

Elected Member Allowances and Support Policy

Council Policy



Owner	Elected Members		
Responsible Officer	Chief Executive Officer		
Decision Number	R-168-2026		
Approval Date	16/06/2026	Next Review Date	2028

1 Purpose

This policy outlines the allowances and support provided by Alice Springs Town Council (Council) to Elected Members to enable their effective fulfilment of official duties.

2 Definitions

For the purpose of this policy, the following definitions apply:

Term	Definition
Allowances	In line with the Determination of Allowances for Members of Local Councils, allowances help cover the costs of attending meetings and activities of Council where costs are not reimbursed by the Council, contributions towards phone and internet usage and home office and supplies, and costs incurred in serving constituents.
Approved Council business or event	An event, meeting or function approved through this policy or by a separate resolution of Council.
Base allowance	A fixed annual payment provided to cover an Elected Member's standard statutory responsibilities, including attendance at Ordinary Council meetings, preparation for meetings, constituent liaison, and general representation of the Council in the community.
Carer	As per section 5(1) of the <i>Carers Recognition Act 2006</i> (NT)
Civic event	The highest level of Council function, which refers to official duties held for a special purpose, such as an official opening or ribbon cutting. It generally involves the Mayor, Councillors, Members of Parliament (MPs), other dignitaries and/or elected representatives. Such events are normally held for celebratory, ritual, recognition or commemorative purposes, and typically follow formal event and ceremonial protocols. This can include recognising community achievements, significant milestones and special events.
Delegate	An Elected member appointed or authorised by Council to represent the Council at a meeting, function, committee, organisation or other external body, and to convey Council's position or interests where required.
Activity	An official activity or event – other than Council or committee meetings—where an Elected Member's attendance is required to perform an official duty on behalf of the Council.

Elected Member Allowances and Support Policy

Council Policy



Official Council duty	Any activity where an Elected Member is exercising the powers and responsibilities of the Council, or representing the Council under the authority of the <i>Local Government Act 2019</i> , a Council resolution, or a formal delegation.
Resources	Any physical, financial, or intellectual assets that are owned, funded, or controlled by Council. This includes but is not limited to team members (time, expertise and labour of Council team members), equipment (computers, photocopiers etc.), consumables (stationery, letterhead, council-branded postage etc.), assets (meeting rooms, vehicles, furniture etc.), information and intellectual property (Council logo or branding, media services etc.), and financial resources (corporate credit cards etc.).
Team member	Council staff employed by Alice Springs Town Council, regardless of the capacity in which they are employed, and including: all temporary agency staff, all authorised representatives, all contractors whilst engaged in any capacity and all volunteers.

3 Policy Statement

3.1 Principles

3.1.1 Elected Members will be paid allowances in accordance with the Northern Territory of Australia Remuneration Tribunal's Determination of Allowances for Members of Local Councils (the Determination)

3.1.2 Elected Members will be reimbursed for reasonable expenses and provided with a range of support to effectively do their role, in line with this policy.

3.1.3 Council will provide reasonable workplace adjustments for Elected Members with a disability, as defined under the *Fair Work Act 2009*, to support their participation in official Council duties on an equitable basis consistent with legislative obligations.

3.1.4 Allowances and reimbursements will be paid only when submitted through a signed, approved claim form, and when required, supported by evidence.

3.1.5 Elected Member attendance as a Council representative at meetings and functions under this policy must comply with Council's Media Policy, including only representing Council's official position and policies when speaking on behalf of Council and not representing personal views as Council positions unless authorised to do so.

3.2 Elected Member Allowances

The following allowances will be paid by Council in accordance with the Determination:

- Base Mayor/Deputy Mayor/Councillor allowance
- Extra meeting and activity allowance
- Vehicle allowance and motor vehicle allowance
- Professional development allowance

Elected Member Allowances and Support Policy

Council Policy



3.2.1 Extra meeting and activity allowance

The extra meeting and activity allowance is available to all Elected Members, excluding the Mayor. This allowance is in addition to the base allowance received by all Elected Members, which covers an Elected Member's standard statutory responsibilities, including attendance at Ordinary Council meetings, preparation for meetings, constituent liaison, and general representation of the Council in the community.

To be eligible for an extra meeting and activity allowance, the Elected Member must attend at least 75% of the duration of an eligible meeting or function.

Online attendance is eligible where the meeting is officially convened and attendance can be verified.

The maximum amount payable for any one day, and total for the financial year, is capped in accordance with the Determination.

3.2.1.1 Eligible meetings

Meetings where the extra meeting and activity allowance can be claimed are:

Internal Council meetings

- Council special meetings
- Council forums
- Council workshops or working groups

Committees

- Council committee meetings, or meetings of external committees or groups, to which the Elected Member has been formally appointed as an official Council representative by Council resolution.
 - Alternate committee members are only eligible for the extra meeting and activity allowance if the appointed member is not in attendance and the alternate committee member attends instead.

