

SWELLENDAM MUNICIPALITY



REVISED CELLULAR PHONE AND DATA POLICY 2023

APPROVED BY COUNCIL PER ITEM A25/30/03/2023

Implementation Date: 30 MARCH 2023

1. PREAMBLE

WHEREAS the municipality is characterized by a diversity of activities and functions, some of which are carried outside the permanent working stations.

WHEREAS the municipality seeks to ensure continuous communication for employees whose work requires regular contact while outside their permanent working premises or after hours.

WHEREAS the policy seeks to guide effective and efficient use of municipal cellular phone and data allowance to councillors and employees.

NOW THEREFORE be it enacted by Council, as Cellular and Data allowance policy.

2. AIM

- 2.1 The aim of this Policy is to set out guidelines and procedures regarding the use of cellular phones, use of data and connectivity to the municipal internet network.
- 2.2 Council encourages the use of an own cell phone, but will not contribute to the capital cost thereof.

3. OBJECTIVES

- 3.1 To set out guidelines to consider applications for cellular phones and data.
- 3.2 To set general procedures for official usage for approved participants of cellular phones and data
- 3.3 To incorporate other participants with reference to the benefits of the Service Supplier and Service Provider.
- 3.4 To set guidelines with reference to the payment of calls and use of data.
- 3.5 To provide a cell phone to a post which requires direct communication at all times.

4. POLICY ALLOCATION OF CELLULAR PHONES

- 4.1 Councillors qualify for Cellular phone and data allowance in terms of the upper limits on cell phone allowances for councillors as per the annual Government Notice by the Departement of Cooperative Governance and Transitional Affairs in terms of the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998): Determination of upper limits of salaries, allowances and benefits of different members of Municipal Councils.
- 4.2 The Municipal Manager and Section 57 appointments qualify for a cellular phone and data allowance in terms of this policy.
- 4.3 Managers and Supervisors of departments and sections may qualify for a cellular phone and data allowance if there is a operational need.
- 4.4 Employees who perform duties or standby duties which necessitate communication as and when approved by the Director or his/her nominee may qualify for a cellular and data allowance or if circumstances dictate otherwise, a cellular phone can be purchased by the Municipality, provided that such a cellular phone will not be under a contract for calls made but only on a pay as you go system.

4.5 Upper limits of Cellular Phone and Data Allowances:

The following upper limits of cell phone allowances will prevail:

Councillors:	In terms of the upper limits on cell phone allowances for councillors as per the annual Government Notice by the Department of Cooperative Governance and Transitional Affairs in terms of the Remuneration of Public Office Bearers Act, 1988 (Act 20 of 1998): Determination of upper limits of salaries, allowances and benefits of different members of Municipal Councils.
Municipal Manager	A subsidy of R1500-00 per month for the use of a personal cellular phone for official purposes.
Directors section 57 appointees	A subsidy R1000-00 per month for the use of a personal cellular phone used for official purposes.
Managers and Supervisors and / or personnel of departments and sections whose functions necessitate the daily use of a cellular phone to communicate with their seniors, subordinates and clients of the municipality.	A subsidy of R750-00 per month for the use of a personal cellular phone used for official purposes.
Employees who perform duties or standby duties which necessitate communication as and when approved by the Director or his nominee:	An amount as determined by the Municipal Manager per individual case taking into account the need for contact, whether the employee will have to make calls for time to time or only to receive calls in emergency cases and when on standby. The amount will be in the form of airtime that will be issued by the Stores Section.

5. CAR-KIT INSTALLATION

- 5.1 Car-kit installation is optional and for the employees' own account;
- 5.2 The Municipality will not be held liable for any damages and/or injuries caused by accidents or traffic fines which are directly or indirectly the result of the use of the cellular phone whilst traveling in a motor vehicle.

6. DISH INSTALLATION AND CONNECTIVITY TO MUNICIPAL INTERNET NETWORK

- 6.1 The Municipal Manager may approve the installation of a satellite dish, at the place of residence of an employee, to ensure connectivity to the municipal internet network.
- 6.2 Dish installations will only be considered for operational requirements and in the event of any special circumstances.
- 6.3 Applications must be motivated and recommended by the relevant Directors of departments and the CFO for control and budget purposes .
- 6.4 The installation and supply of the satellite dish will be done at the cost of the municipality and will remain the property of the municipality.
- 6.5 When the operational need and / or special requirements end, or in the event of misuse, the connection to the municipal internet network will be suspended with immediate effect.
- 6.6 The employee must pay a amount of R 150.00 per month to the municipality for incidental private use of the municipal internet network.

7. SERVICE PROVIDER AND TYPE OF CELLPHONE

- 7.1 Councillors and employees receiving an allowance for a cellular phone has the choice of a service provider and type of cellular phone provided that the users who makes use of this policy must ensure that a cellular phone is available at all times for official related calls.
- 7.2 Where Cellular phones are provided in terms of this policy, the Director Financial Services will decide on the type of cellular phone and service provider in terms of the Supply Chain Management Policy.

8. PAYMENT OF CALLS, MAINTENANCE AND INSURANCE

The cost of all calls and of maintenance and insurance is the responsibility of the Councillor / Employee

9. OFFICIAL USAGE OF THE CELLULAR PHONE AND DATA

- 9.1 Councillors/ employees, who are included in the scope of application for the allocation of cellular phone and data allowances must ensure that such cellular phones will be activated at all times.
- 9.2 If the cellular phone is not activated after official working hours, councillors/ employees who are included in the scope of application for the allocation of cellular phones should ensure that a telephone line is available where such councillors/ employees could be contacted when deemed necessary.
- 9.3 Should it not be possible to provide a telephone line as contemplated in 9.2 supra, the voice mail facility of the cellular phone should be activated in order to ensure contact when deemed necessary.
- 9.4 Councillors/ employees must ensure that they follow up and return calls on voice mail messages in the case of situations referred to in 9.3 supra.

10. RESPONSIBILITY

- a. The Speaker is responsible for the control of the policy as far as it relates to Councillors.
- b. The Municipal Manager is responsible for the management and control of the policy and can sub-delegate any responsibility to an official as needed.
- c. The Director Financial Services or his delegatee is responsible for administering the policy.

11. MANAGEMENT RULES

- 11.1 Cellular phones and data allowances will be forfeited in the case of proven negligence.
- 11.2 The use of cellular phones and data must improve the effective communication between supervisor and subordinate.
- 11.3 It is also considered to be the best alternative compared to other forms of communication.
- 11.4 Constant contact with the office must be maintained during office hours.
- 11.5 In cases of high-risk areas the use of such cellular phone is at the discretion of the individual.
- 11.6 Cell phone numbers are to be made known only to staff members and relevant Councillors.
- 11.7 A list of cell phone users within the Municipality, depicting the post designation will be updated annually.

12. EFFECTIVE DATE

The policy will come into effect on acceptance/ approval by Council.