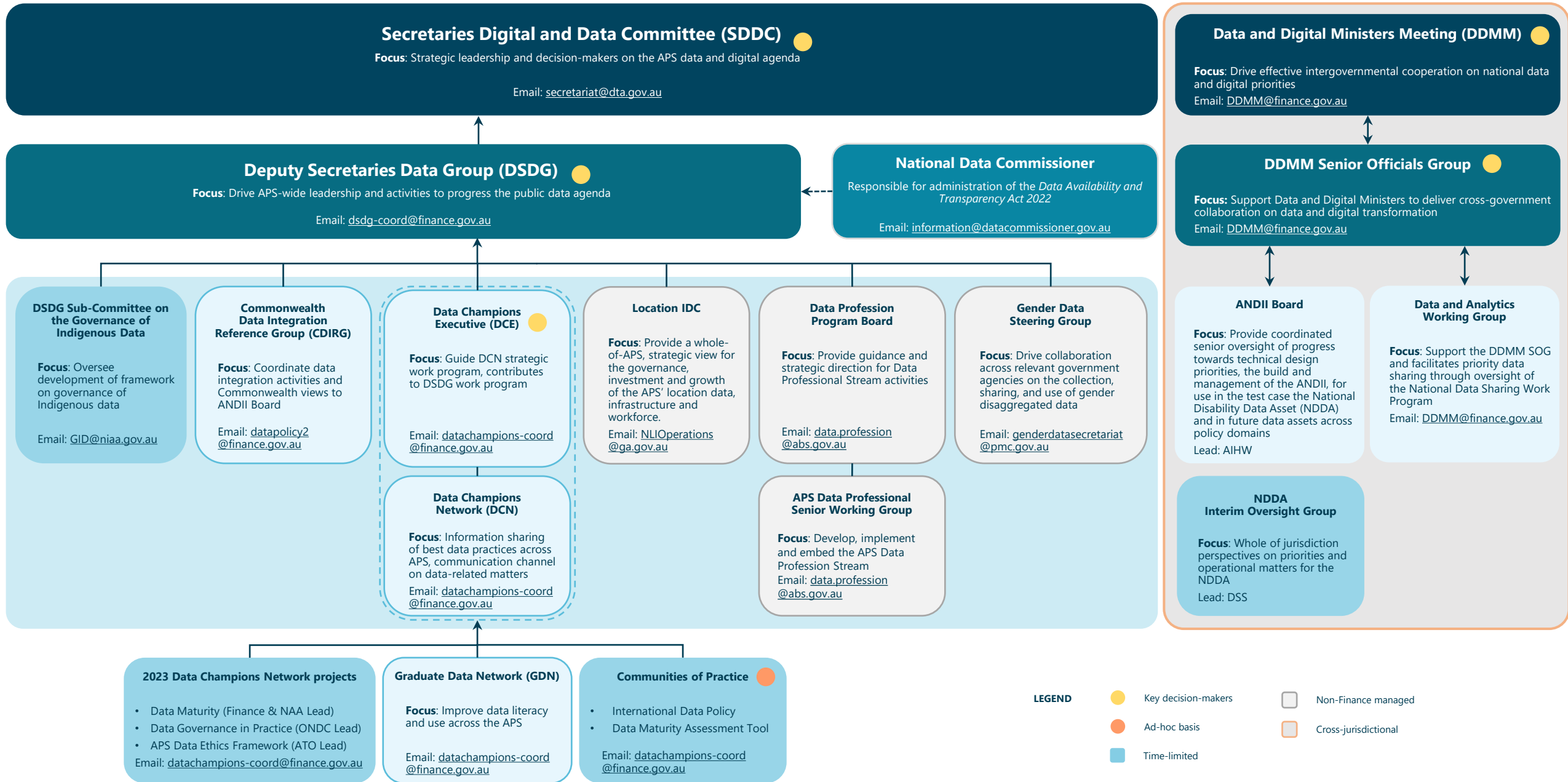


Commonwealth Data Governance Groups





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 ahead of consideration by Cabinet.
 - 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 report to the Secretaries Board on a bi-annual basis (or as otherwise determined) to provide advice on significant issues, trends and opportunities.

