

Appendix 2: Form for the inclusion of a new member on the Boards and Committees Information System (BCIS)

Title:
(eg. Mr, Ms, Dr, Prof) _____

Member's full name:
(include any middle names) _____

Honorifics:
(eg. AO, JP, MP) _____

Gender: _____

Date of Birth: _____

Address: _____

Telephone number: _____

E-mail address: _____

Employment status:
(Refer to section 2 of DPC
Circular 16 for guidance)

Government employee Judge/magistrate
 Private citizen Parliamentary employee
 Statutory employee

Qualifications: _____

Interests: _____

Do you identify as:

Aboriginal or Torres Strait Islander; or
 a person from a non-English speaking background; or
 a person with a disability?

Board name: _____

Position on Board:
(eg. Member, Chair, Deputy
member) _____

If deputy member, indicate for
whom the member deputises (if
applicable): _____

Nominator (if applicable):
(eg. minister, non-government
body, government agency) _____

Exact appointment date
(current term): _____

Exact expiry date (current term): _____

Please return this form to:

Boards and Committees Unit
Department of the Premier and Cabinet
16th Floor, State Administration Centre
200 Victoria Square
Adelaide SA 5000

Or e-mail to:

boardsandcommittees@dpc.sa.gov.au

Please see following page for privacy statement

PRIVACY STATEMENT

In accordance with the government's Information Privacy Principles Instruction, issued as Department of the Premier and Cabinet Circular 12, members of government boards and committees are advised that their personal details are to be collected for the purposes of inclusion on the Boards and Committees Information System (BCIS).

Board members are advised that details of their membership, including their remuneration, appointment and expiry dates, full name, employment status and position on the board, will appear in the annual BCIS report to Parliament described in subsection 11.8 of DPC Circular 16.

In addition, membership details are frequently supplied to the minister's office and the agency responsible for a particular board. Contact details, where supplied, are also provided to ministers' offices on occasion to enable such offices to pass on information relating to a person's board membership. Details of boards and board members are not supplied to persons or agencies other than those involved in the administration of the board.

BCIS is a secure database. Access to the personal details of members is only available to staff of the Boards and Committees Unit, while broader access to board details is available only to Boards and Committees and Cabinet Office.

Members are entitled to apply for access and to have amendments made to their personal details in accordance with the *Freedom of Information Act 1991*. Members are advised that, in accordance with the *FOI Act 1991*, members of the public may seek access to records held in relation to boards and committees. However, the Act does not allow unreasonable disclosure of personal affairs.