

Senate Community Affairs Legislation Committee

SUPPLEMENTARY BUDGET ESTIMATES - 20 OCTOBER 2011 ANSWER TO QUESTION ON NOTICE

Department of Human Services

Topic: Boards and Committees

Question reference number: HSW 47

Senator: Fifield

Type of question: Written

Date set by the committee for the return of answer: 9 December 2011

Number of pages: 7

Question:

- a) Concerning the department's Service Delivery Reform Board:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- b) Concerning the department's ICT Infrastructure Integration Program Steering Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- c) Concerning the department's ICT Governance Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- d) Concerning the department's Portfolio Finance Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- e) Concerning the department's Portfolio Investment Sub-committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- f) Concerning the department's Portfolio Customer Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- g) Concerning the department's Portfolio People and Leadership Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- h) Concerning the DHS Management Board:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- i) Concerning the department's Audit Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?

- j) Concerning the department's Risk, Security and Business Continuity Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- k) Concerning the department's Finance Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- l) Concerning the CSP Business Operations Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- m) Concerning the CRS Australia Executive Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- n) Concerning the department's National Consultative Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- o) Concerning the department's National Health and Safety Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?
- p) Concerning the department's CSP Business Operations Committee:
 1. What are the terms of appointment?
 2. What is the tenure of appointment?
 3. What are the names and positions of the members?

Answer:

- a) This Board no longer exists. The Service Delivery Reform Steering Committee has oversight of Service Delivery Reform and reports to the Executive Committee.
 1. Members are appointed to the Service Delivery Reform Steering Committee to provide advice and assurance to the Executive Committee and the Secretary in driving the Service Delivery Reform program forward and delivering its outcomes and benefits.
 2. The Committee is reviewed annually.
 3. Membership:

Position
Deputy Secretary, Health and Service Delivery Reform (Chair)
Deputy Secretary, Enabling Services (Deputy Chair)
Associate Secretary, Service Delivery
Deputy Secretary, Participation, Families and Older Australians
Deputy Secretary, Future Services, Rehabilitation and Compliance
Deputy Secretary, Strategy
Deputy Secretary, Customer Service Delivery
Chief Information Officer
Independent Adviser
Independent Adviser

- b) This Committee no longer exists.

- c) 1. Members are appointed to the ICT Governance Committee to provide advice and assurance to the Executive Committee and the Secretary on ICT management, operations and expenditure.
2. The Committee is reviewed annually.
3. Membership:

Position
Associate Secretary, Service Delivery (Chair)
Deputy Secretary, Health and Service Delivery Reform (Deputy Chair)
Chief Information Officer
Deputy Secretary, Participation, Families and Older Australians
Deputy Secretary, Strategy
General Manager, Network Capability
Independent Member
Independent Member

- d) This Committee has had a name change and is now known as the department's Finance and Investment Committee.
 1. Members are appointed to the Finance and Investment Committee to provide advice and assurance to the Executive Committee and the Secretary that there is clear line of sight on all financial issues.
 2. The Committee is reviewed annually.
 3. Membership:

Position
Secretary (Chair)
Deputy Secretary, Enabling Services (Deputy Chair)
Deputy Secretary, Strategy
Chief Information Officer
Chief Financial Officer
General Manager, Access Services

- e) This Committee no longer exists.
- f) This Committee has had a name change and is now known as the department's Customer Committee.
 1. Members are appointed to the Customer Committee to provide advice and assurance to the Executive Committee and the Secretary that customer service achieves high quality government outcomes that are consistent with best practice.
 2. The Committee is reviewed annually.
 3. Membership:

Position
Deputy Secretary, Customer Service Delivery (Chair)
Deputy Secretary, Strategy
Special Adviser
Deputy Secretary, Health and Service Delivery Reform
Deputy Secretary, Participation, Families and Older Australians
General Manager, Corporate Operations
General Manager, Network Capability
General Manager, Future Service Design
General Manager, Communication
General Manager, ICT Corporate Services and Strategic Projects
General Manager, Future Services Transformation
Independent Member

- g) This Committee has had a name change and is now known as the department's People and Leadership Committee.
1. Members are appointed to the People and Leadership Committee to provide advice and assurance to the Executive Committee and the Secretary on all departmental people matters.
 2. The Committee is reviewed annually.
 3. Membership:

Position
Deputy Secretary, Enabling Services (Chair)
Deputy Secretary, Participation, Families and Older Australians (Deputy Chair)
Special Adviser
General Manager, People Services
General Manager, People Capability
General Manager, Network Capability
General Manager, Health eBusiness
General Manager, Business Solutions and Online
General Manager, Rehabilitation and Assessment
Service Leader, Service Zone Mid Coast, NSW
Independent Member (Government)
Independent Member (Private Sector)

- h) This Committee no longer exists. The peak governance and leadership committee of the department is the Executive Committee.
1. Members are appointed to the Executive Committee to set the strategic direction of the department, to advise on significant management and investment decisions, and to monitor financial performance, risk and compliance standards.
 2. Membership is reviewed annually.
 3. Membership:

