INFORMATION TECHNOLOGY AND INNOVATION COMMITTEE

(ITIC)

Terms of Reference

Queensland Government

DOCUMENT INFORMATION

This is a document controlled by the Chair of the Information and Technology & Innovation Committee and endorsed by Board of Management.

VERSION HISTORY

The following outlines the high-level changes that have been made to each version of this document and who made them:

Version	Notes	Changed by	Date
0.1	Initial Draft	Allen Harvey	11-Mar-2016
0.2	Revision following initial meeting 17/10/2016	Allen Harvey	25-Oct-2016
1.0	Approved by Director-General	Allen Harvey	17-Jan-2017
1.1	Amendment to position title	Marissa Gutierrez	30-Oct-2017
1.2	Removal of ADGYJ membership and include CQCS to nominate representative to the ToR	Marissa Gutierrez	15-Feb-2018
4	Adjustment to ICT Governance structure names Corporate template branding Removal of QCS standing member Minor updates following review with Corporate Governance Alignment of version to EDOCS version Inclusion of decision escalation process	Pete Griffiths	30-Jan-2020
5	Changes reviewed and agreed by ITIC on 21 January 2021	ITS PMO	21-Jan-2021
6	Changes reviewed and agreed by ITIC on 24 November 2021	ITS PMO	24-Nov-2021

Approval

Endorsed	David Mackie **Director-General**	
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1. Background

1.1. The Board of Management (BOM) of the Department of Justice and Attorney-General has established the Information Technology & Innovation Committee (ITIC) (the Committee) as part of its governance framework.

1.2. This document establishes the authority and responsibility of ITIC so that it may function effectively to support the department's decision-making processes.

1.3. The Committee will report to the BOM at least quarterly or as required at the direction of BOM or the Chair.

2. Purpose of the Committee

2.1. The Committee is established to monitor the DJAG ICT investment portfolio and innovation pipeline, within a corporate ICT strategy approach. The Committee provides linkages to corporate governance, ensuring corporate ICT provides effective business-centric solutions.

2.2. The Committee does not replace or replicate established management responsibility and delegations or the responsibilities of other executive management groups within the department.

3. Committee role and responsibilities

3.1. The **role** of the Committee is to provide strategic leadership for IT through the alignment of IT strategic objectives and activities with enterprise strategic objectives and processes.

3.2. The Committee will oversee the Department's corporate information management (IM) and supporting information and communication technology (ICT) strategies focused on the business alignment and investment, and performance and risk management.

3.3. The Committee's **responsibilities** include, but not limited to, the following corporate ICT activities:

    3.3.1. contribute to and approve strategic and operational plans for IM and ICT resources which align with departmental priorities

    3.3.2. consider strategic IM initiatives aimed at delivering effective services for clients and government

    3.3.3. review and approve IM and ICT investments which align to strategic and operational priorities

    3.3.4. oversee the management of strategic IM and ICT related risks

    3.3.5. review the department's IM and ICT policies and practices to ensure that they continue to remain effective

    3.3.6. determine and monitor program and/or project management governance structures aimed at improving investment decisions and increasing program and project success

    3.3.7. establish appropriate sub-committees, subject to appropriate governance arrangements, to advise the Committee on ICT-related business and technological matters

    3.3.8. consider recommendations of program and/or project management governance bodies including sub-committees which report to the ITIC

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3.3.9.   direct the undertaking of analysis or research on specific IM and/or ICT maters, as and when required

3.3.10. review the Department's IM and ICT workforce capability and recommend strategies for development if required to ensure departmental priorities can be delivered.

4. Membership

4.1.   Membership of the Committee is comprised as follows:

Standing members

4.1.1.   Deputy Director-General, Justice Services

4.1.2.   Assistant Director-General, Corporate Services

4.1.3.   Assistant Director-General, Strategic Policy and Legal Services

4.1.4.   Deputy Director-General, Liquor, Gaming and Fair Trading

4.1.5.   Director of Public Prosecutions

4.1.6.   a representative nominated by the Judicial IT Users Group

4.1.7.   Executive Director, Office for Women and Domestic and Family Violence Prevention

Observers

4.1.8.   Executive Director, Information Technology Services

4.1.9.   Executive Director, Financial Services Branch

4.2.   A person acting in a position which holds Committee membership as a Member or Observer is considered to be a member of the Committee for the term of the acting arrangement.

4.3.   Only the Board of Management may appoint Standing Members. The Committee may appoint Observers as it considers appropriate.

4.4.   The Chair and Deputy Chair are to be elected from within the Standing Members by the Standing Members for a term of 12 months.

4.5.   The Chair and Deputy Chair positions may continue in perpetuity if the Committee so determines.

4.6.   If the Chair is temporarily unable to perform assigned duties, the Deputy Chair will act as Chair.

5. Meetings

5.1.   **Frequency and quorum**

5.1.1.   The Committee will meet bi-monthly or as required by the Director-General, Board of Management or Chair of the Committee.