6. The Committee will publish a communique after each meeting to provide advice on key strategic decisions made.
7. The Committee will be co-chaired with agreement being sought prior to the meeting as to which chair will lead proceedings.

Membership

8. The Committee will comprise:
 1. The Secretary of the Department of Finance (co-chair)
 2. The Secretary of the Department of Social Services (co-chair)
 3. The Secretary of the Attorney-General's Department
 4. The Secretary for Public Sector Reform
 5. The Secretary of the Department of Defence
 6. The Secretary of the Department of Home Affairs
 7. The Secretary of the Department of Industry, Science and Resources
 8. The Secretary of the Department of the Prime Minister and Cabinet
 9. The Commissioner of Taxation
 10. The Australian Statistician, Australian Bureau of Statistics
 11. The Chief Executive Officer of Services Australia
 12. The Chief Executive Officer of the Digital Transformation Agency
 13. The Director-General of the Australian Signals Directorate

Attendance

9. 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.
10. If the chair presiding over the proceedings is unavailable, the alternative co-chair will lead proceedings.
11. 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

12. The Committee is expected to meet bi-monthly (approximately every 8 weeks) with a minimum of 5 meetings per calendar year.
13. The Committee may consider matters out-of-session, as appropriate.

14. Members are encouraged to bring forward agenda items for consideration at a future meeting.

Committee performance

15. The Committee will assess its performance every 6 months against agreed performance measures.

Secretariat

16. Secretariat services for the SDDC will be provided by the Digital Transformation Agency.
17. 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.
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 that 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.

Date: 19 October 2022



Terms of Reference

Attachment D

Purpose

Data is a valuable economic and social asset. Better management and use of data can improve citizen-centric service delivery, improve policy outcomes, increase public sector efficiency and support private and research sector innovation.

Leadership across the Australian Public Service (APS) is essential to support these outcomes including through coordinating cross-agency action and responding to systemic challenges.

Responsibilities

The Deputy Secretaries Data Group (DSDG) is responsible for shaping and driving collaboration on a whole-of-government data agenda and supporting data and relevant digital initiatives under the APS Reform Plan.

DSDG will escalate matters to and undertake taskings from the Secretaries' Digital and Data Committee (SDDC).

The DSDG is focused on:

- supporting the safe, ethical and responsible management and use of data by Australian Government agencies and a whole of government approach to progressing strategic public data opportunities
- providing guidance and leadership for implementation of the Data and Digital Government Strategy across the APS, in particular:
 - meeting the Government's data-related commitments and expectations
 - identifying ways to lift data capability across the APS workforce
 - keeping people and business at the centre of the APS's data transformation
- embedding a culture of data sharing by default within the Commonwealth and between the Commonwealth and jurisdictions
- advising on and building partnerships outside of the Australian Government to support data policy objectives, including:
 - improving access to and the openness, utility and re-usability of non-sensitive government data
 - working with non-government stakeholders to address common data challenges
- providing governance and oversight of commissioned data bodies.

Meetings

Meetings will be held four times a year, with additional meetings convened as necessary, and chaired by the Department of Finance.

The Secretariat can be contacted via dsdg-coord@finance.gov.au.

Sub-committees and working groups

The DSDG may form sub-committees or working groups to progress specific initiatives, with SDDC endorsement sought at the DSDG's discretion.



The following sub-committees support the DSDG, with individual groups able to seek the DSDG's advice and endorsement at the sub-committee's discretion:

- Data Champions Executive and Data Champions Network
- DSDG Sub-committee for the Governance of Indigenous Data
- Commonwealth Data Integration Reference Group
- Data Profession Program Board
- Gender Data Steering Group
- Location Interdepartmental Committee

Reporting and Review

The DSDG will submit annual reports to the SDDC in the first quarter of each calendar year reporting on performance during the previous calendar year.

The Terms of Reference and Secretariat support will be reviewed at the end of each calendar year.

