

# Finance Committee

## Terms of Reference

## DOCUMENT INFORMATION

This is a document controlled by the Chair of the Finance Committee (eDOCS reference no: 2122670 and document name: JAG-#2122670-v1-Finance\_Committee\_-\_Terms\_of\_Reference\_2013)

## VERSION HISTORY

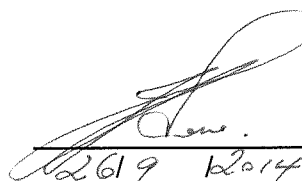
The following outlines the high level changes that have been made to each version of this document and who made them:

Version	Notes	Changes made by	Date
1	Initial Draft	Garry Davis and Peter Cook	February 2013
2	Reviewed by Terry Ryan, Deputy Director-General, Justice Services		
3	Reviewed by John Sosso Director-General		
4	Amendments to include changes in membership due to machinery-of-Government changes	Pascale Plug	November 2013
5	Approved by BOM	Alison Gardiner	5 February 2014
6	Amendment to position title – Commissioner to Deputy Director-General, Queensland Corrective Services	Jahna Owen	10 September 2014

## SIGN OFF

Endorsed

John Sosso  
Director-General



26/9 2014

## 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) of the Department of Justice and Attorney-General has established the Finance Committee (Committee) as part of its governance framework.
- 1.2 This document establishes the authority and responsibility of the Committee so that it may function effectively.
- 1.3 The Committee will report to the BOM quarterly or as required.

## **2. Purpose**

2.1 The role of the Committee is to:

- a) Approve the annual departmental budget;
- b) Ensure the departmental budget is aligned with the department's Strategic Plan and Government priorities;
- c) Monitor and report on the department's financial performance against departmental priorities and approved budgets; and
- d) Formulate strategies for improving the department's financial position, including the approval and monitoring of the departmental budget processes.

2.2 The responsibilities of the Committee include:

- a) Approve the annual departmental budget;
- b) Ensure the departmental budget is aligned with the department's Strategic Plan and Government priorities;
- c) Approve adjustments to budgets and reallocation of resources (after consultation with business areas);
- d) Oversee the annual CBRC budget process, the Mid-Year Review process and the annual deferral of funds processes.
- e) Formulate strategies for improving the department's financial position, including the approval and monitoring of the departmental budget process;
- f) Review the department's financial performance against departmental priorities and approved budgets;
- g) Review the department's Strategic Plan, the Capital Investment Strategic Plan and the Information Systems Management Plan prior to submission to the Minister;
- h) Direct the undertaking of specific financial analysis, as and when required; and
- i) Develop a financial management strategy that reflects the priorities, outputs and outcomes of the department, while leaving senior management to determine resource demands within their areas of responsibility. Where resource decisions will have an out year impact at a whole of department level, such proposals must be presented to the Finance Committee.

### **3. Membership**

3.1 Membership of the Committee consists of the following:

#### **Standing Members**

- Director-General, (Chair)
- Deputy Director-General, Justice Services (Deputy Chair)
- Deputy Director-General, Office of Fair and Safe Work Queensland
- Deputy Director-General, Liquor, Gaming and Fair Trading
- Deputy Director-General, Queensland Corrective Services
- Assistant Director-General, Youth Justice
- Assistant Director-General, Corporate Services
- Assistant Director-General, Strategic Policy, Legal and Executive Services
- Executive Director, Crown Law
- Business Manager, Office of the Director of Public Prosecutions
- Executive Director, Financial Services
- Executive Director, Information Technology Services

#### **Observers**

- Nil

3.2 A person acting in any of the above positions is considered to be a member of the Committee for the term of the acting arrangement.

3.3 Only the BOM may appoint Standing Members. The Committee may appoint Observers as it considers appropriate.

3.4 If the Chair is temporarily unable to perform their duties (e.g. they are unable to attend a meeting) the Deputy Chair will act as Chair.

### **4 Meetings**

4.1 The Committee 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 and Observers will need the agreement of 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, preferably at least 48 hours prior to the meeting.

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 two (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.
- 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 Financial Services Branch.
- 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 Committee (including agendas, position papers and minutes) are saved in e-docs.

## **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:
- Terms of Reference (if not already supplied)
  - Corporate Governance framework (as detailed in the Annual Report)
  - Minutes of the last three meetings of the Committee

## **9. Subcommittees**

- 9.1. The Committee 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**

- 10.1 Each year the Secretariat is to undertake a self-assessment (on behalf of the Chair) of the operation and functioning of the Finance Committee focussing on the extent to which the Committee has discharged its roles and responsibilities against these Terms of Reference. Where appropriate the review should make recommendations for improvements.
- 10.2 In preparing the report, the Secretariat will consult with the Chair.
- 10.3 A copy of the review report is to be provided to the Chair and the Director-General.

## 11. Definitions

- 'Standing Member' A specific position approved and appointed by the Board of Management to be on the Committee and expected to participate in each meeting
- 'Observer' A specific position or person approved by the Chair to be on the committee and invited to attend and observe each meeting