



**3G DATA CARD POLICY FOR THE JOHN TAOLO GAETSEWE DISTRICT
MUNICIPALITY**

Policy Resolution Number:6.2.28/05/2020	Approved Date:28 May 2020
Effective Date: July 2020	Review Date: As and when required

SIGNATURE OF THE MUNICIPAL MANAGER

SIGNATURE OF THE SPEAKER

Ms P Q Mogatle
Speaker

**JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY**



Ms P Q Mogatle

Speaker

3G DATA CARD POLICY

2020/21

1. PURPOSE

The purpose of this policy is to ensure that officials of the municipalities has the necessary tools that will allow them to do their work anytime, especially after working hours.

2. OBJECTIVES

The objectives of the policy are to ensure the optimal use of the 3G cards with the John Taolo Gaetsewe District Municipality by officials, in order to enhance effective and efficient service delivery.

3. SCOPE

The policy is applicable to MM and Senior Management, and other officials who by the nature of their job will require the 3G card.

4. DEFINITIONS

- **3G data card** – It is a form of a modem which allows a person to have access to the internet at any time within the 3G coverage area.

5. POLICY CONTENT

The Municipal Manager and directors qualifies to have 3G data cards.

In case where other officials need the services of a 3G Card, the official will submit a formal request and motivation to the responsible director/supervisor, who will in turn submit the request to the MM for approval.

6. LIMIT

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The Gigabyte limitation will be as follows:

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DESIGNATION	GIGABYTE SIZE
Municipal Manager	3 GB
Directors	3 GB
Other officials	3 GB

7. CONTRACTUAL OBLIGATIONS

The Municipality will enter into a contract with the approved service providers.

8. TERMINATION OR WITHDRAWAL FROM THE 3G CARD

The HOD or Director has the right to withdraw an official from the usage of the 3G card based on misuse of the card or any other reason that will warrant withdrawal.

9. ADMINISTRATION OF THE POLICY

The 3G cards will be administered by the BTO and the supporting department is the IT unit (Corporate Services)

10. IMPLEMENTATION AND REVIEW OF POLICY

This policy shall be implemented on **1 July 2020** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

POLICY SECTION:	MANAGER: BUDGET AND REPORTING
CURRENT UPDATE:	24 March 2020
PREVIOUS UPDATE:	23 May 2019
PREVIOUS UPDATE:	31 May 2018
PREVIOUS REVIEW:	28 March 2017
PREVIOUS REVIEW:	31 May 2016
PREVIOUS REVIEW:	31 May 2015
APPROVAL BY COUNCIL:	31 May 2014

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