

Appendix 3

Governance committees

The department has a well-designed group of key governance committees responsible for high level direction and control. Included are the Executive Leadership Team (ELT) and committees to manage and oversee finance, work health and safety, audit and risk, information and consultation. The objectives, roles and powers of each committee is set out in the following table.

Committee	Membership	Purpose and role
Executive Leadership Team (ELT)	Director-General (Chair) Deputy Director-General, Strategy, Racing and Multicultural Affairs Deputy Director-General, Local Government Division Executive Director, Multicultural Affairs Executive Director, Corporate Executive Director, Strategy & Racing Executive Director, Strategy and Service Delivery Executive Director, Finance, Performance and Programs Chief Finance Officer Secretariat-Director, Office of the Director-General.	Governed by its Charter, the ELT supports the Director-General in complying with his corporate governance responsibilities by providing advice and information on policy, strategy, goals and performance as well as any emerging risks, issues and opportunities. ELT meets weekly and the Director-General approves recommendations made by the ELT and any established ELT sub-committees.
Finance Committee	Director-General (Chair) Deputy Director-General, Strategy, Racing and Multicultural Affairs Deputy Director-General, Local Government Division All members of ELT are also members of the Finance Committee.	The Finance Committee assists the Director-General in the management of the department's finances, through the provision of advice and direction to deliver departmental services in the most efficient, effective and economical manner. The Committee meets quarterly.
Audit and Risk Management Committee (ARMC)	Deputy Director-General, Strategy, Racing and Multicultural Affairs Deputy Director-General, Local Government Division 2 external members The Committee Chair is an external member.	The ARMC is established pursuant to the Financial and Performance Management Standard 2009. The committee meets at least four times each year and provides independent assurance and assistance to the Director-General on the risks, control and compliance frameworks of the department and external accountability responsibilities as prescribed in legislation and standards.

Committee	Membership	Purpose and role
Information Steering Committee (ISC)	Deputy Director-General, Strategy, Racing and Multicultural Affairs (Chair) Deputy Director-General, Local Government Division Executive Director, Multicultural Affairs (until February 2020) Executive Director, Corporate Chief Finance Officer Chief Information Officer, Department of State Development, Tourism and Innovation Director, Strategic Communications.	The purpose of the ISC is to provide strategic management of information and technology resources to ensure that new investments support the department's strategic plan, and security oversight. The ISC meets quarterly or as otherwise determined by the Chair.
Work Health and Safety (WHS)	Membership of the Work Health and Safety (WHS) Committee is established in accordance with the <i>Work Health and Safety Act 2011</i> . The Committee is comprised of: <ul style="list-style-type: none"> • Director, Human Resources (Chair) • Executive Director, Corporate • Two employee representatives. 	The WHS Committee's role is to: <ul style="list-style-type: none"> • identify risks and solutions and make recommendations on work health and safety • assist in developing standards, policies, procedures and training programs • promote best practice and continuous improvement approaches • facilitate cooperation between the Director-General and employees regarding health and safety issues through an agreed action plan.
Consultative Committee	The parties to the Consultative Committee are Department of Local Government, Racing and Multicultural Affairs and the Together Queensland Industrial Union of Employees.	The committee is the consultative body for the union and management created pursuant to Part 9 of the State Government Entities Certified Agreement 2015 and provides a forum for a collaborative approach to employee relations in the department. The committee considers: <ul style="list-style-type: none"> • workload management • organisational change & restructuring • training • union encouragement • work-life balance • organisational matters including workforce management policies. The committee meets quarterly.

Boards and committees

Councillor Conduct Tribunal

Title	Description
Act or instrument	<i>Local Government Act 2009</i>
Functions	The functions of the Tribunal are to: <ul style="list-style-type: none"> hear and decide complaints of misconduct and connected inappropriate conduct by councillors as referred by the Office of the Independent Assessor investigate the suspected inappropriate conduct of a councillor referred to the local government, by the assessor and to be dealt with by the local government make recommendations to the local government about dealing with the conduct.
Achievements	<ul style="list-style-type: none"> 6 new members appointed to the Tribunal on 20 February 2020 until 31 October 2023 Finalised 15 alleged misconduct applications made to the Tribunal by the Office of the Independent Assessor Investigated and reported to the local government on three inappropriate conduct referrals.
Financial reporting	Transactions of the Tribunal are accounted for in the financial statements of the Department.

