



**FETAKGOMO TUBATSE
LOCAL MUNICIPALITY**

ICT STEERING COMMITTEE CHARTER

TABLE OF CONTENT

1	Background.....	3
1.1	Purpose.....	4
1.2	Objectives.....	4
2	Role of ICT Steering committee members.....	5
3	Governance Structure.....	6
3.1	Composition of the committee.....	6
3.2	Committee membership formation.....	6
4	Meetings.....	7
5	Communication and Reporting.....	7
6	Conclusion.....	8

1. Background

The role of the ICT Steering Committee (the Committee) has evolved over time and can no longer be ignored by Municipality since it has become critical that municipality should focus on ICT Governance.

The primary goals for ICT Governance is to assure that the investment in ICT generate business value and mitigate the risk that are associated with information communication technology. In 2016, the revised King IV was released, the King IV set out a number of key Governance principles under which ICT should conform and principles must be seen against legislative requirement contained in the Municipal Finance management Act of 2003.

Apart from the KING IV and being constituted under “Corporate Governance of ICT Police Framework”, it is now also a requirement of the Auditor General that an ICT Steering Committee exists within Municipalities and should therefore be acknowledged by Management or Council as the governing body for ICT within the Municipality. There are other various legislations that Information Communication Technology needs to adhere to: The Electronic Communication Act (ECA of 2005), Protection of Personal information Act of 2013, Telecommunications Act (TCA 1996), The Minimum Information Security Standards (MISS), and other Acts with reference to ICT, such as RICA, CPA 2009, ECTA 2002, etc.

The establishment of an appropriate ICT Steering Committee will ensure that the application, management and review of the Municipal ICT strategies and plans are consistent with the goals and the objectives of the Municipality and will ensure that the Municipality complies with the legislations since it is now a legal requirement.

Enterprise Architecture is a discipline being pursue at a corporate level to support the goals of improving technology efficiency .Enterprise Architecture involves capturing government business processes and technology currently adopted and providing a blueprint for use of technology in new business initiatives and for assisting Information Technology strategies where greater efficiency and effectiveness of technology is desired. Effective adoption of Enterprise Architecture will provide the ultimate benefit of reduced IT investment costs and IT recurrent costs to achieve specific business requirements and deliver improved overall business value from adoption of technology.

Given the importance of architecture in delivering greater IT investment value, it is imperative that a governance process is established that will address Municipal and Corporate architectural issues and set architecture direction for projects. This will ensure that broader Municipal benefits are attained and conflicting issues can be resolved. Without this governance, architecture direction is driven from project perspective with multiple technology complexity being the end results.

1.1 Purpose

The purpose of this Charter is to establish an ICT Steering committee as the policy-level group responsible for providing leadership and direction in support of the office of the Municipal Manager. The ICT Steering Committee's central focus is to provide the executive leadership for the coordination of ICT related activities between, among, and within the Municipality. The ICT steering committee shall also seek where feasible to societies and others to aid in the development and implementation. The steering committee will:

- 1.1.1 Provide strategic leadership for Information Technology through the alignment of IT Strategy plan and activities with municipality's vision and Objectives.
- 1.1.2 Prioritize Information Technology investment initiatives and deliver final approvals and recommendations on proceeding with proposed IT projects; and Ensure open communication between the IT Unit and the other functional units of the Fetakgomo Tubatse Local Municipality so as to promote collaborative planning.
- 1.1.3 The ICT Steering Committee shall provide an over side to the IT Projects, Its budget, or any other aspect of day-to-day IT operations.

1.2 Objectives

- 1.2.1 The objective of the ICT Steering Committee shall include but not Limited to:

- a) Assists the Municipal Management in governing and overseeing the municipality's ICT matters or activities.
- b) Assessing feasibility of IT Operation plans and providing requisite recommendations to the municipality management about the benefit of the institution.
- c) Support the Municipal management by giving guidance and helping clarify priorities on ICT related issues.
- d) Improving the quality, management and value of information, municipality systems, and information and communication technology.
- e) Ensure that decisions and actions are managed and implemented.