5.1.2.   Meetings will be conducted at a place determined by the Chair.

5.1.3.   A quorum consists of the Chair (or Acting Chair) and a majority of remaining Standing Members.

5.1.4.   Standing members must notify the Secretariat if they are unable to attend at least 48 hours prior to the meeting.

5.2. Nominations to use proxies to attend meetings on behalf of standing members and observers will need to be provided to the Secretariat at least 48 hours before the meeting. The Secretariat will provide a list of nominations to the Chair for agreement before the meeting.

5.3. **Agendas**

5.3.1. The Committee should determine its own agenda and annual work plan, ensuring appropriate consultation to include emerging issues and emphasis on the most significant business priorities.

5.3.2. Any sub-committees established by ITIC should present a summary report to ITIC on key actions or decisions made.

5.3.3. An agenda is to be prepared for meetings with relevant briefing papers attached and distributed to members 5 working days before meetings.

5.3.4. Agenda items may be considered out of session by electronic or other means. Such matters must be minuted at the next available meeting.

5.4. **Decision Making**

5.4.1. The Committee will make decisions on their recommendations by consensus. In the event consensus cannot be reached the Chair will refer the matter to BOM, who will provide direction or make a recommendation.

5.4.2. The decision of BOM will be final.

6. Summary minutes

6.1. Summary Minutes of the preceding meeting must be confirmed at each meeting, which includes review of outstanding action items.

6.2. The draft summary minutes of meetings must be distributed to all standing members and observers for review and feedback within one week of the Committee meeting.

6.3. The minutes must record the following:

6.3.1. Date and location of meeting

6.3.2. Attendees, apologies and absentees

6.3.3. Agenda items discussed

6.3.4. Summary of documents and decisions made out-of-session

6.3.5. Action items (including status, responsibility and timeframe)

6.3.6. Decisions made (including rationale for decisions).

6.4. Summary Minutes must be approved by the Chair.

6.5. Once the opportunity to provide feedback on the draft summary minutes has passed, the minutes of the meeting will be posted on the Department's intranet (ITIC) by the Secretariat.

7. Secretariat

7.1. Secretariat support will be provided by Information Technology Services (ITS).

7.2. The Secretariat will be responsible for the preparation and circulation of the meeting agenda and meeting papers and minuting Committee meetings, including out of session items.

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7.3. The Secretariat will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers and minutes) are saved in the Department's electronic document and recordkeeping management system (currently eDOCS) noting that not all members have access to eDOCS.

7.4. The Secretariat will follow up on actions items and maintain an up-to-date log for the Chair.

7.5. The Secretariat will 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.

8. Induction of new members

8.1. As a form of induction, it is the responsibility of the Secretariat to provide new standing members and invited members with a copy of the following documents before their first meeting:

8.1.1. ITIC Terms of Reference

8.1.2. The corporate governance framework (as detailed in the Annual Report)

8.1.3. The minutes of the last three meetings of the Committee

8.1.4. ITIC Meeting Schedule

8.1.5. Any other document determined relevant by the Chair or Secretariat.

9. Annual review

9.1. Each year the Secretariat will undertake a self-assessment (on behalf of the Chair) of the operation and functioning of the Committee, focusing on the achievements of the committee and the extent to which the Committee has discharged its roles and responsibilities against these terms of reference.

9.2. In preparing the report, the Secretariat will consult the Chair. The final draft to be tabled at a committee meeting with a view to making recommendations for improvements to the functioning of the Committee.

9.3. All amendments to the Terms of Reference will be approved by the Board of Management.

10. Definitions

10.1. **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.

10.2. **Information management** - 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.

10.3. **Observer** - A specific position or subject matter expert (SME) approved by the Committee and invited to attend meetings and provide expertise advice when requested.

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10.4. **Bi-monthly** – for the purposes of all reporting is as at the end of January, March, May, July, September and November each year.

10.5. **Standing member** - A specific position appointed by the Board of Management to the Committee and required to participate in each meeting.

10.6. **Corporate ICT** – Corporate ICT relates to the underlying ICT platform, technologies, software, strategies, frameworks, policies & procedures that govern ITC operation within the department. It does not encapsulate the line-of-business applications and related services. It is acknowledged that there is a symbiotic relationship between corporate and line-of-business activities in most instances.

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11.   ICT governance structure

Department of Justice and Attorney-General
ICT GOVERNANCE ARRANGEMENTS

Executive Layer

MINISTER

Director-General

Board of Management

Governance Layer

Audit & Risk Mgt Committee

Information Technology & Innovation Committee (ITIC)

Finance Committee

Formal reporting line
Informal reporting line

Enterprise Architecture, Strategy & Policy Committee (EASPC)

ICT Operational Excellence Committee (IOEC)

Operational Layer

Program Management Office (PMO)

Program/Project Boards

Working Groups

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