members will not be considered employees for any purpose other than PAYG, superannuation and FBT purposes.

As per the *Elected Members Allowances and Expenses Policy*, base allowances are paid in accordance with the Determination of the Northern Territory of Australia Remuneration Tribunal. Automatic payment of your base allowance is processed fortnightly on a Wednesday.

### **Elected Member - Extra Meeting Allowance**

As per the *Elected Members Allowances and Expenses Policy*, the Deputy Mayor and Councillors can claim up to \$10,000 in extra meeting allowance per financial year and are eligible to claim for attendance at unpaid meetings, activities and functions, for which they have been elected or appointed as the member (or attending for the appointed member when they are not in attendance). Payments processed every fortnight on the same cycle as the standard payroll process.

The Elected Member Extra Meeting Allowance Claim Form can be found on Resolve. Please email your completed forms to [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au) for processing by 12noon on a Friday, in order to meet the payroll deadline.

### **Superannuation**

As per the ATO, the superannuation contribution for Elected Members is set at **12%**.

Council will pay superannuation into a complying fund which may be nominated by an Elected Member.

### **Annual Return of Interest**

The Annual Return of Interests Form can be found on Resolve.

A council member must submit an annual return to the CEO within 60 days of the council member's election.

And by no later than 30 September each year for the duration of the council member's term.

As per the *Local Government Act 2019*, the CEO must keep a register of annual returns of interests of council members. Please email your completed form to: [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au)

### **Declared Gifts and Benefits Register – Council Members**

As per the *Local Government Act 2019*, the CEO must keep a register of declared gifts and benefits for council members. The name of the member that received the relevant gift or benefit and the details of the gift and benefit as per the *Gifts and Benefits – Council Members Policy* should be recorded. Any gift or benefit which has been offered, accepted, received or rejected over the value of \$40 must be disclosed as soon as practicable. The Register of Gifts and Benefits for Council Members is accessible via the following link:

<https://forms.office.com/r/QjYkFSRbMV?origin=lprLink>

For easy access this link will be embedded in the *Alice Springs Town Council Weekly Bulletin for Elected Members*.

### **Council Stationery**

Business cards, name badges and name plaques for the Council Chamber will be ordered and distributed by the Executive Support team.

### **Elected Member Personal Information Form**

Information for personal profiles should be as detailed as possible and returned promptly as the information will form part of the Councillor biography on the website.

### **Alice Springs Town Council Photo Permission Form**

As per the details outlined on this form. Signing this form will provide the Council's Marketing and Communications team to use your images in Alice Springs Town Council promotional and associated material.

### **Council carpark**

Councillor vehicles displaying the Council permit sticker are permitted to park in the Civic Centre carpark. Please contact [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au) if you require additional or replacement stickers.

**To note:** This is a working document and a link to this document will be included in the *Alice Springs Town Council Weekly Bulletin for Elected Members*.