2. ROLE OF ICT STEERING COMMITTEE MEMBERS

- 2.1 The primary role of the Municipality's ICT Steering Committee is to:

- 2.1.1 Develop corporate level ICT Strategy Plan that will ensure the cost effective application and management of ICT systems and resources throughout the municipality.
 - 2.1.2 Review current and future technologies to identify opportunities to increase the efficiency of ICT resources in the municipality.
 - 2.1.3 Monitor and evaluate ICT projects and achievements against the ICT Strategy Plan.
 - 2.1.4 Provide advice and recommendations to the Accounting Officer and Senior Management Team on significant ICT issues.
 - 2.1.5 Report IT matters quarterly to Audit Committee in consultation with The office of Accounting Officer.
- 2.2 Review and recommend the ICT major projects, major expenditure projects Priorities to the accounting officer for endorsement.
 - 2.3 Review the adequacy and allocation of ICT resources in terms of funding, Equipment's and service level agreements.
 - 2.4 Monitoring progress and expenditures against major milestones and Budgets.
 - 2.5 Evaluates the ICT performance, based on the various ICT reports provide And guide for solutions towards major risks, obstacles and issues.
 - 2.6 Oversee the development, effectiveness and implementation of the IT Strategy Plan.

3. GOVERNANCE STRUCTURES

3.1 Composition of the Committee

- 3.1.1 ICT Steering committee is considered a permanent standing Committee.
- 3.1.2 The committee is constituted by the members appointed by the Municipal Manager (MM) and that he/she shall appoint a Chairperson from amongst the appointed ICT steering Committee members, whom should be at a director position within the municipality.
- 3.1.3 At least the two-third majority of Municipal departments shall be represented.

3.2 Committee Membership Formation

- 3.2.1 Membership of the ICT Steering Committee shall be comprised of the following:

Designation	Role
Director	Chairperson
Manager: Infrastructure Services	Users Representation
Chief Town Planner	Users Representation
Manager: Budget	Advisor
Traffic Management Representative	Users Representation
IDP Manager	Advisor
Communication Unit Representative	Users Representation
Chief Financial Officer or Representative	Financial Sponsor
Information Technology :Manager	Coordinator
Internal Audit Representation	Audit analyst
Risk Management Representation	Risk Identifier
CoGHSTA Representation	Government Support
Public Participation: Manager	Strategic stakeholder
IT Officer	Secretariat
Community Services Representative	Advisor
Cooperate Services Representative	Advisor

3.2.2 All permanent members of the ICT Steering committee should be very Familiar with the municipality ICT policies, procedures and practices.

4 MEETINGS

4.1 ICT Steering Committee Meeting quorum:

4.1.1 The ICTSC meeting shall be declared official only if the two-third majority members (7+1 members) have honoured the meeting.

4.1.2 If any member is unable to attend the three consecutive meetings of ICTSC meetings without apology, the chairperson shall bring such to the attention of the municipal manager. The municipal manager shall designate a replacement.

4.1.3 If the ICTSC chairperson is unable to attend the two consecutive meetings of ICTSC meetings without apology, then the committee itself shall bring such to the attention of the municipal manager. The municipal manager shall designate a replacement.

4.1.4 By invitation, all divisional managers and the internal audit personnel shall attend these meetings.

4.1.5 Ad hoc members, as required, who are experts of particular business processes or technologies, will be invited to attend the meetings.

4.2 The Committee shall meet on a regular basis, at least once per quarter.

These meetings shall be scheduled by the Committee Secretariat or designated proxy.

4.3 At each meeting, the committee will receive progress reports on all previously approved proposals and current projects. The committee may recommend the termination of any IT project which may not meeting its Projected goals in terms of performance standards to the office of Municipal Manager.

5. COMMUNICATION AND REPORTING

5.1. The ICT Steering Committee should report directly to the Municipal Manager and/ or The Municipal Audit committee;

5.2 The ICT Steering Committee should provide advice to the Municipal Manager on significant ICT developments and issues regularly (to be specified) and as requested;

5.3 A regular (to be specified) report of major issues and developments should be prepared by the ICT Steering Committee Chairperson through IT division and submitted to the Municipal Audit committee;

5.4 The ICT Steering Committee Chairperson should submit and present proposed ICT strategies and business cases (funding submissions) for all new ICT project proposals to the Municipal Manager and Executive council for Approval.

6. CONCLUSION

Coordination of IT investments and activities is essential in order to

eliminate duplication of effort and data, avoid redundant expenditure, reduce resources spent on unfunded mandates, leverage IT investments, accelerate the development of electronic government to meet the needs and expectations of citizens, and improve the efficiency and effectiveness of IT management hence an establishment of ICT Steering Committee. It is the responsibility of the Fetakgomo Tubatse management to ensure that this Charter remains effective until amended or replaced.

6.1 Charter review

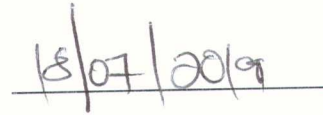
- a. This Charter shall be reviewed 24 months after the day of approval.

6.2 Implementation

- a) This Charter comes into effect from the date Accounting Officer approved.



Acting Municipal Manager



Date: