

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Estimates 2016 - 2017

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

Topic: Steering Committee

Senator: Senator Siewert

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Number of pages: 3

Question:

Could you provide on notice the terms of reference and also the information about the phases?

Answer:

a. The Terms of Reference are as follows:

IBA/ILC Common Services Project Steering Committee
Terms of Reference

Background/Context

The Indigenous Land Corporation (ILC) and Indigenous Business Australia (IBA) already operate in a collegiate manner. With current and emerging drivers, an opportunity exists to explore consolidating various common corporate services in a manner that represents a value for money proposition for both IBA and the ILC.

Principles and Objectives

The guiding principles and objectives of the project are to:

- Seek opportunities to reduce duplication and create efficiencies for both organisations
- Investigating ways to share and therefore enhance the capabilities of both organisations
- Provide fit for purpose and affordable services to both organisations
- Promote the employment of Indigenous people and the use of Indigenous suppliers of good and services

Project Scope

The project scope is restricted to common operational corporate services functions and activities. Program specific and organisational strategic functions as determined by the respective Chief Executive Officers are out of scope for this project.

Function of the Steering Committee

The Function of the Steering Committee is to provide oversight and direction for the design and, if agreed, implementation of an efficient and effective common services solution to meet the needs of the ILC and IBA initially, with a view to expanding this service to IBA and ILC subsidiaries and to advance opportunities for Indigenous suppliers.

The Steering Committee is the decision maker, responsible for approving budget and strategy, defining risk and success criteria, and monitoring the quality and timeliness of agreed services.

Project Working Group and Project Manager

The Steering Committee is supported by a project working group comprising senior officers from the ILC and IBA and an independent external project manager. Other staff and external resources will be utilised on an as-needs basis to assist the working group in achieving the project objectives. The working group and project manager is charged with delivering a design and implementation plan to achieve the project objectives within the established scope. The working group and project manager report to the steering committee on progress against key milestones and emergent issues.

Role of the Steering Committee

The Role of the Steering Committee is to:

- agree project principles
- ensure the project's scope aligns with customer and stakeholder requirements
- oversee the project's feasibility, project plan and deliverables
- provide the project working group with guidance on business requirements
- ensure effort and expenditure are appropriate to customer and stakeholder expectations
- address any issue that has major implications for the project
- keep the project within scope as emergent issues arise
- reconcile differences in opinion and approach, and resolve disputes arising from them
- report and communicate on project progress to the respective boards and external stakeholders
- establish and maintain appropriate internal communication strategies with respective staff groups

General

Membership

The Steering Committee shall be comprised of:

- Chief Executive Officer ILC
- Chief Executive Officer IBA
- an independent and external member (Chair)

Minutes & Meeting Papers

The format of the record of the Steering Committee minutes shall be as minutes of resolutions and actions arising from the meeting with secretariat support provided by the project working group.

Frequency of Meetings

The Steering Committee shall meet as required but not less than monthly.

Quorum Requirements

As a minimum, the ILC CEO and IBA CEO are required for the meeting to be recognised as an authorised meeting for recommendations and resolutions to be valid.

Dispute Resolution

In the event of a dispute, the CEO's are to reconcile differences in opinion and approach, and resolve any issues arising from them. The independent Chair is to act as a mediator in such cases as required.

Review of Charter

This charter once agreed may only be amended at a meeting of the Steering Committee where all members are present.

- b. The project phases are as follows:
 - 1. Concept Phase – (research, concept development) - 1st pass approval
 - 2. Design and Planning Phase – (due diligence, design, refine, plan) - 2nd pass approval
 - 3. Execution Phase – (execute, monitor, manage, adjust, deliver) - 3rd pass approval
 - 4. Close Out Phase – (review, evaluate, and report) - Project completed