# 2024 Government Boards and Committees Annual Collection

## Purpose of this collection

The Public Sector Commission conducts the government boards and committees annual collection as a way of fulfilling annual reporting obligations under the [*Public Sector Management Act 1994*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_771_homepage.html) (PSM Act), [*Public Interest Disclosure Act 2003*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_767_homepage.html) (PID Act), and [*Corruption, Crime and Misconduct Act 2003*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_207_homepage.html) (CCM Act)*.*

Your responses help the Public Sector Commissioner to:

* monitor compliance with ethical codes under section 21 of the PSM Act
* monitor compliance with the PID Act, required under Part 4
* prevent misconduct by informing the Commissioner’s prevention and education activities under section 45A of the CCM Act.

Your response also assists your Principal Executive Officer to meet their obligation to report annually to the Commissioner under section 23 of the PID Act.

## Timeframe to complete your response

You must complete your response online **between Tuesday 25 June and Tuesday 30 July 2024**.

## Who and what is being captured in the collection

This annual collection is based on processes, initiatives and activities related to integrity and conduct undertaken by your board or committee **between 1 July 2023 and 30 June 2024**.

It is provided to all government boards and committees.

Only one response per board or committee is required, and the responses are based on board or committee members only (ie not employees).

## Authorisation

The online submission is made with the approval of your chair.

## Changes since 2023

Questions have been updated to reflect [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations).

## Structure of the collection

This collection has been specifically designed for government boards and committees.

Your public authority completes a separate collection on integrity and conduct. For example, South Metropolitan Health Service receives separate collection links and completes independent responses for the South Metropolitan Health Service and the South Metropolitan Health Service Provider Board. Both collections are required to be completed. While some questions are the same or similar across the collections, this collection contains specific questions for government boards and committees.

The chair of the board or committee, with assistance from the secretariat as appropriate, is to complete a response on behalf of the board or committee. Individual board/committee members are not required to respond.

Questions that only relate to public sector boards and committees are indicated by a blue outline. Questions that only relate to non-public sector boards and committees are indicated by a purple outline.

Your board or committee **must complete Part 1** of this collection.

For **Part 2** (public interest disclosure questions), another authority may respond on your behalf. For example, your board or committee may use a department’s processes for reporting misconduct. In this case the department could respond on behalf of the board or committee. Advise the relevant authority if you expect it to report on your behalf so it is aware of this. Where this is the case, you answer no further questions on reporting minor misconduct and public interest disclosures, and may submit your results

## Data storage and management

Data storage through the online collection tool is compliant with the information security requirements of AS ISO/IEC 27001:2015 – Information technology – Security techniques – Information security management systems – Requirements. Access to the system is managed by the Data Analytics and Technology division at the Commission and roles are managed to ensure controlled access to data.

## Using and sharing collected data

The information you report as part of this collection is provided to the Commission on the understanding that it may be shared solely for the purpose of workforce and integrity reporting.

Your board or committee’s information provides the Commission with valuable information about your board or committee’s integrity environment and informs the development of the Public Sector Commissioner’s reports to Parliament each year under Section 22D of the PSM Act, Section 22 of the PID Act and Section 45ZD of the CCM Act.

The workforce data collection process provides your board or committee with a summary of activity across a range of integrity and conduct functions. It is a chance for you to review how information about integrity and conduct is captured by your board or committee and whether it is fit for purpose.

The data and information you provide is published by the Commission as part of the Statistical Bulletin associated with the annual State of the WA Government Sector Workforce report. Data may be aggregated or de-identified for public use.

In addition to annual reporting, data may also be used in responses to Parliamentary questions and other matters relevant to the functions of the Commission including the prevention of misconduct.

From time to time there are requests for information relating to data in this collection. The Commission considers these requests on an individual basis. Any personal data shared on this basis is de-identified for public use.

## Guidance notes

This document contains all the questions and answer options for the 2024 annual collection, along with guidance notes to help your board or committee prepare its response. It also helps you to gather the required information and approvals ahead of completing your submission online.

