

ELECTED MEMBER ENTITLEMENTS POLICY

ASPIRATION	Leadership
RESPONSIBLE DIRECTORATE	CEO Directorate
RESPONSIBLE BUSINESS UNIT	City Legal
RELEVANT LEGISLATION	Local Government Act 1995

1. Objective

To provide rules and transparency regarding the allowances, fees and entitlements awarded to Elected Members for the purpose of undertaking their role as representatives of the City, in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and determinations of the Salaries and Allowances Tribunal.

2. Policy

Meeting Attendance Fees and Allowances

(s5.98, s5.98A and s5.99 of the *Local Government Act 1995*)

- Elected Members, including the Mayor and Deputy Mayor, shall be paid an annual attendance fee in accordance with the maximum amounts determined by the Salaries and Allowances Tribunal and as provided for in the Annual Budget.
- The Mayor and Deputy Mayor shall be paid the maximum annual allowance as provided for in the Annual Budget in accordance with the determination by the Salaries and Allowances Tribunal.
- The meeting attendance fees will be paid in arrears and on a monthly basis.

Information, Communications and Technology Allowance

(s5.99A of the *Local Government Act 1995*)

- Elected Members including the Mayor and Deputy Mayor shall be paid the maximum ICT allowance determined by the Salaries and Allowances Tribunal. This allowance is to cover costs relating to the acquisition, installation, rental, connection, disconnection, usage charges, hardware, software, digital storage, accessories, and consumables associated with telephones, computers, laptops, tablets, and multi-function devices.
- The ICT allowance will be paid in advance and on an annual basis.
- Elected Members that incur additional ICT expenditure above the annual allowance, can seek reimbursement of up to an additional \$1,500 once in the four-year election term.
- Additional claims above the annual allowance must be supported by receipted invoices for both the expended annual allowance and the additional amounts claimed.
- The City can provide and/or support Elected Members device/s such as an iPad, Tablet, Mobile Phone or Laptop, if the device is from the list of City ICT approved devices, that are supported by the City's ICT department and its security environment.

- The cost of the device/s, if provided by the City, will be deducted from the Elected Member's ICT allowance. The device/s will be the property of the Elected Member. If a replacement device/s are required, the cost will be deducted from the Elected Member's allowance.
- Care of the device/s and personal data is the responsibility of the Elected Member.

Reimbursement of Childcare Expenses

(s5.98(2)(a) of the Local Government Act 1995, r31(1)(b)(c) Local Government (Administration) Regulations 1996)

- Child-minding fees incurred by Elected Members whilst attending Council or Committee meetings of which that Elected Member is a member and mandatory training will be paid at the maximum hourly allowance provided for by the Salaries and Allowances Tribunal or the actual cost per hour, whichever is the lesser amount.
- If an elected council member incurs costs greater than maximum hourly allowance due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, the City may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- The number of hours claimable are limited to the length of the meeting plus a reasonable time allowance for travel to and from the place of care.
- Receipts for childcare expenses must accompany the reimbursement claim form, detailing the date, number of hours, rate and meeting attended and the details of the service provider, signed by the service provider.
- Child minding fees will not be paid for where the care is provided by a member of the immediate family (i.e. parent, grandparent or sibling) or a relative living in the same premises as the Elected Member.

Reimbursement of Travel Expenses

(s5.98(2)(a) of the Local Government Act 1995, r31(1)(b)(c) Local Government (Administration) Regulations 1996)

- Elected members other than the position of Mayor are eligible for reimbursement of travel expenses incurred to attend a Council Meeting or a Meeting of a Committee of which they are also a member.
- Travel expenses will be reimbursed in arrears to the extent provided for in the annual determination of the Salaries and Allowances Tribunal.

Provision and Use of a Vehicle for the position of Mayor

(s5.101A of the Local Government Act 1995, r34AD (1)(a) Local Government (Administration) Regulations 1996)

- The Mayor's position shall, for the purposes of conducting the functions of the Mayoral Office, be entitled to receive the provision of a fully maintained City owned vehicle to the equivalent standard and conditions of the CEO, in leu of travel allowances. Use of this vehicle will be in accordance with the City's policy ADM9 – Vehicle Use.

