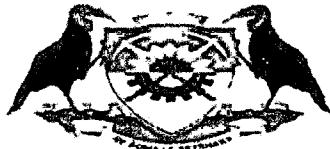


# CAPRICORN DISTRICT MUNICIPALITY



---

## EXTRACT FROM THE MINUTES OF COUNCIL MEETING HELD ON 29 MARCH 2016

---

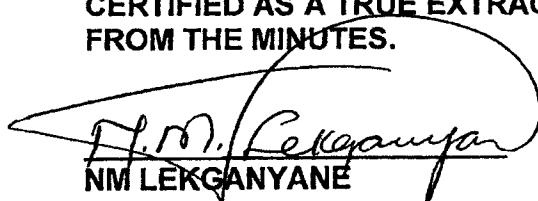
### ITEM

OC 09/2015-2016/6.1.2 Draft Tablet and Notebooks Policy for Councillors

### RESOLUTION

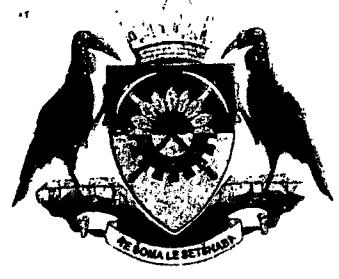
*Resolved*, That the Tablet and Notebooks Policy for Councillors be amended to include all the directly elected councillors, and approved for implementation effective from the term of the next Council.

CERTIFIED AS A TRUE EXTRACT  
FROM THE MINUTES.

  
NM LEKGANYANE  
COUNCIL SPEAKER

29/03/2016  
DATE

CAPRICORN DISTRICT MUNICIPALITY
OFFICE OF THE SPEAKER
29 MAR 2016
LIMPOPO PROVINCE



P43

# CAPRICORN

## DISTRICT MUNICIPALITY

### SUBMISSION TO COUNCIL

REF NO. 8/1/3

**TO : MUNICIPAL COUNCIL**  
**FROM : MAYORAL COMMITTEE**  
**DATE : 22 MARCH 2016**  
**SUBJECT : POLICY ON TABLET NOTEBOOKS FOR COUNCILLORS**

#### 1. PURPOSE

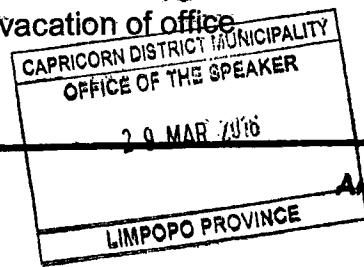
To present the draft Policy on tablet and notebooks for Councillors for approval.

#### 2. BACKGROUND

In terms of the Mayoral Committee resolution dated 26 November 2016, policy regarding allocation of Tablet and Notebooks to Councillors should be reviewed to allow councillors to retain same upon completion of their term or vacation of office.

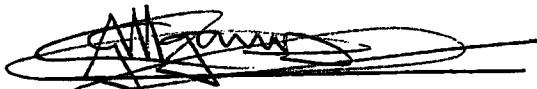
Council must take into cognisance that the tools of trade for Councillors including tablets and notebooks, is regulated by the Remuneration of Public Office Bearers Act 20 of 1998 Upper Limits of Salaries, Allowance and Benefits of Different Members of Municipal Council. The tools are allocated as an enabling facility to assist them to fulfil their responsibilities effectively and efficiently i.e. the tools are allocated to Municipal Council during their period of trade and the equipment remains the assets of the Municipality as per definition of tools of trade in the upper limits.

The draft policy is attached and incorporates recommendation from the Mayoral Committee to insert clause 4.3 which states that the Councillors will retain the tablet or notebook upon completion of their term or vacation of office.



### 3. RECOMMENDATION

The Mayoral Committee recommends that the Policy on the allocation of tablets or notebooks to Municipal Councillors be approved.



