

XHARIEP DISTRICT MUNICIPALITY – LAPTOP/IPAD POLICY

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XHARIEP DISTRICT MUNICIPALITY – LAPTOP/IPAD POLICY

PREAMBLE

Like any other valuable assets of the Municipality, laptops are no exception to the best practice of policies and procedures propounded by Xhariep District Municipality in pursuit of effective and proper management of all the operational assets of the Municipality.

In order to enable and enhance the productivity of the municipality's operations at all times, it is of paramount importance to make use of the assets conducive enough to enable the employees to execute all their duties and responsibilities without any difficulties, especially when out of their respective working stations and offices.

Furthermore, the purpose of this policy is to develop a means of managing these tools/assets in an effective and efficient manner.

XHARIEP DISTRICT MUNICIPALITY – LAPTOP/IPAD POLICY

1. Name of the Policy

This policy shall be called the Xhariep District Municipality Laptop/iPad Policy (LP)

2. DEFINITONS

2.1 Municipality

- Means a municipality established in terms of section 12 of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998), and herein referred to as Xhariep District Municipality.

2.2 Executive Mayor

- Means an Executive Mayor elected in terms of section 55 of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998).

2.3 Speaker

- Means a speaker elected in terms of section 36 of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998).

2.4 Mayoral Committee

- Means a mayoral committee member elected in terms of section 60 of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998)

2.5 Municipal Manager

- Means a person appointed by the municipality in terms of section 82 of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998) and who is the Head of Administration and also the Accounting Officer of the Municipality.

2.6 Head of Department

- Means any person appointed by the municipality in terms of section 57 of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998) and who is the Head of the department within Xhariep District Municipality.

2.7 Personnel/Staff Member

- Means any personnel/staff member appointed by the Xhariep District Municipality.

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3. PARTICIPATION IN THE LAPTOP/IPAD ACQUISITION SCHEME

The following staff and councillors may participate in this scheme subject to the terms and conditions contained in this policy and procedures:

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THE USE OF A LAPTOP

- a. The Executive Mayor;
- b. The Speaker;
- ~~b-c.~~ c. Councillors;
- ~~c-d.~~ d. Municipal Manager;
- e. Section 57 employees or departmental heads; and
- ~~d-f.~~ f. Any other employee who's duties and responsibilities require the use laptop. This will be subject to the approval by the Municipal Manager. and
- e. Any other employee who occupies a position identified by the Municipal Manager.

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THE USE OF AN IPAD

- a. The Executive Mayor;
- b. The Speaker;
- c. MMC Councillors;
- d. Municipal Manager; and
- e. Section 57 employees or departmental heads.

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4. PROCEDURES TO BE FOLLOWED WHEN PROCURING A LAPTOP

As per the Xhariep District Municipality's Supply Chain Management Policy

5. CONDITIONS AND RESTRICTION OF USE

- a. A laptop/iPad remains the property of the Municipality and it will only be used for the purpose of promoting the business interests of the Municipality.
- b. The laptop/iPad will be properly recorded in the asset register of the municipality, and a councillor or official must sign the laptop/iPad agreement form/register when he/she takes possession of a laptop/iPad and again when he/she returns it.
- c. No any other councillor or official, not officially authorised to be in possession of this asset, will use this asset (laptop/iPad) without the knowledge and approval of the Municipal Manager or his/her delegate.
- d. In cases where section 5 (c) above has been neglected, the authorised person will be fully held accountable for any loss or damage to a laptop/iPad.

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- e. The replacement of a laptop/iPad (asset) is the sole responsibility of the municipality, and a replacement laptop/iPad will be purchased by the municipality whenever it deems fit and necessary to do so.
- f. No upgrading or tampering with the entire or any part of a laptop/iPad will be allowed without proper consent by the Municipal Manager or his/her delegate.
- g. Once every three months the laptop/iPad must be handed in at the Administrator: Assets asset manager/controller who with the assistance of IT (Information Technology) personnel must inspect the laptop/iPad and determine whether it is still in a good working order and that it is virus free. In this regard a checklist must be completed and signed by the Administrator: Assetsasset manager/controller and the IT staff member.
- h. In case of any serious finding that may hamper the operations and use of the laptop, the matter must be reported to the Municipal Manager or his delegate in writing.
- i. Upon termination of service by a councillor or official for whatever reason, the laptop/iPad must be handed back to the municipality on the last day of service and the Laptop/iPad Register controlled by the asset manager/controller, must be signed by the councillor or official handing back the laptop/iPad and the asset manager/controller.
- j. Employees are responsible for the confidentiality of the information on the notebook and need to take due care about where the notebook is used and stored.
- k. Employees are responsible for ensuring that adequate backups of data on the notebook are taken at regular intervals (please contact the IT Department for assistance in this regard).

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6. LIFE SPAN OF A LAPTOP/IPAD

- The lifespan of laptops/iPad will be between three and ten years~~years~~, after which the municipality will then decide whether to upgrade, trade in or dispose off it in terms of the supply chain management policy and/or the disposal of assets policy of the Xhariep District Municipality.

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7. GENERAL RULES

The following rules shall apply:

- a. The laptop/iPad must be used on a daily basis by a councillor or official in possession of it.
- b. Any stolen/damaged equipment is to be reported to the Municipal Manager or his delegate, in writing, within 24 working hours, accompanied by the SAPS case number where applicable.
- c. In the event of an insurance claim the official user of a laptop/iPad shall be responsible for the applicable excess payable, due to the loss and/or damage resulting in the replacement of the of a laptop.
- d. The official user of a laptop/iPad shall be responsible for the total replacement cost of a laptop/iPad in the event of negligence and/or abuse being evident.
- e. The official user of a laptop/iPad must ensure that the laptop/iPad is secured at all times and adhere to the municipality's computer security policy.

8. AMENDMENT OF THE POLICY

- o This policy may only be amended by a formal resolution of the Council of Xhariep District Municipality.

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Shouldn't the official user only be liable if he/she was negligent?