



**Independent Communications Authority of South Africa**

<b>MINUTES OF AN ORDINARY COUNCIL MEETING</b>		
<b>Date</b>	<b>10 July 2018</b>	
<b>Time:</b>	<b>09h30</b>	
<b>Venue:</b>	<b>Block B, Council Boardroom</b>	
<b>Present</b>		
	[REDACTED]	Chairperson
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
<b>By Invitation</b>		
	[REDACTED]	CEO
	[REDACTED]	CAE
	[REDACTED]	Corporate Secretary
	[REDACTED]	CFO
	[REDACTED]	Secretariat Officer
<b>Partial Attendees</b>		
	[REDACTED]	GM: Regions
	[REDACTED]	General Manager: CCA
	[REDACTED]	Executive: Legal, Risk and CCC
	[REDACTED]	Executive
	[REDACTED]	Acting GM: Engineering & Technology
	[REDACTED]	GM: Licensing
	[REDACTED]	GM: PRA
	[REDACTED]	Acting Licensing
	[REDACTED]	Executive: Corporate Service
<b>Apologies</b>		
	[REDACTED]	Member



	<b>Action Item</b>	<b>Person Responsible</b>
1.	<p><b>Opening and apologies</b></p> <p>The Chairperson, Cllr [REDACTED] opened the meeting at 09h40 and welcomed all present.</p> <p><b>The following apologies were noted:</b></p> <ul style="list-style-type: none"> <li>• Cllr [REDACTED] was attending the 17<sup>th</sup> session of the Intergovernmental Group of Experts on Competition Law and Policy in Geneva.</li> </ul>	<b>Chairperson</b>
2.	<p><b>Ratification of agenda</b></p> <p><b>It was resolved that the agenda be approved as presented.</b></p>	<b>Council</b>
3.	<p><b>Declaration of interest</b></p> <p>No conflict of interest was noted at the meeting.</p>	<b>All</b>
4.	<p><b>Proposed changes to the organisational structure</b></p> <p>The purpose of the submission was for Council to consider and approve the proposed organisational structure.</p> <p><b>COO's office</b></p> <p>The CEO presented the item.</p> <p>The following changes were noted:</p> <p>It was indicated that the COO's position be retained and not filled immediately due to the Authority's budget constraints.</p> <ul style="list-style-type: none"> <li>• It was resolved that the COO's position be retained.</li> </ul>	<b>CEO</b>

	<b>Action Item</b>	<b>Person Responsible</b>
	<p><b>Regions</b></p> <p>GM Regions presented the item.</p> <p>There were no changes made to proposed structure in relation to the Regions.</p> <p>The following input was noted:</p> <ul style="list-style-type: none"> <li>Seventeen (17) of the vacant positions will be filled internally, 9 staff members are currently with Regions and 8 staff members are with the Licensing Division.</li> </ul> <p><b>Compliance and Consumer Affairs</b></p> <p>GM: CCA presented the item.</p> <p>The following changes were noted:</p> <ul style="list-style-type: none"> <li>HR was requested to rename the existing Postal Monitoring Specialist positions to, "Manager" and have the officer position below.</li> <li>Council rejected the proposed Office Administrator, and Consumer Advisor Protection Officer positions.</li> </ul> <p><b>Licensing</b></p> <p>Acting GM: Licensing presented the item</p> <p>The following changes were noted: -</p> <ul style="list-style-type: none"> <li>rename the Principal Business Analyst to "Business Analyst"</li> </ul> <p><b>Engineering and Technology</b></p> <p>Acting GM: Engineering and Technology presented the item</p> <p>The following changes were noted:</p> <ul style="list-style-type: none"> <li>Council rejected the proposed Office Administrator</li> </ul>	



