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OFFICE OF THE MUNICIPAL MANAGER

Information and Communication Technology

3G Policy

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POLICY AUTHORITIES

Compiled by	D Nkuna
Designation	Divisional Manager: IT
Signature	
Date	
Supported by	
Designation	
Signature	
Date	
Approved by	
Designation	
Signature	
Date	
Effective Date	From date of Approval

1. Purpose

The purpose of this policy is to provide effective control measures for approved users with regards to the acquisition, usage and maintenance of 3G data cards.

2. Definition

3G data cards is a device which will facilitate a connection to the internet via cellular network and laptops.

3. Objective of the Policy

The following are the objectives that will be addressed by this policy

- a. Level of Authorisation for the granting of 3G modem cards
- b. Identification of employees and councillors to be granted 3G modems
- c. Determine monthly cost of bills for identified councillors and officials
- d. Procedures to be followed when applying for 3G modems
- e. Procedures for proper record keeping in relation to 3G cards

4. Applicability of the Policy

This policy applies to all employees who qualify for 3G cards and are authorised to use 3G cards for the performance of their official duties.

5. Application Procedures

The applicant must lodge an application to acquire 3G card on the relevant application form and the application should be recommended by Head Of Departments based on qualifying criteria.

6. POLICY STATEMENT

These 3G cards facilities are to be used for official business purposes in serving the interests of the Municipality in the course of normal operations. The responsibility for the management of mobile connections is assigned to the accounting officers of the municipality in terms of section 63(1)(a) and (b) of the municipal finance management act

2003 (Act no 56 of 2003) which states that the accounting officer of the municipality must take reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically.

While ICT desires to provide a reasonable level of privacy, users should be aware that the data they transmit will always be protected. Employees are responsible for exercising good practice regarding the reasonable use of 3G cards facilities. For security purposes, ICT may monitor usage of 3G cards.

7. General Conditions

- a. It is the responsibility of official to ensure proper use of 3G card facility. It should be noted that the misuse may result in the withdrawal of the 3G Card facility. The 3g facility will allow officials to top-up once the allocated data package is used up.
- b. Officials undertaking overseas business trips should inform ICT Division for roaming activation on the card.
- c. Please note that the 3G cards are allocated for official use and should be used when officials are out of office
- d. Officials are encouraged to use LAN Network connection during office hours
- e. The 3G card should be disconnected when not in use as this will result in data being consumed

8. 3G Data Card Categories

The approval of 3G cards for official purpose will be as follows:

RANK	MAX LIMIT PER MONTH
Head Of Departments	3 Gig Top-Up
Divisional Managers	3 Gig Top-Up
Mayors/Councillor and other Politicians	3 Gig Top-Up

All other employees	3 Gig Top-Up
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N.B All other employees who due to nature of their work need to use 3G card on permanent basis for official purposes should make necessary application and motivation recommended by their head of Departments

10. REFERENCES

International Guidelines

- a. Control Objectives for Information Technology (COBIT)

International Standards

- b. Information Technology Infrastructure Library (ITIL)

National Policy

- a. The Electronic Communications and Transactions (ECT) Act 25 of 2002
- b. Regulation of Interception of Communications Act 70 of 2002
- c. State Information Technology Act 88 of 1998
- d. Municipal Finance Management Act 56 of 2003

11. Changing Of Post

In case where a user is entitled for a 3G card in a particular post and is thereafter transferred to another post, re-approval of the 3G card must be obtained in line with duties of new position occupied

12. Termination of Employment

On termination of employment an official must return the 3G modem on the last day in service or before the last day

13. Policy Review

This policy must be reviewed annually or if need arises to determine if it complies with the 3G security regulations. In the event that significant related regulatory changes occur, the procedures will be reviewed and updated as needed.

