

NGWATHE LOCAL MUNICIPALITY



REVIEWED CELLULAR PHONE

ALLOWANCE POLICY

TABLE OF CONTENTS	Page
1. Preamble	3
2. Definitions	3
3. Application of the Policy	4
4. Cellular phone Allowance	4
5. Procedure to be followed when applying for a Cellular Phone allowance	5
6. Conditions and Restrictions of use	5
7. Cellular phone allowance benefits	6
8. Implementation and review process	6
9. Short-title	6

1. PREAMBLE

The Ngwathe Local Municipality continuously endeavours to achieve best practices, policies and procedures when managing the administration and operations of the assets of the Municipality.

In order to enable and enhance the productivity of the municipality's business units it is critical to make use of the latest means of communication technology. Based on this, cellular phones are allocated for sound business reasons, for receiving business calls and making business calls when not in the office.

The purpose of this Policy is to develop a means of managing these tools / assets in an effective and efficient manner. This document replaces previous documents / policies on this topic.

The guiding principles used in developing the Ngwathe Local Municipality Cellular Phone Policy were sourced from the following legislation and policies:

- Remuneration of Public Office Bearers Act 20 of 1998, section 7(3)
- Ngwathe Local Municipality Supply Chain Management Policy
- Municipal Finance Management Act 56 of 2003
- Municipal Supply Chain Management Regulations 2005

2. DEFINITIONS

"Municipality" means the Ngwathe Local Municipality.

"Executive Mayor" means an Executive Mayor elected in terms of section 55 of the Municipal Structures Act 117 of 1998.

"Speaker" means a Speaker elected in terms of section 36 of the Municipal Structures Act 117 of 1998.

"Mayoral Committee" means a Mayoral Committee member elected in terms of section 60 of the Municipal Structures Act 117 of 1998.

"Municipal Manager" means a person appointed by the municipality in terms of section 82 of the Municipal Structures Act and who is the Head of Administration and also the Accounting Officer for the Municipality.

"Head of Department" means a person appointed by the municipality in terms of section 57 of the Municipal Structures Act and who is the Head of a Department within the Ngwathe Local Municipality.

"Official" means any other personnel appointed by the Ngwathe Local Municipality.

3. APPLICATION OF THE POLICY

- 3.1. These policy applies to all officials and political office bearers in municipality and municipal entity.

4. CELLULAR PHONE ALLOWANCE

- 4.1. All councillors and officials must acquire their own cellular phone by means of a contract with a cellular phone service provider.
- 4.2. The user may structure a cellular package that best suites his/her needs, based on allocation limits / extent of the allowance received as per section 7.1 of this policy.
- 4.3. The user enters into an agreement/contract with a service provider of his/her choice, i.e. Vodacom, MTN, Cell C, Telkom or Virgin Cellular, and a copy of such agreement is furnished to the municipality for validation purposes.
- 4.4. The cellular phone contract is between the user and the service provider and the user is liable for the payment thereof.
- 4.5. Cellular phone allowances that is effected through the payroll system is a taxable allowance and should not be construed as inclusive in a negotiated remuneration package.
- 4.6. The user is responsible for insuring the phone against theft, loss or damage and ensures that the cellular phone is available for Council's use at all times, failing which the user will sacrifice the allowance.
- 4.7. An allowance will not be granted to employees with no official authorisation to acquire a cellular phone for official use. The municipality will not be liable for any costs where an employee obtained a private cellular contract without prior official authorization.
- 4.8. All other officials must motivate and obtain the necessary approval from the Accounting Officer before such official can be granted a cellular phone allowance.
- 4.9. Councillors are provided an allowance in terms of the Remuneration of Public Office Bearers Act 20 of 1998 limits promulgated annually in the Government Gazette 30600.
- 4.10. Officials are provided an allowance in terms of the staff benefits provided by Ngwathe Local Municipality.

- 4.11. International roaming is for councillors and officials travelling abroad and must be activated by officials/councillors who are travelling abroad. Only official international calls made and received by a user will be paid in full by Council upon submission of a comprehensive itemised billing. Costs associated with the activation for international roaming will be for the cost of Ngwathe Local Municipality.

5. PROCEDURE TO BE FOLLOWED WHEN APPLYING FOR A CELLPHONE ALLOWANCE

- 5.1. This procedure applies to officials between the levels **3 to 19**.
- 5.2. This procedure does not apply to councillors, Section 57 Managers (PMS Regulations Gazette 29089) and managers reporting directly to Section 57 Managers.
- 5.3. All applications must be made in writing, supported with a proper motivation, and must be directed to the relevant Head of Department, for onward submission to the Municipal Manager, who has the final authority to approve a cellular phone allowance.
- 5.4. The Head of Department must consider the application and make a recommendation to the Municipal Manager.
- 5.5. The application must be submitted to the Corporate Services Department, who will support/not support such an application and will confirm with Budget and Treasury Department on the availability of funds.
- 5.6. After approval of such an allowance by the Municipal Manager the following will apply:
 - The Corporate Services Department will submit a letter to the Budget and Treasury Office informing them to allocate the allowance on the user's salary as specified by the Municipal Manager's approval and implantation date.

6. CONDITIONS AND RESTRICTIONS OF USE

- 6.1. The following general requirements will serve as criteria to qualify for the receipt of a cellular phone allowance:
 - (a) The use of alternative communication methods should be impractical or impossible for a period of time;
 - (b) The duties of the employee concerned should require that he/she be reachable at all reasonable times;
 - (c) Communication should be available in handling emergencies within the job description of the employee concerned;
 - (d) The employee concerned is not always office bound;
 - (e) Communication is required with key personnel and clients of Ngwathe Local Municipality;

7. CELLULAR PHONE ALLOWANCE BENEFITS

7.1. Cellular phone allowance benefits will be provided as follows:

DESIGNATION	CELLULAR PHONE ALLOWANCE PER MONTH
1. Executive Mayor	As determined by Minister of Local Government – Remuneration of Public Office Bearers Act 20 of 1998
2. Speaker	
3. Full / Part Time Councillor	
4. Municipal Manager	Unlimited voice call, unlimited SMS and contract must also include data plan, the maximum allowance of up to R 2,000 any network
5. Head of Department (Section 57)	
6. Managers reporting directly to HOD	Voice call limited to 1,000 minutes, SMS and contract must also include data plan, the maximum allowance of up to R 1,250 any network
7. Other officials	R 500 – R800

8. IMPLEMENTATION AND REVIEW PROCESS

8.1. This policy will be reviewed at least annually or when required by way of a council resolution.

9. SHORT TITLE

9.1. This policy shall be called the Cellular Phone Policy of the Ngwathe Local Municipality.