Remuneration					
Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
President	June Anstee ¹	124	\$325 per 4 hour block or part thereof	N/A	\$40,500
Casual Member	Avelina Tarago ²	56	\$250 per 4 hour block or part thereof	N/A	\$14,050
Casual Member	Jane Bishop		\$250 per 4 hour block or part thereof	N/A	Nil
Casual Member	David Gill ³	12	\$250 per 4 hour block or part thereof	N/A	\$3,000
Casual Member	Gail Hartridge ^{3,4}	102	\$250 per 4 hour block or part thereof	N/A	\$25,695
President	John Boyd ^{3,4}	79	\$325 per 4 hour block or part thereof	N/A	\$25,675
Casual Member	Rodney Metcalfe ³	60	\$250 per 4 hour block or part thereof	N/A	\$15,000
Casual Member	Susan Johnson ³	56	\$250 per 4 hour block of part thereof	N/A	\$14,075
President	Peter Lyons ^{3,4}	13	\$325 per 4 hour block or part thereof	N/A	\$4,225

Remuneration					
Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Casual Member	Jane Stuckey		\$250 per 4 hour block or part thereof	N/A	Nil
Casual Member	Brendan Walker-Munro	2	\$250 per 4 hour block or part thereof	N/A	\$500
Casual Member	Timothy Ryan		\$250 per 4 hour block or part thereof	N/A	Nil
Casual Member	Sally Robb		\$250 per 4 hour block or part thereof	N/A	Nil
No. scheduled meetings/sessions	2 induction sessions. Meetings/sessions included hearings, preliminary hearings, reading, research, writing decisions and are conducted as and when required.				
Total out of pocket expenses	\$45				

1 June Anstee was appointed as president of the Tribunal on 20 February 2020.

2 Avelina Tarago was appointed as a member of the Tribunal in 2019–20.

3 This member resigned from the Tribunal in 2019–20.

4 This member served as president of the Tribunal during 2020.

Local Government Grants Commission

Title	Description
Act or instrument	Sections 228–233 of the <i>Local Government Act 2009</i> ; Sections 308–311 Local Government Regulation 2012
Functions	The Local Government Grants Commission provides recommendations to the Minister responsible for local government in Queensland on the distribution of the Commonwealth Government's Financial Assistance Grant to all local governing bodies within the state. This must be done in accordance with the requirements of the <i>Commonwealth Local Government (Financial Assistance) Act 1995</i> and the National Principles prescribed under the Act.
Achievements	Finalised the recommendations to the Minister of the 2019–20 Financial Assistance Grant. Formed a policy position on the 2020–21 Financial Assistance Grant. Held deputations with four councils and the Torres Cape Indigenous Council Alliance, representing 13 Far Northern Councils, during the Local Government Association of Queensland State Conference in October 2019 and held a dedicated hearing with the Yarrabah Aboriginal Shire Council. On 7 and 8 October 2019, the National Forum of Grants Commissions was hosted by Queensland at Rydges Southbank in Brisbane. The forum was opened by the Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs and the Honourable Mark Coulton MP, Minister for Regional Services and Local Government Decentralisation, Assistant Trade and Investment Minister. All states and the Northern Territory were represented, in addition to representatives from the Commonwealth Grants Commission and the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development.
Financial reporting	Under the <i>Commonwealth Local Government (Financial Assistance) Act 1995</i> section 15(b), the State Treasurer must provide the Commonwealth Minister with a schedule of Financial Assistance Grant payments (amounts and dates) that has been certified by the State Auditor-General. This is to be provided as soon as practicable after 30 June each year. Funding for the operations of the Commission, including secretariat staff, is provided by the department.

Remuneration					
Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Chair	Paul Bell AM	4 formal meetings 1 dedicated meeting with a council LGAQ Conference, including five deputations National Forum of Grants Commissions (as hosts)	\$10,000	N/A	\$10,000
Deputy Chair	Natalie Wilde	4 formal meetings 1 dedicated meeting with a council LGAQ Conference, including five deputations National Forum of Grants Commissions (as hosts)	\$0 (as Ms Wilde is a departmental employee)	N/A	\$0
Member	Deidre Comerford	4 formal meetings 1 dedicated meeting with a council LGAQ Conference, including five deputations National Forum of Grants Commissions (as hosts)	\$6000	N/A	\$6000
Member	Jo Sheppard	4 formal meetings 1 dedicated meeting with a council LGAQ Conference, including five deputations National Forum of Grants Commissions (as hosts)	\$6000	N/A	\$6000
Member	Janelle Menzies	4 formal meetings 1 dedicated meeting with a council LGAQ Conference, including five deputations National Forum of Grants Commissions (as hosts)	\$0	N/A	\$0
Member	Cr Les Walker	4 formal meetings 1 dedicated meeting with a council LGAQ Conference, including five deputations National Forum of Grants Commissions (as hosts)	\$6000	N/A	\$6000
No. scheduled meetings/sessions	7 meetings inclusive of the LGAQ Conference, National Forum and a single council meeting.				
Total out of pocket expenses	\$3788				

Local Government Remuneration Commission

Title	Description
Act or instrument	<i>Local Government Act 2009</i>
Functions	The functions of the Commission are: <ul style="list-style-type: none"> to establish the categories of local governments to decide the category to which each local government belongs to decide the maximum amount of remuneration payable to the councillors in each of the categories another function related to the remuneration of councillors directed, in writing, by the Minister.
Achievements	<ul style="list-style-type: none"> The inaugural meeting of the Commission was held 10 October 2019 Attended LGAQ Conference 14–16 October 2019 and met with 6 councils Made determinations on submissions from councils as well as referred matters from the previous Local Government Remuneration and Discipline Tribunal Reviewed and decided the remuneration categories of Queensland local governments (excluding Brisbane City Council) by 29 November 2019 Gazetted the Remuneration Schedule and published the 2019 annual report on 13 December 2019.
Financial reporting	Transactions of the Commission are accounted for in the financial statements of the department.

