



dcstm
Department:
Community Safety and Transport Management

North West Provincial Government
REPUBLIC OF SOUTH AFRICA

CELLPHONE AND Data service POLICY

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

Compiled by: Supply Chain Management

PREAMBLE

WHEREAS the Department in its endeavor to render efficient and essential services to the public.

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

WHEREAS this sometimes necessitates continual communication by officials of the Department with their colleagues, client Department or members of public;

THEREFORE the Department has deemed it necessary to formulate a cellular telephone policy is essential to ensure uniformity and to assist in the elimination of unnecessary and excessive costs on cellular usage and the recovery of excess amounts.

2. PURPOSE

To regulate the administration and usage of official cellular phones by employees of the Department and to provide for matters connected there with.

3. DEFINITIONS

For purposes of this policy the words and expressions listed below shall, when used bear the meanings ascribed to them.

Department: means the Department of Community Safety and Transport Management

MEC : means the MEC of the Department

HOD : means the Head of Department

4 AUTHORIZATION AND MANDATE

This policy is in accordance with Section 38(1) (b) of the Public Finance Management Act, Act 1 of 1999 as amended. The Department of Public Services and Administration 's Guidelines contained in minutes E\1\2\1 dated 28 June 2002 provides that "the utilization of cellular phones for official purpose is regarded as a working tool or facility, which must be used as the most practical and economic communication instrument under the circumstances."

5 POLICY STATEMENTS

The Community Safety and Transport Management is characterized by a diversity of activities and functions some of which are carried outside the permanent working stations. This sometimes necessitates continual communication by officials of the Department with their colleagues, client Department or members of public.

It is therefore in recognition of diversified nature of the activities and the need to ensure continual communication that the Department adopts this policy for those employees whose

nature of work requires regular contact while outside their permanent working premises or after hours.

6 SCOPE OF POLICY

The Departmental officials shall either enter into their own contract with service providers of their own choice. The Department will only be responsible to subsidize an official with an amount he/she qualifies for.

7 OFFICIALS WHO QUALIFY

All officials with an exception of SMS members shall re-apply for cellphone and Data service on a yearly basis at the beginning of each financial year.

The Department officials who qualify for the usage of cellular phones subsidy as provided for in this policy are the following:

7.1.1 MEC

7.1.2 HOD

7.1.3 SMS Members

7.1.5 Deputy Directors

7.1.7 Assistant Directors

7.1.8 Office Managers

7.1.9 Personnel Assistants/Secretaries

7.1.8 Any other official who do field work.

8 QUALIFYING CRITERIA AND INFORMATION NECESSARY FOR CONSIDERING APPLICATIONS

The following criteria shall be applied and adhered to in all cases except for those who qualify in terms of sub-paragraphs 7 above:

8.1 A cellular phone with Data service must be vital and necessary for the execution of the official duties

8.2 The details reasons and motivation for request must be furnished.

8.3 Details of the other means of communication considered.

8.4 Comparative cost estimates of other means of communication.

8.5 A motivation to why the cellular phone is the most economical means of communication

8.6 Financial implications and availability of funds in the department budget

8.7 The user will have a choice on type of phone of his/her own choice.

9 ACQUISITION OF CELLULAR TELEPHONES

The responsible officers shall procure Cell-phone and DATA of their own choice as per approved Cell-phone policy with the exception of the HOD, MEC and MEC's support staff.

10 LIMITS ON MONTHLY SUBSIDY

10.1 The cell phone with Data service maximum limits (all inclusive) will be as follows: These rates are subject to review every year as per Provincial Treasury guidelines:

- MEC R3 500
- DDG R2 500
- Chief Directors R1 500
- Directors R1 300
- Deputy Directors R700
- Assistant Director R500
- Office Managers R450
- Personnel Assistants/Secretaries R350
- Chief Directors, Directors and Deputy Directors R300 Data Service allowance
- Other levels who does field work and Bid Secretariat R300 Data service allowance
- Other levels No Data service allowance

10.2 The abovementioned subsidized amount will include the following:

- Monthly Subscription fee (limited)
- Insurance Premiums (limited)
- Service fee itemized billing
- Call line identity monthly fee
- Official calls (limited)
- Data service for internet

The Department reserves the right to determine the most reasonable and affordable package. The abovementioned limits will be reviewed on yearly basis as the service provider increases its limits. An approval of the increase limits will be obtained from the (Head of the Department) HOD with the recommendations from Supply Chain Management.

