

## **COUNCIL POLICY**

SUBJECT : ELECTRONIC RESOURCE DATABASE

REFERENCE : 2.7.B

RESOLUTION NR : 22.1/08/2005                      DATE : 29 Augustus 2005

POLICY OBJECTIVE : To ensure that all employees have access to resource material obtained, through course work, workshop, seminars, etc.

### POLICY PHILOSOPHY

Council is committed towards developing and empowering its employees to maximize effective service delivery.

### GUIDELINES

1. All Councillors/employees who attend courses, seminars, workshops, etc. must ensure that hard copies or an electronic copy of material, that are not included in the material issued, are obtained.
2. A copy of the material must be kept by the Chief Administrative Officer.
3. The Chief Administrative Officer must open a short loan facility of all material that is available in hard copies.
4. The Chief Administrative Officer must load all electronic data to ensure wide access for all employees.
5. Employees must ensure that, where possible, the material is copied in an electronic format.
6. Every Directorate must ensure that a device is in place for the use of employees when attending a seminar/workshop etc.
7. The provisions of copy right must be observed.

### PROCEDURE

1. All employees must submit the obtained material to the Chief Administrative Officer.
2. All Heads are responsible to ensure that the training material, be it a hard copy or an electronic version thereof is submitted to the Chief Administrative Officer.

3. All Councillors attending courses, seminars, workshops, etc. must submit the training material, be it a hard copy or an electronic version thereof, to the Office of the Speaker, who will send it to the Chief Administrative Officer.
4. The Sub Directorate Human Resources must submit to the Archives registry a list of all copies received.
5. The Registry must in turn submit all electronic copies received to the IT-official for electronic processing.

#### ROLES

Office of the Speaker.

Municipal Manager.

Directors.

Chief Administration

All Councillors/employees who attend courses, seminars, workshops, etc.

IT-Manager

#### RELATED POLICIES

Access to Information Act, Act 2, 2000;

Administrative Justice Act, Act 3, 2000;

Copyright Act, Act 98 of 1978

//Khara Hais Filing system.