

# Information Communication Technology (ICT) Reform Project Steering Committee

## Terms of Reference

### **Preamble**

A Committee of Council may be established by resolution of the Council.

A Committee is established for the purpose of assisting the Council in the performance of its functions, inquiring into and reporting to the Council on matters within the ambit of the Council's responsibilities, providing advice to the Council and to exercise, perform or discharge delegated powers, functions or duties of the Council.

The establishment of a Committee does not derogate from the power of the Council to act in a matter.

### **1. Specific purpose of the Committee**

This committee is established for the purpose of the provision of strategic oversight to the ICT Reform Project and its implementation process. The functions of the Committee include but are not limited to:

- a) ensuring project is aligned with organisational strategy.
- b) have oversight of savings, avoided costs and productivity improvements.
- c) ensuring the direction and targets of the project and its related activities are effectively monitored, reported and met.

2. The establishment of this committee does not derogate from the power of the Director's Group to act in a matter.

### **3. Delegations**

The Committee has no delegations.

### **4. Establishment of the Committee**

Pursuant to section 41 of the *Local Government Act 1999* the Council establishes a committee to be known as the ICT Reform Project Steering Committee (referred to in these Terms of Reference as 'the Committee').

## 5. Membership

The membership of the Committee comprises of three (3) elected members, the independent chairperson of the Audit, Risk, Value and Efficiency Committee who will act as Chairperson and on (1) independent representative.

The independent representative will have relevant knowledge and experience relating to information technology and project management.

All members of the Committee will hold office from the period of establishment until the end of the elected body term.

The Independent Members of the Committee will be paid an allowance in the form of a sitting fee for each meeting attended as set by Council resolution.

Members must notify the Chairperson or Responsible Officer, as advised on the Notice of Meeting, of non-attendance of a meeting.

Absence, without leave of the Council or committee, for three or more consecutive meetings may result in removal from office by Council resolution.

Members of the Committee may be removed from office by Council resolution at any time.

The proxy member may attend meetings of the Committee but has no voting entitlement unless representing an absent elected member.

Section 41 Committees are dissolved at the end of each council term.

### *Membership of ICT Reform Project Steering Committee .*

<b>Elected Members</b>	<b>Independent Members</b>
Cr W Olsen	Ms Emma Hinchey, Chairperson
Cr H Greaves	Mr Michael Tellis
Cr S McMahon	

## 6. Chairperson

The role of the Chairperson is to:

- oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* and Council's 'Code of Practice - Proceedings of Meetings'.
- ensure that the Guiding Principles at Regulation 4 are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner.
- ensure when a matter has been debated significantly and no new information is being discussed to call the meeting to order and move the debate towards finalisation.

The Chairperson of a Committee is not excluded from debate and may add to the debate nearing its end (so as not to 'lead from the Chair'). The Chairperson of a Committee has a deliberative vote and does not have a casting vote.

If the Chairperson of the Committee is absent from a meeting, an interim Chairperson will be appointed from amongst the members present, with preference given to this being another independent member and will preside at

that meeting.

The Committee minutes shall be presented to the next available meeting of Council, including recommendations that require a decision of Council, in the form resolved by the Committee, for consideration of the Council. The Chairperson of a Committee may move the motion of the Committee.

## **7. Responsibilities and role of the Steering Committee Members**

Individual Steering Committee members have the following responsibilities:

- a) understand the goals, objectives, and desired outcomes of the project.
- b) understand and represent the interests of project stakeholders.
- c) take a genuine interest in the project's outcomes and overall success.
- d) act on opportunities to communicate positively about the project.
- e) actively participate in meetings through attendance, discussion, and review of minutes, papers and other Steering Committee documents.
- f) support open discussion and debate, and encourage fellow Steering Committee members to voice their insights
- g) receive the project plan
- h) receive the Benefits Realisation Plan
- i) oversight in relation to the project milestones, timelines and budget
- j) oversight of the project outputs in relation to productivity improvements and savings attributed to the project
- k) receive information in relation to future predictive outputs arising from the project.

## **8. Meeting details**

The Committee will meet at least quarterly during the life of the ICT reform project in the principal office of Council. The venue, time and date may be altered at the discretion of the chairperson to suit a large public gallery, a specific issue or other extenuating circumstances.

The Committee may invite additional members to attend meeting when required.

## **9. Quorum**

As per the *Local Government (Procedures at Meetings) Regulations 2013* Part 4 section 26.

## **10. Meeting procedures**

Meetings of the ICT Reform Project Steering Committee will be held in accordance with:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*

- Council's Code of Practice: Proceedings of Meetings
  - Council's Code of Practice: Access to Meetings and Documents 2015
- Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.

## **11. Access and documents**

A minimum of three clear days' notice of the meeting, accompanied by the agenda, will be provided to Members of the Committee and the public, in accordance with section 87 of the *Local Government Act 1999*.

Minutes will be available within five clear days after a meeting in accordance with section 91 of the *Local Government Act 1999* and will be provided to all Members of the Committee.

Agendas and minutes will be made available, within the above timelines, at [www.onkaparingacity.com](http://www.onkaparingacity.com).

Members of the public are able to attend all meetings of the Committee, unless excluded from the meeting by the confidentiality provisions of section 90 of the *Local Government Act 1999*.

## **12. Conduct and Interests of Committee Members**

All Members of the Committee must comply with the Code of Conduct for Council Members and chapter 5 part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

## **13. Liability and Insurance**

Council is required to adequately insure all elected members in accordance with section 80 of the *Local Government Act 1999*.

Elected members are covered under the following Council insurance policies on a 24 hour basis, while performing and discharging the functions and duties of their office.

### *Personal Accident Insurance*

Elected members (and accompanying spouses) are provided with benefits to cover out of pocket expenses should they sustain bodily injury whilst engaged in any activity directly or indirectly connected with, or on behalf of Council.

*Public Liability / Professional Indemnity*

Public liability and professional indemnity insurance covers elected members against negligence claims in relation to professional advice and service providing individuals. Elected members are covered only in connection with their role as elected members. Coverage does not include criminal prosecution, nor a wide range of potential liabilities under civil law.

*Personal Effects*

Council provides coverage for damage to elected members personal effects whilst engaged in any activity directly connected with, or on behalf of Council.

#### 14. Terms of Reference approval

<b>Responsible officers/department:</b>	Director Corporate Manager Governance
<b>Adopted by:</b>	Council
<b>Adoption date:</b>	11 December 2018 Amended – 20 August 2019 Amended – 10 December 2019 Amended – 21 April 2020 Updated membership - 16 February 2021
<b>ECM DSID:</b>	4721204