



## TERMS OF REFERENCE

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### Purpose

The purpose of the Ministerial Council is to establish proposals for better cross-government collaboration on data and digital transformation to drive smarter service delivery and improved policy outcomes.

### Responsibilities

The Ministerial Council is responsible for overseeing the development of Australia's digital capability. This can be achieved by identifying best practice across jurisdictions and pursuing areas for collaboration to achieve its purpose.

To improve the use of public sector data and develop better digital services for people and businesses, the Ministerial Council will consider and promote initiatives that aim to:

- Ensure the security of Australia's data
- Reform national data sharing arrangements
- Prioritise and agree data and digital initiatives that offer national or cross-jurisdictional benefits
- Ensure equitable access to the benefits of digital transformation for all Australians including consideration of addressing the digital divide
- Ensure digital initiatives have appropriate privacy and security safeguards
- Build a social licence by developing joint approaches to inform the public and build public trust in government based digital services.

### Meetings

Meetings will be held twice a year, with additional meetings convened as necessary. Meetings will be chaired by the Commonwealth Minister, the Hon Michael Keenan MP, Minister for Human Services and Digital Transformation. Decisions will be made on a consensus basis.

### Working Groups

The Ministerial Council will be supported by a senior officials group which will have an agreed work plan and report to the Ministerial Council. In addition, the Deputy Senior Officials Working Group on Data Collaboration, and the Commonwealth-State CIO forum will support the delivery of projects agreed by Ministers.

### Secretariat

The Ministerial Council is supported by a secretariat located in the Department of the Prime Minister and Cabinet. The secretariat can be contacted via [dsdg-coord@pmc.gov.au](mailto:dsdg-coord@pmc.gov.au).

### Membership

The Commonwealth Minister for Human Services and Digital Transformation, and one ministerial representative from each jurisdiction with responsibility for data and/or digital matters.