



CP 1.7 | Independent Committee Members

Objective

To provide rules and transparency regarding the appointment, payment of fees and reimbursement of expenses to independent committee members, in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and determinations of the Salaries and Allowances Tribunal.

Scope

This policy sets the process for the appointment of persons who are not Council Members or employees to be a member of a committee of the Council (“independent committee member”) and outlines the way in which independent committee members may be paid fees and receive reimbursements from the City.

This policy also sets the nature and extent of the responsibilities of independent committee members and the Administration to ensure these appointments, are made fairly, consistently, and transparently.

Policy statement

Appointment of independent committee members

1. Where an independent committee member vacancy arises, a merit-based process will be undertaken to select a suitably qualified and experienced candidate. This process will be in line with the processes for selecting members of State Government boards and committees and will include public advertising of the vacancy and evaluation against selection criteria.
2. An existing independent committee member seeking reappointment must apply through this process.
3. Appointments will be made by Council in accordance with Section 5.10 of the *Local Government Act 1995* and in consultation with any Terms of Reference related to the committee.

Meeting fees

4. Independent committee members will be paid the maximum meeting attendance fee, as determined by the Salaries and Allowances Tribunal, for their attendance at:
 - a. Meetings of the committee on which they are a member.
 - b. Meetings of a committee of Council on which they are not a member, but their attendance has been requested by Council.

Reimbursable expenses

5. Independent committee members are entitled to be reimbursed for expenses incurred in performing an authorised function.



6. An authorised function refers to the independent committee member's attendance at the following:
 - a. Meetings of the committee on which they are an independent committee 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 required by the CEO, 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

7. 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.
8. 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.
9. Travel is to be undertaken by the shortest or most practical route.
10. The extent to which travel expenses may be reimbursed is to be in accordance with the extent determined by the Salaries and Allowances Tribunal.

Parking

11. Parking expenses refer to the cost of parking to accommodate independent committee member attendance at the location at which they are required to perform an authorised function. Costs for valet parking, parking infringements or fines will not be met by the City.
12. The extent to which parking expenses may be reimbursed is to be at cost.

Childcare

13. 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. For a child aged 13 years or under and not attending secondary school.
 - c. Provided by a professional childcare provider and not by a relative or person who lives with the independent committee member and/or the child.
 - d. Not part of a compulsory education program such as school.
14. The extent to which childcare expenses may be reimbursed is to be consistent with the extent determined by the Salaries and Allowances Tribunal.



Carer

15. 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.
16. The extent to which carer expenses may be reimbursed is to be consistent with the extent to which childcare costs may be reimbursed.

Information and Communications Technology

17. Information and communications technology (ICT) expenses refer to the cost of rental charges in relation to one telephone and one facsimile machine, and any other costs that relate to ICT (for example, telephone call charges and internet service provider fees) incurred in the course of the performance of the role of an independent committee member.
18. The extent to which ICT expenses may be reimbursed is to be at cost.

Reimbursement claims

19. 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 completed City of Perth reimbursement of expenses form;
 - b. A copy of the receipt(s) for the expense;
 - c. 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.
20. 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.

Governance of fees, allowances and entitlements

22. Independent committee members cannot commit City funds or incur expenses on behalf of the City.
23. 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.
24. 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.



Document control

Policy context

Legislation, standards & external guidelines	Section 5.10 of the <i>Local Government Act 1995</i> . Section 5.100 of the <i>Local Government Act 1995</i> . <i>34ACA(1) of the Local Government (Administrations) Regulations 1996</i> Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023. Section 30.6 of the <i>Local Government Officers' (Western Australia) Interim Award 2011</i> .
Policies and procedures	
Strategies, plans and frameworks	

Document custodian

Alliance	Chief Executive Officer	Service unit	Governance
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Review management

Next review due	February 2026	Document management ref.	EDRMS-1336483316-606
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Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	27 May 1997	Council Policy adopted - supersedes revoked Council Policy CS46, CS21
2.0	Ordinary Council Meeting	28 April 1998	Council Policy amended
3.0	Ordinary Council Meeting	1 February 2011	Council Policy amended
4.0	Ordinary Council Meeting	25 May 2021	Council Policy 1.7 adopted
5.0	Ordinary Council Meeting	27 February 2024	Council Policy amended