

Payments to Independent Members of Committees and Advisory Groups Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Governance and OPD
Responsible Officer	Manager Governance and
Affected Business Units	Governance and Organisational Planning and Development Financial Services
ECM Document Set ID	4681589

Purpose

This Policy prescribes the type and amount of payments for independent members of committees and advisory groups of the City of Bayswater.

Scope

This policy applies to independent members of committees established under section 5.8 of the Act and independent members of advisory groups established by the City of Bayswater Council.

Definitions

For the purpose of this policy —

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

Independent Advisory Group Members means members of City of Bayswater advisory groups established by the Council.

Policy Statement

1. Independent Members of City of Bayswater Committees and Advisory Groups will be paid a meeting attendance fee in lieu of reimbursement for expenses.
2. The following meeting attendance fees are applicable:

Meeting Type	Meeting Attendance Fee
Audit and Risk Management Committee	\$400
Active Transport Committee	\$200
Reconciliation Advisory Committee	\$200
Skate and Bike Development Advisory Group	\$100
Inclusion and Access Advisory Group	\$100
Disability Advisory Group	\$100

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.
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.
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.
6. All other compliance forms as required by the Australian Tax Office must be adhered to.

Related Legislation

Local Government Act 1995, s5.100

Related Documentation

Salaries and Allowances Tribunal Current Determination – Local Government CEOs and Elected Members

Document details

Relevant delegations	Nil.		
Risk evaluation	High		
Strategic link	Communicate in a clear and transparent way.		
Council adoption	30 January 2024	Resolution	10.5.3.1
Next review due	May 2025		