

NDWEDWE LOCAL MUNICIPALITY



Policy Name	CELLULAR PHONE/ HANDSET POLICY
Policy Number	NDW:62/08/17
Status	Approved
Date	30 August 2017
Approved By	Council
Date Approved	30 August 2017
Date Last Amended	May 2017
Date for Next Review	June 2018
Date Published on Municipal Website	September 2017

1. PURPOSE

The purpose of this policy is to regulate the procurement for, and use of handsets, 3G and Tablets by Management and full-time councilors of the Municipality.

2. PROVISION OF HANDSETS BY THE MUNICIPALITY FOR PERMANENT USE

2.1 A “municipal handset” shall mean a handset obtained by the Municipality for purpose of conducting municipal business.

2.1 The following full-time councilors and staff of the municipality (such full-time councilors and staff being referred to as “recipients”) will be provided with handsets (such handsets being referred to as “provided handsets”) at the expense of the Municipality, which shall also pay the monthly rental and other fixed costs associated therewith, and shall also pay usage of airtime charges up to the total amounts stated:

Full-time Councillors	Gazetted amount (as per upper limits)
Accounting Officer & CFO	Unlimited minutes +20GB+ unlimited sms's
S57 Managers	Unlimited minutes +10GB + unlimited sms's
Managers Contractual Managers	1200 minutes+ 4GB + unlimited sms's
Field Workers	200 minutes + 500MB +200 sms's
Municipal Drivers	200 minutes + 500MB +200sms's
PA & Secretaries	200 minutes + 500MB +200 sms's
Support Staff	200 minutes + 500MB + 200 sms's

Subject on approval of the Municipal Manager based on the need.

3G Cards shall be given to Accounting Officer, S57 and all Managers reporting to S57. Employees and any other staff may be given at the recommendation of their HOD and approval of the Accounting Officer.

2.2 The model of handset shall be compatible with the municipal server. Recipient is allowed to top up from his/her pocket if he/she needs a handset that exceeds the given range.

2.3 The handset shall remain the property of the municipality for the duration of agreement with the service provider, and must be returned by recipients to the Municipality on demand by the Accounting Officer, or when a Councilor/employee ceases to serve as a Councillor/employee such or ceases to be employed by the Municipality. An exception can be made where the recipient wish to retain the allocated line, such request shall be made to the Municipal Manager who may grant such application.

2.4. If the handset is lost or stolen, it must be reported immediately by the recipient to the Asset Management Section and the South African Police Service.

- 2.5 Recipients must at all times take due care of provided handset(s).
- 2.6 If the handset is damaged or requires servicing the recipient shall immediately deliver the handset to the Asset Management Section who, subject to the provisions of this policy, shall take such steps as may be necessary to have same repaired or serviced.
- 2.7 If the handset is lost, stolen or damaged beyond repair, the Accounting Officer shall, subject to the provisions of this policy, take such steps as may be necessary to have same replaced.
- 2.8 If any provided handset is damaged, lost or stolen due to the negligence or deliberate act of the recipient, the Accounting Officer may require the recipient to pay the cost of repairing or replacing the handset, and the Accounting Officer shall not be obliged to repair or replace same until the recipient pays such cost.

3. PROCUREMENT OF HANDSETS AND RELATED SERVICES

- 3.1 Contracts for the procurement of municipal handsets and for the provision of airtime, insurance and related services may be entered into only in accordance with the Municipality's Supply Chain Management Policy.
- 3.3 Subject to the Municipality's Supply Chain Management Policy, service providers, network operators and handset manufactures shall as far as possible be standardized.
- 3.4 Air time for municipal handsets may be obtained only on a contract basis, and shall not be obtained on a "pay-as-you-go" basis.
- 3.5 A contract for the acquisition and use of a municipal handset must provide that an itemized bill will be issued each month for airtime used on that handset.
- 3.6 Each municipal handset must be insured either by the relevant service provider/s or by an insurance company appointed by the municipality.

4. USE OF MUNICIPAL HANDSETS

- 4.1 Municipal handsets may be used only for official municipal business. The use of Municipal handsets for private matters of any kind whatsoever is strictly prohibited.
- 4.2 The maximum amount of the usage or airtime charges which the municipality shall pay for each recipient in each month is set out in 2.1. If any recipient exceeds this amount, he or she shall be liable to reimburse the Municipality for the excess on receipt of itemized bill by the municipality.

