



APPENDICES

Appendix 1

Our legislation

The Department of Communities, Disability Services and Seniors' functions and powers are derived from administering the following Acts of Parliament, in accordance with the relevant Administrative Arrangements Orders.

Our Director-General, on behalf of our Minister, is responsible for administering these Acts.

The statutory objectives for each Act are outlined below.

| Legislation | Description |
|--------------------------------------|--|
| <i>Carers (Recognition) Act 2008</i> | <p>The objects of this Act are to:</p> <ul style="list-style-type: none">▶ recognise the valuable contribution by carers to the people they care for▶ recognise the benefit, including the social and economic benefit, provided by carers to the community▶ provide for the interests of carers to be considered in decisions about the provision of services that impact on the role of carers▶ establish the Carers Advisory Council. |
| <i>Community Services Act 2007</i> | <p>The main object of this Act is to safeguard funding for the delivery of products or services to the community that:</p> <ul style="list-style-type: none">▶ contribute to Queensland's economic, social and environmental wellbeing▶ enhance the quality of life of individuals, groups and communities. |
| <i>Disability Services Act 2006</i> | <p>The objects of this Act are to:</p> <ul style="list-style-type: none">▶ acknowledge the rights of people with disability, including by promoting their inclusion in the life of the community generally▶ ensure that people with disability have choice and control in accessing relevant disability services▶ ensure that disability services funded by the department are safe, accountable and respond to the needs of people with disability. |

| Legislation | Description |
|--|---|
| <p><i>Disability Services Act 2006</i></p> <p><i>continued</i></p> | <ul style="list-style-type: none"> ▶ safeguard the rights of adults with an intellectual or cognitive disability, including by regulating the use of restrictive practices by funded service providers in relation to those adults: <ul style="list-style-type: none"> » only where it is necessary to protect a person from harm » with the aim of reducing or eliminating the need for use of the restrictive practices. |
| <p><i>Forensic Disability Act 2011</i></p> | <p>The purpose of this Act is to provide for the involuntary detention, and the care and support and protection, of forensic disability clients, while at the same time:</p> <ul style="list-style-type: none"> ▶ safeguarding their rights and freedoms ▶ balancing their rights and freedoms with the rights and freedoms of other people ▶ promoting their individual development and enhancing their opportunities for quality of life ▶ maximising their opportunities for reintegration into the community. |
| <p><i>Guide, Hearing and Assistance Dogs Act 2009</i></p> | <p>The objects of this Act are to:</p> <ul style="list-style-type: none"> ▶ assist people with disability who rely on guide, hearing or assistance dogs to have independent access to the community ▶ ensure the quality and accountability of guide, hearing and assistance dog training services. |

Appendix 2 – Governance boards and committees

| Board of Management | |
|----------------------------|--|
| Description | The role of the Board of Management is to maintain a sharp focus on the department's strategic activities, performance and partnerships, and respond quickly and strategically to emerging issues. |
| Membership | <p>Director-General (chair)</p> <p>Deputy Director-General, Disability Services</p> <p>Deputy Director-General, Corporate Services</p> <p>Assistant Director-General, Strategic Policy and Legislation</p> <p>Assistant Director-General, Community Services</p> <p>Senior Executive Director, Accommodation Support and Respite Services and Forensic Disability Services</p> <p>Chief Human Resources Officer</p> <p>Chief Finance Officer</p> |
| Meeting frequency | Fortnightly |
| Achievements in 2017–18 | <p>From January to June 2018, the Board of Management:</p> <ul style="list-style-type: none"> ▶ guided and advised on the implementation of machinery-of-government changes to establish the new department ▶ facilitated communication with staff and stakeholders on a range of key organisational changes during this period ▶ oversaw development of the department's strategic vision, priorities and risks for 2018–22. |

Disability Services Performance and Reform Committee

| | |
|-------------------|--|
| Description | <p>The Disability Services Performance and Reform Committee fulfils a dual role as part of the department’s governance arrangements. This is to oversee the department’s:</p> <ul style="list-style-type: none"> ▶ transition to the NDIS ▶ performance and ‘business as usual’ matters. <p>The committee has decision-making authority for matters within its scope.</p> |
| Membership | <p>Deputy Director-General, Disability Services (chair)</p> <p>Assistant Director-General, Strategic Policy and Legislation</p> <p>Executive Director, Disability Services Commissioning</p> <p>Executive Director, Whole-of-Government NDIS Implementation</p> <p>Executive Director, Disability Practice and Service Improvement</p> <p>Chief Finance Officer, Corporate Services</p> <p>Chief Human Resource Officer, Corporate Services</p> <p>Director, Investment, Performance and Reform</p> <p>Regional Director, Disability and Community Services, Far North Queensland Region</p> <p>Regional Director, Disability and Community Services, Central Queensland Region</p> <p>Regional Director, Disability and Community Services, North Coast Region</p> <p>Regional Director, Disability and Community Services, Brisbane Region</p> <p>Regional Director, Disability and Community Services, South East Region</p> <p>Head of Internal Audit and Compliance Services (standing guest)</p> |
| Meeting frequency | <p>Monthly or as required by the chair</p> |

Achievements in 2017–18

In 2017–18, the committee oversaw the department's:

- ▶ successful transition of existing state disability service users to the NDIS in Ipswich, Bundaberg and Rockhampton
- ▶ continuity of support arrangements for existing clients who may be ineligible for the NDIS
- ▶ building the capacity of rural and remote communities, Aboriginal and Torres Strait Islander communities and culturally and linguistically diverse communities to participate in the NDIS
- ▶ quality and safeguards for participants during transition
- ▶ sector and market readiness, including provider and participant capacity building
- ▶ funding reconciliation and transfer process.

