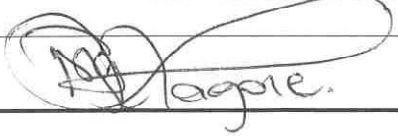


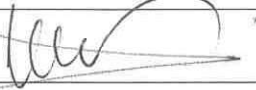
WEST RAND DISTRICT MUNICIPALITY



ICT STEERING COMMITTEE CHARTER AND TERMS OF REFERENCE

CHARTER AUTHORITIES

Compiled by	L Thotse
Designation	Manager: Information, Communications Technology
Signature	
Date	27/09/2024
Supported/Not Supported	MG Magole
Designation	Executive Director: Corporate Services
Signature	

Date	27-09-2024
Approved/Not Approved	ME Koloï
Designation	Municipal Manager
Signature	
Date	27-09-2024
Effective Date	27-09-2024

The following changes have been made to this policy:

Version	Description of Change	Date Approved
1	New	September 2024
2	- Purpose of the Charter - Composition of the ICT Steering Committee - Frequency of the ICT Steering Committee sittings	

1. Introduction

West Rand District Municipality ICT Division realized a need to develop a Charter for the ICT Steering Committee and to revise the composition of the ICT Steering committee in line with the King IV Corporate Governance Report. Whenever ICT steering committee is established, there should be a charter outlining all the important aspects of the committee.

2. Purpose

The purpose of the ICT Charter is to-

- describe the roles and responsibilities of the Committee and the meeting structure that suits the needs of the Municipality.
- provide strategic leadership for ICT through the alignment of ICT strategic objectives and activities with the WRDM's strategic objectives.
- prioritize ICT investment initiatives and deliver final approvals and recommendations proceeding with proposed ICT projects and
- ensure open communication between the ICT Division and other functional units of West Rand District Municipality.

3. Legal Framework

This charter take full cognizance of the legal framework provided in the following legislations and/or policies of the Municipality with respect to:

- a) The Constitution of the Republic of South Africa, 1996;
- b) Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);
- c) Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);
- d) State Information Technology Act, 1998 (Act 88 of 1998);
- e) Electronic and Communications Act, 2005 (Act 36 of 2005);
- f) Electronic Communications Security Act, 2002 (Act 68 of 2002);
- g) Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000);
- h) Supply Chain Management Policy.

4. Functions of the ICT Steering Committee

The following are the functions of the ICT Steering Committee-

- a) Ensure that ICT policies are aligned with municipality strategic objectives.
- b) Take action to ensure that the ICT projects are delivered within the agreed budget and timeframe.
- c) Monitor and report on the implementation of ICT projects against approved project plans, with particular emphasis on quality, risk management, benefits realization and change management.
- d) Assess the quality and value of business cases prepared for new ICT project proposals and provide advice and recommendations to the Council on the merits of new project proposals.
- e) Review and approve ICT project implementation plans and project management documents such as risk management, information security and policies.
- f) Submit to the municipal council, regular progress reports on the implementation of the ICT Policies.

- g) Oversee development, approval and implementation of ICT Strategic objectives.
- h) Submit on quarterly basis, the ICT governance report to the Audit Committee.
- i) Make recommendations on ICT related projects to EXCO.

5. Membership of the ICT Steering Committee

The ICT Steering Committee shall comprise of the following standing members:

- a) The Municipal Manager (Chairperson)
- b) All Executive Directors, including the Chief Financial Officer
- c) Manager: Regional Planning and Performance Management
- d) Manager: Human Settlements and Transport Planning.
- e) Coordinator: Risk Management
- f) Manager: Internal Audit (Ex-Officio)
- g) Manager: Supply Chain Management
- h) Manager: Information, Communications Technology.

Alternative members may be co-opted to attend the ICT Steering Committee meeting at the discretion of their respective Directors and prior approval of the Chairperson.

The Chairperson may also invite other persons to attend meetings as required.

In the absence of a member his/her delegate may attend the meeting on his/her absence.

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

6. Committee Meeting

- a) Decisions taken at meetings will be noted and the minutes will be distributed to committee members not later than a week after the meeting.
- b) Meeting quorum will be 50% plus one of the standing committee members;
- c) The ICT Steering Committee must meet once per quarter.

7. Conclusion

Coordination of ICT investments and activities is essential in order to eliminate duplication of effort and data, avoid redundant expenditure and misuse of ICT resources.