

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



Government of South Australia  
Department of the Premier  
and Cabinet

### 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? ☐ Yes ☐ No (skip to section 5)

Please detail the fee entitlements:

Were the fees recommended by the Chief Executive, DPC?

☐ Yes ☐ No (Please refer to section 5 of DPC Circular 16)

Which authority approved the fees?

(For statutory boards, check the legislation. For non-statutory boards, it will be the Minister).

☐ Minister

Date of approval: \_\_\_\_\_

☐ Governor

☐ 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):

☐ Government (agency funds or Treasury allocation)

☐ External (eg. own revenue, industry body or collection of fees)

☐ Mixed (a combination of government and external)

Details:

### 5. Information to satisfy PC Circular PC022: 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:

☐ Attached

☐ Not attached

Please note: boards and committees established under legislation that specifically details the role and functions of the body 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, satisfying the requirements of PC Circular PC022. 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 or 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.

☐ Review date:

☐ Sunset date:

Please return form to:

Boards and Committees  
Cabinet Office  
Department of the Premier and Cabinet  
[DPCBoardsandCommittees@sa.gov.au](mailto:DPCBoardsandCommittees@sa.gov.au)

For advice, call:

8429 5218