Finance and Budget Committee

Description

The Finance and Budget committee is responsible for overseeing budget investment decisions and allocation processes for ensuring that appropriate financial controls are in place and providing financial and budget advice to the Board of Management.

The primary role of the committee is to:

- ▶ provide endorsement of budget strategies and responsibilities, including all major budget milestones during the financial year
- ▶ oversee the preparation of the department's budget submissions
- ▶ monitor and endorse adjustments to the department's budget for Director-General approval
- ▶ review whole-of-department financial performance, including monitoring of actual financial performance and position against budgets and overseeing the development of strategies in response to emerging issues
- ▶ review and monitor the financial performance in relation to the department's strategic capital planning and associated outlays to optimise use and expenditure of available funds
- ▶ provide direction and endorsement of budget pressures requiring funding and allocation of savings.

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| <p>Description <i>continued</i></p> | <p>The committee will undertake its role from a cross-organisational perspective, and ensure there is cohesiveness in its considerations and decisions, particularly in respect of departmental change and innovation activities.</p> <p>The committee will also ensure that the principles of the Queensland Government’s cultural capability framework are an inherent part of the core business and decision-making outcomes.</p> |
| <p>Membership</p> | <p>Deputy Director-General, Corporate Services (chair)</p> <p>Chief Finance Officer</p> <p>Deputy Director-General, Disability Services</p> <p>Assistant Director-General, Community Services</p> <p>Assistant Director-General, Strategic Policy and Legislation</p> <p>Senior Executive Director, AS&RS and Forensic Disability Services</p> <p>Director, Funding Services</p> <p>Director-General (standing guest)</p> |
| <p>Meeting frequency</p> | <p>Monthly or as required by the chair</p> |
| <p>Achievements in 2017-18</p> | <p>In 2017–18, the committee:</p> <ul style="list-style-type: none"> ▶ reviewed and monitored financial performance ▶ applied the fiscal strategy and budget rules and ensured these were adopted by all organisational units ▶ monitored budget pressures and evaluated and prioritised the use of savings to address budget pressures ▶ identified strategies to maximise the availability of departmental funds in the current and future years ▶ provided leadership and direction in the financial management and performance of the department ▶ reviewed and provided direction on the overall ICT-enabled portfolio for strategic alignment, value and benefit delivery. |

Workforce and Capability Steering Committee

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|-------------|--|
| Description | <p>The Workforce and Capability Steering Committee provides strategic and operational direction on human resource and workforce management issues. It is a decision-making committee and its primary role is to:</p> <ul style="list-style-type: none"> ▶ oversee the implementation of human resource and workforce management strategies, policies and procedures ▶ provide direction and develop strategies to support the achievement of departmental goals in areas such as workforce diversity, capability development, performance planning, career development, succession planning, equal employment opportunity/anti-discrimination, and workplace health and safety ▶ guide the department’s workforce planning ▶ oversee and monitor the implementation of the human resource management agenda and achievements ▶ lead the implementation of the learning and development framework and priorities ▶ provide direction to the development of the department’s culture ▶ focus on the workforce effects of reforms and enable a cohesive approach to our shifting workforce |
| Membership | <p>Deputy Director-General, Corporate Services (chair) Assistant Director-General, Strategic Policy and Legislation Chief Human Resource Officer, Human Resources and Ethical Standards Executive Director, Whole-of-Government NDIS Implementation Executive Director, Stakeholder Engagement and Communication Regional Executive Director, Far North Queensland Region Regional Executive Director, North Queensland Region Regional Executive Director, Central Queensland Region Regional Executive Director, North Coast Region Regional Executive Director, Brisbane Region Regional Executive Director, South East Region Regional Executive Director, South West Region Director, Workforce Capability, Human Resources and Ethical Standards</p> |

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|--|--|
| Meeting frequency | Bimonthly |
| Achievements in 2017-18 | <p>In 2017–18, the committee:</p> <ul style="list-style-type: none"> ▶ endorsed the Safety, Wellbeing and Injury Management (SWIM) Musculoskeletal Disorder Action Plan 2017–18 ▶ endorsed the Temporary Employment Policy, Process and Flowchart ▶ endorsed the Workforce Capability Plan for 2017–20 ▶ endorsed the release of the audit report to regional SWIM teams to enable collaboration on agreed actions and further planning. |
| Audit and Risk Committee | |
| Description | The Audit and Risk Committee’s primary role is to advise the Director-General on assurance-related matters, and assist in the discharge of the Director-General’s financial management responsibilities under the <i>Financial Accountability Act 2009</i> , <i>Financial Accountability Regulation 2009</i> and the <i>Financial and Performance Management Standard 2009</i> . |
| Membership | <p>Ms Karen Prentis, external independent chair – from January 2017</p> <p>Ms Leith Brown, external independent member, Deputy Director-General, Corporate, Department of Agriculture and Fisheries – from January 2017</p> <p>Deputy Director-General, Corporate Services, Department of Communities, Disability Services and Seniors (member)</p> <p>Assistant Director-General, Strategic Policy and Legislation, Department of Communities, Disability Services and Seniors (member)</p> <p>Head of Internal Audit, Internal Audit and Compliance Services (invitee)</p> <p>Chief Finance Officer, Corporate Services, Department of Communities, Disability Services and Seniors (invitee)</p> <p>Audit Managers, Queensland Audit Office (invitee)</p> <p>Director-General (special invitee)</p> |
| Total remuneration payments and on costs | In 2017–18, the external independent chair received total remuneration of \$10,000. |

| | |
|-------------------------|---|
| Meeting frequency | The committee met five times in 2017–18. |
| Achievements in 2017–18 | <p>In 2017–18, the committee:</p> <ul style="list-style-type: none"> ▶ monitored completion of the Strategic Internal Audit Plan and the implementation of recommendations arising from internal audit reports ▶ provided guidance on, and endorsed, the 2018–19 Strategic Internal Audit Plan ▶ reviewed and endorsed the annual financial statements ▶ reviewed the department’s risk management, compliance and internal control frameworks ▶ reviewed and endorsed the Chief Finance Officer Assurance Report. |

