



arts & culture

Department:  
Arts and Culture  
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE**

**FOR THE**

**INFRASTRUCTURE  
COMMITTEE**

## TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS .....	3
1. PURPOSE .....	4
3. FUNCTION .....	4
4. COMPOSITION .....	5
5. ROLES AND RESPONSIBILITY OF COMMITTEE MEMBERS .....	5
6. CODE OF CONDUCT .....	6
7. OPERATIONAL PROCESSES .....	6
8. DECISION .....	7
9. TASK TEAM .....	7
10. AMENDMENTS TO TERMS OF REFERENCE .....	8
11. DISPUTE RESOLUTION .....	8
12. COMMITTEE MEMBERS: .....	8

## **ABBREVIATIONS AND ACRONYMS**

<b>DDG/IG</b>	<b>Deputy Director General Institutional Development</b>
<b>CFO</b>	<b>Chief Financial Officer</b>
<b>CD/HD</b>	<b>Chief Director Heritage Development</b>
<b>CD/NA</b>	<b>Chief Director National Archives</b>
<b>CD/CME&amp;GG</b>	<b>Chief Director Coordination, Monitoring and Evaluation &amp; Good Governance</b>
<b>CD/CD</b>	<b>Chief Director Cultural Development</b>
<b>D/ID</b>	<b>Director Infrastructure Development</b>
<b>ACT</b>	<b>Acting</b>

# CAPITAL WORKS COMMITTEE

## TERMS OF REFERENCE

### 1. PURPOSE

- 1.1 To provide a consultative forum that can effectively address the Infrastructure Management matters arising in the department as well as its entities; with particular reference to the requirements prescribed in the Government Immovable Asset Management Act. The name of the committee shall be known as the DAC Infrastructure Committee (IC).

### 2. OBJECTIVES

- 2.1 Assist in improving the following areas of infrastructure management delivery

- a) Improve the capital works under expenditure to an average of 85%
- b) Improve the programme capacity challenges by first ensuring that the infrastructure management unit has signed an organizational support plan by
- c) Support the initiative that have to do with improvement of capacity over and above the human resource; such as technology, financial resources for critical needs established during planning phases

- 2.2 ensure that institutions comply in the following areas

- a) Submission of plan(s) on time as required by the National Treasury
- b) Provision of quality information/ data by the institutions and implementing agent as per GIAMA. All provisions made on signed Memorandum of Agreements and Service Level Agreements and other set of agreement are being adhered to by the relevant institutions.

- 2.3 Provide support in the management of the Immovable Asset Management implementing agents

- a) Technical support appointed as consultants, by ensuring that they are appointed, they perform and are remunerated timeously
- b) Technical support provided by sister department such as DPPW, in the collective venture of annual planning, monitoring and evaluation of projects performance
- c) And other technical services acknowledged and approved by the Director General providing similar service

### 3. FUNCTION

- 3.1 The functions of this committee are to facilitate co-operation between various internal programmes and external relevant stakeholders in order to ensure that delivery deliverables are met in accordance to the departmental annual plan.

- 3.1.1 To assist in the development, review and distribution of the infrastructure management programme practices, procedures and policies to public entities in accordance to GIAMA.
  - 3.1.2 To consult with the National Treasury on any proposed changes to infrastructure management programme practices, procedures or policies.
  - 3.1.3 To consolidate recommendations for the attention of the Executive management team. (EMT)
  - 3.1.4 Make recommendations on future capital works and property management projects for input into the budget submission.
  - 3.1.5 Analyses future projects and ensure all processes are undertaken to ensure proper planning in line with budget for projects to commence at the beginning of financial year, thus preventing under –expenditure and roll-overs.
- 3.2 The infrastructure management committee may establish such sub-committees to provide advice or to assist it in the performance of its functions

3.3 Infrastructure management committee may delegate any of its functions to a subcommittee established under

#### **4. COMPOSITION**

4.1 The Committee shall be constituted by the following members:

Deputy Director General Institutional Governance  
 Chief Financial Officer /Director Finance Management  
 Chief Director Heritage Promotion and Preservation  
 Chief Director Arts and Culture Promotion and Development  
 Chief Director National Archives  
 Chief Director Coordination, Monitoring and Evaluation & Good Governance  
 Director Infrastructure Development

#### **5. ROLES AND RESPONSIBILITY OF COMMITTEE MEMBERS**

5.1 Chairperson  
 The functions are to:

- i) Chair committee meetings
- ii) Ensure the implementation of committee recommendations.

