

# MTHONJANENI MUNICIPALITY



## CELL PHONE AND 3-G DATA CARD POLICY

## 1. LEGEND TO ABBREVIATIONS:

| ABBREVIATION | DESCRIPTION OF THE ABBREVIATION / TERMINOLOGY              |
|--------------|--|
| LGMPR        | Local Government : Municipal Performance Regulations, 2006 |
| RPOBA        | Remuneration of Public Office Bearers Act (No. 20 of 1998) |
| MFMA         | Municipal Finance Management Act (No. 56 of 2003)          |
| ICRM         | Internal Control & Risk Management                         |

## 2. POLICY OBJECTIVE:

**The objective of this Policy is to provide accurate framework:**

- To safeguard the assets of Mthonjaneni Local Municipality and to ensure effective utilization of resources
- To emphasize a culture of accountability over the Municipality's assets
- To ensure that effective controls are communicated to management and staff through clear and comprehensive written documentation.
- To provide a formal set of Financial Procedures that can be implemented to ensure the Municipality's Financial Policies are achieved and are in compliance with the Municipal Financial Management Act (MFMA)

## 3. REFERENCE TO LEGISLATION:

This Policy is in compliance with requirements from the following legislative Instruments:

| NO. | TYPE OF REFERNECE   | DESCRIPTION OF POLICY REQUIREMENT         |
|-----|---|---|
| 1.  | Municipal Finance Management Act (MFMA)                   | Section 63(1) (a) & (2)(c) and Section 78 |
| 2.  | Remuneration of Public Office Bearers Act (RPOBAO)        | Point 10                                  |
| 3.  | Local Government: Municipal Performance Regulations, 2006 | Section 10                                |

## 4. TARGET AUDIENCE:

This Policy applies to the following roles and/or positions:

- Political Office Bearers
- Councillors
- Municipal Managers
- Senior Managers
- Deputy Senior Managers
- Section Managers
- Specialists Posts / Supervisors
- Field Workers

## **5. POLICY REQUIREMENTS:**

### **5.1 CONTRACT FOR CELL PHONE:**

The Municipality will enter into a contract with a Service Provider on behalf of the Councillors and Officials, and settle the accounts on a monthly basis. The Municipality will pay for 100% of the subscription fee and itemized billing.

## **6. WHO IS ENTITLED TO A CELL PHONE:**

- The following officials will be allocated a mobile phone to assist them in the execution of the Municipality's official duties. It is clearly understood that this is a tool for work purposes and is not a **fringe benefit**.
- An official that needs to be contacted at anytime by the Municipality
- An official whose duties necessitates the use of a cell phone
- Councillors as per the provision of Remuneration for Public Office Bearers Act No. 20 of 1998

**Every official and Councillor that is allocated a mobile phone must be reachable at any time by the Municipality. If difficulties are continually experienced by the Municipality, then the Municipality is entitled to withdraw the mobile phone from the official.**

## **7. SEGMENTATION OF USERS:**

7.1 Political Office Bearers

7.2 Councillors

7.3 Municipal Manager

7.4 Senior Managers

7.5 Deputy Senior Managers

7.6 Section Managers

7.7 Specialist Posts / Supervisors

7.8 Field workers (as recommended by relevant directorate)

## **8. FUNCTIONALITY PER USER:**

### **8.1 POLITICAL OFFICE BEARERS, MUNICIPAL MANAGER AND SENIOR MANAGERS:**

- Voice Communication
- Messaging (SMS)
- Voice Dialing (Preferable)

## **9. CHOICE OF CELL PHONE HANDSETS:**

- The choice of handsets should be most advantageous to the Municipality. **Handsets shall remain the property of the Municipality**

- All gifts that are given by the Service Provider as a result of the Municipality providing cell phones will remain the property of the Municipality.

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## **10. APPROVAL OF CELL PHONE REQUESTS:**

Each request must be signed for approval by the respective Senior Manager in consultation with the Municipal Manager and the Chief Financial Officer in terms of the approved delegations of the Municipality.

## **11. CHOICE OF CELL PHONE PACKAGES:**

11.1 The following packages are applicable per user segment:

|   |   |
|---|---|
| <b>Political Office Bearers</b>   | In terms of Circular Gazetted in the Public Office Bearers Act            |
| <b>Councillors</b>  | In terms of Circular Gazetted in the Public Office Bearers Act            |
| <b>Municipal Manager</b>  | Maximum of Corporate Talk 500 package or Equivalent package               |
| <b>Senior Managers</b>  | Maximum of Corporate Talk 500 package or equivalent or Equivalent package |
| <b>Managers/Specialist Posts / Supervisor</b>   | Maximum of Talk 120 package or  |
| <b>(Technician / Town Planner / Supervisor Cleansing / LED / HIV / Sports / IDP Admin Officers)</b>           | Maximum of Talk 120 package or Equivalent package                         |
| <b>Field Workers (Building Inspector / Communication Officer / Customer Care Supervisor Traffic Officers)</b> | Maximum of Business Call package or Equivalent package                    |

11.2 Supply Chain Management Unit will ensure on an ongoing basis that the choice in this regard is optimal to Mthonjaneni Municipality based on the offering from the Service Provider.

