

Appendix A - Governance committees

Supporting services performance

Governance committees enable the department to advise and support the Minister and Director-General in their decision-making responsibilities and position the department to deliver on its priorities and strategic objectives.

The following governance committees are in place within the department:

- Executive Leadership Team
- System Implementation, Policy and Performance Committee
- Integrity, Fraud and Corruption Committee
- Office of Industrial Relations Board of Management
- Student Protection and Safety Committee
- Digital Board
- Information Security Governance Committee
- Health, Safety and Wellbeing Executive Committee
- Procurement Advisory Council
- Infrastructure Services Advisory Committee
- Continuity and Disaster Management Committee

Executive Leadership Team (ELT)	
Chair	Director-General
Purpose	Provides strategic direction and oversight of outcomes, financial performance and good governance of the department.
Responsibilities	<p>ELT measures and monitors matters of strategic significance to ensure the department meets its strategic planning, governance and accountability requirements, including:</p> <ul style="list-style-type: none"> • emerging whole of government initiatives, issues and opportunities • the Strategic Plan • key agency and enterprise strategies, including First Nations Strategy • strategic risks and issues • financial, budget and investment decisions • agency performance and governance • workforce trends and issues.

System Implementation, Policy and Performance Committee	
Chair	Associate Director-General, Early Childhood and State Schools
Purpose	Oversees strategic direction for early years and state schooling, including monitoring performance and implementation. The Strategic Implementation, Policy and Performance Committee also oversees the forward strategic policy and research agenda.
Responsibilities	<p>Oversees the department's resources, inputs, activities and outcomes to drive improvement in early years and state schooling performance by:</p> <ul style="list-style-type: none"> • directing the implementation of the department's strategic direction and associated initiatives to ensure alignment of operational strategies to strategic objectives • advising the ELT on matters related to departmental strategy and performance • positioning on national agreements, initiatives and agendas • examining system trends and issues, including key findings and trends from: <ul style="list-style-type: none"> ○ performance data ○ data analytics ○ school and regional reviews ○ school audit ○ corporate performance data related to strategic direction ○ environmental scans, research reports and products • considering or developing policy and strategy initiatives with an impact on schooling and early childhood • receiving evaluation frameworks, schedules and reports related to the department's strategic direction • endorsing the department's annual research plan.

Integrity, Fraud and Corruption Committee	
Chair	Deputy Director-General, People, Information and Communication Services (PICS)
Purpose	Promotes a culture of integrity, and champions, oversees and monitors the department's fraud and corruption control framework, strategies and mechanisms.
Responsibilities	<ul style="list-style-type: none"> • Providing strategic oversight, assurance and monitoring of the fraud and corruption enterprise risk. • Maintaining and embedding the department's <i>Integrity Framework</i> and long-term <i>Integrity Plan</i>. • Overseeing and monitoring the department's fraud and corruption control program, including compliance with best practice fraud and corruption control guidelines. • Considering and strengthening fraud and corruption assessments, control reports, internal controls, and addressing non-compliance with fraud and corruption requirements.

Office of Industrial Relations Board of Management	
Chair	Deputy Director-General, Office of Industrial Relations
Purpose	Considers risks, issues and matters of strategic importance to delivering policy, advisory, compliance and specialist technical services and initiatives as regulators of work health and safety, electrical safety, workers' compensation, and industrial relations in Queensland. The Board supports the Director-General in their responsibilities and delegations as the accountable officer.
Responsibilities	<ul style="list-style-type: none"> • Reviewing, approving and guiding OIR's operations and remit, including strategy, risk management, performance and governance. • Monitoring, oversight and approval of the OIR budget. • Authorisation of portfolio investment decisions and initiatives prioritised by the Portfolio Board. • Ensuring compliance with legislative, statutory and policy requirements that impact OIR. • Coordinating with Department of Education business divisions and government agencies to deliver OIR services • Delivering critical information and/or updates emanating from the ELT and Audit and Risk Management Committee.

Student Protection and Safety Committee	
Chair	Deputy Director-General, Schools and Student Support
Purpose	Provides oversight, direction and continuous review and improvement of student protection and safety activities across the department to ensure the health, safety and wellbeing of students in the state schooling system.
Responsibilities	<ul style="list-style-type: none"> • Providing strategic oversight, assurance and monitoring of the student safety enterprise risk. • Overseeing Child Death Review activities, reports and recommendations. • Monitoring and assessing mandatory departmental student protection reporting and training requirements. • Monitoring student health management systems and processes • Monitoring and reporting on trends, issues and matters relating to physical and online environments (e.g., information security, cyberbullying, international students/homestays). • Advising on student protection and safety governance structures, roles and responsibilities. • Endorsing student protection and safety frameworks, policies and procedures. • Defining and reviewing student protection and safety performance, including measures and factors relevant to lifting outcomes, such as student attendance.

Digital Board	
Chair	Deputy Director-General, PICS
Purpose	To set the strategic direction, identify priorities, make financial budgetary decisions and monitor the performance of the department to deliver the outcomes of the Digital Strategy. The Digital Board is informed by reports and decisions from the Digital Insights and Delivery Committee and the Information Security Governance Committee.
Responsibilities	<ul style="list-style-type: none"> • Overseeing the development and implementation of the department's <i>Digital Strategy</i>. • Identifying and monitoring the department's strategic digital risk profile and the management of the digital risk framework, including the areas of lowest appetite. • Making key digital investment decisions. • Monitoring divisional digital roadmaps to ensure efficient and effective use of resources and achievement of strategic objectives. • Identifying emerging digital issues and opportunities. • Providing oversight of digital governance arrangements, including systems and processes to comply with legislative responsibilities.

