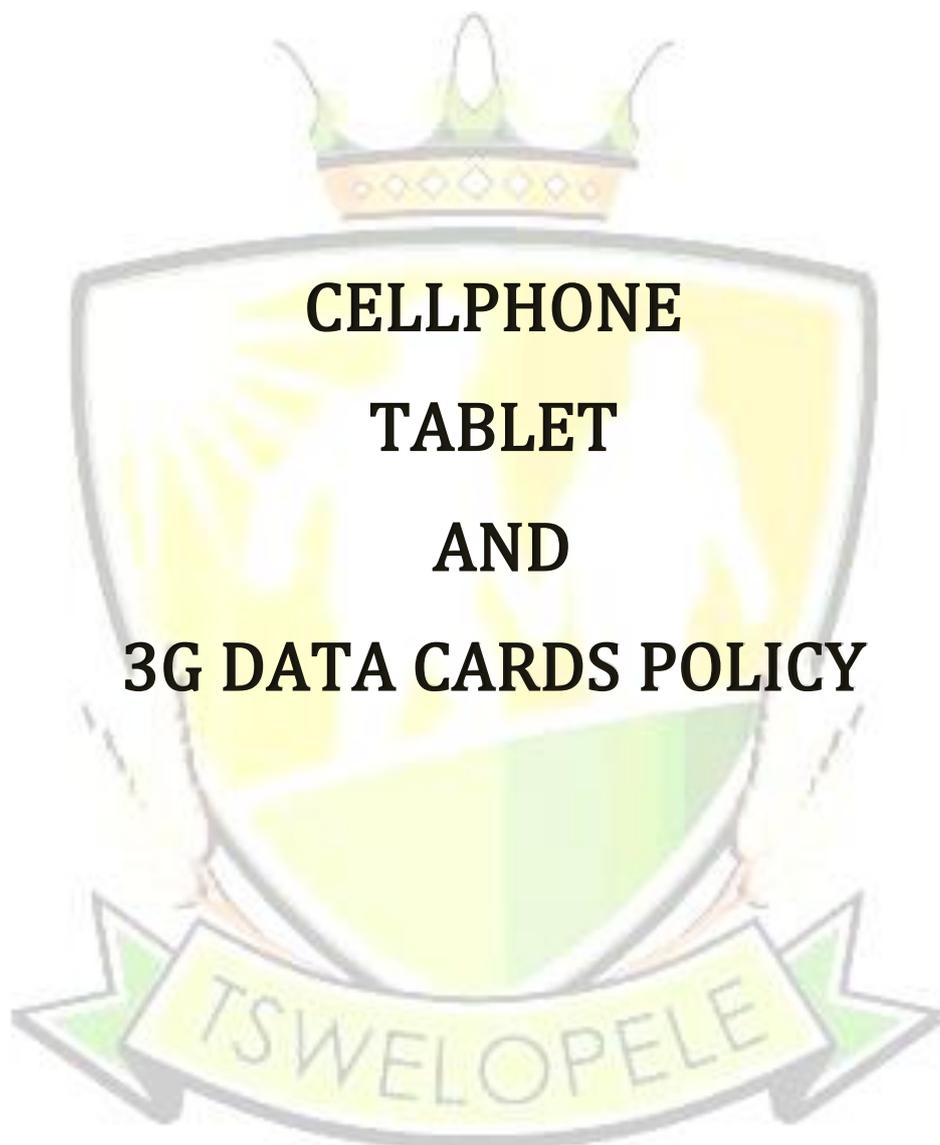




TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS



**CELLPHONE
TABLET
AND
3G DATA CARDS POLICY**

1. INTRODUCTION

One of the strategic goals of the municipality is to broaden access to educate and provide resources. In view there of mobile devise technology assist in enhancing communication strategies that is paramount for improving the service delivery targets of the municipality.

In order to ensure that proper measures are applied in terms of the usage of mobile devise technology, it is important to bring to the attention of users the provisions that places the responsibility on each employee within municipality to take responsibility for the effective, efficient, economical and transparency use of financial and other resources within that employees' area of responsibility.

Due to the fact that there are some existing arrangements with regards cell phones between the Municipality and Councillors/Staff, it is stated that this cell phone policy will be phased in over a period not exceeding 24 months (or 30 June 2016). During this time all existing cell phone/data contracts will continue until it reaches its normal expiry date. Once the expiry date is reached, it will be compulsory to enter into a new agreement in accordance with this policy.

2. PREAMBLE

Whereas the Municipality in its endeavour to render efficient and essential service to the public, and Whereas the municipality is characterised by a diversity of activities and functions some of which are carried outside the permanent working stations and whereas this sometimes necessitates continual communication by officials of the municipality with their colleagues, clients or members of the public.

Therefore the municipality has deemed it necessary to formulate a Cellphone, Tablet and 3G Data Cards policy essential to ensure uniformity and to assist in the elimination of unnecessary and excessive costs on cellular and data usage and the recovery of excess amounts.

