ELECTED MEMBER ALLOWANCES AND EXPENSES

COUNCIL POLICY

PURPOSE

This policy sets out allowances and expenses payable to Elected Members to provide the necessary support to effectively carry out their roles for Council.

PRINCIPLES

Council is committed to providing payment or reimbursement of allowances and expenses to Elected Members in an accountable, transparent manner that ensures the proper use of Council resources in the most efficient and cost-effective way. The policy provides that Elected Members will receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties as elected representatives of their local community.

DEFINITIONS

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

TERM	DEFINITION
Allowances	Allowances or expenses provided in compensation to Elected Members in consideration and recognition of the time and effort spent in their roles for Council.
Deputy Mayor	Is the Council appointed Deputy Principal Member at the time.
Determination	Most recent Determination of Allowances for Members of Local Councils.
Elected Member	Individuals elected to Council. For the purposes of this policy, Elected Member refers to Mayor, Deputy Mayor and Councillor.
Inclusion, Diversity and Accessibility	While inclusion, diversity and accessibility are often referred to in the context of people with lived experience of disability, these principles apply to many different groups within society, including Aboriginal and/or Torres Strait Islander people; people from Culturally and Linguistically Diverse (CALD) backgrounds, including newly arrived refugees and migrants; people who identify as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+); older people, children and young people; people with a disability; people experiencing homelessness; people experiencing mental illness; people who are socio-economically disadvantaged and people experiencing gender inequality.

TERM	DEFINITION
Mayor	Is the Principal Member.

POLICY STATEMENT

1. Elected Member Allowances

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

1.2. Allowance figures are published annually in the Municipal Plan.

1.3. Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year, on a monthly basis, in arrears by electronic funds transfer to the Elected Member's nominated bank account.

1.4. Where an Elected Member is acting as Mayor, in the absence of the Mayor, the acting Mayor will be paid 100% of the Mayoral Allowance for that period.

2. Extra Meeting/Activity Allowance

2.1. The Extra Meeting/Activity Allowance is capped to $12,000 per annum, per Elected Member.

2.2. Eligibility for the allowance is based on the capacity in which an Elected Member is attending a meeting or activity:

2.2.1. Where a formal role, official representation or appointment to a position exists, a meeting or activity is eligible.

2.2.2. General attendance or community participation in a meeting or activity is not eligible.

2.3. The Mayor is not eligible to claim Extra Meeting/Activity Allowance.

2.4. Alternate members are only paid if the appointed member is not in attendance at a meeting or activity.

2.5. For Elected Members and Deputy Mayor, this allowance may be paid by attending the following types of eligible meetings or activities:

(a) Council Committee Meetings;

(b) Special Meetings of Council;

(c) Special Meetings of Council Committees;

(d) Council Advisory/Networking Group Meetings;

(e) Council workshops or briefings;

(f) Meetings of external agencies or organisations to which Council has formally appointed an Elected Member to represent the Council;

(g) Meetings of the Australian Local Government Association and Local Government Association of the Northern Territory where the Elected Member is a delegate of the Council;

(h) Attendance at functions representing the Mayor on official Council duties; and

(i) Attendance at functions where there is a formal Council role, representation or official invitation or appointment.

2.6. Claims forms must be submitted no later than the first week of the following month proceeding the event. Claim forms received after this time will be processed in the following month.

2.7. Extra Meeting/Activity Allowance claims for the financial year must be submitted by the last payment run for the end of financial year.

3. Professional Development Allowance

3.1. Elected Members may apply for a Professional Development Allowance.

3.2. Applications must be made on Council's approved form and submitted to the Chief Executive Officer (CEO) for approval.

3.3. The maximum allowance claimable for professional development is $7,500.

3.4. Elected Members may carry forward 50% of the Professional Development Allowance allocation into the next financial year.

3.5. The Professional Development Allowance may be used in relation to attending conferences or undertaking the following training:

(a) Mandatory Elected Member training as determined by the *Local Government Act 2019* (NT) (the Act);

(b) A course or other relevant training or study to aid performing the role of an Elected Member;

(c) A conference, seminar, symposium, expo or other similar event on a topic or function directly related to local government, Council services, Council vision or duties relevant to being an Elected Member; or

(d) Training, mediation or counselling recommended or ordered as part of a decision relating to a Code of Conduct complaint.

3.6. Access to reimbursement is subject to:

(a) Being an Elected Member at the time when a claim for reimbursement is made; and

(b) Any changes in the maximum amount of Professional Development Allowance available in the future financial year(s).

4. Elected Member Travel

4.1. Elected Members and the Mayor may be required to travel for Council business, by Council resolution or otherwise.

4.2. Air travel must be reasonable, taking into consideration flight times, fare costs, flight duration, dates available and will not include premium economy, business or first-class fares. If air travel is required, it will be booked and paid for by Council.

4.3. Accommodation must be reasonable, taking into consideration costs, location and room type. If accommodation is required, it will be booked and paid for by Council.

4.4. An Elected Member required to travel for Council business by Council resolution, may be entitled to payment or reimbursement for reasonable expenses accrued during the travel.

