

MAGARENG



MUNICIPALITY

CELLPHONE AND LAPTOP POLICY

APPROVED DATE :

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be review on an earlier date if necessary.

Why Have a Policy?

The Cell-phone and Laptop Policy is intended to enable and enhance the productivity of the Municipality `s business in order to make use of the latest means of communication technology.



THE POLICY

1. PREAMBLE

The Cell-phone and Laptop Policy is aimed at controlling the use of cell-phones and Laptops by Employees and Councillors of Magareng Local Municipality. The policy will provide guidelines, standards and norms used on the implementation of cell-phones and Laptops by Employees and Councillors.

2. DEFINITIONS

All terminology used in this policy shall bear meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

The guiding principles used in developing the Magareng Local Municipality Cell-phone and Laptop policy were sourced from the following legislations:-

- Remuneration of Public Office Bearer Act, No 20 of 1998;
- Government Notice No. 475 of 24 April 2020;
- Supply Chain Management Policy of Magareng Local Municipality;
- Municipal Finance Management Act 56 of 2003.
- Municipal Structures Act, No 117 of 1998;
- Municipal Systems Act, No 32 of 2000;
- Magareng Supply Chain Management Regulations.

4. SCOPE AND APPLICATION

This policy applies to Mayor, Councillors, Municipal Manager, Head of Departments, Managers and any other official who has received approval from the Municipal Manager for Cell-phone Allowance or use of municipal pool cellular phones.

5. BUDGETING FOR CELL-PHONES AND LAP-TOPS

The Chief Finance Officer and the Head of Departments will be responsible for the budgeting for the payment of all relevant cost relating to cell-phones and lap-tops in their respective departments.

6. QUALIFICATION FOR A CELLPHONE ALLOWANCE

Mayor and Councillors

The Mayor and Councillors will be provided a cell-allowance in accordance with the Remuneration of Public Office Bearers Act, No 20 of 1998. The allowances will be determined from time to time in accordance with the Government Notices issued by the Minister of Co-operative Governance.

Officials

The cell-allowance of officials will be as follows:

Post Title	Amount
Municipal Manager	R3000.00
Head of Departments	R1500.00
Unit Managers	R1000.00
Essential Services :Approval by the Municipal Manager	R450.00

Pool Cell Phones

The Municipality shall procure pool phones to avail to officials who are required to be on stand-by.

These phones will be pre-paid phones and a maximum of airtime will be within a top up R450 on a monthly basis.

The officials to whom the standby phone is allocated shall use it solely for work related calls.

Departmental Heads requiring "Pool Phone" have to submit a written application with motivation to the Municipal Manager for consideration.

The Accountant Expenditure will be in charge of all pool phones and will maintain a pool phone register. The register should include the following:-

- * Department;
- * Name of Supervisor/Manager;
- * Authorization by Supervisor/Manager to use Pool Phone;

- * Name of Official receiving the phone;
- * Period phone will be used;
- * Serial number and make of phone;
- * Airtime available on phone;

Batteries and Charges may be replaced at the cost of Council provided that the Municipal Manager is satisfied that the equipment was not misused.

All pool phones must be ensured and if a pool phone is stolen, lost or damaged, the individual responsible for the phone at the time will be liable for excess payment.

The Expenditure Accountant will submit monthly reports (by not later than 5th working day of following month) to the Chief Finance Officer on the usage of pool phones.

General Conditions of Cellular Phones

NB: Councillors or Officials will have a choice of acquiring their own cell-phone by means of a pre-paid or contract with a cellular phone service provider. The Councillors or Officials may apply through the Municipality to acquire cell-phone and sign a stop order for the monthly deductions to go through every month until the end of the contract and the device will be owned by the affected Councillor or Official. In the event of resignation, end of contract/term, the contract will be transferred to the affected individual including all outstanding amounts due to the service provider.

7. QUALIFICATION FOR MOBILE DATA BUNDLES

7.1 Mayor and Councillors

The Mayor and Councillors will be paid an allowance on the use of mobile data bundles not exceeding R300.00 per month. This is in accordance with the Upper-limit of Public Office Bearers.

8. QUALIFICATION FOR LAP-TOPS AND DATA

The current circumstances of Covid-19 has compelled the Municipality to convene its Council and Portfolio Committee meetings virtually. Virtually convened meetings require a laptop with enough data to successfully attend the meeting. It is on this basis that the following provision is made:-

Mayor and Councillors

The Mayor and all Councillors will be provided with a laptop in order to execute their own functions. Each laptop will be allocated up to 40GB to allow the Mayor and Councillors easy access to meetings.

Municipal Manager, Heads of Departments and Unit Managers

The Municipal Manager, Heads of Departments and the Unit Managers will be provided with a laptop in order to execute their own functions. Each laptop will be allocated up to 40GB to allow the Officials to do their work and to allow easy access to meetings.

General Conditions Lap-tops and Data

The Municipality will enter into contract or agreement with the service provider of their choice in order to access the laptops and data. In the event that the contract comes to an end or the device reaches its life span, the Municipality will make an offer to the affected Councillors or Officials to purchase the device at the market value of that time or alternatively the Municipality will keep the device.

9. POLICY PERIOD AND REVIEW

This Policy is valid from the date of approval and reviewed annually.

10. SHORT TITLE

This policy shall be called **CELL-PHONE AND LAP-TOP POLICY** of Magareng Local Municipality.

DATE OF APPROVAL 24 MAY 2024.....

DATE OF IMPLEMENTATION 24 MAY 2024.....

SIGNATURE OF ACTING MUNICIPAL MANAGER.....

DATE 24 MAY 2024.....

