



Privacy and Responsible Information Sharing (PRIS) Advisory Committee

DRAFT

Terms of Reference

October 2025

Version 0.1

Document Control

Document title	PRIS Advisory Committee – Terms of Reference		
TRIM File Name	Privacy & Responsible Information Sharing (PRIS) Advisory Committee		
TRIM File No.	102284		
Status			
Author	Office of Digital Government (DGov)		
Version No.	0.1	Version Date	October 2025

Document version history

Date	Author	Version	Revision Notes
October 2025	DGov	0.1	Draft for Committee approval

Produced and published by: Office of Digital Government

Contact:

Office of Digital Government
2 Havelock Street
WEST PERTH WA 6005
Telephone: (08) 6552 5444

Email: data.sharing@dpc.wa.gov.au



1. Purpose

The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) establishes an integrated legislative framework to protect the personal information of Western Australians while allowing the responsible sharing of government data for community benefit.

The PRIS Act unlocks valuable government data to improve community outcomes aligned with the State's priorities of diversifying the economy; ensuring healthcare, housing, safe and inclusive communities; protecting the environment; delivering quality infrastructure and services.


To support this approach, the PRIS Act provides for an Information Commissioner, responsible for overseeing the privacy framework, and a Chief Data Officer to drive implementation of the responsible information sharing framework and build public sector capability to safely use data for public benefit.

The PRIS Advisory Committee (the Committee) is established under section 204 of the PRIS Act. The purpose of the Committee is to support the CDO in balancing the public interests in protecting privacy with the safe flow of government data, to support transparency and build public trust and confidence in government information sharing.

2. Responsibilities

The functions of the Chief Data Officer include:

- Promoting the objects of the PRIS Act;
- Building the capability of public entities to share information;
- Preparing guidelines and materials to support responsible information sharing;
- Assisting public entities and external entities to share information;
- Monitoring the use of information sharing agreements;
- Making information sharing requests and entering into information sharing agreements;
- Undertaking data analytics work, data integration and data linkage;
- Disclosing information generated by data analytics work, data integration and data linkage as appropriate;
- Promoting and supporting responsible information sharing between WA public entities and agencies in other jurisdictions; and
- Providing advice to the Minister for Science and Innovation (the Minister).



The Committee is responsible for advising the Chief Data Officer in relation to the performance of the Chief Data Officer's functions.

This may include advising the Chief Data Officer in relation to:

- Balancing the public interest in the protection of privacy with the public interest in the free flow of information;
- community expectations in relation to the handling of Aboriginal information;
- technical best practices in relation to the handling of information; and
- relevant developments in industry or other jurisdictions.

3. Membership

As provided in section 204(2) of the PRIS Act, the Committee consists of:

- The Chief Data Officer (ex officio);
- The Information Commissioner (ex officio); and
- Between two and five other ordinary members appointed by the Minister, in consultation with the Attorney General.

Membership of the Committee is shown in **Appendix A**.

The chairperson of the Committee is an ordinary member appointed by the Minister. The Minister may also appoint another ordinary member as deputy chairperson.

Members are appointed for a term of up to three years as determined by the Minister, with eligibility for reappointment.

3.1 Roles, duties and responsibilities of members

Members of the Committee are expected to:

- Attend all meetings and allow sufficient time to prepare for meetings.
- Meaningfully participate in meetings by applying the knowledge, skills, and experience that they were appointed for and providing expert advice or voicing community perspectives.
- Consult with any person or body deemed appropriate by the Committee, for the purposes of providing advice to the Chief Data Officer.
- Treat all perspectives expressed by Committee members with fairness, courtesy and due consideration.
- Act in a respectful manner during meetings.
- Maintain appropriate confidentiality of matters considered by the Committee and of perspectives expressed by Committee members during meetings or by stakeholders during consultation.



Members of the Committee are responsible for:

- Casting deliberative votes on questions at a meeting and signing or otherwise assenting to resolutions in writing.
- Disclosing a material personal interest in any matter being considered by the Committee.
- If neither the chairperson nor the deputy chairperson acting in the chairperson's place is present at a meeting, electing one of their number to preside at the meeting.
- Following the first meeting of the Committee, collectively determining the times and places of subsequent meetings.
- Collectively ensuring accurate minutes of are kept of the proceedings at a meeting.

3.2 Additional responsibilities of the chairperson

The chairperson must determine the time and place of the first meeting of the Committee and may thereafter convene a special meeting at any time.

If present, the chairperson must preside at a meeting.

The chairperson is responsible for:

- Shaping meeting agendas with support from the secretariat.
- Ensuring members are provided with necessary information regarding matters to be considered by the Committee.
- Demonstrating leadership of the Committee as a cohesive and effective team.
- Leading by example in demonstrating behaviours such as professionalism, respect and integrity.
- Maintaining awareness of the collective knowledge and experience balance of the Committee, being mindful of any current or predicted gaps.

The chairperson may call on a Committee member to disclose a material personal interest in a matter to be considered by the Committee if the member has not disclosed the interest. If the member does not disclose the interest when called upon, the chairperson may determine that the member has the interest.

