



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE OF THE
DEPARTMENTAL SECURITY AND
RECORDS MANAGEMENT COMMITTEE
(SRMC)**

Version 2

February 2019

1. PURPOSE OF THE SECURITY AND RECORDS MANAGEMENT COMMITTEE (SRMC)

The Security and Records Management Committee (SRMC) is a committee of the Department charged with the responsibility to oversee the development, implementation, monitoring and review of the Department's policies, procedures, practices, and guidelines aimed at assisting the Head of Department (HOD) to ensure that there is a continuous monitoring of the compliance with Minimum Physical Security Standards and Records Management Practices as promulgated in the legislation, as well as realizing the Department's goals and objectives on the provision and support of Records Management Services.

- 1.1. The SRMC is the principal departmental forum focusing on Security and Records Management in the Department of Roads and Public Works.
- 1.2. The SRMC is established in order to enable the HOD to respond to his/her overall accountability for the overall physical security of the Department under his/her control as well as Records Management Practices; to oversee the development, implementation and maintenance of internal security and records management policies in terms of relevant legislation; and to ensure that employees and service providers (contractors/consultants) are subjected to reliability record checking processes conducted by the State Security Agency (SSA).

2. STRATEGIC FOCUS OF THE SRMC

The Security and Records Management Committee is a departmental forum focusing on the overall governance of records management accountability, leadership, decision making, remedial action, communication and promotion of security and records and information management activities of the Department of Roads and Public Works.

The SRMC is strategically focused on maximizing the value of Public Service Security and Records Management by:

- 2.1. Making recommendations on the Security and Records management policies of the Department after having taken into account the advice provided by the South African Police Services (SAPS), the State Security Agency (SSA), and the National Archives and Records Service of South Africa.
- 2.2. Making recommendations to the HOD and Senior Management of the Department regarding the implementation and maintenance of Security measures.
- 2.3. Regularly reviewing the Security and Records Management policies of the Department, the prioritisation thereof and advice provided by the institutions.
- 2.4. Forwarding the abovementioned draft policies and reviews thereof to the institutions as mentioned in 2.1 above.
- 2.5. Circulating the draft Security and Records management policies or any review thereof in the Main and Regional Offices of the Department for comments and inputs.
- 2.6. Submitting the Security and Records Management policies or any review thereof to the HOD for approval.
- 2.7. Ensuring the communication of the approved Security and Records Management policies to all departmental staff members, relevant consultants and contractors.
- 2.8. Making recommendations to the HOD regarding directives to be issued by the HOD to ensure the implementation of the Security and Records Management policies or any review thereof.
- 2.9. Eliminating duplication in Security and Records functions, projects, resources, and information.

- 2.10. Identify common solutions for common requirements across the Department wherever possible.
- 2.11. Develop, monitor and review departmental policies, guidelines, procedures, and significant incidents relating to security and records.
- 2.12. Ensure that policies and procedures so formulated are not in contravention of existing policies and procedures established by Law.
- 2.13. Receive reports from, provide feedback and advice to, and take decisions relating to policy and processes, of divisions supplying information technology services or administrative support services through the medium of information technology.
- 2.14. Act as security and records services think tank for the department, to brain storm new ideas, and to address such topics as might be relevant and requested by various stake holders within the Institution.

3. SCOPE OF OPERATION AND REGULATORY FRAMEWORK

The Security and Records Management Committee focuses on all Security and Records Management issues and strives to give effect to the accountability, transparency and service delivery values contained in the legal framework established by the:

- South African Constitution Act, Act No. 108 of 1996.
- National Archives and Records Services of South Africa Act (Act No.43 of 1996 as amended)
- National Archives and Records Services of South Africa Regulations
- Public Service Act, Act No. 103 of 1994, as amended.
- Public Finance Management Act (PFMA), Act No. 1 of 1999, as amended and Treasury Regulations.
- Control of Access to Public Premises and Vehicles Act, Act No.53 of 1985.
- Criminal Procedure Act, Act No. 51 of 1977.
- National Key Point Act, Act No. 102 of 1980.

- Minimum Information Security Standards (MISS) policy as approved by Cabinet on 04 December 1996, as amended.
- Minimum Information Security Standards (MISS), Second Edition March 1998.
- Minimum Physical Security Standards (MPSS) of 2009.
- Private Security Industry Regulations Act, Act No. 56 of 2001.
- Protection of Information Act, Act No. 84 of 1982.
- Promotion of Access to Information Act, Act No. 2 of 2000.
- Promotion of Administrative Justice Act, Act No. 3 of 2000.
- National Archives of South Africa Act, Act No. 43 of 1996.
- Occupational Health and Safety Act, Act No. 85 of 1993, as amended.
- Trespass Act, Act No.6 of 1959.
- General Intelligence Law Amendment Act, Act No. 66 of 2000.
- National Strategic Intelligence Act, Act No. 39 of 1994.
- Fire-arms Control Act, Act No. 60 of 2000 and regulations.
- Protected Disclosures Act, Act No. 26 of 2000.
- Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2004.
- Proclamation No. R 59 of 2009 – establishment of the State Security Agency (SSA).
- Intelligence Service Control Act, Act No. 40 of 1994.
- National Building Regulations and Building Standards Act, Act No. 103 of 1977.
- Public Service Regulations, 2001, as amended in 2002: Chapter 1, Part iii, Regulation E, and Chapter 5, Part I, Part ii, Part iii.
- DPSA: Handbook on Minimum Information Security Standards (MISS), 2002: Chapter 6, Chapter 7 and Chapter 8.

