

POLICY

TITLE:	EXTRA MEETING ALLOWANCE POLICY		
DIVISION:	COUNCIL		
ADOPTED BY:	COUNCIL		
DATE OF ADOPTION:	JULY 2021	DATE OF REVIEW:	JULY 2026
MOTION NUMBER:	OC 98/21		
POLICY NUMBER:	CP11		
LEGISLATIVE REF:	Regulation 66(6) of the Local Government (General) Regulations 2021		

PURPOSE:

To establish the types of extra meetings for which an extra meeting allowance is payable, the amount that may be claimed and the timeframe in which a claim may be made.

1. SCOPE

Ordinary council members (i.e. other than the Mayor, Deputy Mayor or Acting Mayor) may be paid the extra meeting allowance.

2. APPLICATION OF POLICY

2.1 Types of extra meetings

The extra meeting allowance may be paid in relation to attendance at the following types of meetings

- a) special council meetings;
- b) council committee meetings;
- c) special meetings of council committees;
- d) local authority meetings – if the ordinary council member is a member of the local authority;
- e) council workshops or briefings;
- f) meetings of external agencies or organisations to which Council has formally appointed an ordinary council member to represent the Council; (including Barkly Regional Deal meetings)
- g) meetings of the Local Government Association of the Northern Territory where the ordinary council member is a delegate of the Council.

2.2 Extra meeting allowance

One portion of the extra meeting allowance is as detailed in Schedule 2.

The total annual allowance is capped as per the Minister's Guidelines (guideline 2)

Extra meeting allowance is not available if the annual allowance is fully spent.

An ordinary member is able to claim up to three portions of the extra meeting allowance in relation to each extra meeting if all the requirements are satisfied:

- (a) one portion for attending the extra meeting; and
- (b) one portion for substantial travel to the extra meeting; and
- (c) one portion for substantial travel from the extra meeting.

Only one Extra Meeting Allowance can be claimed in respect to each calendar day.

2.3 Substantial travel

An ordinary council member may claim a portion of the extra meeting allowance for each instance of substantial travel that was reasonably necessary for the following:

- a) travelling to the extra meeting – if it was at least 4 hours of travel on a different day before the meeting;
- b) travelling from the extra meeting – if it was at least 4 hours of travel on a different day after the meeting.

A member is able to claim either (a) or (b), or both (a) and (b), if the requirements are met.

2.4 Attendance requirements

An ordinary council member must have attended at least 75% of the duration of the extra meeting to claim the portion of the extra meeting allowance for attending the extra meeting.

An ordinary member may still make a claim for substantial travel to or from the extra meeting if:

- a) the reason for non-attendance was because the extra meeting was not held; and
- b) there was not sufficient notice that the meeting would not be held prior to travel being undertaken.

2.5 Timeframe for making a claim

Claim forms are to be submitted within 21 days of the date the extra meeting on the approved form.

Claims for Extra Meeting allowance should be made on an approved BRC Extra Meeting Allowance Claim form and submitted to the Chief Executive Officer for payment.

The payments will be in arrears of meetings attended and will be made by electronic funds transfer to the member's nominated bank account.

Claims not submitted within three months of the meeting date will be forfeited.

Elected Members can choose to have some or all of their allowance paid into a superannuation fund.

3. RELEVANT LEGISLATION, STANDARDS, POLICIES AND FORMS

Local Government Act (2019) NT

Local Government (General) Regulations 2021

Minister's Guidelines- Guideline 2

Barkly Regional Council Travel Allowance Claim Form

Barkly Regional Council Extra Meeting Allowances Claim Form

Barkly Regional Council Reimbursement Claim Form

Barkly Regional Council Authority to Travel Form

4. ATTACHMENTS

4.1 Schedule one

This is a list of Council committees and external committees, detailing:

- a) the meetings that attract an extra meeting allowance;
- b) the meetings that do not attract an extra meeting allowance
- c) meetings who allowance is paid for by an external party

4.2 Schedule two

This is the table showing the approved allowance rates and limits that Council proposed to pay in accordance with Section 106 (1) (b) of the Local Government Act 2019 (NT).

This schedule will be updated annually in each new financial year.

5. EVALUATION AND REVIEW

Within six (6) months of a new term of Council.

SCHEDULE ONE

Council Committees paid by Council

Purkiss Reserve Consultative Committee
Audit and Risk
Committee Cultural
Advisory Committee
Local Authorities

Council Committees not paid by Council

Procurement Sub-Committee
HR Sub-Committee
Friends of the Cemetery Sub-Committee
Environmental and Sustainability Sub-Committee
Youth Advisory Council
Animal Management Working Group
Domestic and Family Violence Working Group

External Committees

Paid By Council

Animal Welfare Advisory Committee
Regional Deal Backbone and related Working Groups
NT Water Safety Committee
Local Government Safe Cities Network
Regional Development Australia NT
Barkly Regional Consumer Advisory Group
Barkly Work Camp Community Consultative Committee
Beetaloo Region User Panel for the Geological/Bio-Regional Assessment Program

Travel Paid by External Party – Council Pays Extra Meeting Allowance

NT Place Names Committee
NT Tobacco Control Action Committee

Paid Entirely by External Party

Development Consent Authority Committee

Unpaid

Tennant Creek Alcohol Reference Group
Chamber of Commerce NT
Barkly Regional Accommodation Action Group

SCHEDULE TWO

Approved Allowance Rates and Limits

Elected Member Allowances			
Allowance	Mayor	Deputy-Mayor	Elected Members
Base Allowance	\$74,742.90	\$27,637.93	\$13,442.75
Electoral Allowance	\$19,672.93	\$4,919.13	\$4,919.13
PD Allowance	\$3,734.50	\$3,734.50	\$3,734.50
Maximum Extra Meeting Allowance	-	-	\$8,961.83
Total Claimable	\$98,150.33	\$36,291.56	\$31,058.21
Acting Principal Member Allowance			
Allowance	Amount	The maximum Acting Principal Member Allowance is 90 days per acting Principal Member.	
Daily Rate	\$260.04		
Maximum Claimable	\$23,403.60		

Extra Meeting Allowance to be paid at the maximum rate of \$232.15.