Guidance notes may be updated from time to time and you are encouraged to check online before completing the collection.

## Reporting tool

Your submission must be made online.

When the collection is opened, your board or committee receives a link to complete the annual collection online. This link is unique to your board or committee. Do not share this link with other boards or committees.

The link may be shared between the secretariat and the chair of your board or committee allowing the chair to review responses before submission. If you do this, it is recommended that only one person accesses the tool at any one time to ensure responses are saved correctly.

Your submission may be completed in multiple sittings. Responses are automatically saved when you click the **Next** or **Previous** button at the bottom of each page. If you cannot locate the **Next** button on any page, please scroll down until it is visible.

## Navigating the online reporting tool

A table of contents panel on the lefthand side of the screen can be expanded or minimised by selecting the **3 bars icon**. Most questions in this collection require a response before proceeding to the next question.

As you complete each section a tick appears. You can navigate back to previously answered questions at any time using the table of contents.

Depending on your responses, you may skip some questions or be asked to complete additional information. Please take care to provide accurate information and ensure all reporting requirements are met.

All sections of the collection must have a tick before you submit the survey.

All text based answers have a 1,000 character limit (approximately 150 words). To provide additional information above this limit, email [icreporting@psc.wa.gov.au](mailto:icreporting@psc.wa.gov.au?subject=2024%20Government%20boards%20and%20committees%20collection) and include your board or committee name and the question your information relates to.

## Contact information

If you have any questions or experience technical issues please email [icreporting@psc.wa.gov.au](mailto:icreporting@psc.wa.gov.au?subject=2024%20Government%20boards%20and%20committees%20collection).

## 2024 Government boards and committees annual collection: Questions and guidance

### **PART 1**

### SECTION A: INTEGRITY PRACTICES

This question is only displayed to public sector boards and committees

1. **Does your board or committee have an integrity framework that meets the requirements of** [**Commissioner’s Instruction 40: Ethical Foundations**](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations)**?**

* Yes, we have our own integrity framework
* Yes, we apply the integrity framework of another public sector body under a documented arrangement (specify body)
* No (describe why)

**Guidance notes**

To answer this question refer to clause 5 of [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations). If you have a documented arrangement in place refer to clauses 5 and 6.

This question is only displayed to non-public sector boards and committees

1. **Does your board or committee have an integrity framework?**

* Yes, we have developed and implemented our own integrity framework
* No, but we plan to develop and implement our own integrity framework in the next 12 months
* No (describe why)

1. **Has your board or committee used the Commission’s** [**Integrity Framework Maturity Self Assessment Tool**](https://www.wa.gov.au/government/publications/integrity-framework-maturity-self-assessment-tool) **to assess and improve your approach to integrity?**

* Yes
* No, but we plan to use this tool in the next 12 months – *Skip to A3*
* No, we have not used this tool (specify why) – *Skip to A3*

1. **What areas has your assessment identified for improvement?**

* Clear expectations
* Roles and responsibilities
* Legislation and regulations
* Risk analysis and planning for integrity
* Internal controls, audit and governance
* Fraud and corruption detection systems
* Values and standards
* Leadership and management attitude
* Organisational culture
* Integrity education and capacity
* Responses to integrity breaches
* Self analysis and review
* Oversight
* No areas for improvement were identified – *Skip to A3*

1. **Have you developed a plan to improve these areas?**

* Yes, we have developed a plan for each area we identified
* No, but we plan to do so in the next 12 months
* No (describe why)

1. **In the last 12 months which of the following approaches has your board or committee used to assess its integrity environment?** (select all that apply)