Information and Innovation Committee

| | |
|-------------|--|
| Description | <p>The Information and Innovation Committee is a decision-making committee that provides ICT governance to DCDSS and DCSYW, also supporting DATSIP.</p> <p>The committee ensures strategic alignment to the agencies’ ICT investment by maximising the value derived from the ICT portfolio, and approving the release of funds to initiatives within the annual portfolio program of work.</p> <p>The Information and Innovation Committee (formerly Information Steering Committee) was formed as a result of the machinery-of-government changes in December 2017, when the former Department of Communities, Child Safety and Disability Services (DCCSDS) was renamed the Department of Communities, Disability Services and Seniors (DCDSS) under the Administrative Orders. A new agency was formed, the Department of Child Safety, Youth and Women (DCSYW), with some functions of the former department DCCSDS transferred to the new department DCSYW. The former ISC was the governance committee for ICT matters within DCCSDS.</p> |
| Membership | <p>Deputy Director-General, Corporate Services, DCDSS</p> <p>Assistant Director-General, Corporate Services, DCSYW</p> <p>Assistant Director-General and Chief Information Officer, II&R, DCSYW</p> <p>Chief Finance Officer, DCDSS</p> <p>A/Assistant Director-General, Community Services, DCDSS</p> <p>Executive Director, Disability Services Commissioning, DCDSS</p> |

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| <p>Membership <i>continued</i></p> | <p>Executive Director, Strategy and Delivery Performance, Strategy, DCSYW Executive Director, Practice Connect, Service Delivery DCSYW Director, Transition, Youth Justice, DCSYW Regional Executive Director – rotating between regions every 12 months Regional Director – rotating between regions every 12 months</p> |
| <p>Total remuneration payments and on costs</p> | <p>N/A – There are no external/non-government members on the IIC</p> |
| <p>Meeting frequency</p> | <p>Bimonthly</p> |
| <p>Achievements in 2017-18</p> | <ul style="list-style-type: none"> ▶ Oversaw the delivery of ICT services across the former DCCSDS and the post-MoG supported agencies, DCDSS, DCSYW and DATSIP ▶ Reviewed and approved the 2017–18 Program of Work for DCCSDS portfolio projects ▶ Monitored the security risks and controls for the supported agencies ▶ Monitored the management of records across the supported agencies ▶ Reviewed and updated current, as well as introduced a number of new departmental ICT policies and procedures, including the Child Safety Data Governance Framework Policy ▶ Reviewed the annually updated ICT Service Catalogue and Service Level Agreement for the agencies. |

Appendix 3 – Government bodies

| Queensland National Disability Insurance Scheme Transition Advisory Group (QTAG) | | | | | | |
|--|---|-------------------------------------|--|---|----------------------------|--|
| Act or instrument | Not applicable | | | | | |
| Functions | QTAG provides strategic advice to the Minister and the Queensland Government about issues and challenges in relation to Queensland's transition to the NDIS. Members represent the views of people with disability, families, carers, service providers and peak bodies. | | | | | |
| Achievements | <p>Members have provided valuable strategic advice on issues such as:</p> <ul style="list-style-type: none"> ▶ strategies specific to Aboriginal and Torres Strait Islander peoples ▶ NGO sector workforce ▶ participant and provider readiness ▶ rural and remote strategies ▶ interpreters for NDIS participants from culturally and linguistically diverse backgrounds ▶ mental health services under the NDIS ▶ transport. | | | | | |
| Financial reporting | Not applicable | | | | | |
| Remuneration: no meeting fees are provided | | | | | | |
| Position | Name | Meetings/ sessions attendance | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received | |
| Chair | Hon Coralee O'Rourke | 2 | N/A | N/A | N/A | |
| Deputy Chair | Paige Armstrong | 2 | N/A | N/A | N/A | |
| Member | Sharon Boyce | 2 | N/A | N/A | N/A | |
| Member | Brett Casey | 2 | N/A | N/A | N/A | |
| Member | Karni Liddell | 2 | N/A | N/A | N/A | |

| | | | | | |
|--------|------------------|---|-----|-----|-----|
| Member | Debra Cottrell | 2 | N/A | N/A | N/A |
| Member | Margaret Rodgers | 2 | N/A | N/A | N/A |
| Member | Maureen Fordyce | 2 | N/A | N/A | N/A |
| Member | Kris Trott | 2 | N/A | N/A | N/A |
| Member | Adrian Carson | 2 | N/A | N/A | N/A |
| Member | Richard Nelson | 2 | N/A | N/A | N/A |
| Member | Rhys Kennedy | 2 | N/A | N/A | N/A |
| Member | Peter Selwood | 2 | N/A | N/A | N/A |
| Member | Joanne Jessop | 1 | N/A | N/A | N/A |
| Member | Alan Smith | 2 | N/A | N/A | N/A |
| Member | Peter Stewart | 2 | N/A | N/A | N/A |
| Member | Jodi Wolthers | 2 | N/A | N/A | N/A |
| Member | Jennifer Cullen | 2 | N/A | N/A | N/A |
| Member | Belinda Drew | 2 | N/A | N/A | N/A |