4. THE COMPOSITION AND FUNCTIONS OF THE SECURITY AND RECORDS MANAGEMENT COMMITTEE (SRMC)

4.1 Composition of the SRMC

Permanent staff members of the Department shall be formally appointed by the Head of Department to be members of the SRMC. The Committee members shall collectively possess the specialised skills, knowledge and expertise of the Department, including

familiarity with the Security and Records in order to contribute meaningfully to the Committee.

The establishment of the SRMC for the Department is in accordance with the Minimum Physical Security Standards (MPSS) of 2009, which requires that this Committee comprise of the following officials:

- The Director: Corporate Services.
- The Security Manager of the Department. (For technical inputs and advice.)
- The Records Manager of the Department. (For technical inputs and advice.)
- A representative from Property Management.
- A representative from Roads.
- A representative from Human Capital Management.
- A representative from Finance.
- A representative from Public Works.
- A representative from Monitoring & Evaluation.
- A representative from Organisational Risk.
- A representative from Legal Services.
- Any other person who may be co-opted to provide specialised skills, advice and counsel.

4.2 Duties and Powers of the various Committee Members

4.2.1 The Chairperson of the SRMC

- Has a casting vote as well as a deliberate vote.
- Retains all his/her rights as a member.
- May adjourn a meeting.
- May rule on points of order which will be final.
- May withdraw any proposal or other matters under discussion before it is put to the vote.
- Convene extraordinary Committee meetings on request.
- Maintain order during a meeting and ensure that business is conducted in an orderly manner.
- Before opening a meeting, ensure that it is properly constituted.

- Protects the rights of every Committee member.
- Will ensure that there is an agenda for the meeting and ensure that the minutes are ready for every meeting convened, except when the meeting is convened on an urgent basis.
- Must reprimand committee members for not attending meetings without any apology.

4.2.2 The Vice-chairperson of the SRMC

In the absence of the Chairperson the Vice-chairperson shall resume automatic responsibility for the Chairperson. The Vice-chairperson shall support the Chairperson.

4.2.3 The SRMC Members

- Participate in special Committee activities.
- Promote Committee decisions within the Department.
- Communicate Committee recommendations to their respective units, peers and users.

4.2.4 Co-opted SRMC members

- The SRMC may request advisors, specialists or any other persons, as deemed fit, to attend the meetings of the Committee.
- Attendance of any of these persons to the meetings shall be restricted to the area of concern as presented on the agenda.
- The Chairperson must approve the attendance of invited co-opted members to attend a Committee meeting or a consequent meeting(s) thereafter.
- A co-opted member cannot vote on any matters balloted by the Committee.
- The Committee, through the Chairperson, may request invitees to leave the meeting venue during the discussion of sensitive agenda items, as defined by the Committee.

4.3 Functions of the SRMC

The SRMC is responsible for the following:

- 4.3.1 Making recommendations on the Security and Records Management policies of the Department, after having taken into consideration the advice provided by the South African Police Services (SAPS), the State Security Agency (SSA) and the National Archives and Records Service of South Africa.
- 4.3.2 Making recommendations to the Head of Department (HOD) regarding the implementation and maintenance of records and security measures.
- 4.3.3 Regular review of the Security and Records management policies of the Department, the prioritisation thereof, as well as information and advice provided by the SAPS, the SSA and the National Archives.
- 4.3.4 Forward the draft Security and Records Management policies of the Department and any reviews thereof to the SAPS, the SSA and the National Archives.
- 4.3.5 After endorsement by the SAPS, the SSA and the National Archives, to submit the policies or any review thereof to the HOD for approval.
- 4.3.6 Ensure the communication of the approved policies to all departmental staff members, relevant consultants and contractors.
- 4.3.7 Making recommendations to the HOD regarding directives to be issued by the HOD to ensure the implementation of the said departmental policies or any review thereof.
- 4.3.8 The Security and Records Management committee is responsible to monitor compliance deliverables and assess the relevant risks.
- 4.3.9 Where necessary, remedial action will be developed and implemented depending on each circumstance.
- 4.3.10 Ensures the implementation of policy and procedures regarding the records keeping (all paper-based, electronic, etc.) according to relevant legislation and national standards.
- 4.3.11 Ensure the implementation of a fully integrated records management system with clear processes and guidelines in accordance with the relevant legislation and best practices.
- 4.3.12 Promote and take ownership of Records Management in the Department of Roads and Public Works.

4.4 Meetings of the SRMC

The Security and Records Management Committee (SRMC) shall meet at least four (4) times per annum. The Chairperson of the Committee or a majority of the permanent

members of the Committee may convene additional meetings as circumstances may dictate.

4.5 Administrative Duties

A permanent Committee member shall be appointed by the Chairperson of the Committee on the advice of the other permanent Committee members as the Secretary of the Committee. The Secretary shall forward the notice of each meeting of the Committee to all members not later than ten (10) working days prior to the day of the meeting. The notice shall confirm the venue, time, date and agenda, and shall include the documents for discussion.

4.6 Quorum

The total number of fifty per cent (50%) plus one (1) member constitutes a quorum. A permanent member may nominate a proxy on his/her behalf. This provision shall lapse in the event that the permanent member fails to attend three (3) or more Committee meetings held in that particular financial year in person.

4.7 Reviewing of SRMC Performance

4.7.1 The assessment to determine the effectiveness and appropriateness of these Terms of Reference will be done every five (5) years after its effective date. The assessment can also be performed earlier than five (5) years to accommodate any substantial structural or other organisational changes at the Department or any change required by law.

4.7.2 The SRMC shall review its performance annually and make recommendations to the HOD in this regard, before forwarding the performance review to the HOD for approval.

5. APPROVAL OF THE TERMS OF REFERENCE OF THE SRMC

Approved / Not Approved

Comments:

.....
.....
.....



HEAD OF DEPARTMENT

05.3.19

DATE