



UNSW IT Committee

Membership and Terms of Reference

Authorised by UNSW Council 4 December 2023

A. Membership as at 4 December 2023

Name	Role	Term
Gerard Florian	Chair, External expert	to 30 June 2025
Mark Johnson	Council member	to 30 June 2025
Catherine Rowe	Council member	to 30 June 2024
Vacant	Council member	to 30 June 2024
Michael Costello	External expert	to 30 June 2025
Jessica Gleeson	External expert	to 9 October 2025

B. Terms of Reference

1. Purpose

The Information Technology Committee assists Council and its Committees in their oversight of the University's technology capability, platforms, systems and related infrastructure.

2. Composition – maximum 8

- Nominated Council members (up to 3)
- External expert members (up to 3)
- Others as co-opted by the Committee

The Chair and members are appointed by Council.

3. Attendees

The Committee may, with the consent of the Chair, invite any person or persons to attend all or part of its meetings to assist the Committee in its work. The following officers will normally attend each meeting:

Vice-President, Operations
Chief Information Officer

4. Quorum

Quorum for the Technology Committee is a majority of the total number of members for the time-being of the Committee.

5. Reporting

The minutes and relevant documentation of each meeting will be provided to Council.

6. Schedule of meetings

Meetings will be scheduled at least quarterly.

7. Roles and responsibilities

- a) Overseeing the development and effective execution of the Technology Strategy, ensuring alignment to the University's strategic ambitions
- b) Provide advice and insight on the identification and appropriate adoption of innovation in the technology environment
- c) Oversight of the identification and management of risk and control, including the University's IT risk appetite, and an effective and efficient relationship with Council's Audit and Risk Committees;
- d) Oversight of the IT operating model including the effectiveness and efficiency of the IT operations of the University (including cyber security and data governance);
- e) Ensuring adequate and appropriate reporting and communications to facilitate operating and strategic governance.
- f) Oversighting progress on key strategic programs and the portfolio as a whole
- g) Inputting as necessary into the development and finalisation of key programs of work, in particular in regard to technology direction and choices, including major sourcing decisions and performance of key suppliers and partners
- h) Consider and challenge any major technology related funding requests before submission to the Finance and Strategy Committee or Council.

8. Meeting and Meeting Papers

The Governance Office will provide oversight and support to the operation of the Committee. The agenda and papers for each meeting are due to Governance for circulation five days prior to the next scheduled meeting.

9. Sub-committees and Working Parties

As required, the Committee may establish and constitute sub-committees or working parties to assist the Committee in carrying out its functions.

10. Resolutions without meetings (Circular Resolutions)

- a) The Chair may approve that a matter is urgent and cannot wait until the next scheduled meeting of the IT Committee. In such cases, a circular resolution and relevant documentation will be circulated electronically to all Committee members for consideration and approval.
- b) The resolution will be passed if a majority of members approve the resolution unless two or more members request that the issue raised in the circular resolution be discussed at the next meeting instead.
- c) The Committee will be informed of the result and the circular resolution will be tabled at the next meeting of the Committee for incorporation into the formal record.

11. Review

These Terms of Reference and the functioning of the Committee should be subject to a periodic review by Council, including self-assessment by the Committee, to ensure that it is operating effectively and fulfilling its functions.

