

BAVIAANS MUNICIPALITY

CELLULAR TELEPHONE POLICY

1. OBJECTIVE

To ensure effective and efficient utilisation of Council's resources and provide a standard cellular telephone policy for both Councillors and officials.

2. POLICY

- 2.1 Cellular telephones shall be issued and used for bona fide operational purposes.
- 2.2 Issues of cellular telephones will be to the following persons with the initial limits and allowances:
- |                        | <u>Allowance/limit</u> |
|------------------------|------------------------|
| Municipal Manager      | R 1 200 - 00           |
| Heads of Department    | R 900 - 00             |
| Other members of staff | R 200 - 00             |
- 2.3 The above limits / allowances will exclude service charges and VAT which will be paid by the Council.
- 2.4 At the discretion of the Council and arising from the nature of the work, other members of staff may be issued with a cellular phone.
- 2.5 All contracts ( or outright purchases ) shall be effected by the Council, subject to necessary budgetary provisions.
- 2.6 Only Councillors authorised by Council will be issued with cellular telephones.
- 2.7 Any official or Councillor entering into a contract or outright purchase of a cellular telephone, does so for their own account. Council will not be bound by such responsibility.
- 2.8 Council shall reimburse such Councillors and officials to the maximum of the agreed limit as determined from time to time for bona fide use of cellular telephones.
- 2.9 Any person who is in receipt of a Council issued cellular telephone, and who over expends such allowance as is applicable from time to time, will be liable in their personal capacity for any costs incurred over and above the normal allowance.

- 2.10 Where spare cellular telephones are available persons who qualify to receive a cellular telephone, will receive "pay as you go" prepaid telephones, in the first instance. Should no cellular telephone be available, then consideration could be given to a contract cellular telephone, subject to necessary budgetary provisions.
- 2.11 Where contracts expire, the cellular telephone must be returned to the Chief Finance Officer.
- 2.12 Where a cellular telephone malfunctions, it shall be reported to the authorised official in the Finance Department. Under no circumstances whatsoever shall any other official return a cellular telephone directly to a supplier for repairs.
- 2.13 All repairs shall be effected and co-ordinated through the authorised official in the Finance Department. ( This provision also relates to spares such as batteries, aeriels etc. )  
All cellular telephones shall be insured under the Council's insurance policy but Departments will be required to fund the excess as determined from time to time in accordance with such policy.
- 2.14 It is necessary that persons issued with cellular telephones, either on a full time or casual basis, exercise due care and should the item be lost or damaged due to negligence on their part, disciplinary action may be instituted. In the event of a second loss of a cellular telephone, or a second instance of damage, disciplinary action shall be taken and if negligence is proven, the responsible person shall be liable to pay the insurance excess on any further losses of or damage to the cellular telephone issued.
- 2.15 A single cellular service provider for Council shall be used, subject to the provisions of the Supply Chain Management System.
- 2.16 The procedure when requesting a cellular telephone shall be as follows:
- the relevant Head of Department shall submit a request to the Council and shall set out the reasons why the cellular telephone is required and where it is to be financed from. ( Where it is proposed to swap a radio for a cellular telephone realisable cost benefit shall be provided )
  - the cellular telephone contract ( or outright purchase ) shall be sourced by the Chief Finance Officer. ( No other Department shall have the right to enter into a cellular telephone contract )