

# *Blouberg Municipality*



## IT EQUIPMENT POLICY

### ACRONYMS

For the purpose of this policy the following acronyms shall refer to:

- a) **BLMITO** — refer to Blouberg Local Municipality Information Technology staff members
- b) **IT** — refer to Information Technology
- c) **BLMITO Service Request Policy** — refer to Blouberg Local Municipality Information Technology Office Service Request Policy
- d) **BLMM** — refer to Blouberg Local Municipality
- e) **The Municipality** — refer to the Blouberg Municipality
- t) **Email** — refer to electronic mail
- g) **MM** — refer to Municipal Manager
- h) **CFO** — refer to Chief Financial Officer
- i) **HRD** — refer to Human Resource Development

- j) **SAPS** — refer to South African Police Services
- k) **PA** — refer to Personal Assistant
- l) **SCM** — refer to Supply Chain Management
- m) **HRM** — Human Resource Management
- n) **Users** — refer to Employees, Officials, End-users, and Staff Members

## **1. PREAMBLE**

- (a) The ICT Equipment Policy has been developed to guide Blouberg Local Municipality Information Technology Office (BLMITO) on how to allocate and reallocate ICT Equipment's for maximum productivity, effectiveness of services and efficiency of executing duties. This policy will provide the much-needed guidelines in providing ICT Equipment's.
- (b) It is the responsibility of every user to obtain computer literacy courses for them to be able to utilize computers of BLM without aid.
- (c) Computer literacy is a basic skill required of employees at most levels at BLM. Every employee allocated with a computer is expected to have a certain amount of skill and or knowledge in order for that employee to be able to operate a computer. HRD will provide training as and when funds are available and or need arise.
- (d) This policy shall apply to all Blouberg Local Municipality officials, its contractors, service providers, interns, students, learners, councilors, and other 3<sup>rd</sup> party entities that will need to use Municipality's ICT equipment's in order to perform their respective duties within BLM.
- (e) The purpose of this policy is to guide how ICT equipment's are requested and or allocated.

## **2. USER AWARENESS**

- (a) All employees, contractors, service providers, interns, students, learners, councilors, and authorized 3<sup>rd</sup> party should become familiar with this policy's provisions and the importance of adhering to it when requesting ICT equipment's.
- (b) Popularization of this policy will be conducted through presentation to all staff members. (c) All officials shall attend presentation of this policy and sign on attendance register as acknowledgement of knowledge of the content of this policy and consequences of transgression.
- (d) This policy shall be sent to all users of IT services, and it is expected of all users to familiarize themselves with the contents and provisions of this policy.

### **3. PURPOSE**

- (1) The primary purpose of this policy is: -
  - (a) to guide BLMITO on how ICT equipment are requested and allocated; and
  - (b) to outline the responsibilities of the user and or requester and that of BLMITO officials.
  - (c) To be allocated ICT equipment is not a right but a privilege that come with the nature of specific responsibilities.
- (2) BLMITO will not provide any user with what they want, however every effort will be made to provide for ICT equipment needs of all our users using only resources available for provision of such ICT equipment.
- (3) ICT equipment needs will be prioritized over what users want. it is the purpose of this policy to enable users to understand that only their needs will be prioritized as informed and guided by the nature of their work.

### **4. DOCUMENTS THAT SHOULD BE READ WITH THE POLICY**

- (a) Change Management policy
- (b) Network Access policy
- (c) COBIT 5 — Framework for the Governance and Management of Enterprise IT 2012
- (d) ISO/IEC 20000
- (e) ISO/IEC 27000
- (f) King IV — Corporate Governance of Information and Communication Technology (ICT)
- (g) ITIL v3
- (h) IT Security policy (i) IT Service Request policy
- (j) Internet and Email policy
- (k) MFMA

### **5. SCOPE AND APPLICABILITY OF THE POLICY** This

policy applies: -

- (a) to every ICT equipment requester and or holder and all users of BLM who request ICT equipment and must be read with BLMITO IT Security Policy; and
- (b) to contractors, service providers, interns, students, learners, councilors, and authorized 3<sup>rd</sup> party entities that needs to use ICT equipment.

## **6. ROLES AND RESPONSIBILITIES**

- (a) It is the responsibility of BLMITO to ensure that appropriate minimum and standard tools are provided to employees of BLM to execute their duties.
- (b) The user has the responsibility to inform IT Manager in writing of their needs for ICT equipment. The manager or his delegate will assess the request in line with the duties of the requester and determine the minimum appropriate tool and /or equipment that will enable the employee to carry out their duties
- (b) Line Managers will be responsible for the equipment they requested for contractors.