No. of scheduled meetings/sessions: 2 (28 August 2017, 23 April 2018)

Total out of pocket expenses: \$1907.21 for catering and AUSLAN interpreting costs, met within existing departmental budget

Queensland Carers Advisory Council

Act or instrument

Carers (Recognition) Act 2008

Functions

The functions of the council are to:

- ▶ work to advance the interests of carers and promote compliance by public authorities with the carer charter
- ▶ make recommendations to the Minister on enhancing compliance by public authorities with the carers charter
- ▶ provide general advice to the Minister on matters relating to carers
- ▶ carry out other functions as directed by the Minister.

| Achievements | During the previous term, the Council gave advice on a range of initiatives and policies such as the NDIS and the implications for carers of the changes; and the Multicultural Policy and Action Plan regarding the role of young carers looking after people from non-English speaking backgrounds. The Council also provided input into other strategies including the <i>Age-friendly Community Strategy</i> , <i>Queensland Youth Strategy</i> , and a discussion paper for the <i>Queensland Housing Strategy</i> . | | | | |
|--|---|--------------------------------------|--|---|---|
| Financial reporting | Not applicable | | | | |
| Remuneration as per below | | | | | |
| Position | Name | Meetings/ sessions attendance* | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received |
| Chairperson | Wayne Briscoe Clare O'Connor | 1 1 | N/A | N/A | N/A |
| Carer representative | Teresa Plibeam Louise Jessop Semah Mokak-Wischki Kirsty Buckley Sue Campbell | 2 1 1 1 1 | \$150 per half day sitting | N/A | \$350 in total \$150 in total \$150 in total N/A \$150 in total |
| Carer organisation representative | Gary Bourke Debra Cottrell Sarah Mitchell | 2 2 1 | N/A | N/A | N/A |
| Government representative | Jay Silver Kevin Phillips Shayna Smith Carmel Ybarlucea | 1 2 2 0 | N/A | N/A | N/A |
| No. of scheduled meetings/sessions: 2. The Queensland Government election and caretaker mode prevented the scheduled third meeting from occurring, as set out in the Council's Terms of Reference. | | | | | |
| Total out of pocket expenses: \$750 | | | | | |

* Maximum 4 in attendance per meeting including Chairperson.

Queensland Disability Advisory Council and Regional Disability Advisory Councils

| | |
|-------------------|--|
| Act or instrument | <i>Disability Services Act 2006</i> (Qld), sections 222 and 223 |
| Functions | <p>The Queensland Disability Advisory Council and seven Regional Disability Advisory Councils provide the Minister with independent and timely advice about important disability matters that have a regional, state-wide or national impact.</p> <p>Members were appointed to the councils for a three-year term through to June 2019 to coincide with Queensland's transition to the NDIS.</p> <p>In 2017–18, council members had a specific focus on two key priorities:</p> <ul style="list-style-type: none"> ▶ supporting Queenslanders to prepare for and transition to the NDIS ▶ promoting a socially inclusive Queensland and promoting the state disability plan <i>All Abilities Queensland</i>. <p>All council members are representative of their communities and include people with disability, family members, carers, advocates and academics, as well as members from community organisations, businesses, local government and disability service providers.</p> <p>The 11-member Queensland Disability Advisory Council comprises the chairs of the seven regional councils and four additional members with specialist expertise or knowledge. The seven regional councils support the Queensland council. Each regional council has between seven and 10 members.</p> <p>At 30 June 2018, there were 68 disability advisory council members across the state.</p> |
| Achievements | <p>Each of the councils meets quarterly.</p> <p>In 2017–18, council members actively engaged with their networks and communities about the NDIS, providing new information, clarifying processes, raising issues and sharing experiences.</p> <p>Members played a significant role in advising government about the benefits and impacts of the NDIS, including the positive changes that people with disability were experiencing through their NDIS plans and opportunities to further improve the NDIS planning processes and information for participants. Members highlighted the impact from the delay in appointing local area coordinators, and worked with government to identify interim solutions and share these with their networks.</p> |

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| Achievements <i>continued</i> | <p>In 2017–18, members worked with their local councils to improve access for people with disability in their communities, including doorways, ramps, footpaths and accessible toilets in parks.</p> <p>Members participated in workshops with Queensland Government departments to provide advice on practical actions that they can include in their disability service plans that will make a real difference to the way people with disability access their services.</p> <p>Council members also act as a consultative forum when the government or Minister requests disability stakeholder views. Members provided input on a broad range of issues, including transport standards and parking reviews, support for people with disability in hospitals, better connecting the range of mental health services, and improved training for staff in corrective services to better identify and understand disability and support people’s needs.</p> |
| Financial reporting | The transactions of the councils are accounted for in the department’s financial statements. |
| No. scheduled meetings/sessions | <p>During 2017–18, the Queensland Disability Advisory Council met four times for a total of eight days.</p> <p>Each of the seven regional councils met four times for a total of 28 days in 2017–18.</p> <p>Council members were also invited to attend other ad hoc meetings throughout the year to represent the views of Queenslanders with disability, including national meetings and workshops with Queensland Government departments.</p> |

