



Shire of Wyndham East Kimberley

Council Policy Number: CPMC5

Elected Member Entitlements

OBJECTIVE:

To establish the Council's policy in regard to expenses incurred by Councillors and other representatives in the course of representing the community in cases other than that determined by the Local Government Act 1995.

POLICY:

Meeting Fees

Councillors have a right to receive meeting attendance fees under section 5.98(1) of the Local Government Act 1995.

Council elects to pay an annual allowance to cover attendance at meetings. This fee will be set as part of the annual budget each year.

The Shire President and Deputy Shire President will receive an additional annual allowance, which will be set as part of the annual budget each year.

Telecommunications

For the purposes of Section 5.98(2) (a) of the Local Government Act 1995 and Local Government (Administration) Regulation No.32 and 34A, Council will provide each elected member with an annual Telecommunications Allowance to cover all related telecommunications costs including use of modem, fax, mobile and hard wired telephone and supplies for fax machine.

This allowance will be set as part of the annual budget each year.

Travelling Expenses

All Councillors and Council appointed delegates (who are not Council Members) will be paid the Local Government Officers' Award rate per kilometre for all travelling expenses incurred in attending the following:

- (a) Ordinary and Special Meetings of Council
- (b) Council Briefing Sessions/Forums
- (c) Committee Meetings;
- (d) Annual meeting of electors
- (e) Special meetings of electors
- (f) General meetings of electors
- (g) Officially called civic receptions
- (h) Council inspection tours
- (i) Council authorised meetings with Government agencies
- (j) Other Council called meetings of Councillors and staff
- (k) Where a Council vehicle is not available
- (l) Official meetings as delegates of Council.

The distance is to be calculated on their normal place of abode within the District to the meeting venue. Payment is made on the production of a log in a form to be determined by the Chief Executive Officer. All claims for payment must be received no later than 15 August of the next financial year.

In the event of any dispute arising from a claim, the Chief Executive Officer shall discuss the matter with the Shire President in order to resolve the dispute.

Elected Member Insurance

Council will provide Personal Accident/Travel insurance for Councillors of \$200,000. This will cover Elected Members and their spouses whilst carrying out authorised business of Council or official duties.

Provision of Information Technology

Upon election to office all Councillors will be supplied with a dedicated individual council email address.

Councillors will also receive an Information Technology (IT) allowance, subject to budget considerations and regulations, which will reimburse Councillors the cost of maintaining/upgrading appropriate hardware/software facilities/applications to gain access to this dedicated Council Email address.

When Councillors utilise their dedicated Council email address, though not subject to, guidance should be sourced from the Shire's Information Technology Policy IT 1 Email Facilities, with regards to content and use of the email address.

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995 Sections 5.98-5.102
Industry Compliance	Nil.
Organisational Compliance	Nil.
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Governance		Chief Executive Officer		Ext: 109	
Date Effective	16/03/2010				
Date Adopted	15/08/2002	Last Reviewed		16/03/2010	
Risk Rating	Low	Review Cycle	Tri-Annual	Next Due	03/2013