- iii) Monitor and ensure that the committee functions effectively.
- iv) Table progress report to the committee as and when expected.
- v) Report to the Director-General on committee activities to ensure alignment of committee activities with the Departmental processes.
- vi) Add facilitate action on recommendations made by the committee
- vii) Oversee the infrastructure functions
- viii) Advice executive management
- ix) Review requisition made by line functions for recommendation to EMT and table the recommendation to the EMT
- x) Oversee the implementation of the infrastructure projects

## 5.2 Secretariat

The functions are to:

- i) Ensure proper information and records management.
- ii) Coordinate issuing of invitations and confirmations.
- iii) Consolidate agenda items.
- iv) Coordinate all committee activities and make follow-ups on committee decisions.
- v) Make all relevant information available to the committee to enable members to make informed decisions
- vi) Provide detailed progress reports on all capital works and property management projects undertaken by .the department and future projects to be undertaken.

## 6. **CODE OF CONDUCT**

- 6.1 The Capital Works Committee shall subscribe and uphold the principles enshrined in the public service Code of Conduct.
- 6.2 Members shall perform their roles and responsibilities in a responsible, fair, impartial, equitable, non-prejudiced and unbiased manner.
- 6.3 Actions of committee members shall further be guided but not limited by the following principles and values:
  - i) Maintaining and promoting high standards of professional ethics.
  - ii) Development orientation.
  - ii) Accountability for actions.
  - iii) Cultivate a culture of continuous development and maximize human potential
  - iv) Observe principles of democracy.
  - v) Conducting duties and obligations timeously and with integrity; and
  - vii) Upholding the good reputation of the committee.

## 7. **OPERATIONAL PROCESSES**

### 7.1 Meetings

- i) The committee shall meet on monthly intervals, on the first Thursday of the month.
- ii) A formal written apology should be forwarded to the Chairperson.
- iii) The secretariat will circulate the notice and draft agenda at least ten working days prior to a meeting.

- iii) Members shall provide the secretariat with inputs to the draft agenda as well as confirm attendance at least five working days prior to a meeting.
- iv) The secretariat will compile and distribute minutes within three working days after a meeting.
- v) The secretary should send reminders 5 days before the meeting and 48hrs in advance
- vi) The chairperson may call ad-hoc meetings as and when a need arises.
- vii) A quorum will be formed by the presence of at least fifty percent plus Deputy Director General and Finance.

## 7.2 Alternative members

The functions are to:

- i) Committee members should facilitate the nomination of alternative members from their respective component who will attend committee meetings in their absence.
- ii) Committee members must brief and forward all relevant documentation to their alternate members prior to a meeting.
- iii) Alternative members shall have the same roles and responsibilities as the primary members
- iv) The Committee may invite guests to committee meetings as deemed appropriate.

## 8. **DECISION**

- 8.1 The committee will strive to reach consensus in its deliberations by using the best possible efforts.
- 8.2 Voting shall be conducted by the show of hands regarding issues relating to the functioning of the committee and the contents of its terms of reference.
- 8.3 Final committee recommendations and decisions will be those supported by the majority.

## 9. **TASK TEAM**

- 9.1 The committee may constitute task teams, either on a permanent or ad-hoc basis that will focus on specific areas pertaining to management and leadership development.
- 9.2 These task teams will provide feedback to the committee.

**10. AMENDMENTS TO TERMS OF REFERENCE**

- 10.1 The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority of IC
- 10.2 Change of terms of reference shall be affected with majority of 60% of the whole Committee.


**11. DISPUTE RESOLUTION**

- 11.1 Any dispute occurring as a result of the committee's decisions or actions shall be addressed in terms of the Departmental dispute resolution procedure.
- 11.2 Chairperson should make a ruling and accepted without alterations

**12. COMMITTEE MEMBERS:**

DESIGNATION	ALTERNATIVE MEMBER
Deputy Director General Institutional Governance (Committee Chairperson)	Chief Director Coordination, Monitoring and Evaluation & Good Governance
Chief Financial Officer	Director Financial Management
Chief Director Heritage Promotion and Preservation	Director /Heritage Promotion and Preservation
Chief Director Arts and Culture Promotion and Development	Director Arts and Culture Promotion and Development
Chief Director National Archives	Director National Archives
Chief Director Coordination, Monitoring and Evaluation & Good Governance	
Director Infrastructure Development (Responsible for Reporting)	
Deputy Director Infrastructure Development (Committee secretariat)	

Approval by Deputy Director-General Institutional Governance of the Department of Arts and Culture

  
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DATE: 11/08/2016