



Workforce Management Committee Terms of Reference



DOCUMENT INFORMATION

This is a document controlled by the Chair of the Workforce Management Committee (document number 1137999).

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	May 2009
2	Reviewed by Barry Leahy, DDG	Brian Lovi	May/June 2009
3	Reviewed by Rachel Hunter, DG	Brian Lovi	June 2009
4	Further Review	Tony James Brian Lovi	October 2009
5	Further amendments – from Workforce Management Committee meeting 5 November 2009	Lorna McMaster	November 2009

SIGN OFF

Endorsed by: Barry Leahy
Chair
Workforce Management Committee

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Approved Phil Clarke
Acting 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) of the Department of Justice and Attorney-General has established the Workforce Management 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 in the Department.
- 1.3 The Committee will report to the BOM as required.

2. PURPOSE

- 2.1 The purpose of the Committee is to:
 - a) guide the development of, prioritise, monitor and evaluate the effectiveness of the department's workforce management planning framework;
 - b) ensure resources adequately support the project/service expectations associated with the department's workforce management planning framework;
 - c) disseminate workforce management information across programs, divisions and regions;
 - d) provide a key forum within the department for discussion on State, national and international workforce management and organisational capability development trends;
 - e) ensure the department meets its human resource associated obligations under legislation, industrial instruments, directives and policies; and
 - f) assist in the development and maintenance of a healthy workforce culture and organisational values.

3. MEMBERSHIP

- 3.1 Membership of the Committee consists of the substantive or acting post holders of the following positions:

Standing Members

- Associate Director-General, Fair and Safe Work Queensland (Chair)
- Assistant Director-General, Corporate Services (Deputy Chair)
- Executive Director, Human Resources and Governance
- Executive Director, Public Sector Industrial and Employee Relations
- Executive Director, Private Sector Industrial Relations
- Executive Director, Magistrates Courts Branch
- Director, Supreme and District Court Courts
- Regional Services Manager, South East Queensland
- Regional Director, Workplace Health and Safety, Brisbane North, Sunshine Coast

Observers

- Business Manager, Office of the Director of Public Prosecutions
- Manager, Organisational Development, Crown Law

- 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 Other than regional representatives only the BOM may appoint Standing Members. The Committee may appoint regional representatives and 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.
- 3.5 Members of the committee will champion best practice workforce management in the organisation.
- 3.6 Invitees as determined by the Chair.

4. MEETINGS

- 4.1 The Committee will meet quarterly 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, Invited Members and Observers 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 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 the Human Resource and Governance 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:

- the Terms of Reference (if not already supplied);
- the Corporate Governance framework (as detailed in the Annual Report);
- the minutes of the last three meetings of the Committee; and

9. SUBCOMMITTEE

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 Corporate Governance Branch will undertake a review of the operation and functioning of the Committee with particular reference to the extent to which the committee has discharged its roles and responsibilities. Where appropriate the review should make recommendations for improvements.

10.2 In preparing the report the Corporate Governance Branch will consult with the Chair.

10.3 A copy of the review report is to be provided to the BOM.

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