

Allowances - Elected Members Policy

MC03–CP (Supersedes MC03-CP Allowances Elected Members v3)



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

1. Purpose

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.

The allowances paid to Councillors are determined by the Northern Territory of Australia Remuneration Tribunal (the Tribunal) as per the published Determination of Allowances for Members of Local Government Councils (Determination No. 1 of 2024).

2. Scope

The policy applies to all elected members of MacDonnell Regional Council.

3. Objectives

The objective of this policy is to establish Council's position in relation to payment of allowances in line with the Tribunal's Determination on Allowances for Council Members.

4. Definitions

Acting Principal Member	Refers to a person appointed pursuant to section 59 of the <i>Local Government Act 2019</i> .
Councillor Allowance	The Councillor allowance covers those activities required of a council member in the performance of his or her role as an elected representative. Without limiting the generality of the preceding sentence, the base allowance covers:
	a) agenda study and meeting preparation;
	b) attendance at regular council meetings;
	c) attendance at social functions as a council representative;
	d) constituency responsibilities;
	e) contribution towards phone, internet and home office supplies; and
f) council representation outside the municipality/shire area, including delegations interstate and overseas, unless such representation has extra meeting approval.	
Extra Meeting Allowance	a) A council must not pay extra meeting allowance unless the council has a policy which determines which meetings will attract the allowance.
	b) For a principal member this allowance is not paid separately. It is provided for and included in the Councillor allowance.

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	<p>c) For other council members this allowance is paid only in accordance with council policy and after an approved claim is made.</p> <p>d) The extra meeting allowance must not be paid for those meetings specified as covered by the base allowance.</p> <p>e) The extra meeting allowance is capped for each financial year (see tables at clause 8).</p>
Ordinary Council Member	A council member other than the principal member, deputy principal member or, during the relevant period, an acting principal member.
Professional Development Allowance	An allowance payable to council members to attend appropriate and relevant conferences or training courses which sustain a member's professional competence by keeping the member informed of, and able to comply with, development in professional standards applicable to their role as a council member. Any such course or conference must have approval and be consistent with council policy in order to attract this allowance.

5. Statement

5.1. Principles

- 5.1.1. The maximum allowances payable are limited to the value defined in the Tribunal's determinations published under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.
- 5.1.2. MRC pays allowances to Elected Members in line with the Tribunal's determinations and this policy.
- 5.1.3. The rates for all Elected Member allowances are included in the annual budget and published each year in Council's Regional Plan. A copy of the rates of allowances set by the Tribunal and adopted by Council for the 2024/2025 financial year are included as Attachment A.

5.2. Extra Meeting Allowance

An Extra Meeting allowance will be paid to Ordinary Council Members and the Deputy President for the following meetings:

- 5.2.1. Local Authority meetings.
- 5.2.2. Special Council meetings (additional to the six Ordinary Council meetings scheduled annually).
- 5.2.3. The workshop days held prior to the Ordinary Council meetings.
- 5.2.4. 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 days.

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- 5.2.5. Any other days spent representing council where approval has been made by Council resolution to pay an extra meeting allowance.
- 5.2.6. The rate payable for the Extra Meeting allowance is:
 - Up to 2 hours \$200
 - Between 2 and 4 hours \$300
 - More than 4 hours \$500 (maximum payable for any one day)

Total Extra Meeting allowances of up to \$10,000 per financial year can be paid to Councillors when attending an extra meeting approved by Council.
- 5.2.7. 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 Executive Manager Finance and Governance or the Manager Governance.
- 5.2.8. Claim forms must be submitted to the Governance Officer at the Alice Springs Office by hand, mail, fax or scan/email.
- 5.3. Professional Development Allowance
 - 5.3.1. A Professional Development allowance will be paid to any Elected Member for courses / conference expenditure including travel, accommodation and meals, where attendance has been approved by Council.
 - 5.3.2. Claims for a Professional Development allowance must be made on the Application for Travel Form.
- 5.4. Frequency of Payment
 - 5.4.1. Elected Members' Councillor allowances will automatically be paid fortnightly in arrears.
 - 5.4.2. Extra Meeting allowances are paid fortnightly along with Councillor 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.
 - 5.4.3. Professional Development allowances will be paid for approved claims received by the 2nd working day of the month in that month and the following month for later claims.
- 5.5. Method of Payment

Elected Members can choose to have their allowances paid as follows:

 - 5.5.1. Some, or all, can be paid into a superannuation fund either before tax by entering a sacrifice arrangement or after tax.
 - 5.5.2. Any amount can be paid to the Australian Taxation Office on behalf of the Elected Member in relation to the tax due on the allowance. Whilst, it is the individual Elected Member's responsibility to decide how much, a suggested level is 25% of the allowance.
 - 5.5.3. The balance will be paid by transfer to the Elected Members' bank account.

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6. Policy Details

Replaces Policy No: (if applicable)	MC03-Allowances Elected Members Policy v3
Responsible Directorate/Department:	Corporate Services - Governance
Approval Date:	28 June 2024
Minutes Reference:	OCM Item # 15.8 – OCM2024-087
Review Cycle:	30 June 2025 - Review annually (1) year or after changes to relevant legislation.

7. Legislation and References

Related Legislation:	<i>Local Government Act 2019</i>
	<i>Assembly Members and Statutory Officer (Remuneration and Other Entitlements) Act 2006</i>
Related Policies:	MC04-CP Council Code of Conduct – Members
	MC01-CP Members Policy
	MC08-CP Accommodation and Travel – Authority Members
Associated Documents:	F106 Extra Meeting Allowance Claim Form - to be amended

8. Version Control

Version No.	Approval Date	Policy No.	Minutes reference and Resolution number
1	28 May 2021	MC03-CP	SCM Item # 17.3 - OCM2021-080
2	27 May 2022	MC03-CP	SCM Item # 15.1 - OCM2022-065
3	26 May 2023	MC03-CP	SCM Item # 19.2 – OCM2023-071
4	28 June 2024	MC03-CP	OCM Item # 15.8 – OCM2024-087

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Attachment A

MacDonnell Regional Council Member Allowances

The following rates of allowances for Councillors are applicable from 1 July 2024 to 30 June 2025:

<u>Approved Councillor Allowances</u>	<u>2024/2025</u>
<u>Ordinary Council Member:</u>	
Councillors' Allowance	\$20,500
Professional Development Allowance	\$4,000
Maximum Extra Meeting Allowance	\$10,000
<i>(Paid at the per day rates in 5.2.6 of this policy)</i>	
Total Claimable	\$34,500
<u>Deputy Principal Member:</u>	
Councillors' Allowance	\$36,500
Professional Development Allowance	\$4,000
Maximum Extra Meeting Allowance	\$10,000
<i>(Paid at the per day rates in 5.2.6 of this policy)</i>	
Total Claimable	\$50,500
<u>Principal Member:</u>	
Base Allowance	\$102,500
Professional Development Allowance	\$4,000
Total Claimable	\$106,500