

Shire of Mundaring

POLICY

COUNCILLORS' FEES, EXPENSES, ALLOWANCES & EQUIPMENT

Policy Ref:	OR-04		
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Procedure Ref:	N/A	Delegation Ref:	N/A
Statute Ref:	<i>Local Government Act 1995</i> and Local Government (Administration) Regulations 1996		
Local Law Ref:	N/A		

PURPOSE

To detail all legitimate fees, expenses, allowances and equipment that may be claimed by, paid or made available to Councillors in accordance with the *Local Government Act 1995* and Local Government (Administration) Regulations 1996 whilst performing the duties of the office of Councillor.

POLICY

1. Meeting Fees and Allowances

The allowance for Councillors may be claimed in accordance with the following conditions:

- 1.1 Councillor Meeting Fees (Administration Regulation 34)
 - 1.1.1 The amount of Councillor meeting fees and allowances are determined each year during development of the annual budget.
 - 1.1.2 Payment of the allowance is made on the basis that each Councillor attends Council meetings in accordance with the act.
 - 1.1.3 Any taxation liability arising from the payment of meeting fees is the responsibility of each Councillor.
 - 1.1.4 Payment may be made to a Councillor's superannuation fund if requested.
 - 1.1.5 The payment is applicable to each financial year and is payable 34% in October, 33% in February and 33% in June of that year.

- 1.2 President and Deputy President Allowance (Administration Regulation 33)
 - 1.2.1 The allowance for the President and Deputy President is determined each year during development of the annual budget.
 - 1.2.2 The President and Deputy President may be provided with a corporate credit card to assist in management of their respective allowances.
 - 1.2.3 The unexpended balance of the allowance is paid to the President and Deputy President prior to the end of the financial year for which the allowance has been approved.

2. Equipment and Public Records

Provision of Equipment

- 2.1 All Councillors following their election are entitled to receive:
 - 2.1.1 A multifunction printer; and
 - 2.1.2 A computer of the standard and specification equivalent to that provided to the Executive Management team.

Councillors, through the Shire's preferred supplier, will maintain and service the printer (2.1.1) and computer (2.1.2) provided to ensure it is in good working order with the cost of repairs being reimbursed in accordance with Regulation 32(1)(c) – refer to section 3.4.

2.2 Purchase of Equipment

The following applies to the return/replacement/retention of equipment and software issued during and after a Councillor's term of office:

- 2.2.1 Subject to the electronic equipment provided under this policy being at least two years old, retiring Councillors have, on expiry of office, the option to purchase the equipment supplied at its depreciated value which is based on a write down of 25% of the original value each year for four years. The item will therefore have a value of 50% after the second year, 25% after the third year and 0% after the fourth year. Software licences supplied by the Shire transfer to the Councillor if the option to purchase the equipment is exercised.
- 2.3 While the Shire will provide some equipment to Councillors such as multifunctional facsimile machines and computers, it will only provide mobile telephones to the President and Deputy President which includes provisions for private calls to a maximum of \$20 per month. The Shire will not make arrangements to pay telephone, internet or email accounts

incurred by Councillors nor additional communication connections required. Councillors will be responsible to make arrangements for the repair of equipment supplied by the Shire with the Shire's preferred supplier.

2.4 Stationery

Upon request, Councillors will be provided with an initial supply of 500 business cards.

Councillors will also be provided with one set of multifunction printer cartridges and two reams of 80gsm standard white paper in November of each year. Any further requirements of paper and printer cartridges have been provided for within the meeting fee.

3. Reimbursement of Expenses

The following provisions apply: -

3.1 Travel Costs (Administration Regulation 31(1)(b) and 32(1)(c))

3.1.1 Council approves reimbursement to Councillors for travel costs incurred to and from their home for the following purposes:

1. To any Council or committee meeting regardless of whether or not they are a Member,
2. To any community meeting as an authorised delegate or liaison Councillor,
3. To a meeting of an organization to which they have been appointed as Council's delegate or liaison Councillor, and
4. The cost of travel to any conference or other function that they have been authorized by Council to attend.
5. An expense incurred by a council member in performing a function in his or her capacity as a council member.

Recoups for reimbursements are processed monthly on the form provided and will be audited by officers for confirmation of compliance with Council's resolution.

3.1.2 Where a motor vehicle is used, reimbursement of travelling expenses is calculated on a cents per kilometre basis payable at the rates and amounts specified in the Public Service Award.

3.1.3 Where a taxi is used, the reimbursement is made in full.

3.2 Child Minding Fees (Administration Regulation 31(1)(b))

Payment of child minding fees incurred by Councillors whilst attending to Council business (maximum of \$20 per hour).

3.3 Telecommunications Payments (Regulation 34A)

Telephone and facsimile expenses, payment for installation and rental of up to two telephone lines to their home address and business calls (maximum of \$2,400 per annum).

3.4 Information Technology Payments (Regulation 34AA)

Reimbursement of necessary expenses incurred in providing suitable information and technology equipment and communications essential to the performance of a Councillor's duties up to \$1,000 per annum. If expenses incurred are greater than the allowance, reimbursement of those expenses is permissible upon presentation of valid receipts for the initial expenditure of \$1,000 plus valid receipts of expenditure thereafter.

SCHEDULE

MINIMUM HARDWARE SPECIFICATIONS FOR COUNCILLOR EQUIPMENT

COMPUTER

Laptop to comply with a minimum specification equivalent to that provided to the Executive Leadership Team.

PRINTER

Multifunction Printer

SOFTWARE

The current version of the Microsoft Operating System, Office, anti-virus and communication software utilized by Council's administration staff.