1. Queensland Disability Advisory Council

| Position | Name | Meetings/sessions attendance | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received |
|--------------|-----------------|------------------------------|---|--|----------------------|
| Chair | Sharon Boyce | 6 | \$17,160 pa + \$520 daily | N/A | 21,580 |
| Deputy Chair | Anita Veivers | 6 | \$400 daily | N/A | 3000 |
| Member | Bernard McNair | 5 | \$400 daily | N/A | 3000 |
| Member | Paul Larcombe | 5.5 | \$400 daily | N/A | 2200 |
| Member | Harry McConnell | 4 | \$400 daily | N/A | 0 |

| | | | | | |
|---|---------------------|-----|-------------|-----|----------|
| Member | Ken Parker | 8 | \$400 daily | N/A | 4700 |
| Member | Barry Skinner | 8 | \$400 daily | N/A | 3600 |
| Member | Peter Gurr | 3 | \$400 daily | N/A | 0 |
| Member | Pam Spelling | 6 | \$400 daily | N/A | 2800 |
| Member | Laurence Bray | 8 | \$400 daily | N/A | 3400 |
| Member | Semah Mokak-Wischki | 8 | \$400 daily | N/A | 3200 |
| Member | Benjamin Keast | 2 | \$400 daily | N/A | 1000 |
| Member | Simon Wright | 2 | \$400 daily | N/A | 800 |
| Member | Robert Hannaford | 5.5 | \$400 daily | N/A | 2400 |
| Member | Laura Scurr | 2 | \$400 daily | N/A | 800 |
| Member | Gillian Costabeber | 2 | \$400 daily | N/A | 1000 |
| Total actual fees paid | | | | | \$53,940 |
| Total out of pocket expenses: \$29,962.91 | | | | | |

2. Far North Queensland Regional Disability Advisory Council

| Position | Name | Meetings/ sessions attendance | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received |
|---|-----------------|-------------------------------------|--|--|-------------------------|
| Chair | Anita Veivers | 3 | \$390 daily | N/A | 975 |
| Member | Arnold Budd | 4 | \$300 daily | N/A | 900 |
| Member | Benjamin Keast | 4 | \$300 daily | N/A | 945 |
| Member | Felicia Bowen | 0 | \$300 daily | N/A | 0 |
| Member | James Gegg | 0 | \$300 daily | N/A | 0 |
| Member | Peter Lenoy | 2 | \$300 daily | N/A | 0 |
| Member | Rosemary Iloste | 3 | \$300 daily | N/A | 600 |
| Member | Sandra Kelly | 3 | \$300 daily | N/A | 750 |
| Member | Sharon Carter | 4 | \$300 daily | N/A | 1050 |
| Member | Sue Tomasich | 4 | \$300 daily | N/A | 900 |
| Total actual fees paid | | | | | \$6120 |
| Total out of pocket expenses: \$3831.88 | | | | | |

3. North Queensland Regional Disability Advisory Council

| Position | Name | Meetings/ sessions/ attendance | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received |
|---|--------------------|--------------------------------------|--|--|-------------------------|
| Chair | Bernard McNair | 4 | \$390 daily | N/A | 1560 |
| Member | Anne Hodge | 1 | \$300 daily | N/A | 300 |
| Member | Liza Clews | 3 | \$300 daily | N/A | 900 |
| Member | Gillian Costabeber | 4 | \$300 daily | N/A | 1200 |
| Member | Vicky Saunders | 1 | \$300 daily | N/A | 0 |
| Member | Carmel Dargan | 2 | \$300 daily | N/A | 600 |
| Member | Ann Greer | 2 | \$300 daily | N/A | 600 |
| Member | John Lovi | 2 | \$300 daily | N/A | 900 |
| Member | Debra King | 0 | \$300 daily | N/A | 0 |
| Member | Thomas Block | 3 | \$300 daily | N/A | 900 |
| Total actual fees paid | | | | | \$6960 |
| Total out of pocket expenses: \$5013.11 | | | | | |

4. Central Queensland Regional Disability Advisory Council

| Position | Name | Meetings/ sessions/ attendance | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received |
|---|------------------|--------------------------------------|--|--|-------------------------|
| Chair | Ken Parker | 4 | \$390 daily | N/A | 2145 |
| Member | Raelene Ensby | 3 | \$300 daily | N/A | 1200 |
| Member | Tracey Alexander | 3 | \$300 daily | N/A | 1050 |
| Member | Desmond Quinn | 2 | \$300 daily | N/A | 900 |
| Member | Shari Guinea | 4 | \$300 daily | N/A | 2250 |
| Member | John Weir | 1 | \$300 daily | N/A | 300 |
| Member | Edward Thorburn | 1 | \$300 daily | N/A | 300 |
| Member | Michael Mahon | 0 | \$300 daily | N/A | 0 |
| Member | Helen Jarvis | 3 | \$300 daily | N/A | 1050 |
| Total actual fees paid | | | | | \$9195 |
| Total out of pocket expenses: \$6510.28 | | | | | |

5. North Coast Regional Disability Advisory Council

| Position | Name | Meetings/ sessions attendance | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received |
|--|-------------------|-------------------------------------|--|--|-------------------------|
| Chair | Barry Skinner | 4 | \$390 daily | N/A | 1560 |
| Member | Jennifer Buchanan | 1 | \$300 daily | N/A | 300 |
| Member | Kerrie Green | 3 | \$300 daily | N/A | 900 |
| Member | Kay Maclean | 1 | \$300 daily | N/A | 0 |
| Member | Carol Thorne | 4 | \$300 daily | N/A | 1200 |
| Member | Leanne Walsh | 4 | \$300 daily | N/A | 1200 |
| Member | Cathy White | 0 | \$300 daily | N/A | 0 |
| Member | Matthew McCracken | 1 | \$300 daily | N/A | 300 |
| Member | Sharon Bourke | 3 | \$300 daily | N/A | 900 |
| Member | Darcy Cavanagh | 2 | \$300 daily | N/A | 600 |
| Member | John Weir | 1 | \$300 daily | N/A | 300 |
| Total actual fees paid | | | | | \$7260 |
| Total out of pocket expenses: \$830.48 | | | | | |