3. DEFINITIONS

Handset – refers to a Cellphone, Tablet or Computer Tablet and 3G Modern Data Card

Cellphone - A mobile phone that can make and receive telephone calls over a radio link while moving around a wide geographic area. It does so by connecting to a cellular network provided by a mobile phone operator, allowing access to the public telephone network

Tablet - is a larger smart phones or personal digital mobile computer with display, circuitry and battery in a single unit, equipped with sensors, including

cameras, microphone, accelerometer and touchscreen, with finger or stylus gestures, pop-up virtual keyboard is usually used for typing

3G Data Cards - For purpose of this Policy, is any device which will facilitate a connection to the internet via cellular network with a use of internet modems, and laptops.

4. PURPOSE

To provide a framework for the allocation, administration and effective control measures for approved users, with regard to the acquisition, usage and maintenance of handsets for the use by the municipal officials in line with local government prescripts.

5. POLICY PROVISIONS

This policy informs municipal officials on the approval criteria and the use of handsets for official purposes.

The policy applies to all officers and employees who qualify and are authorised to make use of a handset in the performance of their official duties.

6. QUALIFYING CRITERIA

- 6.1. Qualification is not dependant on the official's rank or status but only on the basis that the handset is a necessary tool for service delivery, the applicant must lodge an application to acquire a handset by identifying such need based on the contents of his/her job description.
- 6.2. Any other official who has to be accessible as per the nature of his\her work, officials exercising their duties outside the office environment including officials, who, due to the nature of their work, need to use a handset on a permanent basis for official purposes, should make the necessary application for the facility.
- 6.3. An official who qualifies for cell phone allowance or 3G data due to nature of their job shall submit a request through their Manager to the Accountings Officer for consideration.
- 6.4. The head of department must carefully consider the application and make necessary recommendations and also confirm the availability of funds, the condition under which a handset would be provided and grand approval thereof in accordance with the limits as set out in the policy.

6.5. Thereafter the supply chain unit shall arrange with an approved cellular network for the procurement of a new mobile devise.

6.6. A newly appointed official may at the time after appointment, have his\her own cell phone converted into the contract provided that the cell phone is within approved standards.

7. OFFICIALS WHO QUALIFY

7.1. The municipal official who qualify for the usage of cellular phones subsidy and allowance as provided for in this policy are the following:

- a) Mayor
- b) Speaker
- c) Part-time Councillors
- d) Accounting Officer
- e) Section 56 managers
- f) Contractual Managers
- g) T16 Manager
- h) T12 Sectional Heads
- i) Essential Users (an official who qualifies for the cell phone allowance due to nature of their job)

8. LIMIT ON MONTHLY SUBSIDY FOR CELLPHONES AND ALLOWANCES

Mayor	Cellphone Contract	As per Government Gazette on Upper Limits of Salaries, Allowances and Benefits of different Members of Municipal Councils.
Speaker	Cellphone Contract	As per Government Gazette on Upper Limits of Salaries, Allowances and Benefits of different Members of Municipal Councils.
Part-time Councillors	Cellphone Contract	As per Government Gazette on Upper Limits of Salaries, Allowances and Benefits of different Members of Municipal Councils
Accounting Officer	Cellphone Contract	As per Government Gazette on Upper Limits for Municipal Manager and Managers directly accountable to Municipal Manager.

Section 56 managers	Cellphone Contract	As per Government Gazette on Upper Limits for Municipal Manager and Managers directly accountable to Municipal Manager.
Contractual Managers	Cellphone Allowance	R 480.00
T16 Managers	Cellphone Allowance	R 450.00
T12 Sectional Heads	Cellphone Allowance	R 250.00
Essential Users	Cellphone Allowance	R 120.00

8.1. The above mentioned subsidised amounts shall include the following:

- 8.1.1. Monthly subscription fee
- 8.1.2. Insurance premiums
- 8.1.3. Service fee itemized billing
- 8.1.4. Call line identity monthly fee
- 8.1.5. Official calls

8.2. The limits shall be reviewed on yearly basis as the service provider increase its limits. An approval of the increase limits shall be obtained from the council with the recommendations from Supply Chain Management.

9. 3G DATA CARD CATEGORIES

Description	Max limit per Month
Officials	2 Gigabyte
Councillors	2 Gigabyte
Remote Systems	3 Gigabyte
Municipal Systems	3 Gigabyte

10. 3G DATA CONDITIONS

10.1. The municipality on behalf of the official will enter into an agreement with a 3G data card service provider.

10.2. The 3G data card contract will be taken under the users name on a term contract not exceeding a period of 24 months.

