

Governance Arrangements

Ministerial Accountability

Ministers are accountable to the community for the delivery of efficient and effective services that respond to the needs of the community. The department is responsible to:

Hon Zoe Bettison MP

Minister for Communities and Social Inclusion
Minister for Social Housing
Minister for Multicultural Affairs
Minister for Youth
Minister for Volunteers

Hon Gail Gago MLC

Minister for the Status of Women

Hon Tony Piccolo MP

Minister for Disabilities

Legislation

As at 30 June 2015, the department had administrative responsibility for the following Acts and Regulations as committed to portfolio Ministers:

Communities and Social Inclusion portfolio

Carers Recognition Act 2005
Not-for-Profit Sector Freedom to Advocate Act 2013
Rates and Land Tax Remission Act 1986
Rates and Land Tax Remission Regulations 2009
Supported Residential Facilities Act 1992
Supported Residential Facilities Regulations 2009

Social Housing portfolio

Housing Agreement Act 1991

Multicultural Affairs portfolio

South Australian Multicultural and Ethnic Affairs Commission Act 1980

Volunteers portfolio

Volunteers Protection Act 2001
Volunteers Protection Regulations 2004

Disabilities portfolio

Disability Services Act 1993
Disability Services (Assessment of Relevant History) Regulations 2014
Disability Services (Community Visitor Scheme) Regulations 2013
Julia Farr Services (Trusts) Act 2007

The department does not administer any Acts or Regulations under the Youth and the Status of Women portfolios. In addition to the above, the department is responsible for performing functions under a number of other Acts and Regulations as delegated by Ministers.

Boards and Committees

The department provides administrative support to a range of boards and committees. During the year, the government undertook a significant reform process to reduce the number of boards and committees and put in place more effective ways of communicating with South Australians.

As a result of this and other reform processes, the following boards and committees were abolished during the year:

- Housing Appeal Panel
- Ministerial Advisory Group on Volunteering
- Minister's Disability Advisory Council
- Minister's Youth Council
- South Australian Multicultural and Ethnic Affairs Commission Northern Regional Advisory Committee
- South Australian Multicultural and Ethnic Affairs Commission Riverland Regional Advisory Committee
- South Australian Multicultural and Ethnic Affairs Commission South East Regional Advisory Committee
- South Australian Multicultural and Ethnic Affairs Commission Women's Advisory Committee
- South Australian Multicultural and Ethnic Affairs Commission Youth Advisory Committee

In addition, responsibility for the following boards and committees was transferred to Renewal SA following machinery of government changes:

- South Australian Affordable Housing Trust Board of Management
- South Australian Housing Trust Board of Management
- South Australian Housing Trust Board of Management Audit and Finance Sub-Committee

As at 30 June 2015, the department was responsible for the following boards and committees:

Communities and Social Inclusion portfolio

- Charitable and Social Welfare Fund Board (Community Benefit SA)
- Gambling Advisory Committee
- State Emergency Relief Fund Committee
- Supported Residential Facilities Act 1992 Assessor Panel (not convened)
- Supported Residential Facilities Advisory Committee

Multicultural Affairs portfolio

- South Australian Multicultural and Ethnic Affairs Commission

Status of Women portfolio

- Premier's Council for Women

Sixty-six per cent of the members of these boards and committees were women. Of those with a Chair, women chaired 40 per cent.

The proclamation of the *Statutes Amendment (Boards and Committees - Abolition and Reform) Act 2015* enacted further changes from 1 July 2015. These include abolishing the Charitable and Social Welfare Fund Board (Community Benefit SA) and the Supported Residential Facilities Advisory Committee and Assessor Panel.

Internal Governance Bodies

Executive Leadership Team

The Executive Leadership Team (ELT) includes the Chief Executive and Executive Directors of each division, along with the Director, Human Resources and the Director, Business Affairs. ELT is responsible for leading the implementation of the *Strategic Plan 2014-2018*, streamlining key decision-making processes and ensuring that the department has an integrated planning and reporting regime.

