

# Boards and Committees

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# Boards and Committees

- Cabinet considers:
  - Establishing a board
  - Appointing and reappointing members
  - Remuneration - where applicable
  - Abolishing a board
- Which boards/committees need to be considered by Cabinet and why?
  - Premier's Circular 2019/07 *State Government Boards and Committees* and the Cabinet Handbook:
    - Statutory i.e. established by legislation and reports to a Minister  
*e.g. Western Australian Planning Commission*
    - Non statutory i.e. established by a Minister without legislation  
*e.g. Veterans Advisory Council*

# What to include in the submission

- Relevant documents
  - Summary sheet
  - Minute
  - Board Proforma
  - CVs
    - **Please** try for two pages only, use the cv template, no page numbering
  - Executive Council papers where needed
- Key content
  - Legislation (or not); if establishing – why?
  - Current membership and terms
  - Gender balance
  - OnBoardWA Register consulted; someone selected and it's yes?
  - Remuneration – consult PSC – indicative rates may be possible
  - Selection process

# Cabinet Handbook templates

PLEASE NOTE THAT THE GREEN AND RED TEXT IS ONLY BEING USED IN THIS TEMPLATE TO HIGHLIGHT IMPORTANT POINTS. WHEN YOU PREPARE A FORMAL SUBMISSION THE TEXT SHOULD BE IN BLACK, NO SMALLER THAN 10 POINT AND NO LARGER THAN 12 POINT FONT.

## CABINET-IN-CONFIDENCE CABINET APPOINTMENT SUMMARY SHEET

CABINET OFFICE USE

SUBMISSION NO.

TITLE OF BOARD OR COMMITTEE

ENTER TITLE OF BOARD (correct legal name of board or committee)

MINISTER RESPONSIBLE

ENTER HON MINISTER'S NAME MLA/MLC, RELEVANT PORTFOLIO

PROPOSED APPOINTEE(S)

TITLE	FULL NAME	ELIGIBLE FOR REMUNERATION (EXTERNAL)	TERM OF APPOINTMENT	
			Commencing	Expiring

RELEVANT ACT OR AUTHORITY (see Cabinet Handbook) UNDER WHICH BOARD MEMBERS ARE APPOINTED

State the name, year, section(s) and subsection(s) of relevant Act

COMPOSITION OF BOARD IF CABINET APPROVES THE PROPOSED APPOINTMENT/S:

Total number of positions on board \_\_\_\_\_ Number of women \_\_\_\_\_  
 Total number of positions filled \_\_\_\_\_ Number of men \_\_\_\_\_

Is Executive Council approval required? Yes  No

Has the OnBoardWA Register been consulted? Yes  No

Is this submission:

Establishing a Board Yes  No  Abolishing a Board Yes  No   
 Appointing Board Members Yes  No

REMUNERATION RECEIVED (as recommended by PSC)

Chairperson \$Amount per meeting  
 Members \$Amount per meeting

CREATION DATE OF BOARD dd/mm/yyyy

TENURE OF BOARD

Ongoing Yes  No

Termination date of Board (if known) dd/mm/yyyy

FREQUENCY OF MEETINGS

Weekly  Half-yearly  
 Monthly  Yearly  
 Other

OTHER ALLOWANCES PAYABLE

Travel Reimbursement Yes  No

Minister's signature

Date

ALWAYS LEAVE AT LEAST A 2CM LEFT HAND MARGIN

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MINISTER FOR (INSERT RELEVANT PORTFOLIO ONLY)

SUBMITS TO

PREMIER (IN CABINET)

ENTER CORRECT TITLE OF BOARD (IDENTICAL TO SUMMARY SHEET)

PURPOSE OF BOARD

ENTER Purpose/function/objectives/role of the Board. Relevant Act or authority to appoint.

CURRENT MEMBERSHIP

ENTER Membership indicating that more details can be found at Attachment 1

If new board, delete this section and remove the words "CHANGES TO" in the next section and add "PROPOSED".

