

ICT Governance Group

(An Advisory Committee to the Vice-Chancellor and the Director of Information and Technology Services and Facilities)

Terms of Reference

1. To take a pan-University approach that ensures the connection between business and ICT activities, and alignment to University and ICT strategic objectives.
2. To prioritise ICT projects and activities, based on recommendations from the Director ITS & Facilities on the ICT programme of work, and authorise 'trade-offs' to achieve the best way forward for the University.
3. To have oversight of other significant programmes to assist with the prioritisation of resources and investment for the ICT programme of work, and to ensure alignment with strategy and the annual business planning.
4. To ensure the appropriate degree of risk management is applied to the activity or project, with regular monitoring of the risks and mitigations. To authorise appropriate actions for direct intervention or escalation via agreed executive channels.
5. To monitor the appropriateness of investment in critical resources (people, applications, infrastructure and information) as relate to information communication technology activities, and monitor the financial management of these. To ensure the investment in technology choice aligns with the approved architectural principles and technical requirements, and strategic direction.
6. To monitor the status of ICT activities and projects at regular intervals (such as project stage-gates or agreed phases) and measure performance against time, costs, risk and quality, with corrective action agreed as required.
7. To monitor the realisation of the pledged benefits for key projects and ICT activities, with a focus on creating efficiencies and value delivery that enhances the Waikato experience.
8. To report regularly to the University's Executive Leadership Committee.

Constitution

Ex Officio Members

1. The Chief Operating Officer, who is chairperson
2. The Director of Information and Technology Services and Facilities
3. The Deputy Vice-Chancellor Academic, or delegated representative
4. The Deputy Vice-Chancellor Research, or delegated representative
5. The Chief Financial Officer, who is deputy chairperson
6. The Chief Advisor Student Systems
7. The Director of Student Services

Appointed Members

8. No more than three Deans or senior faculty members appointed by the Vice-Chancellor.

Co-opted Members

9. The group may co-opt additional members for particular purposes, at the discretion of the Chair.

Each member may appoint an alternate, at the appropriate managerial level, to attend as a full member of the Committee in the event they are unavailable. The Deputy Vice-Chancellor Academic and the Deputy Vice-Chancellor Research may nominate a delegated representative to regularly attend meetings on their behalf.

Membership

Ex Officio Members

1. Mr Jim Mercer
2. Mr Eion Hall
3. Prof Robyn Longhurst
4. Prof Bruce Clarkson
5. Mr Andrew McKinnon
6. Ms Michelle Jordan-Tong
7. Mr Mike Calvert

Appointed Members

8. Prof Don Klinger
Assoc Prof Wayne Rumbles
Prof Rajeev Sharma

Notes

- The quorum for meetings is a majority of members.
- The agenda will be distributed no less than two working days prior to the scheduled meeting.
- Minutes will be distributed no more than three working days following the meeting.

Meetings

The Group normally meets quarterly, or 'as required' as agreed with the Chair and the Director of ITS.

Approved by

The Vice-Chancellor, 9 October 2018

Secretary

Miss Tina Spriggs, Information Technology Services