

Policy number	Policy 025
Policy title	Independent committee members
Strategic outcomes supported	CL3 - Accountability and good governance

Policy objective:

To set out the process for the appointment of independent committee members, the terms of holding office as an independent committee member, and the payment of reasonable expenses to independent committee members.

Policy scope:

This policy applies to independent committee members.

Policy definitions:

independent committee member means a person appointed to a committee of the Council who is not an elected member or employee.

Policy statement:

1. The Council embraces independent committee members as a core part of good governance in the Town by contributing expert perspectives to Councils deliberations.
2. When establishing or conducting a review of a Committee's membership the Council should consider if independent committee members should be appointed to that Committee.
3. The terms of reference of each committee shall set out the number of independent committee members to be appointed to the committee and the skills, knowledge and experience sought from independent committee members.

Appointment of Independent Committee Members

4. Independent Committee Members must be selected on the basis of their ability to contribute to the effective working of the committee by:
 - a. having needed skills, knowledge and experience as per the terms of reference of the committee,
 - b. an appreciation of the values of the Town and its core activities, and
 - c. the capacity to appreciate what the community needs from the Town.
5. At least three (3) months prior to the expiry of the terms of the existing independent committee members, or on any vacancy, the Chief Executive Officer in consultation with the committee presiding member shall determine:
 - a. the selection criteria for applicants based upon the skills knowledge and experience set out in the committees terms of reference,
 - b. the advertisements to be issued and the medium of distribution, and
 - c. the dates for the selection process.

6. Following determination of the matters prescribed in clause 5, the Chief Executive Officer shall arrange for the advertisement's to be distributed. Applications should be open for at least 14 days.
7. Sitting independent committee members who wish to be reappointed are required to re-apply through the application process.
8. Applicants will be required to submit a current CV and a statement against the selection criteria.
9. Following receipt of the applications the Chief Executive Officer is authorised to undertake a shortlisting against the selection criteria and identify applicants suitable for appointment and provide the assessment of all applicants to the committee with a recommendation of persons to be appointed.
10. The committee upon receipt of the shortlist shall make a recommendation to Council as to who should be appointed and in doing so is authorised to request the Chief Executive Officer to do any or all of the following:
 - a. arrange for the committee to interview applicants;
 - b. conduct a reference check of applicants; and
 - c. verify the qualifications of applicants.

Term of office

11. An independent committee member should be appointed for a term expiring on the next ordinary election day.
12. An independent committee member should not serve for more than four consecutive two year terms.
13. An independent committee member may resign from their office, in writing to the CEO or committee presiding member, in accordance with Regulation 4 of the *Local Government (Administration) Regulations 1996*.
14. An independent committee member who is absent from three consecutive ordinary meetings of the committee is disqualified from continuing their membership of the Committee, unless all of the meetings are within a two month period.
15. The Council has the power under section 5.10 of the *Local Government Act 1995* and section 52(1) of the *Interpretation Act 1984* to resolve, by absolute majority, to suspend or a remove an independent committee member for any reason.

Expenses of Independent Committee members

Meeting fees payable

16. In accordance with section 5.100 of the Act, independent committee members are able to be paid fees for attending committee meetings or other meetings associated with their roles on committees. Independent committee members will be paid the maximum amount allowable as determined by the Salaries and Allowance Tribunal.

Reimbursement of expenses

17. Independent committee members are entitled to be reimbursed for child care and travel costs incurred as a result of the member's attendance at a committee meeting of which they are a member as prescribed in regulation 31 of the *Local Government (Administration) Regulations 1996*.

18. The extent to which independent committee members can be reimbursed for child care and travel expenses shall be as determined by the Salaries and Allowances Tribunal.

Security passes, IT access and record keeping

19. Independent committee members will be supplied with building access passes in order to access the building after hours for their meetings (if required). Upon vacating their office independent committee members are required to return these security passes.
20. Independent committee members will be supplied with access to relevant information systems in order to carry out their roles.
21. Independent committee members must comply with the relevant record keeping practices determined by the Chief Executive Officer.

Training and Professional development expenses

22. Independent committee members are entitled to attend training and professional development courses in local government and the subject matter of the committee, directly relevant to the performance of their role as committee members, provided by WALGA or an equivalent course as approved by the Chief Executive Officer.
23. Independent committee members must apply in writing to the Chief Executive Officer prior to attending the course setting out the how the course or seminar will assist the independent committee member in the discharge of their duties prior to attending the course.
24. The Chief Executive Officer is authorised to arrange the registration of an independent committee member at any training or professional development course at the Council's cost.
25. Council will allocate an amount of \$1,000 per independent committee members in the annual budget for the costs of independent committee members' attendance at approved courses.

Related documents

[Local Government Act 1995](#)

[Code of Conduct for Council Members, Committee Members and Candidates](#)

Responsible officers	Coordinator Governance and Strategy
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	February 2026

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	15/09/2020	Council	518/2020	Item 15.1
2	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
3	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5
4	Administratively amended	24/08/2024	Delegation		
5	Reviewed and amended	20/02/2024	Council	6/2024	Item 11.2