## **7. CUSTODY, SECURITY AND USAGE OF ICT EQUIPMENT**

- (a) All ICT equipment's belong to Blouberg Local Municipality; they do not belong to any user and/or any employee of BLM.
- (b) When ICT equipment is allocated; it is allocated to any employee occupying a particular post to perform duties assigned to the post. The equipment shall be assigned to that person occupying that particular post until such time that the job content change, the employee is transferred, resigns or cease to occupy the post.
- (c) During the usage of ICT equipment, the user shall be responsible for that ICT equipment.
- (d) Laptop computers, Memory sticks, Digital cameras, Tablet PCs and other mobile devices carry a lot of information about council matters; therefore, it is the responsibility of every user to safeguard such information and such devices. Any loss, damage or theft of ICT equipment must be reported to the following line managers: IT, Security and Assets Management within forty-eight (48) hours. Such cases must be reported to SAPS within twenty-four (24) hours of loss and proof should be provided to IT Manager. (e) Any loss or damage of ICT Equipment due to negligence must be replaced or repaired by the user (person allocated/loaned).

## 8. ALLOCATION OF EQUIPMENTS

- (a) Blouberg Information Technology Office makes every effort to provide staff members with the working tools in the form of desktop computers, laptop computers, stand-alone printers, plotters, digital cameras, multi-function copiers, shared network printers, 3G cards, data projectors, shredders, scanners, and other peripherals to perform their duties.
- (b) The IT equipment provided to the users belongs to Blouberg Local Municipality and therefore the user shall use equipment in accordance with this policy and any other existing policy within BLM. BLMITO will attempt to standardize on its equipment.
- (c) The criteria for the allocation of equipment will be based on office space and size, sitting arrangement, nature of work, frequency of use, availability of such equipment, care and handling of such equipment, sharing of printers, multi-function copiers, shredders and scanners, layout of BLM buildings, ratio per printer, printing volumes, confidentiality of information handled, and the need of such equipment.

### (d) Allocation of Desktop Computers

- i. Every BLM computer user will be allocated with a standard desktop computer to be able to do their work duties. Desktop computers are standard working tool allocated to administrative employees (including interns, councilors, and contract workers) who are (office bound by the nature of their work), they are those performing administrative, financial and office management work.
- ii. Office cleaners, yard care takers, and general workers may also be issued with desktop computers, which may be shared for use amongst them. The nature of work of this category of employees doesn't require computers, but this will enable them to access emails, internet, office suite, and do most of their ABET work.
- iii. Desktop computers must be switched off at the end of every working day to save electricity and to comply with National Electricity Optimization initiative.

(e) Allocation of Laptop Computers

- i. Laptops are provided to the Mayor, Municipal Manager, Directors, and Managers as a standard working tool.
  - ii. The council secretariat may also be provided with a laptop computer as a working tool.
  - iii. Laptop computers are only provided to the officials as mentioned above, however other officials may also request to be provided with a laptop computer due to their nature of work. These are officials who by the nature of their work are not office bound, need a computer to perform their work and would not be able to return to the office and perform their duties on the standard desktop computer provided.
  - iv. Employees who may request for a laptop computer, are those whom their work need the use of a computer to perform their work and spend more than twenty-four (24) hours per week not in the office but doing official duties that need a computer to perform, without which it may be difficult to perform.
  - v. Laptop computers must be switched off after use. To prolong the life of their batteries, please use laptops without AC power even when using laptop in the office.
- Laptop batteries have power save which is used in emergencies.
- vi. Any deviation to this policy will only be done in writing by the MM of BLM. BLMITO will accordingly provide advice to the MM of the alternative which may be available.

(f) Allocation of Scanners

- i. Scanners will be centralized preferably at the registry office for use by every employee of BLM.
- ii. High volume scanners will only be used by registry and records management purposes and no employee may use such scanners.
- iii. A shared scanner shall be provided by BLMITO at a central point where it can be easily accessed and used for official purpose by all staff members.



(g) Allocation of Shredders

- i. Shredders may only be allocated to all Pas and may also be used in accordance with record management policies that may exist within BLMM, PAIA and other regulations.

(h) Allocation of 3G Cards

- i. 3G cards will be allocated to employees who need to have internet access while away from the office in order for them to perform their respective duties.
- ii. Under no circumstances will 3G card be allocated to any employee whose nature of work is office bound.
- iii. Employees with data allowance may not be allocated data card.
- iv. Any provision may be done though paragraph 7.70f of this policy.

(i) Allocation of Printers

(i) Printers are allocated to the Mayor, Municipal Manager, Directors and Managers as a standard working tool.

