

# Information Management Committee

## Terms of Reference

## DOCUMENT INFORMATION

This is a document controlled by the Chair of the Information Management Committee and endorsed by Board of Management.

## 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	Further amendments as agreed at the IMC meeting of 19 August 2009 - approved by BOM on 1 <sup>st</sup> Sept2009	Justin Crakanthorp	19 August 2009
3C	With further amendments as agreed at the IMC meeting of 1 March 2011; updated secretariat information from SPO to ITS	Laura Cooling	21 March 2011
3D	Updates based on QAO findings: membership changed to make DJAG CIO a reporting officer; and explicitly include information security within responsibilities (ICT governance report, information security report); Updates to purpose and responsibilities required for compliance with Queensland Government Information Standard 2; Updates to Director-General and Chair information to reflect current appointments	Tracy Spence	24 March 2011
3E	Amended as per request in IMC Meeting (5 April 2011).	Laura Cooling	13 April 2011
3F	Amended as per ADG, Corporate Services requested in May 2011 IMC Meeting: (Update in accordance Governance Committees Membership changes –	Laura Cooling	14 April 2011

	requesting David Ford, Deputy Director-General, Liquor, Gaming and Fair Trading - Standing member.)		
4	Amended as per QCS restructure: (Update to alter membership, removing Executive Director, Magistrates Court, adding Executive Director Reform and Support Services, Queensland Courts Service as a standing member.)	Tracy Spence	31 October 2011
4A	Proxy criteria defined	Tracey Fraser	11 November 2011
4B	Updates made to note QGCIO restructure and External member representation status.	Laura Cooling	23 April 2013
5	Amended to include Youth Justice representation – as requested during the April 2013 IMC meeting.	Laura Cooling	3 July 2013
6	Corporate Governance Unit review	Jahna Owen	November 2013- January 2014
7	Approved by BOM	Alison Gardiner	5 February 2014
8	Minor change to membership as per BOM decision 5 February 2014 (replace DDG LGFT with ED OFT)	Alison Gardiner	12 February 2014
9	IMC Chair changed from DDG/Justice Services to Commissioner/Queensland Corrective Services as per IMC decision 20 May	Alison Gardiner	30 May 2014.
10	Amendment to position title – Commissioner to Deputy Director-General, Queensland Corrective Services	Jahna Owen	10 September 2014
11	Amended to remove external representative from the committee standing members - Amended membership as per BoM approval on 3 March 2015 to incorporate the change of SPLES to SPLS.	Rochelle Shinnawi	28 November 2014

## SIGN OFF

Endorsed by: **John Sosso**  
Director-General

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## **REVIEW DATE**

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

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## **1. Terms of reference**

- 1.1. The authority for this Committee comes from the Board of Management (BOM) of the Department of Justice and Attorney-General (DJAG) which established the Information Management Committee (IMC) as part of its governance framework.
- 1.2. This document establishes the authority and responsibility of the Committee so that it may function effectively within the Department.
- 1.3. The committee will report to the BOM quarterly or as required.

## **2. Committee role and responsibilities**

- 2.1. The role of the Committee is to oversee the Department's information management (IM) and supporting information and communication technology (ICT) practices to ensure departmental priorities are met.
- 2.2. The Committee's responsibilities include, but are not necessarily limited to, the following:
  - contribute to and approve strategic and operational plans for IM and ICT resources which align with departmental priorities
  - identify and consider strategic IM initiatives aimed at delivering effective services for clients and government
  - review and approve IM and ICT investments which align to strategic and operational priorities
  - identify and manage strategic IM and ICT related risks
  - determine and monitor department IM and ICT policies and practices to ensure that they continue to remain effective and accurate
  - determine and monitor program and/or project management governance structures aimed at improving investment decisions and increasing program and project success
  - consider recommendations of program and/or project management governance bodies which report to the IMC
  - direct the undertaking of analysis or research on specific IM and/or ICT matters, as and when required
  - review the Department's IM and ICT workforce capability and recommend strategies for development if required to ensure department priorities can be delivered.

### **3. Membership**

3.1. Membership of the Committee is comprised as follows:

#### **Standing members**

- Deputy Director-General, Queensland Corrective Services (Chair)
- Deputy Director-General, Justice Services
- Deputy Director-General, Office of Fair and Safe Work, Queensland
- Assistant Director-General, Corporate Services (Deputy Chair)
- Assistant Director-General, Youth Justice Services
- Assistant Director-General, Strategic Policy and Legal Services
- Executive Director, Office of Fair Trading
- Executive Director, Information Technology Services

#### **Observers**

- Executive Director, Financial Services Branch

3.2. A person acting in a position which holds Committee membership 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 assigned duties, the Deputy Chair will act as Chair.

### **4. Meetings**

#### **Frequency and quorum**

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. A quorum consists of the Chair (or Acting Chair) and a majority of standing members.

4.4. Standing members must notify the Secretariat if they are unable to attend at least 48 hours prior to the meeting.

4.5. Nominations to use proxies to attend meetings on behalf of standing members and observers will need to be provided to the Secretariat at least 48 hours before the meeting. The Secretariat will provide a list of nominations to the Chair for agreement before the meeting.

## **Agendas**

- 4.6. The Committee should determine its own agenda, ensuring appropriate consultation to include emerging issues and emphasis on the most significant business priorities.
- 4.7. An agenda is to be prepared for meetings with relevant briefing papers attached and distributed to members, preferably at least 48 hours before meetings.
- 4.8. Agenda items may be considered out of session by electronic or other means. Such matters must be minuted at the next available meeting.

## **Minutes**

- 4.9. All meetings are to be minuted.
- 4.10. The draft minutes of meetings must be distributed to all standing members and observers for review and feedback within two weeks of the Committee meeting.
- 4.11. 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 made (including rationale for decisions).
- 4.12. Minutes of the preceding meeting must be confirmed at each meeting, which includes review of outstanding action items.
- 4.13. The minutes must be approved by the Chair.
- 4.14. Once approved, the minutes of the meeting will be emailed to all members and also posted on the Department's intranet by the Secretariat.

## **5. Secretariat**

- 5.1. Secretariat support will be provided by Information Technology Services (ITS).
- 5.2. The Secretariat will be responsible for the preparation and circulation of the meeting agenda and meeting papers and minuting Committee meetings.
- 5.3. The Secretariat will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers and minutes) are saved in the Department's electronic recordkeeping system (currently eDocs) noting that not all members have access to eDocs.
- 5.4. The Secretariat will review all Committee submissions before the meeting to confirm business proposals are appropriate for IMC consideration and are in the appropriate format.



## **6. Induction of new members**

6.1. As a form of induction, it is the responsibility of the Secretariat to provide new standing members and invited members with a copy of the following documents before their first meeting:

- Information Management Committee Terms of Reference
- The corporate governance framework (as detailed in the Annual Report)
- The minutes of the last three meetings of the Committee
- Information Management Committee Schedule
- Any other document determined relevant by the Chair or Secretariat.

## **7. Annual review**

7.1. The Corporate Governance Unit will review the Terms of Reference annually to ensure it remains consistent with the Committee's authority, objectives and responsibilities. Where appropriate the review should make recommendations for improvements.

7.2. In conducting the review, the Corporate Governance Unit will consult with the Chair.

7.3. All amendments to the Terms of Reference will be approved by the Board of Management.

## **8. 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. It includes, but it not limited to, information asset use and access management, recordkeeping, knowledge management, data management and information security.