

# Allowances (Council Members) Policy v5

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## 1. Legislation

The Northern Territory's Remuneration Tribunal (Tribunal) is an independent statutory body established under the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

The Tribunal undertakes inquiries into the remuneration and entitlements of key Northern Territory (NT) office holders and prepares reports and determinations that are tabled in the NT Legislative Assembly.

The Tribunal's Determination of Allowances for Members of Local Government Councils outlines how allowances are paid to Council Members.

## 2. Definitions

**Council** means the MacDonnell Regional Council's administration.

**The Council** means the Councillors, President and Deputy President.

**Council Member** is any person sitting on *the Council*.

**Ordinary Member** is a Council Member other than the President (principal member), or an acting principal member.

**Councillor Allowance** covers activities required of a Council Member in the performance of their role as an elected representative.

**Extra Meeting Allowance** is payable for attending certain meetings, activities, or functions beyond the councillor's routine duties. This allowance is typically paid for attendance at unpaid meetings where the Ordinary Member has been elected or appointed.

**Professional Development Allowance** is payable for attending appropriate and relevant conferences or training courses which sustain a Council Member's professional competence.

## 3. Statement

This policy provides the principles to:

- Establish Council's position in relation to payment of allowances in line with the Tribunal's Determination on allowances for Council Members.
- Provide guidance in relation to allowance payments and entitlements for Council Members, including direction for claiming Extra Meeting and Professional Development allowances.

## 4. Policy

### 4.1 Principles

#### 4.1.1 Governance that Informs

The rates for all Council Member allowances are included in the annual budget and published each year in Council's Regional Plan.

#### 4.1.2 Ensuring Legal Compliance

Maximum allowances payable are limited to the value defined in the Tribunal's determinations published under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (NT).

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## 4.2 Councillor Allowance

- 4.2.1 The Councillor Allowance covers those general activities required of a Council Member in the performance of his or her role as an elected representative:
- 4.2.1.1 Agenda study and meeting preparation.
  - 4.2.1.2 Attendance at regular council meetings.
  - 4.2.1.3 Attendance at social functions as a council representative.
  - 4.2.1.4 Constituency responsibilities.
  - 4.2.1.5 Contribution towards phone, internet and home office supplies.
  - 4.2.1.6 Council representation outside the municipality/shire area, including interstate and overseas delegations, unless such representation has extra meeting approval.

## 4.3 Extra Meeting Allowance

- 4.3.1 An Extra Meeting Allowance will be paid to Ordinary Members for:
- 4.3.1.1 Local Authority meetings.
  - 4.3.1.2 Special Council meetings (additional to the six Ordinary Council meetings scheduled annually).
  - 4.3.1.3 The workshop days held prior to the Ordinary Council meetings
  - 4.3.1.4 Council sub-committee meetings where they are held on days other than the days of the Ordinary Council meetings and the pre-ordinary council meeting workshop days.
  - 4.3.1.5 Any other days spent representing Council where approval has been made by resolution of *the Council* to pay an extra meeting allowance.
- 4.3.5 The rate payable for the Extra Meeting Allowance is:
- Up to 2 hours \$200
  - Between 2 and 4 hours \$300
  - More than 4 hours \$500.
- 4.3.6 Claims for Extra Meeting Allowances must be submitted on the form Extra Meeting Allowance Claim Form and signed by the Ordinary Member and either the Chief Executive Officer, the Chief Financial & Information Officer or the Manager Governance.
- 4.3.7 Claim forms must be submitted to the Governance Officer at the Alice Springs Office by hand, mail, fax or scan/email.

## 4.3 Professional Development Allowance

- 4.3.1 A Professional Development Allowance will be paid to Council Members for courses / conference expenditure including travel, accommodation and meals, where attendance has been approved by *the Council*.
- 4.3.2 Claims for a Professional Development allowance must be made on the Application for Professional Development Allowance Form.

## 4.4 Frequency of Payment

- 4.4.1 Councillor Allowances will automatically be paid fortnightly in arrears.
- 4.4.2 Extra Meeting Allowances are paid fortnightly along with Councillor Allowances, after the relevant meeting if all paperwork is submitted. If paperwork is late, payments will be made in the fortnight following the submission of paperwork.
- 4.4.3 Professional Development Allowances will be paid for approved claims received by the 2nd working day of the month in that month and the following month for later claims.

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## 4.5 Method of Payment

- 4.5.1 Council Members can choose to have some, or all, of their allowances paid into a superannuation fund either before tax by entering a sacrifice arrangement or after tax.
- 4.5.2 Council Members can choose to have their allowances paid in any amount to the Australian Taxation Office on behalf of the member in relation to the tax due on the allowance. Whilst it is the individual member's responsibility to decide how much, a suggested level is 25% of the allowance.
- 4.5.3 The balance will be paid by transfer to the member's bank account.

## 5. Breaches and Consequences

Action or behaviour that does not comply with any element of this policy can be found to have breached the Code of Conduct. Such action or behaviour must be referred to as 'suspected misconduct' until a decision is made that the action or behaviour amounts to a breach of the Code by a person appointed in accordance with procedure.

## 6. Authority

The Council, 20 June 2025

## 7. Owner

Office of the CEO, Governance and Strategy

## 8. Review Date

30 June 2029

## 9. Related Documents

Guideline 2A: Council Members Allowances  
Determination of Allowances for Members of Local Councils  
Meetings Attendance (Members) Policy  
Travel and Accommodation (Members) Policy  
Extra Meeting Allowance Claim (Members) Form  
Application for Professional Development Allowance (Members) Form