Queensland Government Enterprise Architecture

QGEA exception guideline

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# Purpose

This document provides guidance for agencies seeking a time-based exception to policy requirements and mandated requirements within the [Queensland Government Enterprise Architecture](https://www.forgov.qld.gov.au/information-and-communication-technology) (QGEA).

# QGEA exceptions process

Agencies may apply for exceptions against the mandatory principles and policy requirements of QGEA policies and principles.

To gain an exception, an agency must provide evidence that a risk assessment has been conducted and a business case prepared relating to any policy requirement or mandatory principle they believe cannot or will not be met and provide evidence of a planned approach to achieving compliance. The business case does not need to be submitted unless requested.

The [application for an exception](https://www.forgov.qld.gov.au/information-and-communication-technology/queensland-government-enterprise-architecture-qgea/qgea-alignment-and-exceptions) to the QGEA requires the agency to provide:

* evidence of the consequence and likelihood of impact both to the department and whole-of-government directions from non-compliance
* details of any remedial action proposed to address inconsistencies with the department and whole-of-government directions arising from the exception being approved, and assurance that a business case has been endorsed by the department CIO or relevant executive outlining the benefits derived from granting the exception
* nominate a timeframe in which the department expects to become compliant
* authorisation from the agency CIO or relevant executive for the QGEA exception application acknowledging that the agency has a planned approach to achieve compliance in the timeframe requested.

# QGEA exception process outline

* 1. Conduct the agency risk assessment and identify the agency requirement for an exception to a QGEA mandated requirement and prepare an appropriate business case for the agency CIO or relevant executive.
	2. Contact the QGEA policy team to advise that an exception application is being prepared. Seek any clarification on the evidence required to progress the application.
	3. Complete an [application for an exception](https://www.forgov.qld.gov.au/information-and-communication-technology/queensland-government-enterprise-architecture-qgea/qgea-alignment-and-exceptions) and forward to qgea@qld.gov.au.
	4. The QGEA policy team will seek advice from the policy sponsor and provide advice from a whole-of-government perspective.
	5. The QGEA policy team will seek approval from the Queensland Government Chief Customer and Digital Officer.
	6. Advice of exception recommendation is registered and dated as at the date of original application. The applicant will be advised, and the exception details published on the ForGov QGEA exceptions web page.
	7. Once granted, exceptions may be subject to conditions.
	8. Matters relating to exceptions that are not able to be resolved or deemed contentious may be referred to the Digital Economy Leaders Sub-Group for further advice.
1. 
2. Figure 1 - QGEA exception process