



Department of
Health



Future Health Research and Innovation Fund Advisory Council

Charter

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1. Introduction

The Western Australian Future Health Research and Innovation (FHRI) Fund Advisory Council (the Advisory Council) is an advisory body established¹ by the Minister for Medical Research (the Minister)² under the *Western Australian Future Health Research and Innovation Fund Act 2012* (the Act).³

The Advisory Council is subject to:

- legislative requirements under the Act
- requirements set out in the Instruments of Appointment
- the Advisory Council governance and policy documents and
- the *FHRI Scheme Governance Framework* (the *Governance Framework*)
- any Statement of Expectation issued by the Minister.

This *Charter* should be read in conjunction with the documents listed above.

The Act provides for the Advisory Council to determine its own procedure subject to any matters determined by the Minister.⁴

2. Purpose

The purpose of Advisory Council *Charter* is to outline the functions, roles, responsibilities, membership and operating procedures of the Advisory Council.

3. Applicability

This *Charter* applies to the Chair and all members of the Advisory Council, whenever conducting the business of, or representing, the Advisory Council. This includes voting and non-voting members, any alternate member appointed under section 4H(5) of the Act and any nominee under sections 4G(3)(a), (b).

4. Mandatory Requirements

As specified in the relevant instrument of appointment, a member of the Advisory Council must comply with the Charter as a condition of appointment.

Advisory Council members are required to sign an acknowledgment of having read and understood the *Charter* (refer Appendix 1).

5. Functions

The Advisory Council is established to provide advice or other assistance to the Minister or the Department of Health in relation to functions that are legislated under the Act and functions in the *Governance Framework*, which are not legislated.

5.1. Functions under the Act

The Advisory Council is required to provide recommendation/s regarding how money standing to the credit of the FHRI Account should be applied towards Programs and Initiatives to the Minister for consideration.⁵ Before making any such recommendations,

¹ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s4G.

² Whilst the Act references the Minister for Health, on 08/02/2022 the Governor committed the Act (except Part 3) to the Minister for Medical Research and all references to the Minister for Health in the Act are to be read as the Minister for Medical Research.

³ [Western Australian Future Health Research and Innovation Fund Act 2012 \(WA\)](#)

⁴ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s 4H(2), (3).

⁵ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s 4G(2)(a).

the Advisory Council must first receive direction from the Minister to do so.⁶ The Minister is then required to consider the recommendation/s of the Advisory Council before approving Programs and Initiatives.⁷

A direction made by the Minister to the Advisory Council may include proposals for Programs and Initiatives, and may require the Advisory Council's recommendation to state that money should or shouldn't be applied in relation to the Programs and Initiatives proposed or should be applied with modifications to the proposed Programs and Initiatives.⁸

Upon direction by the Minister or the Department of Health, the Advisory Council will provide other advice or assistance regarding matters relevant to supporting research and innovation that contribute to achieving the object of the Act or other matters relating to Programs and Initiatives.⁹

For reference, the object of the Act is to provide a secure source of funding to support qualifying activities that are to contribute, either directly or indirectly, to one or more of the following:¹⁰

- (a) improving the financial sustainability of Western Australia's (WA) health system
- (b) improving the health and wellbeing of Western Australians
- (c) improving WA's economic prosperity
- (d) advancing WA to being, or maintaining WA's position as, a national or international leader in any qualifying activities.

Refer to the *Governance Framework* for further explanation of terms if required.

5.2. Functions under the Governance Framework

- The Advisory Council is responsible for leading the development of the Strategy for the operation of the FHRI Scheme and the consultations that inform its development.
- The Advisory Council is responsible for setting the Priorities for operation of the FHRI Scheme which are submitted to the Minister for approval.
- The Advisory Council oversees evaluations of the performance and benefits of the FHRI Scheme and reports these to the Minister.
- The Advisory Council has an assurance role as part of making recommendations to the Minister in relation to whether Programs and Initiatives have been developed in alignment with the FHRI Scheme Strategy and Priorities.
- The Advisory Council does not have a direct role in determining recipients of funding but does have a role in assurance that the peer-review or other funding determination methods used have been carried out appropriately via ensuring these processes form part of the evaluation process.
- The Advisory Council will lead the development of position and discussion papers on emerging issues or opportunities as required.

⁶ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4D(1)(a).

⁷ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4D(1)(b).

⁸ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4D(2)(a), (b).

⁹ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4G(2)(b).

¹⁰ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4.

