

Appendix 4: Governance boards and committees

Executive governance

Portfolio Executive Board	
Description	<p>The Portfolio Executive Board drives the department’s strategic objectives and vision for Queenslanders to be safe and thriving in families and communities.</p> <p>The committee leads a whole-of-department approach to strategy and governance, leadership and performance, and risk management, and provides a forum to drive innovation and continuous improvement, and develop and foster senior leadership talent.</p>
Meeting frequency	Monthly
Membership	<ul style="list-style-type: none"> • Director-General (Chair) • Deputy Director-General, Service Delivery • Deputy Director-General, Strategy • Assistant Director-General, Corporate Services • Assistant Director-General and Chief Information Officer, Information, Innovation and Recovery • Assistant Chief Operating Officer, Service Delivery • Regional Executive Director, North Queensland Region (North) • Regional Executive Director, North Queensland Region (South) (until commencement of the Department of Youth Justice on 20 May 2019) • Regional Executive Director, Central Queensland Region • Regional Executive Director, Moreton Region • Regional Executive Director, South East Region • Regional Executive Director, South West Region • Chief Finance Officer, Financial Services • Executive Director and Chief Human Resources Officer, People and Culture • Senior Executive Director, Youth Justice Services (until commencement of the Department of Youth Justice on 20 May 2019)

First Nations Council

Description

The First Nations Council advises, informs and influences decision makers in the department and is integral in ensuring decisions made by the department are culturally meaningful and sensitive to achieve outcomes that benefit Aboriginal and Torres Strait Islander staff, children, families and communities.

The First Nations Council leads the cultural capability of the department as custodians of the Aboriginal and Torres Strait Islander Cultural Capability Action Plan. The First Nations Council will also provide their collective cultural wisdom, knowledge and guidance to decisions, strategies, initiatives, policies and programs.

Meeting frequency

Bi-monthly

Membership (Membership is on the basis of personal appointment rather than position.)

- Aunty Helen Dingle
- Aunty Maureen Ervine
- Aunty Rose Malone
- Aunty Tracey Motlop
- Uncle Leslie Skelton
- Aunty Sharon Smith
- Aunty Adelina Stanley
- Aunty Kim Thursby
- Uncle Arnold Wallis
- Aunty Lesley Williams
- Uncle David Don

Executive Leadership Committee

Description

The Executive Leadership Committee maintains a sharp focus on the department's strategic activities, performance and partnerships and respond quickly and strategically to emerging issues.

The committee focusses on the department's overall alignment to strategy, building and maintaining strategic partnerships, the department's strategic performance (financial and non-financial) and emerging issues.

Meeting frequency

Weekly

Membership

- Director-General (Chair)
- Deputy Director-General, Service Delivery

	<ul style="list-style-type: none"> • Deputy Director-General, Strategy • Assistant Director-General, Corporate Services • Assistant Director-General and Chief Information Officer, Information, Innovation and Recovery • Executive Director and Chief Human Resources Officer, People and Culture
--	---

Audit and Risk Committee

Description	<p>The Audit and Risk Committee provides independent assurance and assistance to the Director-General on the risk, control and compliance frameworks and the department’s external accountability responsibilities, and other matters relevant to the duties and responsibilities of the committee, and as prescribed in the <i>Financial Accountability Act 2009</i>, the <i>Financial Accountability Regulation 2019</i> and the <i>Financial and Performance Management Standard 2019</i>.</p> <p>The committee does not replace or replicate established management responsibilities and delegations, the responsibilities of other executive management groups, or the reporting lines and responsibilities of either internal audit or external audit functions.</p>
Meeting frequency	Quarterly
Membership	<ul style="list-style-type: none"> • Ms Karen Prentis (Chair – independent external member) • Mr Peter Dowling (independent external member) • Assistant Director-General, Corporate Services • Regional Executive Director, South West • Senior Executive Director, Youth Justice Services (until commencement of the Department of Youth Justice on 20 May 2019)
Standing invited guests	<ul style="list-style-type: none"> • Director-General (special invitee) • Chief Finance Officer • Head of Internal Audit, Internal Audit and Compliance Services, Department of Communities, Disability Services and Seniors • Engagement Leader and Director, Specialist Audit Services, Queensland Audit Office • Audit Managers, Queensland Audit Office
Total remuneration payments and on-costs	In 2018-19, the external independent chair and external member received total remuneration of \$19,250 inc. GST.

