

Finance Committee

Terms of Reference



Acknowledgement

The Department of Justice and Attorney-General recognises and acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of Queensland and as the Traditional Custodians of Queensland's precious land and waters. We pay our respects to their Elders past, present and emerging.



Document history

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1. Terms of Reference

- 1.1 This Terms of Reference (ToR) outlines the purpose, responsibilities, cadence, and operating guidelines of the Department of Justice and Attorney-General (DJAG) Finance Committee (FC).
- 1.2 This document has been approved by the Director-General through the Executive Leadership Team (ELT).

2. Purpose

- 2.1 The purpose of the FC is to provide oversight and advice to the ELT on financial, resource and procurement strategies and performance, to ensure effective alignment of departmental budget and resources with the department's Strategic Plan and Government priorities.
- 2.2 The FC does not replace or replicate delegated management responsibilities or the reporting lines within DJAG.

3. Responsibilities

- 3.1 The responsibilities of the FC include:
 - 3.1.1 reviewing, monitoring and reporting on the department's financial and FTE performance against departmental priorities and approved budgets;
 - 3.1.2 oversight of budget and FTE allocations, using financial management strategies and consultation to manage demand for the priority outcomes of the department;
 - 3.1.3 overseeing the annual CBRC budget, Budget Update and the deferral of funds processes, including financial analysis, budget allocations and adjustments;
 - 3.1.4 ensuring the department operates within a robust procurement framework maximising value for money and efficient use of government funding; and
 - 3.1.5 conducting itself in a manner that gives proper consideration to and is compatible with financial and human rights obligations under the [Financial Accountability Act 2009](#) and [Human Rights Act 2019](#).

4. Principles

- 4.1 The agreed principles for attending FC members:
 - 4.1.1 valuing and upholding respect, integrity, and confidentiality;
 - 4.1.2 recognising members represent the whole of the department;
 - 4.1.3 listening to understand and being solution-oriented;
 - 4.1.4 being frank and fearless, respectfully, and constructively challenge areas of focus; and
 - 4.1.5 being courageously open to new ideas and offering different perspectives.



5. Membership

5.1 Membership is as follows:

5.1.1 Standing Members (expected to participate)

- Deputy Director-General, Women's Safety, and Victims and Community Support (Chair)
- Chief Finance Officer, Corporate Services (Deputy Chair)
- Assistant Director-General, Corporate Services
- A Senior Executive Service (SES) Officer from the following areas (unless an alternative position is approved by the Chair)
 - Office of the Director-General
 - Courts and Tribunals
 - Harm Prevention and Regulation
 - Justice Policy and Reform
 - Crown Law
 - Portfolio Governance and Executive Services
 - Office of the Director of Public Prosecutions
 - Office of the Director of Child Protection Litigation
 - Office of the Public Guardian
 - Legal Services Commission.

5.1.2 Observers (invited to observe)

- Executive Director, Strategy and Governance
- Director, Financial Operations
- Director, Budget.

5.2 The head of each division and Statutory Authority should nominate an officer with the required seniority to effectively represent them or may choose to nominate themselves. Any change in member nominations is to be approved by the Chair.

5.3 A person acting in any of the above positions is a member of the FC for the term of the acting arrangement.

5.4 If the Chair is temporarily unable to perform their duties, the Chair will ensure their replacement with another ELT member.

5.5 The Deputy Chair will oversee the secretariat support function and assist the chair to carry out their role.

5.6 Proposals to use proxies on behalf of Standing Members and Observers requires approval by the Chair.

6. Secretariat

6.1 Secretariat support is provided by Financial Services, Corporate Services.

6.2 The secretariat is responsible for the:

- 6.2.1 preparation, circulation and maintenance of a forward agenda plan as approved by the Chair;
- 6.2.2 distribution of meeting agendas and supporting papers at least two business days before meetings;
- 6.2.3 recording and finalisation of meeting minutes;
- 6.2.4 recording and tracking of actions raised within the agreed timeframes;
- 6.2.5 coordination of the out-of-session process;

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- 6.2.6 appropriate recordkeeping of FC documentation;
- 6.2.7 review all Committee submissions before the meeting to confirm proposals are appropriate for FC consideration, provides necessary commentary and are in an appropriate format for review and/ or decision making; and
- 6.2.8 as a form of induction, provide to new members and proxies before their first meeting, the FC ToR, DJAG governance committee structure, minutes of the last three meetings and any other documents determined relevant by the Chair to help members understand their obligations.

7. Meetings

- 7.1 The FC will meet monthly or as required by the Chair.
- 7.2 Attendance at meetings will be in person or via Microsoft Teams and conducted on a formal basis with minutes recorded.
- 1.1 A quorum consists of the Chair and majority of Standing Members. Where a quorum cannot be reached, the item will be escalated to ELT for decision.
- 7.3 Proposals for any other individual to attend meetings requires approval by the Chair.

8. Out-of-session process

- 8.1 The chair can authorise circulation and endorsement of meeting papers out-of-session.
- 8.2 The out-of-session process should be used where the urgency of an item requires it to be finalised ahead of the next scheduled meeting, or where the item does not require extensive discussion.
- 8.3 The secretariat will coordinate endorsement of out-of-session packages by FC members and seek Chair approval and/or noting once all members have endorsed.
- 8.4 The secretariat will circulate the outcome of the out-of-session item to FC, or in the event that full endorsement is not reached, the item will be discussed at the next FC meeting.

9. Minutes

- 9.1 The Minutes of the meeting must be forwarded to members as soon as possible following the meeting.
- 9.2 The minutes must record the following:
 - 9.2.1 date and location of meeting;
 - 9.2.2 attendees and apologies;
 - 9.2.3 agenda items discussed and decisions taken (including rationale for decisions);
 - 9.2.4 action items (including status, responsibility and timeframe); and
 - 9.2.5 a summary of documents distributed and any decisions made out-of-session.
- 9.3 Minutes of the preceding meeting must be confirmed at each meeting.

10. Sub-committees

- 10.1 The FC may create sub-committees at any time to perform specific tasks or responsibilities.
- 10.2 The Chair of any sub-committee will be a member of the FC.

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10.3 Terms of reference, membership, reporting arrangements and timeframes must be specified at the time of establishment.

11. Reporting

11.1 The FC will report to the ELT through the chair as required, otherwise through the CFO report regularly presented to ELT.

12. Annual review

12.1 The FC ToR will be reviewed each year by Strategy and Governance Branch in consultation with the chair, deputy chair and secretariat:

12.1.1 to ensure the ToR reflect the purpose and function of the FC;

12.1.2 to determine the extent to which the FC has discharged its purpose and function;

12.1.3 give consideration for the rotation of the Chair; and

12.1.4 to develop recommendations for improvements, where appropriate.

12.2 The outcome of the annual review will be provided to the ELT.

12.3 Amendments to the ToR require approval by ELT.

