



## Terms of Reference

### ICT Strategy Board

Trim Location	13/G/5-3
Responsible Officer	Deputy Vice Chancellor (Academic Services)/ Executive Director ICT Services
Approval Date	13 August 2013
Approval Authority	Deputy Vice Chancellor (Academic Services) & Chief Information Officer

## 1 Role

1. Strategic Responsibilities: University ICT Strategy; defines strategy and ensures strategic alignment;
2. Resource Scope: all ICT related spending; all ICT organisations and staff;
3. Value Delivery: ensure ICT contribution effectively achieves University strategy;
4. Risk Management: oversee all ICT related risks and the University's ICT-related risk exposure; and
5. Performance Measures: Industry benchmarks; ICT effectiveness.

## 2 Function

ICT Strategy Board shall:

1. develop, monitor and review principles, policies, procedures, guidelines, standards and strategies with respect to all issues concerning ICT and support at the University and make recommendations about these to the Vice-Chancellor as appropriate;
2. receive an annual analysis of all University spend on ICT and provide advice and make recommendations to the Vice-Chancellor regarding budget and subsequent policy implications for new ICT developments, infrastructure and major acquisitions;
3. consider and report on any matter referred to the Board by the Vice-Chancellor;
4. be responsible for corporate governance of ICT; oversee the implementation of the University's ICT Strategic Plan, and ensure alignment to other relevant University plans;
5. monitor risk associated with ICT across the University and provide appropriate advice;

6. recommend and monitor the performance of, and report and respond against related KPIs and compliance; and
7. delegate duties, set parameters and develop clear scopes for each subordinate ICT Committee and monitor their performance.

### **3 Authority**

The ICT Strategy Board is a Strategic Management Committee established to provide advice to the Deputy Vice-Chancellor (Academic Services) and Chief Information Officer.

### **4 Membership**

The members of the ICT Strategy Board consists of:

- Vice-Chancellor or nominee
- Chair: Deputy Vice-Chancellor (Academic Services)
- Senior Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Students & Communities)
- Deputy Vice-Chancellor (Research and Innovation)
- Dean or nominee (as nominated by the Deans)
- Chief Financial Officer
- Executive Director, Information and Communication Technology Services (ICTS)
- Executive Director, Human Resources
- Executive Director, Sustainable Business Management and Improvement
- External Representative (Nominee from Industry with ICT expertise)
- Secretarial services provided by the Office of the Chair

#### **4.1 Responsibilities of Committee Members**

Members are identified as coming from named organisational entities to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies, and are expected to contribute to the Board in the overall interests and objectives of the University.

#### **4.2 Casual Vacancies**

1. Duly appointed acting staff are to represent Ex officio members at ICT Strategy Board meetings when necessary.
2. In the case where a member is absent from two or more consecutive meetings without having been granted leave of absence, that member shall be deemed to have vacated the position, resulting in a casual vacancy.

#### **4.3 Working Parties, Co-option and Observers**

1. The ICT Strategy Board may establish ad hoc working parties;

2. The ICT Strategy Board may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required.
2. By endorsement of the Committee observers may be invited to attend Committee meetings noting that an observer will have no voting rights.

#### **4.4 Sub-Committees**

- Information Standards Committee
- ICT Services Committee
- ICT Portfolio Committee

## **5 Meetings, Reporting and Minutes**

**Frequency of Meetings:** The ICT Strategy Board meets six times per year at specific dates and times as outlined in the University Meeting Schedule.

**Reports To:** Deputy Vice-Chancellor (Academic Services) and Chief Information Officer

**Minutes:** for all meetings, minutes shall be kept as provided for in the University's regulation. A report or minutes of each meeting will be sent to the Vice-Chancellor through the Vice-Chancellor's Committee, for abstraction and dissemination to the other sub-Committees. Aside from confidential material, the agendas and confirmed minutes of this Board will regularly be made available to the University community.

The Board is expected to work in conjunction with the other sub-Committees, and with ICT Services, to collaborate, communication and draw on the work and outcomes of each Committee.

## **6 Ethical Practices, Confidentiality and Independence**

**Members of the ICT Strategy Board are to:**

- Exercise objectivity and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
- Exercise sound judgment guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
- Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
- Disclose to the Board any matter which could compromise, or be seen to compromise, the performance of their duties on the Board or give rise to a perception of a conflict of interest; and
- Have a sound understanding of the University's Code of Conduct.

## 7 Secretary

The Secretary to the ICT Strategy Board is the Executive Assistant to the Chair.

## 8 Review of Terms of Reference

The Terms of Reference will be reviewed at least annually, or more frequently if needed to ensure their currency.

## 9 Modification History

Date	Source	Details