6. Accountability

The Advisory Council is accountable to the Minister.

7. Key roles and responsibilities

Roles, responsibilities and relationships are outlined below. These are to be read in conjunction with the *Governance Framework*.

7.1. Minister for Medical Research

The Minister has overall responsibility for the FHRI Account and its enabling legislation.

The Minister may issue a Statement of Expectation to the Advisory Council, to which the Advisory Council may respond with a Statement of Intent.¹¹

The Minister is required to establish the Advisory Council, appoint members (including alternate members if/as required), setting the conditions for a member's appointment and may determine matters related to the operations and procedures of the Advisory Council.¹² The Minister may require that a conflict of interest condition will apply to any person, other than a public service officer, who has a role of providing assistance to the Advisory Council.¹³ The Minister may address and resolve any integrity matters that may arise in relation to the Chair of the Advisory Council.

The Minister must direct the Advisory Council to make a recommendation on how money standing to the credit of the FHRI Account should be applied during the financial year (which may include proposals for how the money ought to be applied) and must consider this recommendation before making an approval decision on Programs and Initiatives.¹⁴

The Minister is responsible for approval of the Strategy and Priorities that may be recommended by the Advisory Council but cannot instruct the Advisory Council to recommend a Strategy or Priority.¹⁵ The Minister is also responsible for the approval of the Annual Reports, Evaluation Framework (and associated reports), that may be recommended by the Advisory Council.¹⁶

The Minister is responsible for the tabling in Parliament of the Governance Framework, the Strategy, the Priorities, any strategic document and details of strategic arrangements (Programs and Initiatives).¹⁷

7.2. Chair of the Advisory Council

The Chair of the Advisory Council is designated by the Minister.¹⁸

The Chair will:¹⁹

- provide leadership of the Advisory Council and develop as a cohesive and effective team
- lead by example in demonstrating behaviours such as professionalism, respect and integrity

¹¹ Public Sector Commission (PSC), *Governance Manual for WA Government Boards and Committees (October 2023)*, Government of Western Australia, 2023.

¹² *Western Australian Future Health Research and Innovation Fund Act 2012 (WA)* ss 4G, 4H.

¹³ *Western Australian Future Health Research and Innovation Fund Act 2012 (WA)* s 4I.

¹⁴ *Western Australian Future Health Research and Innovation Fund Act 2012 (WA)* s 4D(1).

¹⁵ FHRI Scheme Governance Framework

¹⁶ FHRI Scheme Governance Framework

¹⁷ *Western Australian Future Health Research and Innovation Fund Act 2012 (WA)* s 10A(4).

¹⁸ *Western Australian Future Health Research and Innovation Fund Act 2012 (WA)* s 4H(2)(b).

¹⁹ Role statement in alignment with the PSC, *Governance Manual for WA Government Boards and Committees (October 2023)*, Government of Western Australia, 2023.

- be responsible for succession planning and monitoring the collective knowledge, experience and skills-balance of the Advisory Council. If a significant skill gap arises, or is anticipated to arise, the Chair will raise this with the Minister.
- ensure members receive relevant information and policies to support the Advisory Council's functions, performance and governance
- lead meetings, encourage members and seek consensus when making decisions
- shape the meeting agenda in relation to strategy, priorities, governance and performance
- motivate members, ensuring they all participate and, when appropriate, dealing with underperformance or matters relating to integrity or conflict of interest
- manage risk and report concerns to the Minister
- establish good working relationships with ministerial officers, the Department of Health and secretariat
- undertake specific responsibilities outlined in the *Charter* and other Advisory Council policies as required.

7.3. Advisory Council individual members

Each member of the Advisory Council has a responsibility to:

- comply with requirements as set out in their Instrument of Appointment
- undertake their role and function as a member of the Advisory Council in accordance with the Act and the *Governance Framework*
- comply with all Advisory Council policies, specifically noting:
 - declare all conflicts of interest, as set out in the *Conflicts of Interest Policy* (Policy Ref: FFAC-P-3)
 - deal with all Advisory Council-related matters in a confidential manner, as required by section 10.2 of this *Charter* and in accordance with the *Code of Conduct* (Policy Ref: FFAC-P-2)
- represent the Advisory Council to the best of their ability and in the public interest.

7.4. Director General

The Director General of the Department of Health (Director General DoH) is accountable to the Minister and supports the Minister in administration of the Act and the FHRI Account.

