



dcs&tm

Department:
Community Safety & Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

CELL PHONE, 3G CARDS AND IPAD POLICY

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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 Policy 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 provide a framework for the allocation, administration and conditions of **CELLPHONE, 3G CARDS AND IPAD** for the use by the Departmental officials in line with Provincial Government prescripts

3. DEFINITIONS

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

"Department" : Shall mean the Department of Community Safety and
Transport Management

"MEC" : Shall mean the MEC of the Department

"HOD" : Shall mean 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 Service and Administration's Guidelines contained in minutes E\1\2\1 dated 28th 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 STATEMENT

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 policy applies to all permanent employees of the Department on the allocation, use and other administrative processes and administrative staff of the MEC appointed in accordance with Ministerial Handbook.

7. OFFICIALS WHO QUALIFY

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

7.1 MEC

7.2 HOD

7.3 Chief of staff

7.4 Parliamentary Officer

7.5 Chief Directors

7.6 SMS Members

7.7 Deputy Directors

7.8 Assistant Directors

7.9 Office Managers

7.10 Personnel Assistants/ Secretaries

7.11 MEC support staff

7.12 MEC's protectors

7.13 Any other official most of her/his work spend outside the office

7.14 Any other official who has to be accessible as per the nature of his/her work.

8. QUALIFYING CRITERIA AND INFORMATION NECESSARY FOR CONSIDERING APPLICATIONS

8.1 Any other official who has to be accessible as per the nature of his/her work including officials exercising their duties outside the office environment.

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

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

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

8.2.4 A motivation as to why the cellular phone is the most economical means of

communication

8.2.4 Financial implications and availability of funds in the department budget.

9 MONTHLY LIMITS

9.1 The cell phone maximum limits (all inclusive) shall be as follows: These rates are subject to review every year as per Provincial Treasury Cost containment Policy or guideline:

• MEC	No limits
• DDG	R2000
• Chief of staff	R1500
• Parliamentary Officer	R600
• Chief Directors	R1 200
• Director Communication	R1 200
• Deputy Director Communication	R1000
• Directors	R900
• Deputy Directors	R600
• Assistant Director	R400
• Office Managers	R400
• MEC PA	R400
• Personnel Assistants/Secretaries	R300
• MEC support staff	R300
• MEC protectors	R300
• Other levels	R300

9.2 The abovementioned subsidized amount shall include the following:

- Monthly Subscription fee (limited)
- Insurance Premiums (limited)
- Service fee itemized billing

- Call line identity monthly fee
- Official calls (limited)

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

10 PROVISION OF CELLPHONES

10.1 The policy provides for the allocation of Departmental cellphones to the MEC and Head of department.

10.3 The following options is offered to other officials in terms of this policy:

10.1.1 Individual employees including SMS members shall have contracts with the service providers of their own choice and they shall not claim any official calls made that exceed their subsidized amount.

10.1.2 The current instrument shall remain the property of the official after the expiry of the departmental contracts with the respective service providers.

10.1.3 All cost for accessories, replacement or repairs are incurred by the official.

10.1.4 Officials utilizing their private cell-phones for official business must apply for permission through their Managers and obtained approval from the Head of Department.

10.1.3 The Cell-phone claim shall be signed by the user and recommended by the Director of the unit concern and approved by Chief Financial Officer or Chief Director.

10.1.4 An official who qualifies for cell phone package due to nature of his/her job, shall submit a request through his / her Manager to the Accounting Officer for consideration.

11 TRANSFER OF CELL PHONE ACCOUNT TO THE USER

11.1 Officials with departmental cellular phones shall retain their cell phones after expiry of the two year contract and enter into contracts of their own choice.

11.2 The user will then sign the subscriber transfer agreement form with service provider of his/her choice to take over the contract.

12 REIMBURSEMENT

The Department shall reimburse the officials subject to the following:

12.1 Submission of a claim form accompanied by an original copy of invoice.

12.2 The department shall reimburse officials amounts equal to either the limit or invoice which is the lowest.

13 LOSS, WRITE OFF AND EXCESS FEE

13.1 SMS and all individual cell phone users shall be responsible for the following:

13.1.1 Loss / Theft

13.1.2 Damage

13.1.3 Repairs

13.1.4 Replacement

13.1.5 Excess fee for insurance claim

13.1.6 On recommendation by the supervisor, the Accounting Officer has the discretion to discontinue allowances in respect of cellular telephones allocated to officials if found that such benefits are misused or if the

official's duties no longer require the services of a cellular telephone and such decision shall not prejudice such an official financially.

14 LOSS CONTROL

- 14.1 If any official with the Departmental contract loses his/her cellphone he/she shall report the matter to the nearest Police Station within 24 hours of the incident.
- 14.2 The loss must further be reported to the Director Supply Chain Management within 48 hours of the loss.
- 14.3 The Director Supply Chain Management shall replace the cell phone after he/she has been furnished with a sworn statement that reflects the police case number and stamp in case of an official cellphone.
- 14.4 Lost cell phone shall be replaced at the discretion of the Head of Department; continued loss of the cell phone will lead to automatic disqualification from use of the Departmental cell phone.
- 14.5 Notwithstanding the above, when the Head of Department has satisfied himself/herself that the loss or damage was as a result of negligent conduct on the part of the official, such case shall include the recovery of monies as stipulated in the PFMA.

