BELYUEN COMMUNITY GOVERNMENT COUNCIL

HR-CEO02: Allowances and Other Benefits – Chief Executive Officer (CEO)

1. POLICY CERTIFICATION

Policy Title	Allowances and Other Benefits – CEO	**Policy Number**	HR-CEO02
Status	Endorsed	**Category**	Human Resource - CEO
Endorsement Date	4th August 2026	**Resolution**	
Version	1.0		

2. PURPOSE

The purpose of this Policy is to establish the allowances and other benefits that may be provided to the Chief Executive Officer (CEO) as part of the CEO's employment arrangements and total remuneration package.

This Policy is adopted in accordance with section 174 of the Northern Territory Local Government Act 2019, which requires Council to adopt a policy addressing allowances and other benefits for the CEO. The policy must cover allowances, vehicles and accommodation and may address other related benefits.

3. SCOPE

This Policy applies solely to the CEO employed by the Council.

4. PRINCIPLES

Council will ensure that all allowances and benefits provided to the CEO are:

- Transparent and accountable;
- Consistent with the CEO's contract of employment;
- Reasonable and necessary for the performance of duties;
- Compliant with applicable legislation and taxation requirements;
- Consistent with prudent use of public resources; and
- Approved by Council resolution where required.

5. LEGISLATIVE AUTHORITY

This Policy is made under section 174 of the Local Government Act 2019 (NT), which requires councils to maintain a policy covering allowances and other benefits for the CEO. The Act specifically requires the policy to address:

- Allowances;
- Vehicles; and
- Accommodation.

6. GENERAL ALLOWANCES AND BENEFITS

The CEO is entitled to reasonable resources and equipment necessary to perform the duties of the position, including:

- Mobile telephone and associated business plan;
- Laptop computer and necessary software;
- Tablet or similar device;
- Internet connectivity where required for Council business;
- Uniforms or protective clothing where appropriate;
- Professional memberships approved by Council;
- Business travel expenses incurred in the course of official duties;
- Attendance at conferences, training and professional development activities approved by Council.

All Council-owned equipment remains the property of Council.

7. VEHICLE BENEFIT

7.1 Council Vehicle

Council may provide the CEO with a fully maintained motor vehicle for official duties and reasonable private use.

Council will meet the costs associated with:

- Registration;
- Insurance;
- Fuel;
- Maintenance and servicing;
- Roadside assistance; and
- Normal operating expenses.

7.2 Conditions of Use

The CEO must:

- Comply with Council's Vehicle Policy;
- Hold a current and valid driver's licence;
- Pay all traffic, parking and infringement penalties personally;
- Take reasonable care of the vehicle; and
- Use the vehicle in a lawful and responsible manner.

Any fringe benefits tax implications will be managed by Council in accordance with applicable legislation.

8. ACCOMMODATION BENEFIT

Where Council determines that accommodation is necessary to attract or retain a CEO, particularly in a remote or regional location, Council may provide:

- Council-owned accommodation; or
- A housing allowance; or
- Reimbursement of reasonable rental expenses.

The accommodation arrangement will be specified in the CEO's contract of employment and approved by Council.

9. RELOCATION ASSISTANCE

Where the CEO is recruited from outside the Council area, Council may provide relocation assistance, including:

- Transportation of household goods;
- Travel costs for the CEO and immediate family;
- Temporary accommodation upon commencement; and
- Other reasonable relocation expenses approved by Council.

Any relocation assistance must be documented in the CEO's employment contract.

10. TRAVEL AND MEAL EXPENSES

Council will reimburse reasonable expenses incurred while the CEO is undertaking approved Council business, including:

- Airfares;
- Accommodation;
- Meals;
- Ground transport; and

- Other approved travel-related expenses.

Claims must be supported by receipts and submitted in accordance with Council procedures.

11. PROFESSIONAL DEVELOPMENT

Council recognises the importance of maintaining and enhancing the CEO's professional skills.

Council may fund:

- Training courses;
- Conferences;
- Seminars;
- Professional memberships; and
- Leadership development programs.

Such expenditure must be directly related to the CEO's role and Council objectives.

12. COMMUNICATION AND TECHNOLOGY

Council may provide the CEO with:

- Mobile phone;
- Data services;
- Laptop computer;
- Tablet device; and
- Other communication equipment necessary for carrying out CEO duties.

Private use is permitted provided it remains reasonable and does not result in excessive cost to Council.

13. SUPERANNUATION

Council will make superannuation contributions in accordance with:

- The CEO's employment contract;
- The Superannuation Guarantee legislation; and
- Any additional contribution approved by Council.

14. REVIEW OF BENEFITS

Council may review the CEO's allowances and benefits annually as part of the CEO performance and remuneration review process.

Any material changes must be approved by Council resolution.

15. DOCUMENT CONTROL

Policy Owner	BCGC
Endorsed by	BCGC
Date approved	25 June 2026
Revisions	
Amendments	
Next revision due	June 2028