(ii) The council secretariat may also be provided with a printer as a standard working tool. Officials working in Labour relations, Legal Services, SCM, HRM and Budget section may also be allocated a printer.

(iii) Printers are only provided to officials as mentioned above, however other official may also request to be provided with a printer due to the nature of their work, frequency printing, printing volumes, confidentiality of the information printed and distance from the nearest printer.

(iv) Those officials, who are not allocated a printer, will be connected to shared printer nearest to them. The ratio of connecting users to a printer is which means six (6) users may be connected to any one printer nearest them.

(v) BLMITO will make every effort to provide users with high end laser jet high volume printers which are network enabled that ensure that printing costs are reduced.



(vi) Colour printers may be procured for central printing and control in respective offices in BLM and only those documents that need to be printed in colour may be printed using such printers.

(j) Allocation of Loan Equipment

(i) Loan equipment's are that ICT equipment's which may be used for a pre-defined period of time, which may not be longer than one (1) calendar month and the loan may not be extended twice (2) consecutively.

(ii) ICT equipment's that may be loaned from BLMITO are laptop computers, 3G cards, desktop computers, desktop printers, data projectors, digital cameras, and display screens. The office of the MM will be allocated with a data projector and a display screen which will be loaned by council and other employees of BLM, the loan shall be administered by PA to the MM for safe keeping.

## **9. REPLACEMENT OF ICT EQUIPMENT**

- (a) ICT equipment may be disposed and replaced in accordance with existing Treasury regulations and BLM disposal policy. The holder of the equipment to be disposed shall be given preference to buy it. Should the holder show no interest on the equipment then it shall be sold to any Municipal official who has interest in buying it. The value of the equipment shall be determined by Finance Dept. (Asset Management Unit)
- (b) BLMITO may replace desktop and laptop computers after at least thirty-six (36) months (3 years) of use in accordance with ICT best practices and normal tear and wear of ICT equipment's. However, the replacement can be extended to five (5) year considering the performance of such computers and the latest changes in the market.
- (c) BLMITO will replace a printer after at least sixty (60) months of use in accordance with ICT best practice. Only those printers that not operational before sixty (60) months will be replaced provided the cause are not negligence.
- (d) Any redundant printers, laptop computers and desktop computers will be repaired or replaced by manufacturer in accordance with manufacturer's warranty and maintenance contract with the manufacturer.

- (c) Any damaged, broken, lost, stolen, and missing ICT equipment shall be dealt with in accordance with BLMITO IT Security policy and other related policies.

## **10. REQUISITION OF ICT EQUIPMENT**

- (a) BLMITO will make every effort to identify and provide all employees of BLM with ICT equipment according to their work and duties.
- (b) In the event that the provision of this policy does not cover the scope and special needs of other job function, the Director of the concerned Directorate will request in writing for such special needs of ICT equipment for consideration. BLMITO will assess the request and make the recommendation to either provide the ICT equipment and/or provide alternative solution.

## **11. TRANSFER OF ICT EQUIPMENT**

- (a) In the event that the employee is transferred, changes duties, terminate their employment and changes office, their ICT equipment shall be handed over to Asset Management Officers for re-allocation in accordance with Asset Management policies and ensuring that ICT equipment movement form is completed.
- (b) Only after Asset Management has completed their Asset Administrative duties and the ICT equipment is transferred, only then BLMITO officials may configure the equipment for further use. BLMITO official shall confirm and verify that ICT equipment transfer form is completed and all necessary fields are filled and update the BLMITO ICT equipment Asset register.

## **12. DEFAULT**

- (a) Any employee found to have violated this policy may be subjected to disciplinary action up to and including termination of employment.
- (b) Employee who violates this policy will be disciplined in terms of measure contained in or published in one or more of the following acts, regulations, and policy prescripts (this list is by no means exhaustive):
  - i. The State Information Technology act
  - ii. SITA Amendment Act
  - iii. Promotion of Access to Information Act

- iv. Municipal Service Act
- v. Municipal Finance Management Act
- vi. National Archives Act
- vii. Protection of Government Information Act
- viii. Telecommunications Act
- ix. Telecommunications Amendment Act
- x. Electronic Communication and Transaction Act
- xi. Various other Statutes
- xii. Any other applicable; legislation, regulation or policy.

### 13. POLICY REVIEW

The policy shall be reviewed as and when necessary

### 14. POLICY APPROVAL

This policy was formulated by IT Division in consultation with the Local Labour Forum.

Authorised by Municipal Manager: Signature:  Date: 30/07/2024

Recommended by Portfolio Committee on Corporate Services: Signature:  Date: 30/07/2024

Approved by Municipal Council: Signature:  Date: 30/07/2024