

# Allowances - Local Authority Members

## Council Policy 107



Policy Number	CP107
Area Responsible	<b>Governance and Planning</b>
Strategic Plan Reference	<b>4.1 Supporting our Leaders</b>
Approval date	<b>28 October 2016</b>
Minutes Reference	<b>Res. 67 (October 2016)</b>
Last Reviewed	<b>28 October 2016</b>
Next Review Date	<b>Every four years</b>

### 1. Purpose

This document sets out MacDonnell Regional Council (MRC) policy and guidelines for payment of allowances to Local Authority members.

### 2. Scope

This policy applies to Local Authority (LA) members.

### 3. Policy Objectives

- To ensure Council funds are properly used and accounted for.
- To ensure LA members are paid allowances for attendance at meetings fairly and promptly.
- To ensure LA members who do have to travel on legitimate Local Authority business are not out of pocket.

### 4. Policy Statement

#### 4.1 Payment of Allowances

1. LA members will be paid allowances as detailed in the *Local Government Act Guideline 8: Regional Councils and Local Authorities*. Members will be paid the allowance after having attended a local authority meeting
2. MRC employees will be allowed to attend the meeting in work time and paid their normal rate.
3. MRC employees who are part time and need to attend outside of their work hours will be paid the equivalent of a Local Authority member allowance on a pro-rata basis.
4. MRC employees who earn a Local Authority member allowance will be paid their allowance with the next scheduled pay from MRC.
5. All other member's allowances will be transferred from MRC into the member's nominated bank account on the first Thursday after the meeting or approved LA business (note that banking procedures mean it may not reach the member's bank until a later date)
6. If LA members do not attend the LA meeting or other approved business, no allowance will be paid.

#### 4.2 Accommodation and Travel Reimbursement Procedures

Accommodation, travel and meal allowance reimbursements for legitimate and approved business off community will be paid in line with Councillor reimbursements (Council Policy 109 Accommodation and Travel Reimbursement – Elected and Appointed Members).

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### 5. Legislation and References

Related Legislation	<b>Local Government Act</b> <b>Guideline 8 – Regional Councils and Local Authorities</b>
Related Policies	<b>Council Policy CP111 - Local Authorities</b> <b>Council Policy CP109: Accommodation and Travel – Elected and Local Authority Members</b>
Related Procedures	<b>PR109 Accommodation and Travel Procedure – Elected and Local Authority Members</b>
Associated Documents	<b>Meeting Allowance Claim Form</b>

### 6. Delegation and Implementation

Delegate	<b>Director Corporate Services</b>
Implementation Officer	<b>Manager Governance and Planning</b>

### 7. Administration

InfoXpert file number	150263
On Internet (Council Policy)	
On Intranet (Operational Policy)	