

# Data and Digital Committee

## Terms of Reference

<p><b>Purpose</b></p>	<p>A standing subcommittee of the Secretaries Board, the Data and Digital Committee is to:</p> <ul style="list-style-type: none"> <li>• oversee whole of government digital initiatives (including the TSSR 'digital enhancement' recommendations)</li> <li>• monitor progress and the delivery of significant government digital priorities (including <i>Our Digital Future</i>)</li> <li>• lead engagement and collaboration across government agencies to promote a user-focused, and 'one government' approach to the design and delivery of digital services</li> <li>• facilitate the establishment of effective data governance and data sharing capabilities across government.</li> </ul>
<p><b>Chair and Members</b></p>	<p>The Committee will be chaired by the Deputy Secretary, Government Services, Department of Premier and Cabinet (DPAC).</p> <p>The Committee membership comprises the Tasmanian Government Chief Information Officer, and Data and/or Digital leads from the departments of/for:</p> <ul style="list-style-type: none"> <li>• Premier and Cabinet</li> <li>• Treasury</li> <li>• Education, Children and Young People</li> <li>• Health</li> <li>• Justice</li> <li>• Police, Fire and Emergency Management</li> <li>• Natural Resources and Environment</li> <li>• State Growth</li> </ul> <p>The Committee may also co-opt additional specialist representatives aligned with Government priorities, at the invitation of the Chair.</p>
<p><b>Responsibilities</b></p>	<p>The responsibilities of the Data and Digital Committee are to:</p> <ul style="list-style-type: none"> <li>• Submit an annual work program to the Secretaries Board for approval;</li> <li>• Oversee the Board-approved work program, only including additional items with the approval of the Secretaries Board (or its Chair);</li> <li>• Develop strategies to address TSS-wide issues and make recommendations to the Secretaries Board;</li> <li>• Provide advice to the Secretaries Board and relevant committees on emerging data and digital issues;</li> <li>• Work collaboratively with the other subcommittees to ensure consistent advice and approach.</li> </ul>

	<p>The Data and Digital Committee's role may vary with respect to individual initiatives/ projects, or in response to specific direction from the Secretaries Board, to include:</p> <ul style="list-style-type: none"> <li>• Sponsorship/ advocacy</li> <li>• Advice</li> <li>• Leadership</li> <li>• Collaboration</li> </ul>
<b>Reporting</b>	<p>The Data and Digital Committee will:</p> <ul style="list-style-type: none"> <li>• submit an annual work program to the Secretaries Board for approval;</li> <li>• provide monthly reports to the Secretaries Board; and</li> <li>• provide verbal updates to the Secretaries Board on request.</li> </ul> <p><i>(Verbal updates may be provided by a subject matter expert who is not a member of the Data and Digital Subcommittee, by nomination of the Data and Digital Subcommittee Chair, and by agreement of the Chair of the Secretaries Board)</i></p> <p>The Secretaries Board notes that due to key person dependencies, the occurrence of cyber incidents may impact priorities and delivery dates of the DDC workplan.</p>
<b>Meetings</b>	<p>Meetings will be scheduled monthly, or as advised by the Chair.</p> <p>The Secretariat will be provided by the Digital Strategy and Services (DSS) division, DPAC.</p> <p>The Secretariat will prepare the agenda for approval by the Chair. Committee members may request to have additional items added to the meeting agenda to the Chair via the Secretariat.</p>
<b>Conflict of Interest</b>	<p>Members must disclose, and take reasonable steps to avoid, any conflict of interest connected with their role on the Committee.</p>
<b>Attendance and Absences</b>	<p>The Chair may nominate another Committee member to preside at any meeting where the chairperson is unable to be present or has a conflict of interest in the matter being discussed.</p> <p>Unless formal acting arrangements are in place, proxies must be approved by the Chair prior to attending a meeting to represent their agency.</p> <p>Committee members can seek approval from the Chair to bring a colleague or colleagues with relevant subject matter expertise to participate in discussion of a specific agenda item.</p>
<b>Working/ Reference Groups</b>	<p>The Data and Digital Committee may create and oversee temporary/ ongoing working or reference groups to support its work program.</p>
<b>Review</b>	<p>The Committee may propose changes to its Terms of Reference for approval by the Secretaries Board, at any time.</p>