3.3 Additional responsibilities of the deputy chairperson

In circumstances where the chairperson is unable to act, the deputy chairperson must act in their place. Therefore, the above additional responsibilities will apply to the deputy chairperson in the chairperson's absence.



4. Governance

4.1 Administration

The Committee operates in accordance with the *Privacy and Responsible Information Sharing (Information Sharing) Regulations 2025* (Information Sharing Regulations).

The Office of Digital Government provides secretariat support to the Committee.

4.2 Decision making

Each Committee member present at a meeting has a deliberative vote unless the members has a material personal interest in the matter being considered or about to be considered.

All questions at a meeting are to be decided by a majority of the votes of the Committee members present. If the numbers of votes for and against are the same, the question is determined in the negative.

The Committee is strictly advisory in nature and decisions and recommendations made by the Committee are not binding.

4.3 Reporting and communication arrangements

The Committee will provide regular updates to the Directors General Technology Innovation Council (the Council).

The secretariat will compile a quarterly briefing for the Council and the Minister, detailing:

- Meetings held during the period (including guidelines reviewed, decisions and recommendations); and
- How the Committee is delivering on its objectives.

4.4 Conflict of interest

Members of the Committee must disclose to the chairperson any actual, potential and/or perceived material personal interest in matters considered by the Committee in accordance with Regulation 20 of the Information Sharing Regulations.

The disclosure must be recorded in the minutes of the meeting.



Unless the Committee otherwise determines, the member:

- Must not be present during any deliberation of the Committee with respect to that matter; and
- Must not take part in any decision of the Committee with respect to that matter.

If a committee member has not disclosed a material personal interest before a matter is considered, the chairperson may call on the member to disclose the interest. If the member does not disclose the interest, the chairperson may determine that the member has such an interest in accordance with Regulation 21.

This determination must be recorded in the minutes of the meeting.

A material personal interest includes any direct or indirect financial or non-financial interest that could reasonably be perceived to influence the member's judgment or decision-making in relation to the matter under consideration.

In accordance with Regulation 19, the Chief Data Officer does not have a material personal interest in a matter being, or about to be, considered by the Committee merely because the matter relates to giving advice to the Chief Data Officer.

The requirements of this section are to be read in conjunction with the Information Sharing Regulations.

4.5 Confidentiality

Whilst the Committee will generally operate in an environment of openness and transparency, from time to time confidential matters will be discussed and members of the Committee (including all officers in attendance) must respect the sensitivity of the information.

Sensitive matters may be added to the agenda as closed items. These agenda papers may be labelled **OFFICIAL Sensitive**.

Where commercially sensitive information is discussed, members with conflicts of interest will be excluded from these discussions, or will agree alternative arrangements with the secretariat that ensure information from the Committee is not used to provide commercial advantage.

For example, representatives from private sector organisations agree that commercially sensitive information is only used and disclosed with its employees or members for the purpose of informing advice to the Committee.

4.6. Record keeping

All records for the Committee will be managed by the secretariat in accordance with the Department's Record Keeping Plan and the *State Records Act 2000*.



5. Process

5.1 Meetings

The Committee will meet quarterly, or more frequently as required. A special meeting of the Committee may at any time be convened by the chairperson.

Meetings will be held at times and places determined by the Committee.

With agreement of a quorum of members, out-of-session meetings or decisions may occur.

- If there are 4 or 5 Committee members appointed, the meeting quorum is 3.
- If there are 6 or 7 Committee members appointed, the meeting quorum is 4.

All Committee meetings will be held at Dumas House, West Perth and/or online via MS Teams or as scheduled. Notice of any meeting of the Committee shall be in writing at least ten working days prior to the day of the meeting.

5.2 Attendance

Committee members are expected to attend all meetings, however proxies may be nominated subject to approval by the Minister and chairperson.

Committee members may attend a meeting remotely, subject to Regulation 15.

Any decisions made by the Committee in the presence of a quorum will be considered final.

The Committee may invite additional attendees to discuss or observe specific topics as relevant and appropriate. Additional attendees do not form part of the quorum.

5.3 Agendas, minutes and papers

The agenda for all Committee meetings shall be prepared by the secretariat and distributed, along with all relevant agenda papers, at least five working days prior to the meeting.

The contents of the agenda and the standard of papers will be determined by the chairperson and include agenda items determined by the Chief Data Officer.

The minutes will be taken by the secretariat and distributed to Committee members within one week of meeting.

6. Endorsement and review

These terms of reference will be established by resolution of the Committee at its first meeting. The Committee may request amendment of these terms of reference at any time, upon agreement of all members or a quorum. The terms of reference will be reviewed every two years, or when deemed necessary by the Committee.



Appendix A: PRIS Advisory Committee Membership

The PRIS Advisory Committee is chaired by **XX** and is comprised of the following members, as at **MONTH 20XX**:

Name	Job title	Date of appointment/ commencement	Role
TBC			Chairperson
TBC			Deputy Chairperson
TBC			Member (ordinary)
Natalia Kacperek	Chief Data Officer	TBC	Member (ex officio)
Annelies Moens	Information Commissioner	TBC	Member (ex officio)

