



# Secretaries' Digital and Data Committee

## Terms of Reference

1. The Secretaries' Digital and Data Committee (the Committee) is convened as a sub-committee of the Secretaries Board. The purpose of the Committee is to provide strategic leadership to promote an APS enterprise approach to the planning, coordination, investment, assurance, and delivery of trusted and secure digital and data capabilities across government.
2. No other digital or data governance forums will be established without this Committee's approval.
3. Without limiting the scope of matters to be considered, the Committee will:
  - a. Drive enterprise-wide digital and data transformation to support the APS reform agenda, including advice on the strategic direction of whole of government digital and data priorities, strategies and policies.
  - b. Drive the adoption of common patterns, platforms, and services to promote the sharing and re-use of digital and data capabilities across government, consistent with the Australian Government Architecture policies and standards.
  - c. Drive improvements in strategic planning for digital and ICT investment including through the Integrated Digital Investment Plan and Digital Investment Overview, with advice to Ministers ahead each Budget.
  - d. Drive whole-of-government data priorities, including through improved data management, governance, handling and use.
  - e. Guide a structured approach to assurance activities of critical initiatives that are high risk or have dependencies associated with delivery and recommend interventions to Government where programs and projects are not delivering.
  - f. Support the development of the Data and Digital Profession and initiatives to develop digital and data talent across the Australian Public Service.
4. The Committee will support the Digital Transformation Agency, Department of Finance and the National Data Commissioner to fulfil their whole-of-government digital and data leadership roles.
5. The Committee will be co-chaired with agreement being sought prior to the meeting as to which chair will lead proceedings.

### Membership

6. The Committee will comprise:
  - a. The Secretary of the Department of Finance (co-chair)
  - b. The Secretary of the Department of Social Services (co-chair)
  - c. The Secretary of the Attorney-General's Department
  - d. The Secretary of the Department of Defence
  - e. The Secretary of the Department of Home Affairs
  - f. The Secretary of the Department of Industry, Science and Resources
  - g. The Secretary of the Department of the Prime Minister and Cabinet
  - h. The Australian Public Service Commissioner
  - i. The Commissioner of Taxation
  - j. The Australian Statistician, Australian Bureau of Statistics
  - k. The Chief Executive Officer of Services Australia
  - l. The Chief Executive Officer of the Digital Transformation Agency
  - m. The Director-General of the Australian Signals Directorate

#### **Attendance**

7. It is expected that Members will be available for committee meetings. All members are full members although a quorum will consist of 4 secretaries, inclusive of representatives formally acting in their member's position.
8. At least one co-chair must be available for the meeting to proceed.
9. If a member is unable to attend, they may seek approval (via the Secretariat) from the responsible chair to send a proxy delegate in an observer capacity.

#### **Meeting frequency**

10. The Committee is expected to meet bi-monthly (approximately every 8 weeks) with a minimum of 5 meetings per calendar year.
11. The Committee may consider matters out-of-session, as appropriate.
12. Members are encouraged to bring forward agenda items for consideration at a future meeting.

#### **Committee performance and transparency**

13. The Committee will report to the Secretaries Board on a 6-monthly basis with an assessment of performance against agreed performance measures and provide advice on significant issues, trends and opportunities.

14. The Committee will publish a communique after each meeting to provide advice on key strategic decisions made.

### **Secretariat**

15. Secretariat services for the SDDC will be provided by the Digital Transformation Agency.
16. Agenda papers will be provided to Members at least 5 working days before each meeting. Agencies will provide papers to the Secretariat a minimum of 15 working days prior to the meeting date.
17. Late agenda papers will be reported in performance assessments and may be highlighted in meetings at the discretion of the co-chairs.
18. Draft minutes of meetings will be provided to Members for review within 5 working days after each meeting.

### **Subordinate Committees**

19. The Committee will be supported by a Digital Leadership Committee which will provide executive oversight of whole of government digital outcomes, and the Deputy Secretaries' Data Group which provides oversight of whole-of-government data outcomes.
20. These two Subordinate Committees will report to the Committee on performance against agreed performance measures, and provide advice on significant issues, trends and opportunities annually.

**Date:** 29 June 2023