

WEST RAND DISTRICT MUNICIPALITY



ICT HARDWARE RENEWAL POLICY

<u>COUNCIL APPROVAL</u>	<u>DATE</u>	<u>SIGNATURE</u>

INDEX

1.	Introduction.....	1
2.	Definitions	1
3.	Purpose	1
4.	Scope	1
5.	Management Approval.....	Error! Bookmark not defined.
6.	Responsibilities	2
7.	Enforcement.....	2
8.	Policy Revision	3

1. INTRODUCTION

Section 95(a) of the Municipal Finance Management Act 56 of 2003 places the onus on each individual within WRDM to take responsibility for the effective, efficient, economical and transparent use of financial resources within the municipal entity.

2. DEFINITIONS

The definitions are described in the table below

TERM	DEFINITION
WRDM	West Rand District Municipality
SAPS	South African Police Services
ICT	Information and Communication Technology
PC or Computer Equipment	Includes desktop computers, printers, fax machines and any other item that is connected to WRDM's system and/or network.
Junk-Mail	Mail which is general and not work related, aimed at advertising, selling, etc.

3. PURPOSE

To ensure effective business continuity in respect of services or functions, requiring the use of ICT equipment

4. SCOPE

This policy applies to all employees, councillors, contractors, consultants, temporary and other workers at WRDM including all personnel affiliated with third parties that are authorized to make use of ICT equipment to perform their duties. This policy applies to all computer equipment that is owned or leased by WRDM.

5. HARDWARE REPLACEMENTS

- 5.1 Industry norms shall be used for the replacement of computers subject to budgetary provision based on an equitable distribution model.
- 5.2 Business continuity requirements including application requirements should guide the replacement with appropriate specifications.
- 5.3 Lost or stolen equipment be reported with SAPS to obtain Case number that will prompt replacement.
- 5.4 A distribution model based on budgetary provision shall be used for allocation and replacement of ICT equipment in accordance with the guiding principles.
- 5.5 Individual request for replacement of ICT equipment shall be accompanied by a report from the divisional head and Executive Director.
- 5.6 Individual requests for replacement of loss of equipment shall be accompanied by:
 - 5.6.1 An official report with supporting documentation from SAPS and Case number
- 5.7 Replacement of ICT equipment as a result of wilful damage shall be at the cost of the employee.
- 5.8 The specification of the tools of trade will be provided by the ICT section

6. RESPONSIBILITIES

The responsibility lies with all users to ensure that all losses are reported to ICT and to the Asset Control Unit as well as SAPS in case of loss

The responsibility lies with all users to ensure that ICT equipment is returned to upon resignation, retirement, termination, end of term etc, a return form must be completed, signed and handed in at ICT failing which, proper measures will be taken to recover the asset.

7. Usage term for tools of trade

The tool of trade must be used for the term of 36 months before it could be due for replacement. Upon the replacement the user might be given a first preference if they want to buy the gadget they have been using or not, if so it will be evaluated by the Asset section for the current value.

8. ENFORCEMENT

9. ANY TRANSGRESSION OF THIS POLICY SHALL BE HANDLED IN ACCORDANCE WITH THE WRDM DISCIPLINARY PROCEDURES AND/OR OTHER RELEVANT LABOUR LAWS.POLICY REVISION

The policy will be revised biennial.