OVERSTRAND MUNICIPALITY

**INFORMATION COMMUNICATION TECHNOLOGY
(ICT) STEERING COMMITEE CHARTER**

Amendment 1 (Version 2, dated: 20 February 2012)

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28 March 2012

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ICT STEERING COMMITEE CHARTER

2. Update History

Amendment 1– The changes made in this amendment 1 was agreed at the ICT Steering Committee Meeting, held on 13 February 2012 and includes the following:

Paragraph 7 – The membership of the ICT Steering Committee Meeting need to be re-aligned and also to make provision for additional members to be co-opted at the discretion of their relevant Directors.

Paragraph 8 - The frequency of the ICT Steering Committee Meeting will change from once every two months to once every quarter.

3. Purpose

The ICT Steering Committee plays one of the key ICT governance roles within the Municipality and as such it is necessary to describe the role and responsibilities of the Committee and the membership and meeting structure that suits the needs of the Municipality.

4. Legal Framework

This charter take full cognizance of the legal framework provided for in the following legislations and/or policies of the Municipality with respect to:

a) The Constitution of the Republic of South Africa, 1996;

b) Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

c) Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);

d) State Information Technology Act, 1998 (Act 88 of 1998);

e) Electronic and Communications Act, 2005 (Act 36 of 2005);

f) Electronic Communications Security Act, 2002 (Act 68 of 2002);

g) Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000);

h) Overstrand Municipality: Supply Chain Management Policy.

5. Role of ICT Steering Committee Meeting

The primary role of the ICT Steering Committee is to:

a) Develop corporate level ICT strategies and plans that ensure the cost effective application and management of ICT systems and resources throughout the Municipality;

b) Review current and future technologies to identify opportunities to increase the efficiency of ICT resources;

c) Monitor and evaluate ICT projects and achievements against the ICT Strategic Plan and;

d) Inform and make recommendations to the Executive Mayor and Council of the Municipality on significant ICT issues.

6. Responsibilities of the ICT Steering Committee

The ICT Steering Committee is responsible to :

a) Ensure that ICT strategies are aligned with wider municipal directions and policy priorities as well as the Municipality's strategic and corporate objectives, its Integrated Development Plan and its Service Delivery and Budget Implementation Plan.

b) Improve the quality, management and value of information, business systems and information and communication technology.

c) Prioritise strategies and projects as High, Medium and Low so as to provide a true indication of the areas that need to be addressed first;

d) Develop the ICT Strategic Plan for approval by the Executive Mayor.

e) Take action to ensure that the ICT Strategic Plan is delivered within the agreed budget and timeframe.

f) Ensure that the Municipality adopts a structured project management methodology that is used for all ICT initiatives and projects.

g) Ensure that all ICT strategies and projects have a responsible person fulfilling the role of Systems Administrator.

h) Consider new projects that emerge outside the ICT Strategies Planning Cycle and investigate the impact of their implementation on other projects, priorities, budgets etc. in the ICT Strategic Plan

i) Review and recommend for approval major Information Management municipality, including the ICT project governance frameworks.

j) Ensuring that the information architecture, systems architecture and technology platforms proposed in new projects are consistent with the strategic architecture and plans of the municipality.

k) Establish the priority of projects, and resolving competing demands for resources and funds.

l) Monitor and report on the implementation of ICT projects against approved project plans, with particular emphasis on quality, risk management, benefits realisation and change management.

m) Ensure that every project proposal and implementation plan achieves appropriate levels of user and stakeholder consultation and satisfaction.

n) Assess the quality and value of business cases prepared for new ICT project proposals and provide advice and recommendations to the Executive Mayor on the merits of new project proposals.

o) Review and approve the detailed ICT project implementation plans and project management documents such as risk management and information security.

p) Assist the Manager: ICT to achieve his/her position's objectives.

q) Provide the Executive Mayor with regular progress reports on the implementation of the ICT Strategic Plan initiatives and projects, as well as advising on current ICT issues and developments

r) Ensure that proper integration of systems within the Municipality as determined by (a) business analyst(s) of all current and news systems are achievable.

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7. Membership of the ICT Steering Committee

The ICT Steering Committee shall comprise of the following permanent members:

a)   Municipal Manager (Chairperson)

b)   Director; Management Services

c)   Director; Infrastructure and Planning

d)   Director; Economic Development

e)   Director; Protection Services

f)   Director; Community Services

g)   Director; Finance

h)   Two Councillors as nominated by the Executive Mayor;

i)   Manager ; ICT

j)   ICT Business Analyst; and

k)   Executive Mayor (Ex- officio)

Alternative members may be co-opted to attend the ICT Steering Committee meeting at the discretion of their respective Directors and the prior approval of the Chairperson

The Chairperson may also invite other persons to attend meetings as required.

In the absence of a member his/her delegate may attend the meeting on behalf of the member.

In the absence of the chairperson, the members shall amongst themselves elect an acting chairperson to chair the meeting.

8. Committee Meeting

Standing orders

a)   Decisions taken at meetings will be noted and the minutes will be distributed to committee members not later than a week after the meeting;

b)   The quorum for meetings will be a simple majority of the permanent members;

c)   The ICT Steering Committee must meet at least once every quarter. *14 / 007* times a year;

d)   The Chairperson will schedule meetings to take place as and when necessary;

e)   Written notice of committee meetings must be given to members 7 (seven) days prior to a meeting.

9. Administrative Support

Administrative support will be provided by the office of the Manager: ICT.

10. Reporting

The ICT Steering Committee shall report directly to the Executive Mayor.

Policy Section	Information Communication Technology
Current Update	28 March 2012
Previous Review	N/A
Approval by Council	25 August 2010