

Governance arrangements



Governance relates to how the organisation is managed, directed and held accountable for achieving strategic and operational objectives.

The department's governance framework guides our decision-making and actions as we strive to attain the strategic goals and operational objectives outlined in our strategic plan and fulfil the obligations expected under the state government's Charter of Social and Fiscal Responsibility.

Governance committees

The department's governance arrangements are overseen by the Executive Leadership Team (ELT), which meets weekly and is the principal management forum of the department. The Team comprises the Director-General, Director Office of Director-General, Deputy Coordinator-General Infrastructure Delivery, Deputy Coordinator-General Infrastructure and Economic Development, Deputy Director-General Planning and Deputy Director-General Strategy and Governance.

The Executive Management Group (EMG) provides leadership of key operational issues and activities of the department. The group meets monthly and provides a forum to ensure consistency and collaboration across the department.

ELT is assisted by five sub-committees:

- Audit and Risk Management Committee
- Financial and Asset Management Committee
- Information Steering Committee
- Workforce Management Committee
- Property Services Group Committee.

Audit and Risk Management Committee

This committee provides independent and objective advice to support the Director-General's financial and management responsibilities. The committee reviews departmental systems and processes to ensure effective corporate governance and reporting, and reviews systems for managing risk, organisational performance and financial management.

The committee membership as at 30 June 2008 comprised the: Executive Leadership Team, Executive Director Strategic Policy, Executive Director Strategic Infrastructure Procurement, and an external chair—Mr Max Smith, Deputy Director-General, Department of Public Works.

During 2007–08, the committee met seven times and operated according to a charter that is consistent with Queensland Treasury's Audit Committee Guidelines.

Financial and Asset Management Committee

This committee provides objective analysis and advice on financial management, facilities management and procurement issues.

The committee identifies and addresses significant budget and financial issues, including overseeing the departmental budget process. It also develops strategies to improve resource use and alignment with corporate priorities, and monitors and evaluates business performance and resource usage.

During 2007–08 the committee successfully managed the budget, including overseeing an internal mid-year budget review and conducting regular monitoring of the financial position at an activity level. It provided expert advice during the development of the 2008–09 budget submission to Cabinet Budget Review Committee and the financial information in the 2008–09 State Budget Papers.

Topical procurement issues as per recommendation 1(b) of the Service Delivery and Performance Commission's Report on Review of Purchasing and Logistics in the Queensland Government were also considered by the committee.

The committee, comprising the ELT and Executive Director, Financial and Asset Management and Chief Financial Officer, held six meetings during 2007–08.



Information Steering Committee

This committee ensures that the development, deployment, application and monitoring of project and information resources, systems and technology actively support the priorities, accountabilities and business activities of the department. It also ensures consistency with associated whole-of-government policies and directions.

The committee sets strategic directions, priorities and standards for all departmental projects and information and communication technology (ICT) resources. The committee also acts as a whole-of-agency forum on information management issues. Specifically it provides advice on the allocation of funds for business and ICT purposes as well as approving the selection, development, implementation and application of all business and information systems and infrastructure. Membership of the committee comprises the ELT, Executive Director Organisational Capability, Director ICT, Executive Director Program Management, Executive Director Financial and Asset Management and Executive Director Executive and Communications Services. As directed by the Service Delivery and Performance Commission, a senior officer from the Queensland Government Chief Information Office attends meetings as an 'expert adviser'.

The committee met three times during 2007–08 and approved the ICT Governance Framework, ICT Resources Strategic

Plan 2008, electronic Document and Records Management System program plan, migration of the department's ICT Infrastructure to CITEC and selection of a managed desktop service provider.

Workforce Management Committee

This committee provides analysis and advice on a range of workforce issues, including workplace health and safety, recruitment and selection, and performance management. The committee develops and refines strategies to support the department's need for a quality workforce and desire to be an employer of choice. The committee also monitors the effects of strategic initiatives on the workforce and recommends intervention strategies where appropriate.

The committee comprises the Executive Director Organisational Capability, Director Human Resources, Executive Director Policy and Program, Director Planning North and Southern Region, Assistant Coordinator-General Significant Projects Coordination, Executive Director Regional Development, Executive Director Land Acquisition, Executive Director Program Management and Director Office of the Director-General. The committee met on one occasion in 2007-08 to guide the development of the work priorities of the newly created Human Resources Branch.

Property Services Group Committee

This committee provides strategic oversight and direction to the commercial business decisions of the Property Services Group. The committee is responsible for the development and approval of the annual work plan of the Property Services Group under the *Industrial Development Act 1963*. It considers and approves the annual proposed program of both property related and other industry development functions aimed at encouraging the location and expansion of business and industry in Queensland.

The demand, supply and acquisition of industrial land and the provision of associated services to ensure the sustained economic development of the state are monitored through this committee, which also provides strategic advice to the Director-General and the Estates Construction Fund Management Committee on the operation of the Property Services Group.

The committee comprises the Deputy Coordinator-General Infrastructure and Economic Development, Executive Director Strategic Policy, Executive Director Financial and Asset Management, Executive Director State Development Areas, Executive Director Property Services Group and a Department of Tourism Regional Development and Industry representative.

During 2007–08 the committee met 10 times.