

Your Ref: Councillors Reports

Our Ref:

Room 701, Bram Fischer Building

Date: 26 May 2020

All Councillors

Dear Mangaung Metropolitan Municipality Councillors

Guide to Virtual Council Meeting: 28 May 2020 and beyond

1. Please be informed that all councils of municipalities in the Republic of South Africa have been directed in terms of Directions amendment notice number 510 of 07 May 2020, published in the government gazette number 43291, to hold council meetings to consider amongst others, the tabling and or adoption as the case may be, of Integrated Development Plans and Budgets for the next financial year.
2. In terms of directive 6.7.3, council meetings must be held using media platforms such as video and teleconferencing. You are therefore informed that the municipality has made arrangements to hold its Council meetings including and from 28 May 2020, using the Microsoft Teams video and teleconferencing platform.
3. With COVID 19 driven conditions and imperatives, I have taken consideration of the fact that it will be the first time Council ever holds its meeting virtually and this has certain level of requirements for understanding and use of virtual platforms for a successful meeting. The following measures have been put in place to ensure successful holding of a virtual meeting of 28 May 2020 and other meetings beyond:

Training

- 3.1 Councillors will be trained on the use and participation during virtual meetings. My office will invite all Councillors for training.

Council Meeting, Venues and Support

- 3.2 Due to levels of understanding of ICT applications and tools of trade resourcing, Councillors who have difficulties in connecting individually or for tools of trade resources or other convenience related reasons, choose to be together in a limited way during the virtual meeting, may have arrangements in place with support of ICT technical team and my office to be in a dedicate place(s) in the municipal buildings.

- 3.3 For consideration of social distancing and health reasons only up to five Councillors at a time may be in one room and sharing a gadget to be used for virtual meeting in terms of 3.2 above.
- 3.4 Councillors may participate in the virtual meeting from their homes, caucus offices or in the municipal premises. Those Councillors who require ICT technical support during virtual meetings will be required to be in dedicated municipal premises with arrangements confirmed with the Head of Speaker's office.

Disinfection of Venues and Gadgets

- 3.5 All dedicated municipal venues for accommodating Councillors who participate in terms of 3.2 above will be disinfected and sanitisers made available during the virtual meeting. Councillors are urged to sanitize or wash hands from time to time during the meeting. Sanitizing clothes will be made available during virtual a meeting in the venues to wipe and disinfect gadget used during virtual meeting participation in terms of 3.2 above in municipal buildings.

Municipal Premises Entry

- 3.6 On entry to the municipal buildings, Councillors will be required to be screened, wear mask and be hand sanitized for their own health, safety and those of others. Please cooperate with dedicated officials and protocols for this purpose.

Video and Teleconferencing Platform

- 3.7 As indicated above the council meeting will be conducted using Microsoft Teams platform. Councillors who have not been included in the Microsoft Team dedicated for Council should contact the Head of Speaker's office to be included prior to the virtual meeting
- 3.8 Councillors or caucuses who have approached the speaker and requested to be connected to virtual meeting through their private emails are granted permission do so pending ICT security advise to the Speaker. The municipality will be guided by ICT security advise for future virtual meeting access and participation privileges.
- 3.9 For Microsoft Teams configuration purposes, Councillors participating in terms of 3.8 above will be connected by ICT and identified to the platform as guests. However, the identity as guests does not nullify their participation as Councillors and view agenda and items shared during the virtual council meeting.
- 3.10 Whilst having participation privileges in terms of 3.8 and 3.9 above, such Councillors will have limited access privileges such as not having the right to join the virtual meeting without being connected by ICT and viewing of uploaded files.

Cyber Security Awareness

- 3.11 I have taken liberty to share cyber security awareness below for your use as Councillors. The awareness will be updated pending review of our ICT security environment review including policies.

CYBER SAFETY TIPS PROTECT YOURSELF AGAINST CYBER ATTACKS OR THREADS

SOFT WARE UPGRADES

- Update your software and operating systems on your personal phone and other gadgets: This means you benefit from the latest security patches. ICT will update your workplace operating systems and soft ware

UNTI-VIRUS AND SECURITY SOLUTIONS

- Use anti-virus software: There are several security solutions that will detect and remove threats. Ensure that your personal gadgets have at least one of security solutions. Keep your software updated for the best level of protection. All municipal gadgets have cyber security solutions.

PASSWORDS

- Use strong passwords: Ensure your passwords are not easily guessable and don't give those to anyone. Do not share your passwords with others except authorised ICT support practitioners. Change your password immediately thereafter sharing it with ICT support practitioners. ICT sub directorate has measures in place to disable your password once every month, to enable you to create new one. If your password is not disabled after a month, please report this to ICT and create a new password.

INTRUDERS AND SUSPICIOUS EMAILS

- Do not open email attachments from unknown or suspicious senders: These could be infected with malware.
- Do not click on links in emails from unknown senders or unfamiliar websites: This is a common way that malware is spread.
- Where possible switch off your Bluetooth or linking capabilities to other gadgets when in public places

WI FIs

- Avoid using unsecure WIFI networks in public places: Unsecure networks leave you vulnerable to man-in-the-middle attacks.

ONLINE MEETINGS

- If you are invited to participate in the online meeting platform not officially recognised by the municipality, apply utmost care and be on the lookout for intruders or suspicious software or communication.
- If there is a suspicious foreign intrusion during online meetings, you are advised to withdraw from the meeting until the thread is cleared by ICT. Constantly check online meeting participants and where necessary identify intruders and raise this with the meeting organiser.
- When participating in an online meeting do not allow an uninvited person to be closer to the device you use for such meeting. Try to participate in the meeting from a private or secure environment in the workplace or at home.
- Where possible, you are encouraged to disable your Bluetooth or other device linking capabilities in if you are participating in an online meeting whilst you are in a public or crowded place.

PERSONAL DETAILS

- Do not share your municipal sensitive and private information such as Identity Number, residential address, banking information to suspicious SMSs, emails and calls.

COVID 19 Health Precaution

- 3.12 For their own health, Councillors aged 60 years and above and or with respiratory illness such as flu, asthma, coughing and conditions such as diabetes are encouraged to apply caution and avoid participating in virtual meeting in terms of 3.2 above. Such Councillors are advised to participate in isolated areas in municipal buildings or at home.

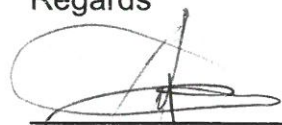
Support Contact Information

- 3.13 The following information is made available for Councillors in need of support before and during virtual council meeting:

Name	Designation	Support	Numbers
Happy Nhlapo	Acting General Manager: Facilities Management	Sanitisers and Disinfection	082 499 4690
Wilma Venter	Manager Safety and Loss Control	Masks	082 338 8768
Bonga Ncube	Head in the Office of the Speaker	Training and Meeting Venue Coordination	078 164 1518
Lunga Bam	Acting General Manager ICT	ICT technical and virtual platform connectivity	082 733 5318
Motete Mothekhe	General Manager: Committee Services	Council rules, agenda and documents	082 771 0847
Ivy Makgoe	General Manager: Occupational Health Clinic	Screening	061 437 7357

I invite Councillors to join me with hands, mind and determination to make council virtual meetings successful.

Regards



Cllr Mxolisi Siyonzana
Speaker