6. Brisbane Regional Disability Advisory Council

| Position | Name | Meetings/ sessions attendance | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received |
|---|------------------|-------------------------------------|--|--|-------------------------|
| Chair | Paul Larcombe | 4 | \$390 daily | N/A | 975 |
| Member | Simon Wright | 4 | \$300 daily | N/A | 1050 |
| Member | Helene Frayne | 4 | \$300 daily | N/A | 795 |
| Member | Maria Hoogstrate | 4 | \$300 daily | N/A | 750 |
| Member | Michael DeLacey | 2 | \$300 daily | N/A | 450 |
| Member | Kathleen Ellem | 3 | \$300 daily | N/A | 450 |
| Member | John Mayo | 2 | \$300 daily | N/A | 300 |
| Member | Wendy Lovelace | 4 | \$300 daily | N/A | 900 |
| Member | Pamela Burgess | 3 | \$300 daily | N/A | 450 |
| Member | Cathy White | 1 | \$300 daily | N/A | 300 |
| Total actual fees paid | | | | | \$6420 |
| Total out of pocket expenses: \$1180.98 | | | | | |

7. South West Regional Disability Advisory Council

| Position | Name | Meetings/ sessions/ attendance | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received |
|---|-------------------|--------------------------------------|--|--|-------------------------|
| Chair | Sharon Boyce | 4 | \$390 daily | N/A | 1560 |
| Member | Kerrie Grice | 2 | \$300 daily | N/A | 600 |
| Member | Michael Deutscher | 0 | \$300 daily | N/A | 0 |
| Member | Laura Scurr | 4 | \$300 daily | N/A | 2100 |
| Member | Peter Tully | 3 | \$300 daily | N/A | 900 |
| Member | Lyndel Bunter | 4 | \$300 daily | N/A | 1200 |
| Member | Paul Devine | 3 | \$300 daily | N/A | 900 |
| Member | Therese Crisp | 2 | \$300 daily | N/A | 600 |
| Member | Paul Wilson | 3 | \$300 daily | N/A | 900 |
| Member | Sonja Gilchrist | 1 | \$300 daily | N/A | 300 |
| Total actual fees paid | | | | | \$9060 |
| Total out of pocket expenses: \$3469.44 | | | | | |

8. South East Regional Disability Advisory Council

| Position | Name | Meetings/ sessions/ attendance | Approved annual, sessional or daily fee | Approved subcommittee fees if applicable | Actual fees received |
|---|--------------------|--------------------------------------|--|--|-------------------------|
| Chair | Harry McConnell | 3 | \$390 daily | N/A | 0 |
| Member | Phia Damsma | 4 | \$300 daily | N/A | 1050 |
| Member | Helen Steinhardt | 3 | \$300 daily | N/A | 0 |
| Member | Savannah Hunt | 3 | \$300 daily | N/A | 900 |
| Member | Josephine McMahon | 2 | \$300 daily | N/A | 600 |
| Member | Peter Rhodes | 2 | \$300 daily | N/A | 0 |
| Member | Christine Saunders | 3 | \$300 daily | N/A | 900 |
| Member | Robert Hannaford | 3 | \$300 daily | N/A | 1050 |
| Member | Daniel Bedwell | 1 | \$300 daily | N/A | 0 |
| Member | Eva Hallam | 0 | \$300 daily | N/A | 0 |
| Total actual fees paid | | | | | \$4500 |
| Total out of pocket expenses: \$1270.74 | | | | | |

Appendix 4

Compliance Checklist

| Summary of requirement | | Basis for requirement | Annual report page number reference |
|------------------------|--|---|-------------------------------------|
| Letter of compliance | A letter of compliance from the accountable officer or statutory body to the relevant Minister/s | ARRs – section 7 | 3 |
| Accessibility | Table of contents | ARRs – section 9.1 | 6 |
| | Glossary | ARRs – section 9.1 | 146 |
| | Public availability | ARRs – section 9.2 | 2 |
| | Interpreter service statement | <i>Queensland Government Language Services Policy</i> ARRs – section 9.3 | 2 |
| | Copyright notice | <i>Copyright Act 1968</i> ARRs – section 9.4 | 2 |
| | Information licensing | <i>QGEA – Information Licensing</i> ARRs – section 9.5 | 2 |
| General information | Introductory information | ARRs – section 10.1 | 7 |
| | Machinery-of-government changes | ARRs – section 31 and 32 | 4 |
| | Agency role and main functions | ARRs – section 10.2 | 12 |
| | Operating environment | ARRs – section 10.3 | 12 |

| Summary of requirement | | Basis for requirement | Annual report page number reference |
|---------------------------------------|---|---|-------------------------------------|
| Non-financial performance | Government's objectives for the community | ARRs – section 11.1 | 12 |
| | Other whole-of-government plans/specific initiatives | ARRs – section 11.2 | 144 |
| | Agency objectives and performance indicators | ARRs – section 11.3 | 61 |
| | Agency service areas and service standards | ARRs – section 11.4 | 61 |
| Financial performance | Summary of financial performance | ARRs – section 12.1 | 58 |
| Governance – management and structure | Organisational structure | ARRs – section 13.1 | 41 |
| | Executive management | ARRs – section 13.2 | 42 |
| | Government bodies (statutory bodies and other entities) | ARRs – section 13.3 | 131 |
| | <i>Public Sector Ethics Act 1994</i> | <i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 | 52 |
| | Queensland public service values | ARRs – section 13.5 | 13 |

