



Independent Communications Authority of South Africa

MINUTES OF AN ORDINARY COUNCIL MEETING		
Date	19 September 2017	
Time:	09h30	
Venue:	Block B, Council Boardroom	
Present	██████████	Member
	████████████████████	Member
	██████████	Member
	████████████████████	Member
By Invitation	████████████████████	CFO
	████████████████████	CAE
	████████████████████	GM: Compliance & Consumer Affairs
	████████████████████	Secretariat Officer
Partial Attendees	████████████████████	Executive: Legal, Risk and CCC
	████████████████████	GM: Engineering & Technology
	████████████████████	SM: Network Systems & Research
	████████████████████	Manager: QoS Measurement
	████████████████████	SM: Spectrum Licensing
	████████████████████	Radio Frequency Specialist: Radio Communications
	████████████████████	Risk and Compliance Management Specialist
	████████████████████	Manager: Wholesale Services
Apologies	████████████████████	ACEO
	████████████████████	Acting SM: Office of Chairperson



	Action Item	Person Responsible
1.	<p>Opening and apologies</p> <p>The Acting Chairperson, Cllr [REDACTED] opened the meeting at 09h42 and welcomed all present.</p> <p>The following apologies were noted</p> <ul style="list-style-type: none"> • [REDACTED] was on leave • [REDACTED] was on leave 	Chairperson
2.	<p>Ratification of the Agenda</p> <p>The following items were deferred:</p> <ul style="list-style-type: none"> • CCC matter between ICASA and Altonet (Pty) Ltd • Technical and Technical Analysis on the National Integrated ICT Policy White Paper • Electronic Media Network Limited and Others v e.tv (Pty) Limited and Others [2017] ZACC 17 • Code of Ethics and Disclosure of Interest Awareness Strategy 2017/18 <p>It was resolved that the agenda be approved with amendments.</p>	Council
3.	<p>Declaration of interest</p> <p>No conflict of interest was declared at the meeting.</p>	All
4.	Adoption of previous minutes	Council



	Action Item	Person Responsible
4.1	<p>Special meeting held on 28 July 2017</p> <p>It was noted that the minutes were approved as presented.</p>	Council
4.2	<p>Ordinary meeting held on 22 August 2017</p> <p>The minutes were deferred to the next meeting due to amendments.</p>	Council
4.3	<p>Ordinary meeting held on 29 August 2017</p> <p>It was noted that the minutes were approved as presented.</p>	Council
4.4	<p>Special meeting held on 01 September 2017</p> <p>It was noted that the minutes were approved with amendments.</p>	Council
5.	<p>Matters arising</p> <p>It was noted that there was no submission of the matters arising document but discussions were made thereof.</p>	Secretariat/CEO
6.	Standing items	
6.1	<p>CRASA 2017/18 Programme/ CRASA</p> <p>Cllr [REDACTED] presented the item and the following were noted:</p> <ul style="list-style-type: none"> • The EXCO meeting was held on 21 – 22 September 2017 at Radisson Blue Hotel in Sandton. • There was dinner planned for the delegates at Moyo's in Melrose Arch at 18h00. CRASA management team will be on site later that day. 	Cllr [REDACTED]
6.2	Head Office Relocation Committee	Cllr [REDACTED]



	Action Item	Person Responsible
	<p>Cllr ██████████ presented the item.</p> <ul style="list-style-type: none"> • It was noted that there is a challenge at SCM as most of the processes are delayed. • Last minute changes are made on the documents without Council knowledge. • The current contract of lease has been extended for a year. 	
<p>6.3</p>	<p>Inter Operator Disputes</p> <p>Executive: Legal, Risk and CCC presented the item.</p> <ul style="list-style-type: none"> • Norton Rose letter regarding the Cell C/ Cellsaf matter was presented. <p>It was resolved that the report on Inter-Operator Disputes is noted.</p>	<p>ACEO</p>
<p>7.</p>	<p>Proposed 2017/18 ICASA Pay Scales and Salary Adjustments</p> <p>The ACEO presented the item.</p> <p>The purpose of the submission was to obtain Council approval on the following:</p> <ul style="list-style-type: none"> • The proposed 2012/18 ICASA Pay Scales; • The proposed salary increase of 5,3%, plus merit increase as outlined in the Performance Management and Development Policy for the financial year 2017/18, for the qualifying employees; • Employees with less than six (6) months in the employ, appointed at mid-point to move with the recommended ICASA's 2017/18 pay scales; • Employees with less than six (6) months who fall between mid-point and maximum be aligned to the new percentage (5,3%) used to revise the pay scales (as their performance has not been assessed due to the limited tenure in the service of ICASA), and; • Employees whose salaries are above the recommended 	<p>ACEO</p>



	Action Item	Person Responsible
	<p>ICASA's 2017/18 pay scales be aligned to the new percentage (5, 3%) used to revise the pay scales (as the claw-back strategy has been discontinued).</p> <p>The submission was approved as presented.</p>	
8.	<p>2016/17 Bonus Provision and Proposed Methodology</p> <p>The purpose of the submission was:</p> <ul style="list-style-type: none"> • [REDACTED] • [REDACTED] <p>The submission was approved as presented.</p>	ACEO
9.	<p>Salary Structure Change for Council and Chairperson</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	ACEO
10.	<p>Application for the amendment of an Individual Commercial Sound Broadcasting Service Licence – Cape Town Radio (Pty) Ltd – Smile 90.4 FM.</p> <p>The ACEO presented the item.</p> <p>The purpose of the submission was to recommend that Council approves the proposed amendments to Smile 90.4FM's Individual Commercial Sound Broadcasting Service License.</p> <p>It was resolved that the Application for the amendment of an</p>	ACEO



