PIXLEY ka SEME DISTRICT MUNICIPALITY

IT STEERING COMMITTEE TERMS OF REFERENCE

Table of Contents

1. Terms and Definitions 3
2. Use Of Legislation As Guideline 3
3. Background 4
4. Purpose and Function 4
5. Composition and Term of Office of the Committee 5
6. ICT Responsibility 6
7. Committee Meetings 6
8. Validity 6
9. Activities of the Committee 6
10. Accountability 7

1. Terms and Definitions

Chairperson - The member appointed or elected to preside over meetings of the IT Steering Committee and provide leadership and direction to the Committee.

Deputy Chairperson - A member elected by the Committee to assist the Chairperson and to act in the Chairperson's absence.

Council - Refers to the Council of Pixley ka Seme District Municipality.

ICT (Information and Communication Technology) - Includes all technology, systems, infrastructure, applications, data, networks, and services used to process, store, transmit, and manage information within the Municipality.

ICT Governance - The framework of structures, processes, and mechanisms that ensure ICT supports and enables the Municipality's strategic objectives, complies with legislation, manages risk, and delivers value.

Management - Refers to the Municipal Manager and senior management responsible for the day-to-day management and administration of the Municipality.

Quorum - The minimum number of Committee members required to be present for a meeting to be valid, as defined in this Terms of Reference.

2. Use Of Legislation As Guideline

The legislation, regulations, standards, and frameworks referenced in this policy are included to provide guidance and alignment with recognized best practices and governance principles. These references are not intended to replace or act as regulatory or statutory requirements within this policy. All legislation and standards listed shall be interpreted as amended, replaced, or superseded from time to time.
This includes the:

a) King IV™ Code of Governance

b) ECA 2005 (Electronic Communications Act)

c) ECSA 2002 (Electronic Communications & Security Act)

d) ICASA (Independent Communications Authority of South Africa)

e) SALRC -South Africa Law Reform Commission -Email & Internet Laws, etc.

f) Protection of Personal Information Act, No. 4 of 2013 (POPIA)

g) Municipal Finance Management Act, 2003 (MFMA)

h) Electronic Communications and Transactions Act, 2002 (ECTA)

i) Consumer Protection Act, 2009 (CPA)

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3. Background

The role of the ICT Steering Committee ("the Committee") has evolved over time. Many organisations face the challenges of making the ICT a value adding activity and strategic business enabler, moreover sustaining value, effectiveness and interest throughout the organisation and through the alternating cycles of ICT and business strategic planning and implementation.

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 'steering' a single department or division, but concentrate on the information and technology management function that permeates the entire organisation.

It should now be apparent that the need for an ICT governing body is not just a legal requirement, but it is a necessity within the municipality.

4. Purpose and Function

The purpose of this policy is to establish an ICT Steering Committee, which according to King IV recommends that the committee should govern the technology and information in a way that supports the organisation setting and achieving its strategic objectives. And should also be accountable for the municipality's ICT environment and ensure that ICT conforms to legislation. King IV, principle 12, recommends that the ICT Steering committee should:

1. The committee should assume responsibility for the governance of technology and information by setting the direction for how technology and information should be approached and addressed in the organisation.
2. The committee should approve policy that articulates and gives effect to its set direction on the employment of technology and information.
3. The committee should delegate to management the responsibility to implement and execute effective technology and information management.
4. The committee should exercise ongoing oversight of technology and information management and, in particular, oversee that it results in the following:
    a) Integration of people, technologies, information and processes across the organisation.
    b) Integration of technology and information risks into organisation-wide risk management.
    c) Proactive monitoring of intelligence to identify and respond to incidents, including cyber-attacks and adverse social media events.
    d) Management of the performance of, and the risks pertaining to, third-party and outsourced service providers.
    e) The assessment of value delivered to the organisation through significant investments in technology and information, including the evaluation of projects throughout their life cycles and of significant operational expenditure.
    f) The responsible disposal of obsolete technology and information in a way that has regard to environmental impact and information security.
    g) Ethical and responsible use of technology and information through IT policies.
    h) IT compliance with relevant laws.

