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|--------------------------|----------------------------------|------------------------|---------------|
| <b>TITLE:</b>            | Elected Member Allowances Policy |                        |               |
| <b>DIVISION:</b>         |                                  |                        |               |
| <b>ADOPTED BY:</b>       | Council                          |                        |               |
| <b>DATE OF ADOPTION:</b> | December 12, 2013                | <b>DATE OF REVIEW:</b> | December 2017 |
| <b>MOTION NUMBER:</b>    | 180/13                           |                        |               |
| <b>POLICY NUMBER:</b>    | CP000011                         |                        |               |
| <b>AUTHORISED:</b>       | Chief Executive Officer          |                        |               |

### THIS POLICY APPLIES TO:

Elected Members

### PREAMBLE

The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S.11 of the Local Government Act

### SUMMARY

The Elected Members Allowances Policy is based upon the requirements of the Ministerial Guidelines: It addresses when Allowances may be claimed, the procedure for claiming them, method of payment and when an Extra Meeting Allowance may be claimed.

### OBJECTIVES

- To establish Council's policy in relation to payment of allowances in compliance with the Minister's Guidelines on Allowances for Council's Members.
- To set out rates of allowances payable to Elected Members for the 2013/14 financial year.

### BACKGROUND

Pursuant to the Local Government Act the Minister has issued Ministerial Guideline on Allowances for Council Members which the Council is required to comply with.

### POLICY STATEMENT

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

- The maximum allowances payable are limited to the value defined in the Minister's Guideline issued each year.
- Section 71(1) of the Act 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 Act states that "Allowances are to be paid as determined by the council but are not to be paid in advance."
- The Minister's Guidelines established a requirement for Council to have a policy in relation to payment of certain allowances.

- Barkly Regional Council pay allowances to Elected Members in line with the Minister's Guidelines and this policy.
- A copy of the rates of allowances set by Council for 2013/14 year is included in Attachment A.

## **PROCEDURE:**

### Base Allowance and Electoral Allowance

The Minister's Guidelines detail the amounts claimable for the 2013/14 which can be claimed with the presentation of an approved Elected Members Allowance Claim form to the Director Corporate Services. The monthly claim is to be 1/12<sup>th</sup> of the total annual allowance paid in arrears.

### Extra Meeting Allowance

In relation to section 6(d)(i) of the Ministers Guidelines, an Extra Meeting Allowance will be paid to Ordinary Members for the following meetings:

- Local Board meetings where the Board is situated within the Ward represented by the Member
- Council Meetings other than the 12 ordinary meetings per year
- Council Committee meetings
- Meetings of the CEO Interview Panel
- Bi-annual Meetings of LGANT
- Any other meetings where Council has by resolution determined to pay the Allowance
- Subject to the proviso that only one Extra Meeting Allowance can be claimed in respect to each calendar day

The rate for the Extra Meeting allowance is \$ 232.15 per day or part thereof. The total annual allowance is capped as per the Minister's Guidelines as detailed in Appendix A.

Claims for Extra Meeting allowance should be made on an approved Member Allowance Claim form and submitted to the Director Corporate Services for payment.

### Professional Development Allowance

A Professional Development allowance will be paid to any Elected Member for reimbursement fees paid for courses/conference expenditure, as defined in the Minister's Guidelines, where attendance has been approved by Council.

The Professional Development Allowance can also be claimed by direct payment by Council to a third body to cover course/conference related expenditure where attendance has been approved by Council. The claim for direct payment can be made through councils procurement procedures on authority of the CEO.

The total annual claim for Professional Development is capped as per the Minister's Guidelines.

Claims for a Professional Development Allowance reimbursement must be made on an approved Member Allowance Claim form submitted to the Director Corporate Services.

### Frequency of Payment

Payment of all approved claims submitted to the Director Corporate Services will be made within 3 working days of the monthly ordinary council meeting. The payments will be in

arrears of meetings attended and will be made by electronic funds transfer to the member's nominated bank account.

A remittance will be produced and forwarded to the member detailing the claims that have been included in the payment.

Claims not submitted within three months of the meeting date will be forfeited in line with the Minister's Guidelines.

Elected Members can choose to have some or all of their allowance paid into a superannuation fund.

## **EXTRA MEETING ALLOWANCE**

Extra Meeting Allowance will be paid for attendance at the following meetings only:

Local Board meetings where the Board is situated within the Ward represented by the Member

Council Meetings other than the 12 ordinary meetings per year;

Council Committee meetings;

Meetings of the CEO Interview Panel;

Bi-annual Meetings of LGANT; and

Any other meetings where Council has by resolution determined to pay the Allowance;

*Subject to the proviso that only one Extra Meeting Allowance can be claimed in respect to each calendar day.*

## **LEGISLATION, TERMINOLOGY AND REFERENCES**

NT Local Government Act

Ministerial Guideline on Allowances for Council Members

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

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

## **IMPLEMENTATION AND DELEGATION**

The CEO has delegated authority to implement this policy

## **EVALUATION AND REVIEW**

This Policy is to be reviewed every four (4) years, and may be reviewed at other times at the discretion of Chief Executive Officer.