The Director General DoH:

- is a non-voting member of the Advisory Council (and cannot be the Chair)²⁰
- performs a central coordination role for the FHRI Fund and administers the FHRI Account on behalf of the Minister
- in relation to conflicts of interest:
 - keeps a record of
 - each disclosure of a conflict of interest by a member of the Advisory Council alternate member, or, as the Minister considers appropriate, other persons providing assistance to the Advisory Council
 - any other steps taken in relation to any actual, or potential, conflict of interest that is disclosed
 - makes a summary of the record available, on request, for inspection

²⁰ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) ss 4G(3)(a), 4H(4).

- communicates the objectives of the State Government to the Advisory Council through his or her role as a non-voting member of the Advisory Council
- ensures that a current version of each of the following is publicly available on the FHRI Fund website: the *Governance Framework*; the Strategy; the Priorities; each strategic document; details of Program and Initiatives (including recipients and funding details).
- ensures the Advisory Council is provided with administrative and policy support, as reasonably required, via a secretariat in the Office of Medical Research and Innovation.

7.5. Office of Medical Research and Innovation

In relation to the Advisory Council, the role of the Office of Medical Research and Innovation is to:

- develop and maintain the *Governance Framework* and *Evaluation Framework* for the FHRI Fund
- support the Advisory Council to develop the Strategy and Priorities
- develop the Programs and Initiatives for consideration by the Advisory Council and submit recommendations to the Minister for consideration
- implementation and post-award management of Programs and Initiatives approved by the Minister
- provide secretariat support to the Advisory Council, such as preparing agendas, meeting papers, meeting minutes, circulating papers, preparing Advisory Council correspondence and completing any actions arising from the meetings
- support the Chair and the Minister in relation to member appointments, including facilitation of the induction of new members
- provide policy development support and advice to the Advisory Council
- maintain governance-related registers such as the *Conflicts of Interest Register*, the *Gifts, Benefits and Hospitality Register* and other standard Committee registers
- management of member remuneration payments
- keep and maintain relevant records on behalf of the Advisory Council and support the Director General regarding conflicts of interest record-keeping requirements.

7.6. Expert Committees

- Expert committees may be established to provide advice (such as on specific issues, Programs and Initiatives and/or the assessment of proposals for funding).
- For clarity, where committees are established for the purposes of assessment of applications for funding these are referred to as Review Panels or Grant Review Panels.
- Expert Committees are accountable to the Office of Medical Research and Innovation but may be established at the request of the Minister, the Advisory Council or the Department of Health as required.
- Expert Committees are normally time-limited, however standing Expert Committees may be established where ongoing advice is required. Reporting and performance review of Expert Committees is outlined in the Governance Framework and included in the Annual Report prepared by the Advisory Council where required.

8. Advisory Council membership

- The membership of the Advisory Council is prescribed by the Act and one member may be designated by the Minister as the chairperson.²¹
- Members are appointed by the Minister in accordance with provisions in the Act²² (including via Instrument of Appointment), the *Governance Framework* and other government procedures.²³ The preferred number of members is eight, comprising six voting members and two non-voting members. However more members may be appointed if required.

8.1. Members

The Act requires that the Advisory Council members are to be as follows:²⁴

- a) The Director General of the Department of Health, or a nominee of the Director General (non-voting)²⁵
 - b) The Director General of the Department of Energy and Economic Diversification or a nominee of the Director General (non-voting)²⁶
 - c) 1 person appointed as a community representative
 - d) 1 person considered by the Minister to be an expert in research
 - e) 1 person considered by the Minister to be an expert in innovation
 - f) At least three other individuals whom, taken together, the Minister considers to have a suitable variety and level of relevant expertise and experience.²⁷
- Section 4G(4) of the Act requires that at least 1 of the members must be considered by the Minister to have experience in dealing with issues related to the health of Aboriginal people living in WA. This is in recognition of the State Government's commitment to building a new relationship with Aboriginal people and communities and acknowledges the complex health issues that currently face Aboriginal people and communities in WA.²⁸ Under the *Governance Framework*, it is preferred that this member will be an Aboriginal person.
 - Section 4G(5) of the Act requires that at least 1 of the members must be considered by the Minister to have experience in dealing with issues relating to the health of people living in regional WA.
 - A member of the Advisory Council, or the nominees of the Directors General, may be a public service officer or any other individual.²⁹
 - In order to provide additional links to national and international opportunities while also minimising perceived conflicts of interest, the research and innovation experts will not normally be based in WA. At all times, at least one of the research and innovation expert positions will not be based in WA. It is preferred that when one of the two

²¹ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) ss 4G, 4H(2)(b).