5. The committee should exercise ongoing oversight of the management of information and, in particular, oversee that it results in the following:

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a) The leveraging of information to sustain and enhance the organisation's intellectual capital.
b) An information architecture that supports confidentiality, integrity and availability of information.
c) The protection of privacy of personal information.
d) The continual monitoring of security of information.

6. The committee should exercise ongoing oversight of the management of technology and, in particular, oversee that it results in the following:
    a) A technology architecture that enables the achievement of strategic and operational objectives.
    b) The management of the risks pertaining to the sourcing of technology.
    c) Monitoring and appropriate responses to developments in technology, including the capturing of potential opportunities and the management of disruptive effects on the organisation and its business model.

7. The committee should consider the need to receive periodic independent assurance on the effectiveness of the organisation's technology and information arrangements, including outsourced services.

8. The following should be disclosed in relation to technology and information:
    a) An overview of the arrangements for governing and managing technology and information.
    b) Key areas of focus during the reporting period, including objectives, significant changes in policy, significant acquisitions and remedial actions taken as a result of major incidents.
    c) Actions taken to monitor the effectiveness of technology and information management and how the outcomes were addressed.
    d) Planned areas of future focus.

The Committee will advise, in terms of an oversight role, to Management on all matters relating to ICT and be responsible for:

a) Composition and Term of Office of the Committee

5. Composition and Term of Office of the Committee

The Committee should be comprised as follows:

1. The Chairperson
2. One representative from each Department / Unit of which a deputy Chairperson should be elected.
3. One representative from the Procurement Office
4. Where applicable, example, a representative from the Asset Management Division
5. In the absence of both the Chairperson and Deputy Chairperson, the meeting to nominate Chairperson for that particular meeting from attendees.

The term of office for the Committee members will be concurrent with the Municipal Financial year. Each term therefore comprises of 12 months and will be served as follows: The Chairperson and Deputy Chairperson will serve for one (1) term where after an election process should be conducted.

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Members will serve two consecutive terms where after Departmental HOD's can nominate new representatives.

The Municipal Manager must appoint the Committee members through a formal appointment letter that clearly indicate the term of membership.

6. ICT Responsibility

The IT Support Officer will attend all meetings and will only be functional as follows:

a) Where applicable, present projects to the Committee.
b) Assist the Committee in clarification of ICT matters.
c) Provide the necessary technical support.

The IT Support unit will remain responsible for the ICT operational requirements of the municipality, overseen by the Committee.

Reports will be presented to the Committee for approval and acceptance to ensure good governance.

7. Committee Meetings

For a committee meeting quorum to be achieved, a minimum of four (4) members must be present.

1. Minutes of all meetings must be recorded, preferably by Secretariat division, and distributed electronically to all members within fourteen (14) days.
2. At least two meetings should be scheduled per term, unless otherwise decided by the Committee.
3. Agendas should be sent to all members at least five (5) days prior to the scheduled meeting.
4. Agenda items should be sent to the Chairperson, or nominated member, at least seven (7) days prior to the scheduled meeting.
5. Items for discussion at a scheduled meeting that is not on the agenda will only be sustained at the discretion of the Chairperson.
6. All corrections to minutes must be tabled at the scheduled meeting, before confirmation.
7. Invitation can be extended to any official who can add value to the meeting.

8. Validity

The Terms of Reference as set out herein and approved by Council will be valid for a period of one (1) year, where after it must be reviewed and presented to Council for approval.

9. Activities of the Committee

a) The Committee must keep proper records.
b) Review the internal and external Service Level Agreements of ICT.
c) Formally note and accept the manner in which it will function.
d) Prepare an official Code of Conduct that will be included with the appointment letters of all members.

10. Accountability

The Committee will be held accountable for ICT governance and to make recommendations in terms of the municipality's ICT requirements. Regular reports should be presented to Management regarding the developments of ICT in the organisation.

EXECUTIVE MAYOR:

DATE APPROVED: **2026-05-28**

RESOLUTION: **2026-05-28 (15.1)**