



**NKOMAZI LOCAL MUNICIPALITY
MP324**

CELLPHONE AND 3G CARD POLICY

VISION

A leading local municipality that empowers its communities through excellent service delivery

MISSION

To enhance the quality of life of all people in the Nkomazi Local Municipality through a sustainable developmental system of Local Government and rendering of efficient, effective and affordable services.

MUNICIPALITY'S CORE VALUES

The Nkomazi Local Municipality subscribes to the following core values:

- Accountability;
- Good Governance;
- Transparency;
- Integrity; and
- Responsiveness.

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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:

- a. To safeguard the assets of Nkomazi Local Municipality and to ensure effective utilization of resources
- b. To emphasize a culture of accountability over the Municipality's assets
- c. To ensure that effective controls are communicated to management and staff through clear and comprehensive written documentation.
- d. 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:

	TYPE OF REFERENCE	DESCRIPTION OF POLICY REQUIREMENT
1.	MFMA	Section 63(1) (a) & (2)(c) and Section 78
2.	RPOBA	Point 10
3.	Local Government : MPR, 2006	Section 10

4. TARGET AUDIENCE:

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

- a. Full-time Councillors
- b. Municipal Managers
- c. Directors
- d. Deputy / Assistant Directors
- e. Supervisors
- f. PA to the Executive Mayor

5. POLICY REQUIREMENTS

5.1 CONTRACT FOR CELL PHONE:

Every official will enter into a contract with a Service Provider, and settle the account directly on a monthly basis. The Municipality will pay for 100% of the subscription fee, CLIP and itemized billing to the officials after submission of valid invoice. All officials that will not qualify to have a direct contract with a Service Provider due to credit reference check, the municipality will enter into a contract with a Service Provider on behalf of the Officials and a split billing will apply.

6. WHO IS ENTITLED TO A CELLPHONE

- a. 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.
- b. An official that needs to be contacted at anytime by the Municipality
- c. An official whose duties necessitates the use of a cell phone
- d. Every official that is allocated a mobile phone or given a monthly cellphone allowance 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 or the allowance from the official.

7. SEGMENTATION OF USERS

- | | |
|---------------------------|-------------------------------|
| 7.1 Full-time Councillors | 7.4 Managers |
| 7.2 Municipal Manager | 7.5 Supervisors |
| 7.3 Directors | 7.6 PA to the Executive Mayor |

8. FUNCTIONALITY PER USER

8.1 FULL-TIME COUNCILLORS, MUNICIPAL MANAGER AND DIRECTORS:

- a. Voice Communication
- b. Messaging (SMS)
- c. Voice Dialing (Preferable)

9. CHOICE OF CELL PHONE HANDSETS

In the case whereby the municipality has entered into contract on behalf of the officials, the choice of handsets should be optimal to the Municipality. Handsets shall remain the property of the Municipality.

10. APPROVAL OF CELL PHONE REQUESTS

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

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

11. BILLING OF CELL PHONES

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

a. Full-time Councilors	Fixed in terms of the upper limits
b. Municipal Manager	R2 500.00
c. Directors	R2 000.00
d. Managers	R2000.00
e. Supervisors	R1000.00
f. PA to Executive Mayor	R1150.00

g. any other official who has to be accessible, as per the nature of his/her work will be limited to R800 only.

11.2 The Municipality will pay for the actual cost incurred on submission of valid tax invoice/statement as per the allocation in 12.1

- 11.3 All amounts in excess of the approved official call limits must be paid for by the mobile phone user.
- 11.4 All amounts in excess of the approved call limits must be paid for by the mobile phone user.
- 11.5 The Chief Financial Officer will ensure that all excess amounts are deducted from the relevant mobile user's salary.
- 11.6 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
- 11.7 Internal Auditor will periodically perform audits to ensure compliance with the Policy.
- 11.8 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.
- 11.9 Monitoring mechanisms (when limit is exceeded the service provider must block further calls and not allow the user to continue making calls, then bill the client at the end of the month.)

12. 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.

13. 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. Full-time councillors will motivate for the need whereby connectivity is not accessible.

14. SEGMENTATION OF USERS

14.1 Municipal Manager

14.2 Directors

14.3 Full-time Councillors

14.4 Senior Managers (depending on the nature of his/her work)

14.5 Any other Official who has to be accessible depending on the nature of his/her work

15. CHOICE OF 3G DATA CARD PACKAGES

15.1 The following packages are applicable for all user segments:

Maximum of 3G HSDPA Card or equivalent

15.2 The Executive Mayor, Municipal Manager, Directors and Fulltime Councilors will be entitled to a monthly package of 3Giga bytes.

Senior Managers will be entitled to a monthly package of 2Giga bytes, depending on the nature of their work.

Any other official depending on his/her nature of work will be entitled to a monthly package of 750 mega byte

15.3 Supply Chain Management Unit in consultation with the IT Unit will ensure on an ongoing basis that the choices in this regard are optimal to Nkomazi Municipality based on the offering from the Service Provider.

16. BILLING OF 3G DATA CARDS

Budget allocated will be for 100% subscription paid by the Municipality, and excess to that a split billing will apply.

17. INSURANCE OF CELL PHONES & 3G DATA CARDS

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

18. CONTROL OF CELL PHONES & 3G DATA CARDS

Asset Management 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.

19. LOSS OF CELL PHONES & 3G DATA CARDS

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

- 19.2 The incident must be reported to the relevant Director and Asset Management who will evoke the necessary insurance claim process.
- 19.3 Asset Management must request the service provider to block any further calls from the cell phone and any usage of the data card.
- 19.4 Asset Management in conjunction with Disposal committee will examine cases presented and decide whether the loss was as a result of negligence.
- 19.5 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.
- 19.6 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.

20. CONTROL OF REPLACED CELL PHONES & 3G DATA CARDS

- 20.1 Asset Management in conjunction with Disposal committee will be responsible for the disposal of replaced handsets both prior to and at the expiry of contracts.
- 20.2 Mobile phone users will be entitled to the purchase of their handsets that are being replaced at the market value thereof.
- 20.3 All handsets not purchased by the mobile phone users will be disposed of in the most economical manner (e.g. sale to third parties).

21. EXCEPTIONS TO POLICY

Any exceptions / deviations to the above must be approved by the Municipal

Manager (e.g. where an employee / Councilor have 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. The contract must however be in the name of the employee or Councilor and the limits as indicated above will apply (Sec.12.1) of which the amount contemplated in 12.1 will be paid to the Official / Councilor as a Cell Phone Allowance.

- 22. The previous cell phone policy will immediately be repealed together with all other supplementary directives issued in terms of that policy.