



**TOOLS OF TRADE POLICY
FOR
COUNCILLORS**

1. Background

The West Coast District Municipality is committed to allocate or provide full-time, proportional representative (PR) Councillors (West Coast DC1) and Section 79 Committee Chairpersons with “Tools of Trade” equipment as prescribed in Section 4 of the policy. The objective is to ensure Councillors are able to perform their normal day to day duties.

Council intends to invest capital and other resources in both hardware and software in its operations, and the policy/guidelines outlined are intended to safeguard this investment and ensure its efficient use.

2. Purpose

As defined in the Remuneration of Public Office Bearers Act, 1998 (Act no 20 of 1998) as amended, tools of trade are the resources or enabling facilities provided by a municipal council to a councillor to enable effective and efficient fulfilment of his/her duties in the most cost effective manner, and at all times remain the assets of the municipality.

Equipment thus provided to eligible councillors remain the property of the council who will be fully responsible for insurance, support, maintenance, repairs and security thereof.

Providing Councillors with the tools covered by this policy will have the following advantages:

- It will make communication and accessibility between councillors and their constituency easier;
- It will enhance the status of councillors and improve the perception of their competence amongst the communities they serve;
- Decrease the growing costs of printing and delivery of meeting agendas to all Councillors (reduce the paper used by the municipality);
- Reduce carbon footprint

3. Legal Requirements

A framework for providing support to public office bearers is contained in the Remuneration of Public Office Bearers Act and is reviewed annually by the Minister of Cooperative Governance and Traditional Affairs.

The guidelines issued as published in the Remuneration of Public Office Bearers issued guidelines in Government Gazette no 40763 dated 3 April 2017 and the following principles should be considered:

- Accessibility
- Affordability
- Cost control
- Equity
- Flexibility
- Simplicity
- Transparency
- Accountability
- Value of tools of trade

Currently the following support is covered in the framework:

	TOOLS OF TRADE	CONDITIONS	WEST COAST DISTRICT MUNICIPALITY: APPLICABLE TO
1	Braille reader	To be provided to all visually impaired councillors	Not applicable No visually impaired councillor/s at this stage
2	Office space and furniture; Parking bay; Business cards; Calculators; Letter-heads; Stationery; Toner cartridges; Diaries; Postage costs; Office telephone; and Appropriate mobile technology and multi-digital office (excluding cell phones and mobile data card), Laptop and or desktop computer, Facsimile Printer, Photocopier and Scanner	To be provided to full-time councillors, part-time Executive Mayors or Mayor, part-time Deputy Executive Mayors or Deputy Mayors, part-time Speakers, part-time Members of Mayoral Committee or Members of Executive Committee and part-time Chairpersons of Section 79 Committees.	Executive Mayor; Executive Deputy Mayor; Speaker and Full-time councillors (Members of the Executive Mayoral Committee)
3	Business cards; Calculators; Letter-heads; Stationery; and Diaries.	To be provided to part-time councillors and the usage must comply with policy directives of the municipality	Business Cards and Diaries provided once per annum Calculators at the beginning of the term Stationery – as needed Electronic letterheads
3.1	Calculators; Stationery; and Diaries.		Chairpersons of Section 79 Committees.
4	Postage costs; Office telephone; and Multi-digital office, Facsimile, printer, photocopier and scanner	Part-time councillors to have access to these tools of trade at the municipal offices.	Available at the Head Office
5	Personal security to Executive Mayors or Mayors	Subject to a threat and risk analysis conducted by the South African Police Service.	Subject to a threat and risk analysis conducted by the South African Police Service
6	Personal security to any other councillor.	Subject to a threat and risk analysis conducted by the South African Police Service	Subject to a threat and risk analysis conducted by the South African Police Service

The extension and implementation of the above tools of trade must be done in consultation with the member of the Executive Council responsible for local government in the province concerned.

4. Tools to be provided

The following tools will be covered by this policy:

4.1 Fully furnished office space

Provided to the Executive Mayor, Deputy Executive-Mayor and Speaker
Abovementioned include the provision of:

- 4.1.1 Office telephone
- 4.1.2 Stationary
- 4.1.3 Calculators (should be handed in upon ceasing to be a full-time councillor)
- 4.1.4 Diaries (once per annum)
- 4.1.5 Access to Facsimile
- 4.1.6 Access to Printer with scanner (with toner cartridges)
- 4.1.7 Postage

4.2 Parking bay

Provided to the Executive Mayor; Executive Deputy Mayor; Speaker and Full-time councillors (Members of the Executive Mayoral Committee).

4.3 Business cards

- 4.3.1 Full-time councillors will be issued with personalised official (WCDM) business cards.
- 4.3.2 Official business cards will contain relative detail of the councillor

4.4 Laptops / Tablets

- 4.4.1 Proportional representative (PR) Councillors will receive a standard laptop (subject to availability) with necessary software from Council to enable them to perform Council-related functions;
- 4.4.2 Paper and other consumables for full-time Councillors will be available;
- 4.4.3 The procurement and installation of all computer hardware and software is the responsibility of the Information and Technology section;
- 4.4.4 All faults or queries on hardware, software and networks will be logged and reported or assistance requested from the Information and Technology section. Users are strictly prohibited from opening up or tampering with their hardware or software / system settings;
- 4.4.5 The use of laptops by Councillors must at all times comply with West Coast District Municipality's Information Security Policy and be subject to its requirements;
- 4.4.6 No software excluding Windows embedded drivers, other than that purchased through or authorized by the Information and Technology section may be used on Council hardware as prescribed in the Information Security Policy;
- 4.4.7 By receiving computer equipment the user accepts responsibility for the safeguarding thereof for the period it is assigned to him/her and will be held responsible for any cost incurred due to negligence (including theft);
- 4.4.8 The control of such the laptop allocated must be in accordance with the Asset Management Policy of West Coast District Municipality;

- 4.4.9 Official documents will be available in electronic format and will not be printed and delivered to the part-time councillor in hard copy format. All such documents will subsequently be made available in electronic format only. Notification of the availability of new documents will be by means of email.
- 4.4.10 All required official documents must be downloaded well before meetings and stored on the computers or devices.
- 4.4.11 Participating part time councillors shall ensure that the internal battery of the ICT device made available for official use is adequately charged to last the likely duration of the official meeting.
- 4.4.12 Councillors will be required to hand the laptop issued to them back to the municipality should they cease to be a councillor.
- 4.4.13 Laptops must be available for the annual asset verification to the municipality's asset register.

5 Transfer of Laptops and Data Devices

At the end of the eligible councillor's term the laptops and data devices can be derecognised by the municipality and transferred to the councillors at a market related price.

Equipment provided to eligible councillors can at the end of the term of councillor be alienated to that councillor at a market related price.

6. Implementation date

The Tools of Trade Policy for Councillors will be in effect from 1 July 2017.