**CLLR MG KGANYAGO**  
**EXECUTIVE MAYOR.**

23/03/16

**DATE**

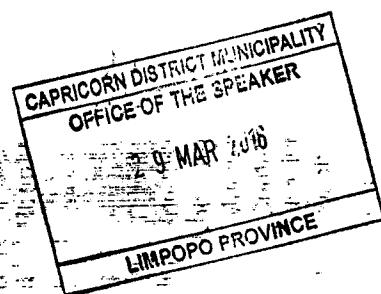




# CAPRICORN DISTRICT MUNICIPALITY

---

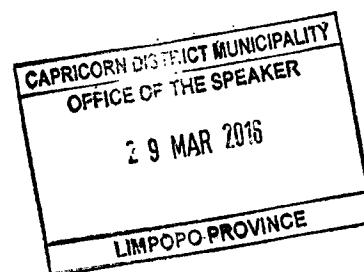
## Laptop or Tablet Policy for Municipal Councillors



**P46**  
**Capricorn District Municipality**  
**Laptop and Tablet Policy for Municipal Councillors**

**TABLE OF CONTENT**

1. PURPOSE .....	3
2. RIGHT OR PRIVILEGE?.....	3
3. MUNICIPAL COUNCILLORS TO WHOM LAPTOP OR TABLET MAY BE PROVIDED.....	3
4. CUSTODIANSHIP.....	3
5. SECURITY.....	4
6. SOFTWARE LICENSING.....	4
7. CARTAGE.....	4
8. LOSS OF LAPTOP OR TABLET AND ACCESSORIES.....	4
9. LAPTOP OR TABLET LIFESPAN.....	5
10. CARING FOR LAPTOP OR TABLET .....	5
<b>11. LAPTOP OR TABLET CONFIGURATIONS.....</b>	<b>5</b>
12. APPLICATION AND DATA PROTECTION.....	5
13. CONCLUSION.....	6
14. APPROVAL.....	6



P47  
**Capricorn District Municipality**  
**Laptop and Tablet Policy for Municipal Councillors**

## **1. PURPOSE**

The purpose of this policy is thus to provide fairness in the allocation of Laptop or Tablet for use by Municipal Councillors as a work facility, and to provide guidelines for the use of Laptop or Tablet.

## **2. RIGHT OR PRIVILEGE?**

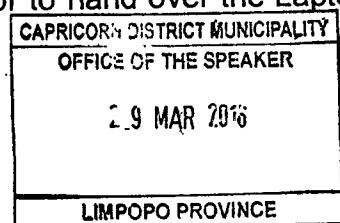
A Laptop or Tablet may be provided as a privilege, not a right. A Laptop or Tablet shall not be used for private financial gain.

## **3. MUNICIPAL COUNCILLORS TO WHOM LAPTOP OR TABLET MAY BE PROVIDED**

- 3.1 Laptop or Tablet are provided to the Members of Mayoral Committee, Chairperson of Portfolios and Political Management Team.
- 3.2 Laptop or Tablet are provided as a tool of trade or enabling facility to assist Municipal Councillors to fulfil their responsibilities effectively and efficiently and in a cost effective manner
- 3.3 Allocation of Laptop or Tablet to Municipal Councillors are provided in terms of ~~determination of Upper limits of Salaries, allowances and benefits of different members of Municipal Council as determined by the Minister from time to time.~~
- 3.4 Allocation of Laptop or Tablet will be provided taking into consideration the nature of work of such incumbent.

## **4. CUSTODIANSHIP**

- 4.1 A Municipal Councillor whom a Laptop or Tablet has been allocated is responsible for the safety and custodianship of the equipment in the office and outside the office.
- 4.2 No person other the custodian may have access to the Laptop or Tablet. The exception is the support technicians who from time to time will need to assist the official with technical or operational support.
- 4.3 ~~Municipal Councillor who vacates or resigns from his position by virtue of which she or he had been allocated a Laptop or Tablet shall retain of custodianship to the Laptop or Tablet with effect from the date of vacation or last day of work.~~
- 4.4 Prior the departure from service, a Laptop or Tablet must be returned to IT Department for removal of municipal data and applications. It is the responsibility of the Municipal Councillor to hand over the Laptop or Tablet to



the ICT department to remove Municipal data and applications.

## **5. SECURITY**

- 5.1 All Laptop or Tablet are configured with a binary input output system (BIOS) password, and an operating system password. The operating system is configured to force a change of password every month as per password policy
- 5.2 On connection to a local area network (LAN), a Laptop or Tablet that has been out of office is automatically updated with the latest antivirus definition from the parent server. This is done in the background, and a user may not observe or be aware of this action. All official data are stored on the network and the data is automatically synchronised to update all changes made out of the network. Municipal Councillors must be aware that there will be no backup made for data stored on the desktop and since only My Documents synchronises data to the server.

