

→ OUR
CORPORATE
GOVERNANCE
FRAMEWORK

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APPOINTMENT OF PLA MEMBERS

→ PLA members are appointed by the Governor-in-Council, pursuant to the Prostitution Act, for a period of not more than five years. A person is disqualified from continuing as a member of the PLA if the person:

- Is an insolvent under administration
- Is convicted of an indictable offence, an offence against the Prostitution Act or a corresponding law
- Becomes incapable of discharging the duties of a member because of physical or mental incapacity
- Has an interest in a brothel.

THE STRATEGIC PLANNING CYCLE

→ This year we have reviewed our 2001–05 Strategic Plan in compliance with the Financial Management Standard 1997, and have presented the Plan to the Minister for Police for his approval. In support of the Strategic Plan, the PLA has also approved:

- A business plan to cover the 2003–04 financial year
- An Information and Communication Technology (ICT) Resources Strategic Plan for the period 2001–05
- A Procurement Plan for the period 2001–05, which includes a Capital Acquisition Program.

→ The strategic planning cycle in place at the PLA is intended to achieve the following five goals:

1. To ensure an efficient and effective brothel licensing system to regulate prostitution in Queensland
2. To ensure licensed brothels are operating to best practice standards
3. To inform the public about prostitution in Queensland
4. To maintain strategic liaisons with key agencies
5. To provide a safe, fair and productive workplace at the PLA.

ETHICAL AND PROFESSIONAL CONDUCT

→ High standards of ethical conduct continue to be one of our key objectives. The Code of Conduct is our key tool for directing staff in their ethical obligations. In view of the establishment of the new compliance function and concern about the potential risks associated with compliance activities, the PLA conducted a review of the Code of Conduct in December 2002 and approved a revised version of the document. At the initiation of the PLA, the Code of Conduct is also currently under external review by the CMC to ensure it will meet its objectives.

→ A complete review of the FAM has also been undertaken to ensure clear instructions are provided to staff on all administrative and financial matters. A regular briefing on procedures outlined in the FAM has also been introduced at staff meetings.

→ During 2002–03 we introduced a Probity Investigation Manual which provided clear instruction to staff engaged in probity procedures. The manual introduced a new procedure to notify PLA members of the names of individuals associated with brothel licence and manager's certificate applications. The new procedure will enable members to advise the PLA of any potential conflict of interest that may have a bearing on the decision-making process.

RISK MANAGEMENT

→ Under the former Protective Security Manual, the PLA established an Information Security Steering Committee (ISSC). After reviewing the Protective Security Manual we integrated the document into the FAM by creating two separate chapters – security and risk management – and we reviewed the functions of the ISSC. Under the new risk management chapter of the FAM the newly named Risk Management Steering Committee will be responsible and accountable for the use and application of the PLA's risk management procedures as outlined in the FAM, and will report to the chair of the PLA annually.

→ During the year we conducted a major risk assessment of all PLA operations. The risk assessment involved all staff and focused on the following areas:

- Information/data
- Physical security
- Staff
- Financial systems/records
- Policies and procedures
- Administration
- Relationship with the QPS.

→ We conducted a separate risk assessment of the application processing system in place at the PLA, which ultimately led to the establishment of the Probity Investigation Manual.

FREEDOM OF INFORMATION AND PRIVACY LEGISLATION

Freedom of information

→ Section 137 of the Prostitution Act states that the *Freedom of Information Act 1992* does not apply to any document given to or produced by the PLA under the Prostitution Act. However, while members of the public are not permitted access to documents, we have developed and published a statement of the affairs of the PLA in compliance with section 18 of the Freedom of Information Act. The statement of affairs is available from our website and explains:

- Our structure and function
- The effect of our activities on the community
- The extent of community participation in PLA policy formulation
- Documents held by the PLA
- Bodies established to provide advice to the PLA.

→ There were no applications made to the PLA under the Freedom of Information Act during the financial year 2002–03.

Privacy

→ On 10 September 2001 the Queensland Government approved Information Standard 42 (Information Privacy) which introduced a new administrative privacy regime into the public sector. The aim of introducing these new privacy arrangements is to protect all forms of personal information held in the Queensland public sector from being lost, misused or inappropriately modified or disclosed.

→ In compliance with Information Standard 42, we developed and introduced a privacy plan during 2002–03. The plan is published on the PLA website and outlines the types of personal information we collect⁶, the disclosure of and access to information and how information is stored and disposed of. The privacy plan also establishes a procedure for individuals who wish to make a complaint about our management of personal information.

EXTERNAL AUDIT

→ The PLA uses the Queensland Audit Office as its external auditor.

INTERNAL AUDIT

→ As we are a small office with a limited budget, we have implemented a framework for regular systems appraisals instead of a separate internal audit function. Systems appraisals, which will be conducted once every three years at a minimum, aim to assess the appropriateness of systems and procedures and the proper functioning of internal controls. The systems appraisals are undertaken in conjunction with the broader risk management process.

→ During 2002–03 the following PLA systems were reviewed:

- Current asset management
- Non-current asset management
- Cash management and banking
- Revenue management
- Expense management
- Liability management
- Budgeting
- Planning
- Management.

→ A report on the systems appraisal, which provided recommendations to address identified risks, was submitted to the registrar. It is intended that all recommendations will be implemented over the 2003–04 financial year.



⁶ Personal information is held about employees, licence and certificate applicants and individuals who lodge an appeal with the Independent Assessor.