



Council Policy 3.3.6 - Reimbursement of External Committee Members

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance and Strategy
Affected Business Units	All

Objective

The objective of this Policy is to define the expenses permitted to be reimbursed in accordance with section 5.100 of the *Local Government Act 1995* (the Act).

Scope

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

Policy

Introduction

Section 5.100 of the Act prohibits a committee member who is not a council member or an employee from being paid a fee for attending any committee meeting. The relevant clause in the legislation specifically states:

“A person who is a committee member but who is not a council member or employee is not to be paid a fee for attending any committee meeting.”

The Act permits reimbursement of expenses incurred by external committee members as long as the value of the reimbursement does not exceed the maximum amount determined for council members for the purpose of section 5.98(3)(b) of the Act.

The Salaries and Allowances Tribunal annually sets the extent and value of expenses that may be reimbursed by local governments for Councillors. The 2021 determination has been used as the basis for determining as they apply to external committee members:

- Expenses that may be reimbursed; and
- Value of expenses that may be reimbursed.

Expenses to be reimbursed

The following expenses are to be reimbursed:

- *childcare costs incurred by an external committee member because of the member’s attendance at a meeting of a committee of which he or she is also a member.*
- *travel costs incurred by an external committee member because of the member’s attendance at a meeting of a committee of which he or she is also a member.*
- *an expense incurred by an external committee member performing a function in his or her capacity as an external committee member.*

Value of expenses to be reimbursed

Childcare costs:

- *The extent to which an external committee member can be reimbursed for child care costs incurred because of attendance at a meeting is the actual cost per hour or \$30 per hour, whichever is the lesser amount.*



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Travel costs:

- *The extent to which an external committee member can be reimbursed for reasonable travel costs is the actual cost for the person to travel from the person's place of residence or work to the meeting and back at the rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 as of 8 April 2021.*

Other expenses

- *The extent to which an external committee member can be reimbursed for any other cost incurred is the actual cost upon presentation of sufficient evidence of the cost incurred.*

Process

Requests for reimbursement must be made no more than 7 days after the end of the financial year to which the claim relates. Requests for reimbursement are to be emailed to the Council Support Officer.

Council authorises the Chief Executive Officer to make determinations regarding acceptance of expenses claimed under this policy.

Definitions

External Committee Members are defined as members of committees established under section 5.8 of the Act that are not Councillors or Employees.

Relevant Policies/Council Documents

Nil.

Legislation/Local Law Requirements

- *Local Government Act 1995*

Office Use Only				
Relevant Delegations				
Council Adoption	Date	20/09/2021	Resolution #	OCM260/09/21
Reviewed/Modified	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	