

1.7 Councillor conference attendance, professional development and extra meeting allowance



Council Resolution:	16/04/2013/010
Date to take effect:	1/07/2021
Legislative reference:	Regulation 66(6) and 67(2) of the <i>Local Government (General) Regulations 2021</i>
Review Date:	April 2025

1. Purpose

To identify the types of training or conferences or training that may be attended or undertaken by a council member using the professional development allowance.

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 President, Deputy President or Acting President) may be paid the extra meeting allowance.

3. Principle

Council is committed to recognising the most appropriate types of conferences and training opportunities that enable a council member to develop capabilities in the member's role. Council will assist in the professional development of councillors by approval of attendance at appropriate conferences, seminars, meetings and development programs.

4. Application of policy

4.1 Types of conference and training

The professional development allowance may be expended in relation to attending or undertaking the following types of conference and training within the Northern Territory or facilitated online:

- (a) mandatory training relevant to being a council member;
- (b) course of study or other training course relevant to performance as a council member;
- (c) training, mediation or counselling recommended or ordered as part of a decision relating to a Code of Conduct complaint;
- (d) training, mediation or counselling recommended by the President or CEO; or
- (e) a conference, seminar, symposium, expo or other similar event on a topic or function related to local government.

4.2 High-cost training courses

If a council member is attending a training course that exceeds the professional development allowance available in the current financial year:

- (a) any remaining professional development allowance in the current financial year is to be expended to partially pay for the training course; and
- (b) the outstanding cost of the training course may be expended against the professional development allowance of the council member in future financial years (only within the term of the Council).

Expenditure of the professional development allowance in future financial years will only be done on a reimbursement basis to a council member who has personally paid the remaining cost of the training course.

Access to reimbursement is subject to:

- (a) the council member remaining to be a council member in the future financial year(s) 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) (which may reduce the reimbursement amount available).

4.3 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 workshops or briefings;
- (c) meetings of external agencies or organisations to which Council has formally appointed an ordinary council member to represent the Council; and
- (d) meetings of the Local Government Association of the Northern Territory where the ordinary council member is a delegate of the Council.

4.4 Extra meeting allowance

One portion of the extra meeting allowance is 0% 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.

4.6 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.

4.7 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.

DOCUMENT HISTORY		
1.7 Councillor conference attendance, professional development and extra meeting allowance		
Date Adopted:	16/04/2013	16/04/2013/010
Amended:	16/08/2016	16/08/2016/009
Amended:	20/04/2021	2021/04/20/012
Amended:		