* We have evaluated the integrity environment internally using the Public Sector Commission’s [Integrity Snapshot Tool](https://www.wa.gov.au/government/publications/integrity-strategy-wa-public-authorities-2020-2023)
* We have evaluated the integrity environment using the services of an external consultant
* We have evaluated policies, procedures and systems in line with the recommendations of WA integrity agencies (eg Public Sector Commission, Corruption and Crime Commission, Office of the Auditor General)
* We have evaluated how integrity matters are addressed and resolved (eg quality of and time taken to complete discipline processes, investigations)
* We have discussed our integrity strategy at a board or committee meeting
* Other (describe)
* None of the above – we have not assessed the integrity environment in the last 12 months

**Guidance notes**

Your integrity environment is shaped by the combination of strategies, initiatives and cultural factors that have been put in place and ideally work together to improve integrity in your board or committee. This question aims to understand how your board or committee assesses the efforts taken to promote integrity and prevent misconduct and corruption.

1. **In November 2021, the Commission released a governance e-learning for board and committee members. Has this e-learning been used by members of your board or committee?**

* Yes
* No
* Other (specify)

**Guidance notes**

This question aims to understand whether your board or committee has used governance resources provided by the Commission.

### SECTION B: CODE OF CONDUCT

1. **Does your board or committee have a code of conduct?**

* Yes – *public sector boards and committees go to B1.2, non-public sector boards and committees skip to B2*
* Yes, we apply the code of conduct of another public sector body under a documented arrangement (specify body)       – *public sector boards and committees go to B1.2, non-public sector boards and committees skip to B2*
* No – *Skip to B6*
* Other (specify)       – *public sector boards and committees go to B1.2, non-public sector boards and committees skip to B2*

This question is only displayed to public sector boards and committees that selected ‘Yes’ to B1.1

1. **Does your board or committee’s code of conduct meet the requirements of** [**Commissioner’s Instruction 40: Ethical Foundations**](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations)**?**

* Yes
* No (describe why)

**Guidance notes**

To answer this question refer to clauses 2 (a) (i, ii and iii) and 3 of [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations). For those with a documented arrangement also refer to clause 6.

1. **Which measures did your board or committee have in the last 12 months to ensure all members are familiar with your code of conduct?** (select all that apply)

* Our code’s requirements are covered in induction programs for new members
* Formal and planned training on our code is provided to all new members
* Formal and planned refresher training on our code is provided to members throughout their tenure
* Members acknowledge in writing that they have read, understand and commit to our code
* Information sessions are held about our code or that refer to our code
* Information is provided to members about their role in upholding our code
* Other (specify)
* None of the above

**Guidance notes**

Public sector bodies are required to deliver formal and planned training on their code of conduct under clause 4 of [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations). Non-public sector boards and committees are encouraged to deliver training. Support for [Developing code of conduct training](https://www.wa.gov.au/government/multi-step-guides/developing-code-of-conduct-training) is specifically designed to meet the requirements of Commissioner’s Instruction 40 and can be used or adapted by other authorities to suit their contexts.

1. **Which approaches has your board or committee used in the last 12 months to monitor compliance with your code of conduct?** (select all that apply)

* Internal reviews or audits (eg audits of procurement decisions, gifts and benefits registers, conflicts of interest declarations)
* External reviews or audits
* General board/committee survey feedback
* Analysis of external complaints and/or reports of integrity issues
* Analysis of internal reports of integrity issues
* Board or committee monitoring compliance (eg integrity and conduct matters as a standing item on board or committee meeting agenda)
* Other (specify)
* None of the above

1. **Does your board or committee provide training on your code of conduct to your members?**

* Yes, we conduct our own training – *public sector boards and committees go to B5, non-public sector boards and committees skip to B6*
* Yes, we receive training from another public sector body under a documented arrangement (specify body) – *public sector boards and committees go to B5, non-public sector boards and committees skip to B6*
* No (describe why) – *Skip to B6*

This question is only displayed to public sector boards and committees

1. **What percentage of your current members are trained on your code of conduct as at 30 June 2024?**

Percentage of members (if none enter '0')

**Guidance notes**

Enter your response as a percentage without commas, decimals or spaces. Only count **current** members who your board or committee has provided initial code of conduct training to at least once. Even if members have participated in training several times, only count them once.