## **6. SOFTWARE LICENSING**

Only software that has been licensed by the Capricorn District Municipality may be loaded on a Laptop or Tablet. This should be done by members from **ICT Support Personnel**.

This software, licencing and data will be removed at the end of the term of the Municipal Councillor.

## **7. CARTAGE**

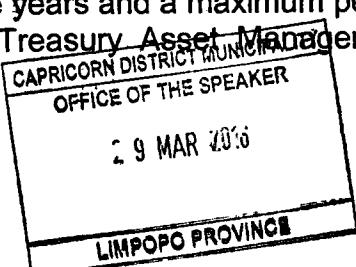
A Laptop or Tablet will be provided with a carry bag which is provided by IT.

## **8. LOSS OF LAPTOP OR TABLET AND ACCESSORIES**

If a Laptop or Tablet or any of its accessories is lost or damaged, the Municipal Councillor will immediately report to the nearest Police, and report to Finance with the attached Police report. Finance will forward a request to the insurance for the replacement of the equipment. If for one or more reasons that the insurance reject the claim due to negligence, the user will be required to replace the equipment.

## **9. LAPTOP OR TABLET LIFESPAN**

A Municipal councillor is expected to use and care for a Laptop or Tablet in his or her custody for a minimum period of three years and a maximum period of five years as prescribed by the National Treasury Asset Management



Guide. If a laptop or tablet has reached its maturity value, the equipment will be forwarded to assets for disposal. Assets may prioritise, as part of disposal allocate the equipment to the Municipal Councillor after the equipment have reached 5 year life span as the assets would have reached its maturity value.

## **10. CARING OF LAPTOP OR TABLET**

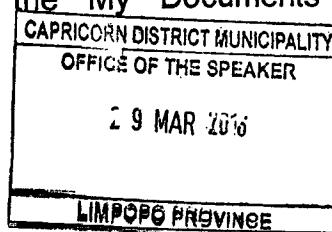
- 10.1** Because Laptop or Tablet are so portable, they have become a prime target of thieves. When you are travelling, make sure that your Laptop or Tablet is always in sight and, if possible, in a place where it cannot be visible and place attraction of thieves, even at home.
- 10.2** When you are going through a metal detector at a security check point, hold your Laptop or Tablet in your hand until the operator has cleared the scanner. Do not put your Laptop or Tablet carry bag on the conveyor belt until you can fix your eyes on it and follow it right through. Be extremely wary of detractions from behind while your Laptop or Tablet is going through the belt.
- 10.3** Always carry the Laptop or Tablet as hand baggage onto the aircraft. Under no circumstances should you allow it to be sent with luggage under the carrier of the aircraft.
- 10.4** ~~Keep a record of your Laptop or Tablet make, model, serial number and departmental inventory number in your pocket diary. The pocket diary must be kept on your person and not in the Laptop or Tablet carry bag. You may need this information to open a police case in the case of theft and to facilitate speedy recovery.~~

## **11. LAPTOP OR TABLET CONFIGURATIONS**

A standard configuration is installed and maintained by the ICT Support division. A Laptop or Tablet user may not install own software nor change configuration settings without the prior knowledge and consent of the ICT Manager/ support personnel.

## **12. APPLICATION AND DATA PROTECTION**

- 12.1** When you are engaged in a meeting and you leave your desk or table for coffee or tea break or lunch, log off from the operating system, and always ensure that your screen is locked every 10 minutes or so of keyboard inactivity, to prevent access to your data on your PC by other persons. The screen locks are set by ICT Support Personnel by default.
- 12.2** The data or documents on any Municipal Computer equipment (Tablet/Laptop) are, in the first instance, the property of the Capricorn District Municipality. All document within the My Documents folder will be synchronized to the storage server.



**P50**  
**Capricorn District Municipality**  
**Laptop and Tablet Policy for Municipal Councillors**

### **13. CONCLUSION**

By making use of a Laptop or Tablet a user implicitly acknowledges this policy and agrees to abide by the policy in its entirety.

This policy is subject to review annually

### **14. APPROVAL**

This policy was approved by \_\_\_\_\_ on the \_\_\_\_\_ day of  
\_\_\_\_\_ 2016.

---

**CLLR MG KGANYAGO**  
**EXECUTIVE MAYOR.**

