CORPORATE GOVERNANCE ICT CHARTER

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1. Introduction

The Municipal Corporate Governance of Information and Communication Technology Policy was adopted by the Council in September 2015. The policy requires the municipality to develop a Corporate Governance of ICT Charter (herein called the Charter).

2. Purpose

The Charter guides the establishment and maintenance of effective enabling Governance structures and responsibilities clarifying the related roles towards achieving the municipality's strategic goals utilising ICT as an enabler.

3. Objectives of the Charter

In order to effect to the Corporate Governance of ICT (CGICT) in the municipality, the following objectives should be achieved.
   a) Embed the CGICT as a subset of the municipal governance structures.
   b) Create value through a CGICT model aligning ICT effort with the municipal strategic implementation in the value chain.

4. Design of the Municipal Corporate Governance of ICT Model

The following diagram depicts the CGICT Model, structures and responsibilities that applies within the Municipality:
Corporate Governance of ICT Model

Senior Management Team

Direct business use of ICT Strategy and direction.

Monitor and Evaluate Roll-out of ICT Strategy
Monitor related risks

ICT Steering Committee Consisting of Member Departments

Develop business use of ICT strategy
Direct operational implementation of ICT Strategy
Manage related Risks
Determine ICT technology and Technical Strategy

Staff and line function in Cooperation with the ICT Department

Develop operational plan for implementation of the ICT Strategy
Implementation of the Operational Plan
Develop ICT Technical Strategy
Day-to-day management of technology, information systems and related suppliers
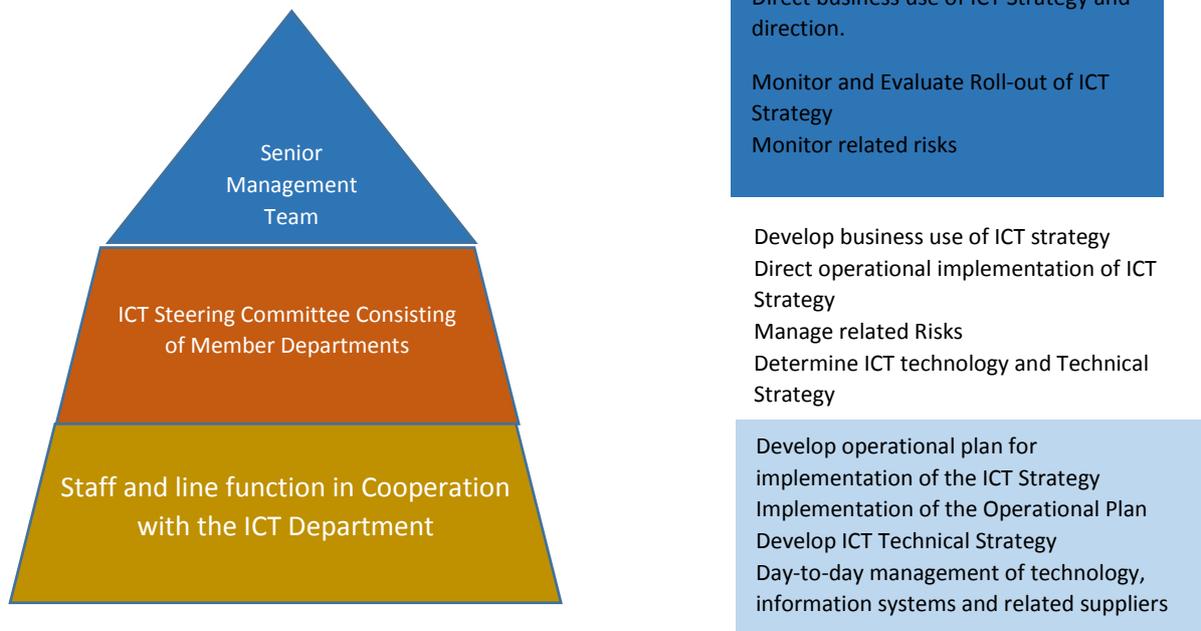
Diagram 1. CGICT Model

This model addresses the development of an enabling 5-year ICT Strategic Plan for approval by the Senior Management Team (SMT). Once approved, the ICT Forum becomes responsible for coordinating and managing the development and implementation of an ICT Operational Plan (ICTOP). The ICTOP in turn is developed in cooperation between various departments of the Municipality (responsible for the management of the use of ICT) and the ICT department responsible for the provision and management of technology. During the implementation of the ICTOP, the ICT Forum manages the Implementation and coordinates the efforts of all departments in the utilisation and establishment of enabling technology. It is furthermore responsible to manage the overall risk of the implementation of the ICTOP whilst staff, line function and the ICT departments are responsible for the day-to-day operational risk management.

The minutes of the ICT Forum serves at the SMT, thus keeping this forum up to date with the rollout of the ICTOP and the overall achievement of the ICT Strategic Plan.

The ICT Strategic Plan inherently implies a 5-year plan. However, the ICT Forum will manage this strategy on a quarterly basis in order to ensure the realities of the municipality are adequately reflected in the ICT strategy. Any changes in the strategy will be presented to the SMT as part of the ICT Forum minutes.