- 4.3 If any recipient incurs usage of airtime charges in any month which are less than the maximum amount stated section 2.1, the shortfall will be forfeited by the user. Should Councillor/employee exceeds monthly limit on the cellphone or 3G the municipality will immediately recover money paid to Vodacom by deducting on the councilor/employees salary. Councillors and employees will be notified of the amounts to be deducted on their salary.

5. USE OF PRIVATE HANDSETS

- 5.1 The Accounting Officer may authorize an employee to whom a handset has not been provided under sections 2 to use his or her personal handset for business purposes, subject to such limitations (including as to costs) and conditions as the Accounting Officer may deem fit.
- 5.2 Only a handset for which airtime is provided on a contract basis and for which an itemized bill is provided may be used for purposes of this section.
- 5.3 A person who is authorized to use his or her personal handset under section 5.1 shall be entitled to claim reimbursement from the municipality only for the costs (as billed to such person) incurred in making actual calls for business purposes accordance with the limitations and conditions contemplated in 5.1. The Municipality shall not be liable to pay any portion of such person's fixed handset costs or other operating costs. The maximum amount which may be claimed each month hereunder (which shall in any event be subject to any limitation imposed by the Accounting Officer under 5.1) shall not exceed R 100, 00 provided that the Executive Committee of the Municipality may in any particular case authorize a higher maximum amount.
- 5.4 Claims for the reimbursement of the costs of such calls be made as follows:
- 5.4.1 Any such claim must be submitted to Chief Financial Officer within 10 days of the last day of the month in which the cost is incurred;
- 5.4.2 The claim must be made in the form approved by the Accounting Officer , and must be accompanied by a copy of the handset airtime bill issued to person concerned, on which the calls for which the claim is made are clearly highlighted;
- 5.4.3 The claim must be signed by the claimant as well as by the Accounting Officer and the head of the relevant department;
- 5.4.4 If the claim is in order, the claimant should be reimbursed in the next salary run of submitting the claim.
- 5.5 No person shall be entitled to be reimbursed for the costs of calls made on his or her private handset unless he or she has been authorized to use such handset under this section.
- 5.6 A recipient to whom a handset has been provided in terms of section 2 shall not be authorized to use his or her private handset for business purposes and be reimbursed for such use unless the provided handset has been lost or stolen or is undergoing repairs or servicing and no replacement phone has been provided to him or her.

6. 3-G DATA CARDS

In terms of this provision all 3-G cards are and remain the sole property of Ndwedwe Local Municipality and therefore shall be used in accordance with the following provision:

- 6.1 The Accounting Officer authorizes an official to whom 3-G cards may be provided.
- 6.2 The 3-G cards may only be used for business related purposes, any private use is strictly prohibited.
- 6.3 The 3-G cards may only be used for data collection and internet surfing for business related purposes, failing which any use other than the one specified and intended for; may be paid for directly by the user.
- 6.4 The 3-G sim cards must never be used for the purpose of making phone calls as it is illegal to do so, since cellphones have been provided to the users.
- 6.5 The 3-G must never be used to access immoral and unethical internet websites such as pornography, etc.
- 6.6 Any use other than the municipal business or duties shall be deemed to be unauthorized expenditure in terms of the MFMA and shall be dealt with in terms of the provisions of this act.
- 6.7 Users of 3-G cards are expected to take reasonable care to ensure these facilities are well taken care of; as replacement and repair costs will be levied on the users concerned should it be proven that there was negligence.

7. EXPIRY OF CONTRACT AND UPGRADES

On the expiry of contract the municipality cease to own the handset and the user becomes the rightful owner of that particular handset.

3G-Cads remain the property of the Municipality even after the expiry of contract.

8. Administration of Policy

The Accounting Officer shall be responsible for the administration and enforcement of this policy, provided that he/she may delegate any of his/her functions hereunder to any member or members of staff of the Municipality.

Records of Approval

Meeting	Date	Resolution
MANCO	08/ 05/2017	Recommended to the Corporate Services Portfolio Committee
Corporate Services Portfolio	23 May 2017	Recommended to EXCO
Local Labour Forum	6 July 2017	Consultation
EXCO	12 July 2017	Recommended to Council
Council	30 August 2017	Approved

Signed by

Councillor NV Chili
His Worship the Mayor

TP Cele
Accounting Officer