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Information Technology and Innovation Committee

Terms of Reference

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Acknowledgement

The Department of Justice recognises and acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of Queensland and as the Traditional Custodians of Queensland's precious land and waters. We pay our respects to their Elders past, present and emerging.

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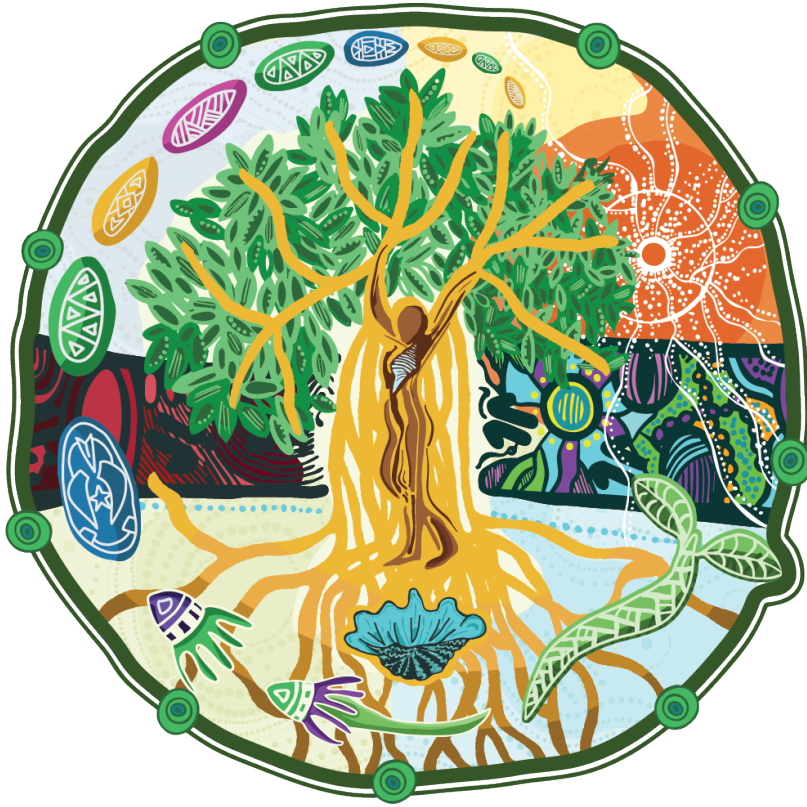
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Number	Version	Implementation date	Review date	Notes
1	V1.0	5 June 2024	5 June 2025	
2	V2.0	4 December 2024	4 December 2025	Updated membership

Security classification

This document is classified as OFFICIAL under the Queensland Government Information Security Classification Framework.

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Contents

1. Terms of Reference

1.1 This Terms of Reference (ToR) outlines the purpose, responsibilities, cadence, and operating guidelines of the Department of Justice (DoJ) Information Technology and Innovation Committee (ITIC).

1.2 This document has been approved by the Director-General through the Executive Leadership Team (ELT).

2. Purpose

2.1 The purpose of ITIC is to provide oversight and advice to the Executive Leadership Team (ELT) on the DoJ Information and Communication Technology (ICT) portfolio, strategy and initiative pipeline, and to ensure transparency of priorities and alignment of Information Technology strategic objectives with current activities and new investment.

2.2 ITIC does not replace or replicate delegated management responsibilities or the reporting lines within DoJ.

3. Responsibilities

3.1 The responsibilities of the ITIC include:

3.1.1 proposing any updates to the ICT Strategy to ensure it meets the future needs of DoJ and to proactively manage ICT portfolio risks and issues;

3.1.2 oversight of maturity development initiatives across the enterprise to ensure business capability exists for security, information and data management and portfolio management;

3.1.3 escalating recommendations and strategic issues for the consideration of ELT regarding capability, capacity, ongoing investment and new investment;

3.1.4 oversight of existing ICT project delivery;

3.1.5 oversight of DoJ's corporate information management (IM) as well as supporting ICT strategies focused on business alignment, investment, performance and risk management;

3.1.6 oversight of ISIP2, ensuring that there is a forum for portfolio progress, assurance reporting, dependencies, scheduling and resourcing to be discussed and escalated accordingly;

3.1.7 establishing and monitoring the performance of appropriate sub-committees to provide effective policy and architectural guardrails that guide and manage digital decision-making, and

3.1.8 conducting itself in a manner that gives proper consideration to and is compatible with human rights obligations under the *Human Rights Act 2019*.

4. Principles

4.1 The agreed principles for attending ITIC members:

4.1.1 valuing and upholding respect, integrity, and confidentiality;

4.1.2 recognising members represent the whole of the department;

4.1.3 listening to understand and being solution-oriented;

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4.1.4   being frank and fearless, respectfully, and constructively challenge areas of focus; and

4.1.5   being courageously open to new ideas and offering different perspectives.

