



## **BELA-BELA LOCAL MUNICIPALITY**

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### **OFFICE OF THE MUNICIPAL MANAGER**

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#### **Information and Communication Technology**

#### **Draft Cell Phone Policy**

**POLICY AUTHORITIES**

Compiled by	D Nkuna
Designation	Divisional Manager: IT
Signature	
Date	
Supported by	
Designation	
Signature	
Date	
Approved by	Council (Represented by S Maluleka)
Designation	Speaker of the Council
Signature	
Date	
Effective Date	01 July 2016

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## **1. Purpose**

The purpose of this policy is to regulate the procurement for, and use of cell phones by councillors and staff of the Municipality.

## **2. Applicability of the Policy**

This policy applies to all employees of the Municipality who qualifies for Cell Phones and are authorised to use Cell phones for the performance of their official duties.

## **3. Application Procedures**

The applicant must lodge an application to acquire Cell Phone on the relevant application form and the application should be recommended by Head of Departments based on qualifying criteria.

## **4. Policy Statement**

The Cell Phones facilities are to be used for official business purposes in serving the interests of the Municipality in the course of normal operations. The responsibility for the management of mobile connections is assigned to the accounting officers of the municipality in terms of section 63(1)(a) and (b) of the municipal finance management act 2003 (Act no 56 of 2003) which states that the accounting officer of the municipality must take reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically.

## 5.Provision of Cell Phones by Municipality for Permanent use

5.1 The following staff and councillors of the municipality (Such councillors and staff referred to as “recipients”) will be provided with cell phones allowance. The Municipality shall allocate allowances as follows:

Councilors/Mayors	(As per the Councillors upper limits)
Senior Managers	R1000
Divisional Managers	R1000
Other qualifying employees	R500

**N.B** All other employees who due to nature of their work need to use cell phones on permanent basis for official purposes should make necessary application and motivation recommended by their head of Departments for approval by the Accounting Officer.

5.2 Employees and Councillors will be given cell phone allowance and it will be at their discretion as to which cell phone model and network to use.

5.3 Employees and Councillors with cell phone allowances should ensure that they always have a working cell phone.

5.5 Employees and Councillors earning cell phone allowance should ensure that they are always contactable on a cell phone.

5.6 Employees and Councillors earning cell phone allowance should ensure that they are always able to make business calls at any time during the cell phone allowance earning period.

5.7 Employees who do not qualify to secure a cell phone contract due to their financial and credit rating are advised to utilise the Cell Phone allowance for purchasing prepaid airtime.

## **6. Transition provisions**

6.1 Employees who are still in possession of the Municipal Cell phones should continue utilising the cell phones under the old dispensation (Old rules and regulations still applies to the use of those cell phones up until the expiry of their cell phone contracts.

6.2 The Municipality should not enter into any new Cell Phone contract after the effective date of this policy.

6.3 All new approved cell phone allowance bearers should be provided with the cell phone allowance and be required to organise their own cell phone contracts.

## **7. Reporting**

The Divisional Manager IT shall report to the Management of the Municipality on the following:

8.1 The total expenditure on cell phones for the entire municipality.

8.2 Losses and theft of cell phones (Old dispensation)

## **8. Administration of Policy**

The divisional Manager IT shall be responsible for the administration and enforcement of this policy.