Leadership and performance governance

Child and Family Leadership Performance Committee	
Description	<p>The Child and Family Leadership and Performance Committee is a sub-committee of the Portfolio Executive Board. The committee drives the department's strategic objectives and vision for Queenslanders to be safe and thriving in families and communities.</p> <p>The committee leads a whole-of-department approach to women, child protection, and domestic and family violence strategy and governance, leadership and performance, and risk management, and provides a forum to drive innovation and continuous improvement, and develop and foster senior leadership talent.</p>
Meeting frequency	Bi-monthly
Membership	<ul style="list-style-type: none"> • Deputy Director-General, Service Delivery (Chair) • Deputy Director-General, Strategy • Assistant Director-General, Corporate Services • Assistant Chief Operating Officer, Service Delivery • Regional Executive Director, South East Region • Regional Executive Director, Moreton Region • Executive Director, Child and Family Practice • Executive Director, Child and Family Operations • Executive Director, Strategic Policy and Legislation • Executive Director, Strategy and Performance • Executive Director, Strategy and Partnerships • Regional Director, Child and Family, North Queensland • Regional Director, Child and Family, Central Queensland

Youth Leadership and Performance Committee	
Description	<p>The Youth Leadership and Performance Committee is a sub-committee of the Portfolio Executive Board. The committee drives the department's strategic objectives and vision for Queenslanders to be safe and thriving in families and communities.</p> <p>The committee leads a whole-of-department approach to youth strategy and governance, leadership and performance, and risk management, and provides a forum drive innovation</p>

	and continuous improvement, and to develop and foster senior leadership talent.
Meeting frequency	Bi-monthly
Membership	<ul style="list-style-type: none"> • Deputy Director-General, Service Delivery (Chair) • Deputy Director-General, Strategy • Assistant Director-General, Corporate Services • Regional Executive Director, North Queensland • Regional Executive Director, Central Queensland • Senior Executive Director, Youth Justice Services (until commencement of the Department of Youth Justice on 20 May 2019) • Executive Director, Youth Justice Operations and Practice (until commencement of the Department of Youth Justice on 20 May 2019) • Executive Director, Child and Family Operations • Executive Director, Strategic Policy and Legislation, Strategy • Executive Director, Strategy and Performance • Executive Director, Strategy and Partnerships • Director, Youth Justice Services, North Queensland (until commencement of the Department of Youth Justice on 20 May 2019) • Director, Youth Justice Services, South West (until commencement of the Department of Youth Justice on 20 May 2019)

Corporate governance

People and Culture Committee	
Description	<p>The People and Culture Committee is a decision making sub-committee of the Portfolio Executive Board. The committee's role is to sponsor, guide and drive the Workforce Strategy.</p> <p>The committee undertakes its role from a cross-organisational perspective, and ensures there is cohesiveness in its considerations and decisions, particularly in respect of the department's approach to safety, organisational change and innovation activities.</p>
Meeting frequency	Bi-monthly
Membership	<ul style="list-style-type: none"> • Assistant Director-General, Corporate Services

	<ul style="list-style-type: none"> • Assistant Director-General, Information, Innovation and Recovery • Senior Executive Director, Youth Justice Services (until commencement of the Department of Youth Justice on 20 May 2019) • Executive Director and Chief Human Resources Officer, People and Culture (Chair) • Executive Director, Indigenous Strategy and Partnerships • Executive Director, Child and Family Practice • Regional Executive Director, Central Queensland • Regional Executive Director, South East • Director, People Service, People and Culture • Director, People Strategy, People and Culture
--	--

Finance and Budget Committee	
Description	<p>The Finance and Budget Committee is a sub-committee of the Portfolio Executive Board (PEB). The committee is responsible for overseeing budget investment decisions and allocation processes ensuring that appropriate financial controls are in place and providing financial and budget advice to PEB.</p> <p>The committee will undertake its role from a cross-organisational perspective, and ensure there is cohesiveness in its considerations and decisions, particularly in respect of departmental change and innovation activities.</p>
Meeting frequency	Monthly
Membership	<ul style="list-style-type: none"> • Director-General • Deputy Director-General, Strategy • Deputy Director-General, Service Delivery • Senior Executive Director, Youth Justice Services (until commencement of the Department of Youth Justice on 20 May 2019) • Assistant Director-General, Corporate Services (Chair) • Assistant Director-General, Information, Innovation and Recovery • Chief Finance Officer, Financial Services • Executive Director, Investment and Commissioning • Regional Executive Director, Northern Queensland (North) • Regional Executive Director, Northern Queensland (South) (until commencement of the Department of Youth Justice on 20 May 2019) • Regional Executive Director, Central Queensland

