

Outline of membership and responsibilities of Directorate committees

Senior Executive Team

Responsibilities

The Senior Executive Team is the peak decision-making body of the Directorate and is responsible for significant operational, policy and resourcing decisions and approvals. The Senior Executive Team sets and reviews the strategic direction of the Directorate and monitors performance in key areas, including educational and financial performance. It is also responsible for ensuring compliance with laws, regulations, accounting standards and Directorate policies.

Membership

Director-General (Chair)
Deputy Director-General
Executive Director, School Improvement
Executive Director, Corporate Services
Executive Director, Tertiary and International Education

Corporate Executive

Responsibilities

Corporate Executive Committee assists the Director-General and the Senior Executive Team to determine priorities and make decisions in relation to strategic, policy and management issues affecting the work of the Directorate. Corporate Executive receives and considers reports from the Directorate's committees and reviews and advises on any issues referred to it by the Director-General.

It may establish working groups to undertake specific tasks. Outcomes from Corporate Executive are communicated to the Senior Executive, standing committees or to all staff as appropriate.

Ministerial and Commonwealth Relations provides secretariat support to Corporate Executive.

Membership

Director-General (Chair)
Deputy Director-General
Executive Director, School Improvement
Executive Director, Corporate Services
Executive Director, Tertiary and International Education
Director, Learning and Teaching

Director, Finance and Corporate Support
Director, Communications and Governance
Director, Human Resources
Director, Planning and Performance
Director, Schools Capital Works
Director, Aboriginal and Torres Strait Islander Education and Student Support
Director, Training and Tertiary Education
School Network Leader, North/Gungahlin
School Network Leader, Belconnen
School Network Leader, South/Weston
School Network Leader, Tuggeranong
Chief Internal Auditor (observer)

Audit Committee

The Audit Committee monitors and reviews Directorate adherence to relevant legislative requirements and the Directorate's approach to business ethics and corporate conduct. The Audit Committee is responsible for the oversight of the risk management and audit functions. It also reviews the annual financial statements. The Committee provides advice to the Director-General about significant risks, audit outcomes and implementation of mitigation strategies.

Further information regarding the Directorate's [Audit Committee](#) is available from the Directorate website.

Establishment Committee

Responsibilities

The Directorate's Establishment Committee assists the Director-General in relation to staffing policies, programs and strategies. It follows up on staffing trends and issues arising out of school audits, external validation, reviews and reports, considers all proposals to fill existing positions in Central Office or create new positions, and investigates, reviews and advises on any issues referred to it by the Director-General or Corporate Executive.

Human Resources branch provides secretariat support to the Establishment Committee.

Membership

Deputy Director-General
Executive Director, Corporate Services (Chair)
Executive Director, School Improvement
Executive Director, Tertiary and International Education
Director, Human Resources
Director, Finance and Corporate Support

School Network Reference Group

Responsibilities

The School Network Reference Group is a communication and consultation group representing all principals. The group considers key strategic, policy and operational matters and provides advice to Corporate Executive and Senior Executive Team. It also raises policy and operational issues impacting on school effectiveness and improvement from schools' perspectives.

School Network Branch provides secretariat support to the School Network Reference Group.

Membership

Executive Director, School Improvement (Chair)
School Network Leader, North/Gungahlin
School Network Leader, Belconnen
School Network Leader, South/Weston
School Network Leader, Tuggeranong

Membership also includes two principals from each network and up to two additional principals, appointed by the Executive Director, School Improvement for a period of 12 months.

Information and Communication Technology (ICT) Committee

Responsibilities

The Information and Communication (ICT) Committee assists the Director-General in relation to ICT policies, programs and strategies. It provides advice and makes decisions about the implementation of ICT policies, programs, strategies and initiatives and standards regarding equipment, software and technical performance. The committee makes recommendations to Corporate Executive about ICT strategic directions, policies and proposals for system-wide ICT initiatives, and updates Corporate Executive and staff on significant matters, programs and initiatives.

Communications and Governance branch provides secretariat support to the ICT Committee.

Membership

Deputy Director-General (Chair)
Director, Communications and Governance
Director, Education ICT
Manager, Learning Technologies
Finance and Corporate Support nominee
School Improvement nominee
Tertiary and International Education nominee

School Planning Committee

Responsibilities

The School Planning Committee provides advice and makes decisions about priority enrolment areas, makes recommendations to Corporate Executive about strategic directions, policies and proposals for system-wide planning initiatives. The Committee briefs Corporate Executive and staff on significant matters, programs and initiatives, follows up on trends and issues that arise out of school audits, external validation, reviews and reports. The Committee also investigates, reviews and advises on any issues referred to it by the Director-General or Corporate Executive.

Planning and Performance branch provides secretariat support to the School Planning Committee.

Membership

Deputy Director-General (Chair)
Executive Director, Corporate Services
Executive Director, School Improvement
Director, Planning and Performance
Director, Finance and Corporate Support
Director, Schools Capital Works.

Security and Emergency Management Committee

Responsibilities

The Directorate's Security and Emergency Management Committee makes decisions and provides advice to the Director-General about significant security proposals, directions, policies and training and acts as the Directorate's decision-making and coordinating body in the event of a Territory-wide emergency.

Finance and Corporate Support branch provides secretariat support to the Security and Emergency Management Committee.

Membership

Executive Director, Corporate Services (Chair)
Executive Director, School Improvement
Director, Human Resources
Director, School Capital Works
Director, Finance and Corporate Support
School Network Leader
Director, Communications and Governance
Manager, Corporate Support
Manager, Audit

In the event of an emergency, membership expands to include the Director-General (Chair), Deputy Director-General and all School Network Leaders.