- 10.3. The user is expected to maintain the internet data loaded in to the 3G data card and make sure the 3G data card is only used for internet serving purposes.
- 10.4. The policy does not make provision for one contract being shared by two or more persons.
- 10.5. A user or a custodian of a 3G data card is prohibited to use the SIM card from a 3G data card for any other purpose than of an internet connectivity i.e. using SIM card to make outgoing calls or entering cell phone competitions and subscribing to any cell phone deals.
- 10.6. A user will be responsible to pay any other additional cost incurred from 3G data card than the cost of an agreed data that is loaded on to the 3G data card in a monthly basis.
- 10.7. The Responsibility Manager must ensure that all expenses arising from the official utilisation of 3G data cards are budgeted for.
- 10.8. All participants in the municipal 3G data card scheme would be reviewed on an annual basis by the heads of the relevant department and the records updated accordingly.
- 10.9. The upgrading, replacement or purchasing of 3G data cards remains the responsibility of an official to inform the municipality.
- 10.10. The onus is on the user to replace damaged, lost or stolen 3G data cards, municipality shall not be liable for the replacement, repairs of 3G data cards.
- 10.11. It is the user's responsibility to ensure that the provisions in the contract within the service provider are strictly adhered to. The user will, therefore, be liable for any penalties that may arise as a result of a breach in the contractual.
- 10.12. Only one 3G data card per user would be considered for approval, unless the Accounting Officer approves.
- 10.13. Misuse of the conditions may result in disciplinary action being taken against the user and consequently the withdrawal of the facility.
- 10.14. A 3G data card will be transferred to another official indeed of a 3G data card should an official who qualifies for the use of 3G data card in terms of this policy resigns, gets dismissed or leave the municipality.

- 10.15. Steps would be taken to audit all approved 3G card services on an annual basis. It is accordingly incumbent upon Responsibility Manager to review the approvals of 3G data card especially when there are change to the job descriptions.

11. CELLPHONE AND TABLET CONDITIONS

- 11.1. Municipal official shall either enter into their own contract with service providers of their own choice or provided with a handset by the municipality.
- 11.2. An official shall have contracts with the service providers of their own choice and they shall not claim any official calls made that exceed their subsidised amount.
- 11.3. A handset must be vital and necessary for the execution of the official duties.
- 11.4. Provided cell phones and Tablet remain the property of the municipality, and must be returned by recipients to the Municipality on demand by the Municipal Manager, or when a councillor ceases to serve as such or when a staff member ceases to be employed by the Municipality.
- 11.5. If any provided cell phone or tablet 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 same until the recipient pays such cost.
- 11.6. Financial implications and availability of funds in the departmental budget.
- 11.7. Recipients of provided cell phones are expected to keep such phones switched on at all reasonable times so as to ensure that they are contactable.
- 11.8. Self-contracted phone\ Tablet shall remain the property of the official and all cost for accessories, insurance, replacement or repairs are incurred by the official.
- 11.9. The official shall incur all costs for connections e.g. SIM card and connection fee, itemised billing and excess on limited call charge

12. LOSS, WRITE OFF AND EXCESS FEE

12.1. All official with own cell phone contracts shall be responsible for the following:

- a) Loss\Theft
- b) Damage
- c) Repairs
- d) Replacements
- e) Excess fee for insurance claim
- f) Payment of device insurance.

12.2. The municipality shall not be held responsible for lost, damage, repairs, stolen, replacement and insurance. It shall be a matter between the individual concerned and the service provider.

12.3. On recommendation by the supervisor, the accounting officer has the discretion to discontinue cellphone allowances allocated to officials if found that such benefit are misused or if the official duties no longer require the service of a cellular telephone and such decision shall not prejudice such an official financially.

13. MUNICIPAL CONTRACTUAL HANDSETS

13.1. Any official who loses his\he handset shall report the matter to the nearest police station within 48 hours of the incident.

13.2. The loss must further be reported to the Asset Management Practitioner with more details on how the handset was lost.

13.3. Asset Management Practitioner shall proceed to submit an insurance claim for the lost handset.

14. TRANSFER OF CELL PHONE \ TABLE TO THE USER

14.1. The official with a municipal handset shall, will be given a first preference to buy the hand set from the municipality.

14.2. Upon upgrading or expiry of a handset contract the Mayor, Speaker, Accounting Officer and Sec 56 Managers, the handset shall became property of the individual concern and shall be disposed of and transferred to the user with an option to purchase the handset at a sum of R 100.00.

14.3. The official with their own contract shall retain their handset after the expiry of their contract and enter into contracts of their own choice.

15. TERMINATION OF SERVICE

15.1. Any official who is in possession of a municipal handset shall return it immediately on the event of him\her resigning while the handset contract is still intact.

15.2. An official terminating services with the municipality is however allowed to continue with the contract with the service provider, however the handset should be bought by an official with a carrying value. Failure to comply shall be deemed as an offence and disciplinary action & other law enforcements will apply.

15.3. The supply chain management shall immediately notify the service provider in writing of the transfer of termination of service.

15.4. Official with private contract will retain the individual handset.

15.5. Responsibility Managers must ensure that there is a budget provision set aside for this purpose.