

IDP01 of 2018

**TO REQUEST THE APPROVAL OF THE MATJHABENG ICT GOVERNANCE
FRAMEWORK (ED: IDP) (2/4)**

PURPOSE

To present to SEC 80 Committee, the Matjhabeng Corporate Governance of Information, Communication and Technology Policy (MCGICTP) for the year 2017/18 for consideration. The MCGICTP provides the relevant framework to establish sound corporate governance principles for ICT in order to enable the Matjhabeng Municipality to transition towards adoption of sound governance principles along with more visibility and accountability of ICT deliverables.

BACKGROUND

Information, Communication and Technology (ICT) has evolved from a support based department to a strategic business unit that will allow for leveraging technology to improve, enhance and direct strategy for Matjhabeng. This coupled with the exponential rate at which technology is advancing requires more prudent visibility, accountability and tangible performance measures for ICT to support Matjhabeng Municipality. The starting point for this is Corporate Governance of ICT, which provides the framework to ensure that ICT plays a strategic role in moving the Municipality forward whilst being cognisant of the overall strategic objectives of the Municipality.

This policy has been developed with the following sections of legislation in mind:

- 1) In terms of the Municipal Systems Act, Act 32, of 2000, Section 55(1):

“The municipal manager of a municipality is, subject to the policy directions of the municipal council, responsible and accountable for:

- (a) The formation and development of an economical effective, efficient and accountable administration:
 - (i) equipped to carry out the task of implementing the municipality’s Integrated development plan in accordance with Chapter 5:
 - (ii) Operating in accordance with the municipality’s performance Management system in accordance with Chapter 6;”

- 2) terms of the Municipal Finance Management Act, Act 56 of 2003, Section 62:

“The accounting officer of a municipality is responsible for managing the Financial administration of the municipality, and must for this purpose take

All reasonable steps to ensure –

- (a) That the resources of the municipality are used effectively, efficiently
And economically;
- (b) That full and proper records of the financial affairs of the municipality
Are kept in accordance with any prescribed norms and standards;”

3) In terms of the Municipal Finance Management Act, Act 56 of 2003, Section 78 of the Municipal Finance Management Act stipulates that:

“Each senior manager of a municipality and each official of a municipality
Exercising financial management responsibilities must take all reasonable steps within
their respective areas of responsibility to ensure –

- (a) That the system of financial management and internal control
Established for the municipality is carried out diligently;
- (b) That the financial and other resources of the municipality are utilised
Effectively, efficiently, economically and transparently;
- (c) That any unauthorised, irregular or fruitless and wasteful expenditure
And any other losses are prevented;”

The Municipality is using guidelines and recommendations based on inputs from frameworks developed by CoGTA, DPSA, Industry best practices along with findings in the AG report to support this alignment and adoption to allow the ICT department to be geared to deliver on expectations from the Municipality. This further enhances the drive of adoption of the MCGICTP as the starting point to transition towards implementation of the proposed policies and procedures that make ICT more relevant and accountable within the Municipality.

*** **Attached on Page 01 to Page 30 of Annexures** find the Matjhabeng Corporate Governance of Information, Communication and Technology Policy (MCGICTP) to be considered **and Page 31 to Page 40 is a** Final steering Committee terms of Reference.

LEGAL IMPLICATIONS

Public Service Act 103 of 1994, as amended

Municipal Systems Act (No. 32 of 2000)

Local Government Municipal Systems Act, Act 32, of 2000,

Local Government: Municipal Structures Act, Act 117 of 1998,
The Public Administration Management Act, Act 11 of 2014 and

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The Local Government: Municipal Finance Management Act, Act 56 of 2003.
Hazardous Substances Act (No. 15 of 1973)

National Treasury Framework Final Risk Management Framework for the public sector.

The King III Report and Code on Governance for South Africa

South African National Standard 38500 adopted from ISO/IEC 38500

ITIL V3: The Information Technology Infrastructure Library is a set of good practices for ICT service management that focuses on aligning ICT services with the needs of business

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

1. That SEC 80: Committee considers the MCGICTP for approval.

IDP02 of 2018

**DRAFT PUBLIC PARTICIPATION SCHEDULE FOR 2018/2019 DRAFT
IDP/BUDGET (ED: IDP) (6/1/1/1) 2018/2019**

To submit a draft public participation schedule to section 80 committee for discussion and recommendation.

BACKGROUND

Council has taken a decision on the 28th March 2018 that both the submitted IDP and budget be subjected to a public participation process. This activity is conducted on an annual basis and all staff and political leadership of the Municipality undertake the process quite actively and all wards get visited and views get collected and an updated IDP matrix gets developed as a result.