	Action Item	Person Responsible
	<p>Individual Commercial Sound Broadcasting Service Licence – Cape Town Radio (Pty) Ltd – Smile 90.4 FM be approved as per recommendation</p> <p>Reasons:</p> <p>The application met the requirements for the amendment of an individual broadcasting service licence.</p>	
11.	<p>An analysis of Tariff Notification submitted to ICASA for the period 01 January 2017 to 30 June 2017</p> <p>The purpose of the submission was for Council to approve the report on the analysis of Tariff Notifications submitted to ICASA for the period 01 January 2017 to 30 July 2017 for the publication on the Authority's website.</p> <p>It was resolved that the Tariff Report be approved for publication on the website.</p>	ACEO
12.	<p>Establishment of the Digital Migration Advisory Council (DMAC)</p> <p>The purpose of the submission was to request Council to note the establishment of the Digital Migration Advisory Council (DMAC) and to approve the appointment of two ICASA senior officials, and support for two RF Specialists to serve on the DMAC.</p> <p>Council noted that the officials should be co-opted to participate in the streams or participate in the (PMO). Cllr Mokhele will revert on the structure of the committee and provide guidance on which officials can be co-opted in the committee.</p> <p>The submission was approved as presented.</p> <p>Reasons:</p> <p>In order to send a response to the Department of Communication nominating ICASA officials to serve on DMAC.</p>	ACEO
13.	<p>South African Maritime Safety Authority (SAMSA) Inspection</p>	ACEO/



	Action Item	Person Responsible
	<p>Results for Quarter 4(q4) of ICASA 's 2016/17 Financial Year</p> <p>The purpose of the submission was to request Council to note the SAMSA inspection results for Q4 of 2016/17, as conducted by ICASA.</p> <p>The inspection results show countrywide applications for Global Maritime Distress and Safety System general operator certificate; long and short range Safety of Life at Sea (SOLAS) radio operator certificates.</p> <p>Council noted the report.</p>	Ronnie
14.	<p>Findings report on the Vodacom/Telkom Access to Duct Complaint</p> <p>The purpose of the submission was to request Council to note the findings report on the Telkom SA SOC limited versus Vodacom (Pty) Ltd complaint regarding access to ducts.</p> <p>Council noted the report.</p>	ACEO/JK/OM
15.	<p>Update on the Implementation of the Southern African Development Community("SADC") Roam-Like-At Home Initiative</p> <p>The purpose of the submission was to provide Council with an update on the implementation of the SADC Roam Like at Home initiative by South Africa, and to request Council to note the report.</p> <p>The report was noted by Council.</p>	ACEO/OM
16.	<p>Performance Contracts for Executives and General Managers as well as Proposed Changes to 2017/18 Performance Contracts</p> <p>The purpose of the submission was to share the performance contracts for the Executives and General Managers with Council, as well as to obtain approval for the proposed changes to the 2017/18 performance contracts for all employees.</p> <p>It was resolved that the Performance Contracts for Executives and General Managers as well as Proposed Changes to 2017/18</p>	ACEO



	Action Item	Person Responsible
	Performance Contracts be approved.	
17.	<p>Advertisement and Job Profile for General Manager: Engineering and Technology Position.</p> <p>The purpose of the submission was for Council to take note of the advertisement and job profile for the position of General Manager: Engineering and Technology.</p> <p>Council resolved that the advertisement be put on hold.</p>	ACEO
18.	<p>Governance Review</p> <p>The purpose of the submission was to provide Council with the results of a Governance Review performed by Internal Audit and to obtain comments and action.</p> <p>It was resolved that the Governance review report be noted.</p>	ACEO
19.	<p>Launch of the new ICASA Website</p> <p>The purpose of the submission was to request Council to approve the launching of the ICASA website.</p> <p>It was resolved that Council make comments on the link before the launch of the new ICASA website.</p>	ACEO
20.	<p>Review of the AREDC Committee</p> <p>The purpose of the submission is to review the and extent the terms of reference of the AREDC Committee period from 2 to 3 years, and to split the social and ethics part in future.</p>	ACEO
21.	<p>Cost Containment Review</p> <p>The purpose of the submission was for Internal Audit to provide some clarification and a quick reference/ guide in terms of the cost containment measures related to catering expenses as instructed by the National Treasury Instruction 03 of 2017/18.</p>	ACEO



	Action Item	Person Responsible
	It was noted that the CFO was working on the procedures for cost containment which would be shared later.	
22.	<p>Governance Committees Remuneration Review</p> <p>Internal Audit embarked on a benchmarking exercise as requested by management to compare ICASA's governance committee remuneration, namely the Audit, Risk, Ethics and Disclosures Committee, Remuneration Committee (REMCO), Information Technology Review Committee and Complaints and Compliance Committee fees with that of other similar organisations.</p> <p>Council resolved as follows:</p> <ul style="list-style-type: none"> • [REDACTED] • [REDACTED] • [REDACTED] • And hourly rate to be calculated from these amounts. • The CPI will only be effected after a year on the proposed figures/amount. • A submission will be tabled at the next council meeting. 	ACEO
23.	<p>Closure:</p> <p>The Acting Chairperson thanked all who attended the meeting and adjourned at 18h06</p>	
24.	Date of next meeting: 26 September 2017	Secretariat

Signed: [REDACTED]
(Chairperson)

Date: 01/12/2017