

Appendix 1: Form to include a new board on the Boards and Committees Information System (BCIS)



1. Board details
Name of Board:
Date established:
Responsible minister:
Ministerial portfolio:
Responsible agency (e.g. government department or statutory authority):
Establishing legislation (if applicable):
Avg. no. of meetings per year:
Max. no. of terms for members (if applicable):
If board is a subcommittee, what is the parent board?
Board email:

2. Secretary / Executive Officer details
Name:
Address:
Phone no:
Email:

3. Secondary contact details (if applicable)
Name:
Address:
Phone no:

4. Remuneration and funding details
Is the board being paid? <input type="checkbox"/> Yes <input type="checkbox"/> No (skip to section 5)
Please detail the fee entitlements:
Were the fees recommended by the Chief Executive, DPC?
<input type="checkbox"/> Yes <input type="checkbox"/> No (Please refer to section 5 of DPC Circular 16)
Which authority approved the fees? <small>(For statutory boards, check the legislation. For non-statutory boards, it will be the Minister).</small>
<input type="checkbox"/> Minister Date of approval: _____
<input type="checkbox"/> Governor
<input type="checkbox"/> Don't know / not yet approved (Please contact DPC for advice)

4. Remuneration and funding details (continued)
Funding details (source of funding for members' remuneration):
<input type="checkbox"/> Government (consolidated revenue)
<input type="checkbox"/> External (eg. industry body or collection of fees)
<input type="checkbox"/> Mixed (a combination of government and external)
Details:

5. Information to satisfy DPC Circular 22: Improving the effectiveness of government boards and committees
5.1. Terms of reference
All boards and committees must have a terms of reference . This can be a charter, rules of association or other document that details the functions, operations and reporting requirements of the board or committee. Please indicate if the terms of reference is attached:
<input type="checkbox"/> Attached
<input type="checkbox"/> Not attached
Please note: boards and committees established under legislation that <u>specifically details the role and functions of the body</u> do not need to provide a terms of reference.

5.2. Annual report
All boards and committees must provide an annual report. Most statutory boards are required to prepare an annual report for Parliament, thereby satisfying the requirements of DPC Circular 22. However, if the board's legislation does not specify an annual reporting date or the board is non-statutory, an annual report to the Minister must be provided.
Please indicate the date at which the board or committee will provide an annual report:

5.3. Review date <u>or</u> sunset date
All boards and committees must have either a review date or a sunset date. A review date is the date at which a board or committee must be reviewed to determine whether it will continue in its current form, continue in a new/alterd form, or be dissolved. A sunset date is the date at which the board or committee will terminate unless deliberate action is taken to prevent this from occurring.
<input type="checkbox"/> Review date:
<input type="checkbox"/> Sunset date:

Please return form to: Boards and Committees Unit
Department of the Premier and Cabinet
Level 3 State Administration Centre
200 Victoria Square
ADELAIDE SA 5000
DX: 56201

Or email to: boardsandcommittees@dpc.sa.gov.au

For advice, call: 8226 5557 or 8226 2763