University ICT Governance Committee
Terms of Reference

Version: 1.4
Date: 5 July 2018

Document Control

Version	Date	Author	Amendment	Distribution
1.0	12/4/2016	Kus Pandey	Existing TOR updated to reflect change in Chair and related membership	UICT
1.1	21/11/2016	Kus Pandey	Inclusion of NAA requirements	UICT
1.2	4/7/2017	Kus Pandey	Inclusion of DVC (Global Engagement), update of references to Chief Operating Officer	UICT
1.3	21/8/2017	Kus Pandey	Section 5: inclusion of statement regarding default out of session endorsement of minutes	UICT
1.4	5/7/2018	Helen Duke	Update membership to reflect outcome of OVC commissioned review of governance, policy and delegations frameworks to incorporate changes resulting from inaugural Provost position. Changed membership to include delegate provision for Vice-Chancellor.	UICT

Document Approval

Supported by:

.... Date: ...6/7/18.

Karen Hill, Director, Information Technology Services

Approved by:

.... Date: ...10/7/18

Chris Grange, Chief Operating Officer

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1. Purpose

The University Information and Communications Technology Governance Committee (UICT) was established as a recommendation of the 2012 Administrative Review of the then Division of Information. It has been charged with the strategic oversight of the University's ICT framework for defining decision rights around IT priorities and resource allocation.

The UICT is responsible for the allocation of funding towards major ICT projects across the University. These projects fall into one of four primary categories: executive mandate, new capability, product lifecycle or statutory requirement.

The UICT provides strategic oversight throughout the project lifecycle. This will ensure that projects are on track, effectively communicated to stakeholders, risks are mitigated, issues are addressed, financials are reported, milestones are delivered, goals/objectives are achieved, and project outcomes are recorded and visible to the University community.

2. Role of the Committee

The Committee will:
- Monitor, advise and make recommendations to the ANU Executive on the:
  - Strategic direction and alignment of the University's ICT framework with the organisational goals;
  - ANU IT Strategic Plan, ensuring that it complies with University planning processes and is aligned with strategic objectives; and
  - ICT resources deployed across the University, ensuring the appropriate allocation and effective use of available resources.
- Provide linkages to the University's academic committees and subcommittees and/or working groups to inform their work, via accountable chairs with linked participation. These are:
  - DVC (Academic) via Academic Board, University Education Committee, ANU Online Steering Committee, and Teaching and Learning Advisory Committee;
  - DVC (Research) via University Research Committee, Research Management Systems and IT Support Sub-Committee; and
  - COO via Service Improvement Steering Committee;
- Have explicit linkage to the budget process, in the form of a rolling multi-year IT Portfolio of work across business IT programs and IT Infrastructure assets;
- Act as the University's information governance committee as per the statutory obligations to the National Archives of Australia, being responsible for all information matters ranging from compliance, strategy and infrastructure to metadata standards and privacy. That is, it will:
  - Establish and review the effectiveness of the University's information governance framework, and all information strategy, policy and architecture documents;
  - Define, assign and coordinate information-related roles and responsibilities;
  - Identify information risks and mitigate those risks including those associated with compliance, security, access, privacy, continuity, management and cost;
  - Advise on resource allocation to manage information assets over their life, including infrastructure planning and management, based on information costs and benefits;
  - Approve business cases for the procurement of business systems to ensure they meet information needs and standards;
  - Implement an information management workforce plan to ensure the recruitment and retention of appropriately skilled and specialised staff;
  - Coordinate an information review. The information review process can be used as both as a planning and reporting tool and can inform the committee whether information is being managed by the right people, in the right location, and for as long as it has value;

- Coordinate business system assessments to evaluate whether systems have the necessary functionality to manage business information needs and risks;
- Coordinate information governance reporting both internal and external to the University, for example Check-up Digital;
- Prioritise and coordinate information management initiatives. For example, address whole-of-government information management initiatives such as Digital Continuity 2020 or the Information Publication Scheme; and
- Identify new opportunities such as repurposing information and improving business processes for better information management and business outcomes.

3. Responsibilities and Expectations

Members should:
- Read any supporting documentation before the meeting.
- Engage in the discussion and make appropriate recommendations based on their skill and experience.
- Ensure all context is fully understood and seek additional clarification where necessary from the Chair.
- Act as project champions, to help communicate the purpose and projects of UICT projects to the ANU community.
- Be actively involved in reviewing the Information Technology Portfolio, to help identify any issues or risks that may arise during the implementation of its projects, and to suggest steps to mitigate risks based on their experience and a wider University perspective.
- Articulate the needs of the University community they represent.
- Balance risk against project schedule to pursue the best outcomes both for individual projects and the wider University.

4. Membership

The Committee shall be comprised of:

Ex officio
- Vice-Chancellor or delegate (Provost)
- Chief Operating Officer: Chair
- Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Global Engagement)
- Deputy Vice-Chancellor (Research)
- Chief Financial Officer
- Director (Information Technology Services)
- Director (Service Improvement Group)
- University Privacy Officer

Two year term membership
- One College Dean
- One College General Manager

5. Governance

The Chair shall convene the Committee meetings.

A minimum of five Committee members are required to reach a quorum for decision making.

The Committee agenda, with attached meeting papers, will be distributed by the Secretariat at least five (5) working days prior to the scheduled meeting.

The format of the minutes will be as per the UICT standard Minutes template. Full copies of the minutes, including attachments, will be provided by the Secretariat to all Committee members no later than ten (10) working days following each meeting. These minutes will be considered endorsed out of session unless comments are received within five (5) working days of their circulation to the Committee.

By agreement of the members, out-of-session decisions will be deemed acceptable if they are approved by a quorum, and these decisions will be recorded in the minutes of the next scheduled meeting.

The minutes of each meeting will be monitored and maintained by the Secretariat and stored within the ERMS system, and published on the ANU website. The minutes from this Committee will be a standing item on the UICT meeting agenda.

5.1 Frequency of Meetings

The Committee will meet five times per year, or as per 'out of session' arrangements nominated by the Chair. Please refer to Section 6 for proposed schedule.

Further information may be necessary if the Committee agrees to consider out-of-session decisions.

5.2 Proxies to Meetings

Members of the Committee are encouraged to nominate a proxy to attend a meeting if they are unable to attend. The Chair will accept written substitution at least one (1) working day prior to the scheduled meeting, and this proxy will be reflected in the discussion and meeting minutes.

6. Meeting Schedule

Reference	Date and Time*
Meeting 1/2018	Wednesday, 21 February 20189:30 - 11:00 am
Meeting 2/2018	Wednesday, 23 May 2018 9:30 - 11:00 am
Meeting 3/2018	Wednesday, 25 July 2018 9:30 - 11:00 am
Meeting 4/2018	Wednesday, 17 October 2018 9:30 - 11:00 am
Meeting 5/2018	Tuesday, 5 December 2018 9:30 - 11:00 am

* Dates presented may change, and are subject to membership availability.