Remuneration					
Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Chair Commissioner	Robert (Bob) Abbot OAM	3 meetings LGAQ Conference 22 sessions	\$325 per session	N/A	\$0 ¹
Commissioner	Andrea Ranson	3 meetings LGAQ Conference 21 sessions	\$250 per session	N/A	\$5250
Commissioner	Reimen Hii	3 meetings LGAQ conference 14,5 sessions	\$250 per session	N/A	\$3625
No. scheduled meetings/sessions	4 meetings inclusive of the LGAQ conference. Sessions included reading, research, report/correspondence writing, meeting/conference attendance and are conducted as and when required.				
Total out of pocket expenses	\$1265				

¹ Bob Abbot OAM was paid meeting entitlement fees in August 2020 of \$7150, outside the 2019–20 financial year.

Note: No commissioners were appointed prior to 1 October 2019.

Multicultural Queensland Advisory Council

Title	Description
Act or instrument	<i>Multicultural Recognition Act 2016</i>
Functions	The Multicultural Queensland Advisory Council advises the Minister for Multicultural Affairs on opportunities and barriers facing people from CALD backgrounds and how to promote the Multicultural Queensland Charter to support a unified, harmonious and inclusive community.
Achievements	<ul style="list-style-type: none"> Led a consultation on the Gold Coast on improving mental health outcomes and reducing the risk of suicide in CALD communities Met with senior executives from Queensland Health, Department of Employment, Small Business and Training and the Queensland Public Service Commission to discuss diversity and inclusion in the public sector and agencies' progress on actions in the Queensland Multicultural Action Plan Provided advice to Queensland Health and the Department of Home Affairs on the issues impacting on people from CALD backgrounds as a result of COVID-19 Made a statement, through the Chair of the Council, in support of communities directly or indirectly impacted by COVID-19 Met with the Australian Human Rights Commission to discuss the increase in racism due to the impacts of COVID-19 and a national anti-racism strategy distributed information about COVID-19, social restrictions and assistance available to Queensland's diverse communities.
Financial reporting	Transactions of the Council are accounted for in the financial statements of the department.

Remuneration					
Position	Name	Meetings/ sessions/ attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Chair	The Honourable Stirling Hinchliffe MP	5	N/A	N/A	N/A
Member	Dr Nora Amath	4	\$300	N/A	\$1050
Member	Ms Kerrin Benson ¹	0	N/A	N/A	N/A
Member	Mr Elijah Buol OAM ¹	0	\$300	N/A	\$300
Member	Ms Chammie Kamara ¹	0	\$300	N/A	0
Member	Mrs Gitie House OAM ¹	0	\$300	N/A	0
Member	Mr Ali Kadri ¹	0	\$300	N/A	0
Member	Ms Joon-Yee Kwok ¹	0	\$300	N/A	0
Member	Mr Jason Steinberg ¹	0	\$300	N/A	\$300

Remuneration					
Position	Name	Meetings/ sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Member	Mr Serge Voloschenko OAM ¹	0	\$300	N/A	\$300
Member	Ms Tracy Watson ¹	0	\$300	N/A	0
Member	Dr Aparna Hebbani ²	4	\$300	N/A	\$750
Member	Ms Dealonna Bickey ²	4	\$300	N/A	\$900
Member	Ms Irene Biedak OAM ²	4	\$300	N/A	\$900
Member	Dr Ignacio Correa-Velez ²	5	\$300	N/A	\$1050
Member	Ms Faiza El-Higzi OAM ²	4	\$300	N/A	\$750
Member	Mr Nkosana Mafico ²	4	\$300	N/A	\$750
Member	Mr Tej Man Monger ²	4	\$300	N/A	\$750
Member	Cr Natalia Muszkat ²	5	\$300	N/A	\$1050
Member	Mr Giridharan Sivaraman ²	5	\$300	N/A	\$1050
Member	Ms Vicky Yu ²	4	\$300	N/A	\$750
No. scheduled meetings/sessions	5 meetings, including an induction for the commencement of new members in August 2019.				
Total out of pocket expenses	\$143.14				

1 This member's term ended on 31 July 2019.

2 This member's term commenced on 1 August 2019.

Independent Assessor

Title	Description
Act or instrument	<i>Local Government Act 2009</i>
Annual report arrangements	Details of the Independent Assessor are reported in the Office of the Independent Assessors annual report.

Racing Queensland Board

Title	Description
Act or instrument	<i>Racing Queensland Act 2002</i>
Annual report arrangements	Details of the Racing Queensland Board are reported in the Racing Queensland annual report.

Local Government Change Commission

Title	Description
Act or instrument	<i>Local Government Act 2009</i>
Annual report arrangements	Details of the Local Government Change Commission are reported in the Electoral Commission of Queensland's annual report.