



AMAJUBA DISTRICT MUNICIPALITY
(ADM)

**Corporate Governance of ICT Policy and Charter
Implementation Plan
Version 1.0**

CGICT POLICY AND CHARTER IMPLEMENTATION PLAN

Implementation of the CGICT and GICT will be achieved through the allocation of roles and responsibilities, functions/structures and processes ensuring accountability and clear reporting lines. The ADM has defined the following roles and structures to ensure the adequate implementation and operating effectiveness of the CGICT and GICT:

1. ICT Strategic Committee
2. ICT Steering Committee
3. ICT Architectural Committee
4. ICT Operational Committee
5. Governance Champion
6. Government IT Officer

Implementation of these structures will address the creation of the CGICT and create an enabling environment for good governance of ICT within the Municipality. The following plan will be deployed:

Structure / Role	Level	Chair	Terms of Reference	Performance Criteria	Reporting To	Current Status	Responsible
ICT Strategic Committee	Council	Chairperson of the Council	Ref: TOR ICT Strategic Committee	<ul style="list-style-type: none"> • Performance of strategic ICT projects (e.g. on time, within budget and quality). • ICT audit and maturity assessment results. 	Mayor Quarterly	<ul style="list-style-type: none"> • The ICT Strategic Committee mandate will fall under the ambit of the Council. • A Terms of Reference has been defined and documented 	<ul style="list-style-type: none"> • Council

Structure / Role	Level	Chair	Terms of Reference	Performance Criteria	Reporting To	Current Status	Responsible
						awaiting approval by the Council	
ICT Steering Committee	Executive	MM or delegated Executive	Ref: TOR ICT Steering Committee	<ul style="list-style-type: none"> • % of satisfaction with ICT services. • % of availability of ICT systems. • Performance of ICT projects (e.g. on time, within budget and quality). • ICT audit and maturity assessment results. 	Council Quarterly	<ul style="list-style-type: none"> • The ICT Strategic Committee mandate will fall under the ambit of the EXCO. • A Terms of Reference has been defined and documented awaiting approval by the Council. 	<ul style="list-style-type: none"> • Council
ICT Architectural and Operational Committee	Management	Head of ICT	Ref: TOR ICT Architecture Committee	<ul style="list-style-type: none"> • % of member satisfaction with the functioning of the ICT Architecture Committee. • % of compliance 	ICT Steering Committee Quarterly	<ul style="list-style-type: none"> • The ICT Strategic Committee mandate will fall under the ambit of the EXCO. • A Terms of 	<ul style="list-style-type: none"> • Council

Structure / Role	Level	Chair	Terms of Reference	Performance Criteria	Reporting To	Current Status	Responsible
				<p>with the enterprise architecture framework and model.</p> <ul style="list-style-type: none"> • % of a contribution of new technology to ADM's business operations e.g. cost, efficiency, increased functionality and automation. • Performance of information technology projects (e.g. on time, within budget and quality). • Enterprise architecture audits and maturity assessment results. 		Reference has been defined and documented awaiting approval by the Council.	

Structure / Role	Level	Chair	Terms of Reference	Performance Criteria	Reporting To	Current Status	Responsible
Governance Champion	Executive	Municipal Manager	Roles and responsibilities are defined within the cooperate governance structures	In line with the job description	Council Quarterly	<ul style="list-style-type: none"> Awaiting formal approval by the Council 	<ul style="list-style-type: none"> Council
Government IT Officer	Executive	Head of ICT	Roles and Responsibilities defined within the ADM CGICT Policy and Charter	In line with the job description	Council and ICT Steering Committee Quarterly	<ul style="list-style-type: none"> Awaiting formal approval by the Council 	<ul style="list-style-type: none"> Council