

**DEPARTMENT OF THE PREMIER AND CABINET  
PERFORMANCE AND STRATEGY COMMITTEE  
DRAFT MINUTES OF MEETING: 11 December 2020  
28.02 and Teams Online Meeting**

<b>Members</b>	Deputy Director-General, Corporate and Government Services (Chair) A/DDG, Strategy and Engagement Cabinet Secretary, Cabinet Services Executive Director, Environment Policy (by teleconference)	Filly Morgan (FM) Kerry Petersen (KP) Leighton Craig (LC) Adrian Jeffreys (AJ)
<b>Apologies</b>	Executive Director, Office of the Director-General Deputy Director-General, Policy Parliamentary Counsel, OQPC	Julia Sheedy (JS) Mark Cridland (MC) Tony Keyes (TK)
<b>Secretariat</b>	Manager, Corporate Governance	Madonna Townsley (MT)
<b>Attendees</b>	General Manager, Corporate Services (Co-Chair) Director, Performance Unit Director, Corporate Governance	Libby Gregoric (LG) Nicole Tabb (NT) Kate McNarn (KM)

**Part 1 Preliminary matters**

**1.1 Welcome and declarations of interest**

**Presenter Filly Morgan (FM) (Chair)**

No declarations of interest were made.

- Julia Sheedy, Mark Cridland and Tony Keyes were noted as apologies for this meeting.
- FM started the meeting noting that Kate McNarn and Kerry Petersen are finishing a prior meeting and will be a little late.

**1.2 Minutes from previous meeting**

**Presenter Filly Morgan (FM) (Chair)**

The Chair referred to the minutes of the previous meeting (11 September 2020).

- The minutes were confirmed as an accurate record.

**Decision**

The committee **endorsed** the minutes.

**1.3 Review of Action Log**

**Presenter Filly Morgan (FM) (Chair)**

FM opened discussion about the status of the actions on the action log.

- The Committee noted the action log, including the open action of the DPC Service Logic review to be undertaken in 2021.

**Decision**

The Committee **noted** the action log.

**DEPARTMENT OF THE PREMIER AND CABINET  
PERFORMANCE AND STRATEGY COMMITTEE  
DRAFT MINUTES OF MEETING: 11 December 2020  
28.02 and Teams Online Meeting**

<b>Part 2</b>	<b>Strategic areas of focus</b>
<b>2.1</b>	<b>Government's objectives for the community</b>
<b>Presenters</b>	<b>Nicole Tabb (NT)</b>
The new Government's Objectives for the Community (GOFC) were discussed in the Strategic Update for Cabinet Services (2.2 below).	
<b>2.2</b>	<b>Strategic Update – projects and priorities</b>
<b>Presenters</b>	<b>Leighton Craig (LC) and Filly Morgan (FM)</b>
Kate McNarn and Kerry Petersen joined the meeting.	
<b>Cabinet Services Update (LC)</b>	
<ul style="list-style-type: none"> <li>- The Government tabled the Government's objectives for the community in Parliament on the 1 December 2020 which reflect Unite and Recover with its six priorities. Three additional priorities were added – around the environment, frontline services, and creating jobs. LC indicated that DPC's Strategic Plan will need to remove references to Advancing Queensland's Priorities (AQP). KM stated that agenda item 3.1 will discuss this.</li> <li>- Performance Unit has had a very busy time with documenting, consulting, and allocating Government Election Commitments (GEC). With 1,066 commitments, Ministerial Charter letters were very detailed and well-developed by Performance Unit (PU): LC thanked PU and Policy for input into those. Cabinet Services has also been discussing the legislation program and letters to Ministers will be advanced shortly.</li> <li>- Cabinet Services has proposed a forward schedule for regional Cabinet meetings and the formats are currently are being discussed. Changes to the CAPS performance measure, in the most recent SDS, reflects this. It was discussed whether there would be any intersection with regional forums and regional Cabinet. KP stated that they have a different purpose and there is a PBN seeking some decision around dates to aid in planning and preparation for the regional forums. <span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 100px; height: 1em; vertical-align: middle;"></span></li> </ul>	
<span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 600px; height: 1em;"></span> Exempt Sch.3(2)(1)(b) Cabinet considerations	
<b>Corporate and Government Services (FM)</b>	
<ul style="list-style-type: none"> <li>- The Government has allocated \$10 million to veterans and families which will be administered by the Office for Veterans (OFV). There will be a big focus on the delivery as there is capital works, employment, apprenticeships, support, and legal services for veterans. The ANZAC Day Trust was transferred to DPC in machinery of government arrangements, and the grants that go out have already gone out for this year.</li> <li>- The five -year strategic review of the office of the Integrity Commissioner (OIC) will start in March 2021. The terms of reference (ToR) are being drafted and consultation will occur with the Integrity Commissioner and the Economics and Governance Committee on the ToR and the engagement of the reviewer.</li> </ul>	
- <span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 780px; height: 1em;"></span> CTPI Deliberative Process	
- Implementation of integrity reforms and the continuation of Savings and Debt Plan work will continue to be a focus in 2021 (discussed below).	
<b>Decision</b>	
The committee <b>noted</b> the divisional updates	

