

2.10 COUNCIL MEMBER ALLOWANCES AND EXPENSES

Responsible Directorate	Corporate Services	
Responsible Service Area	Finance	
Adopted	April 2005	RC13.04.05
Reviewed	September 2011	C16.09.11
	December 2014	C5.12.14
	September 2015	C5.09.15
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	July 2023	C14.07.23
Procedure Ref	N/A	

1. PURPOSE

To provide guidance and clarity with regard to the fees, allowances and expenses that will be paid to council members in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, the *Salaries and Allowances Act 1975* and the annual determination made by the Salaries and Allowances Tribunal, to enable them to carry out their required functions as a council member of Shire of Mundaring (the Shire).

2. SCOPE

This policy applies to payments made by the Shire to council members including fees, allowances and reimbursement of expenses.

3. POLICY

Payments made to council members are made in accordance with relevant legislation and an annual determination by the Salaries and Allowances Tribunal (SAT).

3.1. Allowances

3.1.1. Annual Meeting Attendance Fees

Annual meeting attendance fees are 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.

Payment of the annual fee is made on the principle that each council member regularly attends Council and committee meetings to which they are appointed and carries out other responsibilities of their office.

Any taxation liability arising from the payment of meeting fees is the responsibility of each council member.

Payment may be made to a council member's superannuation fund if requested.

Meeting attendance fees are payable in advance as 12 monthly instalments.

Where a council member no longer holds office (due to resignation or suspension) payment will only be made up to and including the final day they hold office. If payment of the allowance has already been made, the council member is required to reimburse the Shire.

3.1.2. Shire President and Deputy Shire President Allowances

Shire President and Deputy Shire President allowances are 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.

These allowances are paid in advance as 12 equal monthly instalments.

Where the Shire President or Deputy Shire President no longer holds office (due to resignation or suspension) payment will only be made up to and including the final day they hold office. If payment of the allowance has already been made, the council member is required to reimburse the Shire.

3.1.3. Information and Communication Technology Allowance

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.

The ICT allowance covers:

- the cost to purchase a tablet PC e.g. iPad;
- 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.

To assist orderly conduct of a Council or committee meeting, a printed, paper copy of the agenda will be provided to the presiding member, separate to this allowance.

This allowance is paid in advance as 12 equal monthly instalments.

Where a council member no longer holds office (due to resignation or suspension) payment will only be made up to and including the final day they hold office. If payment of the allowance has already been made, the council member is required to reimburse the Shire.

3.2. Stationery

Council members will be supplied with a formal name badge. Lost or irreparably damaged badges will be replaced on request.

Council members will be provided with a quantity of 500 colour printed business cards for relevant Shire business within each term of office.

3.3. Insurance

Council members will be provided with insurance cover for:

- a. Personal Accident and Corporate Travel whilst performing their official duties. Cover does not include ordinary medical expenses.
- b. 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.
- c. 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.

3.4. Reimbursement of Expenses

Necessary approvals required by this policy are to be obtained prior to making any financial or other commitments. No reimbursement of expenses will be approved retrospectively.

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

3.4.1. Travel Costs

Council 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; and
- d. To any conference, training or other function that they have been authorised or invited by Council to attend.

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) Award 2021*. For council members with electric vehicles, the 1600cc rate will be applied.

If a council member is provided with a Shire vehicle to attend official duties, no travel costs are claimable.

3.4.2. Transportation

The cost of parking costs, taxi, ride share or fares for public transport shall be reimbursed in full upon lodgement of receipts accompanying the claim form which includes date, travel destinations and function/meeting attended.

3.4.3. Child Care Costs

Council members are entitled to reimbursement of the lesser amount of actual child care costs or the hourly rate prescribed by the most recent SAT determination for care of children of which they are parent or legal guardian, whilst attending a council meeting or a meeting of a committee of which they are a member.

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.

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.

3.5. Loyalty Rewards or Bonus Points

Consistent with the principle of not using public expenditure for private advantage, where possible, purchases that accrue loyalty rewards or bonus points, should not be personally claimed or used for private purposes and where possible be used only for further official purposes.

3.6. Claiming Reimbursement of Expenses

Within 30 working days of the expenditure, receipts must be presented to support the expenditure that is to be reimbursed.

Only expenses incurred in the attendee's capacity to fulfil their role representing the Shire will be reimbursed.

4. RELATED LEGISLATION

Local Government Act 1995

Local Government (Administration) Regulations 1996

Salaries and Allowances Act 1975

5. RELATED DOCUMENTS

Not Applicable