Surf Life Saving Australia – Circular

Title:	Nominations for SLSA Position: ICT Governance Group – SLS Member
Document ID:	13/23-24
Audience:	Presidents & Secretaries State / Territory Centers, Branches & Clubs SLSA Directors, Advisors, Committee Chairs Interested Parties
From:	Peter George AM – Chief Operating Officer, Sydney (COOS)
Date:	13 September 2023
Subject:	EOI for ICT Governance Group SLS Member – Call for Nominations
Summary:	EOI sought for SLSA ICT Governance Group – SLS Member

Summary

Nominations are invited from suitably qualified and experienced members for the Surf Life Saving Australia ICT Governance Group.

The position will be for a 3-year term, i.e. (November 2023 – November 2026)

Nominations of candidates for the ICT Governance Group must be completed using this **LINK** Nominations must be endorsed by the Nominee's Club and State/Territory Centre. Candidates must consent to their nomination. Candidates will be assessed against the skills outlined in the position description attached and recommendations of the Interview Panel will be submitted to the SLSA CEO.

Overview of Responsibilities & Obligations

Members interested in nominating for this position should carefully read the SLSA Constitution, policies and the below Position Description and Terms of Reference to confirm his/her eligibility, willingness, capability and capacity to fulfil the important responsibilities associated with these roles.

Interested people are also encouraged to discuss the roles and expectations (in confidence if desired) with the SLSA COOS, Peter George AM. Peter.George@sls.com.au

Please refer to the below Position Description for a full listing of responsibilities, skills and qualifications required.

Key Dates

Completed EOI's and resumes must be submitted by: **COB, 5 October 2023**

Use this LINK to submit your ICT Governance group Expression of Interest

Need Advice or Help?

Prospective nominees can contact the SLSA COOS, Peter George AM. Peter.George@sls.com.au if any clarifications or explanations are required.

Position Description: ICT Governance Group – SLS Member.

Below are the Skills, Knowledge and Experience required:

1. Project Management - Change management

This skill set informs the ICT Governance Group on the necessary controls and governance frameworks required to introduce and manage large scale business systems.

Sound knowledge and minimum of 10 years' experience with the development and governance of enterprise ICT business systems.

Skills and experience required includes:

- ICT Project management and project reporting
- ICT Business case preparation and assessment
- ICT Risk management
- ICT stage gate reviews
- Change management planning

2. Business Solutions Architecture

This skill set informs the ICT Governance Group on the strategic positioning and integration of business systems to ensure that business needs, processes and services are optimised. It also ensures that systems are integrated, data is not duplicated, has integrity, can be easily accessed and shared.

Sound knowledge and minimum of 10 years' experience with the development of business systems architecture.

Skills and experience required includes:

- Enterprise software/solutions architecture
- Business system analysis
- Data architecture and data governance
- Identity and access management

3. Technology Architect - (These are desirable skills only as this role can be performed by a consultant as required)

This skill set informs the ICT Governance Group on the ICT technology that supports the organisations business systems and advises on technology, ICT infrastructure, security, user access and system performance.

Sound knowledge and minimum of 10 years' experience with the management and development of enterprise ICT architecture and systems.

Desirable knowledge and experience includes:

- Technology infrastructure
- Web infrastructure
- Cloud infrastructure
- Remote and mobile technologies.
- Communications
- Security

Surf Life Saving Australia
Level 1, 1 Notts Ave   t. +61 2 9215 8000
Bondi Beach, NSW 2026   f. +61 2 9215 8180
Locked Bag 7773   w. sls.com.au
Bondi Beach, NSW 2026   ABN 67 449 738 159

Page **2** of **4**

SLSA ICT Governance Group (ICTGG)

Purpose:	The ICTGG purpose is to ensure that a long-term plan is in place to deliver fit for purpose IT solutions for the membership, that resources are allocated efficiently, and that good governance is in place
Terms of Reference:	The Terms of Reference for the Group are: **Role** • Ensure that ICT business systems meet the requirements of the organisation and its members to deliver SLS 2025 (and beyond) Strategic Plan. • Ensure all new ICT project proposals in excess of $30K are accompanied by a business case prior to consideration for endorsement by EMG/SLSF Board/SLSA Board. • Review progress reports on current projects and suggest improvements. • Monitor the effectiveness of existing SLSA business systems by agreed criteria determined by ICT Governance Group and advise on technical and innovation opportunities. • Review and maintain a risk register on all ICT business systems as part of the SLSA risk register. • Review and maintain an ICT program of work. • Ensure that the SLS ICT Business Plan is costed, current and receives FACC and Board endorsement. • Review customer satisfaction survey. **Scope** • The governance of all current and proposed ICT business systems (BAU and Project).
Consultation / Submissions:	The ICTGG will review all new projects over $30k to ensure that appropriate governance has been followed and that a business case is in place prior to forwarding to the EMG for comment and then to the SLSA Board for decision. Submissions to the ICT Governance Group will come through the system/business owner. The ICT Governance Group will consider or be informed on ICT matters by the SLSA IT Working Group.
Composition:	The ICT Governance Group will include: • SLSA CEO (or delegate) • Board members (x2) • SLS Club members with extensive ICT knowledge and experience (x2) • EMG (x2) • Independent ICT Business Strategist • SLSA ICT Manager (ex officio) Where a Group member is unable to attend a meeting, a pre-approved proxy can attend instead. Preapproved proxies can only be determined as a result of agreement between the member and the Chair, and they will be noted with members' name. Guests can be invited by Chair to present on individual topics, they will only be invited for time required to present. Secretariat support to the Group will be by the ICT Manager or Project Officer

Surf Life Saving Australia
Level 1, 1 Notts Ave
Bondi Beach, NSW 2026
Locked Bag 7773
Bondi Beach, NSW 2026

t. +61 2 9215 8000
f. +61 2 9215 8180
w. sls.com.au
ABN 67 449 738 159

Page **3** of **4**

Term:	Ongoing – Chairperson (CEO), SLSA ICT Manager Three-year duration – Board Members (2), EMG (2), Independent ICT Business Strategist, SLSA Club member (2)

Meeting Frequency:	The Group will meet two weeks prior to each EMG meeting to ensure that any new projects have been reviewed prior to consideration of the EMG, with the ability to consider matters out of session as required.
Appointed By:	SLSA Board
Reports to:	The ICT Governance Group is to present a report to the Board including progress against the agreed work program. Records of the ICT Governance Group meetings will be provided to members. Outcomes of decisions will be communicated to the Board and the EMG.
Report due:	To each SLSA Board meeting

Surf Life Saving Australia
Level 1, 1 Notts Ave
Bondi Beach, NSW 2026
Locked Bag 7773
Bondi Beach, NSW 2026

t. +61 2 9215 8000
f. +61 2 9215 8180
w. sls.com.au
ABN 67 449 738 159

Page **4** of **4**