**DEPARTMENT OF THE PREMIER AND CABINET  
PERFORMANCE AND STRATEGY COMMITTEE  
DRAFT MINUTES OF MEETING: 11 December 2020  
28.02 and Teams Online Meeting**

<b>2.3</b>	<b>Savings and Debt Plan Update</b>
<b>Presenter</b>	<b>Filly Morgan (FM)</b>
FM provided the committee with an updated on the Savings and Debt Plan including: <ul style="list-style-type: none"> <li>- Status of sub-groups on which DPC has representation.</li> <li>- DPC functional review.</li> </ul>	
<b>Decision</b>	
The committee <b>noted</b> the updates.	

<b>Part 3</b>	<b>Performance Areas of Focus</b>	
<b>3.1</b>	<b>DPC Strategic and Operational Plan Review</b>	
<b>Presenter</b>	<b>Kate McNarn (KM)</b>	
<ul style="list-style-type: none"> <li>- KM outlined proposed minor amendments to the DPC Strategic Plan and Operational Plan to remove the references to AQP. This change is supported by PU.</li> <li>- The proposed approach to the upcoming review of the Strategic Plan was discussed and the committee identified that a Leadership Lens session might be beneficial in the new year. KM confirmed this was planned for quarter 3 as appropriate.</li> <li>- The committee endorsed the changes to the current Strategic and Operational Plan.</li> </ul>		
<b>Action items</b>	<b>Person</b>	<b>Deadline/Status</b>
Corporate Governance to take the updated Strategic and Operational Plans to CGG for endorsement.	Corporate Governance	17 December 2020
A Leadership Lens session to be considered in quarter 3 as part of Strategic Planning activities.	Corporate Governance	30 June 2020

<b>3.2</b>	<b>Customer Satisfaction Survey 2020-21</b>	
<b>Presenter</b>	<b>Kate McNarn (KM)</b>	
<ul style="list-style-type: none"> <li>- The paper was taken as read.</li> <li>- The committee endorsed the DPC Satisfaction Survey for 2020-21. <ul style="list-style-type: none"> <li>o The committee discussed whether Performance Unit satisfaction and if a satisfaction survey was appropriate given its role in enforcing rules across government.</li> <li>o It was agreed Corporate Governance would discuss options</li> </ul> </li> <li>- The committee discussed the proposed customer engagement approach and recognised the value in stakeholder engagement, noting the last sessions (in prior year) provided useful insight and actions. <ul style="list-style-type: none"> <li>o LC requested to be added as a partner in the Ministers and All Department Leadership Teams.</li> </ul> </li> </ul>		
<b>Decision</b>		
The Committee: <ul style="list-style-type: none"> <li>- <b>endorsed</b> a Customer Engagement Plan to go in draft to CGG for approval on 17 December 2020</li> <li>- <b>endorsed</b> the DPC Satisfaction Survey 2020-21.</li> </ul>		
<b>Action items</b>	<b>Person</b>	<b>Deadline/Status</b>
Customer Engagement Plan to be provided to CGG for consideration.	Corporate Governance	17 December 2020

**DEPARTMENT OF THE PREMIER AND CABINET  
PERFORMANCE AND STRATEGY COMMITTEE  
DRAFT MINUTES OF MEETING: 11 December 2020  
28.02 and Teams Online Meeting**

Corporate Governance and Performance Unit to discuss satisfaction targets as part of the 2021-22 SDS process.	Corporate Governance Performance Unit	30 June 2021
LC to be added to the Customer Engagement Plan as a partner in discussions with Ministers and All Department Leadership Teams.	Corporate Governance	31 December 2021

**Part 4 Standing Agenda Items**

**4.1 Forward Plan Corporate Governance September 2020**

**Presenter Kate McNarn (KM)**

The Forward Plan for Corporate Governance activities was taken as read.  
The committee noted that Business Continuity Plans will be available on TRIM and accessed also via Sharepoint/Compass and for senior executive who have access to classified BCP material on Convene.  
The Committee also noted that another round of Legislative Compliance will occur in January/February 2021.

