

# Independent Advisory Group Members Policy

<b>Responsible Division</b>	Office of the Chief Executive Officer
<b>Responsible Business Unit</b>	Governance and Strategy
<b>Responsible Officer</b>	Manager Governance and Strategy
<b>Affected Business Units</b>	Governance and Strategy
<b>ECM Document Set ID</b>	4987750

## Purpose

This policy provides a transparent and merit-based process for the appointment of independent members of City of Bayswater advisory groups and provides for payment of a fee in lieu of expenses for independent advisory group members to attend advisory group meetings.

## Scope

This policy applies to all City of Bayswater advisory groups where independent members are appointed.

## Definitions

For the purpose of this policy —

**Independent advisory group member** means a person appointed to a City of Bayswater advisory group who is neither an elected member nor an employee of the City.

## Policy Statement

### Expression of Interest Process

1. When a vacancy arises or a new position for an independent member is created, the City will:
  - (a) Advise the Advisory Group by memorandum, or under General Business in an agenda for an upcoming meeting of the Advisory Group;
  - (b) Define the required skills, knowledge and experience based on the advisory group's Terms of Reference;
  - (c) Prepare and publicly advertise an Expression of Interest, outlining selection criteria, application requirements and the closing date. The advertising period must be at least 14 calendar days; and
  - (d) Ensure the advertisement is published on the City's website and other appropriate media.

## **Application Requirements**

2. Applicants must complete the Expression of Interest nomination form for the advisory group, as provided in the advertisement described in clause 1(c).

## **Consideration**

3. The Chief Executive Officer is to prepare a report for the consideration of Council, assessing each application against the selection criteria as contained in the nomination form.
4. The appointment of independent advisory group members is to be made by a simple majority vote of the Council.

## **Term of Appointment**

5. Independent advisory group members are appointed for up to a two-year term expiring no later than the next Ordinary Council Election.

## **Attendance Fee Paid in Lieu of Expenses**

6. Independent advisory group members may be paid a fee in lieu of expenses of \$100 for attendance at meetings of advisory groups of which they are a member.
7. Payments will be made within 30 days of the meeting.
8. Independent advisory group members must complete a “New Supplier Form” to be eligible for payment of attendance fees. The “New Supplier Form” will be provided to new members following their appointment to the advisory group.
9. If the independent advisory group member does not have an Australian Business Number, they will need to also provide a Statement by Supplier Form, which is available on the Australian Tax Office website.
10. All other compliance forms as required by the Australian Tax Office must be adhered to.

## **Related Legislation**

Nil.

## **Related Documentation**

Nil.

## **Document details**

**Relevant delegations** Nil.

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**Risk evaluation** High

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**Strategic link**      Key Result Area:      Leadership and Governance  
Outcome:              Good Governance  
Objective:              Provide ethical and accountable governance

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**Council adoption**      26 August 2025                      **Resolution**    10.5.1.9

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**Next review due**      26 August 2027

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