Information Security Governance Committee	
Chair	Deputy Director-General, PICS
Purpose	Provides oversight, management and direction for the department's Information Security Management System (ISMS) to ensure it achieves its intended objectives, including protection of information and technology assets.
Responsibilities	<ul style="list-style-type: none"> • Providing strategic oversight, assurance and monitoring of the security of confidential and personal information enterprise risk. • Ensuring that the department has in place an effective ISMS to protect the department's people, information and assets. • Reviewing, advising and reporting on information security risks. • Ensuring that information security governance policies, procedures, standards and guidelines are established and compatible with the context and strategic direction of the department. • Advocating for adequate resources to address information security risks. • Making recommendations to the Information Custodian/Risk Owner of controls to manage information security risks to a level that is within the department's risk appetite. • Endorsing information security assurance reports. • Promoting the need for ISMS to be embedded into business processes. • Promoting the use of process approaches and risk-based thinking. • Ensuring that the ISMS achieves its intended results.

	<ul style="list-style-type: none"> • Engaging, directing and supporting the agency to contribute to the effectiveness of the ISMS. • Overseeing the annual security return as mandated by the <i>Information Security Policy IS18:2018</i>.
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Health, Safety and Wellbeing Executive Committee	
Chair	Deputy Director-General, PICS
Purpose	To lead continuous improvement strategies for health, safety and wellbeing (HSW) and provide assurance to the ELT.
Responsibilities	<ul style="list-style-type: none"> • Reviewing the effectiveness of the department's HSW Management System (HSWMS) including the future departmental Health Safety and Wellbeing Strategy, HSW policy and commitment statements and approving changes or updates. • Providing strategic oversight, assurance and monitoring of the HSW enterprise risk. • Reviewing critical HSW incidents including contributing factors, investigation outcomes and learnings, ensuring appropriate resources are in place to remediate and recommend actions and controls to reduce risk of incidents occurring. • Reviewing HSW performance across the department and providing recommendations to the ELT. • Identifying HSW strategic priorities and developing strategies and solutions to address identified HSW risks. • Supporting ELT due diligence responsibilities by reporting on safety, performance, emerging legislative changes and case law, and HSW information and issues. • Building understanding of HSW matters across regional and workplace committees and ELT. • Supporting and providing advice on any HSW issues raised by subordinate committees, or escalating issues to ELT where required.

Procurement Advisory Council	
Chair	Assistant Director-General/Chief Financial Officer – Finance, Procurement and Facilities
Purpose	Provides advice, guidance and assurance to the ELT about the strategic direction of procurement and purchasing practices within the department.
Responsibilities	<ul style="list-style-type: none"> • Providing strategic oversight, assurance and monitoring of the procurement-related enterprise risks. • Advising ELT about departmental alignment with Queensland Government purchasing and procurement requirements including the Queensland Government's <i>"Buy Queensland" Procurement Strategy</i> and the <i>Queensland Indigenous Procurement Strategy</i>.

	<ul style="list-style-type: none"> • Providing advice on and input into the strategic prioritisation of the annual program of work for the Procurement and Facilities Services Branch and other procurement functions within the department. • Providing advice to the Chief Procurement Officer on the development and implementation of the department's procurement and purchasing policies principles, guidelines, standards and directions. • Endorsing and sponsoring the <i>Procurement and Category Management Strategy</i>, the Forward Procurement Schedule, and priority departmental procurement strategies and plans. • Maintaining stakeholder and staff awareness of changes to purchasing and procurement requirements within the department or across Queensland Government. • Providing oversight of Compliance and Regional Support activities conducted by the Procurement and Facilities Services Branch, which are designed to mitigate the risk of fraud and improper conduct in relation to purchasing and procurement activities.
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Infrastructure Services Advisory Committee	
Chair	Deputy Director-General, Infrastructure and Regional Strategy, Department of State Development, Infrastructure, Local Government and Planning
Purpose	Provides advice and guidance to the Deputy Director-General Infrastructure Services Division through the strategic oversight of the Infrastructure Investment Portfolio (IIP), including the planning, investment, delivery, maintenance, renewal, and performance of Queensland schools and facilities.
Responsibilities	<ul style="list-style-type: none"> • Providing a forum for collaborative consultation and advice by key government stakeholders. • Monitoring portfolio governance arrangements including targeted reporting on delivery of IIP outcomes (schedule and budget) and achievement of value for money. • Providing strategic oversight that the IIP aligns to the relevant departmental and whole-of-government strategies and frameworks. • Providing strategic advice to contribute to the department's long and short-term planning, and successful delivery of government priorities, new schools and growth and renewal projects. • Overseeing and monitoring strategic IIP portfolio benefits and risks and contributing to the identification of suitable mitigation strategies.

Continuity and Disaster Management Committee (CDMC)	
Chair	Deputy Director-General, Infrastructure Services Division
Purpose	Oversees, monitors and improves the department's capability to prevent, prepare, respond to and recover from disasters, emergencies and disruptive events to ensure business continuity. The CDMC

	provides assurance that the department is well-positioned to manage a significant event.
Responsibilities	<p>Oversees the prevention, preparedness, response and recovery phases of disaster management including:</p> <ul style="list-style-type: none"> • monitoring and continually improving the department's disaster and business continuity arrangements, capability and capacity • overseeing annual disaster management planning at state and regional levels • ensuring suitable response and recovery arrangements are implemented in schools, regions and central office • monitoring implementation of recommendations from post-event reviews and lessons learned.