1 Purpose

The purpose of this policy is to clearly set out Elected Member allowances and expenses, complementing the *Local Government Act* (the Act) and ensuring the ability to effectively carry out their role at Council.

2 Policy background

The Act provides for the setting of Elected Member allowances and expenses. Ministerial Guideline 2 *Allowances for Council Members* establishes rules for setting of allowances and expenses, requiring a council to have a policy in order for certain allowances to be payable.

3 Statement of policy

Council will provide allowances and reimburse expenses for Elected Members, in accordance with the Act, Ministerial guidelines and relevant Council policy. Payments are limited to items expressly stated in legislation and/or this policy. Where there is conflict between this and other Council policy, this policy will take precedence.

Allowances will be fixed for a financial year when Council adopts the budget for the financial year and paid up to the Maximum Council Member Allowances published annually by the Department of Local Government, Housing and Community Development, for the applicable financial year.

This policy will be reviewed annually utilising analysis of meeting data/statistics from the previous calendar year.

**Base Allowance**

Elected Members receive regular, automatic payment of Base Allowance, covering activities required of a Member in the performance of their role. This allowance covers activities such as agenda study and meeting preparation, attendance at regular Council meetings, attendance at social functions as Council representatives, constituency responsibilities, and Council representation outside of the municipality, including delegations interstate and overseas.

Regular council meetings at Alice Springs Town Council are regular meetings or Committees for which all Elected Members attendance is required or expected.
Electoral Allowance

Elected Members are provided with a regular, automatic payment of Electoral Allowance, which may be used at the discretion of individual members to assist with electoral matters.

Acting Principal Member Allowance

When the Deputy Mayor or another Elected Member carries out the functions and is acting as Mayor under the Act, they will receive the daily rate Acting Principal Member Allowance. Claims must be made using approved forms.

Extra Meeting Allowance

Extra Meeting Allowance may be paid for Elected Members attending Council Advisory Committee meetings, for which they have been elected a member.

The allowance is payable at the rate of $255.02 per meeting (for the 2019-20 financial year), up to the maximum claimable under Guideline 2. Claims must be made using approved forms.

The Mayor, Deputy Mayor and Acting Mayor are not entitled to receive Extra Meeting Allowance; it is provided for and included in the Base Allowance.

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. This may include courses/conferences:

- furthering a Members knowledge of Local Government
- in a discipline that would assist in the performance as an Elected Member
- on a topic or function related to Local Government.

Any such course must be approved by the CEO, using approved forms, prior to any commitments being made, and includes training requirements relating to elections if stipulated in the Act.

The allowance is to be used to cover course/conference fees, travel to the course/conference, meals and accommodation for the duration of the course/conference and may be used multiple times each year, subject to the annual maximum amount specified under Guideline 2.

The Member may claim Extra Meeting Allowance during the period of attendance, subject to the maximum payable under Guideline 2.

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 for the information and benefit of other Members. Such report is to be provided within two (2) months of the conclusion of the course/conference.

**Travel expenses**

When an Elected Member is required to travel in order to attend an approved activity (e.g. professional development or meeting), Extra Meeting Allowance may be claimed for each full day of travel, up to the annual limit under Guideline 2. In this context, a full day of travelling means at least four (4) hours of travelling, including time in transit.

Arrangements will be made and paid by Council, where possible, once relevant forms have been approved. Reimbursement of travel expenses may be claimed in special circumstances, subject to satisfactory documentation.

Council will purchase the most economical class of travel ticket available. Business class tickets will not be purchased. Should a Member choose to alter bookings for personal reasons, the additional cost of changes will be met by the Member.

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.

**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.

Claim forms for allowances are:

- Request for Professional Development – Elected Member
- Extra Meeting Allowance Claim

Claims for travel expenses:

- Travel requisition form
- Travel acquittal form.

**4 Council policies superseded**

This policy supersedes policies 209 Elected Members – Conferences, Courses and Seminars and 210 Elected Members Training.