



Independent Communications Authority of South Africa

MINUTES OF AN ORDINARY COUNCIL MEETING

Date	05 May 2021	
Time:	08:00	
Venue:	Microsoft Teams	
Present		
	[REDACTED]	Chairperson
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member (Partially attended)
	[REDACTED]	Member
	[REDACTED]	Member (Partially attended)
By Invitation		
	[REDACTED]	CEO
	[REDACTED]	CAE
	[REDACTED]	CFO
	[REDACTED]	Specialist: Litigation & Contracts
	[REDACTED]	Secretariat officer
	[REDACTED]	Secretariat Officer
Partial Attendees		
	[REDACTED]	Executive: Corporate Services
	[REDACTED]	Executive: Human Resources
	[REDACTED]	Executive: Legal, Risk & CCC
	[REDACTED]	SM: Talent Sourcing Management
	[REDACTED]	Information Specialist
Apologies		
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Corporate Secretary

KM
I



No.	Action Item	Person Responsible
1.	<p>Opening and apologies</p> <p>The Chairperson opened the meeting at 08:00 and welcomed all present.</p> <p>Apologies</p> <p>1.1. Cllr [REDACTED] had a family bereavement;</p> <p>1.2. Cllr [REDACTED] to leave the meeting early to attend to a Complaints and Compliance Committee (CCC) hearing;</p> <p>1.3. Cllr [REDACTED] to leave the meeting early to attend training at the Institute of Directors South Africa (IoDSA); and</p> <p>1.4. [REDACTED] (Corporate Secretary) was attending training at the Institute of Directors South Africa (IoDSA).</p> <p>Opening and apologies were noted by Council.</p>	Chairperson
2.	<p>Ratification of the Agenda</p> <p>2.1. Matters Arising item was deferred to the next meeting of Council.</p> <p>2.2. Item E7.1 was added to the agenda, entitled 'PRA Executive (Recruitment Process)'.</p> <p>The agenda was ratified as indicated above.</p>	Council
3.	<p>Declaration of interest</p> <p>No conflict of interest was noted.</p>	Council
4.	<p>Minutes of Council 13 April 2021</p> <p>Below paragraph 8.23 on the minutes of 13 April 2021, Council inserted the following wording, "Furthermore, <i>Council emphasised the importance of policy enhancements and review to avoid prominence of a Bell Curve outcomes in our performance measurements</i>".</p> <p>The minutes of Council were adopted with the above comments.</p>	Council

No.	Action Item	Person Responsible
5.	<p>International Engagements</p> <p>The Executive for Corporate Services presented the item:</p> <p>The purpose of the submission was to request Council to approve the International Schedule of engagements from April 2021 to March 2022 for the 2021/22 Financial Year.</p> <p>5.1. ICASA runs an International Engagement Programme to keep abreast of developments in the regulatory space across the region at SADC, AU and ITU level.</p> <p>5.2. ICASA's participation takes place in pursuance of South Africa's national interests, in collaboration with the Department of Communications and Digital Technologies (DCDT), guided by section 3(1)(c) read with section 3(2) and section 34 of the ECA.</p> <p>5.3. The 2021/22 International Schedule of Engagements outlines ICASA's multilateral and bilateral activities, regional cooperation, peer consultative groups and technical working committees that aim to advance the Authority's international agenda and strategic goals.</p> <p>5.4. The estimated budget for planned physical engagements was R 1,2 million to accommodate planned assemblies and conferences.</p> <p>5.5. The submission requested Council to deliberate on the invitations, and assign Councillors to the various programmes to enable management to properly prepare for all the international engagements.</p> <p><u>Comments and Inputs</u></p> <p>5.6. Council indicated that it would prefer to deal with the invitations on a quarterly basis, as opposed to allocating meetings for the entire financial year.</p> <p>5.7. Council requested that the team look into SADC events that are usually attended by the Minister (DCDT).</p> <p>5.8. Council resolved that the delegation of Councillors and list of the meetings be deferred to the next meeting of Council.</p>	CEO/ CS

