Information Management and Technology Special Purpose Committee Terms of Reference

Section 1 - Establishment

Background

(1) The University Council (Council) has established the Information Management and Technology Special Purpose Committee for a period of two years under a pilot initiative to report to Council through the Audit and Risk Committee on the oversight of information management and information technology specific matters. These Terms of Reference set out the Committee's purpose, membership, and functions and responsibilities.

(2) The Information Management and Technology Special Purpose Committee (Committee) will follow the procedures as set out in the Council and Council Committees Procedure.

Purpose

(3) The purpose of the Committee is to assist Council through the Audit and Risk Committee by reviewing, monitoring, and providing advice and recommendations on information management and information technology priorities and projects across the University.

Authority

(4) This Committee has no delegation or authorisations for matters identified in the Delegations of Authority Register. All responsibilities are identified in Section 3 of these Terms of Reference.

Section 2 - Membership

(5) The members of the Committee are:

a. the Chancellor;
b. the Vice-Chancellor;
c. the Chair of the Audit and Risk Committee;
d. the Chair of the Finance and Facilities Committee; and
e. up to three other members in total appointed by Council.

Term of office

(6) Members will hold a term of office commensurate with the establishment period of the Committee.

(7) Should Council determine to extend the establishment period of the Committee, appointed members will hold an initial term of two years.

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Appointment and Role of Chair

(8) The Chancellor is the Chair of the Committee. In the absence of the Chancellor, the Chair of the Audit and Risk Committee will act as the Chair.

Section 3 - Functions and Responsibilities

Committee responsibilities

(9) The Committee will assist Council through its Audit and Risk Committee with oversight of the strategy and implementation of information management and information technology solutions across the University. This will include:

a. review of the University's information technology and digital transformation strategy;
b. consideration and endorsement of business cases for major information technology and digital transformation projects, including delivery risks and assurance thresholds for each stage of the project;
c. governance oversight and monitoring of major information technology and digital transformation projects in progress to ensure these:
    i. evidence value for money, efficiency, meet key milestones, and align with the University's strategy; and
    ii. meet assurance thresholds for each completed stage prior to consideration by the Finance and Facilities Committee for approval in moving to the next stage (gate);
d. monitoring the identification and analysis of risks to the University's infrastructure and technology assets and the development of appropriate mitigation strategies to support operational resilience and effectiveness;
e. receiving and considering environmental scans of developments external to the University, (e.g., emerging technology solutions or threats, including cyber security), which may be applicable to the University environment in times of rapid change;
f. providing comment on the proposed annual budget for information technology which will be considered by the Finance and Facilities Committee; and
g. reporting to the Audit and Risk Committee on the activities of the Committee.

Advisory role and referral of matters

(10) The Committee will act as a special purpose advisory body to Council through the Audit and Risk Committee on the information management and information technology matters within the scope of its functions and responsibilities.

Section 4 - Meetings

(11) The Committee will meet at least twice per year.

(12) The Deputy Vice-Chancellor (People and Operations) and the Chief Information and Digital Officer will attend meetings of the Committee. Other persons may be invited to attend meetings as required.

(13) Refer to the Council and Council Committees Procedure for meeting requirements and protocols.

Section 5 - Variations

(14) Variations to this Terms of Reference must be approved by Council.

Section 6 - Definitions

(15) For the purpose of this document:

a. Committee – means the Information Management and Technology Special Purpose Committee.

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Responsible Officer	Sophie Buck Director, Governance Services
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