



the dr&pw

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

**TERMS OF REFERENCE OF THE  
DEPARTMENTAL WEBSITE  
ADMINISTRATION COMMITTEE  
(WAC)**

Version 2  
(February 2019)

**TERMS OF REFERENCE OF THE WAC – FEBRUARY 2019****1. PURPOSE OF THE WEBSITE ADMINISTRATION COMMITTEE (WAC)**

The Website Administration Committee (WAC) will be responsible for maintaining and updating the content of the departmental website and the development of guidelines and policies for the Department of Roads And Public Works' (DR&PW) web presence. Examples of policy issues include Social Media policy and alignment and compliance with the guidelines of the Government Communication and Information System (GCIS), which also include the Government Communicator's Handbook, 2014-2017.

**2. STRATEGIC FOCUS OF THE WAC**

The WAC is strategically focused on maximizing the value of the departmental website and its accompanying Information and Communication Technology (ICT) investment by:

- 2.1 Making recommendations on the departmental website after having taken into account the advice provided by the State Information Technology Agency (SITA) and the Government Communication and Information System (GCIS).
- 2.2 Making recommendations to the Head of Department (HOD) and Senior Management of the Department regarding the implementation and maintenance of the website.
- 2.3 Regularly reviewing the Information and Communication Technology (ICT) policies of the Department, the prioritisation thereof as well as information and advice provided by the institutions as mentioned in 2.1 above.
- 2.4 Forwarding the above mentioned draft policies and reviews thereof to the institutions as mentioned in 2.1 above.
- 2.5 Circulating the draft policies applicable to the website or any review thereof in the Main and Regional Offices of the Department for comments and inputs.
- 2.6 Submitting the above mentioned policies or any review thereof to the HOD for approval.
- 2.7 Ensuring the communication of the approved 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 said policies or any review thereof.

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- 2.9 Leveraging economies of scale (especially as far as the knowledge economy is concerned) in solution provision, website maintenance and support.
- 2.10 Eliminating duplication in website related functions, projects, resources, and information.
- 2.11 Enforcing interoperability of Departmental and Governmental ICT systems, including networks, platforms, applications and DSATA compatibility. DSATA (Dual Serial ATA) is a dual-architecture cable which allows twice as fast data streams via standard sockets. The data stream of cable 1 would be sent directly to the computer. While simultaneously cable 2 streams its data to the data holder. As soon as cable 1 has finished streaming, the data holder sends the data.
- 2.12 Aligning the improvement of the website security of electronic documents and data, personal computers (PC's), laptop computers, information systems, networks and user access from other users and viruses.
- 2.13 Aligning the respective Management Information Systems (MIS) and ICT strategies with government priorities and departmental business strategies.
- 2.14 Improving the practices of the Department on matters of the utilization and sharing of information as far as MIS and ICT matters are concerned.
- 2.15 Make recommendations for the department's website as far as MIS and ICT resources, management, policy, procedure, norms, standards, guidelines and best practices is concerned.
- 2.16 Identify opportunities for co-operation within the Department and the Provincial Government at large, as well as between the public and private sector in providing access to and using information and ICT resources.
- 2.17 Position the Department in the forefront of e-Government initiatives within the Province.
- 2.18 Ensure that policies and procedures pertaining to the departmental website so formulated are not in contravention of existing governmental policies and procedures established by Law.

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- 2.19 Receive reports from, provide feedback and advice to, and take decisions relating to policy and processes, of divisions supplying information or administrative support services through the medium of information technology.
- 2.20 Assess operational and reputational risks to the Department associated with the use of the Departmental Website and comment on or develop strategy as it relates to the website.
- 2.21 Comment on institutional level risk management issues relating to the website raised by the Audit Committee or reports of the appointed Auditors.
- 2.22 Be a sounding board for divisions with decision making mandates over aspects of the Department's use of ICT, in their design, development, acquisition, or establishment of procedures for the use of the ICT of the Department.
- 2.23 Act as think tank for the Department in terms of Website Administration and to brain storm new ideas, as well as to address such topics as might be relevant and requested by various stakeholders within the Department.