No.	Action Item	Person Responsible
	The submission was deferred to the next meeting of Council.	
6.	<p>2020/21 Q4: North West Province Quality of Service Report for mobile data services</p> <p>The Acting Executive: Engineering and Technology presented the item.</p> <p>The purpose of the submission was for Council to approve the publication of the Quality of Service (QoS) monitoring report for mobile data services conducted during Q4 of the 2020/21 financial year in the North West Province.</p> <p>6.1. South Africa has experienced significant growth in mobile data services. The introduction of mobile devices such as smartphones and tablets, as well as the range of Internet-based applications that they support, has created a significant demand for (and expectation of) high levels of quality of service by consumers of mobile data services.</p> <p>6.2. End-users of electronic communications services are increasingly using services that rely on a mobile data network. This led to the Engineering and Technology Division expanding its monitoring plan for 2020/2021 to include data reports.</p> <p>6.3. The aim for monitoring was to assess the QoS for mobile data services provided by the mobile operators. The objectives of the test campaign were as follows:</p> <p>6.3.1 To assess the QoS for mobile data services as provided by the mobile network operators (MNOs) in the North West Province; and</p> <p>6.3.2 To inform end-users on the state of QoS, and the remedies for improvement.</p> <p>6.4. A total distance of over 800 kilometres was covered on 3G and 4G preferred test scenarios, respectively.</p> <p>6.5. The following areas were assessed: Hartbeespoort, Letlhabile, Zeerust, Pilanesberg and Makapanstad.</p> <p>6.6. The four (4) main Key Performance Indicators (KPIs) measured were as follows:</p>	CEO/ E&T

KM



No.	Action Item	Person Responsible
	<p>6.6.1 HTTP Download Throughput, the rate at which data is transferred from the server to the user over the Internet;</p> <p>6.6.2 FTP Download Throughput, the rate at which data is transferred from the server to the user over the Internet using an FTP application;</p> <p>6.6.3 FTP Upload Throughput, the rate at which data is transferred from the device to the server over the Internet using an FTP application; and</p> <p>6.6.4 Latency, the responsiveness of the network, measured by recording the time it takes for a small piece of data to travel to one point and return a response to the user's device.</p> <p>6.7. The report illustrated a snapshot of the mobile network performance and customer experience within the measured time and location context.</p> <p>6.8. In summary of the area-based result: Vodacom was placed in the lead in most of the KPIs in the respective areas on 4G and 3G preferred scenarios, closely followed by MTN, Telkom and Cell C in that order.</p> <p>6.9. In terms of overall results for 4G preferred mode, MTN was leading in 4G HTTP download throughput and FTP upload throughput in the Letlhabile, Zeerust, Pilanesberg and Makapanstad areas.</p> <p>6.10. Vodacom was leading in 4G FTP download throughout the Hartbeespoort, Letlhabile and Zeerust area, and Telkom was leading in Pilanesberg and Makapanstad areas.</p> <p>6.11. Vodacom was leading in overall average latency in three areas (Makapanstad, Letlhabile and Hartebeespoort), and Cell C was leading in Zeerust and, Telkom in Pilanesberg.</p> <p>6.12. A detailed report was shared with the mobile operators in order for them to share their remedial actions to address issues of poor performance. The improvement plans and remedial actions are summarised below:</p> <p>6.12.1 Vodacom provided feedback and network improvement plans that are in place for the areas that were identified to</p>	

No.	Action Item	Person Responsible
	<p>be negatively affecting customer experience by the Authority's QoS monitoring outcomes, and shared the following remedial and action plans:</p> <p>6.12.1.1 Hartbeespoort – Vodacom plans to improve coverage gaps by deploying new sites. There are 27 (twenty-seven) planned sites, 9 (nine) ready to be built in the financial year 2021/2022. The rest of the sites are still at the acquisition phase.</p> <p>6.12.1.2 Letlhabile – There is a plan to improve the coverage gaps by building 14 sites, with 2 (two) of them planned for the 2020/2021 financial year.</p> <p>6.12.1.3 Pilanesburg & Zeerust – Poor LTE coverage was observed in the area. 3G coverage is adequate, but there are some gaps that exist within both areas tested. Vodacom also stated that there are microwave links upgrades that are awaiting ICASA's approval. There are a number of planned sites aimed at rectifying and improving customer experience. Thirty percent (30%) of the sites planned in these areas are ready to be built in the 2021/2022 financial year.</p> <p>6.12.2 MTN provided feedback and network improvement plans that are in place for the areas that were identified to be negatively affecting customer experience by the Authority's QoS monitoring report. MTN shared the following remedial and action plans:</p> <p>6.12.2.1 Pilanesburg – Low upload throughput and high latency on both 3G and 4G networks are mainly due to coverage holes in the area. Antenna optimisation techniques have been implemented to improve coverage on some of the sites. MTN has identified key locations where new sites will be built in to ensure improved data QoS in the future.</p>	