Membership

Agency representatives will be added to the DSDG as necessary.

The group is comprised of:

- Attorney-General's Department
- Australian Bureau of Statistics
- Australian Institute of Health and Welfare
- Australian Public Service Commission
- Australian Taxation Office
- Commonwealth Scientific and Industrial Research Organisation
- Department of Agriculture, Fisheries and Forestry
- Department of Climate Change, Energy, the Environment and Water
- Department of Defence
- Department of Education
- Department of Employment and Workplace Relations
- Department of Finance
- Department of Health and Aged Care
- Department of Home Affairs
- Department of Industry, Science and Resources
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts
- Department of Social Services
- Department of the Prime Minister and Cabinet
- Department of the Treasury
- Digital Transformation Agency
- Geoscience Australia
- National Archives of Australia
- National Indigenous Australians Agency
- Office of the Australian Information Commissioner
- Office of the National Data Commissioner
- Services Australia



TERMS OF REFERENCE

Attachment E

Context

Public sector data is a valuable national asset which is essential to realising economic and social outcomes. Better collection, management and use of data leads to smarter citizen-centric service delivery, improved policy outcomes, increased public sector efficiency and can support private sector innovation. Leadership across the Australian Public Service (APS) and within each agency is required to access these benefits whilst building trust, keeping data safe and ensuring privacy is respected.

Purpose

The Data Champions consist of two groups:

- **Data Champions Executive (DCE)**: Chief Data Officers or equivalent from invited policy and service delivery agencies, as a strategic decision-making group providing stewardship for data strategy matters at a whole of APS level.
- **Data Champions Network (DCN)**: Senior leaders within their APS organisation, acknowledged as the key internal contact point for the APS-wide data agenda. The forum will share information, showcasing best data practices across the APS, and provide a communication channel for data related matters. Views and feedback on matters of strategic importance will also be sought from this group as input into DCE decisions.

Responsibilities

The role of the DCE is to:

- Contribute to the design and implementation of the APS-wide strategic data agenda, such as:
 - embedding the Data and Digital Government Strategy across the APS
 - supporting data capability and literacy uplift of the APS through the Data Profession
 - supporting the safe and responsible use of emerging technologies in the APS, including artificial intelligence
 - delivering projects agreed by the Deputy Secretaries Data Group (DSDG).
- Identify and prosecute opportunities to collaborate across the APS on common data management and use issues
- Deliver strategic advice and messaging to the broader DCN.

All members of the DCN are expected to:

- promote use, sharing and re-use of public data within their organisations, across the APS and with others outside the APS
- promote and implement innovative data related initiatives, in line with identified strategic priorities, within the organisation and the APS
- provide input to the DCE regarding potential opportunities to collaborate across the APS on common data collection, management and use issues, as well as opportunities to improve data workforce capabilities and data literacy across the APS.



The DCN will provide input to and be given visibility of decisions made by the DSDG and DCE.

Membership

The DCE is made up of Chief Data Officers or equivalent, from:

- Australian Taxation Office (Chair)
- Australian Bureau of Statistics
- Australian Institute of Health and Welfare
- Department of Agriculture, Fisheries and Forestry
- Department of Education
- Department of Employment and Workplace Relations
- Department of Finance
- Department of Defence
- Department of Industry, Science and Resources
- Department of Health and Aged Care
- Department of Home Affairs
- Department of Social Services
- Digital Transformation Agency
- National Archives of Australia
- Office of the National Data Commissioner
- Services Australia

The DCN is open to all Chief Data Officers from the APS or equivalent officials responsible for data management/governance in their agency.

Governance

The current chair is Marek Rucinski, Australian Taxation Office.

The DCE will meet every six weeks, with additional meetings or working groups convened as necessary.

A DCN forum will be held four times a year, with additional communications shared as necessary.

Review

The terms of reference will be reviewed annually.

Secretariat and contact details

Secretariat for the Data Champions Executive and Network is provided by the Data Policy and Assurance Branch in the Department of Finance.

The Secretariat can be contacted on datachampions-coord@finance.gov.au.