



Department of the
Premier and Cabinet

Privacy and Responsible Information Sharing
Advisory Committee

Draft Terms of Reference

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1. Purpose

The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) establishes a framework to protect the privacy of personal information handled by public entities, Ministers, Parliamentary Secretaries and contracted service providers to public entities, while allowing the responsible sharing of government information for community benefit.

The PRIS Act enables the sharing of valuable government information 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 function of the Committee is to advise the Chief Data Officer in relation to the performance of the Chief Data Officer's functions. The Committee's functions are further discussed in the next section.

2. Functions

The functions of the Chief Data Officer include:

- Promoting the objects of the PRIS Act;
- Building the capability of public entities to share information in accordance with Part 3 of the PRIS Act;
- 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 function of the Committee is to advise 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
- Balancing the public interest in the protection of privacy with the public interest in the free flow of information;

The Committee may consult with any person or body for the purposes of providing advice to the Chief Data Officer.

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 period not exceeding three years as determined by the Minister, with eligibility for reappointment.

3.2 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 (unless they have a material personal interest in the matter and are therefore prevented from voting).
- 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 are kept of the proceedings at a meeting.



3.3 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.

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

3.4 Additional responsibilities of the deputy chairperson

In circumstances where the chairperson is unable to act (because of sickness, absence or another cause), 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 PRIS Act and 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 member 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 on the Chief Data Officer.

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 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.

No views, documents or information presented during, or outside of, Committee meetings are to be made available to the media without the explicit agreement of the chairperson and the Department.

4.5 Conflict of interest

Members must disclose to the Committee any actual, potential or perceived conflict of interest in matters being, or about to be, considered by the Committee, in accordance with the Information Sharing Regulations.

The disclosure must be recorded in the minutes of the meeting, or in the minutes of the next meeting if the disclosure takes place outside of a meeting.

Unless the Committee otherwise determines, a Committee member with a material personal interest in a matter being considered or about to be considered by the Committee:

- must not be present while the matter is being considered at a meeting; and
- must not vote on the matter; and
- must not sign or assent to, or be involved in the consideration of, a proposed resolution in writing without a meeting.

If a Committee member with a material personal interest in a matter to be considered by the Committee has not disclosed the interest before a matter is considered by the Committee, the chairperson may, before the matter is considered, call on the member to disclose the interest. If the member does not disclose the interest when called on to do so, the chairperson may determine that the member has such an interest in accordance with Regulation 21. If the matter is to be considered at a meeting at which a member of the Committee is presiding due to the absence of the chairperson and deputy chairperson, the presiding member can perform these functions of the chairperson.

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.

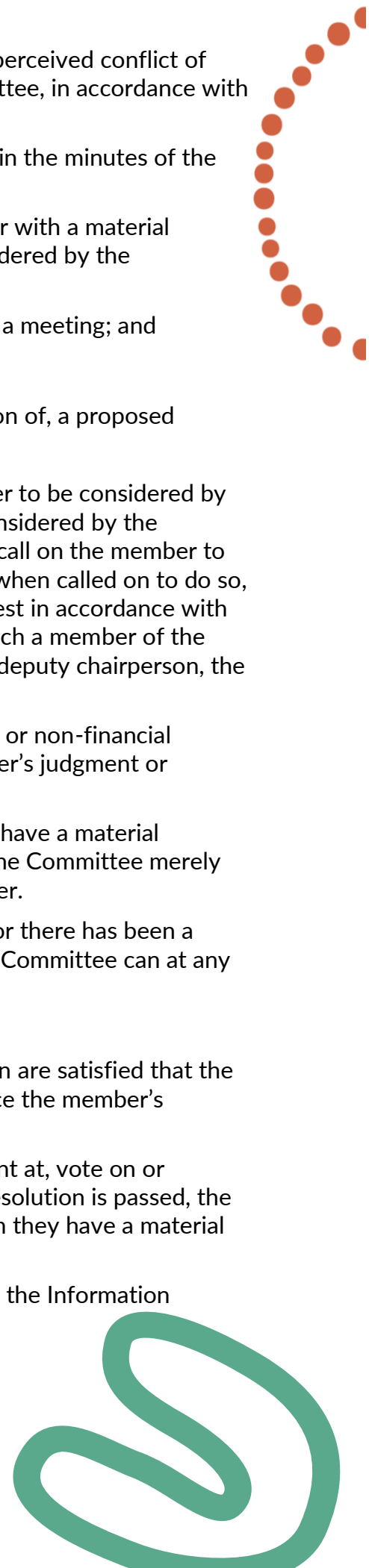
In accordance with Regulation 19, the Chief Data Officer does not have a material personal interest in a matter being, or about to be, considered by the Committee merely because the matter relates to giving advice to the Chief Data Officer.