KM

No.	Action Item	Person Responsible
	<p>6.12.2.2 Zeerust - Poor data throughput (uploads) was mainly due to coverage holes in the network. MTN has identified key locations where new 3G & 4G sites will be established to improve data QoS in the area.</p> <p>6.12.2.3 MTN highlighted that load shedding has put pressure on its QoS, especially network availability. MTN has been deploying generators at key sites during load-shedding to try to minimise the impact on its subscribers. The problem was exacerbated by battery theft, generator theft and vandalism at sites. During the months of January and February 2021, MTN experienced 94 incidents of battery theft and 4 instances of generator theft.</p> <p>6.12.3 Telkom has noted the Authority's report and further indicated that it views these test results as significant and uses them as additional input to further improve the quality of its mobile network.</p> <p>6.12.3.1 3G preferred measurements - Telkom has indicated that almost 57% of the measurements in the tested areas were on its roaming partner's network. Roaming accounted for 80% and 94% in Makapanstad and Pilanesberg, respectively. The network was affected by poor coverage and signal quality, which caused the Channel Quality Indicator to deteriorate, thus leading to a lower modulation scheme to be used, that resulted in lower throughput.</p> <p>6.12.3.2 4G preferred measurements - To mitigate the limited coverage, Telkom indicated that it will fast track site roll-out in the areas with poor coverage. Poor coverage, load shedding and load reduction have affected the overall network performance in Zeerust, Letlhabile and Makapanstad.</p> <p>6.12.3.3 Telkom has identified relevant sites where base station power upgrades will be done on the UMTS network. This will improve site capacity</p>	

No.	Action Item	Person Responsible
	<p>and the outdoor coverage footprint as well as indoor coverage penetration.</p> <p>6.12.3.4 In order to expand network capacity in the area, temporary sub-1 GHz will be deployed at 14 sites.</p> <p>6.12.3.5 Telkom has 33 sites at different stages of rollout in the tested areas. However, due to site acquisition challenges, 22 planned sites are still pending acquisition. Telkom expects more than (2) of these to be in service before the end of the 2020/2021 financial year.</p> <p>6.12.4 Cell C has noted the Authority's findings, and indicated that it will continue to provide improved services to its subscribers by working with its national roaming service provider to address these challenges in the affected areas.</p> <p>6.12.4.1 Hartbeespoort – There is an issue of poor Signal-to-Interference-Plus-Noise Ratio (SINR) due to interference. The interference is also causing low LTE throughput on the outskirts of the CBD, and slightly impacted 3G latency. There is low usage of LTE advanced. Cell C is currently busy with software parameters for LTE advanced, and will have completed this in April 2021.</p> <p>6.12.4.2 Letlhabile – Cell C will address poor coverage with the roaming partner to improve coverage, reduce interference and to improve quality / throughput. Software parameters and physical optimisation will be done by April 2021.</p> <p>6.12.4.3 Pilanesberg and Zeerust – Poor coverage is the major contributing factor to poor throughputs and high latency. The usage of LTE (CA) is minimal due to low coverage in certain areas. Cell C will address poor coverage with the roaming partner.</p> <p>6.12.4.4 Makapanstad – Poor coverage is due overshooting sites and Cell C will address the issue with the roaming partner.</p>	