²² *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s 4G-l.

²³ Such as Department of Premier and Cabinet (DPC), *Premier's Circular 'State Government Boards and Committees'*, Number 2025/15 Issued 01/07/2025, Government of Western Australia, 2025.

²⁴ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s 4G(3).

²⁵ As the CEO of the FHRI Account department as specified in the Act s 4G3(a).

²⁶ As the CEO of the department that the Minister considers is, apart from the FHRI Account Department, the department most closely involved with qualifying activities, as specified in the Act s 4G(3)(b).

²⁷ '...who could come from fields such as business, law, philanthropy or the not-for-profit sector.' R. Cook, *Western Australia, Parliamentary Debates, Legislative Assembly*, 26 September 2019, p. 7486.

²⁸ R. Cook, *Western Australia, Parliamentary Debates, Legislative Assembly*, 26 September 2019, p. 7486.

²⁹ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s 4G(6).

positions is based outside of WA, the other position will be based in WA and alternate the member's residing arrangement at the subsequent appointment. For example, if an innovation expert is based outside of WA, the next appointment would seek a member who is based in WA. The same would occur for the research expert.

8.2. Alternate members

- If a voting member is unable or unavailable to act because of suspension, illness, absence or other cause the Minister may appoint another person as an alternate member to act temporarily in the member's place.³⁰
- Whilst acting in accordance with the appointment, the alternate member has any entitlement of a member of the Advisory Council.³¹

8.3. Nominee members

- The Directors General may nominate another individual to be the member in their place.³² They may be a public service officer or any other individual.³³
- It is the responsibility of the Directors General to ensure that their nominees are appropriately briefed on their role on the Advisory Council.
- Notice of nominee arrangements is to be communicated to the Chair in advance of the meeting. Nominees are to disclose any conflicts of interests to the Chair.

8.4. Formal and invited attendees

- Key staff from the Department of Health may be included in Advisory Council meetings as formal attendees where they are routinely required to present on agenda items, participate in discussions or otherwise provide advice.
- Other relevant persons may be invited to attend to present on specific agenda items or to otherwise provide specific advice or input to the Advisory Council.

8.5. Leave of absence

- If a member of the Advisory Council is intending to take leave for an extended time or over a period of high activity by the Advisory Council, this should be raised with the Chair in the first instance and then approval sought from the Minister.

8.6. Acting Chair

- If the Chair of the Advisory Council is unable to act due to absence, conflict of interest or other cause, the Chair will request another member of the Advisory Council to temporarily perform the duties of the Chair. NB: the Act specifies that the Directors General (non-voting members) cannot be the Chair.³⁴
- The Chair will provide the member, designated as Acting Chair, with the scope of duties to be performed giving as much notice as practicable.
- The Acting Chair will perform the Chair's role and responsibilities in accordance with the specified scope. The Acting Chair will be responsible for briefing the Chair regarding the activities performed and note these activities at the next meeting of the Advisory Council.

³⁰ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4H(5).

³¹ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4H(6).

³² Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4G(3)(a), (b).

³³ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4G(6).

³⁴ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s4H (4).

8.7. Term of appointment

- Members (other than the Directors General or their nominees) are appointed via an Instrument of Appointment, for not more than 5 years and may be reappointed³⁵ but may not serve for more than 10 years in total.³⁶
- Members (other than the Directors General) will generally be appointed for a three-year term (including the Chair).
- Persons nominated by the Directors General may serve for no more than three years in total and are not eligible for reappointment.
- Terms of members will be staggered where possible such that no more than half of members' terms will finish at the same time.³⁷ This is to ensure continuity and stability of the Advisory Council as terms of appointment expire.

8.8. Resignations

- A member of the Advisory Council appointed by the Minister may resign his or her term of appointment by written resignation given to the Minister.
- The resignation takes effect on the day it is received by the Minister or, if a later day is specified in the resignation, on that later day.

8.9. Terminations

- Membership of the Advisory Council may be terminated or suspended as per the conditions outlined in the member's Instrument of Appointment.

8.10. Vacancies, Apologies, Absence and Proxies

- The Advisory Council may perform its functions despite any vacancy in its membership.³⁸
- Members are to advise the Chair (via the secretariat) of their apology if they are aware they are not able to attend a meeting of the Advisory Council. Members not in attendance and who have not advised of an apology will be recorded as absent.
- Members are not permitted to send a proxy to a meeting of the Advisory Council. Proxies are not the same as alternate members, who may be temporarily appointed by the Minister, or nominees of the two Directors General (non-voting members).

