

# CORPORATE *Governance*



The Commission has a corporate governance framework in place to enable the organisation to achieve its goals. This provides the basis for the Commission's structures and processes. The Commission's corporate governance framework meets the accountabilities set out in the *Financial Administration and Audit Act 1977* and the *Financial Management Standard 1997*.

## **SENIOR EXECUTIVE TEAM**

The senior executive team is made up of the Commissioner for Children and Young People and the Executive Director of the Commission. The two senior executive positions are responsible for overseeing the Commission's Managers and ensuring accountability within the organisation.

## **MANAGEMENT GROUP**

The Commission's management group consists of the Commissioner, the Executive Director and the Commission's seven managers. This group meets fortnightly and closely monitors the Commission's operations and strategic directions.

## **RISK MANAGEMENT AND INTERNAL CONTROLS**

The Commission's non-current assets and public liability cover are insured through the Queensland Government Insurance Fund to manage the risk of

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physical assets loss and personal liability. Premiums are paid on a risk basis. In addition, the Commission meets its obligations for employee compensation by paying premiums to WorkCover Queensland.

To effectively manage the financial and human resources of the Commission, there are approved financial and human resource services delegations in place. These delegations were reviewed as required in 2001–2002, and appropriate amendments made throughout the year.

Planning for the preparation of the Commission's Business Continuity/ Disaster Recovery Plan also began in the 2001–2002 financial year. This plan will outline the management structure and activities required to ensure the Commission operates during a disaster situation and recovers quickly afterwards. This plan will be finalised and implemented in 2002–2003.

In this financial year, Audit and Evaluation Services' operational reviews were conducted of the Community Visitor program and the Employment Screening Services Unit. The recommendations arising from these reviews are currently being considered or implemented.

In 2002–2003, the Complaints and Investigations Unit and office security are expected to undergo operational reviews.

## **CODE OF CONDUCT**

The Commission's Code of Conduct, first completed in 2000–2001, was reviewed and updated during the year to ensure

its currency and compliance with whole-of-government and Commission policies.

## **INFORMATION PRIVACY**

In accordance with the Queensland Government's Information Standard 42 – Information Privacy, the Commission developed its Information Privacy Plan.

This plan establishes the framework for the collection and handling of personal information by the Commission. It ensures that the 11 privacy principles outlined in the Standard are appropriately managed.

In addition, a privacy statement was developed and placed on the Commission's website to inform stakeholders of the Commission's compliance with legislative requirements.