No.	Action Item	Person Responsible
	<p>Council resolved to approve the submission.</p>	
<p>7</p>	<p>2020/21 Q4: Voice Quality of Service Report – North West Province</p> <p>The Acting Executive: Engineering and Technology presented the item.</p> <p>The purpose of the submission was for Council to approve the publication of the QoS Monitoring Report for measurements conducted during Q4 of 2020/21 in the North West Province.</p> <p>7.1. The aim of the monitoring was to assess the QoS provided by the mobile operators as perceived by the users. Major towns, townships, farm areas, rural areas and major road arteries, tourism activities and previous complaints were part of the route selection criteria.</p> <p>7.2. The route covered areas where most of the operators claim to have network coverage through their own network, and roaming arrangements with other network owners. The test phones were allowed to freely select the network operator's frequency bands and the radio access technology.</p> <p>7.3. The three main KPIs used to measure the QoS were:</p> <p>7.3.1 Dropped Call Ratio (DCR) for the Retainability of the voice call;</p> <p>7.3.2 Call Setup Success Ratio (CSSR) for the Accessibility of the network resources; and</p> <p>7.3.3 Call Setup Time (CST) for the time it takes to establish a voice call.</p> <p>7.4. In terms of the Regulations on End-User and Subscriber Service Charter of 2016, the target for the DCR must be less than 3% and, the target for CSSR must be greater than 98% over six months. Call Setup Time must be less than 20 seconds and the score for Speech Quality must be greater than 3.</p> <p>7.5. The results indicated that end-user QoS and the operators' network performance varies significantly per-location.</p>	<p>CEO/ E&T</p>

KM

No.	Action Item	Person Responsible
	<p>7.6. The results showed that, in terms of overall Call Setup Success Ratio; MTN was the only operator that met the target of 98%, thus meeting the Accessibility target.</p> <p>7.7. All four operators did not meet the DCR target of less than 3%, and thus failed to meet the Authority's Retainability target.</p> <p>7.8. All operators met the Call Setup Time target of less than 20 seconds as per the End-User and Subscriber Service Charter Regulation of 2016.</p> <p><u>Comments and Inputs</u></p> <p>7.9. Council submitted that there was usually no network in the areas monitored in the report. Council further enquired as to how far the Authority was with the procurement of equipment that would assist with enforcement of compliance.</p> <p>7.10. Management indicated that the process was still at the procurement stage, and, further, that the bid was at the evaluation stage.</p> <p>7.11. Council proposed that the Authority needed to visit the areas on the various coverage maps of the network providers and check if there is coverage in the said areas. Should there not be any coverage, Council was of the view that the Authority should penalise the network providers for failing to meet the set targets.</p> <p>The submission was approved by Council.</p>	
8	<p>Amendment of Ordering System Specification</p> <p>The Project Manager: Special Committee on Numbering Resources presented the item:</p> <p>The purpose of the submission was to request Council to approve the draft amendment of the Ordering System Specification (OSS) for publication in a Government Gazette.</p> <p>8.1. The Authority published the final Number Portability Regulations (the Regulations) on 1 October 2018 in the Government Gazette No 41949. In support of the implementation of the Regulations, the Authority further published the OSS on 29 March 2019.</p>	<p>Clr S [REDACTED]</p>

No.	Action Item	Person Responsible
	<p>8.2. On 29 March 2019, following publication, Cell C filed an application at the Pretoria High Court challenging certain aspects of the Regulations.</p> <p>8.3. The Special Committee on Numbering Resources (the Committee) met and decided to delay the implementation of the Regulations until the review application had been finalised.</p> <p>8.4. On 3 November 2020, Cell C, through its attorneys, submitted a letter to the Authority's external attorneys, withdrawing its Review Application.</p> <p>8.5. The Committee met with the Number Portability Company (NPC) on 11 December 2020, to discuss the contents of correspondence received from the NPC.</p> <p>8.6. The NPC indicated that the Authority needed to make changes to the process flow and the sequence of the message numbers. This was done because, in the Central Reference Database (CRDB) Mobile Number Portability (MNP) process flow, the OSS had introduced two new message numbers to accommodate a One-time Pin (OTP).</p> <p>8.7. It was agreed that the OSS needed to be amended to cater for the OTP step in the MNP process. It was also agreed that the port cancellation flow process in the OSS needed to be amended as the text refers to Port cancellation.</p> <p>8.8. In light of the above, the Committee made the changes and submitted the amended draft OSS to the Legal, Risk and CCC division (LRCCC) for vetting on 24 February 2021.</p> <p>Council resolved to approve Draft Regulations for publication.</p>	
9	<p>2019/20FY Once-off gratuity payment</p> <p>The Executive: Human Resources presented the item.</p> <p>This was a resubmission, [REDACTED]</p> <p>9.1. Management [REDACTED]</p>	CEO/HR