9. Meetings

- Subject to provisions in the Act³⁹ and any relevant conditions determined by the Minister⁴⁰, the Advisory Council will determine how it will convene and conduct meetings.
- The Advisory Council will meet formally at least twice per year and more often during periods of higher activity, such as when Strategic Instruments are being developed.
- An annual cycle of key activities will be established and maintained.

³⁵ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s 4H(1).

³⁶ DPC, *Premier's Circular 'State Government Boards and Committees'*, Number 2025/15 Issued 01/07/2025, Government of Western Australia, 2025.

³⁷ DPC, *Premier's Circular 'State Government Boards and Committees'*, Number 2025/15 Issued 01/07/2025, Government of Western Australia, 2025.

³⁸ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s4H(3)(c).

³⁹ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s4H(3)

⁴⁰ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s4H(2)(a); NB: none specified at the time of writing.

- Appropriate consideration will be given to members who are based in regional areas or outside of the State to enable remote participation in meetings (e.g. instantaneous communication by videoconference) or, where in person attendance is required, adequate time for travel arrangements to be made.
- All meetings of the Advisory Council will commence with the Chair calling for any declarations of conflicts of interest arising.

9.1. Presiding member

- The Chair is to preside at all meetings of the Advisory Council at which he or she is present.
- If the Chair is unable to attend a meeting, the Chair may designate another member, who is not a non-voting member (or the nominee of a non-voting member), to act as Chair and preside at the meeting.
- If the Chair is not present at a meeting and has not designated another member to act as Chair, the voting members present at the meeting are to decide which of the members present, other than a non-voting member (or the nominee of a non-voting member), will preside at the meeting.

9.2. Out-of-session items, special meetings and late papers

Out-of-session items

- At the discretion of the Chair, urgent items may be considered out-of-session if it is deemed that such consideration cannot wait until the next scheduled meeting.
- Out-of-session papers will be accompanied by a strict timeframe for response. It is the responsibility of members to ensure that they respond within the stated period to ensure timely decision-making.
- The secretariat will keep a record of responses to out-of-session items and advise outcome/s to the Chair. The outcome/s and/or decision will be ratified and minuted at the next face-to-face meeting.

Special meetings

- The Chair may convene a special or extraordinary meeting at any time to address urgent and special business. Such a meeting will be convened with members being notified of the meeting and its nature of business with as much notice as possible.

Late papers

- Late papers to the agenda will be tabled at the discretion of the Chair. If the meeting agenda is full, a late matter may be addressed by either an out-of-session item, a special meeting, or at the next scheduled Advisory Council meeting.

9.3. Quorum

- A quorum is required before a meeting (including out-of-session items, special meetings and late papers) can proceed and for decisions of the Advisory Council to be considered valid.
- A quorum will exist if at least half the current voting members are present at a meeting. A member is considered to be present if they attend the meeting in person, or participate via instantaneous communication such as a videoconference.

- In the absence of a quorum, a meeting may be still held but decisions made will be subject to ratification by members out-of-session or at the next full meeting.

9.4. Advisory Council subcommittees

- The Advisory Council may establish subcommittees to address an issue or monitor a specific matter or activity. All subcommittees will be chaired by a member of the Advisory Council.
- Subcommittees of the Advisory Council are not the same as Expert Committees (refer to the *Governance Framework*).

9.5. Meeting requirements

- The Chair, with input from Advisory Council members and the Department of Health, and support from the secretariat, will ensure that meeting agendas are appropriate for the role and functions of the Advisory Council.
- Meetings will be structured to:
 - provide members the opportunity to consider matters with appropriate care and due diligence
 - support efficient and effective decision-making
 - allow members to express their views.
- Members are to:
 - prepare adequately for meetings, including reading all agenda papers, undertaking any necessary research and consulting with other sources of information, as appropriate
 - participate actively and constructively in meetings
 - complete any actions and out-of-session work agreed to at meetings within the agreed timelines
 - carefully consider whether there are any conflicts of interest arising for them due to any personal interest and their role on the Advisory Council and to declare these prior to, at the start of, or during, the meeting (consistent with the *Conflict of Interest Policy*).