Strategic Procurement and Grants Committee

The Strategic Procurement and Grants Committee (SPGC), considers all procurement and grant funding strategies and recommendations with a value more than \$500 000 (GST exclusive). As well as procurement and grant funding strategies and recommendations, the SPGC:

- ensures that procurement and grant funding activities are driven by business needs;
- ensures probity, accountability and transparency;
- provides for ethical and fair treatment of participants;
- implements effective risk management; and
- maintains an appropriate procurement authority from the State Procurement Board.

The SPGC meets weekly with executive support from the Procurement and Grants Unit.

DCSI Peak Health and Safety Committee

The DCSI Peak Health and Safety Committee meets quarterly, or if an emergency meeting is required, in relation to legislative compliance, consultative mechanisms, the strategic oversight of our Health and Safety and Injury Management performance, and implementation of the *DCSI Health and Safety Program Plan 2015-2017* and related systems.

Information and Communication Technology Council

The Information and Communication Technology (ICT) Council promotes collaboration and the sharing of solutions, skills and experience to improve the efficient and effective use of ICT across the department. The terms of reference of the Council include to:

- develop a business/ICT strategy and give advice on ICT investment priorities to the Chief Executive;
- establish and maintain ICT technical governance covering information, applications, infrastructure, standards and practices;
- identify opportunities for sharing resources and creating appropriate strategic responses, via collaborative working groups on matters of common interest;
- monitor, review and comment as necessary on stakeholder, supplier and government ICT performance, plans, policies and standards; and
- provide advice to the Chief Executive on changes required in whole-of-government ICT plans and priorities.

Industrial Liaison Committee

The Industrial Liaison Committee meets quarterly to address industrial issues with department-wide impact and issues that have not been able to be resolved at the Divisional Industrial Liaison Forums.

DCSI Risk Management and Audit Committee

The DCSI Risk Management and Audit Committee meets six to seven times a year to:

- oversee the risk management function and operations;
- determine the internal audit program; and
- review internal audit and Auditor-General reports.

Protective Security Committee

The Protective Security Committee meets on a quarterly basis and provides a forum for the department to monitor its protective security arrangements, compliance and performance at a whole-of-department level. The committee includes the Agency Security Advisor and the Information Technology Security Advisor.

Risk Management and Internal Audit Services

Risk management is established and integrated into decision-making and business planning activities, with the Chief Executive accountable for the development and implementation of a risk management framework specific to our business and organisation context. The Risk Management team has developed a network of Risk Assessment Facilitators located in divisions/business units, who provide advice and assistance on the identification, management and reporting of risks.

The Australian/New Zealand Standard *ISO 31000:2009* provides the principles and guidelines from which our *Risk Management Policy and Framework* has been developed.

The internal audit function provides independent, objective analysis and assurance on the adequacy and effectiveness of our risk management, internal control and governance processes to add value and improve the operations of the department. Internal auditors also undertake investigations into allegations of fraud and corruption. The internal audit function is independent from the external audit function.

Freedom of Information

The *Freedom of Information Act 1991* promotes openness and accountability in the South Australian Government. The Act provides members of the public with a legally enforceable right to access information held by government departments, subject to certain privacy and other specific exemptions.

Under Section 9 of the Act, State Government agencies must publish an up-to-date information statement every 12 months. The department's information statement is available on our website at:

www.dcsi.sa.gov.au/about-us/freedom-of-information-open-government-and-privacy

Privacy

The department collects a large volume of information about clients, some of which is very sensitive in nature. All staff are required to comply with the Information Privacy Principles (IPPs), issued as the Cabinet Administrative Instruction No.1 of 1989 (also known as Department of the Premier and Cabinet (DPC) Circular 12, *Information Privacy Principles (IPPs) Instruction*), that guide the collection, use, disclosure and handling of personal information by South Australian public sector agencies. In addition, there are legislative provisions relating to privacy in specific areas of work or in specific circumstances, for example in the *Young Offenders Act 1993* and the *Supported Residential Facilities Act 1992*. These legislative requirements take precedence over the IPPs.

The *Commonwealth Privacy Act 1988* does not apply to South Australian Government departments. However, the Privacy Act regulates the collection, use and disclosure of information by private sector organisations (including non-government organisations) with a turnover of more than \$3 million, related to a larger organisation, or providing health services and holding health information, including disability information. Therefore, many of our partners and contracted services have obligations under this Act.