Mayoral representation

- Attendance at meetings representing the Mayor on official Council duties where the Mayor is unable to attend.
 - Opportunities to represent the Mayor at meetings will first be offered to the Deputy Mayor; other Elected Members can be appointed to attend on behalf of the Mayor, but only by Council resolution.

Civic and intergovernmental relations

- Meetings with Federal or State and Territory Ministers, Elected Members from other Councils, or international delegates where all Elected Members have been invited and the meeting provides a strategic networking and/or advocacy opportunity for Council.

Local government peak body meetings

- 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.

Elected Member Allowances and Support Policy

Council Policy



Other meetings approved by Council resolution

- Attendance at other meetings as an invited representative of Council, where approved by Council resolution and consistent with the Determination.

3.2.1.2 Eligible activities

The extra meeting and activity allowance can be claimed for the following activities:

Official representational roles

- Attendance at events where the Elected Member has been formally assigned, in writing, a specific, active role to represent the Council.
 - Such assignments must be authorised by the Mayor, Chief Executive Officer (CEO), or via a Council resolution.
 - For the purposes of this policy, an active role is one that requires the Elected Member to perform a specific task or duty – such as delivering a Council-endorsed speech, presenting an award or leading a discussion – that directly contributes to Council's strategic objectives or civic obligations.
 - Official representation opportunities should be shared fairly amongst Elected Members, taking into consideration interests, availability and previous representation opportunities.
 - Attendance at events without an assigned role is covered by the base allowance.

Civic events

- Civic events convened by Council, including citizenship ceremonies, civic receptions, commemorative services, award ceremonies, and official openings of Council infrastructure and facilities.

Community consultation

- Official Council-run consultation activities where Elected Members are formally rostered on to collect feedback on behalf of Council.

Mayoral representation

- Attendance at events (for meetings see 3.2.1.1) representing the Mayor on official Council duties if the Mayor is unable to attend.
 - These opportunities will be first offered to the **Deputy Mayor**. Where the Deputy Mayor is unavailable, another Elected Member may attend on behalf of the Mayor, but only by Council resolution.
 - If the Mayor **and** Deputy Mayor are unavailable, and Council is unable to appoint an alternate delegate by resolution, the Mayor shall record a formal apology.
 - The Mayor may then nominate another Elected Member to attend the event to **maintain a civic presence and for information and networking purposes**, but without the authority to formally speak or act on behalf of the Mayor or Council.
 - Nominations by the Mayor are to be determined equitably and should be shared fairly amongst Elected Members, taking into consideration interests, availability and previous representation opportunities.

Other events and activities approved by Council resolution

- Attendance at other events and activities as an invited representative of Council, where

Elected Member Allowances and Support Policy

Council Policy



approved by Council resolution and consistent with the Determination.

3.2.1.3 Ineligible extra meeting and activity allowance claims

The extra meeting and activity allowance cannot be claimed for the following as they are covered by the base allowance, or another allowance, already provided to Elected Members:

- a) Ordinary Council meetings
- b) Informal meetings and correspondence with constituents
- c) Meeting preparation time
- d) Media interviews
- e) Community volunteering
- f) Meetings with other Elected Members of Alice Springs Town Council
- g) Travel time to or from a meeting or function
- h) Attendance at functions and meetings where the Elected Member is attending in a private capacity or as a guest without a formal Council-appointed role
- i) Administrative tasks
- j) Attendance at political party meetings, campaign events or fundraising activities
- k) Attendance at professional development courses
- l) Attendance at Council induction and mandatory training (payable at the applicable extra meeting and activity allowance rate, but funded by the Professional Development Allowance)
- m) Attendance at meetings of external committees where the member receives a sitting fee or remuneration directly from that body.

3.2.1.4 Extra meeting and activity allowance claims

Elected Members are required to complete, sign, and submit an Extra Meeting and Activity Allowance Form **within five business days** following the end of each calendar month. Claims received outside this timeframe will be carried over to the next monthly claim processing period.

Claims submitted more than three months after the relevant meeting or activity may not be processed unless otherwise approved by the CEO in exceptional circumstances.

Late submissions for June may result in the payment being processed from the Elected Member's Extra Meeting and Activity budget allocation for the next financial year.

3.2.2 Vehicle allowance (Councillors)

Councillors are eligible to claim a vehicle allowance for travel undertaken in their private vehicle, in accordance with the vehicle allowance requirements of the Determination; this allowance is paid at rates set by the Australian Tax Office each financial year. The Mayor is not eligible for this allowance.

Elected Member Allowances and Support Policy

Council Policy



3.2.3 Motor vehicle allowance (Mayor)

The Mayor is entitled to a Council supplied and maintained vehicle for personal and official use, in line with Council's Vehicle Policy; if the Mayor chooses not to use a Council-provided vehicle, they will receive a motor vehicle allowance as per the Determination, which differs to the vehicle allowances accessible to Councillors.

3.2.4 Professional development allowance

A professional development allowance may be claimed by Elected Members in line with the Determination to cover costs to attend training courses (including induction and mandatory training), conferences, seminars and presentations that are specifically related to their role. As per the Determination, this allowance covers costs related to registration and attendance fees, travel costs (including vehicle allowance), travel allowance and travel time.

