

UMJINDI LOCAL MUNICIPALITY

CELLPHONE & 3G DATA CARD POLICY

Core Business Area	Financial Services Directorate
Operational Area	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)

9. CHOICE OF CELL PHONE HANDSETS:

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

Gifts remain the property of the Municipality. Handsets will be paid up to a limit of R2 500.00 for the Executive Mayor, Councillors, Municipal Manager and Directors.

All Gifts that are given by the Service Provider as a result of the Municipality procuring cell phones will 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 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:

- Political Office Bearers : In terms of Circular R1227 Gazetted
In the Public Office Bearers Act
- Municipal Manager Maximum of Corporate Talk 500 package
Or Equivalent package
- Directors
equivalent Maximum of CorporateTalk 500 package or
Or Equivalent package
- Deputy Post Level 1 Maximum of Talk 240 or equivalent
Package
- Deputy / Assistant Directors **Maximum of Talk 240 or equivalent Package**
- Assistant Directors and Specialist Posts
- / Supervisor
- **Special Posts and Supervisor**
(Technician / Internal Auditor /
IT / Town Planner / Supervisor Maximum of Talk 120 package or
equivalent package

Cleansing / LED / HIV / Sports / IDP
Admin Officers)

- Field Workers
(Building Inspector / Communication
Officer / Customer Care Supervisor
Traffic Officers) Maximum of Business Call package or
Equivalent package
 - PA / Secretaries
Equivalent package 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 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:

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

- | | |
|---|-------------------------|
| ➤ Political Office Bearers | Fixed in terms of RPOBA |
| ➤ Municipal Manager | R1 500.00 |
| ➤ Directors | R1 000.00 |
| ➤ Deputy / Assist Director Post Level 1 | R700.00 |
| ➤ Deputy / Assist Director | R700.00 |
| ➤ Specialist posts / Supervisors | R600.00 |
| ➤ Field Workers | R450.00 |
| ➤ PA / Secretaries | R300.00 |
| ➤ PA / Secretaries | R400.00 |

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

All amounts in excess of the approved call limits must be paid for 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.

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

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 service provider to block any further calls from the cell phone and any usage of the data card.

20.4 Asset Management in conjunction with Disposal committee 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:

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.

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

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 / councilor 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 whereafter 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.)

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. The contract must however be in the name of the employee or Councillor 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 / Councillor as a Cell Phone Allowance.

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





UMJINDI LOCAL MUNICIPALITY
CELL PHONE & 3G DATA CARD RECONCILIATION

JULY 2008

CELL NO	DETAILS	MAKE & MODEL	FREE MINUTES	CALL LIMIT	SUBSCRIPTION LIMIT	CLIP ITEMISED BILLING & INSURANCE	TOTAL MONTHLY LIMIT	ACTUALY MONTHLY COSTS INCURRED	DIFFERENCE	COMMENTS
	Ms S FMnisi	Nokia E90	200	1 500.00	730.00		2 230.00	2 467.00	(237.00)	Municipal Manager's bill above stipulated limit, difference must be recovered from Municipal Manager
08280196755	Ms M S Tlali	Nokia E90	200	1 000.00	430.01		1 430.01	1 200.00	230.01	
	Mrs L Hadebe	Nokia E90	200	1000.00	430.01		1 430.01	1 660.00	(229.99)	Director's bill above stipulated limit, difference must be recovered from Director
	Mr C Mathibe	Nokia E90								
	Mr J Landsberg	Noka E90								
	Ms M STlali	3G Data Card		350.00	350.00		700.00	350.00	350.00	
	Mrs L Hadebe	3G Data Card		350.00	350.00		700.00	350.00	350.00	
		3G Data Card								
		3G Data Card								
	Total Amount debited on Bank Account							6 027.00		

PREPARED BY: _____ DATE: _____

CHECKED BY: _____ DATE: _____

AUTHORISED BY: _____ DATE: _____