

# Allowances - Local Authority Appointed Members Policy

MC07-CP (Superseded MC07-CP Local Authority Appointed Members Policy v5)



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 Local Authority (LA) Appointed Members allowance payments and entitlements, including direction for claiming reimbursement for MacDonnell Regional Council (MRC) staff that are Appointed Members and for travel.

## 2. Scope

This policy applies to members of the Local Authority that have been appointed to the Local Authority by council resolution. This policy does not apply to elected members which are members of the Local Authorities which exist within their respective wards.

## 3. Objectives

- 3.1. To establish Council's policy in relation to payment of allowances to Local Authority Appointed Members in line with section 107(1) of the *Local Government Act 2019* (the Act).
- 3.2. To establish reimbursements for travel to Local Authority meetings for members from outstations.
- 3.3. To establish the payments for MRC staff who are Local Authority members.

## 4. Definitions

Appointed members	Refers to a resident of the local area, who has been nominated and then appointed by council resolution to the Local Authority. Refers to members that are not elected but appointed <b>only</b> .
Chairperson	Refers to the chair of the Local Authority.

## 5. Statement

### 5.1. Principles

The policy is based on the following principles set out in the Act and the NT Remuneration Tribunal's Determination on Local Authority Member Allowances.

- 5.1.1. Section 107(1) of the Act provides that, a member of a Local Authority is to be paid an allowance or allowances determined by the Remuneration Tribunal under section 7E of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.
- 5.1.2. The Minister's Guideline 1: Local Authorities provides that, Council members are not eligible to a local authority payment in relation to attending local authority meetings or provisional meetings, but may be entitled to claim an extra meeting allowance.
- 5.1.3. Section 174(2) of the Act provides that the CEO must determine a policy in relation to allowances and any other benefits for the council's staff.

### 5.2. Appointed Member Allowance

- 5.2.1. Appointed members of a Local Authority will be paid allowances as follows:

The Chair of a Local Authority will be paid:

- If the meeting is held up to 2 hours \$300
- If the meeting is held between 2 to 4 hours \$450
- If the meeting is held for more than 4 hours \$600

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A Member of a Local Authority will be paid:

- If the meeting is held up to 2 hours \$200
- If the meeting is held between 2 to 4 hours \$300
- If the meeting is held for more than 4 hours \$400

Appointed Member allowances for Local Authority meetings are published each year in Council's Regional Plan which is available on Council's website.

5.2.2. Members will be paid the allowance after having attended at least 75% of a Local Authority meeting.

## 5.3. MRC employees that are appointed members of a Local Authority

5.3.1. MRC employees will be allowed to attend meetings in work time and paid their normal hourly rate.

5.3.2. MRC employees who are part time or casual and need to attend meetings outside of their normal work hours will be paid the equivalent of a Local Authority member allowance on a pro-rata basis.

- a) if a member is an MRC employee who works part-time from 8:00am to 1:00pm, and the meeting finishes after 1:00pm, then the member will be paid for this attendance on a pro-rata basis.
- b) if a member is an MRC employee who works from 5:00pm onwards, then the member will be paid the full allowance.

5.3.3. MRC employees who earn a Local Authority member allowance will be paid their allowance with the next scheduled pay from MRC.

## 5.4. Appointed Member Travel Reimbursement

5.4.1. Appointed members who travel into community, for a Local Authority meeting, from an outstation will receive a mileage reimbursement in line with policy MC08-CP Travel and Accommodation Policy – Members.

## 5.5. Payment of Allowances

5.5.1. Appointed Member's allowances will be transferred by MRC into the member's nominated bank account on the first Friday after the meeting or approved LA business (note that banking processing times mean it may not reach the member's bank until a later date).

5.5.2. MRC employees who earn a Local Authority member allowance will be paid their allowance with the next scheduled pay from MRC.

5.5.3. If LA members do not attend the LA meeting or other approved business, no allowance will be paid.

## 5.6. Accommodation and Meal Allowance

5.6.1. Accommodation and meal allowance reimbursements for legitimate and approved business off community will be paid in line with policy MC08-CP Travel and Accommodation Policy - Members.

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## 6. Policy Details

<b>Replaces Policy No: (if applicable)</b>	MC07-CP Allowances – Local Authority Appointed Members Policy v5
<b>Responsible Directorate/Department:</b>	Corporate Services – Governance and Compliance
<b>Approval Date:</b>	25 August 2023
<b>Minutes Reference and Resolution number:</b>	OCM Item # 15.2 – OCM2023-126
<b>Review Cycle:</b>	August 2027 – Review every four (4) years or after changes to relevant legislation or Council policy.

## 7. Legislation and References

<b>Related Legislation:</b>	<i>Local Government Act 2019</i> Guideline 1: Local Authorities
<b>Related Policies:</b>	MC01-CP Members Policy MC02-CP Meetings Policy
<b>Associated Documents:</b>	MC07-F1 Local Authority Meeting Allowance Form

## 8. Version Control

Version No.	Approval Date	Policy No.	Minutes reference and Resolution number
1.	29 May 2015	CP1008	OCM Item # 14.1 – OCM2015-005
2.	28 October 2016	CP107	OCM Item # 13.2 – OCM2016-067
3.	17 December 2021	MC07-CP	OCM Item # 15.14 – OCM2021-231
4.	28 October 2022	MC07-CP	OCM Item # 15.9 – OCM2022-161
5.	30 June 2023	MC07-CP	OCM Item # 15.3 – OCM2023-093
6.	25 August 2023	MC07-CP	OCM Item # 15.2 – OCM2023-126