

# 'Technology Committee' Membership and Terms of Reference

## Section 1 - Establishment

### Background

- (1) An internal review of Charles Sturt management committees was undertaken in 2022 to streamline management committee structures and align them with contemporary standards. One recommendation of that review was to establish a Technology Committee.
- (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.
- (3) The Technology Committee enables Charles Sturt to achieve the core capability transformation envisioned by [Strategy 2030](#) and drive efficiencies in systems and processes in a considered and cost-effective manner.

### Purpose

- (4) The purpose of the Technology Committee is to support the Chief Information and Digital Officer (CIDO) by providing executive oversight and guidance of the University's data governance, digital and data 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.
- (5) Membership representation provides collaborative facilitation, accountability and adherence to Charles Sturt's key strategy pillars.
- (6) The Technology Committee has cross-university representation and is chaired by the CIDO.
- (7) The committee reporting line is to the Executive Leadership Team.

### Operating Principles

- (8) The impact to the end user is our measure of quality.
- (9) Encourage innovative thought to deliver the best outcomes.
- (10) Appreciate dependencies: what other workflows/systems/teams will be impacted by decisions made.

## Section 2 - Membership

- (11) The voting members of the Technology 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)

(12) The Technology Committee may invite any person or persons whether from within or external to the University as it may determine, to assist in its deliberations either for particular items or for whole meetings.

(13) A voting 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 voting member of the Technology Committee for the specified time and may vote as a voting member.

## **Section 3 - Functions and responsibilities**

### **Voting member responsibilities**

(14) To provide executive advice and oversight to the CIDO of the University's overall technology risk management and initiative roadmaps, information system enterprise architecture, Artificial Intelligence (AI), Innovation Hub and data governance.

(15) To consider new project/program requests and provide recommendations for approval to the CIDO in line with the University's strategic direction. This includes discussion and agreement on prioritisation of projects, impacts of new initiatives where these may impact, delay or stop other initiatives, and/or projects which require additional funding or resourcing outside existing budgets that would be sought through existing policies, procedures and delegations noting Technology Committee does not allocate funding.

(16) To review the progress and health of the technology project portfolio.

(17) To monitor the health of the University's technology environments and investments to ensure it remains within risk appetite.

(18) To provide visibility of resourcing and milestones for those significant continuous improvement activities occurring within the University's technology architectures, including operating platforms, infrastructure, cyber security, learning technologies, the online environment, and data governance.

(19) To consider and advise the CIDO relating to changes to projects that will have a significant impact to the portfolio. Examples of such significant changes would include:

- a. additional funding is required
- b. the change would have impact against delivery of a university strategic objective or other critical/high priority project(s)
- c. the project has submitted more than two requests for change previously or one in the previous six months
- d. a timeframe extension exceeds three months.

(20) To authorise the CIDO to approve or reject requests for change where the impact to the portfolio is minimal.

### **Invitee responsibilities**

(21) Invitees will:

- a. Provide guidance on future technology direction, core university requirements, and maintain strategic alignment.
- b. Represent and articulate the impact of technology changes governed by the Technology Committee on

business strategies and plans.

- c. Facilitate business resources and subject matter experts to assist with technology project progress.
- d. Support organisational change by actively championing the activities of the technology initiatives portfolio and the individual projects and be an advocate for the Technology Committee objectives.

(22) Invitees appointed by the respective voting member are expected to represent their portfolio and are responsible for ensuring communication and support of the respective portfolio.

## **Section 4 - Meetings**

### **Quorum**

(23) Each meeting must have a quorum inclusive of half the listed voting members plus one to ensure fair and equitable decisions.

### **Meetings**

(24) At least four times per year, unless otherwise determined by the Chair.

### **Agendas and minutes**

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

(26) Agendas, meeting packs and minutes will be distributed 5 working days prior to meetings.

### **Conflicts of interest**

(27) 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**

(28) 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>	2nd April 2026
<b>Review Date</b>	2nd April 2031
<b>Approval Authority</b>	Chief Operating Officer
<b>Approval Date</b>	2nd April 2026
<b>Expiry Date</b>	Not Applicable
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