1. **In the last 12 months which measures did your board or committee have to encourage members to report unethical conduct including any behaviour considered to be a breach of the code?** (select all that apply)

* The way to report unethical conduct is published in our code
* The option for a person to report anonymously is provided for in our code
* Our code states that victimisation of members reporting unethical conduct is not tolerated
* The chair regularly publicises their commitment to speaking up and reporting unethical conduct
* Information about external reporting avenues (eg Corruption and Crime Commission, Public Sector Commission) is included in our code
* Other (specify)
* None of the above

### SECTION C: CONFLICTS, CHARTERS AND CULTURAL AWARENESS TRAINING

1. **Which approaches has your board or committee used in the last 12 months to monitor conflicts of interest?** (select all that apply)

* Conflicts of interest declarations
* Conflicts of interest registers
* Conflicts of interest as a standing item on board or committee meeting agenda
* Other (specify)
* None of the above

1. **Does your board or committee have a gifts, benefits and hospitality register or policy?**

* Yes
* No
* Other (specify and list)

1. **Does your board or committee have a board charter (or similar)?**

* Yes
* No
* Other (specify)

1. **Does your board or committee have any of the following?** (select all that apply)

* Statement of expectations from responsible minister
* Statement of intent with responsible minister
* Evaluation process for board or committee performance
* Succession planning
* Strategic planning day/session
* Other (specify)
* None of the above

*Public sector boards and committees go to C5.1PS, non-public sector boards and committees skip to C5.2NPS.*

These questions are only displayed to public sector boards and committees

1. **As at 30 June 2024 how many of your members are required to have completed** [**Aboriginal and Torres Strait Islander cultural awareness training**](https://www.wa.gov.au/service/human-resource-management/training-and-development/aboriginal-and-torres-strait-islander-cultural-awareness-training)**?**

Number of members required to complete training (if none enter ‘0’)

1. **How many of these members completed Aboriginal and Torres Strait Islander cultural awareness training?**

Number of members who completed training **between July 2021 and June 2024** (if none enter ‘0’)

Number of members who completed training **before July 2021** (if none enter ‘0’)

This question is only displayed to non-public sector boards and committees

1. **How many of your current members completed Aboriginal and Torres Strait Islander cultural awareness training in the last 3 years?**

Number of members who completed training (if none enter ‘0’)

**Guidance notes**

In July 2021, the Public Sector Commission released [Commissioner’s Instruction 29: Aboriginal and Torres Strait islander cultural awareness training](https://www.wa.gov.au/government/publications/commissioners-instruction-no29-aboriginal-and-torres-strait-islander-cultural-awareness-training) that requires boards and committees established under their own legislation to ensure all members complete training. Responding to these questions fulfils your board or committee’s reporting requirements under this instruction.

For **Question C5.2NPS** include all current board members as at **30 June 2024**. When providing figures, only count current members who your board or committee has provided training to once. Even if a member has participated in cultural awareness training several times, or has completed different types of cultural awareness training, only count them once. Enter your response as a whole number without commas, decimal or spaces.

### **PART 2**

**Will another authority be reporting public interest disclosure information on behalf of your board or committee?**

* Our board or committee will report this information – *Go to D1*
* Another authority will report this information – *Enter details below and skip to ‘Submitting your response’.*

*If you answered that another authority will submit a report on your behalf, provide details of the submitting authority that will be responding on your behalf.*

|  |  |
| --- | --- |
| **Details of the authority responding on behalf of the board or committee** | |
| Authority name |  |
| Name of contact at authority |  |
| Contact’s email |  |
| Contact’s telephone |  |

### SECTION D: PUBLIC INTEREST DISCLOSURE

**Guidance notes for completing this section**

Completing this section ensures reporting requirements under section 23 of the *Public Interest Disclosure Act 2003* are met. This section relates to public interest disclosures that involve board or committee members, and public interest disclosures submitted to board or committee members whether or not they involve board or committee members. Your principal PID officer (which may be from your authority) may be best placed to assist you complete this section.