9.6. Voting

- Where matters cannot be resolved by consensus, the Advisory Council will vote on the issue.
- Each voting member has a deliberative vote (unless otherwise excluded due to a conflict of interest management strategy).
- If required, the Presiding member will have a casting vote to arrive at a final decision.

9.7. Advisory Council meeting cycle

- The Advisory Council will maintain an annual indicative schedule for meeting activities and other matters relevant to meetings.

9.8. Meeting review process

- To assist with continuous improvement in the quality and process of meetings, the Advisory Council may establish procedures setting out periodic meeting review processes.

10. Communication

- The Chair is the key spokesperson for the Advisory Council and will, in the first instance, be responsible for making any public comments about the work and agreed positions held by the Advisory Council.
- All members will ensure that the Advisory Council and/or the Chair are appropriately briefed on any sensitive or important matters prior to any public comment.
- Members will disclose to the Advisory Council any communications they have had with individuals or groups regarding the FHRI Fund or matters relating to the Advisory Council, and disclose and manage any conflicts of interest arising in accordance with the *Conflicts of Interest Policy*.
- Members will be aware that there are specific provisions relating to dealing with registrants and lobbyists and actively seek guidance when relevant.⁴¹
- The Department of Health will provide communications support to the Advisory Council.

11. Integrity governance

11.1. Advisory Council Policies

- The Advisory Council takes seriously its responsibility to promote and maintain integrity and to act ethically in accordance with public sector requirements.⁴²
- All members must read and understand the Advisory Council policies (listed below) and provide the signed acknowledgement when commencing as an Advisory Council member (or on reappointment) and before undertaking any role as a member.
 - *Code of Conduct* (Policy Ref: FFAC-P-2)
 - *Conflicts of Interest Policy* (Policy Ref: FFAC-P-3)
 - *Gifts, Benefits and Hospitality Policy* (Policy Ref: FFAC-P-4)
- All members are responsible for maintaining their awareness of the policies listed above.
- To avoid any doubt, the above requirements apply to:
 - any alternate member appointed under section 4H(5) of the Act
 - non-voting members and their nominees, whether the nominees are members of the public service or any other individuals
 - any person, as determined by the Minister, other than a public service officer, who has a role of providing assistance to the Advisory Council pursuant to section 4I(3) of the Act.

11.2. Confidentiality

- Advisory Council members may receive information that is regarded as confidential, sensitive, commercial-in-confidence, or has privacy implications.
- In accordance with the *Code of Conduct*, members must not disclose official information or documents acquired in the course of official duties, other than as required by law or where proper authorisation has been given.
- Section 81 of the *Criminal Code* makes it illegal for a member to disclose information and prohibits members from publishing or communicating any fact or document that

⁴¹ PSC, 'Commissioner's Instruction 16 Government Representatives Contact with Registrants and Lobbyists', Government of Western Australia, 2016.

⁴² PSC, 'Commissioner's Instruction 40 Ethical Foundations', Government of Western Australia, 2023.

came to their knowledge or possession by virtue of their office and which it is their duty to keep confidential.

11.3. Reporting Misconduct

- The *Corruption, Crime and Misconduct Act 2003* requires public sector boards to notify either the Corruption and Crime Commission or the Public Sector Commission, as applicable, of any matter that is suspected on reasonable grounds to concern, or may concern, misconduct.
- Refer to the *Code of Conduct* for detailed information on reporting and notification requirements and processes.

11.4. Public Interest Disclosure Act 2003

- Members are subject to the *Public Interest Disclosure Act 2003* (WA) (PID Act) which aims to ensure openness and accountability in government by encouraging people to make disclosures and protecting them when they do.
- Refer to Appendix 3 of the *Code of Conduct* for further information.

11.5. Compliance with relevant legislation and policies applying to State Government boards and committees

- The Advisory Council is a statutory body and a State Government board or committee as defined in *Premier's Circular: 2025/15 State Government Boards and Committees*. Members of the Advisory Council are also public officers as defined in the *Criminal Code* and subject to the relevant provisions in that Code.
- In addition to the requirement to comply with provisions of the Act, this *Charter*, and the policies of the Advisory Council, members are also subject to other legislation and policies that apply to all State Government boards and committees. The *Public Sector Commission Governance Manual for WA Government Boards and Committees* (October 2023) provides examples of legislation that all boards operate in line with (refer Appendix 2).

