



Premier's Circular

Number:	2019/07
Issue Date:	05/12/2019
Review Date:	30/06/2021

TITLE

STATE GOVERNMENT BOARDS AND COMMITTEES

POLICY

A State Government board or committee is a body:

- (i) established for the purpose of informing government policy or strategy;
- (ii) providing oversight and appropriate governance of some government functions and activities; or
- (iii) where members are paid a fee (other than reimbursements for travel expenses).

This includes sub-committees that fall within that definition.

All establishments, abolitions, changes in name, appointments and reappointments to State Government boards and committees are matters for Cabinet consideration.

Prior to establishing a board or committee, agencies should consider whether alternative forms of consultative bodies, such as an interagency working group, can be utilised. Agencies should also regularly review the ongoing need for a board or committee.

DIVERSITY IN REPRESENTATION

All board and committee appointments should reflect the diversity of the community, and contribute towards the Government's target of 50 per cent representation of women. Diverse representation is particularly valuable among board and committee Chairs.

As a matter of sound governance practice the membership of individuals should not exceed ten years. When refreshing membership, staggered appointments can be a useful tool in retaining corporate knowledge while introducing fresh perspectives.

Additional considerations to take in account when seeking a nominee include:

- What will be the focus of the board or committee during the next term, and what skillsets will be required to effectively undertake this work?
- What skills and experience would be valuable, beyond that of subject matter experience?

- Would the board or committee benefit from new appointees with fresh insights?
- Does the relevant legislation permit a maximum of ten years membership for individuals and/or staggering appointment terms?

REMUNERATION

The authority to pay fees to State Government board and committee members may derive from legislation, or a decision of Cabinet. Unless the relevant legislation provides otherwise, the rate of any fee is recommended by the Public Sector Commissioner.

A member of a State Government board or committee is not eligible for remuneration (other than reimbursements for travel expenses) if they are:

- (i) on the public payroll, including all current full time State, Commonwealth and Local Government employees; Members of Parliament; current and retired judicial officers (except Magistrates); and current non-academic employees of public academic institutions; or
- (ii) a person who was a Member of Parliament within the last 12 months.

Persons who are eligible for remuneration include:

- (i) part time public sector employees, where the relevant Minister is satisfied that the work relating to the board or committee will occur outside of their employment, and all other potential conflicts of interest are appropriately managed;
- (ii) University academics, defined as someone engaged primarily for the purpose of providing educational services and not administrative or other services; and
- (iii) elected Local Government councillors.

Remuneration of board and committee members should be reported in an agency's Annual Report.

For guidance on travelling expenses for board and committee members refer to the Public Sector Commission.

ELIGIBILITY

Section 102 of the *Public Sector Management Act 1994* requires public sector employees to obtain the prior permission of their employing authority to engage in activities unconnected with their functions.

As a general guide, an individual should not sit on more than two (2) State Government boards and committees.

In order to exercise due diligence, agencies facilitating appointments to boards or committees should undertake pre-appointment screening controls such as verification of qualifications, fiduciary responsibilities, and conflicts of interest. Agencies should consider the level of pre-screening required in the context of the purpose and function of the board or committee.

ENQUIRIES

The Department of the Premier and Cabinet provides advice on this Circular and maintains the OnBoardWA Register, which holds information supplied by board and committee applicants.

Members of the public interested in serving on a State Government board or committee are able to register their interest through [OnBoardWA](#)

The Public Sector Commission provides recommendations for the remuneration of board and committee members, as well as publishes the principles for good governance of boards and committees, which is available online at the [Public Sector Commission](#)

BACKGROUND

This Circular defines what constitutes a Government board or committee, and provides guidance on selecting and remunerating appointees. A State Government Boards and Committees Register can be found at [OnBoardWA](#)

Nominees should be sourced from the OnBoardWA Register, and reflect the Government's commitment to diversity and gender equality. Agencies are encouraged to maintain forward plans for board vacancies, to ensure sufficient time to identify the most appropriate nominees.

Mark McGowan MLA
PREMIER

For enquiries contact:	Anita Rudeforth 6552 5738 (policy and database advice) Department of the Premier and Cabinet OnBoardWA Register: boards@dpc.wa.gov.au Public Sector Commission (for remuneration matters) 6552 8500 gbc@psc.wa.gov.au
Other relevant Circulars:	N/A
Circular/s replaced by this Circular:	2017/08