

## CP.71 Independent Committee Members

<i>Responsible Department</i>	Office of the Chief Executive Officer
<i>Resolution Number</i>	C.5384
<i>Resolution Date</i>	26 August 2025
<i>Next Scheduled Review</i>	2027/28
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995, Section 5.10, 5.100 Local Government (Administrations) Regulations 1996, Regulation 34ACA(1) Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination

### 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 or advisory groups members may be paid fees and receive reimbursements from the Shire.

### POLICY

#### 1. Definitions

**Independent Committee Members** means members of Shire of Northam committees established under section 5.8 of the Act, that are not Elected Members or Employees.

#### 2. Appointment of independent committee members

2.1 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 include public advertising of the vacancy and evaluation against a selection criteria.

- 2.2 An existing independent committee member seeking reappointment must apply through this process.
- 2.3 Appointments will be made by Council in accordance with Section 5.10 if the *Local Government Act 1995* and in consultation with any Terms of Reference related to the committee.

### 3. Meeting fees

- 3.1 Independent Members of Shire of Northam Committees will be paid a meeting attendance fee in addition to reimbursement for expenses.
- 3.2 The following meeting attendance fees are applicable:

Meeting Type	Meeting Attendance Fee
Audit, Risk and Improvement Committee	\$330

- 3.3 If the Independent Member attends for less than 75% of the allotted meeting time, they will be paid a pro-rata amount for the percentage of the meeting they attended.
- 3.4 Independent 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 or advisory group.
- 3.5 If the Independent 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.
- 3.6 All other compliance forms as required by the Australian Tax Office must be adhered to.

### 4. Reimbursable expenses

- 4.1 Independent committee members are entitled to be reimbursed for expenses incurred in performing an authorised function. This includes reasonable travel expenses such as private vehicle use, excluding parking fees, fines, or penalties.
- 4.2 Independent committee members are not entitled to be reimbursed expenses related to accommodation, information and communications technology (ICT), childcare, or other personal care arrangements.
- 4.3 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 Shire's Auditor or the Office of the Auditor General.
- e) Training organised by the Shire for the committee on which they are an independent committee member.

## 5. Travel

5.1 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, and does not include the cost of any infringements or fines related to travel.

5.2 Travel costs incurred while driving a privately owned or leased vehicle are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 as at the date of the SAT Determination. For electric vehicles, the 1600cc Motor Vehicle Allowance rate will be applied.

5.3 Travel is to be undertaken by the shortest or most practical route.

## 6. Reimbursement Claims

6.1 An independent committee member making a claim for reimbursement of travel expenses must submit a written request to the Chief Executive Officer within 60 days of the expense being incurred. The written request must include:

- a) A description of the authorised function attended;
- b) The date and nature of the travel undertaken;
- c) The amount claimed, including any relevant calculations (e.g. distance travelled and applicable rate); and
- d) Supporting documentation, such as receipts or mileage records, where applicable.

Only travel expenses incurred in connection with authorised functions are eligible for reimbursement.

6.2 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.

## **7. Governance of fees, allowances and entitlements**

- 7.1 Independent committee members cannot commit Shire funds or incur expenses on behalf of the Shire.
- 7.2 If an independent committee member is aware of having received a payment in excess of this Policy, the independent committee member must notify the Shire immediately and return any monies owed to the Shire.
- 7.3 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.