No.	Action Item	Person Responsible
	<p>9.2. On 23 April 2021, the HR & REMCO deliberated on the following:</p> <p>9.2.1 HR & REMCO [REDACTED]</p> <p>9.2.2 HR & REMCO [REDACTED]</p> <p>9.2.3 HR & REMCO [REDACTED]</p> <p>9.2.4 HR & REMCO [REDACTED]</p> <p>9.3. The Authority [REDACTED]</p> <p>9.4. <u>Scenario One:</u></p> <p>9.4.1 [REDACTED]</p> <p>9.4.2 N [REDACTED]</p>	

KM

No.	Action Item	Person Responsible
	9.4.3 [Redacted]	
	9.4.4 [Redacted]	
	9.4.5 [Redacted]	
	9.5. <u>Scenario Two:</u>	
	9.5.1 [Redacted]	
	9.5.2 [Redacted]	
	9.5.3 [Redacted]	
	9.5.4 [Redacted]	
	9.5.5 [Redacted]	
	9.6. [Redacted]	
	<u>Comments and Inputs</u>	
	9.7. Council [Redacted]	



No.	Action Item	Person Responsible
	<p>[Redacted]</p> <p>9.8. [Redacted]</p> <p>9.9. [Redacted]</p> <p>9.10. [Redacted]</p> <p>The submission was approved.</p>	
10	<p>Human Resources Policies:</p> <p>The SM: Talent and Performance Management presented the item.</p> <p>The purpose of the submission was for Council to approve the following Human Resources policies:</p> <p>10.1 Remuneration Policy; and</p> <p>10.2 Performance Management Policy.</p> <p><u>Remunerations Policy</u></p> <p>10.1. The policy had previously served before Council, and had been sent back to HR & REMCO to incorporate the deliberations of Council in the proposed amendments.</p> <p>10.2. Pay Scales – Clause 7.1 was added to the policy to address Council’s concern to distinguish the manner in which executives are remunerated compared to the rest of the employees.</p> <p>10.3. Annual Remuneration Review Process – Clause 8.2. was added to the policy to determine factors that the Authority considers, when implementing salary increases (Cost of Living Adjustment), as per the current practice of ICASA.</p>	CEO/EHR



No.	Action Item	Person Responsible
	<p>10.4. New Appointments – Clause 8.4 was revised to emphasise that new appointments that do not meet the minimum requirements of the job, will be appointed of the 25th percentile and those who meet the requirements will be appointed on the 50th percentile.</p> <p>10.5. Special Payments Including Retention and Discretionary Bonuses – Clause 8.8.3 was removed from the policy, as per the approved Recognition Policy, as well as a cost containment measure.</p> <p><u>Performance Management Policy</u></p> <p>10.6. The definition of employee was amended to ensure that all ICASA policies had uniformity in the wording.</p> <p>10.7. The Definition of Non-Guaranteed Bonus Cheque was added, to define the non-guaranteed bonus cheque. The previous reference to a 13th Cheque was replaced and, it was now corrected throughout the policy.</p> <p>10.8. The definitions of Performance Reward, Proportional Performance Bonus and Pro-Rata Performance Bonus were amended as part of cost containment exercise.</p> <p>10.9. Clause 6.3.6 was amended to include the Risk Management, Financial Management, Finance Compliance and Closing of AG and internal audit findings KPAs. The CEO was included in the KPAs, where reference is made to Executives, as per the concern Council raised.</p> <p>10.10. Clause 6.4.2.1 was removed from the policy to address the concern raised by Council. The new HRIS will be configured to incorporate the use of decimals.</p> <p>10.11. Executives and non-executives will be rewarded differently. Executives will get a bonus, and non-executives will receive a non-guaranteed bonus cheque. Both will be performance-based.</p> <p>10.12. Executives are not eligible for merit increases. Fixed term-contract employees and graduates are not eligible for a performance bonus or non-guaranteed bonus cheque. The non-guaranteed bonus cheque is up to a maximum of one-</p>	

