

# SHIRE POLICY 4.1

## Elected Member Entitlements and Training

<b>Responsible Department:</b>	Office of the CEO
<b>Responsible Business Unit:</b>	Governance
<b>Date of Review:</b>	15 April 2026
<b>Council Resolution:</b>	120426

### 1. OBJECTIVE

The objective of this Policy is to:

- Provide a clear framework for allowances and reimbursements available to Elected Members in accordance with legislation.
- Support the professional development of Elected Members to enhance governance capability and decision-making.
- Ensure public funds are used responsibly and transparently when supporting Elected Members activities.

### 2. SCOPE

This Policy applies to all Elected Members of the Shire of Chittering, including the Shire President and Deputy Shire President.

### 3. DEFINITIONS

Nil

### 4. POLICY STATEMENT

The Shire of Chittering recognises that Elected Members perform an important governance role representing the interests of the community and contributing to the strategic direction of the organisation.

The Shire is committed to ensuring that Elected Members are appropriately supported to fulfil their statutory responsibilities by providing allowances, reimbursing eligible expenses, and supporting professional development opportunities in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Administration) Regulations 1996* (the Regulations), and determinations of the Salaries and Allowances Tribunal (SAT).

This Policy establishes the framework through which Elected Members entitlements, reimbursements and professional development are provided.

#### 4.1. Allowances

Elected Member meeting attendance fees and the Shire president's local government allowance are to be paid on a quarterly basis, in arrears.

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#### **Shire President Allowance**

The Shire President is entitled to an annual allowance determined by Council within the limits prescribed by SAT.

#### **Deputy Shire President Allowance**

The Deputy President may receive an allowance determined by Council in accordance with s5.98(A) (1) of the *Act*.

#### **Meeting Attendance fee**

Meeting attendance fees for Elected Members will be determined by Council within the ranges prescribed by SAT.

#### **Annual allowance in lieu of expenses**

Council may determine an annual allowance in lieu of reimbursement of certain expenses in accordance with s5.99A of the *Act*.

#### **4.2. Reimbursement of Expenses**

In accordance with the *Act* and the *Regulations*, the Shire may reimburse Elected Members for reasonable expenses incurred while performing official functions.

Eligible expenses may include those prescribed by legislation, such as:

- Travel expenses
- Childcare expenses
- Parking expenses
- Other reasonable costs incurred while performing authorised Council duties.

Any expenses reimbursed must relate directly to the role and responsibilities of an Elected Member and must provide a benefit to the Shire and the community.

Administrative procedures for submitting and assessing reimbursement claims will be established by the Chief Executive Officer (CEO).

#### **4.3. Equipment and Resources**

The CEO may provide Elected Members with equipment, facilities and administrative support necessary to perform their duties.

Any equipment provided remains the property of the Shire and must be used only for official Council business.

Elected members must manage any equipment provided in accordance with relevant Shire policies and applicable legislation, including requirements relating to information management and records retention.

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#### 4.4. Conferences and Professional Development

The Shire supports the professional development of Elected Members through attendance at conferences, seminars, training programs and other learning opportunities that enhance their ability to perform their governance role.

Professional development opportunities must:

- Be relevant to the role of an Elected Member
- Provide a benefit to the Shire and the community
- Align with the strategic objectives of the Shire where appropriate.

Funding for Elected Members professional development will be determined through the Shire's annual budget process.

Approval for professional development activities will be granted in accordance with administrative procedures established by the CEO.

#### 4.5. Mandatory Training

In accordance with s5.126 of the *Act*, Elected Members must complete the Council Member Course within twelve months of being elected, unless exempt under the *Regulations*.

The Shire will support Elected Members in undertaking mandatory training and may meet reasonable costs associated with this training as permitted under legislation.

#### 4.6. Reporting Requirements

In accordance with s5.127 of the *Act*, the Shire will prepare an annual report detailing the training completed by Elected Members during the financial year.

The report will be published on the Shire's website within one month after the end of the financial year.

## 5. ROLES AND RESPONSIBILITIES

Council is responsible for determining allowances and meeting fees within Salaries and Allowances Tribunal limits and adopting and reviewing the Policy.

The CEO is responsible for implementing and administering this Policy, approving eligible professional development and expense reimbursements in accordance with legislation and administrative procedures and ensuring reporting requirements relating to Elected Members training are met.

Elected Members are responsible for complying with legislative requirements relating to training, ensuring that expenses claimed are reasonable and directly related to their role, and acting in a manner consistent with good governance and responsible stewardship of public funds.

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### 6. COMPLIANCE

<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Salaries and Allowances Act 1975</i> <i>State Records Act 2000</i>
<b>Industry</b>	
<b>Organisational Documents</b>	Shire of Chittering Code of Conduct for Elected Members Elected Member Quarterly Claim Form
<b>Strategic Alignment</b>	

### 7. ADMINISTRATION

<b>Review Cycle</b>	Every 3 years	<b>Next Review Due</b>	August 2027
<b>Policy Owner</b>	Governance		
<b>Version</b>	<b>Decision Ref</b>	<b>Date</b>	<b>Change</b>
1.0		16/12/2009	Initial adoption
2.0		16/09/2020	Amendment
3.0	120426	15/04/2026	Amendment