### **3. SCOPE OF OPERATION AND REGULATORY FRAMEWORK OF THE WAC**

The WAC focuses on all matters concerning Website Administration in the Department in terms of:

- 3.1 The South African Constitution Act, Act No. 108 of 1996.
- 3.2 The Public Service Act, Act No. 103 of 1994, as amended.
- 3.3 The Telecommunications Act, Act No. 103 of 1996.
- 3.4 The Electronic Communications and Transactions Act, Act No. 25 of 2002 (the ECT Act).
- 3.5 The Regulation of Interception of Communications and Provision of Communication-Related Information Act, Act No. 70 of 2002.
- 3.6 The State Information Technology Agency Act, (SITA Act), Act No. 88 of 1998, as amended.
- 3.7 The Minimum Information Security Standards (MISS) policy as approved by Cabinet on 04 December 1996, as amended.
- 3.8 The Minimum Information Security Standards (MISS), Second Edition March 1998.

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- 3.9 The Protection of Information Act, Act No. 84 of 1982.
- 3.10 The Promotion of Access to Information Act, Act No. 2 of 2000.
- 3.11 The National Archives of South Africa Act, Act No. 43 of 1996.
- 3.12 The Protected Disclosures Act, Act No. 26 of 2000.
- 3.13 The Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2004.
- 3.14 The Protection of Personal Information Act, Act No. 4 of 2013.
- 3.15 The South African Communication Security Agency, SACSA/090/1(4) Communication Security in the RSA.
- 3.16 The Public Service Regulations, 2001, as amended in 2002: Chapter 1, Part iii, Regulation E, and Chapter 5, Part I, Part ii, Part iii.
- 3.17 DPISA: Handbook on Minimum Information Security Standards (MISS), 2002: Chapter 6, Chapter 7, Chapter 8.
- 3.18 The Government Information Technology (Gito) Council, as approved by the Department of Public Service and Administration (DPISA): Information Technology Planning Framework, 2002.
- 3.19 DPISA: Handbook on Minimum Interoperability Standards (MIOS), 2002.
- 3.20 Policy Guidelines for South African Government websites – GCIS.
- 3.21 The Northern Cape Provincial Social Media Policy (Currently under review, in order to align with the Medium Term Strategic Framework, 2014-2019).
- 3.22 The approved departmental Communication Policy, 2014 (Currently under review).

## **4. THE COMPOSITION AND FUNCTIONS OF THE WAC**

### **4.1 Composition of the WAC**

- 4.1.1 Permanent staff members of the Department shall be formally appointed by the Head of Department to be members of the WAC. The Committee members shall collectively possess the specialised skills, knowledge and expertise of the DR&PW as far as Communication and Website Administration of the DR&PW is concerned.

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4.1.2 The WAC shall be composed of the following officials:

- a) The Senior Manager of the Department responsible for the overall management of the communication function and the implementation of the policies pertaining to communication and communication infrastructure.
- b) The Manager of the Department directly responsible for the communication function. (For technical inputs and advice.)
- c) The Information Technology (IT) Manager of the Department. (For technical inputs and advice.)
- d) The Media Liaison Officer (MLO) in the Ministry of the Department.
- e) The Web Administrator of the Department, who forms part of the Communications Unit.
- f) Representatives (on Senior Management level) from all main business functions or structures of the Department, namely Roads; Human Capital Management; Finance; the Expanded Public Works Programme (EPWP) and Public Works; Corporate Services; Strategic Planning Management the Chief Risk Officer (CRO); as well as Legal Services.
- g) Any other person who may be co-opted to provide specialised skills, advice and counsel, e.g. concerning communication, website administration or information and communication technology (ICT).

## **4.2 Responsibilities and Authority of the various Committee Members**

### **4.2.1 The Chairperson of the WAC**

- a) Has a casting vote as well as a deliberate vote.
- b) Retains all his/her rights as a member.
- c) May adjourn a meeting.
- d) May rule on points of order which will be final.
- e) May withdraw any proposal or other matters under discussion before it is put to the vote.
- f) Convene extraordinary Committee meetings on request.
- g) Maintain order during a meeting and ensure that business is conducted in an orderly manner.
- h) Before opening a meeting, ensure that it is properly constituted.
- i) Protects the rights of every Committee member.
- j) 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.
- k) Must reprimand committee members for not attending meetings without any apology.

