



ICT - Steering Committee Terms of Reference

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1. ABBREVIATIONS

- 1.1 "ICT" refers to Information Communication Technology.
- 1.2 "King IV" refers to King Code of Corporate Governance
- 1.3 "Municipality" refers to the Swellendam Municipality.
- 1.4 "The Committee" refers to ICT Steering Committee"

2. BACKGROUND

- 2.1 The role of the Committee has evolved over time with ever-changing information technology, to ensure that the municipality ICT services has the right product solution, applications, controls and systems in place to support the municipality.
- 2.2 The vital role of ICT can no longer be ignored by the municipality and it has become critical that the municipality focus on ICT governance. The role of the Committee is not to focus on a single department/division but concentrate on the Information and Communication Management function that permeates the entire organization.
- 2.3 The Final King IV was released on 1 November 2016, by the Institute of Directors in Southern Africa and the King Committee and set the following governance principle relating to ICT:

"The council should govern technology and information in a way that supports the municipality in setting and achieving its strategic objectives."

- 2.4 In line with the recommended practices of King IV, the Committee focuses on issues such as communication with stakeholders, data security and integrity, reviewing of ICT related policies and ensuring the ICT infrastructure is aligned to the strategy.
- 2.5 Apart from the KING IV, it is now also a requirement of the Auditor General that an ICT Steering Committee exists within organizations and should therefore be acknowledged by Management / Council as the governing body for ICT within the organization.
- 2.6 It is apparent that the need for an ICT governing body is not just a legal requirement, but it is a necessity within the municipality.

3. LEGISLATIVE REQUIREMENTS

This includes inter alia the:

- 3.1 Electronic Communications and Transaction Act, 2002
- 3.2 Electronic Communications & Security Act, 2005
- 3.3 Independent Communications Authority of South Africa
- 3.4 Telecommunications Act, 1996)
- 3.5 Amended State Information Technology Agency Act, 2002
- 3.6 Promotion of Access to Information Act, 2000
- 3.7 Municipal Finance Management Act, 2003

- 3.8 Municipal Systems Act, 2000
- 3.9 Copyright Act, 1978
- 3.10 National Archives Act, 2003
- 3.11 Protection of Personal Information Act, 2013
- 3.12 King Code of Government Principles (King IV)
- 3.13 Any other applicable legislation, regulation or policy

4. PURPOSE

- 4.1 The purpose of these terms of reference is to establish an ICT Steering Committee to govern and be accountable for the Municipality's ICT and ensure that ICT conforms to legislation and ICT investment is aligned to the Municipality strategy.

5. FUNCTIONS OF THE ICT STEERING COMMITTEE

- 5.1 The Committee will advise, in terms of an oversight role, to Management and/or Council on all matters relating to ICT and be responsible for the following:
 - 5.1.1 Ensuring that ICT strategies are aligned with wider government directions and policy priorities, as well as the Municipal strategic and corporate objectives, service delivery and the budget implementation plans;
 - 5.1.2 Prioritizing strategies and risks as high, medium and low, in consultation with the responsible Directorate, to provide a true indication of the areas that need to be addressed first;
 - 5.1.3 The investigating, considering and prioritizing of high level and/or impact ICT projects;
 - 5.1.4 Prepare and review the ICT budget and make recommendations to the Budget Office;
 - 5.1.5 Reviewing and recommending ICT policies, procedures and standards for use by the Municipality, including the ICT governance framework;
 - 5.1.6 Determine and monitor ICT security policies and practices on an ongoing basis to ensure relevance;
 - 5.1.7 Review and recommend Service Level Agreements of ICT services;
 - 5.1.8 Managing ICT risks and change management;
 - 5.1.9 Fusing the ICT and business strategies, goals, and resources, and achieving competitive advantage through ICT.

- 5.1.10 Review all audit and assurance reports conducted by Internal Audit; the Auditor-General of South Africa or any independent assurance provider and make recommendations to management on these reports

6. COMPOSITION AND TERM OF OFFICE OF THE COMMITTEE

- 6.1 The membership of the Committee should be appropriate to the size and the complexity of the Municipality. The members of the committee are constituted by different Municipal directorates.
- 6.2 Membership of the Committee comprised of the following:
 - 6.2.1 Director Financial Services as Chairperson or nominated by the municipal manager;
 - 6.2.2 One representative from each directorate, nominated by the Director of each directorate, with accompanying second;
 - 6.2.3 A representative from the procurement office, nominated by the SCM Manager;
 - 6.2.4 A representative from Internal Audit, nominated by Chief Audit Executive;
 - 6.2.5 A representative from the human resources, nominated by the HR Manager.
- 6.3 Co-opted members of the Committee comprised of the following:
 - 6.3.1 Manager ICT;
 - 6.3.2 A representative from the ICT Service provider;
 - 6.3.3 Admin clerk financial services.
- 6.4 The term of office for the Committee members will be concurrent with the Municipal Financial year. Each member will be appointed for a 3-year term and may be re-appointed. Departmental directors can also nominate new representatives, as and when required.
- 6.5 The Municipal Manager must appoint the Committee members through a formal appointment letter that indicate the term of membership.
- 6.6 Members of the Committee are subject to the Municipal Code of Conduct.

7. MEETINGS OF THE COMMITTEE

- 7.1 The Committee shall meet at least every quarter of the financial year.
- 7.2 Where it is not possible to meet at any quarter a special ICT Steering Committee meeting may be arranged to deal with urgent matters that would have been dealt with in the previous quarter.
- 7.3 Additional meetings will be convened when necessary.

- 7.4 For every meeting, the decisions and recommendations will be finalized through the consensus of the committee members.
- 7.5 The timing of these meetings should complement both organisation planning cycle requirements and ongoing review processes. For a committee meeting quorum to be achieved, 50% (four) of the members must be present.
- 7.6 Minutes must be taken of all meetings, preferably by Committee Services, and distributed electronically to all members within fourteen (14) days.
- 7.7 Agendas should be sent to all members at least five (5) days before the scheduled meeting.
- 7.8 Agenda items should be sent to the ICT Manager, or nominated member, at least seven (7) days before the scheduled meeting.
- 7.9 Items for discussion at a scheduled meeting that is not on the agenda will only be sustained at the discretion of the Chairperson.
- 7.10 Minutes of the meeting must be submitted to the Municipal Manager and Audit Committee.

8. REVIEW OF THE COMMITTEE TERMS OF REFERENCE

- 8.1 The content of this terms of reference will be reviewed by the Committee on an annual basis and only if major changes are required, will it be approved by Council, as and when required, to reflect the current stance on ICT within the Swellendam Municipality.