5.   Membership

5.1   Membership is as follows:

5.1.1   Standing Members (expected to participate)

- Deputy Director-General, Courts and Tribunals (Chair)
- Chief Information Officer, Corporate Services (Deputy Chair)
- Assistant Director-General, Corporate Services
- A Senior Executive Service (SES) Officer from the following areas (unless an alternative position is approved by the Chair)
    - Courts and Tribunals
    - Harm Prevention and Regulation
    - Community Justice Services
    - Justice Policy and Reform
    - Crown Law
    - Portfolio Governance and Executive Services
    - Office of the Director of Public Prosecutions
    - Office of the Director of Child Protection Litigation
    - Office of the Public Guardian
    - Office of the Director of Forensic Science Queensland
    - Queensland State Archives
    - Legal Services Commission

5.1.2   Observers (invited to observe)

- Chief Finance Officer, Corporate Services
- Executive Director, Strategy and Governance
- Director, Engagement and Partnering
- Director, Strategy and Transformation
- Director, Technology Services
- Internal Audit Representative
- General Manager, Queensland Shared Services

5.2   The head of each division and Statutory Authority should nominate an officer with the required seniority to effectively represent them or may choose to nominate themselves. Any change in member nominations is to be approved by the Chair.

5.3   The Deputy Chair will oversee the secretariat support function and assist the chair to carry out their role.

5.4   A person acting in any of the above positions is a member of the ITIC for the term of the acting arrangement.

5.5   If the Chair is temporarily unable to perform their duties, the Chair will ensure their replacement with another ELT member.

5.6   Proposals to use proxies on behalf of Standing Members and Observers requires approval by the Chair.

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6.   Secretariat

6.1   Secretariat support is provided by Information Technology Services, Corporate Services.

6.2   The secretariat is responsible for the:

6.2.1   preparation, circulation and maintenance of a forward agenda plan as approved by the Chair;

6.2.2   distribution of meeting agendas and supporting papers at least five business days before meetings;

6.2.3   recording and finalisation of meeting minutes;

6.2.4   recording and tracking of actions raised within the agreed timeframes;

6.2.5   coordination of the out-of-session process;

6.2.6   appropriate recordkeeping of ITIC documentation;

6.2.7   review all Committee submissions before the meeting to confirm proposals are appropriate for ITIC consideration, provides necessary commentary and are in an appropriate format for review and/ or decision making; and

6.2.8   as a form of induction, provide to new members and proxies before their first meeting, the ITIC ToR, DoJ governance committee structure, minutes of the last three meetings and any other documents determined relevant by the Chair to help members understand their obligations.

7.   Meetings

7.1   The ITIC will meet monthly or as required by the Chair.

7.2   Attendance at meetings will be in person or via Microsoft Teams or via Microsoft Teams and conducted on a formal basis with minutes recorded.

7.3   A quorum consists of the Chair and majority of Standing Members. Where a quorum cannot be reached, the item will be escalated to ELT for a decision.

7.4   Proposals for any other individual to attend meetings requires approval by the Chair.

8.   Out-of-session process

8.1   The Chair can authorise circulation and endorsement of meeting papers out-of-session.

8.2   The out-of-session process should be used where the urgency of an item requires it to be finalised ahead of the next scheduled meeting, or where the item does not require extensive discussion.

8.3   The secretariat will coordinate endorsement of out-of-session packages by ITIC members and seek Chair approval and/or noting once all members have endorsed.

8.4   The secretariat will circulate the outcome of the out-of-session item to ITIC, or in the event that full endorsement is not reached, the item will be discussed at the next ITIC meeting.

9.   Minutes

9.1   The minutes of the meeting must be forwarded to members within one week following the meeting.

9.2   The minutes must record the following:

9.2.1   date and location of meeting;

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9.2.2   attendees and apologies;

9.2.3   agenda items discussed and decisions taken (including rationale for decisions);

9.2.4   action items (including status, responsibility and timeframe); and

9.2.5   a summary of documents distributed and any decisions made out-of-session.

9.3   Minutes of the preceding meeting must be confirmed at each meeting.

10. Sub-committees

10.1 The ITIC may create sub-committees at any time to perform specific tasks or responsibilities.

10.2 The Chair of any sub-committee will be a member of the ITIC.

10.3 Terms of reference, membership, reporting arrangements and timeframes must be specified at the time of establishment.

11. Reporting

11.1 The ITIC will report to the ELT through the Chair as required.

12. Annual review

12.1 The ITIC ToR will be reviewed each year by Strategy and Governance Branch in consultation with the chair, deputy chair and secretariat:

1.1.1   to ensure the ToR reflect the purpose and function of the ITIC;

1.1.2   to determine the extent to which the ITIC has discharged its purpose and function;

1.1.3   give consideration for the rotation of the Chair; and

1.1.4   to develop recommendations for improvements, where appropriate.

12.2 The outcome of the annual review will be provided to the ELT.

12.3 Amendments to the ToR require approval by the ELT.

13. Definitions

ICT Portfolio	The total investment in ICT, including current business functions and any change initiatives.
Information and Communication Technology (ICT)	ICT is an umbrella term that includes any communication device or application encompassing radio, television, cellular phones, computer and network hardware and software, satellite systems, as well as the various services and applications associated with them, such as video-conferencing and distance learning.
Information Management (IM)	Information management is the means by which an organisation plans, collects, organises, governs, secures, uses, controls, disseminates, exchanges, maintains and disposes of its information; as well as any means through which the organisation ensures that the value of that information is identified and exploited to its fullest extent. It includes, but it not limited to, information asset use and access management, recordkeeping, knowledge management, data management and information security.

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