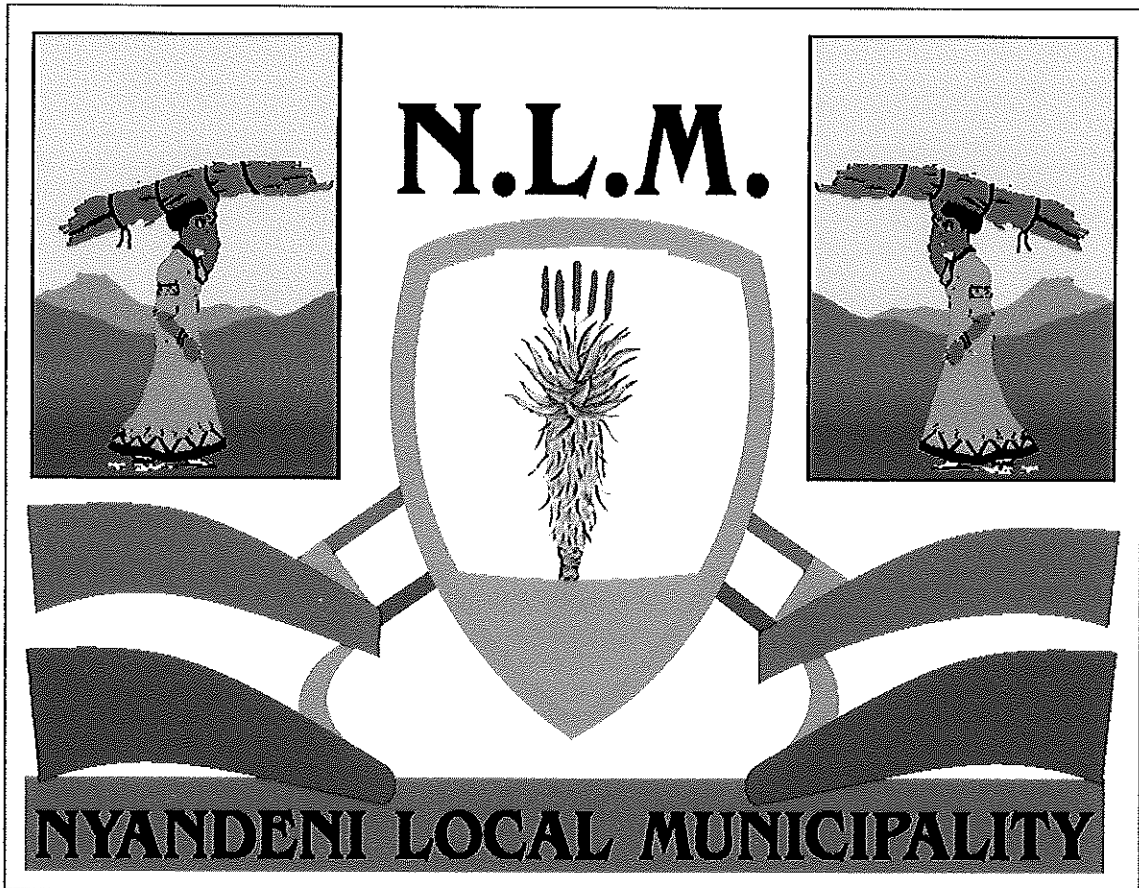


CELLULAR PHONE POLICY

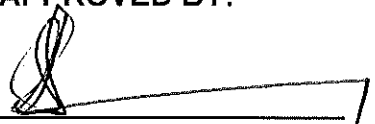


APPROVED BY:


MRS N. NOMANDELA
MUNICIPAL MANAGER

DATE: 29 July 2013

APPROVED BY:


CLR T. SOKHANYILE
MAYOR

DATE: 29 July 2013

1. PURPOSE

The purpose of this policy is to provide guidelines that will regulate the allocation and use of cellular phones that will be provided to the officials of the municipality.

2. PREAMBLE

The Local Municipality, through its commitment to enhance its mandate of implementing service delivery to its constituency, has to provide effective means of communication by providing necessary facilities and instruments.

3. DEFINITIONS

Official cellular phone: This relates to a cellular handset which has been purchased with municipal funds, for use of official communication. It must be insured.

Private cellular phone: This relates to a cellular handset which has been purchased with officials own financial recourses. It must be insured.

Present cellular phone users: These are officials or councillors who are not in possession of approved official cellular phones.

New cellular phone users: These are officials or Councillors who are not in possession of approved official cellular phones.

Councillor cell phone: these are regulated by a published government gazette and are exempted from this policy

Cost effective ceilings: This is the limit, which the municipality is prepared to finance in respect of the cellular phone facility (fixed and variable limit).

Monthly fixed expenses: Network subscription/rental i.e. airtime contract including insurance if applicable and the VAT.

Monthly variable expenses: Amount of all calls and VAT.

Approved Dealer: A service provider/s approved by the municipality.

