

GOVERNMENT OF TASMANIA

ICT POLICY BOARD CHARTER AND TERMS OF REFERENCE

MAY 2010

1 Preamble

Information and Communications Technology (ICT) Policy Board was created by government, to advise the Premier on strategic directions for ICT within government; review proposed policies for ICT across government; govern the program for introducing the changes outlined in the strategic direction for ICT within government.

This charter and terms of reference outline the principles, framework and governance arrangements for the ICT policy board and its relationship with the Premier and agencies.

2 Objectives

The ICT policy board's objectives are:

1. **Sustainable ICT:** Ensure longevity and efficiency of government services, and a lower environmental impact, through efficient use of ICT resources and skills.
2. **Efficient government:** Create new opportunities for reducing the costs of government services.
3. **Effective government:** Improved quality and accessibility of government services through better use of government ICT.
4. **Innovative government:** Generate new and improved government services from new ways of using ICT; where possible foster the commercial use of them by the local business community.
5. **Clever government:** Connect agency services, and increase cross-agency collaboration with appropriate government ICT tools.
6. **Agile government:** More responsive government through appropriate ICT resources and skills.

3 Principles

The relationship between the ICT policy board and the Premier will reflect the following fundamental principles:

- The Board will be a key source of advice to the Premier regarding strategies, policies, investment and performance of ICT across government.
- The Premier and Board will agree on, and regularly update a clear strategy for ICT, which includes investment priorities, and supports the Government's broader strategic agenda for the public sector.

The relationship between the ICT policy board and agencies will:

- Be an open and close working relationship based on a shared understanding of issues, opportunities and challenges.
- Be in a spirit of collaboration and consultation in identifying and achieving agreed objectives.
- Provide agencies with a greater strategic and policy clarity about how ICT should be managed.

- Provide agencies with new opportunities for reducing costs and improving the sustainability of their ICT resources.
- Increase the accountability of agencies to achieve efficiency and effectiveness.
- Continuously identify opportunities for improvements.
- Introduce improvements through effective program and project management.

4 Role of ICT policy board

The ICT policy board will:

- Provide advice to the Premier regarding strategies, policies, investment and performance for the use of ICT across government.
- Develop and maintain an ICT strategy, which includes investment priorities, for the use of ICT across government.
- Monitor performance against the ICT strategy for the use of ICT across government
- Endorse policies for the use of ICT across government.
- Endorse the work priorities and roles for the Office of eGovernment, including:
 - Supporting the roles of the ICT policy board, including facilitation of the development of strategies and policies and monitoring of those strategies and policies
 - Provision of comprehensive advice on the ICT implications of strategies, policies and initiatives being considered by ministers
 - Promotion of the understanding of strategic issues by senior executives and managers across government
 - Development of benchmarks on ICT investments and performance to enable comparison of agencies and the Tasmanian Government with other organisations
- Be the program management board for the program of projects to progress the ICT strategy for the use of ICT across government.

5 Support for the ICT policy board

The Office of eGovernment, Department of Premier and Cabinet, will provide strategic and operational support to the Board.

6 Communicating with the Premier

The ICT policy board will advise the Premier on ICT within the public sector:

- Through the ICT strategy for the use of ICT across government
- By reporting performance against the ICT strategy for the use of ICT across government.
- By seeking endorsement of Instructions relating to the use of ICT across government.

Unless agreed otherwise, communication with the Premier will be via the Chair.

The Premier will provide direction to the ICT policy board, through:

- The agreed statement of direction for the use of ICT across government
- Endorsement of policies for the use of ICT across government
- The issuing of instructions relating to the use of ICT across government

- Specific directions to the Board

7 Policy setting

The Board's policy setting role is within the context of agencies retaining flexibility for managing their ICT resources, particularly specialist technology where the agencies have unique requirements. Whole-of-government policies for ICT will be adopted in cases where:

1. There are broader legislative or policy requirements that need to be supported.
2. There are risks and costs associated with the management of ICT across government that can be materially reduced.
3. There are net benefits across government that can be achieved.

The policy setting will be via the ICT strategy for the use of ICT across government, and a policy framework. The policy framework will include general advice, essential advice, and instructions on the use of ICT within government, as described below.

