

Information Technology and Cyber Security Committee

By-law

BY-LAW PURSUANT TO THE CONSTITUTION OF THE ROYAL AUSTRALASIAN
COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE COLLEGE TO BE KNOWN AS THE INFORMATION TECHNOLOGY
AND CYBER SECURITY COMMITTEE

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1. Overview

The Board has established the Information Technology and Cyber Security Committee (“the Committee”) to perform the functions set out in this By-law and all matters ancillary to those functions.

1.1. Term

The term of the Committee is for the period to June 2022.

2. Purpose

The purpose of the Committee is to provide more detailed oversight of the development of the College’s Information Technology strategy and cyber security, on behalf of the Board. This work of the Committee reflects the criticality of this function to the College at this time.

3. Functions

The functions of the Committee are to:

- a) Review and advise the Board on strategy, prioritisation, and governance matters related to information technology ensuring that they align with the Board’s strategic plan. This will include interoperability of major systems and how the College transitions away from legacy systems;
- b) Review and advise the Board on strategy, prioritisation, and governance matters related to major IT projects currently underway, and other projects where IT is a critical enabler of success, ensuring that they align with the Board’s strategic plan;
- c) Review the College’s approach to project delivery and service/support to deliver value for money in the provision of information technology services; and
- d) Seek to ensure, in conjunction with the Finance and Risk Management Committee, that information technology risks are identified, assessed and managed in line with relevant frameworks and the Board’s risk appetite.

4. Member Composition

The Membership of the College Body shall comprise:

- a) Two Board Directors;
- b) The Chief Executive Officer; and
- c) The Executive General Manager Shared Services

4.1. Co-opted members

Co-opted members may be appointed for a particular purpose or term (refer Governance of College Bodies By-law).

5. Meetings

The Chair or the Deputy Chair will chair all meetings.

A quorum is three Committee members. The conduct of the meeting shall be determined by the Chair.

Decisions will be made by consensus of the majority of members.

The Committee will meet quarterly, or more often as it deems necessary.

The Company Secretary or delegate, in consultation with the Committee Chair, shall provide secretariat services to and attend all meetings of the Committee.

The meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

6. Reporting

The Committee is required to provide the Board its Workplan by September 2021, which shall include proposed dates to report back on specific issues under Section 3.

The Committee may make recommendations to the Board, as requested by the College Board.

The Committee may make recommendations to the Board.

Confirmed minutes shall be made available to the Board.

7. History

Commencement of By-law on 18 June 2021		
This By-law was approved by the Board on 18 June 2021 and commenced on that date.		
Subsequent Amendments		
Item	Amendment	Date Commenced
1		
2		
3		
4		
5		