4. OBJECTIVES

4.1. To promote culture of responsibility and accountability on the cellular phone Users, through a framework that will set clear parameters on the usage

4.2. To promote efficient and effective communication with stakeholders, internally and Externally

4.3. To ensure that every official of the municipality is reachable at all times, when there is a need.

5. DELEGATIONS

The authority to approve the acquisition of an official cellular phone is vested with the Municipal Manager, or his delegate

6. GUIDING PRINCIPLES

6.1. OFFICIAL CELLULAR PHONES

6.1.1. This will be applicable to essential cellular phone users

- Municipal Manager
- Senior Managers
- Managers

6.1.2. Detailed motivation by the prospective users, duly recommended by an official with the rank not lower than the Manager must be submitted to the Municipal Manager for approval. Cellular phones will only be approved for officials who are mainly out of the office for more than 10 days in a month, who should be contactable at all times due to the nature of their work

6.1.3. An agreement will be entered into with each official who is entitled to a cellular phone facility. (See Annexures A&B)

International calls: international calls may be made from any municipal cell phone after prior approval by the municipal manager or his/her delegated official

6.2. PRIVATE CELLULAR PHONES

6.2.1. This relates to a cellular hand set which has been purchased with the official own financial resources. It must be insured.

6.2.2. The equipment must comply with the requirements of the Global Systems Mobile Communicatio (GSMC) cellular network.

6.2.3. The official will be responsible for the purchase of the cellular hardware, sim card, contract, and connection fee, detailed billing, phone calls, and the negotiations for an airtime contract with the approved cellular phone network dealer.

6.2.4. The services provider will charge the official personally. Only after approval, may the user submit claims for invoices paid to the relevant supplier.

6.2.6. The municipality will reimburse the following expenses.

6.2.6.1. Monthly fixed expenses as defined, up to a maximum approved amount per month including VAT.

6.2.6.2.50 % of the total amount of Insurance.

7. LOST OR STOLEN OFFICIAL CELLULAR PHONES

It must be reported within 24 hours or reasonable time to the municipal manager or the delegated official. It must also be reported at a police station for a purpose of a case number

8. EXEMPTIONS

This policy is not applicable to consultants or contract workers, who must provide their own cellular phones and carry all costs related thereof. The Municipal Managers may exempt some individuals falling in this category.

9. EXCEEDING OF CEILING AMOUNTS (PRIVATE CELL PHONES)

9.1. In the event of the approval the exceeding ceiling amount for private calls will be R150.

9.2. Only if official calls exceed the ceiling amounts may official calls above the ceiling amount be claimed.

9.3. No expenses in excess of the ceiling are negotiable, unless duly approved by the person with competent authority.

10. PRESENT TERM CONTRACTS AND OFFICIAL CELLULAR PHONE INSTRUMENT

When existing term contracts expire, contracts will be renewed for official cellular phone and a motivation will be made for other categories

11. TERMINATION OF SERVICES

In the event an official or councillor resigns, is dismissed, disqualified or the contract has come into an end, such official or councillor has an option to transfer the contract to his/her own name on the last day of service. The other option would be for the official or councillor to leave behind the cellular phone with the municipality

12. CONCLUSION

All officials are requested to use any cellular phone instruments in their possession with integrity and due consideration of all expense. At its discretion, the municipality can withdraw any cellular service and cause the user to forfeit claims for expenses, should it be proven that the cellular facility was, misused in any way whatsoever.

Nyandeni Local Municipality

Official Cellular Phone Agreement

The request of

.....

for a cellular phone facility was approved

on.....

It will be expected of you to be contactable at all times. The Municipality reserves the right to amend, or cancel the policy on cellular phones as well as any agreements made with official, should circumstances warrant such actions, as contained in clause 12 of the cellular phone policy.

A new business contract will be concluded

with.....

(service provider), and the approved instrument.....(type of instrument) will be issued. Any expenditure above the ceiling amount must be motivated as required in clause 9 of the cellular phone policy.

Should the instrument be lost or stolen, you should report such incident to the nearest police station within 24 hours for the purpose of insurance.

Please make sure you have the copy of the cellular phone policy for further information.

I hereby declare that I have read the policy document relating to the cellular phone and I consider the terms and conditions to be fully binding on me.

SIGNED.....DATE.....

DESIGNATION.....

WITNESS.....DATE.....

DESIGNATION.....

Nyandeni Local Municipality
Private Cellular Phones Agreement

The request of For a cellular phone facility was approved on

It will be expected of you to be contactable all at all times. The Municipality reserves the right to amend, or cancel the policy on cellular phones as well as any agreements made with official and councillors, should circumstances warrant such actions, as contained in clause 12 of the cellular phone policy.

The Municipality can withhold the payment of any cellular service, should it be proven that the cellular phone facility is misused.

Should the instrument be lost or stolen, you should report such incident to the nearest police station within 24 hours for the purpose of insurance.

Please make sure you have the copy of the cellular phone policy for further information.

I hereby declare that I have read the policy document relating to the cellular phone and I consider the terms and conditions to be fully binding on me.

SIGNED.....DATE.....

DESIGNATION.....

WITNESS.....DATE.....

DESIGNATION.....