



UMJINDI LOCAL MUNICIPALITY

CELLPHONE & 3G DATA CARD POLICY

Core Business Area	Financial Services Directorate
Operational Area	Supply Chain & Expenditure Management

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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:

- To safeguard the assets of Umjindi 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:

	TYPE OF REFERNECE	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:

- Political Office Bearers
- Municipal Managers
- Directors
- Deputy / Assistant Directors
- Specialists Posts / Supervisors
- Field Workers
- PA / Secretaries

5. POLICY REQUIREMENTS:

5.1 CONTRACT FOR CELL PHONE:

The Municipality will enter into a contract with a 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, CLIP 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

Every official 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 Municipal Manager
- 7.3 Directors
- 7.4 Deputy / Assistant Directors
- 7.5 Specialist Posts / Supervisors
- 7.6 Field workers
- 7.7 PA / Secretaries

8. FUNCTIONALITY PER USER:

8.1 POLITICAL OFFICE BEARERS, MUNICIPAL MANAGER AND DIRECTORS:

- Voice Communication
- Messaging (SMS)
- Voice Dialing (Preferable)
- Roaming (Buy SIM Card – limit R2 000.00)

9. CHOICE OF CELL PHONE HANDSETS:

The choice of handsets should be optimal to the Municipality. Handsets and gifts shall remain the property of the Municipality.

10. APPROVAL OF CELL PHONE REQUESTS:

Each request must be signed for approval by the respective Director in consultation with the Municipal Manager 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:

- Political Office Bearers : In terms of the Public Office Bearers Act as Annually Gazetted
In the Public Office Bearers Act
- Municipal Manager Maximum of Corporate Talk 240 package
Or Equivalent package
- Directors Maximum of Talk 240 package or equivalent
Or Equivalent package
- Deputy Post Level 1 Maximum of Talk 130 or equivalent
Package
- Specialist Posts / Supervisor (Technician / Internal Auditor / IT / Town Planner / Supervisor Cleansing / LED / HIV / Sports / IDP Admin Officers) Maximum of Top Up 135 package or equivalent package
- Field Workers (Building Inspector / Communication Officer / Customer Care Supervisor Traffic Officers) Maximum of Top Up 135 package or Equivalent package

- PA / Secretaries Maximum of Top Up 135 package

11.2 Supply Chain Management Unit will ensure on an ongoing basis that the choice on this regard are optimal to Umjindi 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 As Annually Gazetted
- Municipal Manager R650.00
- Directors R400.00
- Deputy / Assist Director Post Level 1 R300.00
- Specialist posts / Supervisors R250.00
- Field Workers R200.00
- PA / Secretaries R150.00

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

12.3 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

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

12.5 Expenditure related to trips abroad that result in the monthly budget being exceeded might be claimed back provided that:

- Expenditure related to private calls are identified and not claimed for
- The Municipal Manager certifies and approves the expenditure as reasonable.

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, soft locked at R400.

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.

15. SEGMENTATION OF USERS:

- 15.1 Municipal Manager
- 15.2 Directors
- 15.3 Specialist Posts (as determined by the Municipal Manager)

16. CHOICE OF 3G DATA CARD PACKAGES:

- 16.1 The following packages are applicable for all user segment:

Maximum of 3g HSDPA Card or equivalent

- 16.2 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 Umjindi 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 (R349)

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:

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.

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 within 24 hours and a case reference number obtained from them.

20.2 The incident must be reported to the relevant Director and Asset Management who will evoke the necessary insurance claim process.

20.3 Asset Management must request the services provider to block any further calls from the cell phone and any usage of the data card.

20.4 Asset Management in conjunction with expenditure 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.

20.7 Should the user of a mobile phone or 3G card lose their cell phone or 3G card three months before their upgrade date, a insurance claim will not be launched but the user will utilize a pool phone (if available) until such time he/she upgrades.

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

Asset Management in conjunction with the disposal committee will be responsible for the disposal of replaced handsets both prior to and at the expiry of contracts.

Mobile phone users will be entitled to the purchase of their handsets that are being replaced by paying a nominal fee in accordance with council resolution FA.24 on the 24 February 2011.

In the event that a person should resign or council is dissolved, all cell phone users (councilors) be given the opportunity to purchase the cell phone contract from the Municipality at the remaining contract life span according to their different contracts.

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. The Previous cell phone Policy will immediately be repealed together with all other supplementary directives issued in terms of that policy.**