



RUSTENBURG LOCAL MUNICIPALITY

The Information and Communication Technology Steering Committee Charter

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1. Background

- 1.1 The establishment of the ICT Steering Committee is in line with the King IV report and the Auditor-General's requirements. As a formal committee, reporting to the Municipal Manager, the ICT Steering Committee is the senior ICT governance and policy making body at Rustenburg Local Municipality
- 1.2 The committee serves as an oversight committee on matters of information and communication technology and is responsible for setting the information and communication technology strategic direction of the municipality. It focuses on ICT development and its function is in line with the mission and the vision of the municipality and is also aligned to the IDP
- 1.3 Such a committee is a major structure responsible for ICT governance and oversight over systems projects, which include amongst others, Business Service Management, Business Technology Optimization, Enterprise Architecture, Data Governance, ICT Asset Management, ICT Portfolio Management, ICT Security Assessment, ICT Service Management, Project Governance and ICT Change Management
- 1.4 The committee will not be involved in routine operations, as it deals with strategic matters

2. Functions of the Committee

The committee reports to the Municipal Manager and is responsible for the following functions

- 2.1 To ensure that the ICT function is aligned to and supports the strategic objectives of the municipality.
- 2.2 To ensure that the municipality's ICT vision, goals and strategies support the achievement of the IDP objectives.
- 2.3 Provide oversight over the process of the development and maintenance of the ICT Governance Framework and ICT Strategic Plan.
- 2.4 To oversee the process of developing and reviewing of municipal wide ICT policies, procedures and standards.
- 2.5 To facilitate the availability of suitable ICT resources, skills and infrastructure to meet business objectives
- 2.6 Monitoring of risk and return on investment in respect of ICT initiatives
- 2.7 Provide oversight regarding ICT Projects' designing, development, implementation and monitoring
- 2.8 Communication of the value of ICT to all stakeholders.
- 2.9 Provide oversight over ICT Change Management within the municipality

3. The roles of the ICT Manager

- 3.1.1 Authorise and direct the development of the strategic and operational plans for ICT Resources.
- 3.1.2 Ensure that ICT resources strategic and operational plan align with the municipal's vision.



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- 3 1 3 Review and approve business cases to ensure that ICT resources are optimised.
- 3 1 4 Determine and monitor security policies on an ongoing basis to ensure that they remain relevant

4. Powers of the Committee

- 4.1 The committee is an advisory structure, advising the Municipal Manager on ICT related matters.
- 4.2 The committee submits recommendations on various ICT related matters to the Municipal Manager for approval and / or for further submission to the Executive Mayoral Committee and Council for consideration and approval.
- 4.3 The committee may recommend to the Municipal Manager the financial needs of ICT projects and timeframes where necessary.
- 4.4 The committee shall monitor and review the current and future technologies to identify opportunities to the efficiencies within the municipality.

5. Composition of the Committee, Guidelines and Support

5.1 Membership

5.1.1 Membership of the steering committee is intended to be inclusive of all the functional areas of the municipality and thus will consist of.

- Director: Corporate Support Services (Chairperson)
- Chief Financial Officer
- Director: Community Development
- Director: Local Economic Development
- Director: Planning and Human Settlements
- Director: Technical and Infrastructure Services
- Director: Public Safety
- Director: Roads and Transport
- A Representative from The Office of the Municipal Manager
- Unit Manager: Information Technology
- Chief Risk Officer
- Chief Audit Executive (Advisory Member)

5 1 2 All members shall be appointed to the Committee in writing by the Municipal Manager

5.2 Guidelines

- 5 2 1 The chairperson will preside over all meetings. Should the chairperson not be available, she/he may delegate an acting chairperson from one of the Directors who is the Committee member in writing
- 5.2.2 The Office of Director Corporate Support Services shall provide the secretariat function during the meetings.



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- 5.2.3 The secretary will circulate the meeting notice, agenda and supporting documentation to all members within one week, not less than three working days prior to the meeting.
- 5.2.4 The secretary will record minutes of all meetings and circulate it to all members within one week – not exceeding five working days after the meeting.
- 5.2.5 No member should absent himself/herself for three or more consecutive meetings without a valid reason
- 5.2.6 A member that will be absent from a meeting must submit an apology prior to the meeting in writing.
- 5.2.7 Members must delegate only to a Manager to represent them in a meeting but not for two or more consecutive meetings.

5.3 Support

- 5.3.1 The administrative support will be provided by the office of Director Corporate Support Services or where necessary the Information Technology Unit shall provide the support.

6. Review

- 6.1 The ICT Steering Committee shall review these terms of reference on an annual basis, in April of every year

7. Meetings

7.1 Meeting Schedule

- 7.1.1 The Committee shall sit at least once per Quarter
- 7.1.2 Special meetings of the Committee may be convened as and when a need arises.

7.2 Quorum

- 7.2.1 The quorum for the meetings of the committee shall be 50%+1 of the total number of the members.

8. Reporting

The ICT Steering Committee shall report directly to the Municipal Manager and minutes of the meeting must be reported to the Performance Audit Committee at its next meeting

Approved by: _____

Municipal Manager

Date: 2021/07/30