| Summary of requirement | | Basis for requirement | Annual report page number reference |
|---|---|--|-------------------------------------|
| Governance – risk management and accountability | Risk management | ARRs – section 14.1 | 66 |
| | Audit committee | ARRs – section 14.2 | 67 |
| | Internal audit | ARRs – section 14.3 | 67 |
| | External scrutiny | ARRs – section 14.4 | 67 |
| | Information systems and recordkeeping | ARRs – section 14.5 | 72 |
| Governance – human resources | Strategic workforce planning and performance | ARRs – section 15.1 | 54 |
| | Early retirement, redundancy and retrenchment | Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016 to 10 May 2018) <i>Directive No 4/18 Early Retirement, Redundancy and Retrenchment</i> (from 11 May 2018 to current) ARRs – section 15.2 | 54 |
| Open Data | Statement advising publication of information | ARRs – section 16 | 64 |
| | Consultancies | ARRs – section 33.1 | 64 |
| | Overseas travel | ARRs – section 33.2 | 64 |
| | Queensland Language Services Policy | ARRs – section 33.3 | 64 |

| Summary of requirement | | Basis for requirement | Annual report page number reference |
|------------------------|---------------------------------------|--|-------------------------------------|
| Financial statements | Certification of financial statements | FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1 | 115 |
| | Independent Auditor's Report | FAA – section 62 FPMS – section 50 ARRs – section 17.2 | 116 |

FAA

Financial Accountability Act 2009

FPMS

Financial and Performance Management Standard 2009

ARRs

Annual report requirements for Queensland Government agencies

Appendix 5

National Partnership on DisabilityCare Australia Fund Payments: Initial Payment

From 1 July 2014, the Commonwealth Government increased the Medicare levy from 1.5 to 2 per cent to help pay for the NDIS.

The DisabilityCare Australia Fund, which comprises these funds, was established to reimburse states, territories and the Commonwealth for expenditure incurred in relation to NDIS package costs or other NDIS costs agreed through a bilateral agreement with the Commonwealth.

On 30 June 2017, the Queensland Premier and the Prime Minister signed the National Partnership on DisabilityCare Australia Fund Payments: Initial Payment, which provides an initial one-off payment to jurisdictions from DisabilityCare Australia Fund.

An initial payment of \$52.8 million was received on 9 October 2017 under the terms of this agreement, reimbursing Queensland for its financial contribution to the NDIS in 2015–16 and 2016–17.

National Disability Agreement

The agreement affirms the commitment of all governments to work in partnership with stakeholders, including people with disability, their families and carers, to improve outcomes for people with disability.

Priority areas under the National Disability Agreement include providing greater opportunities for choice and control, enhancing

family and carer capacity, and maintaining flexible support models for people with complex needs.

Queensland invested in a wide range of disability services to enable people with disability to live as independently as possible and participate in the community. These services included accommodation support, community participation and life skills development, and early intervention to give children with disability the best start in life.

An additional 414 people took up opportunities for greater choice and control by self-directing their support through the Your Life; Your Choice initiative.

Queensland continued to respond to carers' needs by investing in respite services and funding carer support organisations, and stimulating the development of innovative options so that elderly parent carers can secure accommodation for their adult children with disability.

In light of the significant policy changes since the agreement commenced, including the introduction of the NDIS and the implementation of the *National Disability Strategy*, the Productivity Commission is conducting a review of the agreement and will report to the Commonwealth Government in 2019.

Bilateral Agreement between the Commonwealth and Queensland: Transition to a National Disability Insurance Scheme (Bilateral Agreement)

On 16 March 2016, the Queensland and Commonwealth governments signed the Bilateral Agreement for the transition to the NDIS in Queensland.

The Bilateral Agreement and associated schedules detail roles and responsibilities of the Queensland and Commonwealth governments during the transition in Queensland, between 1 July 2016 to 30 June 2019.

The schedules cover implementation matters including (but not limited to) funding, phasing and support arrangements, quality and safeguarding arrangements, and how the NDIS will interface with mainstream services.

National Partnership Agreement for pay equity for the social and community services sector

This agreement was introduced in 2013 and contributes to assisting the social and community services sector with additional wage costs arising from pay equity orders.

In 2017–18, the department made payments of \$44 million to approximately 292 organisations delivering specialist disability services.

National Partnership Agreement on Transitioning Responsibilities for Aged Care and Disability Services

The agreement's objective is to implement Schedule F of the National Health Reform Agreement, which agreed on budget-neutral funding responsibilities for a range of services for people over and under the age of 65.

The previous specific Schedule F financial arrangements have now been incorporated into the broader funding agreements within the NDIS Bilateral Agreement and associated schedules.

Appendix 6

Glossary

Carer

Someone who provides, in a non-contractual and unpaid capacity, ongoing care or assistance to another person who, because of a disability, frailty, chronic illness or pain, requires assistance with everyday tasks.

Community care

Provides low-intensity support services to people under 65 years of age who have a disability or a condition that restricts their ability to carry out activities of daily living. Core activities of daily living include dressing, bathing or showering, preparing meals, house cleaning and maintenance, and using public transport.

Community inclusion

Occurs when all people are given the opportunity to participate fully in political, cultural, civic and economic life to improve their living standards and their overall wellbeing.

