

Replaces (please remove) Section 3.5.4.1 Issued 04/09

### 3.5.4.1 ICT BUSINESS ADVISORY COMMITTEE

#### 1. ROLE

The ICT Business Advisory Committee reports to the USQ ICT Strategy Committee and is a delegated body, representative of the USQ Community. It is responsible for focusing the business requirements of represented business areas, as these relate to the operational aspects and requirements of ICT systems and services not covered by their own User Reference Group or Committee.

#### 2. SCOPE

The function of the ICT Business Advisory Committee is to act as an advisory group for, including but not limited to:

- Data Networking and Internet Infrastructure
- Staff Email
- Utility Services (includes Telephony)
- Desktop Services
- Information Integrity and Security
- Student Computing Labs (General and Specialised)
- University Printing environment (excludes USQ Printery)
- New and emergent applications and technologies

#### 3. TERMS OF REFERENCE

The role of the committee is to:

- Provide a business oriented forum for the discussion and consideration of future USQ ICT architectures, technologies and infrastructure;
- Facilitate the investigation and assessment of ICT architectures, technologies and infrastructure as to the strategic fit, through the establishment of working parties tasked with undertaking designated activities. The committee will consider working party findings and make recommendation to the ICT Strategy Committee as appropriate;
- Committee members as representatives of their respective functional business areas are tasked with ensuring that wider stakeholder views are solicited, presented and considered;
- Act as an advisory group to the ICT Strategy Committee, targeting the uniform and coordinated introduction of new ICT technologies across USQ campuses;
- Act as a 'gating' mechanism for Faculty and business units specific ICT initiatives and projects to be proposed to the ICT Strategy Committee, ensuring their alignment with University business requirements, goals and priorities;
- Annually review the effectiveness of the committee and its alignment with the terms of reference.

#### 4. INFORMATION

- The ICT Business Advisory Committee is a purely advisory body and as such there are no delegations applicable.

#### 5. FREQUENCY OF MEETINGS

Bi-monthly

Membership of the ICT Business Advisory Committee will be ongoing, with faculty/department/stakeholder representation being nominated/amended accordingly by the respective managers.

Minutes of each meeting will be circulated to the committee and be available on USQIndex  
<https://intranet.usq.edu.au/Docs/Publications/Minutes/Forms/FrontView.aspx>

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**ICT BUSINESS ADVISORY COMMITTEE MEMBERSHIP**


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**CHIEF TECHNOLOGY OFFICER WHO SHALL BE EX OFFICIO  
CHAIR OF THE ICT BUSINESS ADVISORY COMMITTEE** Ex officio

Mr B Kissell

**PRO VICE-CHANCELLOR (STUDENT MANAGEMENT)**

Mr Carl Rallings

**NOMINEE OF PRO VICE-CHANCELLOR (LEARNING AND  
TEACHING)** Ex officio

Associate Professor P Albion

**NOMINEE OF CHIEF OPERATING OFFICER** Ex officio

Mrs S Thompson

**NOMINEE OF ASSOCIATE DEANS – ACADEMIC** Ex officio

TBA

**NOMINEE OF GROUP MANAGER, SUSTAINABLE BUSINESS  
MANAGEMENT & IMPROVEMENT** Ex officio

Mr T Te'o

**NOMINEE OF PRO VICE-CHANCELLOR (RESEARCH)** Ex officio

Dr A Kist

**NOMINEE OF EXECUTIVE DIRECTOR DIVISION OF  
ACADEMIC INFORMATION SERVICES** Ex officio

Ms S Milroy

**NOMINEES OF CHIEF TECHNOLOGY OFFICER** Ex officio

Mr S Sorley

Ms M Fryer

Associate Professor K McDougall

**NOMINEE OF SPRINGFIELD CAMPUS** Ex officio

Mr N Brown

**NOMINEE OF FRASER COAST CAMPUS** Ex officio

Dr J Sheild

**NOMINEE OF ACADEMIC BOARD** Ex officio

TBA

**COMMITTEE SERVICES OFFICER** Ex officio  
Mrs Vivienne Lauder – Extension 2040