



## CP 1.7 | Independent Committee Members

### Objective

To provide rules and transparency regarding the appointment and reimbursement of expenses of 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"). This policy also sets the nature and extent of the reimbursements that independent committee members are entitled to receive from the City, and the responsibilities of independent committee members and the Administration to ensure these appointments and reimbursements 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 line with the processes for selecting members of State Government boards and committees, and shall 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. Following this process, the Chief Executive Officer will provide a report to Council to make a recommendation for the appointment of the most suitably qualified and experienced candidate to be an independent committee member.
4. Independent committee members must be appointed by Council, in accordance with section 5.10 of the *Local Government Act 1995*.
5. The term of office for an independent committee member commences on the appointment date and expires on the next ordinary election day.

#### Reimbursable expenses

6. In accordance with section 5.100 of the Act, independent committee members are not entitled to be paid fees for attending committee meetings or other meetings associated with their role on the committee. However, they are eligible to be reimbursed for expenses relating to their duties, as defined below.



### Travel

7. Travel expenses refer to the costs of reasonable travel to and from meetings of a committee of which they are an independent committee member. 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 for the purposes of regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996* (the 'Administration Regulations').
9. Travel is to be undertaken by the shortest 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 for the purposes of regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996*.

### Parking

11. Parking expenses refer to the cost of parking whilst attending meetings of a committee of which they are an independent committee member and does not include costs for valet parking or any parking infringements or fines.
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 whilst attending meetings of a committee of which they are a member.
  - 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 for the purposes of regulation 32(1) of the *Local Government (Administration) Regulations 1996*.

### Carer

15. Carer expenses refer to the cost of personal care, support and assistance:
  - a. Required whilst attending meetings of a committee of which they are a member.
  - 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.

### Governance of fees, allowances and entitlements

19. Independent committee members cannot commit City funds or incur expenses on behalf of the City.
20. 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.
21. 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

### Reimbursement claims

22. Where an independent committee member wishes to be reimbursed by the City for an expense to which they are entitled to be reimbursed for, the independent committee member is to submit a claim for reimbursement to the Chief Executive Officer within 60 days of the expense being incurred.
23. A claim for reimbursement is to consist of the following:
  - a. The relevant City of Perth reimbursement of expenses form, fully completed by the independent committee member who incurred the expense, inclusive of all salient details.
  - b. Full 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 cannot be adequately verified by the expense receipt.
24. A reimbursement can only occur if:
  - a. The claim for reimbursement contains all required information and documents and is 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 authorises the reimbursement.
25. The Chief Executive Officer can only authorise independent committee member to be reimbursed for an expense where Chief Executive Officer is satisfied that the sole purpose of the expenditure was for the



proper discharge of the individuals role as an independent committee member, as evidenced by the independent committee member's claim for reimbursement.

## 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> . Section 31 and 32 of the <i>Local Government (Administration) Regulations 1996</i> . Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No 1 of 2021. 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	April 2025	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