

WATERBERG DISTRICT MUNICIPALITY



on the Go for Growth

DRAFT CELL PHONE POLICY

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PREAMBLE

The Waterberg District 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 Waterberg District Municipality Cell Phone Policy were sourced from the following legislation and policies:

- Remuneration of Public Office Bearers Act 20 of 1998, section 7(3)
- Government Notice No. 1319 (Government Gazette No. 23965, 18 October 2002)
- Waterberg District Municipality Supply Chain Management Policy
- Waterberg District Municipality Asset Management Policy
- Municipal Finance Management Act 56 of 2003
- Municipal Supply Chain Management Regulations 2005
- Municipal Structures Act 117 of 1998
- Municipal Systems Act 32 of 2000
- Waterberg District Municipality Subsistence and Travel Policy

DEFINITIONS

1. **Municipality** means the Waterberg District Municipality.
2. **Executive Mayor** means an Executive Mayor elected in terms of section 55 of the Municipal Structures Act 117 of 1998.
3. **Speaker** means a Speaker elected in terms of section 36 of the Municipal Structures Act 117 of 1998.
4. **Mayoral Committee** means a Mayoral Committee member elected in terms of section 60 of the Municipal Structures Act 117 of 1998.
5. **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.
6. **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 Waterberg District Municipality.
7. **Official** means any other personnel appointed by the Waterberg District Municipality on post levels 3 to 19.

1. APPLICATION OF THE POLICY

This Policy shall apply to:

- 1.1 The Executive Mayor.
- 1.2 The Speaker.
- 1.3 Mayoral Committee Members.
- 1.4 Proportional Councillors.
- 1.5 Municipal Manager.
- 1.6 Head of Department
- 1.7 Any other official who has received approval from the Municipal Manager for a Cellular Allowance.
- 1.8 The Policy excludes councillors elected proportionally (Indirectly elected councillors and representing the local municipalities).

❖ It is expected that Indirectly elected councillors gets a cellphone allowance from the Local Municipality they represent.

2. CELLPHONE ALLOWANCE

All councillors and officials must acquire their own cellular phone by means of a contract with a cellular phone service provider or "Pay as you go".

The user may structure a cellular package that best suits his/her needs, based on personal circumstances. The Municipality recognizes that cell phones are an extension of individuality and as such the user is at liberty to enhance the choice of item through a cash contribution towards the upgrading of available models, currently limited to the extent of allowances received.

The user enters into an agreement/contract with a service provider of his/her choice, i.e. Vodacom, MTN, Cell C or Virgin Cellular, and a copy of such agreement is furnished to the municipality for validation purposes.

The cellphone contract is between the user and the service provider and the user is liable for the payment thereof.

Cell 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.

The user may recoup, wear and tear allowances on cell phone item from taxable income on completion of yearly statutory tax returns (Personal Tax Returns).

The user is responsible for insuring the phone against theft, loss or damage and ensures that the cellphone is available for Council's use at all times, failing which the user will sacrifice the allowance.

An allowance will not be granted to employees with no official authorisation to acquire a cell 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.

Maintenance, insurance and any additional charges, such as itemised billing of cellular phones is for the cost of each user.

In terms of the Municipal Performance Regulations Gazette no 29089 and Remuneration for councillors 30600 Gazette. The Accounting Officer, Section 57 Managers and Councillors, qualify for Cellphone allowance, accept indirectly elected councillors.

All other officials must motivate and obtain the necessary approval from the Accounting Officer before such official can be granted a cellphone allowance.

3. PROCEDURE TO BE FOLLOWED WHEN APPLYING FOR A CELLPHONE ALLOWANCE BY OFFICIALS WHO DO NOT RECEIVE A CELLULAR ALLOWANCE AS PART OF A REMUNERATION PACKAGE:

This procedure applies to officials between the levels 3 to 19.

This procedure does not apply to councillors and Section 57 Managers (PMS Regulations Gazette 29089).

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 cellphone allowance.

The Head of Department must consider the application and make a recommendation to the Municipal Manager.

The application must be submitted to the Corporate Support and Shared Services Department who will support/not support such an application and will confirm with Budget and Treasury Department on the availability of funds.

Prepaid facilities will be made available to certain members of staff when required and will require approval from the relevant Accounting Officer.

After approval of such an allowance by the Municipal Manager the following will apply:

3.1 CELLPHONE ALLOWANCE

The CSSS 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.

4. CONDITIONS AND RESTRICTIONS OF USE

4.1 CELLPHONE ALLOWANCE

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.

Officials are provided an allowance in terms of the staff benefits provided by WDM.

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 WDM.

The user is responsible for insuring the phone against theft, loss or damage and ensures that the user is contactable at all times for Council purposes.

In instances where a particular employee/councillor exceeds the approved limits, a written motivation should be made to the applicable Head of Department / Executive Mayor / Speaker / Municipal Manager to recoup the amount in excess of the approved limit provided that these were utilised for business purposes. Proof must be provided by the user, e.g. itemised billing. Prior availability of funds must be confirmed by the Office of the CFO.

5. CELLPHONE ALLOWANCE

CELLPHONE ALLOWANCE WILL BE PROVIDED AS FOLLOWS:

DESIGNATION	AMOUNT (allowance per month Pre-Tax)
1. Executive Mayor	As per Remuneration Gazette
2. Speaker	As per Remuneration Gazette
3. Full Time Councillor	As per Remuneration Gazette
4. Municipal Manager	R 1 500.00
5. Other Councillors	As per Remuneration Gazette
6. Managers (Sec 57)	R 1000.00
7. Officials post level 3	R 500.00 – R 800.00
8. All other official upon approval of the Accounting Officer. (maximum)	R250.00 – R500

Annually on the, 1 July of each year the Accounting Officer in consultation with the Executive Mayor and Speaker will review the above amounts. Cellphone increases for councillors will be paid according to the Remuneration for Office Bearers Gazette.

6. IMPLEMENTATION

The Manager CSSS is responsible for the application of the Cellphone Policy. Any breach in the Cellphone Policy will result in disciplinary action being instituted.

7. MONITORING/EVALUATION

Internal Audit Unit will evaluate compliance of the policy.