**Decision**

The Committee **noted** the forward plan.

**Part 5 Other Business**

**5.1 Other Business**

**Presenter: Filly Morgan (FM)**

Nil

**5.2 Date of next meeting**

**Presenter Kate McNarn (KM)**

Date of next meeting is 4 March 2021  
- Strategic updates by Strategy and Engagement and Policy.

**Meeting Closed**

Released Under RTI - DPC




**DEPARTMENT OF THE PREMIER AND CABINET  
PERFORMANCE AND STRATEGY COMMITTEE  
DRAFT MINUTES OF MEETING: 11 December 2020  
28.02 and Teams Online Meeting**

New Actions Log Summary				
Meeting	Item	Action Item	Responsible	Due Date
11 December 2020	3.1	Corporate Governance to take the updated Strategic and Operational Plans to CGG for endorsement.	Corporate Governance	17 December 2020
11 December 2020	3.1	A Leadership Lens session to be considered in quarter 3 as part of Strategic Planning activities.	Corporate Governance	30 June 2020
11 December 2020	3.2	Customer Engagement Plan to go in draft to CGG for approval on 17 December 2020	Corporate Governance	17 December 2020
11 December 2020	3.2	Corporate Governance and Performance Unit to discuss satisfaction targets as part of the 2021-22 SDS process.	Corporate Governance Performance Unit	30 June 2021
11 December 2020	3.2	LC to be added to the Customer Engagement Plan as a partner in discussions with Ministers and All Department Leadership Teams.	Corporate Governance	31 December 2021

# Performance and Strategy Committee - 11 December 2020

<b>Schedule</b>	Friday 11 December 2020, 2:00 PM — 3:00 PM AEST
<b>Venue</b>	28.02 or Teams
<b>Organiser</b>	Kate McNam

## Agenda

1. Preliminary Matters	1
 Agenda - Performance and Strategy Committee Meeting - 11 December 2020.pdf	2
1.1. Welcome and Declaration of Interests	3
1.2. Minutes	4
 Agenda Item 2.1 - Minutes 3 September 2020 Performance and Strategy Meeting.pdf	5
1.3. Review of Action Log	10
 Agenda Item 1.3 - Performance and Strategy Committee Action Log.pdf	11
2. Strategic Areas of Focus	12
2.1. New Objectives for the Community	13
 New Government's objectives for the community.pdf	14
2.2. Strategic Update	15
<ul style="list-style-type: none"> <li>- Corporate and Government Services</li> <li>- Cabinet Services</li> </ul>	

2.3. Update on the Savings and Debt Plan	16
<hr/>	
3. Performance Areas of Focus	17
<hr/>	
3.1. DPC Strategic and Operational Planning Review	18
📄 Agenda Item 3.1 DPC Strategic Planning process in 2021.pdf	19
📄 Agenda item 3.1 Attachment 1 - Interim updates to DPC Strategic Plan 2020–2024.pdf	22
📄 Agenda item 3.1 Attachment 2 - Interim updates 2020-21 DPC Operational Plan.docx	24
📄 Agenda Item 3.1 - Attachment 3 Current DPC Strategic Plan.pdf	26
<hr/>	
3.2. DPC Customer Satisfaction Survey	28
📄 Agenda Item 3.2 Customer Satisfaction Survey 2020-21.pdf	29
📄 Agenda Item 3.2 Attachment 1 - Draft Customer Satisfaction Survey.pdf	31
<hr/>	
4. Standing Agenda Items	58
<hr/>	
4.1. Forward Plan Corporate Governance - December 2020	59
📄 Agenda Item 4.1 Forward Plan Corporate Governance December 2020.pdf	60
<hr/>	
5. Other Business	62
<hr/>	

Released under RTI - DPC