

# Information Communication Technology Steering Committee terms of reference

## No. 1270.001.E.R

### 1 Purpose

The Information Communication Technology (ICT) Steering Committee (the Committee) is established in accordance with section 82 of the *Local Government Act 2019* (NT). The purpose of the Committee is to ensure accountability and governance oversight of the ICT function.

### 2 Scope

The Committee operates to assess and monitor the ICT projects, decision making and outcomes and the governance and oversight of ICT infrastructure, networks, and security.

The Committee will:

- consider officers reports and provide recommendations to Council as required
- provide a forum to enable matters to be reviewed and discussed.

### 3 Authority / delegation

The Committee is subject to control and direction by the Council.

The Committee does not have any delegation to make decisions. The Committee can provide specialist advice based on members expertise, put recommendations to Council for endorsement, and may be responsible for oversight of any outcomes determined by Council resolution.

The Committee is authorised, via the Chief Executive Officer (CEO) to:

- obtain any information it requires from any member of staff and/or external party
- discuss any matters with internal and/or external auditors, or other external parties
- request attendance of any member of staff at Committee meetings
- request external legal or other professional advice, as considered necessary to meet its responsibilities.

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2	ORD527/24	26 November 2024	25 November 2028

Responsible Officer: Chief Executive Officer

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## 4 Functions

The functions of the Committee are to:

- oversee the implementation of the ICT Roadmap and provision of ICT Infrastructure, Networks and Security ICT operations
- consider, evaluate and provide commercial, financial and risk recommendations regarding ICT projects and investment in future Information Technology (IT) capability
- provide guidance and recommendations regarding strategic investment priorities, decision making and project methodologies, and provide advice to CEO
- provide oversight and monitoring of IT implementation programs and schedules including the identification of key risks and dependencies and provide appropriate solutions and mitigation strategies that consider overarching return on ICT investments
- make recommendations to Council about any matters the committee considers require the Council's consideration.

## 5 Membership

### 5.1 Members

Membership of the Committee will be appointed by Council.

Preference will be given to local representation; however, Council may appoint members from outside the Darwin local government area to ensure appropriate expertise.

The Committee will, where possible, appoint a First Nations representative – either an appropriate external member or Elected Member.

Membership will consist of:

- one Elected Member
- one Elected Member (alternate)
- four community members
  - one of whom will be the Chair of the Risk Management and Audit Committee
  - at least one of whom is qualified or has significant business experience in the field of ICT governance and project management
  - at least one of whom is qualified or has significant business experience in the field of commercial finance and contract management.
- The Lord Mayor, who may attend as ex-officio.

The City of Darwin CEO or delegate will attend all meetings.

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## 5.2 Chair

The Chair of the Committee will be appointed by Council for a term of no greater than two years.

In accordance with section 98(1) of the *Local Government Act 2019* (NT), the Chair will be appointed from the community membership of the Committee.

The Committee Chair is responsible for:

- ensuring the good conduct of meetings in accordance with the role and functions of the Committee
- ensuring that the Committee's recommendations and actions are in line with the Terms of Reference
- ensuring effective communication between the Committee and CEO
- ensuring the independence and objectivity of the committee functions are maintained.

The Committee Chair may be called upon to represent the Committee to Council.

The Committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present.

## 5.3 Terms and Vacancies

Membership term for community members will be for two years.

Membership term of an Elected Member will be for two years, by nomination at an Ordinary Council Meeting.

Membership will expire if a member does not attend three consecutive meetings without an approved leave of absence.

# 6 Meetings

The Committee will adhere to the requirements for meetings as outlined in the *Local Government Act 2019* (NT), *Local Government (General) Regulations 2021* (NT) and relevant City of Darwin policies.

## 6.1 Frequency and location

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four times per year and no more than eight times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the CEO on the request of the Chair, or a majority of committee members. The CEO will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

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## 6.2 Voting

For voting purposes, the Chairperson will accept motions moved and seconded by members of the Committee, by show of hands.

A Committee decision is by majority vote of voting members present at the meeting.

A majority vote is half plus one of the members present. Each member present has, and must exercise, one vote on a question arising for decision at the meeting.

The Chair must exercise, in the event of an equal number of votes, a second or casting vote.

## 6.3 Secretariat

City of Darwin will provide secretarial services to the Committee. This includes assisting the CEO to ensure:

- the business papers are distributed no later than three business days prior to a meeting and are available on the website
- proper minutes are kept and ensure that they are tabled at the next meeting of Council
- a copy of the minutes is, within ten business days after the date of the meeting to which the minutes relate, available on the website.

## 6.4 Meetings

Meetings are open to the public unless confidential business is being considered.

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council.

## 7 Quorum

Quorum consists of a majority, being half plus one of its members holding office at the time of the meeting.

## 8 Code of conduct

All Committee members are required to abide with Schedule 1 Code of Conduct of the *Local Government Act 2019* (NT).

This includes the requirement to declare gifts and/or benefits.

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## 9 Conflict of interest

Committee members must declare any real or perceived conflicts of interest when joining the Committee. Conflicts of Interest must also be identified at the start of each meeting in which a member has a conflict of interest on a matter.

## 10 Review

The Terms of Reference will be reviewed every four years by the Committee and any changes will be put to Council for endorsement.

## 11 Responsibility / application

All members of the Committee will be asked to sign the Terms of Reference as part of their induction to the Committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* (NT) as a member of a Council appointed Committee.

Name \_\_\_\_\_

Signature \_\_\_\_\_