

# 'Technology Committee' Membership and Terms of Reference

## Section 1 - Establishment

### Background

(1) An internal review of Charles Sturt University (the University) management committees was undertaken in 2022 for the purpose of transitioning to a more contemporary and streamlined management committee structure. A recommendation of the review is that a Technology Committee be established.

(2) The Technology Committee rationalises and incorporates the previous independent committees of the Technology Governance Committee, the Web Steering Committee and the Data Security and Governance Committee.

### Purpose

(3) The purpose of the Technology Committee is to maintain oversight of the University's technology strategy, landscape, and associated architecture(s), and ensure that technology adoption and changes are fit for purpose, appropriately risk managed, and aligned with University strategy.

(4) Membership representation provides ongoing alignment and input into direction with regards to key strategy pillars.

(5) The Technology Committee has cross-university representation and is chaired by the Chief Information and Digital Officer.

(6) The committee reporting line is to the Vice-Chancellor directly or through the Executive Leadership Team.

## Section 2 - Glossary

(7) For the purpose of this document:

- a. Committee – means Technology Committee.
- b. PRB – means Project Review Board.
- c. Significant projects – means any project that has been classified by the Information Technology Project Management Office and/or the PRB as medium size or larger.
- d. Technology architecture – means operating platforms, infrastructure, cyber security, learning technologies, the online environment, and data governance.

## Section 3 - Membership

(8) The members of the committee are:

- a. Chief Operating Officer
- b. Chief Financial Officer
- c. Provost and Deputy Vice-Chancellor (Academic)
- d. Deputy Vice-Chancellor and Vice-President (Research)
- e. Chief Information and Digital Officer (chair)

(9) Right of audience and debate shall be granted to the:

- a. Dean, Learning and Teaching Innovation
- b. Pro-Vice-Chancellor, Student Success
- c. Executive Director, People and Culture
- d. Pro Vice-Chancellor (International)
- e. Director, Risk and Compliance
- f. Chief of Staff, Office of the Vice-Chancellor
- g. Director, IT Infrastructure and Security, Division of Information Technology
- h. Director, Application Services, Division of Information Technology
- i. Director, Strategy
- j. Associate Director, Project Management Office, Division of Information Technology
- k. Manager, Policy and Records, Office of Governance and Corporate Administration
- l. Head Enterprise Architect, Division of Information Technology
- m. Director, Planning and Analytics, Office of Planning and Analytics

(10) A regular member may appoint another person to attend a meeting or meetings on their behalf, or to act on their behalf for a specified timeframe. A person so appointed will be deemed to be a regular member of the committee for the specified time and may vote as a regular member.

(11) The committee will be serviced by the Executive Officer, Division of Information Technology.

## Section 4 - Functions and responsibilities

### Member responsibilities

(12) The committee will have the following responsibilities:

- a. Provide guidance on future technology direction, core University requirements, and maintain strategic alignment.
- b. Consider significant project/program funding requests >\$75,000 and provide recommendation for approval to the Chief Information and Digital Officer or Vice-Chancellor if required.
- c. Review the progress and health of the technology project portfolio.
- d. Provide executive advice and oversight of the University's overall technology risk management and initiatives.
- e. Provide executive advice and oversight of the University's information system enterprise architecture.
- f. Provide executive advice and oversight of the University's online environment.
- g. Provide executive advice and oversight of the University's data governance framework.
- h. Provide advice and support to aid the Chief Information and Digital Officer in executing their delegation in the review and approval of tactical and operational work programs for significant University assets, e.g. cyber security roadmap.
- i. Monitor the health of the University's technology environments and investments.

- j. Receive project recommendations from Project Review Board for significant project initiatives and make recommendations on such projects based on their value contribution to the University.
- k. Monitor and as appropriate, review, approved projects to ensure the health of the Technology Initiatives project portfolio and that expected project outcomes maintain their value contribution.
- l. Review and provide oversight of artefacts pertaining to the University's technology architecture(s) including technology roadmaps, application and data portfolios, and similar planning items.
- m. Receive advice on system upgrades to provide visibility of continuous improvement activities occurring within the University's technology architecture(s).
- n. Support organisational change by actively championing the activities of the technology initiatives portfolio and the individual projects and being an advocate for the committee objectives.

(13) The Technology Committee authorises the Chief Information and Digital Officer (CIDO) to review and approve or reject requests for change if the impact to the portfolio is minimal. The following criteria can be used as a guide to help inform the CIDO as to how to treat the request for change, although approval remains at their discretion:

- a. Any additional funds required are no more than 10% of total annual Technology Initiatives funding and funds required are available.
- b. The project has not submitted more than two requests for change previously or one in the previous six months.
- c. Approving the change does not significantly impact the progress, or delay the commencement, of any Critical or High Priority.
- d. Any timeframe extension does not exceed six months.

## **Member responsibilities**

(14) Nominees appointed by the respective senior executive lead are expected to represent the full portfolio and are responsible for ensuring communication and support of the respective portfolio.

# **Section 5 - Meetings**

## **Quorum**

(15) Each meeting must have a quorum of a majority of members, to ensure fair and equitable decisions.

## **Meetings**

(16) At least four times per year, unless otherwise determined by the chair, or as directed by the Executive Leadership Team.

(17) Where critical or urgent approvals are required between meetings, and they cannot be addressed by the Chief Information and Digital Officer (CIDO) (refer to clause 13g), approval may be sought from the CIDO to have such issues and decisions addressed by the committee via a 'flying minute'.

## **Agendas and minutes**

(18) Agendas and minutes will be prepared and distributed by the Executive Officer for the CIDO.

## **Conflicts of interest**

(19) Where a member has a perceived, potential or actual conflict of interest, they must declare this to the chair and at the committee meeting prior to discussion to the item of business.

## **Variations**

(20) Variations to the terms of reference and/or membership of the committee must be approved by the Chief Operating Officer.

## Status and Details

|                           |  |
|---------------------------|--|
| <b>Status</b>             | Current  |
| <b>Effective Date</b>     | 4th May 2023                                       |
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