

<b>POL</b>	<b>ELECTED MEMBER INFORMATION COMMUNICATION TECHNOLOGY (ICT) ALLOWANCE</b>	<b>SC15</b>
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<b>POLICY CODE:</b>	SC15
<b>DIRECTORATE:</b>	Executive Services
<b>BUSINESS UNIT:</b>	Financial Services
<b>SERVICE UNIT:</b>	Accounting & Financial Control Services
<b>RESPONSIBLE OFFICER:</b>	Director, Finance & Corporate Services
<b>FILE NO.:</b>	086/001
<b>DATE FIRST ADOPTED:</b>	21 November 2000
<b>DATE LAST REVIEWED:</b>	12 December 2013
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	N/A
<b>VERSION NO.</b>	3

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	22 March 2012 22 August 2013 28 November 2013
OCM:	11 February 2010 12 April 20 12 12 September 2013

**BACKGROUND:**

The Local Government Act, 1995, (Sec. 5.99A) provides for payment of an annual allowance instead of reimbursing Councillors for particular types of expenses. Regulations 31 and 32 of the Local Government (Administration) Regulations 1996 provides for a payment of up to \$3,500 p.a. in respect of information technology telephone and facsimile rental charges and any other telecommunications expense that might otherwise be reimbursed. This is known as an Information and Communications Technology (ICT) Allowance.

**PURPOSE:**

To determine the allowance applicable to information technology, telephones, fax machines and call costs in accordance with the Act and Regulations and to deal with incidental conduct relating to the allowance.

**POLICY:**

- (1) The Elected Members will be paid an annual amount at the rate of the maximum total annual allowance prescribed by Regulation 31 and 32 of the Local Government (Administration) Regulations 1996 (as amended) to cover the following ICT:-

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1. telephone rental at the Members' private residences;
  2. telephone line rental in respect of answering/fax machines installed at the Mayor's and Members' private residences;
  3. Council related charges for telephone calls made from telephones located at the Members' residences; and
  4. mobile telephone rental and call charge plans.
  5. Laptop, iPad or any desktop computer (with monitor).
    - appropriate software
    - printer/scanner
    - broadband internet access and router
    - associated consumables
- (2) prior to receiving the ICT allowance each year, and on a standard form, Elected Members must provide convenient contact details to Council's Customer Services Unit for advertising in appropriate Council related publications.
- (3) Council will pay the allowance annually in advance, calculated from each ordinary election and the full amount will be provided for in each annual budget.
- (4) Elected Members are to be paid the maximum amount that was allowed to be paid for the entire period.