

West Coast District Municipality



Information Technology (IT) Strategic Plan

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West Coast DM Vision: “Weskus the caring centre for innovation and excellence”.

Mission: To promote drivers of change, by leading well co-ordinated and innovative initiatives to achieve sustainable and integrated development of the West Coast.

West Coast DM Core Values:

What are our core values?

Integrity	-	accountability and ethics to the citizens
Transparency	-	to be transparent and open in our business
Loyalty	-	putting the organization first
Respect	-	will treat public and colleagues with fairness, respect and consideration
Quality	-	achieving or exceeding measurable standards
Ownership	-	taking pride in our work
Teamwork	-	working together to achieve our goals

Alignment with the West Coast IDP

Despite the IT Strategic plan realizing transversal achievement of all strategic objectives, the particular axis of alignment is along strategic objective 5, Ensuring good governance and financial viability. This is illustrated through sub-objectives:

- a) To ensure a clean, corruption free and well-managed administration;
- b) To implement measures that ensure an efficient, effective, accountable and economically viable administration;
- c) To promote, practice and monitor sound financial management strategies, systems and practices which ensure regulatory compliance,
- d) To ensure integrated strategic and operational planning; and
- e) Ensure good governance and Financial viability

Purpose of Plan

The purpose of this plan is to assist West Coast District Municipality in achieving its Information Technology (IT) objectives and serves as a strategic guide to decision making in Information Technology. IT tasks will be prioritized and executed according to the ICT Strategic Plan. This plan will also guide the ICT Forum in their decision-making objectives to achieve business initiatives. Technology should be able to assist the

organization in being more productive, innovative by working smarter and not harder and having secure access to information in order to make well informed decisions.

Strategic Horizon

This plan is expected to cover the period from 01 July 2018 until 30 June 2022.

General approach towards Technology

In the broadest sense, technology extends our abilities to change the world: to cut, shape, or put together materials; to move things from one place to another; to reach farther with our hands, voices, and senses. We use technology to try to change the world to suit us better. The changes may relate to survival needs such as food, shelter, or defense, or they may relate to human aspirations such as knowledge, art, or control. But the results of changing the world are often complicated and unpredictable. They can include unexpected benefits, unexpected costs, and unexpected risks—any of which may fall on different social groups at different times. Anticipating the effects of technology is therefore as important as advancing its capabilities.

Corporate Strategy

The business strategy is to create an environment for continuing improvement of services as well as improve the service delivery to the network Users. This may also improve service delivery to the public and assist management in making informed decisions based on the IT Steering Committee’s recommendations

Business Initiatives to Support Corporate Strategy

Strategy Name	Business Initiative	Target Completion Date	Expected Impact
ERP System Tender	ERP implementation with integrated service	Q3 March 2023	Integrated system with integrated WAN/LAN services
Upgrading of the Server Room’s Fire Prevention and Detection equipment	Automate Fire Prevention and Detection warnings in case of such incidents	Q4 June 2023	Realtime warnings and status updates from the Fire prevention and Detection equipment
Projects from other departements Water			

Upgrade of Swartland Water Works Control System	Upgrade of existing PLC and HMI hardware and software	Q4 June 2023	Improved Control and Monitoring
Automated Meter Reading system	Installation of IOT equipment for automated meter reading	Q4 June 2023	More accurate readings and extraction of daily reports capability
Ground water monitoring	Development and implementation of a ground water monitoring system	Q4 June 2023	Data collection and reporting within Dashboards

All projects are Subject to Budget Availability

IT Strategy

To enable the Corporate Strategy the IT Strategy must supply the tools to Management to assist in decision-making regarding projects depicted in the Intergrated Development Plan. Additionally the Committee will improve communication internally and externally. This includes the protection of information and being able to have information available at all times. Users will be well informed to utilized the network resources to its full potential.

Risk Management Strategy

West Coast District Municipality is committed to the optimal management of risk in order to protect our core public service values, achieve our vision, objectives and deliver on our core business.

In the course of conducting our day-to-day business operations, we are exposed to a variety of risks. These risks include operational and other risks that are material and require comprehensive controls and on-going oversight.

To ensure business success we have adopted an enterprise-wide integrated approach to the management of risks. By embedding the risk management process into key business processes such as planning, operations and new projects, we will be better equipped to identify events affecting our objectives and to manage risks in ways that are consistent with the approved risk appetite.