If a Committee member has disclosed a material personal interest or there has been a determination that the person has a material personal interest, the Committee can at any time pass a resolution that:

- specifies the member, the interest and the matter; and
- states that the Committee members voting for the resolution are satisfied that the interest is so trivial or insignificant and is unlikely to influence the member's conduct.

The member with the material personal interest must not be present at, vote on or otherwise be involved in determining such a resolution. If such a resolution is passed, the member is not disqualified from participating in the matter in which they have a material personal interest.

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



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.

Each Committee member has a duty to avoid placing themselves in a position that gives rise to, or may reasonably be perceived to give rise to, a conflict of interest or a conflict of duties.

Members must disclose to the Committee any actual, potential or perceived conflict of interest in matters being, or about to be, considered by the Committee, in accordance with the Information Sharing Regulations.

The Committee will determine how any disclosed conflict of interest is to be managed, including whether a member may be present or participate in the consideration of a matter, in accordance with regulation 23 of the Information Sharing Regulations.

5. Process

5.1 Meetings

The Committee will meet quarterly, or more frequently as required.

Meetings will be held at times and places determined by the Committee, except for the first meeting which is to be held at a time and place determined by the chairperson. Meetings may be held at Dumas House, West Perth, online via MS Teams or as otherwise determined by the Committee. Notice of any meeting of the Committee shall be in writing at least ten working days prior to the day of the meeting.

A special meeting of the Committee may at any time be convened by the chairperson.

In relation to quorum:

- 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.
- If a Committee member is disqualified from participating in the consideration of a matter because of a material personal interest in the matter, a quorum is present during the consideration of the matter if at least 3 Committee members who are entitled to vote on any motion that may be moved at the meeting in relation to the matter are present.

5.2 Attendance

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

If the Committee agrees, a person other than a Committee member may be present at a meeting. 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.

Unless the Committee requires a person or Committee member to be present at a meeting in person, persons and Committee members may attend a meeting remotely by telephone, audiovisual communication or other means of instantaneous communication.

5.3 Voting and Resolutions

As outlined above at 4.2:

- each Committee member has a deliberative vote unless they are prevented from voting by virtue of having 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 votes are cast in relation to a question and there is an equality of votes, the question is determined in the negative.

Any resolutions passed by the Committee in the presence of a quorum will be considered final.

In relation to resolutions without meetings, a resolution in writing signed or otherwise assented to in writing by a quorum of the Committee has the same effect as if it had been passed at a meeting. If this occurs, the resolution must be recorded in the minutes of the next meeting. A resolution cannot be signed or assented to in this way at a time when the chairperson is unable to act and there is no deputy chairperson acting in the chairperson's place.

5.4 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. The Committee must ensure accurate minutes are kept of the proceedings at a 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 (that are not required by legislation) 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 Committee is chaired by Peter Worthington-Eyre and comprises the following members as at March 2026:

Name and job title	Appointed or commenced	Role
Peter Worthington-Eyre Founder and Managing Director	27 April 2026	Chairperson
Prof. Rebecca Glauert Chief Executive	27 April 2026	Deputy chairperson
Ashley Councillor Chief Executive Officer	27 April 2026	Member (ordinary)
Dr. Ming Ding Group Leader and Principal Research Scientist	27 April 2026	Member (ordinary)
Natalia Kacperk Chief Data Officer	27 April 2026	Member (ex officio)
Annelies Moens Information Commissioner	27 April 2026	Member (ex officio)