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	<p>position.</p> <ul style="list-style-type: none"> <li>• Council proposed additional four (4) Radio Frequency (RF) Measurement Specialist positions.</li> <li>• Proposed positions will be prioritised.</li> </ul> <p><b>Policy Research and Analyses</b></p> <p>GM: PRA presented the item</p> <p>The following changes were noted: -</p> <ul style="list-style-type: none"> <li>• The proposed name change of Principal Statistician Sector forecasting will remain SM: Sector Forecasting.</li> <li>• Council rejected the proposed Office Administrator Position.</li> </ul> <p><b>Finance</b></p> <p>The CFO presented the item</p> <p>The following changes were noted:</p> <ul style="list-style-type: none"> <li>• The two positions (Assets Officer and Revenue) were removed and one bid offer position created to support capacity in SCM unit.</li> <li>• Payroll officer to be moved to HR division.</li> <li>• Council also proposed to convert the Specialist position to a Senior Manager: Finance. Proper job profile and grading must be done before this position is graded.</li> </ul> <p><b>Corporate Services</b></p> <p>Executive: Corporate Service presented the item</p> <p>The following changes were noted: -</p> <ul style="list-style-type: none"> <li>• Council rejected the proposed Supervisor: Facilities position, two (2) Marketing and Communications Officer and Digital Content Officer positions.</li> <li>• Council rejected the proposed International relations officer position.</li> </ul>	

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	<p><b>Legal, Risk and CCC</b></p> <p>Executive: Legal, Risk and CCC presented the item</p> <p>The following changes were noted:</p> <ul style="list-style-type: none"> <li>• The Case Management Specialist should be renamed to Manager CCC.</li> <li>• Council approved additional Regulatory &amp; Legislative Drafting Specialist positions. Council reasoned that the proposed two (2) additional positions of the Regulatory &amp; Legislative Drafting Specialist are not sufficient and resolved to mandate the Executive: Legal, Risk and CCC to make an assessment and indicate the appropriate number of additional specialist positions.</li> <li>• Two additional positions were proposed by council</li> <li>• The proposed Risk Chief Officer should be changed to Senior Manager: Risk and Compliance.</li> </ul> <p><b>Internal Audit</b></p> <p>The CAE presented the item</p> <p>The proposed Internal Audit structure was approved without any changes.</p> <p><b>Human Resources</b></p> <p>Executive presented the item</p> <ul style="list-style-type: none"> <li>• The proposed HR structure was approved without any changes.</li> </ul> <p><b>Secretariat &amp; Council</b></p> <p>Corporate Secretary presented the item</p> <p>The following changes were noted: -</p> <ul style="list-style-type: none"> <li>• Council proposed a Manager: Office of the Chairperson position.</li> </ul>	

	<b>Action Item</b>	<b>Person Responsible</b>
	<ul style="list-style-type: none"> <li>• It was resolved that council PA's should report to the Corporate Secretary for administrative purposes.</li> <li>• It was further resolved that PA's should assist Council members with committees.</li> </ul> <p><b>It was resolved that the proposed changes to the organisational structure be noted with the above changes. HR will incorporate changes and re-table for Council approval.</b></p>	
5.	<p><b>The following items were deferred to the next meeting: -</b></p> <ul style="list-style-type: none"> <li>• Quality of the Service (QoS) Orientation and Benchmark visit in Europe (14-26 April 2018).</li> <li>• ICASA Strategic Planning Monitoring and Evaluation (re-tabling).</li> <li>• Approval of the amended MoU between ICASA and the Scientific and Industrial Research (CSIR).</li> <li>• Re-publication of invitation to apply for radio frequency spectrum licence for 45% of multiplex 3 capacity for commercial subscription broadcasting services.</li> <li>• A memorandum received from Powerline Communications (Pty)Ltd ("Powerline") requesting the Authority to review its decision to cancel its licenses.</li> <li>• Neotelis – Telecom Regulation for Today, adapting to change.</li> <li>• VOC Invitation.</li> <li>• Minutes of a meeting held on 26 June 2018.</li> <li>• Minutes of a meeting held on 28 June 2018.</li> </ul> <p>Matters arising from previous minutes.</p>	Secretariat
6.	<p><b>Moderation Committee</b></p> <p>Executive requested two (2) Council members to sit-in for moderation.</p>	Secretariat



	Action Item	Person Responsible
	<p>The following Council members will sit-in for moderation:</p> <ul style="list-style-type: none"><li>• Cllr [REDACTED]</li><li>• Cllr [REDACTED]</li></ul> <p>Moderation dates will be confirmed.</p>	
7.	<p><b>Closure</b></p> <p>The Chairperson thanked all present and adjourned the meeting at 18h30.</p> <p>There were no Regulatory decisions for website publication.</p>	<b>Council</b>
8.	Date of next meeting: 31 July 2018	

Signed: [REDACTED]  
(Chairperson)

Date: 31/07/2018

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