Application Development

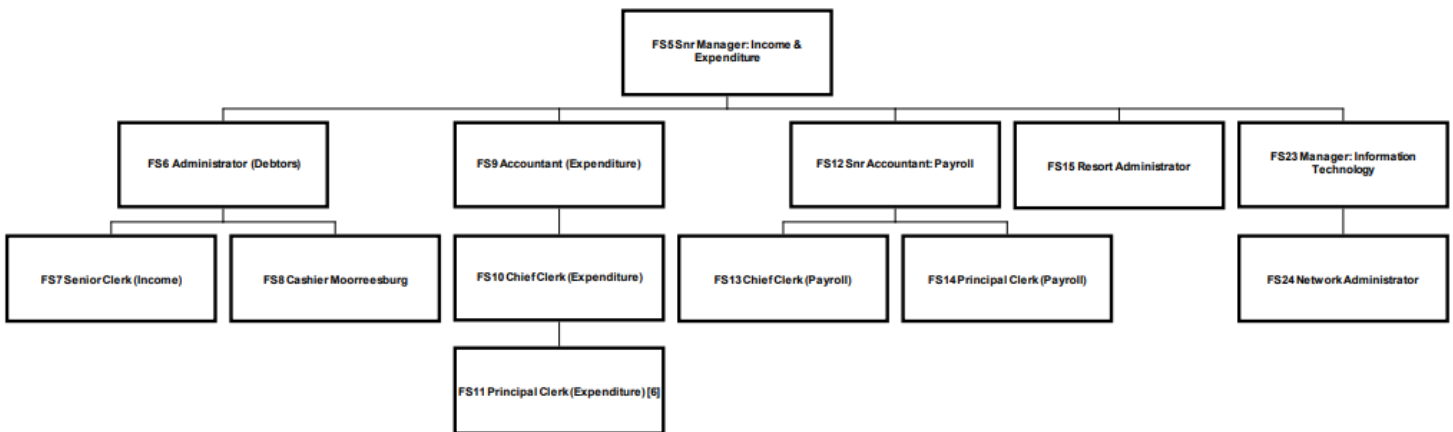
Assistance on Microsoft desktop applications.
The implementation of mSCOA.

Hardware Acquisition

Upgrade and acquire hardware to improve service delivery of Network Users. Computers will be upgraded in phases to accommodate the New ERP system.

ICT Structure

ICT Resides under the Financial Services Department. The structure consist of the ICT Manager and Senior Network Administrator. ICT has recently make use of Interns to assist with General Support.

