CITY OF MONASH

DIGITAL AND TECHNOLOGY STEERING COMMITTEE
INDEPENDENT MEMBER APPLICATION INFORMATION PACK 2026

Monash is a culturally diverse community in Melbourne's south-east suburbs and is home to just around 209,200 residents. Around half of our residents were born overseas, making Monash one of the most cosmopolitan municipalities in Victoria. Monash is close to the demographic centre of Melbourne. The municipality has a highly skilled and well-educated local workforce, with 41.2% having a degree or higher education. The City of Monash is the 2nd largest employment area in Victoria, after Melbourne's CBD, with an estimated 141,413 jobs.

Purpose

The Digital & Technology Steering Committee (the "Committee") is a standing Committee consisting of members of the Executive Leadership Team (ELT), Chief Information Officer (CIO), Managers and Subject Matter Experts (SME). The Committee sets the tone and direction for Councils use of technology. It approves the Digital & Technology (DT) strategic plan and DT-related policies, the Cyber security program and Cyber incidents.

- Annually reviews and approves a DT strategic plan that aligns with the overall business strategy.
- Promotes effective DT governance.
- Oversee processes for approving the institution's third-party providers, including the third parties' financial condition, business resilience, and cyber security posture.
- Reviews the cyber security strategy to protect the institution from emerging threats.
- Oversee and receive updates on major DT projects, budgets, priorities, and overall DT performance.
- Approve policies to escalate and report significant security incidents to the board of directors, steering committee, government agencies, and law enforcement, as appropriate.
- Hold management accountable for identifying, measuring, and mitigating DT risks, and
- Provide independent, comprehensive, and effective audit coverage of DT controls.
- Oversees Council's data and artificial intelligence (AI) strategy, including how Council governs and manages its data as a strategic asset, and explores the current and future impact of data and AI on Council.

Tech Committee's Functions and Responsibilities

The Committee's critical functions and responsibilities include the following:

Digital and Technology	1. Evaluate strategies, the financial, tactical and strategic benefits of proposed major DT related projects, and technology architecture alternatives. 2. Critically review and assess the progress of major DT-related projects and technology architecture decisions. 3. The Committee maintains the authority to engage independent advisors or consultants, paid for by the Council, as it deems necessary to make informed decisions regarding DT initiatives. 4. Monitor the progress of the DT strategy and related initiatives impacting the organisation.
Cyber Security Controls	1. Monitor the quality and effectiveness of the Cyber security controls in place to protect systems and services. 2. Holds management accountable for the identification, measurement and mitigation of Cyber risks in accordance with Councils Risk Appetite. 3. Review with the CIO a high-level executive summary of compliance-related activities with the Cyber Security program, including results of recent penetration testing.
Digital Transformation	1. Monitors progress of the transformation strategy and related initiatives across Council. 2. Reviews the business and resourcing impact of transformation and innovation initiatives. 3. Oversees delivery of cyber security initiatives, including remediation and enhancements.
Data and artificial intelligence (AI) governance	1. Makes sure AI initiatives support Council's goals and ethical standards and are built on well-governed data. 2. Oversees AI governance and legal and ethical compliance. 3. Manages AI risks, including privacy and bias. 4. Promotes responsible adoption and reviews AI systems against Council needs.
Information Security Management	1. Sets strategic direction for information security, aligned to business objectives and regulatory requirements. 2. Makes sure security risks are identified, assessed and prioritised, with mitigations in place. 3. Reviews and approves key information security policies.

Meeting Procedures

- The Committee meets quarterly. Meetings are held ahead of Council's Audit and Risk Committee (ARC) meetings, so technology and cyber security items are discussed before they go to that Committee.
- The Committee shall, at its discretion, meet without members of management present.
- The Committee shall maintain minutes of its meetings and records relating to those meetings and the Committee's activities. It shall provide copies of such minutes to the Council if required.
- Extra meetings may be scheduled at the Chairperson's request or at the request of any three Committee members.
- Minutes and records of each meeting are kept. Draft minutes go to the next ARC meeting for noting, and are endorsed at the next Committee meeting.
- The Committee shall determine its rules of procedure.
- Due to the sensitive nature of the material routinely considered by the Committee, meetings are not open to the public, and all meeting agendas, minutes and proceedings are deemed confidential.
- Other Council staff may attend meetings at the Chairperson's request where issues require clarification.

Membership Position, Roles and Responsibilities

The Chairperson of the Committee will appoint membership of the DTSC, and it will be reviewed periodically to ensure that membership appropriately reflects the main business stakeholders. The Committee shall consist of the CEO, three or more directors (we have 2 directors), CIO and nominated key subject matter experts (SME) from non-technology departments.

The role of an independent (non-staff) member is a proposed new role for membership of the DTSC.

Notably, the DTSC is intended to be an executive decision-making and oversight body. Members are not representatives of sectional interests but rather make decisions on behalf of MCC using the benefit of their particular background.

Member	Position
Director, Corporate Services	Chairperson. Responsible for managing the Committee and reporting to the Executive Leadership Team.
Executive Leadership Team	Nominated committee members
Subject Matter Experts	Representatives from Council departments
Chief Information Officer	Secretary. Sets meeting dates and agendas and follows up actions. Represents the Digital and Technology department.
Independent Member	An annual appointment approved by the Council's Executive Leadership Team (ELT). Provides expert advice and independent challenge to help the Committee carry out its responsibilities.
Executive Assistant to the Director Corporate Services	Takes and circulates minutes, distributes agenda papers ahead of each meeting.

Independent Member - Required Skills and Experience

Expressions of interest are sought from suitably experienced individuals to join the Committee as an independent member. The Independent member will provide the Digital and Technology Steering Committee with expert assistance and advice to enable it to implement its responsibilities and projects.

The independent member must be qualified professional and possess relevant and vast experience in the field and demonstrate the following key competencies and attributes:

- A track record of senior management positions in an Information Technology environment,
- Ideally, a strong knowledge and experience with Digitisation, Transformation and Innovation projects or programs,
- A willingness to share information and offer positive criticism of Council's Technology Strategies and programs,
- A willingness to individually assist members of the Digital and Technology Steering Committee in relation to the matters before the committee or with other technical advice,
- An up-to-date perspective of the latest techniques, developments and controls for information technology,

- A keenness and expertise in dealing with matters pertaining to Cyber Security and the current need to acquire satisfactory levels of control from cyber-attacks; and compliance with ACSC's Essential Eight maturity model,
- Accessible for the Committee between meetings,
- Familiarity with how the Victorian Protective Data Security Standards (VPDSS) and Framework (VPDSF) , and or NIST (CSF) are implemented.
- An inquisitive, curious and eager-to-assist attitude.

Remuneration

Remuneration will be based on a retainer for 4 annual meetings ($2,000 plus GST per meeting) plus travel expenses.

Applications

Expression of Interest close **COB 22 November 2026**

Applicants should submit a copy of your CV, state relevant experience and qualifications and providing a brief explanation of your interest in the position.