

# Allowances - Elected Members

## Council Policy 106



Policy Number	<b>CP106</b>
Area Responsible	<b>Governance and Planning</b>
Strategic Plan Reference	<b>Goal 4 A Supportive Organisation</b>
Approval date	<b>26/5/17</b>
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Last Reviewed	<b>26/5/17</b>
Next Review Date	<b>31 May 2018</b>

### 1. Summary

This policy is to provide guidance in relation to Elected Members allowance payments and entitlements, including direction for claiming Extra Meeting and Professional Development allowances.

### 2. Scope

The Policy applies to all Elected Members of MacDonnell Regional Council (MRC).

### 3. Policy Objectives

- To establish Council's policy in relation to payment of allowances in line with the Minister's Guideline on Allowances for Council Members.
- To set out the rates of allowances payable to Elected Members for the 2017/18 financial year (Attachment A).

### 4. Policy Statement

#### Policy Principles

The policy is based on the following principles set out in the Local Government Act (LGA) and the Minister's Guideline on Allowances for Council Members (Minister's Guideline):

- The maximum allowances payable are limited to the value defined in the Minister's Guideline issued each year.
- Section 71(1) of the LGA provides that, "a member of council is entitled to be paid an allowance by the council." Section 71(2) qualifies this by providing that, "The allowance is to be at a rate fixed by council (subject to guidelines issued by the Minister) for the relevant financial year."
- Section 71(5) of the LGA states that "Allowances are to be paid as determined by the council but are not to be paid in advance".
- The Minister's Guideline establishes a requirement for Council to have a policy in relation to payment of certain allowances.
- MRC pays allowances to Elected Members in line with the Minister's Guideline and this policy.

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- A copy of the rates of allowances set by Council for the 2017/18 year are included at Attachment A.

### Definitions

The definitions as contained in the Minister's Guideline are used for the following:

- Acting Principal Member
- Base Allowance
- Electoral Allowance
- Extra Meeting Allowance
- Ordinary Council Member
- Professional Development Allowance

### Extra Meeting Allowance

- In relation to section 6(d)(i) of the Minister's Guideline, an Extra Meeting allowance will be paid to Ordinary Council Members for the following meetings:
  - Local Authority meetings.
  - Council meetings other than the scheduled six ordinary council meetings per year including the workshop days before ordinary council meetings.
  - Council sub-committee meetings where they are held on days other than the days of the ordinary council meetings and the pre-ordinary council meeting workshop meeting days.
  - Any other days spent representing council where approval has been made by Council resolution to pay an extra meeting allowance.
  - A single day for travel to/from any of the above meetings, where travel undertaken on a day either side of the meeting takes 4 hours or more.
  - Days spent undertaking professional development where attendance has been approved by Council.
- The rate for the Extra Meeting allowance is:
  - For extra Council Meetings: **\$318** per day.
  - For Local Authority meetings within the Councillor's home community: **\$123** per day or **\$164** if the Councillor is the chair of the meeting.
  - For Local Authority meetings not within the Councillor's home community: **\$318** per day.
  - For all other extra meetings: **\$318** per day.
  - For approved travel days: **\$318**.
- The payment of Extra Meeting allowances is capped at the level detailed in Attachment A.
- Claims for extra meeting allowances must be submitted on the form F106 Extra Meeting Allowance Claim Form and signed by the Councillor and either the Chief Executive Officer, the Director Corporate Services or the Manager Governance & Planning.
- Claim forms must be submitted to the Governance Officer at the Alice Springs Office by hand, mail, fax or scan/email.

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### Professional Development Allowance

- A Professional Development allowance will be paid to any Elected Member for courses / conference expenditure, as defined in the Minister's Guideline, where attendance has been approved by Council.
- Claims for a Professional Development allowance must be made on the Application for Travel Form.

### Frequency of Payment

- Elected Members' Base and Electoral allowances will automatically be paid fortnightly in arrears.
- Extra Meeting allowances are paid fortnightly along with Base and Electoral Allowances, after the relevant meeting if all paperwork is submitted. If paperwork is late, payments will be made in the fortnight following the submission of paperwork.
- Professional Development allowances will be paid for approved claims received by the 2<sup>nd</sup> working day of the month in that month and the following month for later claims.
- Note, however, that in line with the Minister's Guideline, claims not made within three months of the meeting date will be forfeited.

### Method of Payment

- Elected Members can choose to have some, or all, of their allowance paid into a superannuation fund.
- Otherwise payments will be made to Elected Members as follows:
  - 25% will be paid to the Australian Taxation Office on behalf of the Elected Member in relation to the tax due on the allowance.
  - The balance will be paid by transfer to the Elected Members' bank account.

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### 5. Attachment A

## MacDonnell REGIONAL Council Member Allowances

The following rates of allowances for Councillors are applicable from 1 July 2017 to 30 June 2018:

<b>Approved Councillor Allowances</b>	<b>2017/18</b>
<i>(Once allowances for a financial year have been set, they cannot be changed, Local Government Act, section 128(2))</i>	
<b>Ordinary Council Member:</b>	
Base Allowance	\$13,151.83
Electoral Allowance	\$4,812.67
Professional Development Allowance	\$3,653.68
Maximum Extra Meeting Allowance	\$8,767.88
<i>(Paid at the per day rates approved within Council's policy)</i>	
<b>Total Claimable</b>	<b>\$30,386.06</b>
<b>Deputy Principal Member:</b>	
Base Allowance	\$27,039.81
Electoral Allowance	\$4,812.67
Professional Development Allowance	\$3,653.68
<b>Total Claimable</b>	<b>\$35,506.16</b>
<b>Principal Member:</b>	
Base Allowance	\$73,125.37
Electoral Allowance	\$19,247.18
Professional Development Allowance	\$3,653.68
<b>Total Claimable</b>	<b>\$96,026.23</b>
<b>Acting Principal Member:</b>	
Daily Rate	\$254.42
<b>Total Claimable (Maximum 90 Days)</b>	<b>\$22,897.80</b>

Elected Member's Allowances are paid in accordance with this policy and in line with the Minister's Guideline on Allowances for Council Members established under section 71 of the Local Government Act.

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### 6. Legislation and References

<b>Related Legislation</b>	Local Government Act Minister's Guideline: Allowances for Council Members
<b>Related Policies</b>	Council Code of Conduct
<b>Related Procedures</b>	Nil
<b>Associated Documents</b>	F106 Extra Meeting Allowance Claim Form

### 7. Delegation and Implementation

<b>Delegate</b>	Director Corporate Services
<b>Implementation Officer</b>	Governance Officers

### 8. Administration

<b>InfoXpert file number</b>	150262
<b>Communication plan implemented</b>	N/A