



**IT STRATEGY POLICY FOR THE JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY**

Policy Resolution Number:	Approved Date:
Effective Date: July 2020	Review Date: As and when required

SIGNATURE OF THE MUNICIPAL MANAGER

SIGNATURE OF THE SPEAKER

Ms P Q Mogatle

Speaker

IT Strategy



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Legislative Framework

The policy was drafted bearing in mind the legislative conditions, as well as to leverage internationally recognized ICT standards.

The following legislation, among others, were considered in the drafting of this policy:

- Constitution of the Republic of South Africa Act, Act No. 108 of 1996.
- Copyright Act, Act No. 98 of 1978
- Electronic Communications and Transactions Act, Act No. 25 of 2002
- Minimum Information Security Standards, as approved by Cabinet in 1996
- Municipal Finance Management Act, Act No. 56 of 2003
- Municipal Structures Act, Act No. 117 of 1998
- Municipal Systems Act, Act No. 32, of 2000
- National Archives and Record Service of South Africa Act, Act No. 43 of 1996
- National Archives Regulations and Guidance
- Promotion of Access to Information Act, Act No. 2 of 2000
- Protection of Personal Information Act, Act No. 4 of 2013
- Regulation of Interception of Communications Act, Act No. 70 of 2002
- Treasury Regulations for departments, trading entities, constitutional institutions and public entities, Regulation 17 of 2005.

The following internationally recognized ICT standards were leveraged in the development of this policy:

- Western Cape Municipal Information and Communication Technology Governance Policy Framework, 2014
- Control Objectives for Information Technology (COBIT) 5, 2012
- ISO 27002:2013 Information technology — Security techniques — Code of practice for information security controls
- King Code of Governance Principles, 2009

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1. **Purpose**

The purpose of this procedure is to outline the process of maintaining the IT strategy as well as the purpose of the strategy. Incoming tasks to IT will be prioritized and executed by using this strategy.

2. **Scope**

This procedure defines the process of developing and maintaining the IT strategy. It also defines the main components of the strategy.

3. **Objectives**

- Ensure that IT initiatives are aligned with business objectives.
- Derive specific objectives from the strategy.
- Prioritise IT initiatives and develop proper project strategy.
- Helps to efficiently and effectively allocate IT resources across the municipality.
- Improves communication between the municipality and IT unit.
- Promotes effective management of an expensive and critical asset of the municipality
- Provide sustainable services
- Ensure that risks associated with goals of strategic strategy are identified, prioritized, mitigated and monitored.

4. **Focus**

- Expanded business continuity and disaster recovery.
- Consistent data protection and security of IT infrastructure.
- Secure access to the applications and system.
- Identify and provide the appropriate suite of services to support the growing needs of the Municipality.