All professional development activities funded through the professional development allowance require prior CEO approval. Activities undertaken without prior approval will not be eligible.

Elected Members must book their own travel and accommodation for professional development activities and submit a claim for reimbursement, up to the professional development allowance limit set by the determination.

3.2.5 Reporting of allowances

Allowances paid to Elected Members will be published in Council's Annual Report and on Council's website for the relevant financial year, in accordance with section 106 of the *Local Government Act 2019*.

3.3 Travel

Elected Members required to stay overnight away from their residence on approved Council business are entitled to a travel allowance in line with the Determination.

Flights, accommodation and hire cars are to be booked and paid by Council, however, where costs are unable to be pre-paid prior to travel, Elected Members may seek reimbursement post-travel. If multiple Elected Members are travelling to the same event, it is expected they will share a hire car and/or taxi where possible.

Flights will be booked by Council in economy class with the best available carrier at the most suitable time.

If an Elected Member chooses to travel in a class outside of economy, they must arrange and pay for the booking themselves. Council will reimburse the cost of the economy class airfare only, as confirmed by the Executive Support Office based on the economy fare available at the time of booking.

3.3.1 Travel points and memberships

If an Elected Member accrues Frequent Flyer or Airlines Membership points as part of Council travel, they are permitted to be retained for personal use by Elected Members.

3.3.2 Meals, incidentals and taxis

Meals and incidentals will be paid in accordance with the requirements of the Determination. Meal allowances will not be paid when a meal is included in the cost of the meeting, conference, activity or other event.

Elected Member Allowances and Support Policy

Council Policy



Taxi and rideshare fares will be reimbursed; if preferred, Elected Members can instead access taxi vouchers in accordance with the Accountable Forms Policy.

3.3.3 Travel amendments and additional family members

If an Elected Member chooses to alter bookings for personal reasons, any additional costs will be paid by the Elected Member.

Elected Members may be accompanied by family, subject to Council not incurring any additional expense. Council will not book travel for family members.

3.3.4 Traffic infringements

When Elected Members use either a private vehicle or a hire car for travel, they are personally responsible for any traffic infringement notices or fines incurred while driving.

3.4 Other Expenses

3.4.1 Childcare and carer expenses

Council will provide reimbursement of the following expenses, where the care is reasonably required for an Elected Member to attend official Council meetings and events:

- childcare services, where the Elected Member is the primary carer of a child and/or children under the age of 12 years, and external childcare support is required.
- a carer, as defined under the *Carer Recognition Act 2006* (NT), if the Elected Member normally performs carer duties, and external carer support is required.

Costs must relate only to care and no other domestic duties, and must not have been covered by other entitlements, such as Australian Government benefits.

Elected Members can claim up to the maximum reimbursement cap for the financial year as set annually by Council resolution. Reimbursements will not occur if the provider of the care or childcare service is a relative or with a business where the Elected Member has a financial interest.

3.5 Support Provisions

3.5.1 Superannuation

Superannuation will be payable on the Elected Member base and extra meeting and activity allowances, but not for travel, professional development or vehicle allowances.

3.5.2 Health and wellbeing

Elected Members are entitled to access five of Council's Employee Assistance Program (EAP) sessions per calendar year to receive confidential counselling and support for workplace issues.

3.5.3 ICT equipment and assistance

The following will be provided to Elected Members for use in official Council duties for the duration of their Council term:

- Laptop, and relevant ICT accessories
- Council email address

Elected Member Allowances and Support Policy

Council Policy



Elected Members' Council email address must only be used in accordance with official duties and relevant Council policies.

3.5.4 Media and communications

The Marketing and Communications Unit may provide strategic media and communications support to Elected Members ahead of scheduled media appearances and promotes the appropriate and consistent use of Council branding, messaging and communications materials.

3.5.5 Council resources

Elected Members are provided access to various Council resources, including meeting rooms, photocopying, and branded supplies, to support the performance of their official Council duties. Elected Members must not use Council resources for personal, business, political or election campaigning reasons; Council resources must be used exclusively for approved Council business, and when relevant, in line with Council's Caretaker Policy

The Mayor is provided with additional resources to undertake their official Council duties, including mobile phone, office, administrative assistance, and official Mayoral stationery during their term.

4 Responsibilities

The CEO is responsible for implementing this policy.

5 Related Legislation and Documents

- *Local Government Act 2019* (NT)
- Local Government (General) Regulations 2021
- Determination of Allowances for Members of Local Councils
- Code of Conduct (Council Members, Council Committee and Audit Committee)
- Conflicts of Interest Policy
- Breach of Code of Conduct (Members)
- Media Policy
- Caretaker Policy
- Vehicle Policy
- Accountable Forms Policy (Council Members and CEO)
- Elected Member Allowances and Support Guideline

6 Communication and Training

Will this policy be communicated through consultation to teams?	No
Where will this policy be available?	Council Website
Will training needs arise from this policy? If yes, who will be responsible.	Manager Governance