No.	Action Item	Person Responsible
	<p>month's salary for a year completed, given that these are variable payments subject to availability of funds and Council approval.</p> <p><u>Comments and questions</u></p> <p>10.13. The Chairperson of HR & REMCO submitted that, if Council was going to decide on the merit increases of non-executives on a yearly basis, subject to the budget and the availability of funds, there should be such a clause inserted in the Policy.</p> <p>10.14. Management indicated that there was a disclaimer in the policy which indicated that a merit increase and performance bonus, as well as the non-guaranteed bonus cheque, were not guaranteed, and the awarding thereof would be at the discretion of Council.</p> <p>10.15. Council requested that an insertion be made after the last sentence of Clause 6.8.5 that reads:</p> <p style="text-align: center;"><i>“any payment of performance bonuses or non-guarantee bonus cheque and merit increase is subject to, amongst others: the availability of funds, consideration of public service pronouncements and the prevailing economic climate”.</i></p> <p>Council resolved to approve the submission.</p>	
11	<p>The Draft Electronic Communications Amendment Bill, 2021</p> <p>The Executive Legal Risk and CCC presented the Item.</p> <p>The purpose of the submission was to present to Council the Electronic Communications Amendment Bill, 2021 (the Bill), together with the Memorandum on the Objects of the Electronic Communications Amendment Bill.</p> <p>11.1. On 2 December 2019, the Competition Commission (the Commission) issued a Data Services Market Inquiry Report (DSMI report). The DSMI report made draft proposals to the ECA Bill, and submitted recommendations to the DCDT, including the amendment of the Electronic Communications Act No 36 of 2005 (ECA), to address challenges relating to the costs of data.</p>	CEO/ELRCCC

No.	Action Item	Person Responsible
	<p>11.2. The Task Team was established in 2020 between ICASA and the DCDT, to consider appropriate legislative and regulatory interventions, to give effect to recommendations contained in the DSMI report.</p> <p>11.3. The Task Team prepared a submission on the Bill for Council's consideration. The Bill was to be read in conjunction with the Memorandum, on the objectives of the Bill.</p> <p>11.4. The Bill aims to amend the ECA in order to provide for the following:</p> <p style="padding-left: 40px;">11.4.1 To provide for a new licence category for Electronic Communications Facilities Services;</p> <p style="padding-left: 40px;">11.4.2 To enable the Minister responsible for Local Government to make a national standard by-law on rapid deployment;</p> <p style="padding-left: 40px;">11.4.3 To enable spectrum sharing;</p> <p style="padding-left: 40px;">11.4.4 To regulate roaming and mobile virtual network services;</p> <p style="padding-left: 40px;">11.4.5 To improve the facilities leasing framework and its pricing principles; and</p> <p style="padding-left: 40px;">11.4.6 To provide for improved competition regulation.</p> <p>11.5. It was recommended that Council consider and provide inputs on the draft Bill, and the estimated financial implications of the Bill, with respect to ICASA's mandate.</p> <p><u>Comments and Inputs</u></p> <p>11.6. Council enquired if international roaming was included in the proposed amendments.</p> <p>11.7. Council further submitted that sub-section 6 of the ECA which relates to individual ECNS Licences, requiring a Ministerial Invitation To Apply, should be removed through the proposed amendments.</p>	



No.	Action Item	Person Responsible
	<p>11.8. The comments and inputs made by Council were noted and will be taken back to the Task Team for consideration.</p> <p>The submission was noted with inputs made.</p>	
12	<p>Report on Internal Audit Activities from January to March 2021</p> <p>The Chief Audit Executive presented the item.</p> <p>The purpose of the submission was to present a progress report on the work conducted by Internal Audit within the Fourth Quarter (January to March 2021) against the approved Internal Audit Plan.</p> <p>12.1. The quarterly targets of six (6) assurance and one (1) consulting reviews were achieved. The cumulative progress for all 4 quarters resulted in an annual achievement of 100% of the approved plan.</p> <p>12.2. In March 2021, a resignation for a “critical position” in respect of data analytics was noted. The Authority has been struggling to fill the said position for a long time. When Internal Audit performed the payroll review, the importance of data analytics was cemented.</p> <p>12.3. The elevation of some key issues emanating from the conducted assurance and consulting projects were as follows:</p> <p>12.3.1 The Quality of Service - (with this task management assurance was sought due to its technical nature);</p> <p>12.3.2 Internal Audit went into the finance environment, where the budget was audited. A concern was raised that the process of reviewing the policies was still under way and not concluded;</p> <p>12.3.3 There was a lack of alignment between the budget and the approved projects on the APP. The lack of budget allocation for the planned targets was an area of concern for the Audit Committee (AREDC), as it shows lack of congruence;</p> <p>12.3.4 Differences between the balances on the notes and the supporting schedules were noted. Some</p>	CEO/CAE

