**Web and Information Management Strategic IT Advisory Group (IT Projects)**

**Terms of Reference**

1. **ESTABLISHMENT**
	1. The Web and Information Management Advisory Group was established in February 2013 by the Strategic IT Committee (SITC) to facilitate the alignment of IT strategies with University plans including the University’s NeW Directions Strategic Plan 2013-2015.
2. **RESPONSIBILITIES**
	1. The Web and Information Management Advisory Group will advise the SITC on the Group’s IT program and seek approval for the prioritised program to proceed:
	2. In undertaking this responsibility the Advisory Group will:
		1. Inform IT strategy based on NeW Directions and other relevant UoN plans by reflecting on and framing web and information management strategy;
		2. Annually produce, and periodically monitor, a prioritised list of WIMSITAG projects for approval by the Strategic IT Committee;
		3. Oversee the allocation and program of completion of WIMSITAG projects and, where appropriate, do so under the guidance of the Strategic IT Committee;
		4. Encourage and facilitate communities of practice in WIMSITAG fields of interest;
		5. Ensure, with the assistance of other appropriate communities, products and services fulfil all external compliance requirements;
		6. Periodically consider opportunities to enhance the quality of the products and services within the WIMSITAG field of interest;
		7. Integrate into its body of work the work plans of its predecessor committees;
		8. Oversee project implementation reviews one month after going live;
		9. Oversee project business benefit reviews six months after going live.
3. **DELEGATIONS**
	1. In order to meet its responsibilities, the Chair of the Web and Information Management Advisory Group is responsible for approving the budgetary allocation for the group within the $100k allocation.
4. **MEMBERSHIP**
	1. The membership of the Advisory Groups will consist of:
		1. Director, Planning, Quality and Reporting (Chair);
		2. University Librarian (Deputy Chair);
		3. One Pro Vice-Chancellor appointed by the Chair;
		4. Divisional representatives appointed by the Chair;
		5. One representative from IT Services nominated by the Chief Information Officer.
5. **INVITEES**
	1. The Advisory Group 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.
	2. A representative from the IT Governance Portfolio Office will attend each meeting.
6. **RIGHTS OF AUDIENCE**

6.1 Current members of staff have the right of audience to attend meetings.

1. **REPORTING**
	1. The Advisory Group reports to the SITC.
	2. A report will be provided to the SITC, through the IT Governance Portfolio Office following each Advisory Group meeting.
2. **REVIEW OF THE COMMITTEE**
	1. The Advisory Group will review its functions and performance at the end of quarter four each year.
	2. The Advisory Group will report to the next SITC on the outcome of the review.
3. **FREQUENCY OF MEETINGS**
	1. The Advisory Group will meet at a minimum four times a year with at least one meeting each quarter.
4. **QUORUM**
	1. The quorum for the meetings will be more than one half of the membership.
	2. Inquorate meetings will be guided by the provisions of the Meeting Protocols Policy – 000229.
5. **SERVIING OF COMMITTEE**
	1. The Chair will appoint a Secretary to the Advisory Group from their business unit.

|  |
| --- |
| **Approval Authority: Strategic IT Committee** |
| **Date Approved:** | **Date for Review:** |
| **Contact Person**: Secretary Strategic IT Committee |
| **Amendment History** |  |  |

**Membership List for the Web and Information Management Advisory Group**

|  |
| --- |
| **Chair** |
| A/Prof Anne Young Director, Planning, Quality & Reporting |
|  |
| **Deputy Chair (Deputy Chair)** |
| Mr Greg Anderson University Librarian |
|  |
| **One PVC nominated by the Chair** |
| Professor Liz Burd Pro Vice-Chancellor (Learning & Teaching) |
|  |
| **One representative from IT Services nominated by CIO** |
| Mr James Vidler Associate Director, IT Infrastructure Services |
|  |
| **Divisional representatives appointed by the Chair** |
| Ms Martene Archer Director, Council Services and ChancelleryMs Andrea Hammond Director, Marketing & Public RelationsMr Steve Hannan Associate Director, Research ServicesMr Rob Nicol Manager, Records Management Office |
| Mr Murray Scott Manager, HR Information SystemsMs Gail White Academic Registrar |
| **Representative(s) from the ITG Portfolio Office** |
|  |
| Ms Barbara Morrow Manager, ITG Portfolio OfficeMs Fiona Dyke Coordinator, ITG Portfolio Office |

**Document History**

|  |  |  |
| --- | --- | --- |
| **Prepared by** | Barbara Morrow, ITG Portfolio Office | Version 2, 27 February, 2013Version 3, 6 March, 2013 |
| **Sources of Data/Information** |  |
| **Edited by** | The Web and Information Management Strategic IT Advisory GroupThe Web and Information Management Strategic IT Advisory Group | Version 4, 21 May 2013Version 5, 24 June 2013 |
| **Reviewed by** |  |  |
| **Distributed to** | The Strategic IT Committee |  |
| **Responsibility for further action** |  |  |