

**Appendix 1: Form for the inclusion of a new board on the
Boards and Committees Information System (BCIS)**

Board/Committee name: _____

Responsible Minister: _____

Responsible agency:
(i.e. government department or statutory authority) _____

Establishing legislation *(if applicable)*: _____

Secretary *(primary contact)*: _____

Secretary's address: _____

Secretary's telephone number: _____

Contact *(secondary contact)*: _____

Contact's address: _____

Contact's telephone number: _____

Parent board: *(if applicable)* _____

Date established: _____

Average no. of meetings per annum _____

Term length of members *(if applicable)*: _____

Maximum number of terms for members
(if applicable): _____

Remuneration to be approved by:
(Refer to legislation for statutory boards. For non-statutory boards, select 'minister')

Governor
 Minister

Funding details:
(Source of funding used to pay members' remuneration)

Government *(funded from consolidated revenue)*
Please specify department below

External *(funded by industry body or collection of fees)*
Please specify name of body or fund below

Mixed *(combination of government and external)*
Please identify sources and percentage of funding provided by each party below

Unremunerated *(members do not receive fees)*

Any additional funding details: _____

Continued overleaf

**Information required in order to satisfy *DPC Circular 22:*
*Improving the Effectiveness of Government Boards and Committees***

Terms of reference

DPC Circular 22 requires that all boards and committees have a terms of reference. This can include a charter, rules of association, or other document that details functions, operations and reporting requirements of the board or committee. Please tick the box to indicate that the board's terms of reference is attached to this form:

Terms of reference 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.

Annual report

DPC Circular 22 requires that all boards and committees provide an annual report. Most statutory boards are required to prepare an annual report for Parliament, thereby satisfying the requirements of 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 below the date at which the Board or Committee will provide an annual report:

Review date or sunset date

DPC Circular 22 requires all boards and committees to have either a review date¹ or sunset date².

Please nominate either a review date Review date:
or sunset date for the board:

OR

Sunset date:

Please return this form to:

Boards and Committees Unit
Department of the Premier and Cabinet
GPO Box 2343
ADELAIDE SA 5001
DX: 56201

Or e-mail to:

boardsandcommittees@dpc.sa.gov.au

¹ A review date is the date at which the board or committee must be reviewed to determine whether the body will continue in current form, continue in new/altered form or be dissolved.

² A sunset date is the date at which a board or committee will terminate unless deliberate action is taken to prevent this from occurring.