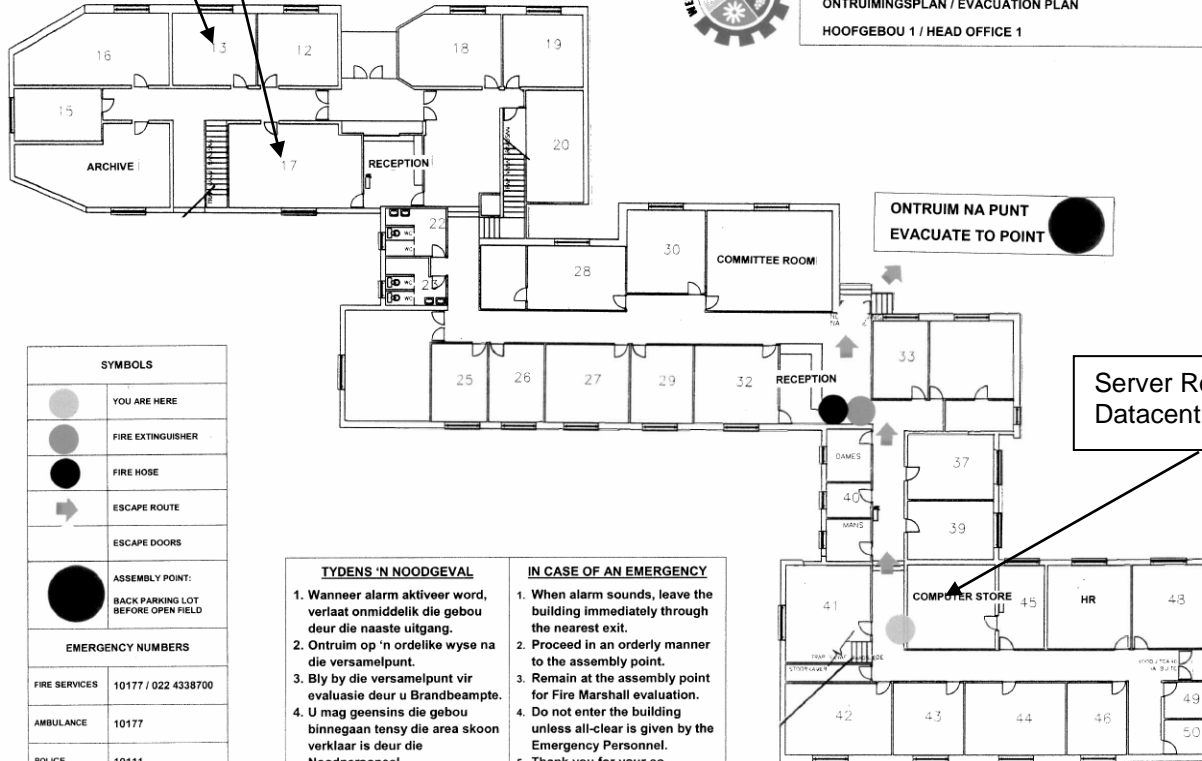


ICT offices are at the Main administration buildings in Moorreesburg. We support and maintain ICT equipment from this location. Datacentre is situated at what we refer to as WCDM 1.

ICT Offices



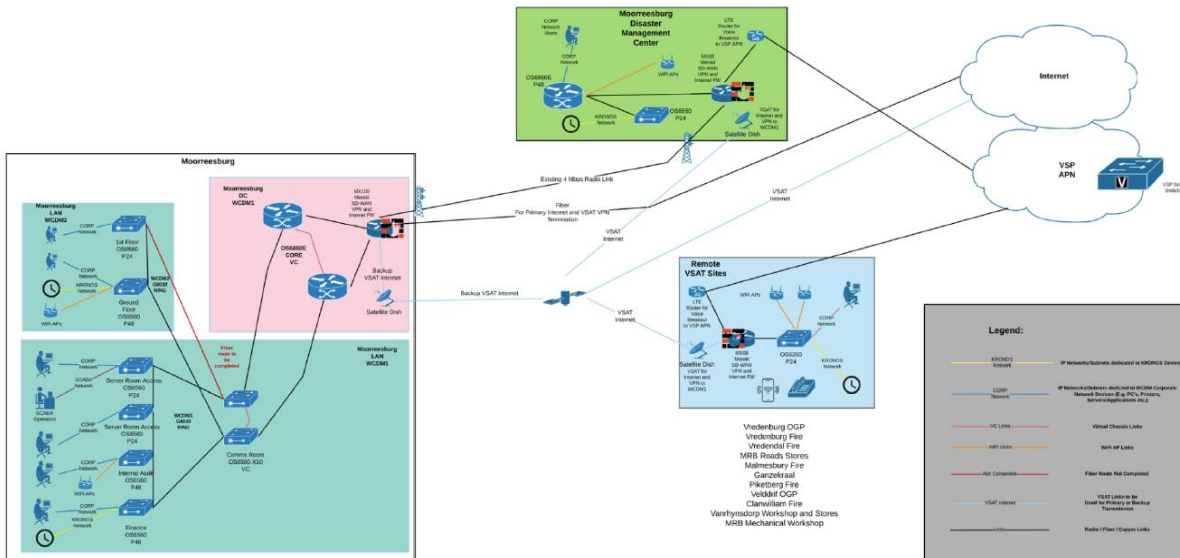
WESKUS DISTRIKSMUNISIPALITEIT
WEST COAST DISTRICT MUNICIPALITY
 ONTRUIMINGSPLAN / EVACUATION PLAN
 HOOFGEBOU 1 / HEAD OFFICE 1



SYMBOLS	
	YOU ARE HERE
	FIRE EXTINGUISHER
	FIRE HOSE
	ESCAPE ROUTE
	ESCAPE DOORS
	ASSEMBLY POINT: BACK PARKING LOT BEFORE OPEN FIELD
EMERGENCY NUMBERS	
FIRE SERVICES	10177 / 022 4338700
AMBULANCE	10177
POLICE	10111

- | TYDENS 'N NOODGEVAL | IN CASE OF AN EMERGENCY |
|--|--|
| 1. Wanneer alarm aktieweer word, verlaat onmiddellik die gebou deur die naaste uitgang. | 1. When alarm sounds, leave the building immediately through the nearest exit. |
| 2. Ontruim op 'n ordelike wyse na die versamelpunt. | 2. Proceed in an orderly manner to the assembly point. |
| 3. Bly by die versamelpunt vir evaluasie deur u Brandbeampte. | 3. Remain at the assembly point for Fire Marshall evaluation. |
| 4. U mag goensins die gebou binnegaan tensy die area skoon verklaar is deur die Noodpersoneel. | 4. Do not enter the building unless all-clear is given by the Emergency Personnel. |
| 5. Baie dankie vir u samewerking. | 5. Thank you for your co-operation. |

High Level Network Diagram of the WCDM Corp network (Excl SCADA Sites).



Security

Mitigate identified risks identified in the Security Assessment.

Compliance

Complying to the Municipal Management Finance Act.