Position
Secretary
Associate Secretary
Deputy Secretary, Customer Service Delivery
Deputy Secretary, Future Services, Rehabilitation and Compliance
Deputy Secretary, Strategy
Deputy Secretary, Health and Service Delivery Reform
Deputy Secretary, Participation, Families and Older Australians
Deputy Secretary, Enabling Services
Chief Information Officer
Special Adviser

- i) 1. Members are appointed to the Audit Committee to undertake functions that include helping the department to comply with obligations under the *FMA Act 1997*, the FMA Regulations and Finance Minister Orders. The Committee provides a forum for communication between the Secretary, the senior managers of the department and the internal and external auditors of the department.
2. The appointments will be for an initial period not exceeding three years with re-appointment after a formal review of performance, for a further period not exceeding two years, unless otherwise agreed following discussions with the Chair.

3. Membership:

Position
Independent Chair
Deputy Secretary, Future Services, Rehabilitation and Compliance
General Manager, Strategic Information
General Manager, Health Programs
Independent Member
Independent Member

j) This Committee has had a name change and is now known as the department's Business Continuity and Security Committee.

1. Members are appointed to the Business Continuity and Security Committee to provide advice and assurance to the Executive Committee and the Secretary that there is oversight of business continuity and security functions of the Department of Human Services. They also provide security management strategy and policy advice to the Executive Committee.
2. The Committee is reviewed annually.
3. Membership:

Position
Independent Member (Chair)
Deputy Secretary, Future Services, rehabilitation and Compliance (Deputy Chair)
Special Adviser
General Manager, Whole of Government Coordination
Chief Financial Officer
General Manager, ICT Core Infrastructure
General Manager, People Services
General Manager, Corporate Operations
General Manager, Audit
Service Leader (as nominated)
National Manager, Service Delivery Reform Outcomes and Finance
National Manager, Governance

k) See response to question (d).

l) This Committee no longer exists.

m) This Committee has had a name change to Rehabilitation and Assessment Services Executive Committee.

1. Members are made up of the General Manager and National Managers.
2. The General Manager and National Managers are Committee members during their term of service in these roles.
3. See answers to (m)(1) and (m)(2).

n) 1. The Chair of the Committee is appointed by the Secretary. For the period of the Department of Human Services – Child Support Agency Collective Agreement 2008 – 2011 (the CA), the Committee will be comprised of:

- up to eight employee representatives, one per state/region to be elected by eight members of the CSA Working Group;
- up to eight employee representatives selected by the CPSU;
- a national employee representative, elected by employees of the CSA Working Group;
- a national representative, determined by the CPSU; and
- DHS management representatives as determined by the Secretary.

2. Members are appointed for the term of the agreement

3. Membership:

Position
Management Representatives
National Manager, Mainstream Services
National Manager, Operations Support
People Director
Employee Elected Representatives
National Representative
Tasmania
New South Wales
Western Australia
Queensland
South Australia / Northern Territory
Victoria
Canberra
CPSU Representatives
National Representative
Victoria
New South Wales
South Australia / Northern Territory

Centrelink National Consultative Forum

1. Under the Centrelink Collective Agreement 2009-2011 a consultative forum, comprised of a chairperson selected by Centrelink, and equal numbers of management and union representatives, will meet no less than three times per year for the purpose of consulting on matters covered by the Collective Agreement.
2. Membership remains stable for the term of the agreement.
3. Membership:

Position pre 1 July 2011	Equivalent position post 1 July 2011
Management Representatives	
General Manager, People and Ministerial	Deputy Secretary, Enabling Services
National Manager, People Services	National Manager, People Support
National Manager, People Strategy	General Manager, People Services
National Manager, Call Operations	National Manager, Call Operations
National Manager, Security and Information Protection	National Manager, Security
Area Manager, North Central Victoria	Service Leader, Central Victoria
National Manager, Debt Management	National Manager, Debt Management
Business Manager, Workplace Relations and Employment Strategy	National Manager, Workplace Relations, Health and Security

Position
Union Representatives
CPSU – six representatives
Media, Entertainment and Arts Alliance

Medicare Australia National Consultative Committee

1. Under the Medicare Australia Collective Agreement 2008-2011, the National Consultative Committee was established to provide a forum for consultation. There were no terms of appointment included in the Collective Agreement.
2. Membership remains stable for the term of the agreement.
3. Membership

Position pre 1 July 2011	Equivalent position post 1 July 2011
Management Representatives	
General Manager, People and Values	General Manager, People Services
National Manager, People Services	National Manager, Workplace Relations, Health and Security
Two employee representatives	
CPSU Representatives	
CPSU Organiser	
Six Medicare Australia employees who perform the role of Section Councillor for their State/Territory as selected by the CPSU.	

These Committees will be replaced with a single Department of Human Services National Consultative Committee on approval of a new Enterprise Agreement for the department.

- o) The current term expired on 14 October 2011 and the Committee will not meet again under the current health and safety management arrangements. The term of office of the elected employee representatives is three years. The department has undertaken consultation to develop a new health and safety management arrangement and create a new national health and safety committee.
- p) This Committee no longer exists.