1. **Has your board or committee designated at least one public interest disclosure (PID) officer to receive public interest disclosures (as required under section 23(1)(a) of the PID Act)?**

* Yes
* No

1. **Has your board or committee published internal procedures relating to your authority’s obligations under the PID Act (section 23(1)(e))?**

* Yes
* No – *Skip to D4.1*

1. **Are your board or committee procedures consistent with the** [**guidelines issued by the Public Sector Commission**](https://www.wa.gov.au/system/files/2020-02/guidelines_for_public_authorities%20%281%29.pdf) **(section 23(2) of the PID Act)?**

* Yes
* No

1. **Between 1 July 2023 and 30 June 2024 was your board or committee found to be non‑compliant with the PID Act or PID Officer’s Code of Conduct and Integrity (code)?**

* No – *Skip to D5.1*
* Yes

1. **Provide further information including which section of the PID Act or code the non-compliance related to, who made the finding of non-compliance and any sanctions that were imposed as a result.**

**Guidance notes**

This question relates to **non-compliance with** the PID Act and PID Officer’s Code of Conduct and Integrity and **does not relate to** the requirement to designate a PID officer or publish internal procedures **which are covered in previous questions**.

1. **How many public interest disclosures were lodged with your board or committee between 1 July 2023 and 30 June 2024?**

Total number of public interest disclosures received (if none enter ‘0’ and skip to ‘Submitting your response’)

1. **Of the [answer from D5.1] public interest disclosures lodged with your board or committee between 1 July 2023 and 30 June 2024, how many are still pending assessment?**

Total number of public interest disclosures pending assessment (if none enter ‘0’)

1. **Of the [answer from D5.1] public interest disclosures lodged with your board or committee between 1 July 2023 and 30 June 2024, how many were assessed as a disclosure under the PID Act (ie an appropriate disclosure of public interest information made to a proper authority)?**

Total number of public interest disclosures assessed as a disclosure (if none enter ‘0’)

*If D5.3>0 the following question will be displayed:*

1. **Your PID officer/s must provide additional information for each public interest disclosure assessed by your board or committee as a disclosure for the purposes of the PID Act (ie an appropriate disclosure of public interest information made to a proper authority).**

**Important**: Forward the PID collection link *[a link will be generated within the online collection]* to the appropriate PID officer/s via email requesting them to complete one collection for each PID assessed by your board or committee as a disclosure for the purposes of the PID Act. The same collection link can be sent to more than one PID officer.

*Provide the contact details of one PID officer below:*

|  |  |
| --- | --- |
| Contact Information Required | PID Officer Details |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |

**Guidance notes**

While the additional information requested about your board or committee’s public interest disclosures is limited, the information (and handling of the information) must comply with the **confidentiality requirements of section 16 of the PID Act**. Therefore, the officer/s you nominate supply this information through a separate collection, accessed through the link. The collection contains additional information and guidance for officers.

1. **Of those disclosures lodged with your board or committee between 1 July 2023 and 30 June 2024 but not assessed as a disclosure for the purposes of the PID Act, why was this decision made?**

* Did not meet the definition of public interest information in the PID Act
* Was not made to the proper authority
* Other (specify)

### SUBMITTING YOUR RESPONSE

|  |  |
| --- | --- |
| **Details of officer submitting collection** | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |

### AUTHORISATION

To review your responses and data before submitting, use the table of contents menu. If you click **Submit** and proceed to the next page, you cannot go back and edit your responses.

By clicking the **Submit** button and finalising your submission, you are confirming the data is current and accurate, and that your responses have been approved by the head of your authority.

Once you click the **Submit** button you are taken to a summary of your finalised responses and can download a PDF version. It is strongly recommended that you download a PDF of your responses and file it for record keeping purposes.