

Independent Committee Members Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Governance and Strategy
Responsible Officer	Manager Governance and Strategy
Affected Business Units	Governance and Strategy
ECM Document Set ID	4961154

Purpose

Council recognises the value of independent committee members in providing expert advice and supporting effective governance.

This policy provides a transparent and merit-based process for the appointment and payment of independent members of City of Bayswater committees, in line with legislative requirements and best practice.

Scope

This policy applies to all committees of Council where independent members are appointed.

Definitions

For the purpose of this policy —

Committee of Council means a committee of 3 or more persons established by the City of Bayswater Council under section 5.8 of the *Local Government Act 1995*.

Independent committee member means a person appointed to a City of Bayswater Council committee 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 Chief Executive Officer, in consultation with the Mayor, will:
 - (a) Advise the Committee by memorandum, or under General Business in an agenda for an upcoming meeting of the Committee;
 - (b) Define the required skills, knowledge and experience based on the Committee'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.
 - (d) Ensure the advertisement is published on the City's website and other appropriate media.
2. In circumstances where an independent member has served in a position on a Committee for less than four years and expresses a willingness to continue to be on that Committee, the Council may choose to re-appoint the independent member without going through the expression of interest process.

Application Requirements

- 3. Applicants must submit a current curriculum vitae; and a statement addressing the selection criteria.
- 4. Incumbent Independent Committee Members seeking reappointment after a period of four years must re-apply through the same process.
- 5. The Chief Executive Officer may conduct reference and qualification checks as required.

Consideration

- 6. The Chief Executive Officer is to prepare a report to Council, assessing each application against the selection criteria.
- 7. The final appointment of Independent Committee Members is to be made by an absolute majority of Council, in accordance with section 5.10 of the *Local Government Act 1995*.

Term of Appointment

- 8. Independent committee members are appointed for up to a two-year term expiring no later than the next Ordinary Council Election. Requests for expressions of interest may seek applicants prepared to serve a four-year term on the Committee, subject to Council reappointment following each Ordinary Council Election.

Meeting Attendance Fees

- 9. Independent members of committees required under statute will be paid the maximum meeting attendance fee, as determined by the Salaries and Allowances Tribunal. Independent members of discretionary committees of Council will be paid \$200 per meeting.
- 10. Independent committee members will be paid for their attendance at:
 - (a) Meetings of the committee of which they are a member; and
 - (b) Meetings of a committee of Council on which they are not a member, but their attendance has been requested by the Council.
- 11. Independent committee 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 committee.

12. If the independent committee 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.
13. All other compliance forms as required by the Australian Tax Office must be adhered to.

Reimbursement of Expenses

14. Independent committee members are entitled to be reimbursed for expenses incurred in performing an authorised function.
15. An authorised function refers to the independent committee member's attendance at the following:
 - (a) Meetings of the committee at which they are an independent member.
 - (b) Meetings of committees of Council on which they are not a member, but their attendance has been requested by Council.
 - (c) Meetings of Council, where Council has requested their attendance.
 - (d) Meetings as requested by the Chief Executive Officer, including meeting with the City's Internal Auditor or the Office of the Auditor General.
 - (e) Training organised by the City for the committee on which they are an independent committee member.

Travel Expenses

16. Travel expenses refer to the costs of reasonable travel to and from the location at which independent committee members are required to perform an authorised function. This may include reasonable bus, train, taxi or vehicle hire costs and does not include the cost of any infringements or fines related to travel.
17. Travel costs incurred while driving a privately owned or leased vehicle are to be calculated at the rate determined by the Salaries and Allowances Tribunal.
18. Travel is to be undertaken by the shortest or most practical route.

Parking

19. Parking expenses will be reimbursed for the cost of parking to accommodate attendance of an independent committee member at the location at which they are required to perform an authorised function.
20. Costs for valet parking, parking infringements or fines will not be reimbursed by the City.
21. The extent to which parking expenses is to be reimbursed is at cost, as substantiated by a tax invoice.

Childcare

22. Childcare expenses refer to the cost of childcare that is:
 - (a) Required in the absence of the independent committee member while they are performing an authorised function.

- (b) Provided by a professional childcare provider and not by a relative or person who lives with the independent committee member and/or the child.
 - (c) Not part of a compulsory education program such as school.
23. The extent to which childcare expenses may be reimbursed is to be consistent with the extent determined by the Salaries and Allowances Tribunal.

Carer

24. Carer expenses refer to the cost of personal care, support and assistance:
- (a) Required while the independent committee member is performing an authorised function.
 - (b) For another individual who requires care due to disability, medical condition, mental illness, or because the individual is frail and aged, and
 - (c) Provided by one or more carers.
25. The extent to which carer expenses may be reimbursed is to be consistent with the extent to which childcare costs may be reimbursed.

Reimbursement claims

26. Reimbursement of expenses made under this policy are required to be substantiated by the claimant through the production of receipts or the keeping of a logbook before such payments are made.
27. An independent committee member making a claim for reimbursement is to submit the following information to the Chief Executive Officer within 60 days of the expense being incurred:
- (a) A copy of the receipt(s) for the expense;
 - (b) Evidence of the nature, amount, date and time of the expense incurred and paid by the independent committee member, and who the independent committee member made payment to, where this information is not provided on the expense receipt.
28. A reimbursement will be authorised by the Chief Executive Officer where:
- (a) The claim for reimbursement contains all required information and documents and has been submitted within 60 days of the expense being incurred.
 - (b) The expense is of a kind that the independent committee member is entitled to be reimbursed under this Policy.
 - (c) The Chief Executive Officer is satisfied that the sole purpose of the expenditure was for the performance of an authorised function.
29. Notwithstanding the above, requests for reimbursement must be made no more than 7 days after the end of the financial year to which the claim relates.

Governance of fees, allowances and entitlements

30. Independent committee members cannot commit City funds or incur expenses on behalf of the City.
31. If an independent committee member is aware of having received a payment in excess of this Policy, the independent committee member must notify the City immediately and return any monies owed to the City.

32. Making a false or fraudulent claim for reimbursement or any other entitlement may be a criminal offence and reported to the Western Australian Police Force and/or the Corruption and Crime Commission.

Conduct

33. All committee members must abide by the *City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates*.
34. All committee members must declare any actual or perceived conflicts of interest at meetings.
35. Independent committee members are not authorised to speak or act on behalf of Council without written approval from the Chief Executive Officer.

Related Legislation

Sections 5.10 and 5.100 of the *Local Government Act 1995*.

Regulation 34ACA of the *Local Government (Administration) Regulations 1996*.

Related Documentation

Salaries and Allowances Tribunal Current Determination for Local Government Chief Executive Officers and Elected Council Members

Document details

Relevant delegations	Nil.		
Risk evaluation	High		
Strategic link	Key Result Area:	Leadership and Governance	
	Outcome:	Good Governance	
	Objective:	Provide ethical and accountable governance	
Council adoption	26 August 2025	Resolution	10.5.1.9
Next review due	26 August 2027		