



Board of Management Terms of Reference



DOCUMENT INFORMATION

This is a document controlled by the Director-General (document number 1141023).

VERSION HISTORY

The following outlines the high level changes that have been made to each version of this document and who made them:

Version	Notes	Changes made by	Date
1	Initial Draft	Brian Lovi and Chris Chadwick	June 2009
2	Review by Director-General	Brian Lovi	June 2009

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Approved

Rachel Hunter
Director-General

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REVIEW DATE

This document will be reviewed every year from date of approval.

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1. BACKGROUND

- 1.1 The Board of Management (BOM) is the Department of Justice and Attorney General's key leadership, planning and accountability forum. It supports the Chief Executive Officer in discharging her responsibilities as accountable officer, provides leadership, direction and guidance to the Department and provides oversight of the department's governance and its associated committee structure.
- 1.2 This document establishes the authority and responsibility of the BOM so that it may function effectively.

2. PURPOSE

The BOM's responsibilities include:

- strategic planning, policy setting, risk management and resource allocation (including directing resources to high priority services)
- performance management and reporting
- providing effective and efficient service delivery
- ensuring the department is responsive to changing community needs and government priorities
- coordinating with other government agencies (in particular those within the Law, Justice and Safety cluster) to deliver seamless government services and policy
- reviewing, monitoring and directing the department's governance committees

3. MEMBERSHIP

- 3.1 Membership of the BOM consists of the following:

Standing Members

- Director General (Chair)
- Deputy Director-General, Justice Administration (Co-Deputy Chair)
- Deputy Director-General, Fair and Safe Work Queensland (Co-Deputy Chair)
- Assistant Director-General, Business Support
- Assistant Director-General, Policy, Legislation and Executive Services
- Executive Director, Legal Services
- Director of Public Prosecutions
- Crown Solicitor
- Executive Director, Workplace Health and Safety

Observers

- Director, Financial Services
- Director, Office of the Director-General

- 3.2 A person acting in any of the above positions is considered to be a member of the BOM for the term of the acting arrangement.
- 3.3 If the Chair is temporarily unable to perform their duties (e.g. they are unable to attend a meeting) one of Co-Deputy Chairs will act as Chair.

4 MEETINGS

- 4.1 The BOM will meet monthly or as required by the Chair.
- 4.2 Meetings will be conducted at a place determined by the Chair.
- 4.3 Meetings will be conducted on a formal basis and be minuted.
- 4.4 A quorum consists of the Chair (or Acting Chair) and a majority of Standing Members.
- 4.5 Proposals to use proxies to attend meetings on behalf of Standing Members will need to be agreed by the Chair prior to the meeting.

5. AGENDAS

- 5.1 An agenda is to be prepared for meetings with relevant issues papers attached and distributed to members, preferable at least 48 hours prior to the meetings.
- 5.2 Agenda items may be considered out of session by electronic or other means and should be minuted at the next available meeting.

6. MINUTES

- 6.1 Minutes of the meeting must be forwarded to members within 2 weeks after the meeting.
- 6.2 The Minutes must record the following:
- Date and location of meeting
 - Attendees, apologies and absentees
 - Agenda items discussed
 - Action items (including responsibility and timeframe)
 - Decisions taken (including rationale for decisions)
- 6.3 Minutes of the preceding meeting must be confirmed at each meeting, which includes a review of the action items outstanding.
- 6.4 The Minutes must be approved by the Chair of the respective meeting.

- 6.5 Once approved, the Minutes of the meeting will be emailed to all members and also posted on the Departmental Intranet (for information purposes).

7. SECRETARIAT

- 7.1 Secretariat support will be provided by the Office of the Director-General.
- 7.2 The Secretariat will be responsible for the preparation and circulation of the meeting agenda (and supporting papers) and minuting meetings.
- 7.3 The Secretariat will ensure that electronic copies of all relevant documents to the BOM (including agendas, position papers and minutes) are saved in the department's document management system.

8. INDUCTION OF NEW MEMBERS

- 8.1 As a form of induction, it is the responsibility of the Chair to provide new Standing Members and Invited Members with a copy of the following documents prior to their first meeting:
- the Terms of Reference
 - the Corporate Governance framework
 - the minutes of the last three meetings of the BOM

9. SUBCOMMITTEE

- 9.1. The BOM may create sub-committees at any time to perform specific tasks or responsibilities. Terms of Reference, membership, reporting arrangements and sunset arrangements must be specified at time of establishment.

10. ANNUAL REVIEW

- 11.1 Each year the BOM will undertake a review of its operations and functioning with particular reference to the extent to which the BOM has discharged its roles and responsibilities. Where appropriate the review should make recommendations for improvements.

11. DEFINITIONS

'Standing Member' A specific position approved and appointed to be on the BOM and expected to participate in each meeting

'Observer' A specific position or person approved by the Chair to be on the BOM and invited to attend and observe each meeting