



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Elangeni
Technical and Vocational
Education and Training
College

An ISO 9001 and ISO 45001 certified organisation

ICT & Security Committee Charter for Elangeni TVET College

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Table of Amendments

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1. Legislative framework and best practices

Key principles contained in the following legislation and best practices were applied to develop this charter:

- a) The South African Constitution Act No. 108 of 1996;
- b) Further Education and Training Colleges Act No. 16 of 2006, as amended;
- c) Public Finance Management Act, 1999 (Act No 1 of 1999, as amended by Act 29 of 1999)(PFMA);
- d) National Treasury Regulations of March 2005;
- e) PSiRA act 56 of 2001
- f) Criminal procedure act 57 of 1977
- g) The Companies Act No. 71 of 2008;
- h) King Report on Corporate Governance for South Africa 2002 (“King III”); and
- i) Protocol on Corporate Governance for the Public Sector 2002 (“The Protocol”).

2. Purpose

2.1 Best practice corporate governance principles requires Council to establish an IT Committee.

2.2 The purpose of this Charter is to:

- a) establish the terms of reference of the ICT and Security Committee;
- b) ensure that decisions around Information and Communication Technologies are consistent with the ICT strategy of the College;
- c) ensure that decisions around Security Management are consistent with the Security strategy of the College;
- d) ensure that all activities are within the delegations as given by Council.

3. Definitions, acronyms and abbreviations

For the purpose of this charter, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 3.1 “Accounting Officer” – is the College Principal.
- 3.2 “Act” – is the FET Colleges Act No. 16 of 2006, as amended.
- 3.3 “CFO” – is the College Chief Financial Officer.
- 3.4 “College” – is a Public FET College.
- 3.5 “Council”- is the Council of the College established in terms of the Act.

- 3.6 “DAF” – is the Delegation of Authority Framework.
- 3.7 “Department”; “DHET” – is the Department of Higher Education and Training.
- 3.8 “Exco” – is the Executive Committee of the College.
- 3.9 “ICT & Security Committee” – is the ICT & Security Committee of the College.
- 3.10 “TVET” – is Technical, Vocational, Educational and Training.

4. Reporting lines

- 4.1 The ICT & Security Committee will report to Council.

5. Composition

- 5.1 The members of the College Council will elect the members of the ICT & Security Committee.
- 5.2 At least 50 per cent of the members of the ICT & Security Committee must be external persons who are members of the Council, besides the Accounting Officer.
- 5.3 Where the Council has a member with extensive knowledge of ICT and or Security matters, that person shall be the chairperson of the ICT & Security Committee. If the Council does not have such a member, the chairperson of the ICT & Security Committee should be a member of Council with a strong financial or legal background.
- 5.4 Committee members may request to co-opt member/s from other committees or Council should they deem that additional expertise is required within the committee. This will be guided through an elective process and member/s will only be co-opted via written approval from Council.
- 5.5 The term of office of the IT Committee shall coincide with the Council term for members elected by Council.
- 5.6 The Deputy Principal: Corporate Services, ASD: ICT and Head of Security shall be members of the committee.
- 5.7 Members of the IT Committee shall be notified in writing of their appointment by the Chairperson of the Council, and their terms of reference shall be included in their letters of appointment.

6. Meeting Procedures

- 6.1 The ICT & Security Committee shall have a minimum of 4 meetings a year.
- 6.2 In the absence of the chairperson of the IT Committee, the committee may appoint any external member of the Council as chairperson for the duration of the meeting.
- 6.3 A quorum of 50%+1 members is necessary for the meeting to be properly constituted and proceed provided that at least two external members of the Council are present.
- 6.4 A Committee member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from the Committee.
- 6.5 Members shall be advised of the meeting date at least 14 calendar days prior to the meeting.
- 6.6 Minutes of all meetings shall be circulated at least seven to ten (7 to 10) working days after the meeting has taken place.
- 6.7 An agenda and meeting pack for the IT Committee shall be circulated to all members at least seven (7) working days before the meeting. Minutes of the previous meetings shall be included with the IT Committee pack.
- 6.8 All ICT and Security Committee recommendations shall be presented to Council for approval.

7. Functions

The ICT & Security Committee is assigned the following functions:

- 7.1 Recommend for approval of the ICT and Security strategies and polices. Ensures the IT and Security Strategy is aligned with College strategies and objectives.
- 7.2 Review ICT and Security projects and achievements against the ICT and Security Strategic Plans.
- 7.3 Ensures effective communication of IT and Security investment decisions to Council and other stakeholders. Communicates changes that may have an impact on existing IT Technology and Security Services and College-wide strategies.
- 7.4 Monitors results and progress of IT and Security Projects, Services and Investments at the strategic level.
- 7.5 Monitor compliance with the law and industry practices/ standards and report any departures from the compliance arrangements to the College Principal and Senior Management.
- 7.6 Review and make recommendations to the Principal in relation to areas of significant financial, legislative and personal risk that may arise as a result of any

ICT & Security activities as well as making recommendations and arrangements to contain the risk.

7.7 Improves the IT and Security governance process. Periodically assess the overall effectiveness of the ICT & Security Committee with a goal to continuously improve.

7.8 In performing its risk management, compliance and change management functions, the Committee may give attention to:

7.8.1 Both ICT Security and Physical Security Risk audits;

7.8.2 The effective monitoring and management of the material risks to which the College is exposed;

7.8.3 Establishing and monitoring policies directed to ensuring that the College complies with the law; and

7.8.4 Conforms to the highest standards of ethical behaviour.

8. Resources

The College should avail resources, as necessary, for the ICT & Security Committee to fulfil its mandate without prejudice and within the confines of the College statute.

9. Change of mandate

The ICT & Security Committee may not change the terms of this Charter nor act *ultra vires* to the mandate it is given without the prior approval of the College Council.

10. Remuneration

ICT & Security Committee members not holding executive office in the College or not employed in the public service, shall be remunerated for their services based on the guidelines issued by National or Provincial Treasury (issued in terms of paragraph 20.2.2 of the National Treasury Regulation, March 2005).

11. Adoption of Charter

This Charter is effective from the date on which it is adopted by the Council.

12. Availability of Charter

A copy of this Charter should be made available on the College website.

13. Annual review of Charter

This Charter will be subject to review in line with the term of council or as and when required to ensure its relevance.

Any recommended changes to the ICT & Security Committee Charter should be presented to the College Council for approval.

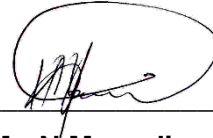
14. Approval



Ms. TJ Aryetey

Principal

Date: 2022-06-30



Mr. N Mpondi

College Council Chairperson

Date: 2022-06-30