

Cellular Phone usage Policy



Molemole Municipality



Table of Contents

1. Introduction	2
2. Purpose of this policy.....	2
3. Scope of Application	2
4. conditions for cellular phone allowance	3
5. TAX IMPLICATIONS FOR CELLULAR PHONE ALLOWANCE	4
6. Maintenance or loss of cellular phones equipment.....	5
7. Insurance.....	5
8. Limits	5
8.1 Councillors	5
8.2 appointed Officials.....	5
9. INTERNATIONAL ROAMING	6
10. Monitoring, Evaluation and Control.....	6
11. Approval of the policy	7

1. INTRODUCTION

Molemole Local Municipality continuously endeavours to achieve best practice policies and procedures in its administration and operations. In order to enable and enhance the productivity of the municipality's strategic business units it is critical that we make use of sound and latest means of communication technology. It is on this premise that municipal officials and political office-bearers should have access to cellular phone, primarily for receiving and making of official calls when not in the office.

2. PURPOSE OF THIS POLICY

- 2.1 The purpose of this policy is:
 - 2.1.1.1 The purpose of this policy is to develop a means or framework for the allocation, management and control of cellular phones allowance to council officials.
 - 2.1.1.2 To provide for replacement of a system of Cellular phone contracts by the municipality with the salary allowance system.
 - 2.1.1.3 To release the municipality and its officials of the administrative burden of for cellular phone contracts.
 - 2.1.1.4 To enable to municipality and its officials to focus on its core responsibility of providing services to its jurisdictional citizens

3. SCOPE OF APPLICATION

- 3.1 The following categories of employees shall automatically qualify to receive Cellphone allowance:
 - 3.1.1 All Councillors of the municipality
 - 3.1.2 The Municipal Manager

- 3.1.3 Managers reporting directly to Municipal Manager (section 56 & 57)
- 3.1.4 Assistant Managers/Divisional Heads

- 3.2 If there is any other official not mentioned in clause 3.1 who feels his/her job requires a cellular phone, a motivation should be forwarded by his/her Head of Department to the Municipal Manager for approval.

- 3.3 It is important that a motivation relating to clause 3.2 is made shortly timeously in order to ensure that Budget and Treasury department is able to provide for funds to cover the expenses.

- 3.4 An allowance shall not be granted to any official who obtained a cellular phone contract or private phone through prepaid without the express approval of the Municipal Manager, whether the intention is to use it for official purposes.

4. CONDITIONS FOR CELLULAR PHONE ALLOWANCE

- 4.1 All officials mentioned under sub-section 3.1 will receive monthly cellular phone allowance reflected in their salaries to acquire cellular phone service from either of the mobile phone operators in the Republic of South Africa.
- 4.2 The method for acquiring the cellular phone service could either be through a personal contractual agreement or prepaid.
- 4.3 It is not for the municipality to prescribe the packages that officials and political office-bearers must choose for as long as they are able to effectively and efficiently perform their assigned official functions as and when it is necessary to do so.
- 4.4 Political Office-bearers and Officials may structure a cellular package that best suits their circumstances to enable them to sufficiently fulfill official duties.
- 4.5 The municipality recognizes that cellular phones are an extension of individuality and as such officials are at liberty to enhance the choice of item through a cash contribution towards upgrading to any of the available models currently limited to the extent of allowances received.

- 4.6 Officials must furnish the Corporate Services department with cellular numbers that they use for official purposes as soon as they have entered into a contract or obtained a gadget through prepaid.
- 4.7 Any contractual agreement entered into between officials and the service provider is binding on the said official and the municipality is absolved whatsoever, in any shape or form from that agreement.
- 4.8 Political Office-bearers and Officials who already have private contracts or any means of cellular phone access may use same for official purposes for as long as they can be accessed at any time of the day, including after hours.
- 4.9 In the event that the Political Office-bearer or Councillor cease to hold office at Molemole Municipality the allowance shall also be discontinued immediately.

5. TAX IMPLICATIONS FOR CELLULAR PHONE ALLOWANCE

- 5.1 A Cellular phone allowance is affected through the payroll system and is therefore subjected to tax.
- 5.2 The determination of allowance; through Budget and Treasury department, shall also take into consideration tax implications of the allowance.
- 5.3 Because it is a taxable allowance, cellular phone allowance should not be misconstrued as inclusive of a negotiated remuneration package.
- 5.4 The user may recoup depreciation charges, wear and tear allowances on cellular phone items from taxable income when completing yearly statutory tax returns.
- 5.5 Officials may also be entitled to claim the cost of business calls against this allowance in the annual tax return

6. MAINTENANCE OR LOSS OF CELLULAR PHONES EQUIPMENT

- 6.1 The repairs and maintenance of cellular phones will be for the cost of Users and in no way shall Council be held responsible, be it for swim swap, wear and tear or replacement of the gadget thereof; whether lost through theft or under any form of duress.

7. INSURANCE

- 7.1 Political Office-bearers and Officials are responsible for insuring of their cellular phones against any theft, loss or damage.
- 7.2 Political Office-bearers and Officials must ensure that the cellular phone is accessible for council activities and functions at all times, failing which the user may risk losing the allowance.
- 7.3 If a Political Office-bearer or Official is consistently unavailable on cellular phone for a two months period, the Municipal Manager have the discretion to stop the allowance of the said official.
- 7.4 The reactivation of the allowance shall be done once a satisfactory written explanation is provided to the Municipal Manager, through the relevant Head of Department.

8. LIMITS

8.1 COUNCILLORS

- 8.1.1 Limits are as promulgated annually in the government gazette.

8.2 APPOINTED OFFICIALS

- 8.2.1 The limits for appointed officials will be as per the below table:

Designation	Minimum	Maximum
a. Municipal Manager	1200	2200
b. Section 56 & 57 Managers	1300	1600
c. Divisional Heads	880	1000

8.3 The above limits do not include tax implications; which will be reflected on in the salary advices of each Official or Political Office-bearer once implemented.

9. INTERNATIONAL ROAMING

8.1 International roaming for Councillors and Officials travelling abroad for Council delegated functions must be activated by the travelling Users.

8.2 Only **official** international calls made by the user will be paid in full by Council upon submission of a comprehensive itemized billing.

8.3 A limit of three calls per week, not longer than six minutes is permitted for users to contact family and siblings during their stay abroad.

10. MONITORING, EVALUATION AND CONTROL

10.1 The Finance Section is the implementing agent of this policy and shall ensure that all councillors and officials comply with the provisions thereof.

10.2 This policy shall become the official policy of the municipality once it is adopted and approved by the Council of Molemole Municipality

- 10.3 All cellular phone contracts held by Political Office-bearers and Officials under the name of Molemole Municipality shall be cancelled as soon as they expire, after which the allowance system shall commence in the next immediate salary date.
- 10.4 The policy shall be reviewed at the end of every financial year to cater for legislative amendments as well as environmental changes.

11. APPROVAL OF THE POLICY

- a) Date of Approval by Council 28 April 2011