12. Advisory Council administration

12.1. Induction process

- New members will undergo an induction process that includes briefings by the Chair of the Advisory Council and senior officers of the Department of Health.
- An induction package will be provided that includes a copy of the Act, the *Governance Framework*, all Advisory Council policies, the FHRI Strategy and Priorities, any other governance documents and publications as relevant.

12.2. Performance evaluation

- Performance evaluation will be undertaken as an annual internal process by the Chair and the Advisory Council, and on a three-yearly basis by an external service provider as per the *Governance Framework*.
- Internal evaluation:
 - Led by the Chair to determine if the Advisory Council is functioning effectively.

- Methodology to be determined by the Chair using relevant guidance including, but not limited to, that provided by the Public Sector Commission.⁴³
- Assesses aspects of the performance of the Advisory Council as set out in this *Charter* and other governance documents and recommend any changes that will improve the Advisory Council's performance.
- The Office of Medical Research and Innovation will assist the Chair in writing and conducting the evaluation as required.
- Outcomes of the evaluation to be tabled to the Advisory Council.
- External evaluation:
 - Every third year, the performance of the Advisory Council will be included in the external evaluation undertaken by an external service provider.
 - Key performance criteria will include alignment of recommendations to the FHRI Scheme Strategy and Priorities, the Advisory Council governing documents, transparency of recommendations and effective engagement with stakeholders.
- Professional development that may be recommended in performance reviews or at any other time, including attendance at professional conferences, is subject to approval of the Chair, in consultation with the Department of Health, taking into consideration budget priorities and availability and any other relevant matter.

13. Remuneration and allowances

13.1. Remuneration

- Members who are not full-time public sector officers may be entitled to remuneration and allowances as determined by the Minister in accordance with relevant Public Sector Commission guidelines.⁴⁴
- On 25 July 2023, the Minister reviewed the remuneration for eligible Advisory Council members and made a determination as follows:

Chair: \$37,353 per annum.

Members: \$825 per full day for meetings over four hours
 \$537 per part day for meetings of four hours or less
 \$110 per hour, to a maximum of four hours where members are required to attend planned and ad-hoc conferences and other events.

13.2. Travel expenses and allowances

- Members may be required to travel to scheduled meetings and/or events. This requirement will be confirmed and approved by the Chair prior to any travel arrangements being made.
- It is operationally preferred for travel arrangements to be made via the Department of Health.
- Members, including those who are public sector officers, may be reimbursed for travel expenses incurred while performing Advisory Council business.

⁴³ PSC, *Governance Manual for WA Government Boards and Committees (October 2023)*, Government of Western Australia, 2023.

⁴⁴ PSC, [Remuneration for Government Boards and Committees](#), [website as updated 14/10/2025], Government of Western Australia.

- The cost of travel, accommodation and meals may be reimbursed in accordance with the relevant public sector policies and guidelines.⁴⁵
- Reimbursements will not apply if the Department of Health has already provided for the cost of the travel and/or accommodation by coordinating this on behalf of the member.

14. Record keeping

- Good record keeping will assist the Advisory Council to function efficiently, effectively and ensure accountability.
- The secretariat will prepare a record of each meeting, and will maintain the corporate files of relevant information including:
 - Advisory Council agendas, meeting papers, meeting minutes, decisions and action items.
 - Public Sector Commissioner's advice on remuneration rates and the Minister's determination of Advisory Council member remuneration.
 - Correspondence and papers circulated other than with agendas.
 - All relevant registers and records, including those related to: member appointments and related matters; Conflicts of Interest; Gifts, Benefits and Hospitality; and any other administrative records relevant to the Advisory Council.
 - Master copies of all Advisory Council policies, the signed acknowledgements by each Advisory Council member.
- The Director General is responsible for keeping a record of information relating to disclosures of conflicts of interest and making a summary of the record available for inspection upon request.⁴⁶
- The files are the property of the Department of Health. Record keeping obligations must be complied with, including those obligations under the *State Records Act 2000* (WA) and the *Freedom of Information Act 1992* (WA).

15. Related policies and supporting information

The following information relates to, or informs and/or supports the implementation of, this *Charter* (Policy Ref: FFAC-P-1).

Advisory Council policies

- *Advisory Council Code of Conduct* (Policy Ref: FFAC-P-2)
- *Advisory Council Conflicts of Interest Policy* (Policy Ref: FFAC-P-3)
- *Advisory Council Gifts, Benefits and Hospitality Policy* (Policy Ref: FFAC-P-4)

Government resources

- Premier's Circular 2025/15 State Government Boards and Committees
- Public Sector Commission: Commissioner's Instruction 40: Ethical Foundations
- Public Sector Commission: Governance Manual for WA Government Boards and Committees (October 2023)
- Public Sector Commission website www.psc.wa.gov.au
 - Conduct and integrity

⁴⁵ PSC, [Remuneration for Government Boards and Committees](#), [website as updated 14/10/2025], Government of Western Australia.