4.5. Council will pay for travel where travel exceeds 50 kilometres from the Elected Member's home base (100 kilometre round trip).

4.6. Travel does not count towards the Elected Member's annual cap.

4.7. If a car hire is required, any traffic infringement notices and fines are the individual responsibility of the driver of the vehicle.

4.8. Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

4.9. Meals and incidentals are to be in accordance with the ATO taxation determination. Meal allowances will not be paid when the meal is included in the cost of the meeting, conference, or other event.

4.10. All non-essential additional expenses such as telephone calls, room service or mini-bar supplies are the responsibility of the Elected Member. In the instance where there are no other options, exceptions may be applied to the CEO for consideration.

4.11. 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.

4.12. The CEO will report any non-attendance at the next Ordinary Council Meeting.

5. Information Technology Capital Entitlement

5.1. Elected Members are entitled to claim an Information Technology Capital Entitlement up to the value of $2,000, excluding GST, to purchase equipment to carry out their official duties (e.g. laptop, computer), once per Council term.

5.2. This entitlement constitutes reimbursement of equipment costs and is not an additional allowance.

5.3. Reimbursement will occur from Council once a paid tax invoice has been received.

6. Carer Expense Entitlement

6.1. Childcare and carer services can be claimed by an Elected Member where the care is reasonably required for the Elected Member to perform their role and duties.

6.2. Elected Members who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses to a maximum of $30 per hour.

6.3. Childcare expenses may be claimed for children up to and including 14 years of age.

6.4. In the event of caring for an adult person, councillors will need to provide suitable evidence to the CEO that reimbursement is applicable. This may take the form of advice from a medical practitioner.

6.5. All claims for carers and childcare must be submitted on the appropriate reimbursement claim form with sufficient evidence from the provider or a statutory declaration from the Elected Member.

6.6. Reimbursement will occur on completion of relevant form and will not occur where carer is a relative or a business that the Elected Member has some form of interest.

7. Inclusion, Diversity and Accessibility

7.1. The Council will meet reasonable additional expenses to assist an Elected Member to perform their duties as an Elected Member in accordance with legislation, where the Elected Member requires assistance as it relates to Inclusion, Diversity and Accessibility principles and matters.

8. Council Resources

8.1. The following resources will be provided to Elected Members to assist them in carrying out their official duties:

(a) A Council email address with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations and as a record of their activities relating to undertaking official duties;

(b) Name badge;

(c) Electronic Business Cards and/or Business Cards;

(d) An Elected Members Portal with dedicated access to Council business papers;

(e) Through the CEO, Council staff will provide basic IT support including access to relevant systems and email accounts but will not be responsible for privately owned IT equipment;

(f) Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided;

(g) Elected Members wishing to use Council resources, such for photocopying and printing, must arrange for the use of these resources through the CEO. Council resources may not be used for personal documents or for circulars, publications or election material;

(h) Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.

(i) A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals.

9. Mayoral Benefits

9.1. The Mayor is entitled to the following additional benefits to assist them in undertaking official duties:

(a) Provision and maintenance of Mayoral Robes and Chain of Office;

(b) Mobile phone and suitable telecommunication plan;

(c) An office;

(d) Administrative assistance for official use;

(e) Provision and use of official Mayoral stationery; and

(f) Reimbursement for costs associated with attendance and participation at official functions where Council is represented.

9.2. The Mayor is entitled to the provision of a motor vehicle by Council and the provision of such motor vehicle will be provided at the discretion of the Mayor for the full term of the Council by either:

(a) Use of a dedicated fully maintained vehicle (including fuel) provided by Council for official and private use within the Northern Territory. The type of vehicle will be equivalent to City of Palmerston executive fleet and approved by the CEO; or

(b) A Vehicle Allowance as specified by the Determination.

10. Insurance

10.1. Elected Members will receive the benefit of insurance cover subject to the wording, limits, excesses and terms and conditions specified in Council's insurance policies for the following:

(a) Personal Accident;

(b) Professional Indemnity and Public Liability;

(c) Motor Vehicle (limited); and

(d) Councillors and Officers Liability.

11. Official Management

11.1. Under section 318 of the Act, the Minister may place a Council under official management by Gazette notice due to deficiencies in its affairs, resulting in the suspension of all Council members who, during the suspension, are not entitled to remuneration, allowances, expenses or benefits, which will resume upon reinstatement of the Council

ASSOCIATED DOCUMENTS

- Community Plan
- Code of Conduct for Elected Members and Committee Members
- Breach of Code of Conduct by Elected Member Policy
- Municipal Plan
- Elected Member Attendance at Events, Forums and Conferences Policy

REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019 (NT).*
- Northern Territory of Australia Remuneration Tribunal – Determination No.1 of 2026.
- Remuneration Tribunal.

POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Finance and Governance
APPROVAL DATE	16 June 2026	NEXT REVIEW DUE	Term of 12th Council
RECORDS NUMBER	544031	COUNCIL DECISION	11/0446