Information & Communications Technology (ICT) Steering Committee Charter

Contents

1. Purpose

The purpose of the ICT Steering Committee is, as a group responsible for providing executive leadership in the development of standards, policies, and the prioritization of various initiatives.

The ICT Steering Committee will provide a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. The ICT Steering Committee provides direction on long-term strategies in support of the Municipality's mandates and business vision. Members of the ICT Steering Committee ensure that the Municipality's Information Technology needs and objectives are being adequately addressed.

2. Legal Framework

This charter takes full cognizance of the legal framework provided for in the following legislations and/or policies of the Municipality:

- The Constitution of the Republic of South Africa, 1996
- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
- State Information Technology Act, 1998 (Act 88 of 1998)
- Electronic and Communications Act, 2005 (Act 36 of 2005)
- Mkhambathini Municipality's: Supply Chain Management Policy

3. Role of IT Steering Committee

The primary role of the IT Steering Committee is to:

- Develop corporate level IT strategies and plans that ensure the cost effective application and management of IT systems and resources throughout the Mkhambathini Municipality
- Monitor and review current and future technologies to identify opportunities to increase the efficiency of IT resources
- Monitor and evaluate IT projects and achievements against the IT Strategic Plan
- Develop and review standards, policies and procedures
- Inform and make recommendations to the Management Committee

4. ICT Steering Committee Responsibilities

The IT Steering Committee is responsible for:

- Developing the IT Strategic Plan
- Ensuring that IT strategies are aligned with wider municipal directions and policy priorities as well as the Mkhambathini Municipality's Strategic and Corporate Objectives, it's Integrated Development Plan (IDP) and its Service Delivery and Budget

Implementation Plan (SDBIP)

- Ensuring that the IT Strategic Plan is delivered within the agreed budget and timeframes
- Ensuring that the information architecture, systems architecture and technology platforms are consistent with the IT Strategic plan
- Considering new projects that emerge and their impact on the current IT Strategic Plan
- Monitoring and reporting on the implementation of IT projects
- Improving the quality, management and value of information, technology and business systems
- Prioritizing strategies and projects
- Adopting a structured project management methodology that is used for all IT initiatives and projects
- Reviewing all major IT policies, procedures and standards for use by Mkhambathini Municipality.
- Reviewing and approving the detailed IT project implementation plans and project management documents such risk management and information security
- Assisting the IT Office to achieve the objectives set.

5. ICT Steering Committee Membership

It is critically important to have key stakeholders involved in the ICT Steering Committee. These stakeholders are representatives from both the business as well as IT. The ICT Steering Committee must comprise of the following persons:

- Director Corporate Services {Chairperson)
- Chief Financial Officer
- Communications Officer
- IT Officer

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

6. Meetings

- Decisions taken at meetings will be noted and the minutes will be distributed to committee members no later than a week after the meeting.
- The quorum for meetings will be a simple majority of the members.
- The Chairperson will schedule meetings to take place as and when necessary but the committee must meet every quarter or at least four times a year.

7. Support

Administrative support will be provided by Committee Services.

8. Reporting

The IT Steering Committee shall report directly to the Municipal Manager and minutes of the meeting must bereported to the Audit Committee at its next meeting.

APPROVALS & ADOPTION

ENDORSEMENT

Policy **ENDORSED** by the ICT Steering Committee sitting in Virtually on the 28th day of June 2021

Ms Phumelele Ngubane
Name: Chairperson (ICT Steering Committee)   Signature

APPROVAL

Policy **APPROVED** by the Executive Committee sitting in Virtually

on the 30th day of June 2021

Cllr. E Ngcongo   30th June 2021
 Executive Mayor   Date

ADOPTION

Policy **ADOPTED** by Council Meeting sitting in Virtually

on the 30th day of June 2021

Council Resolution   LC9.6/30.06.2021

Cllr T A Gwala   30 June 2021
Speaker   Date