

INFORMATION COMMUNICATION TECHNOLOGY STEERING COMMITTEE

TERMS OF REFERENCE
1270.001.E.R

1 PURPOSE

The City of Darwin Information Communication Technology (ICT) Steering Committee is established in accordance with section 82 of the *Local Government Act 2019*. The purpose of the Committee is to ensure accountability and governance oversight of the ICT function, with a particular focus on assessment and monitoring of ICT projects, decision making and outcomes. In addition, the governance and oversight of ICT Infrastructure, Networks and Security.

2 SCOPE

In relation to the monitoring of ICT frameworks, 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 ICT Steering Committee is subject to control and direction by the Council.

The ICT Steering 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 to, via the CEO:

- 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.

4 FUNCTIONS

In accordance with Section 83 of the *Local Government Act 2019* the ICT Steering Committee has the following functions assigned to it:

- 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 Chief Executive Officer.

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- (d) 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.
- (e) Make recommendations to Council about any matters the committee considers appropriate in connection with Terms of Reference (TOR).

5 MEMBERSHIP

5.1 CHAIR

The Chair of the ICT Steering Committee will be an Independent Chair appointed by Council.

The Chair will be appointed from the external membership of the committee in accordance with section 82(2) of the *Local Government Act 2019* for a term of no greater than two years.

In addition to the duties and responsibilities as a committee member, the Chair shall:

- (a) provide leadership and direction to the ICT Steering Committee including overseeing meeting procedure at the meeting
- (b) ensure effective communication between the Committee, Chief Executive Officer, management, and
- (c) ensure the independence and objectivity of the committee functions are maintained.

5.2 MEMBERS

Membership of the committee will be appointed by Council resolution pursuant to section 82(2) of the *Local Government Act 2019* for a period of 2 years.

The Committee will comprise five (5) members:

- one (1) Elected Member
- one (1) Elected Member (alternate)
- four (4) External Members
 - one (1) of whom will be the Chair of the Risk Management and Audit Committee
 - at least one (1) be qualified or have significant business experience in the field of ICT governance and project management
 - at least one (1) be qualified or have significant business experience in the field of commercial finance and contract management
- the Chair is to be one the External Members, and may be the Chair of the Risk Management and Audit Committee
- the Committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.
- preference will be given to local representation; however, the Council may appoint members from outside the Darwin local government area to ensure appropriate expertise
- the Chief Executive Officer or Acting Chief Executive Officer will attend all meetings.
- The Lord Mayor may attend as an ex-officio.

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6 MEETINGS

The ICT Steering Committee will adhere to the requirements for meetings as outlined in the *Local Government Act 2019, Local Government (General) Regulations 2021* and *City of Darwin Policy, Meetings – 043*.

6.1 FREQUENCY OF MEETING AND LOCATION

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

The Committee will meet a minimum of four (4) times per year at times and dates set by the committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer 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.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting.

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

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed every two (2) years by the Committee and formally approved by the Council.

9.2 PERFORMANCE EVALUATION

The Chief Executive Officer will initiate a review of the performance of the Committee at least once every two (2) years. The review will be on an internal assessment basis with appropriate input from the Council, Chief Executive Officer and senior staff, internal and external auditors, and any other relevant stakeholders.

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10 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* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 6 December 2022.

Name: _____

Signature: _____

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