Reimbursement of Discretionary Expenses

(s5.98(2)(b), (3) & (4) of the Local Government Act 1995)

In performance of their duties, Elected Members may incur costs beyond the prescribed fees and allowances. Detailed below are discretionary expense reimbursement categories that may be available for Council approved undertakings.

- Other Travel Expenses
 - Elected Members that attend other events as the City's nominated representative, and/or in connection with their duties as an Elected Member, including briefings, workshops, presentations, deputations, ceremonies, functions, training, on-site inspections within the City and similar activities are entitled to be reimbursed for motor vehicle travel expenses.
 - These reimbursements must be supported by a reimbursement form, identifying the date, location, number of kilometres travelled, and a brief description of event attended.
 - Other travel expense reimbursement, such as accommodation and air travel, relating to attendance of approved conferences, training and professional development will be undertaken in accordance with the Elected Member and CEO Professional Development Policy.
- Personal Protective Equipment
 - Elected Members that attend construction sites in their official capacity are able to seek reimbursement of costs incurred for the required PPE i.e. steel capped boots.
- Parking Expense
 - The City will reimburse Elected Members for actual parking expenses, incurred in attending or performing an authorised event or authorised function when substantiated with a tax invoice/receipt.
- Minor hospitality
 - Elected Members may be reimbursed reasonable minor hospitality costs, up to a maximum amount of \$30 per instance, incurred while attending meetings, briefings functions, events, and other occasions on behalf of Council, or in their capacity as an Elected Member.

All reimbursement requests are to be substantiated with tax invoices/receipts, a completed City of Armadale reimbursement form and be submitted to finance@armadale.wa.gov.au within two weeks of the event.

Superannuation

(s5.99B of the Local Government Act 1995)

In accordance with s5.99B of the *Local Government Act 1995*, the City is required to pay superannuation contribution payments for Elected Members from 19 October 2025. An Elected Member may opt out of receiving superannuation payments [Act, s. 5.99C] by way of written notice to the CEO.

Superannuation contributions will be paid at the same time as allowances and fees. To receive superannuation contributions, Elected Members must provide a superannuation account or scheme to which the *Superannuation Guarantee (Administration) Act 1995* applies.

Superannuation contributions apply to attendance fees and Annual allowances and do not apply ICT Allowances or reimbursement of expenses.

Use of Council Facilities

Elected Member's shall have free use of the Council facilities normally available for hire for the use of Councillor meetings with electors. Free use of the facilities will not be allowable for election campaigning purposes.

Bookings of these facilities are to be made through the CEO directorate and will be subject to the facility's standard terms and conditions.

Taxation

The taxation liability arising from payments received from the City is the individual responsibility of each Elected Member.

The City will provide an annual payment summary to each Elected Member for the preceding financial year by the end of July each year.

Parental Leave

In accordance with the Act, Elected Members are entitled to six months of parental leave, beginning on the day on which the council member, or their spouse or de facto partner, gives birth, adopts a person under 16 years of age or becomes the guardian or foster parent of a child under 16 years of age.

Reporting

In accordance with Section 5.96A of the Act and Regulations 29C(2)(f) & (6), a report will be prepared annually on any fees, expenses or allowances paid to each Elected Member during a financial year. The report will be published on the City's website immediately following the end of the financial year to which the information relates.

3. Influencing Strategies or Plans

The following aspiration of the City's Strategic Community Plan 2020-2030 is relevant:

Aspiration 4 - Leadership

Outcome 4.1: Strategic Leadership and Effective Management

4.1.5 Establish comprehensive governance policies and processes

4. Applicable Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

Salaries and Allowances Act 1975

VERSION CONTROL			
RELEVANT DELEGATIONS INITIAL COUNCIL ADOPTION	Nil.		
	REFERENCE		
	13/10/2025	REFERENCE	CS4/10/25
NEXT REVIEW DUE			