Policy category	Rationale	Endorsement	Agency responsibility
General advice	To assist agencies with managing their ICT resources more effectively and efficiently	Endorsed by the ICT policy board.	Expected to seriously consider the applicability of the advice according to their circumstances.
Essential advice	Only issued where there are strong reasons for agencies to follow consistent policy.	Endorsed by the ICT policy board. The Chair of the Board will notify each head of agency of that endorsement.	Agencies are required to consider the advice and then to notify the chair within two months, either: <ul style="list-style-type: none"> • The advice will be adopted and when. • The advice would not be adopted and why not.
Instructions	Only issued where there are major imperatives for all agencies to follow a consistent policy.	Instructions are issued by the Premier on the advice of the ICT policy board.	Agencies are required to comply with the instructions.

8 Operation of the ICT Policy Board

8.1 Meetings

The Board will meet on a quarterly basis, unless agreed otherwise by the Board.

Minutes will be restricted to the usual standing and procedural items (attendance, business arising, resolutions and recommended action/s etc), unless the Chair determines it appropriate to record additional comment on specific issues.

8.2 Role of Chair

The Chair will preside at all meetings of the Board at which he or she is present. The Chair may request another member or the Deputy Secretary, Department of Premier and Cabinet, to preside at any meeting where the Chair is not present.

It is the duty of the Chair, or persons acting in the position of Chair, as the case may be, to ensure the efficient and orderly conduct of meetings and of the business of the Board.

8.3 Membership

The ICT policy board will comprise at least five members including the Chair. At least one member will not be an employee of the Crown (ie an employee or officer of the State Service or police officer).

The Chair is the Secretary of the Department of Premier and Cabinet.

Membership will reflect a balance of appropriate interests, skills and expertise relevant to the role of the Board.

Members will be appointed by the Premier on advice from the Secretary of the Department of Premier and Cabinet, with a mix of senior government executives and external experts.

The term of appointment for membership, with the exception of the Chair, will be a period of two years.

A Board member may be nominated for re-appointment upon the expiry of their term, or resignation through ceasing to be an employee of the Crown, or becoming an employee of the Crown.

8.4 Observers

The Chair may invite observers to attend meetings as determined appropriate.

Observers may not take part in decisions made by the Board.

8.5 Resignation

A member of the Board may resign at any time. The resignation must be in writing in the form of a letter or email addressed to the Premier stating their intention to resign from the Board. Resignations will be acknowledged by the Premier.

A member who is an employee of the Crown is deemed to have resigned from the Board upon ceasing to be an employee of the Crown.

Members who were not an employee of the Crown at the time of their appointment are deemed to have resigned upon appointment as an employee of the Crown.

8.6 Termination

The Premier may terminate the appointment of a member at any time.

8.7 Attendance

The Premier reserves the right to terminate the membership of members who fail to participate on an ongoing basis. If a member fails to attend three successive meetings, a request can be made in writing by the Chair for an explanation as to why their membership should not be terminated.

If no contact is received from a Board member for a period of more than six months following appropriate actions to seek such contact, such a person will be deemed to have resigned from the Board.

8.8 Operational Funding and Remuneration

Standard sizing of the Board, in accordance with Government Policy, will be undertaken to determine the remuneration for external Board Members.

Sitting fees or remuneration will not be paid to members of the Board who are employees of the Crown.

8.9 Code of Conduct

A member, attendant or observer shall adhere to the Board code of conduct:

1. A member, attendant or observer, will act honestly, in good faith and in the best interests of the Board.
2. A member, attendant or observer will not make improper use of information acquired from deliberations of the Board.
3. A member, attendant or observer has an obligation to be independent in judgment and actions and to take reasonable steps to be satisfied as to the soundness of the decisions made.
4. A member, attendant or observer must declare to the Chair any direct or indirect pecuniary interest or conflict of interests in a matter being considered or about to be considered by the Board as soon as reasonable and the nature of such interest. Should a disclosure be noted, the person shall not, unless the Board otherwise determines –
 - (a) Be present during any deliberation of the Board with respect to that matter; or
 - (b) Take part in any decision of the Board with respect to that matter.
5. A member, attendant or observer must ensure confidential information received by the Board member in the course of their activities or deliberations is not disclosed, or allowed to be disclosed, unless authorised by the person from whom the information is provided, or is required by law.
6. A member, attendant or observer may engage with agencies on general issues and activities being considered or undertaken by the Board except where such discussion breaches confidentiality requirements or should by any reasonable person be known to be confidential.