

**MATJHABENG MUNICIPALITY**

# **MINUTES**

**Of**

**IDP, SECTION 80 COMMITTEE MEETING**

**Held on**

**FRIDAY, 21 SEPTEMBER 2018**

**At**

**09h00**

**At**

**ROOM 428, 4<sup>TH</sup> FLOOR MATJHABENG,  
MAIN BUILDING, WELKOM**

# I

## **MINUTES OF THE IDP, SECTION 80 COMMITTEE HELD ON FRIDAY, 21 SEPTEMBER 2018 AT 09:00 IN ROOM 428 4th FLOOR, MAIN BUILDING WELKOM**

### **COUNCILLORS**

Cllr ML Radebe : Chairperson  
Cllr TS Meli  
Cllr A Mthebere  
Cllr S Pholo  
Cllr S Mosoeu

### **OFFICIALS**

Mr. T Makofane : EDSSS  
Mr. R Senyane : Internal Audit Manager  
Ms P Rakotsoane : Acting Manager IT  
Ms A. Dithebe : Council Admin

#### **1. OPENING**

Opening and welcome was done by the Chairperson of the Section 80 Committee, she indicated that some of the items that was going to be discussed was already went to the Council but will be discussed anyway.

#### **2. APPLICATION FOR LEAVE OF ABSENCE**

- ✓ Cllr Sabata Mosoeu will be late
- ✓ Me Puleng Sefuthi has a family crisis

#### **3. OFFICIAL ANNOUNCEMENTS**

It was reported that the employees from the MM'S Office are taking a trip for a team building for the weekend.

#### **4. MOTION OF SYMPATHY AND CONGRATULATIONS**

Mr. Thabana's grandmother passed away on the month of September and was buried and the Committee passed their heartfelt condolences to him.

Also it was reported that Gloria's Mom passed away and was buried last week.

### **CONGRATULATIONS**

4 official was employed on a contract in the IT department and will be introduced in the next meeting.

#### **5. DISCLOSURE OF INTEREST**

None

## **6. DEPUTATIONS**

## **II**

None

## **7. MINUTES OF THE PREVIOUS MEETING**

Corrections

- Me Dithebe was absent but reflecting present on the minutes
- Me Rakotsoane was present but reflecting absent on the minutes.

The Section 80 Committee of IDP adopted the minutes with corrections.

## **8. MATTERS FOR DISCUSSION**

**IDP05 – IDP11**

## **9. CLOSURE**

The meeting was closed at 12h30.

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Chairperson

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Date

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**IDP05 of 2018**

**DRAFT UNAUDITED ANNUAL PERFORMANCE REPORT 2017/2018:  
MATJHABENG LOCAL MUNICIPALITY**

**PURPOSE**

To table the draft unaudited Annual Performance Report for the financial year 2017/2018 to S80 Committee for noting.

**THE SECTION 80: IDP COMMITTEE RESOLVED ON THE (21 SEPTEMBER 2018)**

1. That the Section 80 Committee takes note of the item.

**IDP06 of 2018**

**DRAFT UNAUDITED ANNUAL REPORT 2017/2018: MATJHABENG LOCAL  
MUNICIPALITY**

**PURPOSE**

The purpose of the item is to table the draft unaudited annual report for the financial year 2017/2018 to S80 Committee for noting.

**THE SECTION 80: IDP COMMITTEE RESOLVED ON THE (21 SEPTEMBER 2018)**

1. That the Section 80 Committee takes note of the item.

**IDP07 of 2018**

**PROGRESS REPORT SUBMITTED TO REC ON IDENTIFIED ITEMS FOR  
INFORMATION**

**PURPOSE**

To submit to S80 Committee, a report that was submitted to revenue enhancement committee of the 8<sup>th</sup> August 2018 as part of items requested from Strategic Support Services for information.

**THE SECTION 80: IDP COMMITTEE RESOLVED ON THE (21 SEPTEMBER 2018)**

1. That the item must be submitted for noting.

**IDP08 of 2018****TO REQUEST THE INPUTS FROM IDP & MONITORING SECTION 80 PORTFOLIO COMMITTEE FOR MATJHABENG INFORMATION SECURITY POLICY****PURPOSE**

To present to IDP & MONITORING SECTION 80 PORTFOLIO COMMITTEE Matjhabeng Information Security Policy for the year 2018/19 for inputs. The intention of this policy is to reduce risks that can be caused to the Municipality's ICT systems, information and infrastructure. In addition, this policy defines the acceptable use of ICT resources by Officials and 3rd party service providers and breach or non-conformance is unacceptable.

**THE SECTION 80: IDP COMMITTEE RESOLVED ON THE (21 SEPTEMBER 2018)**

1. That the Matjhabeng Information Security Policy for the year 2018/2019 item must be referred to MAYCO then to the COUNCIL.

**IDP09 of 2018****RISK MANAGEMENT IMPLEMENTATION PLAN.****PURPOSE**

To present to Sec 80 Committee, Risk Management Implementation Plan for the year 2018/19 for consideration.

**THE SECTION 80: IDP COMMITTEE RESOLVED ON THE (21 SEPTEMBER 2018)**

1. That the item must be taken back for the implementation plan to be updated, and must reflect again in the Agenda of the next Section 80 meeting.

**IDP10 of 2018****THREE YEAR INTERNAL AUDIT PLAN - 2018-2021 AED :(( IDP) (6/12/1)****PURPOSE**

To submit a three year Internal Audit Plan to Section 80 Monitoring Committee for noting.

**THE SECTION 80: IDP COMMITTEE RESOLVED ON THE (21 SEPTEMBER 2018)**

1. That the appointment of the Risk Management Committee to be reconsidered ASAP.

**IDP11 of 2018**

**TO REQUEST INPUTS FROM IDP & MONITORING SECTION 80 PORTFOLIO COMMITTEE FOR MATJHABENG IT STRATEGIC PLAN**

**PURPOSE**

The purpose of IT Strategic Plan is to align technology with your Municipal goals, enabling a contribution to Municipal's strategic objectives. It also enables ICT systems to be fully integrated across each department, which in turn allows for organization-wide management of ICT environment. The needs of your customers are fully considered and satisfied. It further builds a strong relationship between Municipal and ICT department, which secures commitment to the ICT strategy since all key stakeholders are involved in the process.

**THE SECTION 80: IDP COMMITTEE RESOLVED ON THE (21 SEPTEMBER 2018)**

1. That the item must be withdrawn.
2. That the relevant people must be invited to come and make presentation for the committee to be able to have more information.

**IDP12 of 2018**

**TO REQUEST THE INPUTS FROM IDP & MONITORING SECTION 80 PORTFOLIO COMMITTEE FOR MATJHABENG ANTIVIRUS POLICY**

**PURPOSE**

To present to IDP & MONITORING SECTION 80 PORTFOLIO COMMITTEE Matjhabeng Antivirus Policy for the year 2018/19 for inputs. The intention of this policy is to reduce risks that can be caused by virus to the Municipality's ICT systems and information. In addition, this policy defines the responsibilities of ICT and departments in prevention and detection of antivirus.

**THE SECTION 80: IDP COMMITTEE RESOLVED ON THE (21 SEPTEMBER 2018)**

1. That the Matjhabeng Information Security Policy for the year 2018/2019 item must be referred to MAYCO then to the COUNCIL.