



dcstm
Department:
Community Safety and Transport Management

North West Provincial Government
REPUBLIC OF SOUTH AFRICA

CELLPHONE AND 3G POLICY

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

Compiled by: Supply Chain Management

1 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 and 3G 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 Member of Executive Council of the Department

HOD : means the Head of Department

SMS : Senior Managers

NWPTIT : North West Public Transport Intervention Team

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, which must be used as the most practical and economic communication instrument under the circumstances."

5 POLICY STATEMENTS

The Department of 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 enter into their own contract with service providers of their own choice for procurement of Cellphone instrument and Airtime. The Department will only be responsible to pay Cellphone allowance to an official with an amount incurred on a monthly basis with the limit as indicated in paragraph 10.1.
- The Department will provide 3G for all officials under paragraph 10.2.
- With an exception of MEC and his/her support staff and Head of the Department.

7 OFFICIALS WHO QUALIFY

All officials with an exception of SMS, members shall re-apply for cellphone allowance on yearly basis.

The Departmental officials who qualifies for the usage of cellular phones allowance as provided for in this policy are the following:

7.1.1 SMS Members

7.1.2 Deputy Directors

7.1.3 Assistant Directors

7.1.4 Office Managers

7.1.5 Personnel Assistants/Secretaries

7.1.6 Drivers

7.1.7 North West Public Transport Intervention Team

7.1.7 Any other official with outside the office.

8 QUALIFYING CRITERIA AND INFORMATION NECESSARY FOR CONSIDERING APPLICATIONS

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

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

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

8.3 Details of the other means of communication and comparative cost estimates should be considered.

8.4 A motivation to why the cellular phone is the most convenient means of communication

8.5 Financial implications and availability of funds in the departmental budget.

8 ACQUISITION OF CELLULAR TELEPHONES AND 3G

- The responsible officers shall procure Cell-phone of their own choice from their preferred service providers.
- The Department will be responsible to procure cellphone instrument and Airtime for MEC and his/her support staff and Head of Department.
- The Department will be responsible for procurement of 3G to all officials as listed in paragraph 10.2.

10 LIMITS ON MONTHLY SUBSIDY

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

- | | |
|------------------------------------|-----------|
| • MEC | Unlimited |
| • DDG | Unlimited |
| • Chief Directors | R1 500 |
| • Directors | R1 200 |
| • Chairperson of (NWPTIT) | R800 |
| • Deputy Directors | R900 |
| • Members of (NWPTIT) | R600 |
| • Assistant Director | R600 |
| • Office Managers | R400 |
| • Personnel Assistants/Secretaries | R300 |
| • Drivers | R300 |
| • Other levels | R300 |

10.2 The following officials will qualify for 3G:

- MEC
- MEC's support staff
- Head of Department
- SMS members

- Office Managers
- Deputy Directors
- Any other officials with prior approval from Head of Department as recommended by Chief Director of the respective programme.
- Any other officials working from home due to COVID19 with prior approval from Head of Department as recommended by Chief Director of the respective programme.

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 cellphone allowance amount.
- b) The instrument 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 etc

12 TRANSFER OF CELL PHONE ACCOUNT TO THE USER

12.1 Officials with departmental cellular phone shall retain the instrument to after expiry of the contract.

12.2 Upon termination of employment service or transfer the user will sign the subscriber transfer agreement form with the contracted service provider to take over the remainder of the contract.

13 REIMBURSEMENT

13.1 An official will qualify for the amount as indicated in paragraph 10.1. The bill of account and approval obtained from Head of Department will be attached for reimbursement of his/her private cell phone allowance with the same condition that the amount claimed does not exceed the limits as specified in paragraph 10.1.

14 LOSS, WRITE OFF AND EXCESS FEE

14.1 The Department shall not be responsible for the following:

- (a) Loss / Theft
- (b) Damage
- (c) Repairs
 - Replacement
 - Excess fee for insurance claim
 - Payment of Device Insurance etc.

14.2 On submission by the supervisor and recommended by the Chief Director of the respective programme, the Head of the Department may approve to discontinue allowance of cellular phone and 3G to officials if it is found that such benefits are abused or if the official's duties no longer require the services and such decision shall not prejudice such an official.

15. USAGES ON INTERNATIONAL TRIPS

15.1 All officials going on international trips shall have access to roaming facilities arranged by individual with a motivation approved by Head of the Department.

16. TERMINATION OR TRANSFER OF SERVICE

16.1 Any official who is in possession of a departmental mobile phone and 3G shall take over the remainder of the contract in the event of him / her resigning, termination or transfer from the Department.

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

17 REVIEW OF POLICY

The policy shall be reviewed as and when required by Management.

19 EFFECTIVE DATE

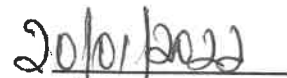
The amended Policy is repealing the current approved policy of the 18 January 2021 and will be effective from the date of approval.

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**



DATE