


<i>To serve the community by fostering safety and quality patient care in anaesthesia, perioperative medicine and pain medicine</i>		
	<b>ANZCA Information and Communications Technology (ICT) Governance Committee</b> <b>Terms of Reference</b>	Version No: 2 (amended)
		Date of issue: November 18, 2017

## **PURPOSE**

The ICT Governance Committee will consider all matters relating to planning and governance of information management (IM), information & communications technology (ICT) and project management of major strategic initiatives.

The ICT Governance Committee is advisory to the CEO and reports to Council. It has no authority to approve executive decisions. The committee will report to Council through the Chair and the CEO.

The committee will perform an important assurance and risk management function through:

1. providing assurance that the IM, and project management strategies are aligned to the ANZCA business strategy and that risk is being effectively managed;
2. providing assurance that resources being consumed and value being delivered are aligned to the ANZCA and IM, ICT and project management strategies and that expenditure is cost effective.

## **TERMS OF REFERENCE**

The ICT Governance Committee's roles are to:

1. Endorse whole-of-organisation IM and ICT strategic plan, ensuring that all aspects of the strategic direction of the College that impact on IM and ICT resources and infrastructure are incorporated in the College budget, resource planning and reporting.
2. Ensure strategic business priorities are translated into relevant IM and supporting ICT investment decisions.
3. Ensure clear, consistent communication of IM, ICT and strategic project activities to Council and Fellows.
4. Assess and where satisfied, recommend approval of IM and ICT investments.
5. Recommend approval in principle of strategic project submissions and distribution of program funds in line with Council priorities.
6. Provide assurance that effective processes are in place for the commissioning, management and governance of programs and projects.
7. Review financial reporting and budgets for projects being managed by the Strategic Projects Office & Technology and other business units, e.g. Faculty of Pain Medicine, Fellowship Affairs and Education.

8. Oversee the ICT risk management system and monitor the performance of the IM & ICT and project functions including resource management.

The roles of the ICT Governance Committee do NOT include:

1. The ability to approve executive decisions.

The important groups/roles for coordination/communication for the ICT Governance Committee are:

1. Council (governance);
2. Strategic Projects Review Group;
3. Business units, as required.

#### **MEMBERSHIP**

1. The membership of the ICT Governance Committee is defined in Regulation 2.
2. Appointment of membership will be made in each odd numbered year for a two year period and members will be eligible for re-appointment. The maximum appointment of Fellow and non-Fellow external members will be for six years, unless otherwise approved by ANZCA Council

#### **MEETINGS**

The ICT Governance Committee will meet four (4) times per year face to face.

A quorum for a meeting will be a majority of the voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, the ICT Governance Committee may meet only for discussion purposes.

Questions arising at a meeting of the ICT Governance Committee (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The Chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

The discussions of the ICT Governance Committee are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The members of the ICT Governance Committee will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and trainees Acting on behalf of the College or undertaking College functions (available at [www.anzca.edu.au/resources/corporate-policies](http://www.anzca.edu.au/resources/corporate-policies)), and staff policies (available by contacting the CEO at [ceo@anzca.edu.au](mailto:ceo@anzca.edu.au)).

#### **REPORTING**

Meetings will be minuted with the minutes being forwarded to Council. Decisions made electronically will be recorded in the minutes of the next Council meeting.

#### **ADMINISTRATIVE SUPPORT**

Administrative support for the ICT Governance Committee will be from the Corporate Office.

**FINANCIAL REPORTING AND PLANNING**

1. Each ANZCA committee and sub-committee will have 'financial report' as a standing agenda item and will receive regular financial reports from the relevant staff member.
2. The roles of the subcommittee include to:
  - a. develop an annual activity plan and report
  - b. support ANZCA management in decision making, in order to ensure the best possible financial outcome.
3. The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

**CHANGE CONTROL REGISTER**

Version	Author	Reviewed by	Approved by	Changes
1	J Ilott, CEO	Executive Jan 2015	Council Feb 2016	Creation
1 (amended)			Council Nov 2017	Update to 'Administrative support'
2			Council May 2019	Update to 'membership'

Date of next review	2019
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