INFORMATION AND COMMUNICATION TECHNOLOGIES
GOVERNANCE COMMITTEE

TERMS OF REFERENCE

1. TITLE OF [COMMITTEE/GROUP/BOARD]

ICT Governance Committee (ICTGC)

2. ESTABLISHMENT

The ICT Governance Committee is established by the Vice-Chancellor, pursuant to Part 3 Section 15(3)(a) of the Charles Darwin University Act (the Act).

3. FUNCTIONS AND RESPONSIBILITIES

The primary goals of the ICT Governance Committee are to ensure that the University's investments in ICT generate business value, and to mitigate the risks that are associated with ICT.

The Committee will focus specifically on information technology systems - their performance and risk management. It will consider matters relating to the University's ICT requirements in the areas of educational technology, academic computing, business systems and ICT fabric - detailed technological direction, policy and development in relation to the underlying ICT environment.

The Committee will:

- Provide guidance for an organisational structure with well-defined roles for the responsibility of information, business processes, applications and infrastructure;
- Ensure that the University's ICT resources are aligned to its stated strategic aspirations;
- Oversee development and support of major ICT systems and functions;
- Ratify the ICT strategic plan and policies and support compliance initiatives;
- Oversee major ICT-related projects;
- Review and rule on recommendations from feeder committees and groups;
- Develop and review practice to ensure management and application of University ICT resources is efficient and effective;
- Assess and advise upon any proposed changes to current ICT technologies and practices;
- Provide advice to VCAG on strategy, resources and priorities with regards to ICT; and
• After consideration, support the yearly ICT budget and confirm any amendments to the five year budget plan.

4. MEMBERSHIP

The membership of the ICT Governance Committee shall comprise the following:

• Director, ITMS;
• Chief Financial Officer;
• Chief Operating Officer, University Operations OR Deputy Chief Operating Officer;
• Pro Vice-Chancellor, Academic;
• Pro Vice-Chancellor, Engineering, Health, Science and the Environment;
• Pro Vice-Chancellor, Indigenous Leadership;
• Pro Vice-Chancellor, Law, Education, Business and Arts;
• Pro Vice-Chancellor, Vocational Education and Training;
• Pro Vice-Chancellor, Research and Research Training

The ICT Governance Committee will also have the right to co-opt other members as deemed necessary.

5. CHAIR

The Chief Operating Officer, University Operations or the Deputy Chief Operating Officer, University Operations will chair the ICT Governance Committee.

6. PROXIES

Proxies will not be required for members, with the exception of the Director, ITMS who may be represented by a staff member from ITMS and the Pro-Vice Chancellor, Engineering, Health, Science and the Environment.

7. SECRETARY

The Director, ITMS (or nominee) shall act as secretary for the ICT Governance Committee.

8. TERM OF OFFICE

The membership of the ICT Governance Committee will be reviewed by the Vice-Chancellor on an annual basis, in February of each year.

9. QUORUM

A quorum shall comprise four (4) members of the ICT Governance Committee.
10. MEETINGS

The ICT Governance Committee shall meet once every four (4) weeks for a maximum of 1 hour, with the option of meeting via electronic means.

11. RESOLUTIONS OF THE ICT GOVERNANCE COMMITTEE

Matters requiring a resolution by the Committee are to be determined by consensus of the members present.

12. AGENDA

The agenda is to be distributed with supporting documentation at least five (5) days prior to meeting date.

13. REPORTING

The report from the meeting of the ICT Governance Committee together with any recommendations will be provided to the next meeting of the Vice-Chancellor’s Advisory Group.

14. RELEVANT DEFINITIONS

In the context of this document:

**ICT Governance** means the structure, oversight and management processes which ensure the delivery of the expected benefits of ICT in a controlled way to help enhance the long term sustainable success of the University. It is an integral part of corporate governance and consists of the leadership and organisational structures and processes that ensure that the University's ICT sustains and extends the University's strategies and objectives.

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Document History and Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>1.00</td>
<td>27 Oct 2010</td>
<td>Vice-Chancellor</td>
<td>Creation of original document and posting to CDU website.</td>
</tr>
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| 1.01    | 28 Dec 2010   | Governance    | • Convert document to new template  
• Change Executive Dean to Pro Vice-Chancellor to reflect title change.  
• Change PVC teaching and Learning to PVC learning, Teaching and Community Engagement to reflect title change.  
• Change Executive Dean Law, Business and Arts to PVC Law, Education Business and Arts to reflect faculty name change.  
Change Executive Dean Education Health and science to PVC Engineering, Health, Science and the Environment to reflect faculty name change. |
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<tr>
<td>1.02</td>
<td>11 Aug 2011</td>
<td>Vice-Chancellor</td>
<td>Addition of PVC, Strategy and Planning to membership of committee</td>
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| 1.03    | 30 Dec 2011| Governance   | • Minor changes to grammar and formatting  
• Changes to membership in accordance with new organisational chart |
| 2.00    | 23 Feb 2012| ITGC        | • Review of document including change of Committee secretary and election of EDCS for 2012  
• Addition of section on proxies |
| 3.00    | 8 April 2013| ITCGC       | • Converted document to new template  
• Assigned document number  
• Minor changes to wording, formatting and grammar  
• Updated hyperlinks  
• Removed PVC Research and Research Training from membership as position currently held by PVC EHSE  
• Changed IT to ICT in line with other current ICT governing documents |
| 3.01    | 29 Jan 2014| Vice-Chancellor | • Revision of document including permanent appointment of COO/DCOO as Chairperson  
• Minor changes to membership and titles  
• Change of meeting frequency from fortnightly to every four weeks |