

Elected Member Allowances and Expenses

Council Policy



Policy Name	Elected Member Allowances and Expenses		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Chief Executive Officer		
Decision Number	22706	Approval Date	25/07/2023
Records Number	D2023/015200	Next Review Date	2027

1. Purpose

The purpose of this policy is to provide details on the provision of Elected Member allowances and reimbursement of expenses payable to provide the necessary support to Elected Members to effectively carry out their roles, encourage diverse representation on Council, and ensure compliance with the *Local Government Act 2019* (the Act).

2. Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
Allowances	Allowances provided in compensation to Elected Members to enable them to effectively carry out their roles and responsibilities in accordance with legislation.
Councillor	An Elected Member of a Local Council.
Deputy Mayor	The elected member appointed by the Council to be the deputy principal member.
Determination	The most recent Determination of Allowances for Members of Local Government Councils.
Elected Member	A member elected to the role of Councillor on the Alice Springs Town Council (Council) and includes the Mayor and Deputy Mayor.
Mayor	The elected member appointed or elected to be the principal member of the Council.
Ordinary Elected Member	An Elected Member other than the Mayor, Deputy Mayor or, during the relevant period, an acting Mayor.

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3. Statement of Policy

Council will provide allowances and reimbursement for expenses to Elected Members in accordance with the Act, the Determination of the Northern Territory of Australia Remuneration Tribunal, ministerial guidelines and relevant Council policy. Payments are limited to items expressly stated in legislation and/or this policy.

Council determines payment amounts or reimbursement of other reasonable expenses when adopting the budget for each financial year.

Allowances

Allowances are paid in accordance with the Determination of the Northern Territory of Australia Remuneration Tribunal.

For the Mayor, Allowances (excluding the Professional Development Allowance) are to be paid in arrears by electronic funds transfer on a bi-monthly basis to the Mayor's nominated account.

For Elected Members other than the Mayor, Allowances (excluding the Professional Development Allowance) are to be paid in arrears by electronic funds transfer on a monthly basis to their nominated account.

Extra Meeting Allowance

Extra Meeting Allowance may be claimed by the Deputy Mayor and Ordinary Elected Members for attendance at the following types of unpaid meetings, activities and functions, for which they have been elected or appointed as the member (or attending for the appointed member when they are not in attendance).

Meetings

- Special Meetings of the Council
- Council Forums
- Village Consults
- Public Consultation Sessions
- Council Advisory Committees
- Internal Consultative Committees
- External Committees
- Ministerial Appointed Committees

Activities and functions

- Attendance at any function representing the Mayor on official Council duties
- Attendance at functions as a recognised invited representative of Council
- Civic events or functions convened by Council

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- External events where the invitation was extended due to the elected position and therefore representing the Council.

If any eligible meeting already attracts an allowance paid by another body or organisation, Council will not duplicate the Extra Meeting Allowance for attendance at that meeting.

The Extra Meeting Allowance will be calculated each year during the budget process and displayed in the Municipal Plan.

Claims for Extra Meeting Allowance when they relate to Council-minuted meetings and forums will be processed monthly based from attendance records in the meeting minutes. All other Claims must be made using approved forms and are processed monthly.

All claims for the financial year must be submitted by the last payment run for the end of the financial year.

The Mayor is not entitled to receive Extra Meeting Allowance; as it is provided for and included in the Allowance for the role.

Professional Development Allowance

Professional Development Allowance is available to all Elected Members to attend appropriate and relevant training courses or conferences which sustain a Member's professional competence in their role as an Elected Member.

Any such course must be approved by the Chief Executive Officer (CEO), using approved forms, prior to any commitments being made, and includes training requirements relating to elections if stipulated in the Act or as ordered as part of a disciplinary process.

All claims must be made using the approved forms.

If the allowance is claimed, the Member is required to provide a written report or presentation within two (2) months of the conclusion of the professional development for the information and benefit of other Elected Members.

On approval of the CEO, professional development allowance may be paid towards conferences or training courses that exceed the maximum annual professional development allowance in any given financial year, however, must be within the limits set as per the Determination. Any professional development allowance paid must be in accordance with the Determination.

Vehicle Allowance

The Vehicle Allowance will be paid to Elected Members in accordance with the Determination which is paid at [rates set by the ATO each financial year](#). Claims are to be made on the appropriate forms.

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Provision of a Motor Vehicle

The Mayor is entitled to the provision of a Council supplied and maintained vehicle and the provision of such motor vehicle will be provided at the discretion of the Mayor. If the Mayor is not given a Council vehicle, they receive a Vehicle Allowance as per the Determination.

Any traffic infringement notices and fines are the individual responsibility of the driver of the vehicle.

Travel Allowance

Pursuant to the Determination, Elected Members who are required to stay away from home overnight on approved Council business are entitled to Travel Allowance. Applicable rates are found in the Australian Taxation Office's Taxation [Determination](#) for the relevant financial year.

Meals and incidentals are to be in accordance with the Taxation Determination. Meal allowances are not to be paid when a meal is included in the cost of the meeting, conference, activity or other event.

Arrangements will be made and paid by Council, where applicable, once relevant forms have been approved. Reimbursement of travel expenses may be claimed for approved travel, subject to satisfactory documentation and CEO approval.

Council will purchase the most economical class of travel ticket available. Business class tickets will not be purchased. Where travel arrangements need to be changed or cancelled, the Elected Member must inform the CEO in writing as soon as possible to minimise any financial loss to Council.

Should a Member choose to alter bookings for personal reasons, the additional cost of changes will be met by the Member.

No travel allowance to compensate for an Elected Members' time will be paid when undertaking approved travel. Relevant Council travel policy must be adhered to however; where there is a conflict this policy will take precedence.

Claims for travel expenses must be made using the approved forms.

Inclusion, Diversity and Accessibility

Council will meet reasonable additional expenses where an Elected Member requires support, assistance or reasonable adjustments to be able to perform their duties, in accordance with legislation and the principles of inclusion, diversity and accessibility.

Reimbursement of related Childcare expenses

Reimbursement for childcare services can be claimed where the care is reasonably required for an Elected Member to attend official business. Elected Members who are the primary carer of a child are able to claim a maximum reimbursement amount for the financial year as set by Council through a resolution. Childcare expenses can be claimed for children under the age of 12 years.

Claims for the reimbursement of childcare expenses must be made using the approved forms with sufficient evidence from the provider or a statutory declaration from the Elected Member.

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Reimbursements will not occur where the carer is a relative or a business where the Elected Member has some form of interest.

Reimbursements will be paid on a monthly basis after the relevant forms and evidence have been received.

Provision of electronic devices

Elected Members will be provided an electronic device to enable them to carry out their official duties.

The Mayor is also provided with a mobile telephone.

Claims for Allowances and Expenses

Council delegates power and authority to approve claims for allowances, in accordance with the Act, guidelines and appropriate policy, to the CEO.

The approved claims forms should be used. Evidence of payment is required when a reimbursement is being claimed.

All non-essential additional expenses are the responsibility of the Elected Member. Elected Members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political careers.

4. Version History

Version	Date	Action/Description of changes made	By
1.0	27/11/2019	New policy adoption	Council
2.0	30/03/2020	New policy adoption	Council
3.0	27/07/2020	New policy adoption	Council
4.0	23/08/2022	New policy adoption	Council
5.0	25/07/2023	Updated	Council

5. Communication and Training

Will this policy be communicated through internal communications?	No
Where will this policy be available?	Website; Content Manager
Will training needs arise from this policy? If yes, who will be responsible.	Chief Executive Officer

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