DATA PROVISION POLICY

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council Resolution: 6.14. 30/05/2022	Approved Date:
Effective Date: 01 July 2022	Review Date: Annually

MUNICIPAL MANAGER

SPEAKER

FINAL

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

DATA PROVISION POLICY

2022/23

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

The Gigabyte limitation will be as follows:

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 2022** 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:EXPENDITURE MANAGEMENT AND PAYROLL**
CURRENT UPDATE	**28 May 2021**
PREVOUS 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**