



**Information
Management
Committee**

Terms of Reference



DOCUMENT INFORMATION

This is a document controlled by the Chair of the Information Management Committee (document number is1135875).

VERSION HISTORY

The following outlines the high level changes that have been made to each version of this document and who made them:

Version	Notes	Change made by	Date
1	Initial Draft	Brian Lovi and Chris Chadwick	May 2009
2	Reviewed by Phil Clarke, DDG	Brian Lovi	May 2009
3	Reviewed by Rachel Hunter, DG	Brian Lovi	June 2009
3A	Added suggestions as minuted at IMC meeting of 15 July 2009	Justin Crakanthorp	20 July 2009
3B	with further amendments as agreed at the IMC meeting of 19 August 2009 - approved by BOM on 1 st Sept2009	Justin Crakanthorp	19 August 2009

SIGN OFF

Endorsed by:	Phil Clarke Chair Information Management Committee	_____
		/ /
Approved	Rachel Hunter Director-General	_____
		/ /

REVIEW DATE

This document will be reviewed every year from date of approval.

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1. BACKGROUND

- 1.1 The Board of Management (BOM) of the Department of Justice and Attorney-General has established the Information Management Committee (Committee) as part of its governance framework.
- 1.2 This document establishes the authority and responsibility of the Committee so that it may function effectively in the Department.
- 1.3 The Committee will report to the BOM quarterly in January, April, July and October or as required.

2. PURPOSE

- 2.1 The role of the Committee is to:
 - a) Ensure business priorities are translated into relevant Information Management (IM) and supporting Information and Communication Technology (ICT) investment decisions;
 - b) Distribute its program funds in line with the Board of Management (BOM) priorities; and
 - c) Approve all IM and ICT investments in principle.
- 2.2 The responsibilities of the Committee include
 - a) Endorsement of whole of department IM and ICT Strategic Plan
 - b) Approval of all IM and ICT related CBRC Submissions
 - c) Ensure strategic alignment of IM and ICT investment decisions with government and departmental priorities
 - d) Prioritise and approve IM and ICT programs and projects
 - e) Implement effective processes for the commissioning, management and governance of IM and ICT programs and projects
 - f) Maintain effective IM and ICT Resource Management
 - g) Implement effective IM and ICT risk management and performance improvement strategies
 - h) Ensure DJAG meets its obligations in accordance with Queensland government policy

3. MEMBERSHIP

- 3.1 Membership of the Committee consists of the following:

Standing Members

- Deputy Director-General, Justice Services (Chair)
- Assistant Director-General, Corporate Services (Deputy Chair)
- General Manager, Crown Law
- Business Manager, Office of the Director of Public Prosecutions

- Director of Information Technology Services
- Executive Director, Supreme and District Courts
- Executive Director, Magistrates Court
- Executive Director, Workplace Health and Safety Queensland
- Executive Director, Private Sector Industrial Relations
- Director of Financial Services
- Director, Information Services Branch, Communities (External Representative)

Observers

- Assistant Director, Information Technology Services
- Manager, Strategy and Program Office
- Director, Office of the Queensland Government CIO

- 3.2 A person acting in any of the above positions is considered to be a member of the Committee for the term of the acting arrangement.
- 3.3 Only the BOM may appoint Standing Members. The Committee may appoint Observers as it considers appropriate.
- 3.4 If the Chair is temporarily unable to perform their duties (e.g. they are unable to attend a meeting) the Deputy Chair will act as Chair.

4. MEETINGS AND VOTING

- 4.1 The Committee will meet monthly or as required by the Chair.
- 4.2 Meetings will be conducted at a place determined by the Chair.
- 4.3 Meetings will be conducted on a formal basis and be minuted.
- 4.4 A quorum consists of the Chair (or Acting Chair) and a majority of Standing Members.
- 4.5 Proposals to use proxies to attend meetings on behalf of Standing Members and Observers will need to be agreed by the Chair prior to the meeting.

5. AGENDAS

- 5.1 An agenda is to be prepared for meetings with relevant issues papers attached and distributed to members, preferably at least 48 hours prior to the meetings.
- 5.2 Agenda items may be considered out of session by electronic or other means and should be minuted at the next available meeting.

6. MINUTES

- 6.1 Minutes of the meeting must be forwarded to members within 2 weeks of the meeting.
- 6.2 The Minutes must record the following:
- Date and location of meeting
 - Attendees, apologies and absentees
 - Agenda items discussed
 - Action items (including responsibility and timeframe)
 - Decisions taken (including rationale for decisions)
- 6.3 Minutes of the preceding meeting must be confirmed at each meeting, which includes a review of the action items outstanding.
- 6.4 The Minutes must be approved by the Chair.
- 6.5 Once approved, the Minutes of the meeting will be emailed to all members and also posted on the Departmental Intranet (for information purposes).

7. SECRETARIAT

- 7.1 Secretariat support will be provided by the Strategy and Program Office.
- 7.2 The Secretariat will be responsible for the preparation and circulation of the meeting agenda (and supporting papers) and minuting meetings.
- 7.3 The Secretariat will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers and minutes) are saved in eDOCS, noting that not all members have access to eDOCS.

8. INDUCTION OF NEW MEMBERS

- 8.1 As a form of induction, it is the responsibility of the Chair to provide new Standing Members and Invited Members with a copy of the following documents prior to their first meeting:
- the Terms of Reference (if not already supplied);
 - the Corporate Governance framework (as detailed in the Annual Report);
 - the minutes of the last three meetings of the Committee; and

9. SUBCOMMITTEE

- 9.1. The Committee may create sub-committees at any time to perform specific tasks or responsibilities. Terms of Reference, membership, reporting arrangements and sunset arrangements must be specified at time of establishment.

10. ANNUAL REVIEW

- 10.1 Each year the Corporate Governance Branch will undertake a review of the operation and functioning of the Committee with particular reference to the extent to which the committee has discharged its roles and responsibilities. Where appropriate the review should make recommendations for improvements.
- 10.2 In preparing the report the Corporate Governance Branch will consult with the Chair.
- 10.2 A copy of the review report is to be provided to the BOM.

11. DEFINITIONS

'Standing Member'	A specific position approved and appointed by the Board of Management to be on the Committee and expected to participate in each meeting
'Observer'	A specific position or person approved by the Chair to be on the committee and invited to attend and observe each meeting
'Information Management'	Information management is the means by which an organisation plans, collects, organises, governs, secures, uses, controls, disseminates, exchanges, maintains and disposes of its information; as well as any means through which the organisation ensures that the value of that information is identified and exploited to its fullest extent ¹ . Information Management includes the governance, management and security of knowledge, information assets, documents, records and data ² .

¹ <http://gocio.govnet.qld.gov.au/govnet/resources/glossary/Pages/glossary.aspx>

² [JAG-#1134364-09. Queensland Government Information Policy Framework Definitions v 0.1.1](#)