No.	Action Item	Person Responsible
	<p>were resolved, while others are being investigated by management;</p> <p>12.3.5 Unauthorised activities on the VIP system – dummy payslips are produced in the live environment, which posed a risk, as it left the system prone to errors; and</p> <p>12.3.6 Excessive user access rights to the VIP system salary payment file on EDRMS.</p> <p>12.4. In terms of the Audit Plan, a risk-based approach was employed, with a focus area being on the core divisions and strategic projects.</p> <p>12.5. Council was also informed of areas of concern by respective stakeholders, being the Auditor General and AREDC. Assets verification was an area of interest for the AG, as this is an initiative to use Internal Audit for reliance.</p> <p>12.6. The ethics review, SCM and employee related litigation were reported as AREDC's concerns. Council's guidance was sought on the timing of the Ethics review given that AREDC was informed that Council is yet to deliberate on the safeguarding of the related information.</p> <p>12.7. The development of the Internal Audit Charter was in line with Standard 1000 for the Professional Practice of Internal Auditing, prescribing the definition of Internal Audit's Purpose, Authority and responsibility in a formal charter.</p> <p>12.8. The presented Charter was reviewed as same provides for an annual review process. There were minor additions to the charter, those included the use of Internal Audit reports in investigations and disciplinary hearings and the use of Internal Audit as a control measure.</p> <p><u>Comments</u></p> <p>12.9. Council expressed the view that the conflict of interest review affecting Council should be prioritised to set the tone for the organisation.</p>	

KM

No.	Action Item	Person Responsible
	<p>12.10. Council's guidance was sought on the timing of the Ethics review given that AREDC was informed that Council is yet to deliberate on the safeguarding of the related information.</p> <p>12.11. Council submitted that, the review date should be moved to Quarter 2, and consultations should take place with the Legal department as the review was previously within their ambit.</p> <p>The submission was noted by Council.</p>	
13	<p>The Appointment of Executive Policy Research and Analysis</p> <p>The purpose of the submission was to request approval for the appointment of [REDACTED] to the position of Executive: Policy Research and Analysis (PRA).</p> <p>13.1. The position of Executive: PRA was advertised externally on 25 May 2020, with the closing date of 12 June 2020, and was re-advertised on 30 November 2020, with the closing date of 18 December 2020.</p> <p>13.2. The panel had decided that the position should be re-advertised to allow for a wider pool of female candidates. [REDACTED]</p> <p>13.3. Interviews were recommended, and a comprehensive evaluation of competencies required, and a comparison of all eight (8) candidates. [REDACTED]</p> <p>13.4. The assessment was booked for all three to take place on 16 March 2021. [REDACTED]</p> <p>13.5. [REDACTED]</p> <p>13.6. [REDACTED]</p>	CEO

No.	Action Item	Person Responsible
	<p>[Redacted]</p>	
13.7.	<p>The p [Redacted]</p>	
13.8.	<p>[Redacted]</p>	
13.9.	<p>[Redacted]</p>	
13.10.	<p>As the [Redacted]</p>	
13.11.	<p>The submission [Redacted]</p>	

No.	Action Item	Person Responsible
13.12.	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
13.13.	<p>Council [REDACTED]</p> <p>[REDACTED]</p>	
13.14.	<p>Council [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
	<p>[REDACTED]</p>	
(i)	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
(ii)	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
(iii)	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
(iv)	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	



No.	Action Item	Person Responsible
	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The submission was approved by Council.</p>	
14	General	ALL
15	Closure The Chairperson thanked all present at the meeting and closed the meeting at 13:00.	Chairperson
16	Date of next meeting: TBA	Secretariat

Signed: [REDACTED]

Date: 30/07/2021

(Chairperson)