## **12. BILLING OF CELL PHONES:**

12.1 Budget for official calls will be allocated to user segment as follows:

|                                       |                                |
|---------------------------------------|--------------------------------|
| Political Office Bearers              | <b>Fixed in terms of RPOBA</b> |
| Councillors                           | <b>Fixed in terms of RPOBA</b> |
| Municipal Manager                     | <b>R800.00</b>                 |
| Senior Managers                       | <b>R500.00</b>                 |
| Managers/Specialist posts/Supervisors | <b>R350.00</b>                 |
| Field Workers                         | <b>R350.00</b>                 |

12.2 As stated in 5.1 the Municipality will pay for 100% of the subscription fees, itemized billing and official calls as in 12.1

12.3 All amounts in excess of the approved official call limits must be paid for by the mobile phone user.

12.4 The Chief Financial Officer will ensure that all excess amounts are deducted from the relevant mobile user's salary.

12.5 Expenditure section must compile a detailed monthly reconciliation which must be authorized by the Chief Financial Officer and reported on a monthly basis to Council.

12.6 Internal Auditor will periodically perform audits to ensure compliance with the Policy.

12.7 All officials undertaking overseas trips must be provided with international roaming sim cards, procured to a limit of R2 000.00. The Municipal Manager must approve procurement of such sim cards

### **13. CONTRACT FOR 3G DATA CARDS**

The Municipality will enter into a contract with the Service Provider on behalf of the officials and settle the accounts on a monthly basis. The Municipality will pay for 100% of the subscription fee.

### **14. WHO IS ENTITLED TO 3G DATA CARDS?**

Senior Officials will be allocated with a data connectivity card to assist them in the execution of the Municipality's official duties and which duties necessitate swift response to data communication. This will enable senior officials to receive and respond to emails and other communication timeously.

Political Office Bearers and Councillors will also be allocated with a data connectivity card in terms of the provision of the Remuneration of Public Office Bearers Act No. 20 of 1998.

### **15. SEGMENTATION OF USERS**

15.1 Municipal Manager

15.2 Senior Managers

15.3 Specialist Posts (as determined by the Municipal Manager)

15.4 Political Office Bearers

15.5 Councillors

### **16. CHOICE OF 3G DATA CARD PACKAGES**

16.1 The following packages are applicable for all user segments:

- Maximum of 3G HSDPA Card or equivalent

16.2 Supply Chain Management Unit will ensure on an ongoing basis that the choices in this regard are optimal to Mthonjaneni Municipality based on the offering from the Service Provider.

#### **17. BILLING OF 3G DATA CARDS**

Budget allocated will be for 100% subscription paid by the Municipality.

#### **18. INSURANCE OF CELL PHONES & 3G DATA CARDS**

All cell phones and Data Cards will be insured and insurance will be at the cost of the Municipality.

#### **19. CONTROL OF CELL PHONES & 3G DATA CARDS**

The Finance Department through its Supply Chain Management component must ensure that a cell phone and data card asset register is developed. All cell phones and data cards must be captured on the asset register.

#### **20. LOSS OF CELL PHONES & 3G DATA CARDS**

20.1 Lost or stolen cell phones & data cards must be reported to the South African Police Services (SAPS) within 24 hours and a case reference number obtained from them.

20.2 The incident must be reported to the relevant Director and the official responsible for Municipal assets who will evoke the necessary insurance claim process.

20.3 The Finance Department must request the service provider to block any further calls from the cell phone and any usage of the data card.

20.4 The Finance Department will examine cases presented and decide whether the loss was as a result of negligence.

20.5 If the loss was as a result of negligence, all replacement costs will be for the account of the mobile phone user or data card user.

20.6 Approval must be granted by the Municipal Manager before a mobile phone user or data card user can be issued with a replacement phone or data card after two (2) instances of loss, negligence or otherwise.

#### **21. CONTROL OF REPLACED CELL PHONES & 3G DATA CARDS**

21.1 The Finance Department will be responsible for the disposal of replaced handsets both prior to and at the expiry of contracts.

21.2 Mobile phone users will be entitled to the purchase of their handsets that are being replaced at the market value thereof.

21.3 All handsets not purchased by the mobile phone users will be disposed of in the most economical manner (e.g. sale to third parties).

## **22. EXECEPTIONS TO POLICY:**

Any exceptions / deviations to the above must be approved by the Municipal Manager (e.g where an employee / councillor has an existing contract with a Service Provider and they opt to retain their contract – a written request must be submitted to the Municipal Manager for approval where after an applicant will present / submit their monthly invoice for reimbursement. The contract must however be in the name of an employee or Councillor and the limits as indicated above will apply.)

|                           |          |                                       |
|---------------------------|----------|---------------------------------------|
| <b>Policy reviewed by</b> | <b>:</b> | <b>Corporate Services Directorate</b> |
| <b>Presented to LLF</b>   | <b>:</b> |                                       |
| <b>Presented to CSPC</b>  | <b>:</b> |                                       |
| <b>Presented to ExCo</b>  | <b>:</b> |                                       |
| <b>Council adoption</b>   | <b>:</b> |                                       |