



## Premier's Circular

Number:	2025/15
Issue Date:	01/07/2025
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### TITLE

### STATE GOVERNMENT BOARDS AND COMMITTEES

### POLICY

State Government boards and committees form an important part of the State, acting under the direction of government to provide advice on certain areas of interest, support consultation with the community and/or oversee service delivery, all to benefit the State.

For the purposes of this Circular, a State Government board or committee is a body:

- (i) established for the purpose of informing government policy or strategy;
- (ii) that provides 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 may include sub-committees that fall within the above definition.

Prior to establishing a State Government board or committee (hereafter referred to as a board), agencies should consider whether an alternative form of consultative body, such as an interagency working group, can be utilised. Agencies should also undertake regular reviews of the ongoing need for a board.

Agencies, and the boards for which they are responsible, must comply with all relevant legislation and government policies in order to discharge their functions and exercise their duties to the highest standards.

### Classification of boards

All boards must be classified into one of four Tiers (A, B, C and D) in accordance with the attached [State Government Boards and Committees: Classification and Appointment Guidelines](#) (the Guidelines).

The scope and impact of a board's functions, alongside other factors, determine the suitable classification. As a matter of policy, and in addition to existing legislative requirements:

- Cabinet approval is required for all board classifications, including alterations to classifications (reclassification);
- the classification of a board establishes the appropriate process required prior to appointments being made by the Governor in Executive Council, Minister or other relevant appointing authority;
- all establishments, abolitions and changes in name to boards are matters for Cabinet consideration, regardless of its classification;
- appointments and reappointments to boards that fall in Tiers A, B or C are matters for Cabinet consideration;
- once Cabinet has approved the classification of a board as Tier D, appointments and reappointments to that board will no longer be required to be considered by Cabinet; however, abolitions, changes in name and significant changes to Terms of Reference remain matters for Cabinet consideration.

### **Board appointments**

As well as meeting any specific requirements in enabling legislation, appointments to boards are to be made based on the principles of merit, equity, openness and integrity.

Agencies (or other entities) responsible for facilitating the appointment of members to boards should refer to the [Guidelines](#) and apply the principles contained within. Specifically:

- Appointments should appropriately reflect the diversity of the Western Australian Community and gender target of 50 per cent women.
- An individual should not hold a position on more than two boards at any one time, regardless of whether they are paid or unpaid.
- Individual membership to any one board should not exceed 10 years in total or any other term specified under relevant legislation.
- Staggered appointments should be used where possible when refreshing membership to retain corporate knowledge while introducing fresh perspectives.
- Public sector employees seeking appointment not required of their roles must obtain prior permission from their employing authorities in accordance with section 102 the *Public Sector Management Act 1994*.

### **Remuneration**

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

Appointment to a board does not mean the individual is entitled to remuneration. This decision is based on the need to provide appropriate remuneration relevant to the role performed while effectively managing costs to government.

Board members may not be eligible for remuneration (other than reimbursement for travel expenses) if they:

- are being paid from public monies including:
  - current full time local, State and Australian Government employees;
  - current Members of Parliament;
  - current and retired judicial officers (except magistrates);
  - current non-academic employees of public academic institutions; or
- were a Member of Parliament within the last six (6) months.

Instances where board members may be eligible for remuneration include:

- Local, State and Commonwealth Government employees who are:
  - part time and where the relevant Minister is satisfied that the work relating to the board occurs outside their employment and all other potential conflicts of interest are appropriately managed; or
  - not currently being paid from public monies such as those on leave without pay and volunteers;
- university academics (defined as those engaged primarily for the purpose of providing education services and not administrative or other services); and
- elected Local Government councillors.

For guidance on reimbursement of travel expenses for board members, refer to the [Public Sector Commission](#).

## **BACKGROUND**

The establishment of State Government boards and committees has historically been used by governments to provide leadership, direction and accountability across many areas of government activity to benefit the State.

The Western Australian Government is committed to providing greater opportunities for the community to participate in its decision-making process and supports diversity in the appointment to boards and committees.

A number of policies and guidance materials have been developed to assist boards and committees in carrying out their responsibilities with the highest level of governance and integrity, supporting the promotion of transparency and accountability in the public sector.

## **Enquiries and resources**

The Department of the Premier and Cabinet provides advice and resources on Cabinet and the Cabinet process with respect to boards and committees; advice and guidance on board classification and general advice on board appointment processes. It also maintains OnBoardWA, an online register of people who have expressed interest in State Government board and committee positions.

The Public Sector Commission provides general advice and resources on governance arrangements and integrity. The Commission also provides remuneration recommendations for boards and committees where authority exists for members to be paid.

Further information can be found in the below table.

Roger Cook MLA  
**PREMIER**

<b>Department of the Premier and Cabinet</b>  <i>(Cabinet its processes, classification and appointment processes, and remuneration eligibility)</i>  <a href="mailto:boards@dpc.wa.gov.au">boards@dpc.wa.gov.au</a> (08) 6552 5666	<b>Public Sector Commission</b>  <i>(Remuneration recommendations)</i>  <a href="mailto:GBC@psc.wa.gov.au">GBC@psc.wa.gov.au</a> (08) 6552 8500	<b>Public Sector Commission</b>  <i>(Governance and integrity)</i>  <a href="mailto:integrity@psc.wa.gov.au">integrity@psc.wa.gov.au</a> (08) 6552 8888
Online resources: <ul style="list-style-type: none"> <li>○ <a href="#">Cabinet Handbook</a>: contains detailed information on the Cabinet process.</li> <li>○ <a href="#">OnBoardWA</a> is an online register of people who have expressed interest in State Government board and committee positions - available to agencies to search for board members based on skills and qualifications.</li> </ul>	Online resources: <ul style="list-style-type: none"> <li>○ <a href="#">Remuneration Guidelines for the payment of Government Board and Committee members</a></li> <li>○ <a href="#">Remuneration Recommendation Request Checklist</a>: Process for seeking remuneration recommendations from the Public Sector Commissioner</li> </ul>	Online resources: <ul style="list-style-type: none"> <li>○ <a href="#">Governance Manual</a>: provides information to help boards to establish governance arrangements and members carry out their responsibilities.</li> <li>○ <a href="#">e-learning for board members</a></li> </ul>
Other relevant Circulars:	N/A	
Circular/s replaced by this Circular:	2017/08, 2019/07, 2021/18, 2022/02, 2023/02	