



Victoria Daly REGIONAL COUNCIL

1. 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.

2. SCOPE

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

3. APPLICATION OF POLICY

3.1 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; and
- (g) meetings of the Local Government Association of the Northern Territory where the ordinary Council Member is a delegate of the Council.

3.2 Extra Meeting Allowance

One portion of the extra meeting allowance is 5% of the annual maximum extra meeting allowance for the financial year, unless the allowance has been exhausted.

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.



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3.3 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:

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

3.4 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.

3.5 Timeframe for Making a Claim

Claim forms are to be submitted within 30 days of the date the extra meeting was held in the form approved by the Council.

Policy Number	LGP023 replacing 2.02
Reference	Regulation 67 of the <i>Local Government (General) Regulations 2021</i> <i>Local Government Guideline 2A</i> <i>LGR 3.6/1</i>
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