

	FIN - ELECTED MEMBER ALLOWANCES 2023-24	
	CATEGORY:	FINANCE
	LG ACT 2019 REF:	Part 7.1 sections 106-109
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

The Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006 – Determination of Allowances for Local Government Councils, Determination No.1 of 2023 sets out the levels and conditions of council member allowances as determined by the Northern Territory of Australia Remuneration Tribunal.

This policy establishes the maximum allowances to be paid to elected members during the 2023-2024 financial year, and the types of allowances in line with the Determination.

2. SCOPE:

This policy applies to all elected members.

3. DEFINITIONS:

Approval	Means approval of the council or the CEO according council policy.
Acting Principal Member	Refers to a person appointed pursuant to Part 4.2 Section 59 of the Local Government Act.
Base Allowance	<p>The base 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:</p> <ol style="list-style-type: none"> 1) Agenda study and meeting preparation; 2) Attendance at regular council meetings; 3) Attendance at council functions as a council representative; 4) Constituency responsibilities; and 5) Council representation outside the municipality / shire area, including delegation's interstate and overseas, unless such representation has extra meeting approval.

<p>Extra Meeting Allowance</p>	<ol style="list-style-type: none"> 1) A council must not pay an extra meeting allowance unless the council has a policy which determines which meetings will attract the allowance. 2) For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance. 3) For other council members this allowance is paid only in accordance with council policy and after an approved claim is made at the end of the relevant month. 4) The extra meeting allowance must not be paid for those meetings as covered by the base allowance. 5) The extra meeting allowance is capped for each financial year.
<p>Extra Meeting</p>	<p>An “Extra Meeting” may be defined as follows:</p> <ol style="list-style-type: none"> 1) Council Committee meetings; 2) Council Advisory Committee meetings; 3) Council Workshops; 4) Meetings of external agencies or organisations to which council has formally appointed or nominated through or with LGANT, a representative; 5) Other meetings as a council representative approved by CEO
<p>Professional Development Allowance</p>	<p>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/conference must have approval and be in line with council policy in order to attract this allowance.</p> <ol style="list-style-type: none"> 1) The professional development allowances may be claimed multiple times each year, but the total of those claims must not exceed the amount specified in the policy. 2) The professional development allowance is to be used to cover the cost of travel to the course/conference, course/conference fees, meals and accommodation for the duration of the course/conference. 3) Only approved course/conferences that are in line with council policy attract professional development allowances (payable for each day of attendance). 4) Membership fees for bodies considered directly beneficial to the role of a council member (i.e. AICD) may be claimed. <p>Use of the professional development allowance must be approved by the Chief Executive Officer, prior to attendance at a professional development activity.</p>

4. POLICY:

- 4.1. Pursuant to Part 7.1 Sections 106-108 of the Local Government Act, a member of a council is entitled to be paid an allowance by the council. Allowances for each financial year are to be fixed as part of the council's budget for the relevant financial year.
- 4.2. Pursuant to Division 6 of the Local Government (General) Regulations 2021, allowances are not to be paid in advance, except for course fees, conference registration costs, travel and accommodation for professional development.
- 4.3. The maximum permissible allowances as set by the Determination of Allowances for Local Government Councils, Determination No.1 of 2023; which deems Wagait Shire Council as a Community Council and outlines the maximum allowances for a Community Council for the 2023-2024 financial year as follows:

Community Councils 2023-2024	Principal Member	Deputy Principal Member	Ordinary Member
Base Allowance	Up to \$5,000 as approved by Council	Up to \$5,000 as approved by Council	Up to \$5,000 as approved by Council
Additional Allowance	Up to \$5,000 as approved by Council	Not applicable	Not applicable
Professional Development Allowance	\$1,000	\$1,000	\$1,000
Max Extra Meeting/Activity Allowance	Not applicable	Up to \$1,000	Up to \$1,000

- 4.4. On 20 June 2023 Council resolved to pay Elected Members for the 2023-2024 financial year as follows:

Elected Member Allowances 2023-2024	Principal Member	Deputy Principal Member	Ordinary Member
Base Allowance	\$5,000	\$5,000	\$5,000
Additional Allowance	\$5,000	Not applicable	Not applicable
Professional Development Allowance	\$1,000	\$1,000	\$1,000
Max Extra Meeting Allowance	Not applicable	\$1,000	\$1,000

- 4.5. Section 109(2)(a) of the Local Government Act (2019) provides that council may, by resolution, adopt a proposal for the "payment or reimbursement of other reasonable expenses" incurred or required as a result of undertaking official duties.

Section 109(3)(a) and (b) of the Act prescribes that these additional expenses or benefits should be provided for in the council's budget and identified in monthly and annual financial reports.

- 4.6. Payments for allowances will be lodged with council's bank on the last day of every month.

5. ASSOCIATED DOCUMENTS

Nil.

6. REFERENCES AND LEGISLATION

Local Government Act 2019 Part 7.1

Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006 – Determination of Allowances for Local Government Councils, Section 5.2, Determination No.1 of 2023

Local Government (General) Regulations 2021

7. REVIEW HISTORY

Date Approved: 19/7/2016	Approved By Council Moved: President Peter Clee Seconded: Councillor VJ Thorpe	Resolution No: 2016/060	Date for review: July 2017
Date Approved: 26/6/2018	Approved By Council Moved: Cr Neil White Seconded: Cr Shenagh Gamble Vote: AIF	Resolution No: 2018/200	Date for review: June 2019
Date Approved: 21/05/2019	Approved By Council Moved: Vice President Tom Dyer Seconded: Cr Michael Vaughan Vote: AIF	Resolution No: 2019/405	Date for review: June 2020
Date Approved: 21/07/2020	Approved By Council Moved: Cr Michael Vaughan Seconded: Vice-President Tom Dyer Vote: AIF	Resolution No: 2020/115	Date for review: June 2021
Date Approved: 18/05/2021	Approved By Council Moved: Cr Michael Vaughan Seconded: President Neil White Vote: AIF	Resolution No: 2021/076	Date for review: June 2022
Date Approved: 19/10/2021	Approved By Council Moved: Vice President Tom Dyer Seconded: Cr Noeletta McKenzie Vote: AIF	Resolution No: 2021/186	Date for review: June 2022
Date Approved: 19/07/2022	Approved By Council Moved: President Neil White Seconded: Cr Michael Vaughan Vote: AIF	Resolution No: 2022/114	Date for review: June 2023
Date Approved: 15/08/2023	Approved By Council Moved: Peter Clee Seconded: Sarah Smith Vote: AIF	Resolution No: 2023/134	Date for review: June 2024