⁴⁶ *Western Australian Future Health Research and Innovation Fund Act 2012* (WA) s 41(4).

- Governance of WA government Boards and Committees
- Remuneration for Government Boards and Committees
- Commissioner's Instructions

16. Document control

Approval

The Advisory Council is authorised to determine its own procedure subject to any matters determined by the Minister.⁴⁷ The Advisory Council is responsible for approval of this Charter.

Review

The Advisory Council will review this Charter annually, or at another interval not exceeding five years.

Document Control table

Version	Effective from	Effective to	Approved date	Approved by	Description
1.0	22/02/2021	02/08/2022	22/02/2021	Advisory Council	Advisory Council endorsement of the Charter at its meeting of 22 February 2021
1.1	03/08/2022			<i>Minor update – retention of formal approved date as 22 February 2021</i>	- Updated Charter to new responsible Minister, change in name to Office of Medical Research and Innovation. - Deleted references to rescinded documents and updated document name changes where this occurred. - Corrected typographical errors.
1.2	04/09/2023	Current		<i>Minor update – retention of formal approved date as 22 February 2021</i>	Review August 2023 - Updated Charter to reflect amended member conditions as determined by the Advisory Council Chair and remuneration rates. - Deleted outdated references to 'FHRI Fund Priorities' and replaced with the current name 'FHRI Fund Priority Goals'.
1.3	NA	NA	NA	NA	Formal Review March 2026. Version 1.3 endorsed by FHRI Fund Advisory Council on 31/03/2026.
1.4	NA	NA	NA	NA	Draft finalisation May 2026. Minor edits. Version 1.4 submitted to Minister for approval.
2.0	27/07/2026		27/07/2026		Noted by Minister 27/07/2026. Version finalised for release as v2.0 based on FHRI Fund Advisory Council endorsement 31/03/2026.

⁴⁷ Western Australian Future Health Research and Innovation Fund Act 2012 (WA) s 4H(2,3).

Appendices

Appendix 1 – Charter Acknowledgement Form (Form Ref: FFAC-P-1-F-1)

Appendix 2 – Information on applicable legislation

APPENDIX 1

Future Health Research and Innovation Fund Advisory Council Charter

Future Health Research and Innovation Fund Advisory Council

Charter Acknowledgement Form

I have read and understood the Advisory Council's Charter and agree to comply with it in accordance with the terms of the Instrument of Appointment.

I am committed to working in accordance with the Charter and accept my responsibilities within this framework.

Confirmation of acknowledgement: Advisory Council member

Name			
Signature		Date	

Receipt of acknowledgment: Advisory Council Chair*

Name			
Role			
Signature		Date	

**Where the Advisory Council Chair is also the member making the acknowledgement, this form will be receipted by a senior representative of the Department of Health.*

Please forward a completed signed copy of this acknowledgement form to the secretariat in the Office of Medical Research and Innovation, Department of Health via:
FHRI.Fund@health.wa.gov.au

APPENDIX 2

*Future Health Research and Innovation Fund Advisory Council Charter***Legislation applying to State Government boards and committees****Part 1****Extract from *Governance Manual for WA Government Boards and Committees* (October 2023), Public Sector Commission.**

All boards operate in line with any enabling legislation and other relevant legislation. Some examples include:

- *Auditor General Act 2006*
- *Corruption, Crime and Misconduct Act 2003*
- *Equal Opportunity Act 1984*
- *Fair Trading Act 2010*
- *Financial Management Act 2006*
- *Freedom of Information Act 1992*
- *Government Trading Enterprises Act 2023*
- *Parliamentary Commissioner Act 1971*
- *Procurement Act 2020*
- *Public Interest Disclosure Act 2003*
- *Public Sector Management Act 1994*
- *State Records Act 2000*
- *State Superannuation Act 2000*
- *Statutory Corporations (Liability of Directors) Act 1996*
- *Work Health and Safety Act 2020*

Part 2

For the avoidance of doubt, the following legislation also applies:

- *Criminal Code Act Compilation Act 1913 (the 'Criminal Code')*