### **4.2.2 The Deputy Chairperson of the WAC**

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

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- a) Participate in special Committee activities.
- b) Promote Committee decisions within the Department.
- c) Communicate Committee recommendations to their respective units, peers and users.
- d) Identify viable Website Administration issues for presentation to the Committee, inclusive of supportive material and the facilitation thereof.

**4.2.4 Co-opted WAC members**

- a) The Website Administration Committee may request advisors, specialists or any other persons, as deemed fit, to attend the meetings of the Committee.
- b) Attendance of any of these persons to the meetings shall be restricted to the area of concern as presented on the agenda.
- c) The Chairperson must approve the attendance of invited, co-opted members to attend a Committee meeting or a consequent meeting(s) thereafter.
- d) A co-opted member cannot vote on any matters balloted by the Committee.
- e) 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 Committee****4.3.1 Governance of the DR&PW Website**

The Website Administration Committee is a forum focusing on the overall governance of the departmental website (accountability, leadership, decision making, remedial action, interactive communication and stakeholder engagement, promotion of the departmental brand and core programmes) of the Department of Roads and Public Works.

**4.3.2 Monitoring, Updating and Development**

- a) The Website Administration Committee is responsible to:
  - i) monitor and update the departmental website content;
  - ii) keep the interactive relation between Department and stakeholders; and
  - iii) continuously promote the mandate of the Department.
- b) Social media platforms will be used to reach as many audiences as possible with the sole purpose to improve service delivery.

**4.3.3 Implementation of Policies and Procedures**

- a) Ensure implementation of policies and procedures regarding the use of the website and social media (Facebook, Twitter, YouTube) according to relevant legislation and national standards.

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- b) Ensure that the updates of the website content follow the correct approval processes according to their category before the Web Administrator upload the information to the website.
- c) Provide user-friendly navigation services to all stakeholders and clients in an efficient, effective and economical manner.
- d) Approval categories are of three (3) kinds. The approval of information to be uploaded onto the website will be done in accordance with the hierarchy of authority depending on the information:
  - i) Category A – Departmental Strategic projects to be approved by the Member of the Executive Council (MEC) and the HOD.
  - ii) Category B – Departmental Core Projects content updates and strategic provincial projects content are to be approved by the Chief Director of Corporate Services.
  - iii) Category C – News Articles of departmental activities, polls questions, requests to upload any stakeholder's banners/content to be approved by the Director of Corporate Services.
  - iv) Category D – Pictures, national events banners, social media posts to be approved by the Manager of Communications, on the advice provided by the Web Administrator.
- e) The Web Administrator must ensure that the design and technical development of the website is secured and running live.
- f) Members of the Website Committee must provide content of their respective directorates regarding completed and ongoing projects including the projects of the district offices.
- g) The Communications Unit will receive content from members of the Website Committee and perform fact checking and write articles.
- h) The Manager of Communications must edit website content and ensure that minimal flaws occur, after which the manager will then escalate it for approval to the office of the Director/Chief Director.
- i) The Web Administrator must receive all approved content from the Manager of Communications and ensure that it is uploaded and displayed timely and accurately on the website of the Department.



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The Website Administration Committee (WAC) shall meet every month or more regularly if required. The Chairperson of the Committee or a majority of the permanent members of the Committee may convene additional meetings as circumstances may dictate.

**4.4.1 Administrative duties**

- a) 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 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.
- b) If a member of the committee is unable to attend a scheduled meeting, a representative must be designated to attend the meeting on his/her behalf.
- c) If a member of the committee or his/her representative fails to attend three (3) consecutive meetings, which were scheduled in advance, the committee will take such remedial action as necessary.

**4.4.2 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 failing to attend three (3) or more Committee meetings held in that particular financial year in person.

**4.4.3 Reviewing of WAC Terms of Reference and Performance**

- a) 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.
- b) The WAC shall review its performance as well as these Terms of Reference annually and make recommendations to the HOD in this regard, before forwarding the review to the HOD for approval.

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**5. APPROVAL OF THE TERMS OF REFERENCE OF THE WEBSITE  
ADMINISTRATION COMMITTEE**

*These Terms of Reference are Approved / Not Approved*

*Comments:*

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**HEAD OF DEPARTMENT**

5.3.19

**DATE**

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