CHANGES TO BOARD MEMBERSHIP

Name those being nominated for appointment (details at Attachment 1) and include a brief outline of the selection process. Include information on whether the OnBoardWA Register was used. What consultation and suitability assessment was used. Has the candidate been assessed in regard to any potential conflict of interest, criminal history, working with children, etc. Is the nominee currently a member of other Western Australian Government Boards? Curriculum Vitae for each nominee to be Attachment 2. The Diversity Questionnaire, although optional, will provide government with important data on the diversity of our board membership across the sector and help us assess how well we are achieving these outcomes.

FEES AND ALLOWANCES

Enter details of sitting fees as paid and recommended by the Public Sector Commission. List those entitled to receive or receiving a sitting fee (include details of where the sitting fee is paid from, e.g. Consolidated Fund, Commonwealth Government, Self-Funded, etc).

Name	Remunerated Y/N	Amount	Other Allowances	Funding Source

RECOMMENDATION

Cabinet approves the appointment by the Minister for {...} or by the Governor, in Executive Council, of {name of members} as Chairperson/Member/Deputy (or of the following and list members names and positions) to the {Name of Board} under section { } of the {enter Act} for a term expiring on {enter date}.

HON (INSERT NAME) MLA OR MLC  
MINISTER FOR (INSERT RELEVANT PORTFOLIO ONLY)

ALWAYS LEAVE AT LEAST A 2CM LEFT HAND MARGIN

# Cabinet Handbook templates

Attachment 1

## BOARD PROFORMA

<b>TITLE OF BOARD/COMMITTEE:</b>	<b>ENTER CORRECT TITLE OF BOARD (IDENTICAL TO SUMMARY SHEET AND MINUTE)</b>
<b>LEGISLATIVE AUTHORITY:</b>	<b>State the name, year, section(s) and subsection(s) of relevant Act</b>
<b>AGENCY CONTACT DETAILS:</b>	<b>(Committee Secretary), Address, Phone, email</b>

Proposed New Members	FULL NAME (Include Title)	DATE OF BIRTH	GENDER	POSITION ON BOARD	NOMINEE SOURCED FROM OnBoardWA (Y/N)	REMUNERATION \$ AMOUNT P.A.	SECTION OF ACT	REPLACING - (CEASED MEMBERS NAME)	TERM OF APPOINTMENT (COMMENCING & EXPIRING)

Continuing Members	FULL NAME (Include Title)	DATE OF BIRTH	GENDER	POSITION ON BOARD	NOMINEE SOURCED FROM OnBoardWA (Y/N)	REMUNERATION \$ AMOUNT P.A.	SECTION OF ACT	FIRST APPOINTMENT DATE	TERM OF APPOINTMENT (COMMENCING & EXPIRING)

Members Ceased	FULL NAME (Include Title)	DATE OF BIRTH	GENDER	DATE CEASED	REASON	



# Troubleshooting

- If a board or committee is being established without legislation and the members are to be paid, the Minute's Recommendation **MUST** specify a request for Cabinet to approve remuneration.
- Number of board/committee memberships for an individual – as a general guide it's a limit of two (2).
- Cabinet does not backdate appointments.
- While not mandatory, a person's date of birth is important for Cabinet Services for identification purposes e.g. in the case of people with the same name. DOBs also provide important demographic information. So please include DOB as much as possible – thank you!
- There is also a preference to include a home address (not just an email address) to identify that the person is a resident of Western Australia. Not a deal breaker, but useful if included.
- If Cabinet Services has questions, we will contact your Minister's Office - if required the Minister's Office will request the agency to contact us direct.



# OnBoardWA Register

- The OnBoardWA Register was launched in September 2017 by the Premier and the Hon Simone McGurk MLA, Minister for Women's Interests to promote the Government's commitment to 50% female representation across all State Government Boards and Committees.
- The Premier's Circular 2019/07 *State Government Boards and Committees* was revised to reflect the commitment to diversity and gender representation and to feature OnBoardWA.
- The new Register replaced the Interested Persons Register.
- A call for people to express interest has generated a huge number of OnBoardWA registrations, particularly from women.
- Ministerial and departmental officers are encouraged to request a login to access the Register to search for potential nominees.
- For login access, please email 'boards@dpc.wa.gov.au' and indicate for whom a login is required (include their signature block) and for which board/committee.