

Appendix 1 – Governance committees

Committee	Responsibilities	Membership	Achievements 2009–10
Audit and Risk Management Committee	<p>The committee:</p> <ul style="list-style-type: none"> provides advice to the Director-General on audit and audit-related matters assists in the discharge of the Director-General's financial management responsibilities imposed under the <i>Financial Accountability Act 2009</i> and the Financial and Performance Management Standard 2009 holds quarterly meetings. 	<p>Associate Director-General, Skills Queensland, DET (Chair)</p> <p>Senior Partner, Bentleys (Qld) Pty Ltd</p> <p>Director, Internal Audit, Department of Communities</p> <p>Deputy Director-General, Corporate Services, DET</p> <p>Deputy Director-General, Education Queensland, DET</p> <p>Assistant Director-General, Indigenous Education and Training Futures, DET</p> <p>Director-General, DET</p> <p>Director of Audit, Queensland Audit Office</p> <p>Chief Operations Officer (COO), TAFE Queensland and DET</p> <p>Regional Operations, DET</p>	<ul style="list-style-type: none"> Undertook review of the audit subprogram plans to ensure compliance with the provisions of the Financial Management Standards and the Statute Law of Queensland Reviewed and updated the audit subprogram charter, organisation, staffing, skills and training Reviewed internal audit reports and action taken on recommendations Reviewed and assessed performance of the audit subprogram operations against the annual audit plan Monitored external audit reports and the department's response to those reports Monitored the department's risk management strategy and the implications for the audit subprogram Reviewed performance management systems audits (PMSA) undertaken by the Queensland Audit Office to ensure effective implementation of recommendations Ensured compliance with the professional standards issued by The Institute of Internal Auditors – Australia and the requirement for external peer review of the internal audit function at least once every five years Instigated processes to ensure final sign off of the Annual Financial Statements
Budget Committee	<p>The role of the committee is to:</p> <ul style="list-style-type: none"> provide advice to the Director-General regarding strategies to develop, review and monitor current and future internal budgets ensure efficient and effective allocation of resources to achieve key departmental and government priorities. 	<p>Deputy Director-General, Corporate Services, DET (Chair)</p> <p>Director-General, DET</p> <p>Assistant Director-General and Chief Finance Officer, Finance Branch, Corporate Services, DET</p>	<ul style="list-style-type: none"> Balanced the department's 2009–2010 and 2010–11 internal budgets Monitored the financial performance of divisions, regions and institutes against allocations on a monthly basis Conducted the 2009–10 Mid-Year Review Approved the DET internal budget planning processes and the link to key strategic documents and external budget processes Reduced timeframe for distribution of the 2010–2011 internal budget allocations. Introduced the 5-year budget plan Improved the department's working relationship with Treasury officials

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Integrated Service Delivery Board	<p>The Integrated Service Delivery Board monitors Regional Service Agreements (RSAs) on behalf of the Director-General. It:</p> <ul style="list-style-type: none"> ensures the strategic direction, policy and overall performance expectations of the Executive Management Group (EMG) are reflected in RSAs monitors and reviews performance against RSAs advises members of EMG on any serious current or pending performance issues and recommends strategies for addressing them seeks regional input into department strategy and policy holds two meetings annually. 	<p>Chief Operating Officer (COO), TAFE Queensland and DET Regional Operations, DET (Chair)</p> <p>Associate Director-General and Chief Officer, Early Childhood Education and Care, Research, Policy and Legislation, DET</p> <p>Associate Director-General, Skills Queensland, DET</p> <p>Deputy Director-General, Education Queensland, DET</p> <p>Deputy Director-General, Corporate Services, DET</p>	<ul style="list-style-type: none"> Undertook the first round of regional performance reviews with the Regional Directors Monitored the completion of the RSAs Reviewed the RSA schedules which outline central office and regional responsibilities, key performance indicators and targets for each of the delivery areas. Signed the Regional Directors performance plans and performance agreements Coordinated the completion and approval of the regional plans 2010–2011
Investment Committee	<p>The Investment Committee provides advice to the EMG of the department on investment strategies.</p> <p>The Investment Committee considers and provides advice regarding the development and review of major investment strategies in relation to:</p> <ul style="list-style-type: none"> budget positioning and strategic financial approach strategic asset management strategic procurement workforce priorities ICT investment priorities business transformation initiatives. <p>Meetings are held quarterly.</p>	<p>Deputy Director-General, Corporate Services, DET (Chair)</p> <p>Deputy Director-General, Infrastructure Services, DET</p> <p>Associate Director-General, Skills Queensland, DET</p> <p>Associate Director-General and Chief Officer, Early Childhood Education and Care Research, Policy and Legislation, DET</p> <p>Deputy Director-General, Education Queensland, DET</p> <p>Chief Operating Officer, TAFE Queensland and DET Regional Operations, DET</p> <p>Assistant Director-General and Chief Finance Officer, Corporate Services, DET</p> <p>Assistant Director-General, Strategic Information and Technologies, Corporate Services, DET</p> <p>Assistant Director-General, Strategic Human Resources, Corporate Services, DET</p> <p>Executive Director, Corporate Procurement, Corporate Services, DET</p>	<ul style="list-style-type: none"> Established and commenced the Investment Committee in September 2009 Identified and aligned departmental committees that report to the Investment Committee Endorsed a new process to ensure that approvals sought through Cabinet or CBRC are in line with the department's strategic priorities and policy requirements Identified the need for, and endorsed the development of, a department-wide Financial Sustainability Framework Identified the need to establish an Asset Life Cycle Costing (ALC) model to improve the transparency over asset management funding requirements across the department

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Policy and Performance Committee	<p>The committee's purpose is to provide advice to the EMG regarding:</p> <ul style="list-style-type: none"> • policy development and performance • the synergies and collective impact of major policy initiatives on the achievement of the portfolio's priorities. <p>The committee considers and provides advice in relation to:</p> <ul style="list-style-type: none"> • policy connections and links between strategic policy implementation, such as, <ul style="list-style-type: none"> – the Q2 delivery plans – the National Partnership Agreements – the Masters review recommendations – key election commitments • major research, both internal and external, which relates to the achievement of priorities • policy development • major evaluation strategies and significant recommendations which impact on the delivery of priorities • analysis of performance against our key priorities. <p>Meetings are held quarterly.</p>	<p>Associate Director-General and Chief Officer, Early Childhood Education and Care, Research, Policy and Legislation, DET (Chair)</p> <p>Assistant Director-General, Strategic Policy and Research, DET</p> <p>Associate Director-General, Skills Queensland, DET</p> <p>Deputy Director-General, Education Queensland, DET</p> <p>Chief Operating Officer, TAFE Queensland and DET Regional Operations, DET</p> <p>Deputy Director-General, Corporate Services, DET</p> <p>Assistant Director-General, Indigenous Education and Training Futures, DET</p> <p>Assistant Director-General, Tertiary and Non-State Education, Skills Queensland, DET</p> <p>Assistant Director-General, Corporate Strategy and Performance, DET</p> <p>Executive Director, Policy and Performance, Office for Early Childhood Education and Care, Research, Policy and Legislation, DET</p>	<ul style="list-style-type: none"> • Developed a comprehensive departmental Performance Measures Report and established a process to maintain currency of information • Provided strategic input and preliminary endorsement of new departmental objectives, performance indicators, services and service standards for reporting purposes • Provided strategic input and guidance for the development of the state schooling statement • Endorsed protocols for the dissemination of research papers and reports • Monitored progress against National Partnership Agreement targets and milestones