	<ul style="list-style-type: none"> • Regional Executive Director, Moreton • Regional Executive Director, South West • Regional Executive Director, South East
--	--

Investment and Partnerships Committee	
Description	<p>The Investment and Partnerships Committee is a sub-committee of the Executive Board (EB). The committee is responsible for overseeing the department’s overarching commissioning strategy, investment management and investment performance and delivery interface, and providing investment and commissioning advice to EB.</p> <p>The committee will undertake its role from a cross-organisational perspective, and ensure there is cohesiveness in its considerations and decisions, particularly in respect of departmental change and innovation activities.</p>
Meeting frequency	Bi-monthly
Membership	<ul style="list-style-type: none"> • Deputy Director-General, Strategy (Chair) • Deputy Director-General, Service Delivery • Assistant Director-General, Corporate Services • Regional Executive Director, Northern Queensland • Regional Executive Director, Moreton • Chief Finance Officer, Corporate Services • Executive Director, Strategy and Performance • Executive Director, Investment and Commissioning • Regional Director, Child and Family, South East • Director, Youth Justice Services, Central Queensland (until commencement of the Department of Youth Justice on 20 May 2019)

Information and Innovation Committee	
Description	<p>The Information and Innovation Committee (IIC) is the ICT governance committee for both the Department of Child Safety, Youth and Women (DCSYW) and the Department of Communities, Disability Services and Seniors (DCDSS).</p> <p>The IIC manages all ICT-enabled business initiatives and is the primary governance body by which the departments ensure they maximise the value of their business investments that have an ICT-enabled component.</p>

	<p>ICT Governance is a mandated policy requirement under the Queensland Governments ICT resources strategic planning policy “Information Standard 2 (IS2) – departments must establish ICT governance arrangements”.</p>
Meeting frequency	Bi-monthly
Membership	<ul style="list-style-type: none"> • Deputy Director-General, Corporate Services, DCDSS (Chair – rotating every 12 months) • Assistant Director-General, Corporate Services, DCSYW (Chair – rotating every 12 months) • Assistant Director-General and Chief Information Officer, Information, Innovation and Recovery • Assistant Director-General, Community Services, DCDSS • Chief Finance Officer, DCDSS • Executive Director, Disability Services Commissioning, DCDSS • Executive Director, Child and Family Practice, Service Delivery, DCSYW • Executive Director, Strategy and Performance, Strategy, DCSYW • Regional Executive Director – rotating between regions every 12 months • Regional Director – rotating between regions every 12 months • Director, Internal Audit and Compliance Services, DCDSS (observer) • QGCIO Representative (guest) • Director, Information, Innovation and Recovery, DCSYW (observer) • Director, Youth Transition, Youth Justice Services, DCSYW (until commencement of the Department of Youth Justice on 20 May 2019)

Fraud and Corruption Control Committee	
Description	<p>The Fraud and Corruption Control Committee is a sub-committee of the Audit and Risk Committee. The committee is responsible for providing oversight of the department’s fraud and corruption prevention program, gaining assurance around the effectiveness of the fraud and corruption control plan and fraud risk mitigation and monitoring compliance with relevant legislation and government practices.</p> <p>The committee undertakes its role from a cross-organisational perspective, and ensures there is</p>

	cohesiveness in its considerations and decisions, particularly in respect of departmental change and innovation activities.
Meeting frequency	Quarterly
Membership	<ul style="list-style-type: none"> • Chief Finance Officer (Chair) • Executive Director, Youth Justice Operations and Practice (until commencement of the Department of Youth Justice on 20 May 2019) • Executive Director, Child and Family Operations • Director, Accounting Services, Financial Services • Director, Property and Procurement Services • Director, IS Performance, Information, Innovation and Recovery • Manager, Ethical Standards, People and Culture • Director, Funding Services, Department of Communities, Disability Services and Seniors • Director, Internal Audit and Compliance Services, Department of Communities, Disability Services and Seniors (observer)