

ASCA Industry Board Working Group

Terms of Reference

Working Group

Funding and procurement

(Reports to the ASCA Executive Committee)

Role / purpose

The purpose of the Working Group will be to focus on the various alternatives available to cities looking to acquire funding for smart city projects. A major concern for city leaders is how they can afford smart technology. It might not be possible to reallocate funding for a new project, and it can take months, if not years, to get approval for new funding within a municipality.

The Working Group will research and report to ASCA with a broad understanding of the options available to deliver critical funding for large and small projects. This could include structures such as public-private partnerships (PPP), concession and other risk/reward models, as well as more conventional models such as finance leasing. The Working Group will endeavor to identify current practices in use from around the world and seek to highlight which models may be most appropriate for which categories of smart city systems.

Finally, the work group will provide guidance into procurement practices and considerations ASCA Industry Board members should make when submitting proposals. Suggestions for improvements to, or streamlining of, the process will be made available to ASCA's local government members.

Term

The Term of Reference is effective from 1 March 2017 and will be reviewed on an ongoing basis as deemed warranted by the Executive Committee.

Roles and responsibilities

The advisory group is accountable for:

1. Fostering collaboration
2. Removing obstacles to the ongoing success of ASCA
3. Maintaining at all times the focus of the group on the agreed scope, outcomes and benefits
4. Monitoring and managing the factors outside the group control that are critical to its success.

The membership of the advisory group will commit to:

1. Attend all scheduled advisory group meetings (where practically possible)
2. Wholeheartedly champion the workgroup within and outside of work areas
3. Share all communications and information across all advisory group members and ASCA in general
4. Make timely decisions and take action so as not to hold up the advisory group.

Members of the advisory group will expect:

1. That each member will be provided with complete, accurate and meaningful information in a timely manner
2. To be given reasonable time to make key decisions
3. To be alerted to potential risks and issues that could impact ASCA as they arise
4. Open and honest discussions without resort to any misleading assertions.

Meetings

All meetings will be chaired by Michael Fisher. If not available, a proxy will be nominated.

A meeting quorum will be three (3) members of the advisory group. These three members can either be present at the meeting or linked to the meeting via telephone or internet.

Decisions are made by consensus. If not possible then the working group Chair will make the final decision.

Meeting agenda minutes will be the responsibility of all members except the Chair and include:

1. Preparing agendas and supporting papers
2. Preparing meeting notes and supporting papers
3. Documenting decisions made and other contemporaneous notes.

At the end of every meeting the person responsible for taking the minutes of the next meeting will be nominated by the current person.

Meetings will be held once per month, for two hours, at the KPMG premises located at Level 38, Tower 3, Barangaroo, Sydney.

If required, additional meetings may be held outside of these times at a time convenient to those working group members participating.

Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by advisory group members.