

BREEDER VALLEY

Municipality Munisipaliteit U Masipala wase



WORCESTER ▼ RAWSONVILLE ▼ DE DOORNS ▼ TOUWS RIVER,

POLICY: TOOLS OF TRADE FOR COUNCILLORS

1. PURPOSE

This document contains a draft *Tools of Trade - Policy* for Councillors of Breede Valley Municipality.

2. LEGISLATIVE FRAMEWORK

- 2.1 Municipalities are empowered in terms of section 156(5) of the Constitution of the Republic of South Africa 1996 (Constitution) to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions.
- 2.2 In terms of the Remuneration for Public Office Bearers Act, Act 20 of 1998, the Minister for Cooperative Governance and Traditional Affairs, after consultation with the members of the executive council responsible for each province and also taking into consideration the matters listed in subsections (a) to (i) of section 7(1) of the Act, proclaimed the remuneration of Councillors through publishing the upper limits annually or whenever the need arises.
- 2.3 The Determination Of Upper Limits Of Salaries, Allowances And Benefits Of Councillors proclaimed in the Government Gazettes from time to time set out the principles that must be considered when adopting a tools of trade policy these include:
 - Accessibility;
 - Affordability;
 - Equity;
 - Flexibility;
 - Simplicity;
 - Transparency and accountability; and
 - Value of tools of trade.

3. TOOLS TO BE PROVIDED

The following tools are covered by this policy:

- Business cards for councillors;
- Tablets, iPads, Palmtops or similar mobile electronic devices (excluding cellular phones)
- Laptops and Desktops

As needs grow and financial resources allow, tools can be added subject to applicable legislative prescripts to the above list and the policy adapted to circumstances that might exist in future.

Each councillor, will be issued with a tool of trade / tools of trade that are designated to their position as Gazetted.

3.1 Business Cards

- 3.1.1 Each councillor will be issued with personalised official business cards.
- 3.1.2 The business cards will contain relative detail of the councillor that will make it easy for councillors to share their contact details with relevant stakeholders and the community.
- 3.1.3 The issuing of business cards will be managed by the office of the speaker.

3.2 Laptops and Desk Top Computers

- 3.2.1 Only full time councillors will be issued with laptops or desktop computers.
- 3.2.3 Each full time councillor must sign acknowledgement that the use of the laptop or desktop is subject to the Breede Valley ICT Policy and the Internet and E-Mail Policy.
- 3.2.4 The laptop and desktop computers will be and remain the property of council and shall be subject to all council normal asset management procedures.

3.3 Printers, Scanners, and Other Multifunctional Office Machines

- 3.3.1 Full time councillors will have access to printers and other multifunctional office machines.
- 3.3.2 In order to safe printing cost, the municipality will setup network printers and fulltime councillors will not be issued with individual printers.
- 3.3.3 Any part-time councillor who needs to print documents must liaise with the office of the speaker for assistance.

3.4 Tablet Computers, Palm Tops, or IPads (Herein revered to as Mobility Device)

- 3.4.1 The municipal administration will assist to facilitate for each councillor to get access to Mobility device for their ownership.
- 3.4.2 The device must have at least 2GB data Simcard / with 4G LTE broadband cellular network technology.
- 3.4.2 The municipality will setup specific network or non-network drives to distribute agendas and other documents electronically to create a paperless environment.
- 3.4.3 The mobility device are primarily to allow easy access of councillors to emails as well as internet mobility and will enable councillors to create blogs, Facebook pages and other forms of social media and generally to help fulfil their mandate, further to interact with their constituents and achieve the strategic objectives of the municipality.

- 3.4.4 Each councillor will sign a contract with the service provider of his/her choice for the provision of the mobility device and data. The municipality will co-sign such agreement as commitment that the municipality will pay over such amounts agreed between the councillor and the service provider on a monthly basis which amount shall be deducted from the councillor's data allowance.
- 3.4.5 As the mobility device is the property of each councillor and the municipality merely pay the amount due from the councillors salary over to the service provider at the request of the councillor, it is not needed that municipal Supply Chain processes be followed.
- 3.4.6 The mobility device to be sourced for councillors will have the following features:
- It will have a fixed data cost to provide internet access and further enable councillors to receive correspondences through email as well as to be able to send correspondences in a similar way.
 - Provides synchronized calendars.
 - Provides access to free applications from the Google Store.
 - Must be able to access Windows documents
 - Must be compatible with our network drives.
- 3.4.7 The mobility device will NOT be municipal assets as it is paid from the monthly data allowance of each Councillor and as such, it is the property of each councillor.
- 3.4.8 It is however important to ensure that each councillor take personal responsibility for the mobility device that they will be issued and as such it is advised that:
- Each councillor ensure that the mobility device is insured.
 - Councillors will be responsible to directly liaise with the service provider about any matters concerning the mobility device or contract. This include but not limited to insurance claims and technical problems with the devices.
- 3.4.9 The municipal administration will assist to pay the insurance from the councillor's data allowance if so required by the councillor.
- 3.4.10 All councillors issued with a mobility devices who wants to access particular municipal drives must sign the Breede Valley ICT Policy and the Internet and E-Mail Policy and will be subjected to its requirements.
- 3.4.11 The use of official e-mail should be primarily for official purposes and should not be abused. All official emails received and sent should be handled promptly and confidential and be of a high quality and comply with the standards applicable to normal letter-post and correspondences, internal memoranda and with the provisions of the Archives Act. All incoming and outgoing correspondences that are designated under the municipal filing plan must be filed at the Registry.

- 3.4.12 Internal data and information is a resource belonging to the Breede Valley Municipality and therefore may not be used for personal or political gain, distributed without authority or sold.
- 3.4.13 Should a councillor cease to be a councillor for whatever reason before the full amount of the contract for the mobility device is paid, any monies due to the councillor by the municipality will be paid towards the settlement of the outstanding amount of the contract. Should the salary monies due to the councillor not be sufficient to settle the outstanding contract amount, each councillors shall agree that the municipality may claim such amounts against the councillors pension fund.

4. Responsibility of the Speaker

- 4.1 The Speaker will be responsible for ensuring that councillors use the Tools of Trade and all the Municipal electronic devices issued to them within the bounds of the ICT Policy when required as well as this policy and the Speaker must implement appropriate disciplinary processes where the ICT Policy as well as this policy is breached by councillors.

5. NAME & IMPLEMENTATION DATE

This policy will be known as the Breede Valley Municipality Tools of Trade for Councillors Policy and will be enforced from 1 September 2018

NAME (PRINT)

SIGNATURE

DATE