15. USAGES DURING INTERNATIONAL TRIPS

- 15.1 All officials going on international trips shall have access to roaming facilities arranged by Supply Chain Management and additional amount shall be paid by the Department on approval of the Head of

Department.

- 15.2 Any official who is on unauthorized international trip shall bear the cost of his / her mobile phone usage if the cellular phone limit is exceeded.

16. TERMINATION OF SERVICE

- 16.1 Any official who is in possession of a departmental mobile phone shall retain the cellular phone and take over the contract immediately on the event of him / her resigning or transferred from the department.

- 16.2 The provision of the above shall also apply to any official who is found guilty of misconduct and who is dismissed from the Department.

- 16.3 Supply Chain Management shall immediately notify the service provider in writing of the transfer or termination of service.

17. CELLPHONE USAGE BY OFFICIALS ON SUSPENSION FROM THE OFFICIAL DUTIES.

- 17.1 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.

- 17.2 The Department shall not be liable for payment of use of private cell-phone account of officials who are on suspension.

- 17.3 Officials with their own contracts shall retain their cell-phone and be responsible for their own account.

18. DECEASED OFFICIALS

- 18.1 In the case of death of an Official, Supply Chain Management shall immediately instruct the Service Provider to close the account in case of

allocated cellphone.

19 OFFICIAL ON LEAVE OR STUDY LEAVE

19.1 Officials who qualify for a cell-phone provision will still be paid for cellphone expenditure incurred during leave days.

20. ALLOCATION OF 3 G CARDS

20.1 The 3G cards shall be provided to the following officials:

20.1.1 Member of the Executive Council (MEC)

20.1.2 Accounting Officer

20.1.3 Chief Directors

20.1.4 Directors

20.1.5 Programme Managers (Deputy Directors from the Districts)

20.1.6 Deputy Directors

20.1.7 Office Managers

20.1.7 Managers in the districts

20.1.8 Provincial Traffic Inspectors

20.1.9 Office Managers

20.1.10 MEC support staff

20.1.11 Any other official work her/his normal duty outside the office

20.1.12 Officials that operate without Network connectivity shall also be considered for wireless connectivity provided that the service shall be cost effective and transmission rate shall be at an acceptable standard.

20.1.13 3G card shall only be used for data connectivity, no voice calls on 3G cards. All officials who make voice calls or /and send messages using the 3G cards shall be disciplined following the prescribed Labour Relations procedures.

20.1.14 The Supply Chain Management shall instruct the service provider to disable all voice calls and messages on 3G cards.

20.1.15 In case of any misuse of 3G card, the Head of Department shall instruct such official to surrender such 3G card.

20.1.16 3G Cards allocated to officials must have limit of R350 per month.

21 ALLOCATION OF IPAD

21.1 The I-PAD shall be provided to the following officials only:

21.1.1 Member of the Executive Council (MEC)

21.1.2 Head of Department

21.1.3 Chief Directors

21.1.4 Directors

21.1.5 On allocation of an I-PAD an official will have to return the 3G card to Supply Chain Management.

21.1.6 No official will be allowed to be in possession of both the 3G and I-Pad at the same time except for the MEC and HOD.

21.1.7 The returned 3G card will be allocated to any official who qualifies for it.

22. LOST, DAMAGED OR STOLEN I-PAD

22.1 The I-PAD shall remain the property of the Department and shall be recorded in the Asset register.

- 22.2 In case of any loss of an I-PAD the responsible person shall report the matter to the nearest Police Station within 48 hours of the incident and to Security Management Services.
- 22.3 The loss must further be reported to the Director Supply Chain Management within 72 hours of the loss.
- 22.4 The Director Supply Chain Management shall replace the I-PAD after he/she has been furnished with a sworn statement that reflects the police case number and stamp.
- 22.5 Lost or damaged I-PAD shall be replaced at the discretion of the Head of Department; continued loss of the I-PAD will lead to automatic disqualification from use of the Departmental I-PAD.
- 22.6 Notwithstanding the above, when the Head of Department has satisfied himself/herself that the loss or damage was as a result of negligent conduct on the part of the official, such case shall include the recovery of monies as stipulated in the PFMA.

23. I-PAD USAGE BY OFFICIALS ON SUSPENSION FROM THE OFFICIAL DUTIES

- 23.1 In case of suspension from the official duties paragraph 17 above shall apply

24 TRANSFER OF CELL PHONE ACCOUNT TO THE USER

- 24.1 Upon upgrading of the I-PAD contract the handset shall become the property of the individual concerned and shall be disposed of and transferred to the user at no cost.

25 DECEASED OFFICIALS

- 25.1 In case of the deceased of an official paragraph 18 above shall apply.

26 AMENDMENTS

26.1 Any amendments to this cell phone policy shall only be approved by the Head of Department.

27 COMMENCEMENT OF THE POLICY

27.1 This policy shall be implemented by the Department with effect from the date of approval and signature by the HOD.

APPROVED/NOT APPROVED


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MR B MAHLAKOLENG

HEAD OF DEPARTMENT


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DATE