11. PROCEDURE

The following options are offered in terms of this policy:

- a) Individual employees will have contract with the service provider and they will not claim any official calls made that exceed their subsidized amount including provision of Data service for internet access.
- b) The instrument and Data service remains the property of the official.
- c) All cost for accessories, insurance, replacement or repairs are incurred by the official.
- d) The Employee incurs all cost for connections, e.g. sim-card and connection fee, itemized billing, sim-card insurance and call limit action two.
- e) Officials are then advised to seek an insurance of their own choice.

12. PRIVATE CELL-PHONE

- 12.1** Officials utilizing their private cell-phones for official business must apply for permission through their Manager and approval obtained from the Accounting Officer.
- 12.2** Proof of officials calls made for business usage must be submitted with an approval obtained from the Accounting Office for payment claim.
- 12.4** The Cell-phone with Data service claim will be signed by the user and recommended by the Director of the unit concern and approved by Chief Financial Officer.
- 12.5** An official who qualifies for cell phone and Data service package due to nature of his/her job, must submit a request through his / her Manager to the Accounting Officer for consideration.
- 12.6** An Accounting Officer will use his/her discretion of whether to approve the request or not, taking into consideration budget availability.

13 TRANSFER OF CELL PHONE ACCOUNT TO THE USER

- 13.1** Officials with departmental cellular phone shall retain the instrument to after expiry of the two year contract.
- 13.2** The user will then sign the subscriber transfer agreement form with service provider of his/her choice to take over the contract.

14 REIMBURSEMENT

- 14.1** An official will qualify for the same call limits as indicated in paragraph 9.1. The bill of account and approval obtained from the Accounting Officer will be attached for reimbursement of his/her private cell phone with the same condition that the amount claimed does not exceed the limits as specified in paragraph 9.1.

15 LOSS, WRITE OFF AND EXCESS FEE

15.1 All individual cell phone users will be responsible for the following:

- (a) Loss / Theft
- (b) Damage
- (c) Repairs
- (d) Replacement
- (e) Excess fee for insurance claim
- (f) Payment of Device Insurance.
- (g) Extension of 3G limit

15.2 The Department shall not be held responsible for Lost, damage, repairs, stolen, replacement, insurance will now be a matter between the individual concerned and the Service Provider.

15.3 On recommendation of the supervisor, the Accounting Officer has the discretion to discontinue allowances in respect of cellular telephones and 3G card allocated to officials if found that such benefits are abused or if the official's duties no longer require the services of a cellular telephone and 3G card and such decision shall not prejudice such an official financially.

16. USAGES ON INTERNATIONAL TRIPS

16.1 All officials going on international trips shall have access to roaming facilities arranged by individual with a motivation approved by Accounting Officer.

17. TERMINATION OF SERVICE

17.1 Any official who is in possession of a departmental mobile phone shall retain the cellular phone and 3G to take over the contract immediately on the event of him / her resigning or transfer from the department.

17.2 Any official who is in possession of a departmental mobile phone shall retain the cellular Phone and 3G card and take over the contract immediately after the approval of this policy.

17.3 Supply Chain Management will immediately notify the service provider in writing of transfer or termination of service.

18 OFFICIALS ON SUSPENSION FROM THE OFFICIAL DUTIES

18.1 Any official who is suspended from official duties shall be responsible for his/ her full account. The Department shall not be held responsible for any calls made during the suspension period.

19 REVIEW OF POLICY

The policy shall be reviewed as and when required by Management

20 EFFECTIVE DATE

The amended Policy shall be effective from date of approval.


MR S. MADUMA
DIRECTOR SUPPLY CHAIN MANAGEMENT

15/12/2020
DATE

SUPPORTED / NOT SUPPORTED


MS K. PHATUDI
CHIEF FINANCIAL OFFICER

22/12/2020
DATE


RECOMMENDED / NOT RECOMMENDED

Author and SCM Unit must ensure that
all applicable prescripts are complied with.


MS B. MOFOKENG
HEAD OF DEPARTMENT

07/01/2021
DATE

APPROVED / NOT APPROVED


MR M. MOKONYAMA
ADMINISTRATOR in terms of Section 100 (1) (b) Constitution of South Africa
Department of Community Safety and Transport Management

18/01/2021
DATE