

Shire of Mundaring

POLICY

ELECTED MEMBERS ALLOWANCES and EXPENSES

Policy Ref: OR-04

Adopted by:	RC13.04.05	Date:	26 April 05
Amended by:	C16.09.11	Date:	27 September 2011
Reviewed:	C5.12.14	Date:	9 December 2014
Reviewed:	C5.09.15	Date:	9 September 2015
Reviewed:	C4.09.18	Date:	11 September 2018
Procedure Ref:	N/A	Delegation Ref:	N/A
Statute Ref:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Salaries and Allowances Act 1975</i>		
Local Law Ref:	N/A		

PURPOSE

To provide guidance and clarity with regard to the allowances and expenses that will be paid to elected members in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the *Salaries and Allowances Act 1975* to enable them to carry out the functions as an Elected Member of the Shire of Mundaring.

POLICY

1. Allowances

1.1 Annual Meeting Attendance Fees

- 1.1.1 Annual meeting attendance fees are determined each year during development of the annual budget and will be within the range determined each year by the Salaries and Allowances Tribunal.
- 1.1.2 Payment of the annual fee is made on the principle that each elected member regularly attends Council and committee meetings to which they are appointed and carries out other responsibilities of their office.
- 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 Meeting attendance fees are payable in arrears as 12 monthly instalments.

1.2 President and Deputy President Allowances

- 1.2.1 President and Deputy President Allowances are determined each year during development of the annual budget and will be within the range determined each year by the Salaries and Allowances Tribunal.
- 1.2.2 These allowances are paid in arrears as 12 equal monthly instalments.

1.3 Information and Communication Technology Allowance

- 1.3.1 The Information and Communication Technology (ICT) Allowance is determined each year during development of the annual budget and will be set at the maximum level determined each year by the Salaries and Allowances Tribunal.
- 1.3.2 The ICT allowance covers:
- The cost to purchase a tablet PC eg. iPad (via the Shire IT department);
 - telecommunication expenses;
 - purchase of a printer (if required);
 - expenses incurred for the maintenance and repair of the tablet PC and any consumable supplies; and
 - provision of an internet connection or dataplan.
- 1.3.3 This allowance is paid in arrears as 12 equal monthly instalments.

2. Reimbursement of Expenses

2.1 Travel Costs

- 2.1.1 Elected members, while using their own private motor vehicle, are entitled to be reimbursed for travel costs to and from their home incurred for the following purposes:
- a) To any Council or committee meeting regardless of whether or not they are a member;
 - b) To any community meeting as an authorised delegate or liaison member;
 - c) To meetings of an organisation to which they have been appointed as Council delegate or liaison member;
 - d) To any conference or other function that they have been authorised by Council to attend; and
 - e) To perform a function in their official capacity as an elected member.
- 2.1.2 Where a motor vehicle is used, reimbursement of travel expenses is calculated on a cents per kilometre basis payable as prescribed in the *Local Government Officers' (Western Australia) Interim Award 2011*.
- 2.1.3 If an elected member is provided with a Shire vehicle to attend official duties, no travel costs are claimable.
- 2.1.4 Where a taxi or uber service is used, reimbursement will be made in full upon lodgment of receipts accompanying the claim form which includes date, travel destinations and function/meeting attended.

- 2.1.5 Parking fees incurred as a result of travel to any occasion referred to in clause 2.1.1 of this policy shall be reimbursed upon lodgment of receipts accompanying the claim form.
- 2.1.6 Reimbursement of travel costs will be processed monthly upon receipt of the claim form and receipts.

2.2 Child Care Costs

- 2.2.1 Elected members shall be entitled to reimbursement of the lesser amount of actual child care costs or \$25 per hour for care of children of which they are parent or legal guardian, whilst attending to Council business.
- 2.2.2 For the purpose of this section the number of hours claimed shall be limited to the actual length of the meeting, with a nominal time allowance for networking opportunities and travel to and from the place of care.
- 2.2.3 Reimbursement of child care costs will be processed upon receipt of the claim form and receipts which must include detail of the date, number of hours, rate and function/meeting attended.

3. Gifts to Elected Members upon Retirement

- 3.1 Upon retirement, elected members who have served at least one full 4 year term of office are entitled to receive a gift to the value of \$50 per year of service, to a maximum of \$250.

4. Equipment

4.1 Provision of Equipment

- 4.1.1 All elected members following their election will receive, (to be paid from their ICT Allowance), a tablet PC eg iPad with keyboard, stylus and standard operating applications, equivalent to those provided to the Executive Leadership Team.
- 4.1.2 Software maintenance and support for the tablet PC will be provided by the Shire's IT department.
- 4.1.3 In the event of damage, elected members are to have the tablet PC repaired, preferably at the official store, eg. Apple store.
- 4.1.4 Elected members who are re-elected for a further term may retain the same tablet PC as long as it is supported by the manufacturer or may opt to purchase a new one via the Shire.

4.2 Mobile Telephone

- 4.2.1 The President is entitled to be provided with a smartphone – equivalent to the smartphone and associated corporate Shire plan provided to the Executive Leadership Team - in addition to the ICT Allowance.
- 4.2.2 The Shire will not pay telephone, internet nor additional communication connections for elected members, as these are covered by the ICT Allowance.

4.3 Stationery

- 4.3.1 Elected members will be supplied with a formal name badge. Lost or irreparably damaged badges will be replaced on request, and within reason.
- 4.3.2 Elected members will be provided with a quantity of 500 colour printed business cards for relevant Shire business within each term of office. The business card format will include: photograph, name, bestowed titles and contact information (address, Shire email, phone, fax and mobile (if provided)).

5. Insurance

Elected members will be provided with insurance cover for:

- 5.1 **Personal Accident and Corporate Travel** whilst performing their official duties. Cover does not include ordinary medical expenses.
- 5.2 **Management Liability** for matters arising out of the performance of the official duties of their office provided the performance or exercise of the official duty is, in the opinion of Council, not illegal, dishonest, against the interests of the Shire or otherwise in bad faith.
- 5.3 **Public Liability** for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the insurance policy.
- 5.4 **Elected members are encouraged to include their electronic devices in their household contents insurance.**

6. Other Expenses

It is not expected that elected members will incur any other expenses in the performance of their duties. Should an elected member incur an expense they believe they are entitled to have reimbursed; the matter shall be presented to Council for a determination.