

2016/2017

# KGATELOPELE LOCAL MUNICIPALITY

## CELLPHONE POLICY



## 1. PURPOSE

The purpose of this policy is to regulate the procurement for and use of cell phones, 3G data cards for Councillors and officials of the Municipality.

## 2. PROVISION OF CELL PHONES AND 3G DATA BY THE MUNICIPALITY FOR PERMANENT USE

2.1 Councillors and officials of the Municipality will be provided with a cell phone allowance and/or cell phone with top up contracts and/or 3G data where applicable as follows:

2.1.1 Councillors: All Councillors/Executive Mayors/Full-time Councillors will be provided allowances as per Gazetted amount.

2.1.2 All Section 57 Managers as follows:

- Municipal Manager R2 000.00
- Chief Financial Officer R1 500.00
- Technical Manager R1 500.00

2.1.3 Personal Assistants/Secretaries to Municipal Manager and S57 Managers:

- Secretary to the Municipal Manager – R350.00
- Secretary to the Mayor - R350.00
- Secretary to the Chief Financial Officer – R350.00
- Secretary to Technical Manager – R350.00

2.1.4 All Section 57 Managers and Councillors to have 3G data cards provided by the Municipality to the value not exceeding R300.00 per month.

2.1.5 Provided cell phones remain the property of the Municipality, and must be returned by recipients to the Municipality on demand by the Municipal Manager, or when an official ceases to be employed by the Municipality.

2.1.6 Users of the cell phones will also have the option to return the cell phone or to purchase the handset without the sim card as follows:

PERIOD OF USE	PERCENTAGE OF PURCHASE PRICE
Less than 6 months	Return cell phone
6 – 14 months	30% of purchase price
Over 14 months	20% of purchase price

Sim cards will at all times be returned to the Municipality to the ICT department for safe keeping.

- 2.1.7 Purchase of laptops and modems by Councillors in an event that a Councillor cease to be a Councillor:

ITEM	PURCHASE PRICE
Modem	R50
Laptop	Carrying value at end of term as per Asset Register

Sim cards will at all times be returned to the Municipality to the ICT department for safe keeping for Councillors who will be elected for the next term of office.

If a laptop's condition is of such a nature that it cannot be re-used or resalable then the Councillor or official responsible for the use of the item due to negligence, the cost of the laptop will be deducted from his/her final pay-out.

- 2.1.8 All cell phone contracts will be renewed over a 20 month period. Cell phones will be replaced and old cell phones to be returned to the municipality or the user will have the option to purchase the cell phone.

### **3. CELLPHONE CARE AND REPAIRS**

- 3.1 Recipients must at all times take due care of provided cell phones.
- 3.2 If the indicated amount of the contract has been reached no employee will be allowed to request for an increase in any way. It will be the responsibility of the employee to manage amount allocated.
- 3.3 If any cell phone needs repairs the recipient shall immediately deliver the cell phone to the Municipality, who subject to the provision of this policy take such steps as maybe necessary to have some repaired or serviced.
- 3.4 If any provided cell phone is damaged, lost or stolen due to the negligence or deliberate act of the recipient, the Municipal Manager may require the recipient to pay the cost of repairing or replacing the cell phone, and the Municipal Manager shall not be obliged to repair or replace cell phone until the recipients pays such cost.

### **4. PROCUREMENT OF CELL PHONES AND RELATED SERVICES**

- 4.1 A municipal “cell phone” shall mean a cell phone obtained by the municipality for the purposes of section (2)
- 4.2 Contracts and procurement of municipal cell phones should be in terms of Supply Chain Management processes.
- 4.3 Each Municipal cell phone should be insured by the relevant service provider

**5. USE OF MUNICIPAL CELL PHONES**

- 5.1 No international calls may be made from any Municipal cell phone. Any person not adhering to regulation shall be held liable to reimburse the municipality for the cost of the calls made.
- 5.2 Itemised bills for each municipal cell phone will be obtained each month. A copy of each such bill shall be made available to the Municipal Manager if requested by the Municipal Manager and the recipient shall inform the Municipal Manager in writing of the identity of the person to whom any or every call reflected in such bills was made to.
- 5.3 Recipients of provided cell phones are expected to keep such phones switched on at all reasonable time so as to ensure that they are contactable.

**6. ADMINISTRATION OF POLICY**

The Municipal Manager shall be responsible for the administration and enforcement of this policy.

**7. REVIEW AND IMPLEMENTATION PROCESS**

This policy will stay into effect from 1 July 2016;

This policy will be reviewed at least annually or when required by way of a Council resolution.

<b>POLICY SECTION:</b>	<b>MANAGER: EXPENDITURE</b>
<b>CURRENT UPDATE:</b>	31 May 2016

<b>PREVIOUS REVIEW:</b>	31 May 2015
<b>APPROVAL BY COUNCIL:</b>	30 May 2014