The attached draft schedule should therefore be discussed and a final schedule be published to inform communities of the programme to be followed. It should also be noted that as part of the process, the IDP and budget should be placed in places convenient to the communities so that they can go and read before the actual programme starts.

***** Please find attached** both the draft schedule as well as the progress report template on the **IDP Matrix on Page 41 to Page 44 of Annexures.**

Financial Implication

As a consequence of developing the schedule, it must be borne in mind that the actual preparations will require loud hailing as well as sound and microphones to facilitate easy communication during the meetings. The actual financial implication cannot be determined at this early stages until the programme is finalized and we are aware of the demand for the service to be rendered.

Legal Implications

- Local Government: Municipal Systems Act ; no 32 Of 2000

Chapter 4 (16) (1) A Municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-

(a) encourage, and create conditions for, the local community to participate in the affairs of the Municipality, including in-

(i) The preparation, implementation and review of integrated development plan in terms of Chapter 5.

Recommendations

1. That section 80 committee notes the draft public participation schedule.
2. That the draft schedule be finalised with office of the Speaker to ensure that all ward councillors are informed.
3. That the final schedule be published in the local newspapers to ensure that we inform members of the community in advance.

IDP03 of 2018**PURPOSE REPORT ON IDP MATRIX FOR 2017/2022 (ED: IDP) (18/1/18)**

To report to section 80 progress achieved for inputs made during the Integrated Development Plan and Budget public participation process for the 2017/2018 financial year.

BACKGROUND

*** Council met on the 28th March 2017 and the **IDP, budget and SDBIP** were submitted for discussion as Separate items on **Page 45 to Page 70 of Annexures**. It was resolved during the same meeting on the draft IDP as follows:

1. *That Council **TAKES NOTE** of the draft IDP document as a work in progress.*
2. *That the draft IDP **BE SUBJECTED** to public consultation as per adopted IDP process plan.*
3. *That the draft IDP incorporating inputs from consultations **BE RE-TABLED** to Council for final approval.*
4. *That the IDP **BE WARD-BASED**.*
5. *That all issues raised by the communities in previous years **BE SUMMARIZED** and **INCORPORATED** in the current IDP.*

As per the IDP process plan, an IDP/Budget Representative forum was held on 25th April 2017 and was then followed by public participation process which was taken as per the council resolution as well as the Municipal Systems Act.

The ward base community meetings were held in all wards of Matjhabeng from 25 April to 16 May 2017 as reflected on the report. Additional to the scheduled community meetings, a draft IDP was distributed to all public libraries throughout the municipality for inspection and comments by members of the community. The municipal website was also used to publish the IDP for comments. The abridged version of the IDP was also published in the local newspapers to ensure greater communication and coverage.

Financial Implication

Development and updating of the IDP matrix did not bear any financial costs to the Municipality.

Legal Implications

- Local Government: Municipal Systems Act ; no 32 Of 2000
Chapter 4 (16) (1) A Municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-
 - (a) Encourage, and create conditions for, the local community to participate in the affairs of the Municipality, including in-
 - (ii) The preparation, implementation and review of integrated development plan in terms of Chapter 5.

RECOMMENDATIONS

1. That section 80 committee notes progress on the draft IDP matrix
2. That the draft IDP matrix be presented during the political Lekgotla meeting to be held on the 11-12 April 2018.
3. An updated IDP matrix be presented during the public participation process per ward.
4. An updated matrix form part of the draft reviewed IDP 2018/2019.

IDP04 of 2018

PROGRESS REPORT ON MAYORAL LEKOTLA RESOLUTIONS (ED: IDP)
(14/3/2/1)

PURPOSE

To present an update on the Mayoral Lekgotla resolutions taken from the 15-17 March 2017.

BACKGROUND

In preparation for drafting of the 2017/2022 IDP, the Executive Mayor convened a Lekgotla from the 15-17 March 2017 to ensure that we prioritize plans for the next 5 year term of office.

A number of participants were invited to make presentations. These included Housing Development Agency which was invited to share information on accreditation processes; Office of the Premier on monitoring and evaluation of programmes; Harmony Mine on their social labour plan. Included in presentations were those coming from internal Directorates.

Four commissions were established with commission chairpersons as members of the mayoral committee as follows: Local Economic Development, Finance, Governance, Infrastructure and Safety and Security. A commission resolution register was developed with actions required to address issues raised during both commissions and plenary.

*** Find the **Attached Progress Report** of Mayoral Lekgotla Resolutions on **Page 71 to Page 89 of Annexures**.

LEGAL IMPLICATIONS

No legal implications

FINANCIAL IMPLICATIONS

No financial implications

RECOMMENDATIONS

1. That section 80 committee notes the progress report as developed by management.
2. That the draft progress be presented to a Mayoral Lekgotla planned for the 11-12 April 2018 for further discussion.