Remuneration for Government Boards and Committees Checklist

Refer to the [guideline](https://www.wa.gov.au/organisation/public-sector-commission/remuneration-government-boards-and-committees)s for information on the authority and eligibility for remunerating government board and committee members.

Unless the relevant legislation provides otherwise, the rate of remuneration is determined by the Minister as recommended by the Public Sector Commissioner.

For the Commissioner to make a recommendation, the following information is required to be submitted by the Minister.

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| Documentation required | PSC use |
| Authority for creation of board or committee  Include relevant legislative provisions, Cabinet or Ministerial endorsement |  |
| Role of board or committee  Purpose such as giving advice, making decisions or representing community interests  Reasons for creation such as responding to government policy objective or performing a function under statute  Nature such as governing, regulatory or advisory  Terms of reference  Roles, duties and responsibilities of members including additional responsibilities of chair and deputy chair  Expected workload including frequency and duration of meetings  Additional work requirements for members outside meetings (if applicable) |  |
| Other information  Impacts of board or committee on Western Australians  Specific membership requirements (desirable or essential)  Level of turnover or assets (Government Trading Enterprises only)  Ability to attract and retain members  Government policy, other requirements or obligations relevant to remuneration and reimbursements  Contact person |  |

Email completed submission with this checklist to [gbc@psc.wa.gov.au](mailto:gbc@psc.wa.gov.au). Submission is only considered once all information is provided.