**Physical and Virtual Infrastructure Advisory Group (IT Projects) Terms of Reference**

1. **ESTABLISHMENT**
   1. The Physical and Virtual Infrastructure 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 Physical and Virtual Infrastructure 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. Review and offer recommendations for the IT Strategy Plan put forward by the Chief Information Officer, and other relevant UoN plans for current system renewal and priorities for change by framing strategy using Infrastructure and Services physical frameworks for capital and physical asset management - extended to support virtual and physical synergy;
      2. Perform annual and ongoing project prioritisation for Advisory Group Programs and submit minor and major project priorities to the Strategic IT Committee for approval;
      3. Oversee Advisory Group Program and allocation of projects;
      4. Assist the Strategic IT Committee oversee major projects as required;
      5. Engage Communities of Practice in service improvement and process reform;
      6. Help ensure external compliance such IT and Infrastructure and Services standards;
      7. Pursue unique quality interests in infrastructure management;
      8. Oversee IT Security and IT Infrastructure risk and their mitigation, including disaster recovery preparedness;
      9. Assist in bringing forward work from the previous IT Governance Groups on IT and P&I Architecture;
      10. Form a consolidated and inclusive approach which incorporates UoN related entities.
      11. Oversee project implementation reviews one month from go live;
      12. Oversee project business benefit reviews six months from go live.
3. **DELEGATIONS**

3.1 In order to meet its responsibilities, the Chair of the Physical and Virtual Infrastructure Advisory Group is responsible for approving the budgetary allocation for the group within the $100k allocation.

1. **MEMBERSHIP**
   1. The membership of the Advisory Groups will consist of:
      1. Chief Operating Officer (Chair);
      2. Director, Infrastructure and Services (Deputy Chair);
      3. One representative from regional campuses appointed by the Chair;
      4. One Pro Vice-Chancellor appointed by the Chair;
      5. Two divisional representatives appointed by the Chair;
      6. One representative of a controlled entity appointed by the Chair;
      7. Three representatives from IT Services nominated by the Chief Information Officer.
2. **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.
   3. In the interest of efficiency the Director, Infrastructure Services will share attendance and the role of Deputy Chair with the divisional representative from Infrastructure Services.
3. **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.

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| **Approval Authority: Strategic IT Committee** | | | |
| **Date Approved:** | | **Date for Review:** | |
| **Contact Person**: Secretary Strategic IT Committee | | | |
| **Amendment History** |  | |  |
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**Membership List for the Physical and Virtual Infrastructure Advisory Group**

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| **Chair (Ex-officio)** | | |
| Mr Nat McGregor Chief Operating Officer | | |
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| **Deputy Chair** | | |
| Mr Alan Tracey Director Infrastructure and Services | | |
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| **One representative from regional campuses appointed by the Chair** | | |
| Mr Trevor Gerdsen Director, Regional Campuses | | |
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| **Three representative from IT Services nominated by the CIO** | | |
| Mr Mark Pigot CIO  Mr Ossie Richards Manager, Research Computing Services | | |
| Mr Andrew Bates Data Centre Manager | | |
| **Two divisional representatives appointed by the Chair** | | |
| Ms Tammy Robinson Manager, Virtual Learning Environment  Mr Peter Lloyd Associate Director, Infrastructure and  Services | | |
| **One Pro Vice-Chancellor nominated by the Chair** | | |
| Professor Bill Hogarth | Pro Vice-Chancellor (Science and Information Technology) | |
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| **One representative from a controlled entity of the UoN appointed by the Chair** | | |
| Ms Jennifer Smith A/Chief Executive Officer, UoN S | | |
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| **Representative(s) from the ITG Portfolio Office** | | |
| Ms Barbara Morrow Manager, ITG Portfolio Office  Ms Fiona Dyke Coordinator, ITG Portfolio Office | | |
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| **Secretary to the Physical and Virtual Infrastructure Advisory Group** | | |
| Ms Rebecca Sipeki | | Office of the Chief Operating Officer |
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**Document History**

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| **Prepared by** | Barbara Morrow, ITG Portfolio Office  Barbara Morrow, ITG Portfolio Office  Rebecca Sipeki, PVISITAG Secretary  Rebecca Sipeki, PVISITAG Secretary | Version 2, 27 February, 2013  Version 3, 6 March, 2013  Version 4, 30 April, 2013  Version 5, 11 June, 2013 |
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