

CL006 - Elected Member Administration Policy

1. POLICY CERTIFICATION

Policy title:	Elected Member Administration Policy
Policy number:	CL006
Category:	Policy
Classification:	Elected Members
Status:	Approved

2. PURPOSE

This policy outlines the administrative arrangements applicable to Elected Members including allowances, benefits, development and administrative support.

3. ORGANISATIONAL SCOPE

This policy applies to all Elected Council Members of the Roper Gulf Regional Council (Council).

4. POLICY STATEMENT

Council will provide its Elected Members Allowances as prescribed by applicable law and determined by the Remuneration Tribunal.

Elected Council members shall be provided with the appropriate administrative support so as to enable the efficient function of their Office.

5. DEFINITIONS

The Act	<i>Local Government Act 2019.</i>
Adheres	Follows or 'sticks to'.
Authorising Manager	For the purposes of this Policy the authorising Manager is the Manager responsible for the administration of Council and Governance functions. The authorising Manager is a function, not a position title, and outlined in the Organisational Structure.
Allowance	For the purposes of this Policy, an allowance is a benefit, financial, material, or otherwise, payable and/or provided to an Elected Member in accordance with an Act or Statutory Instrument.
Travel	For the purposes of this Policy travel is an formal, authorised activity undertaken by an Elected Member in their official capacity, that is not located at their community / township of residence, and that requires temporary physical relocation from the Elected Member's community / township to the location of the authorised activity so as to enable the Elected Member to undertake the authorised activity.
Elected Members	Mayor, Deputy Mayor, and Councillors, elected to the Roper Gulf Regional Council.
Incidental Expenses	The expenses that occur that are essential to the completion of the Roper Gulf Regional Council task at hand. For example fuel expenses to travel to the task/event.
Shall	Will .
Arrears	That which is behind in payments.
Claimable	A payment demanded in accordance with a policy, for if the elected member is eligible.
Nominated	Chosen.
Room Charges	Any additional charges or amounts credited back to a hotel room whilst staying in that hotel room.

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6. PRINCIPLES

6.1 Ordinary Allowance

The base allowance covers those activities required of an Elected Member in the performance of his or her role as an Elected Member including agenda study and meeting preparation; attendance at regular council meetings; attendance at social functions as a council representative; constituency responsibilities; council representation within the council area unless the representation has extra meeting approval.

The base allowance is automatically paid to Elected Members each month or at such frequency resolved by Council, in arrears. This payment, once approved by the authorising Manager, will be processed by Finance on the first of each month and deposited in the Elected Member's nominated bank account. If the first of the month falls on the weekend or public holiday, the allowance will be processed on the next working day.

Elected Member allowance rates are set annually by the Remuneration Tribunal.

6.2 Extra Activity Allowance

The extra meeting allowance is a capped sum of money provided when an Elected Member attends an extra meeting or activity deemed to be above the normal meetings as set out by the Council. The extra activity allowance is claimable by the Elected Member for each day of the extra activity. The payment of this allowance will be in arrears. The eligibility for Extra Meeting Allowance is determined by the Remuneration Tribunal.

6.3 Allowances for which no Financial Advantage is gained

Council shall ensure that Elected Members shall not be at a financial disadvantage, nor gain financial advantage for professional development or travel, the allowances for which are outlined below:

N.b. any expenses incurred for official purposes must be formally demonstrated by way of a receipt if it is to be claimed as a reimbursement.

6.3.1 Professional Development Allowance

The professional development allowance is payable to Elected Members to attend relevant and Council approved conferences or training courses. Professional development allowance is to be used to cover the cost of the registration or entry fee into the conference or course, travel, meals and accommodation.

The professional development allowance is claimable and available:

1. To all Elected Members.
2. Multiple times each year but shall not exceed the maximum amount specified by the Remuneration Tribunal.
3. Only when participating in approved courses and conferences consistent with Council policy.

Alternatively, when Council has recommended and organised attendance at a conference and/or training session, Council will pre-pay any and all costs of relevant conferences or training courses, travel, accommodation, and travel allowance. If Council has paid the professional development costs directly, no professional development allowance is to be paid directly to the Elected Member.

6.3.2 Travel Allowance

Travel allowance is the sum of money provided when Elected Members are undertaking work related travel that requires an overnight stay in a location other than their primary residence. Travel allowance comprises components for accommodation, meals and other incidental expenses based

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on rates determined by the Australian Taxation Office recommendations or at an appropriate, Council-approved rate. It is a sum of money paid to the Elected Member, in the form of an Allowance, as determined by the Remuneration Tribunal.

The travel allowance is claimable by the Elected Member and must be pre-approved by the authorising Manager before the travel has been undertaken.

6.4 Annual Resolution of Allowances

The amount of Council Member Allowances including the amount of the Extra Meeting Allowance is determined by the Remuneration Tribunal annually as per legislative requirements. The resolution of Council Member Allowances for the financial year must be made when it adopts the Regional Plan for the financial year in accordance with *Local Government Act 2019* for budgetary and declaration purposes. In the event that the Remuneration Tribunal amends its Determination, the amended Determination prevails, with any applicable budgetary revisions to be subsequently resolved and adopted by Council.

6.5 Individual Responsibility of Elected Members

Council acknowledges its due diligence obligations pertaining to the expenditure of its funds, and affirms its commitment to holding its Elected Members accountable for any costs it incurs arising out of its Elected Members' activities. Further on to the provisions of this Policy, Council requires its Elected Members to reimburse it for any costs it incurs arising out of an Elected Member's failure to attend a prescribed activity without a lawful, and reasonable excuse, including travel costs, activity costs, and accommodation costs. Such costs are generally recovered by way of deduction from an Elected Member's monthly allowance, however Council may undertake other steps to ensure its costs are recovered in full.

6.6 Further Administrative Support

Council will provide Elected Members with administrative support including access to its offices, and an official email account.

The Mayor shall be provided with an appropriate motor vehicle with private use that is to be administered by way of a specific, termed agreement with Council.

6.7 Training and Development

Council is committed to the development of its Members so as to promote effective and informed decision-making. The CEO and governance staff shall arrange appropriate training and development opportunities for Elected Members as opportunity and circumstance dictate.

The public interest test and costs / benefit analysis shall be applied whenever potential training and development opportunities are scoped.

6.7.1 *Local Government Act* takes precedent

The *Local Government Act 2019*, its Statutory Instruments prevail over this Policy in the event of a conflict or inconsistency.

7. REFERENCES AND RELATED DOCUMENTS

Legislation	<i>Local Government Act 2019</i>
	<i>Income Tax Assessment Act 1997 (Cth)</i>
Australian Taxation Office	<i>Recommendations for Travel Allowances</i>

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8. DOCUMENT CONTROL

Policy number	006
Policy Owner	Governance
Endorsed by	OCM
Date approved	26/06/2013
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Amendments	30 March 2016, 23 August 2017, April 2022, 25 September 2025, 26 August 2026
Next revision due	June 2029

9. CONTACT PERSON

Position

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