It aims to remove barriers for people or for areas that experience a combination of linked problems such as unemployment, poor skills, low incomes, poor housing, high crime environments, bad health and family breakdown.

Community recovery

Coordination of support for the restoration of emotional, social and physical wellbeing. It includes developing financial assistance packages for individuals, families and non-government organisations to help people recover from a disaster as quickly as possible.

Corporate governance

The framework of rules, relationships, systems and processes within, and by, which authority is exercised and controlled within organisations. It encompasses the mechanisms by which organisations, and those in authority, are held to account.

Disability

A person's condition that is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment, or a combination of impairments, and results in a substantial reduction of the person's capacity for communication, social interaction, learning, mobility, self-care or management.

Human Services Quality Framework

A system for assessing and improving the quality of human services that applies to organisations delivering services under a service agreement with the department or other specified arrangements.

National Disability Insurance Agency

The National Disability Insurance Agency is an independent statutory agency whose role is to implement the National Disability Insurance Scheme, which will support a better life for Australians with a significant and permanent disability and their families and carers.

National Disability Insurance Scheme

Australian Government scheme that will support people with permanent and significant disability, and their families and carers. The NDIS will provide reasonable and necessary supports to people to live an ordinary life.

National partnership agreement

National partnership agreements are agreements between the Commonwealth of Australia and state and territory governments. The agreements contain objectives, outcomes, outputs and performance indicators, and roles and responsibilities that will guide the delivery of services across relevant sectors.

Non-government organisation

Community-managed, not-for-profit organisations that receive government funding specifically for the purpose of providing community support services.

Policy

A general principle by which government, a company or an organisation is guided in its management.

Red tape

Excessive bureaucratic regulation or rigid conformity to formal rules considered redundant.

Reform

The transformation of government to be more efficient, achieve value for money, and ultimately deliver better outcomes.

Respite services

Services that provide short-term, temporary relief to those who are caring for family members who might otherwise require permanent placement in a facility outside the home.

Restrictive practices

Interventions such as: containment or seclusion; chemical restraint, mechanical restraint and physical restraint; or restricting access (for example, to objects by locking

cupboards). These practices are required for adults with intellectual or cognitive disability who exhibit behaviour that places themselves or others at risk of harm.

Service provider

A business or organisation that supplies expert care or specialised services rather than an actual product.

Social investment

The voluntary contribution of funding, skills and resources to projects that deliver benefits to local communities and society. This includes a loan or other financial investment that aims to make a positive economic, social or environmental impact in a community.

Stakeholders

Individuals and organisations that are actively involved in a project, or whose interests may be positively or negatively affected as a result of a project's execution/completion.

Therapeutic support

Encompasses a range of services provided to vulnerable members of the community to assist them in their lives. This support is provided by government and non-government health and education providers.

Whole-of-government

Denotes public service agencies working across portfolio boundaries to achieve a shared goal and an integrated government response to particular issues.

Appendix 7

Contact details

The department works to strengthen and protect the wellbeing of Queenslanders, particularly those most in need of support.

Information about the department's supports and services can be accessed through:

- ▶ our service centres
- ▶ the 13 QGOV telephone number
- ▶ Queensland Government Service Centres
- ▶ Queensland Government website.

Service centres

We deliver services at service centres located in communities throughout Queensland. Dedicated community and disability service centres provide services from everyday support for families and individuals through to organising specialised services in emergencies.

13 QGOV

The 13 QGOV (13 74 68) telephone number provides a single entry point to the Queensland Government for customers. It operates 24 hours a day, 365 days a year.

Queensland Government Service Centres

At a Queensland Government Service Centre you can access a range of Queensland Government services, advice and information from a single location. You can also make payments over the counter for a variety of government services, irrespective of which department offers the service.

Along with the face-to-face counter service, Queensland Government Service Centres have self-service computer kiosks and a telephone linked to Smart Service Queensland's Integrated Contact Centre.

Service Centres are in addition to the Queensland Government Agent Program offices in regional locations across Queensland. These offices provide government information about transactional services for people in their local community.

Queensland Government website

The Queensland Government website is designed to present information based on relevance to customer groups so people can find information in one place, regardless of which department provides the service.

Our locations

Central office

Address: 1 William Street, Brisbane Qld 4000
Post: GPO Box 806, Brisbane Qld 4001
Phone: 13 QGOV (13 74 68)
Website: www.communities.qld.gov.au

Regional offices

Brisbane and South West Regions

Address: Ground Floor, 55 Russell Street,
South Brisbane Qld 4101
Post: PO Box 3022 BC, South Brisbane Qld 4101
Phone: 07 3109 7007
Fax: 07 3895 3040

North and Far North Queensland Regions

Address: Level 2, William McCormack Place 1,
5B Sheridan Street, Cairns Qld 4870
Post: PO Box 8054, Cairns Qld 4870
Phone: 07 4047 5745
Fax: 07 4039 8023

North Coast Region

Address: Level 3, 12 First Avenue,
Maroochydore Qld 4558
Post: PO Box 972, Maroochydore Qld 4558
Phone: 07 5352 7298
Fax: 07 5352 7260

Central Queensland Region

Address: 271 Albert Street
Maryborough Qld 4650
Post: PO Box 130, Maryborough Qld 4650
Phone: 07 4121 1432
Fax: 07 4121 1440

South East Region

Address: Ground Floor, 100 George Street,
Beenleigh Qld 4207
Post: PO Box 1170, Beenleigh Qld 4207
Phone: 07 3884 7400
Fax: 07 3884 7428

Further contact details, including details for Disability Service Centres, are located on our website at www.communities.qld.gov.au under 'Contact us'.

