

# Resource Demand Management Committee

## Terms of Reference



## Document information

This document is controlled by the Chair of the Resource Management Committee (eDocs #4741201).

## Version history

Version	Action	Author	Date
1	Initial draft	Chief Financial Officer	February 2019
2	New corporate identity applied	Corporate Governance	April 2019
3	Amended to incorporate machinery of Government changes resulting from Administrative Arrangements order (no. 2) 2020	Corporate Governance	December 2020

## Approval

Endorsed

David Mackie  
**Director-General**

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## Review

This document will be reviewed every year, or in circumstances of major organisational change.

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## 1. Background

- 1.1. The Board of Management (BOM) of the Department of Justice and Attorney-General has established the Resource Demand 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.
- 1.3. The Committee will report to the BOM monthly or as required.

## 2. Purpose

- 2.1. The role of the Committee is to:
  - a) align the departmental budget and resources with the department's Strategic Plan and Government priorities
  - b) monitor and report on the department's financial and performance against departmental priorities and approved budgets
  - c) monitor and report on non-financial corporate resources as directed by the Committee, 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) ensure the departmental budget and resources are aligned with the department's Strategic Plan and Government priorities
  - b) oversee the annual CBRC budget process, the Mid-Year Review process and the annual deferral of funds processes
  - c) review proposed budget allocations and adjustments and reallocation of resources (after consultation with business areas)
  - d) formulate strategies for improving the department's financial position, including the approval and monitoring of the departmental budget process
  - e) review the department's financial performance against departmental priorities and approved budgets
  - f) review the department's management of non-financial resources such as information technology, workforce and facilities
  - g) direct the undertaking of specific financial analysis, as and when required, and
  - h) 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 Resources Management 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, Liquor, Gaming and Fair Trading

- 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
- Executive Director, Office for Women and the Prevention of Domestic and Family Violence

**Other invitees (as required)**

- Executive Director, People and Engagement
- Executive Director, Facilities.

**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 and reporting schedule

- 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.
- 5.3. The following reporting schedule will provide the standing agenda items for each meeting:-

Report	Frequency
Finance Report	Monthly
Information Technology Services Dashboard	2 <sup>nd</sup> month after end of quarter <sup>1</sup>
Workforce Profile	2 <sup>nd</sup> month after end of quarter <sup>1</sup>
Facilities Report	2 <sup>nd</sup> month after end of quarter <sup>1</sup>

<sup>1</sup> – Reports to be presented at September, November, February and May meetings.

## 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 eDocs.

## 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 Resources Management Committee focusing 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.