




DATA PROVISION POLICY
JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council Resolution: 6.4.30/05/2023	Approved Date: 30/05/2023
Effective Date: 1 July 2023	Review Date: Annually and/or as and when required


MUNICIPAL MANAGER


SPEAKER

MR. I.E AISENG
JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY
SPEAKER

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



DATA PROVISION POLICY

2023-2024

**MR. J.E AISENG
JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY
SPEAKER**

1. PURPOSE

The purpose of this policy is to ensure that officials of the municipalities have the necessary tools that will allow them to do their work at all times (onsite and offsite)

2. OBJECTIVES

The objective of the policy is to ensure the optimal use of the router 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 use of the router.

4. DEFINITIONS

Router – form of device that connects two or more packet-switched networks or Sub networks.

POLICY CONTENT - In case where officials need data for off-site use, 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.

5. LIMIT

5.1 The current routers for onsite have uncapped usage.

DESIGNATION
BTO
Council Chambers

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5.2 The data for off-site use will be applied for, supported by the HOD and approved by the MM. The HOD will determine the limit to be allocated to the employee up to a maximum of 4GB.

6. CONTRACTUAL OBLIGATIONS

6.1 The Municipality bought the routers on cash transaction and one on month-to-month contract with the approved service providers.

6.2 That upon approval as envisaged in 5.2 above, the applicant will purchase data from the service provider of his/her choice.

7. ADMINISTRATION OF THE POLICY

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

8. IMPLEMENTATION AND REVIEW OF POLICY

POLICY SECTION:	MANAGER:	EXPENFITURE
		MANAGEMENT AND PAYROLL
CURRENT UPDATE	27 May2023	
PREVIOUS UPDATE:	27 May 2022	
PREVIOUS 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	31 May 2014

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This policy shall be implemented on 1

COUNCIL:	
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July 2023 and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

FINAL

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