

Shire of Mundaring

POLICY

ELECTED MEMBERS FEES, EXPENSES, ALLOWANCES & EQUIPMENT

Policy Ref:	OR-04		
Committee Rec:	SPC10.04.05	Date:	18 Apr 05
Adopted by:	RC13.04.05	Date:	26 Apr 05
Amended by:	C14.06.11	Date:	14 June 2011
Reviewed:	Once per Electoral Cycle	Date:	14 June 2011
Procedure Ref:	N/A	Delegation Ref:	N/A
Statute Ref:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>		
Local Law Ref:	N/A		

PURPOSE

To clearly set out the levels of allowances and reimbursements of out of pocket expenses that will be paid to elected members and setting the parameters under which elected members may attend conferences and training.

POLICY

The objectives of this policy are to assist elected members represent their constituents by providing reasonable allowances and reimbursements of out of pocket expenses and to define the parameters associated with elected members attending seminars, conferences and training courses, in order to enhance their knowledge pertaining to their role as an elected member.

1. Meeting Fees and Allowances

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

- 1.1 Meeting Fees (*Administration Regulation 34*)
 - 1.1.1 The amount payable for 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 elected member 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 elected member.
 - 1.1.4 Payment may be made to an elected member's superannuation fund if requested.

1.1.5 The payment is applicable to each financial year and is payable at a rate of 34% in October, 33% in February and 33% in June of each year. The payment is processed at the end of the above months.

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 purchase 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 elected members 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 Leadership Team.

Elected members, 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 an elected member's term of office:

2.2.1 Subject to the electronic equipment provided under this policy being at least two years old, retiring elected members 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 elected member if the option to purchase the equipment is exercised.

2.3 While the Shire will provide some equipment to elected members, such as multifunctional facsimile machines and computers, it will only provide mobile

telephones to the President and Deputy President which allows for the 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 elected members nor additional communication connections required. Elected members 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, elected members will be provided with an initial supply of 500 business cards.

Elected members 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), 32(1)(c) and 34AD*)

3.1.1 Council approves reimbursement to elected members 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 Member,
3. To a meeting of an organisation to which they have been appointed as Council's delegate or liaison Member, 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 an elected member in performing a function in his or her capacity as an elected member.

Recoups for reimbursements are processed monthly on the form provided and will be audited by employees 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 WA Public Service Award.

3.1.3 If an elected member is provided a Shire vehicle for use to attend official duties, traveling allowance is not claimable.

3.1.4 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 elected members whilst attending to Council business (maximum of \$20 per hour).

3.3 Telecommunications Payments (*Administration Regulation 34A*)

All elected members shall receive an annual telecommunication allowance of \$2,400 to cover telephone and facsimile expenses, payment for installation and rental of up to two telephone lines to their home address and business calls.

3.4 Information Technology Payments (*Administration Regulation 34AA*)

Reimbursement of necessary expenses incurred in providing suitable information and technology equipment and communications essential to the performance of an elected member's role 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.

3.5 Gifts to Elected Members upon Retirement (*Administration Regulation 34AC*)

Elected members are entitled to receive a gift upon retirement. The value is limited to \$100 per year of service to a maximum of \$1000.

The gifting of communication equipment is available subject to the residual value of such equipment not exceeding the prescribed amount.

SCHEDULE

HARDWARE SPECIFICATIONS FOR EQUIPMENT SUPPLIED TO ELECTED MEMBERS

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 (Microsoft Office), anti-virus and communication software as provided to employees of the Shire.