

Appendix 2: Form to include a new member on the Boards and Committees Information System (BCIS)



| |
|--|
| 1. Personal information |
| Title (e.g. Mr, Mrs, Dr): |
| Surname: |
| Given name: |
| Middle name(s): |
| Honorifics (e.g. AM, AO, MP): |
| Date of birth: |
| Qualifications: |
| |
| Do you identify as any of the following: |
| <input type="checkbox"/> Culturally or linguistically diverse background |
| <input type="checkbox"/> Aboriginal or Torres Strait Islander |
| <input type="checkbox"/> A person with a disability |
| <input type="checkbox"/> A young person (e.g 30 years or less) |

| |
|-------------------------------|
| 2. Contact information |
| Address: |
| |
| |
| Phone no: |
| Email: |

| |
|--|
| 3. Employment information |
| Employment status: (Refer to section 2 of DPC Circular 16 for guidance) |
| <input type="checkbox"/> Private citizen (PC) |
| <input type="checkbox"/> Government employee (GE) |
| <input type="checkbox"/> Judge/Magistrate (J/M) |
| <input type="checkbox"/> Statutory employee (SE) |
| <input type="checkbox"/> Parliamentary employee (PE) |
| Name of primary employer: |
| |
| Position title: |
| |

| |
|---|
| 4. Board or committee appointment information |
| Name of board or committee to which you have been appointed: |
| |
| |
| Position (e.g. Chair, member): |
| |
| If you are a deputy member, please supply the name of the member for whom you deputise: |
| |

| |
|--|
| 4. Board or committee appointment information (continued) |
| Exact date of appointment (current term only): |
| |
| Exact date of expiry (current term only): |
| |
| Nominator or representative organisation (if applicable): |
| |
| |

| |
|---|
| 5. Privacy information for members of government board and committees |
| 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 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 16.1 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. |
| Members are entitled to apply for access and to have amendments made to their personal details in accordance with the <i>Freedom of Information Act 1991</i> . Members are advised that, in accordance with the <i>FOI Act 1991</i> , 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. |

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