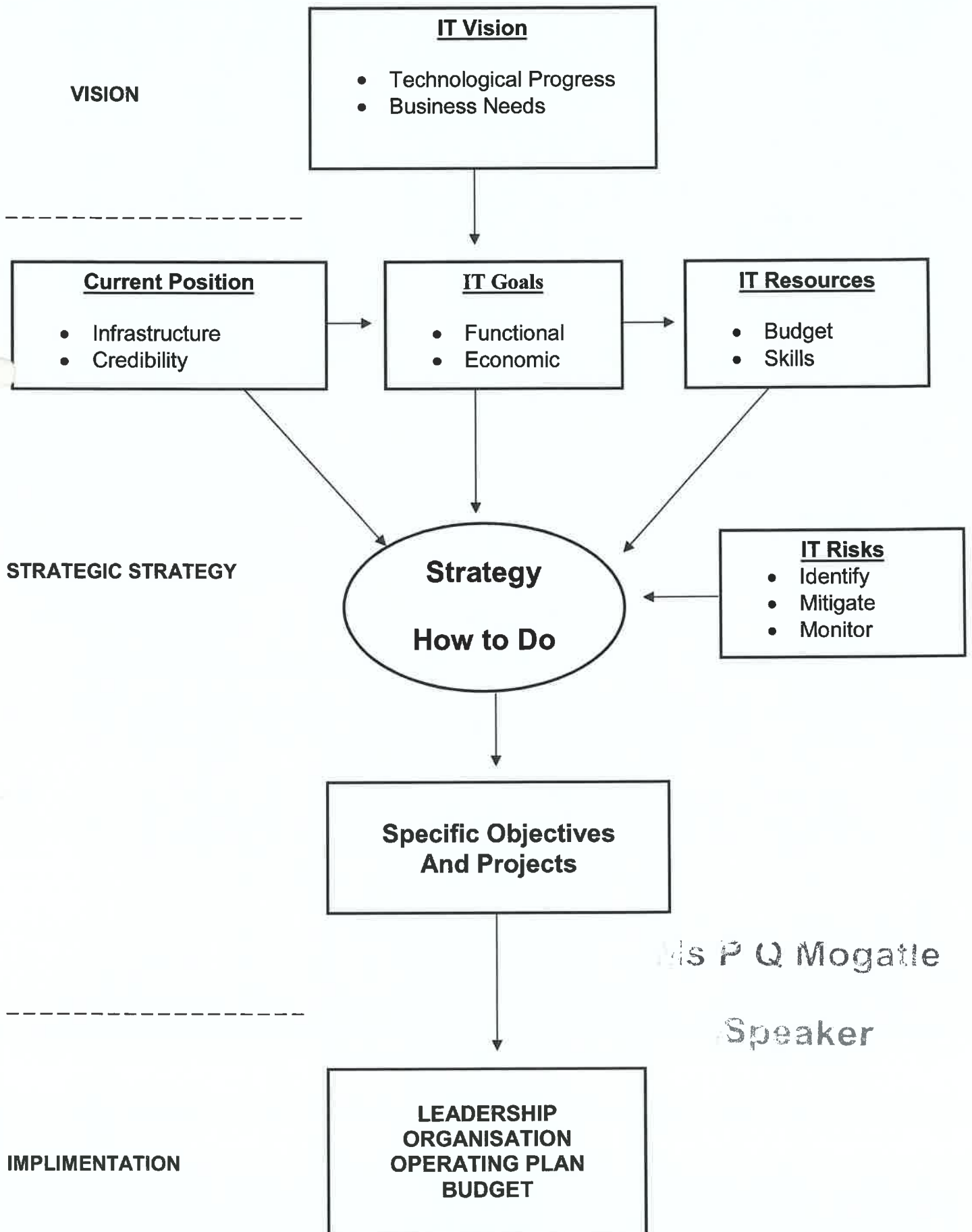
5. **Process**

- The person responsible for IT within the Municipality will be responsible for the development of the IT Strategy
- The IT Steering Committee will review the strategy on a quarterly basis to ensure it remains current and support the business objectives.
- The IT Strategy will form the foundation for the annual capital budget.
- IT Strategic objectives must be listed in IDP
- The projects/objectives will be classified in different categories such as:
 - Hardware
 - Software
 - Network
 - Upgrade
 - Server
 - Communication
- The strategy shall include objectives for the next 5 years and classified as follows:
 - Short Term = 1- year
 - Medium Term= 2-4 years
 - Long Term = 5 years

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8. Model for Strategizing



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IT Strategic Plans to Support Business Initiatives

Strategy Name	Business Initiative	No Changes/ Enhancements/ New System	Category: Hardware/ Software/ Network/ Server/ Infrastructure	Estimates				Risks and Mitigations				
				Short Term (1 year)	Medium Term (3 year)	Long Term (5 year)	Estimated Cost	Approved (Y/N)	Progress	Risk ID	Risk	Mitigation
Server room infrastructure	Standardize the server room	Enhancements	Infrastructure		✓		R500 000	N	0%		Critical	
LAN/WAN Network	Documenting and upgrading network infrastructure	Enhancement	Network	✓			R800 000	Y	10%		Critical	
Laptops and Desktops	Standardize laptops and desktops	New system	Hardware	✓			R400 000	Y	0%		Low	
Microsoft Products licensing	Volume licensing annually	New system	Software		✓		R250 000	N	0%		Moderate	
Disaster recovery strategy	Testing environment in case of disaster	New system	Hardware, Software and Building infrastructure		✓		R500 000	N	0%		Critical	
Application servers	Replacement or upgrading of applications servers	Enhancement / New system	Server			✓	R1 500 000	N	0%		High	
Telephone system	Upgrading telephone system	Enhancement	Hardware			✓	R120 000	N	0%		Low	
Printing	Acquiring heavy duty printers via lease	Enhancement	Hardware		✓		R750 000	N	0%		Moderate	
Internet connection	Upgrading ADSL line and implement VPNs	Enhancement	Network/ Infrastructure	✓			R150 000		0%		Moderate	

Strategy Name	Business Initiative	No Changes/Enhancements/ New System	Category: Hardware/ Software/ Network/ Server/ Infrastructure	Estimates				Risks and Mitigations				
				Short Term (1 year)	Medium Term (3 year)	Long Term (5 year)	Estimated Cost	Approved (Y/N)	Progress	Risk ID	Risk	Mitigation
Internet security	Anti-virus, and firewall annual license renewal	No changes	Software	✓			R35 000	N	0%		Critical	
Collaboration systems	Email server software renewal	No changes	Software	✓			R40 000	N	0%		Critical	
Intranet and Website	Upgrading website and intranet	Enhancements	Software		✓		R50 000	N	100%		Moderate	
Cloud Computing	Sage 300 People and Sage Evolution access via CCG cloud platform	New system	Database	✓			R80 000	Y	10%		Moderate	

Reviewing of Strategy

The reviewal of this strategy will only be done annually where required

Implementation

This strategy will be implemented in conjunction with IT policy, IT Disaster Recovery Plan and IT Business Continuity Plan.

Reviewed by: Senior IT Officer

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