



External Committee Members

Policy Type: Council Policy Policy Owner: Chief Executive Officer	Policy No. CP- 130 Last Review Date: 25 June 2025
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Policy Objectives

To provide transparency regarding 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.

Policy Scope

This Policy applies to independent members of committees established under section 5.8 of the Act.

Definitions / Abbreviations Used In Policy

independent committee member means a person appointed to a committee established under s5.8 of the Act but who is neither a council member nor an employee;

determined means determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7BAA;

LG Regulations means *Local Government (Administration) Regulations 1996*.

Policy Statement

Appointment

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 will include public advertising of the vacancy and evaluation against selection criteria.
2. Appointments will be made by the Council in accordance with Section 5.10 if the Local Government Act 1995 and in alignment with the Terms of Reference related to the committee.

Meeting Fees

3. 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 an appointed 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

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

Travel

6. 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 parking costs, and does not include the cost of any infringements or fines related to travel.
7. 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, using the shortest or most practical route.
8. The extent to which travel expenses may be reimbursed is to be in accordance with the extent determined by the Salaries and Allowances Tribunal.

Reimbursement claims

9. 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 Melville 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.
10. 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.



Payments

11. Payment of attendance fees will be included the next available payment run after the meeting, by direct deposit to a nominated bank account.
12. Payment of reimbursable expenses will be included in the next available payment run after the meeting, by direct deposit to a nominated bank account.
13. If an independent committee member is aware of having a 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.
14. 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.

Code of Conduct

15. Independent committee members are bound by the requirements of the City of Melville Code of Conduct for Elected Members, Committee Members and Candidates.

References that may be applicable to this Policy

Legislative Requirements:

Local Government Act 1995,
Local Government (Administration) Regulations 1996,

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy: City of Melville Code of Conduct for Elected Members, Committee Members and Candidates

Delegated Authority No:

ORIGIN/AUTHORITY

Ordinary Meeting of Council

25/06/2025

Item No.

C25/280

Reviews