



CELLULAR PHONE AND 3G POLICY

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1. INTRODUCTION

To ensure that Cellphones and 3G data cards are utilised efficiently and economically, at all times it has become necessary that clear policy guidelines be introduced regarding the use of these facilities.

This policy is designed to assist Mohokare Local Municipality management and employees with cellular phone and 3G guidelines and the capacity to differentiate between activities which are acceptable and those that are not in terms of general authorization, supervisory responsibilities and limits of authority relating to the issuance, management and usage of cellular phones and 3G.

2. OBJECTIVES

The objective of this policy is to promote effective, efficient and economical procurement and utilisation of Cellular phone & 3G data cards of the Municipality. It also spell out clear principles, policy provides responsibilities and control measures for the efficient utilisation of municipal Cellular phones and 3G data card by all employees. This policy has been introduced to provide guidelines and to define clearly who is entitled to a cell phone or a data card, how the costs of purchasing the asset plus ancillary equipment will be met, how rental and call costs will be met and the control thereof. This policy does not seek to create luxury but to ensure effective communication at all levels and improving service delivery:

- The safeguarding and ensuring of effective usage of the cellular phone of the municipality;
- The inculcation and sustenance of a culture of accountability over the municipal's cellular phone & 3G data card usage and payment of costs arising out of such usage;
- Ensuring that effective controls in respect of cellular phone & and 3G data card usage are clearly documented and communicated to all staff and management respectively;
- 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)
- To ensure that effective and efficient controls are communicated to management and staff through clear and comprehensive written documentation

3. DEFINITION

For the purpose of this policy unless otherwise stated, the following definitions have the following meanings:

- a) **Ancillary Equipment** meaning cellular telephone or 3G data card accessories, which include cell phone batteries, chargers, hand-free devices, blue tooth, and excludes car kits.
- b) **Cellular telephone** means a portable handset powered by a number of watts, operating on the Global System for Mobile (GSM) communications hereafter referred to as a cell phone.
- c) **3G data card** means a card that is inserted into a computer that enables logging onto the internet, and also getting e-mails via the internet.
- d) **Cellular telephone Service Provider** is the designated service provider appointed by council in terms of the relevant SCM Legislation to provide cellular telephone contracts to the Legislature.
- e) **Cellular telephone user** mean the council employee who use the cellular telephone and has the cellular telephone in their possession.
- f) **Cellular telephone package** is the approved package/s offered by Services Provider.
- g) **Fruitless and wasteful expenditure** mean expenditure which was made in vain and would have been avoided had reasonable care been taken.
- h) **Official Call or Text Message** is a call or text message made in pursuit of an official duty.
- i) **Private Call or Text Message** is a call or text message that does not further the interests of the council but personal interest.
- j) **Negligent conduct** is a negligent act if the use does not observe that degree of care which the law requires of him/her.

4. SCOPE AND APPLICATION

This policy applies to all new existing cellular phone & 3G card contracts and the renewal of existing contracts into by the Legislature.

The provisions, related processes, practices and procedures of the policy will be applicable to all councilors, managers and employees of the municipality respectively and all will be required to abide by such provisions, related processes and procedures.

5. GUIDELINES

- 5.1 The municipality will in terms of the policy acquire cellular phone handsets as determined by the council, cell phones & 3G data cards and enter into contracts with the service provider on behalf of either the employee or a member who is required to be in possession of a cellular phone and or 3G data card as per the requirements of the position held by such employee or member of the council;
- 5.2 The council will in terms of this policy further facilitate with the service provider the creation of a top-up facility that will enable the user to purchase airtime when their monthly limits have been reached;
- 5.3 All employees and members allocated cellular phones will be allowed to make business and business related calls of up to a defined monthly maximum allowable determined by the council from time to time. The variation of such monthly figure depending on either the position or the level of the position within the municipality is contained in this policy. The council will incur all costs related to contract fees, insurance and itemised billing;
- 5.4
- a) The list provides a distinction between business or business related calls and private calls;
 - b) The council reserves the right to request the service provider for a print out to establish with internet sites were visited viewing pornography using the 3G data card
- 5.5 The Municipality reserves the right to downgrade the cellphone package given to its employees when it feels that there is misuse of the facility.
- 5.6 The Municipality reserves the right to require a returning of the cell phone and all other related gadgets in the event of expiry of term of office, employment contract expire, or when his or her phone is upgraded and replaced.

6. CATERGORIES OF CELLULAR PHONE USERS

In accordance with this policy there are six (6) categories of cellular phone users for which the council will be required to incur costs for the usage of cellular phone.

- 6.1 The costs incurred by the council will be determined by the type of category, the distinctive levels within each category and the policy stipulated, monthly maximum allowable allowed per level in each category. The categories in terms of this policy are outlined hereunder:

Political Office Bearers

- The Mayor/ Speaker;
- Councilors;

Managers/Directors

- Municipal Manager;
- All the Directors;
- Senior Managers
- Secretary to Municipal Managers/Directors
- Accountants
- Supervisors (Team Leaders)

7. SAFETY/ LOSS OF CELL PHONES AND 3G DATA CARDS

- 7.1 The council entrusts officials with communication technology for productivity and safety reasons, and that remains the responsibility of the beneficiary to use it or prudently such that the safety of themselves, their co-workers and the general public is always their top priority.
- 7.2 Whilst operating a motor vehicle, officials must comply with prescripts and refrain from cellphone usage altogether, they must use hands-free equipment which allows both hands to stay on the steering wheel, or pull over to the side of the road before making or accepting a call.
- 7.3 Cellular phone & 3G data cards users must inform the respective responsibility Manager who will then inform the SCM (Asset Officer) component in case of theft or loss. A statement from the official or member must be forwarded to the SCM (Assets & Logistics).The SCM will require the case/docket number from the South African Police Service.

8. LIABILITY OF CELLULAR PHONE AND 3G DATA CARD USERS

- 8.1. The council requires that all members and employees allocated the cellular telephone sponsored by the council should be reasonably contactable at all times. The handsets must be kept in good working conditions;
- 8.2 In the event that an employee or the member loses his/her cellular phone and or 3G data card, the council will be responsible for full replacement costs of the same handset upon provision of a written statement and a case number from the SAPS
- 8.3 Where the user loses the cellular phone for the second time within the contract period, the user will be responsible for the full replacement costs of the same gadget lost; and value of the loss deductible from the user's salary over a period determined by the council.
- 8.4. In the event that the cellular phone is damaged, the users are required to return the handsets to the Supply Chain Management office for repairs and should under circumstances attempt to repair through private cellular telephone services providers. Should a user be found to have tampered with gadget, the full costs of repair will be borne by him/her.
- 8.5 Should the employment of an employee be terminated for whatever reason and or term of office of a member come to an end, the member or the employee must return the hand set and 3G data card to the council immediately on termination or may have an option buying over the contract from the council

9. DEPARTURE FROM FORMAL POLICY

Failure to comply with cellular phone and 3G data card policy will constitute financial misconduct and any employee or member will be subject to disciplinary measures.

10. EFFECTIVE DATE

This Policy shall be effective from