



MANGAUNG

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
LEKGOTLA LA MOTSE

CELLULAR PHONE POLICY

Approved by Council on 15 December 2005 under item 29

CELLULAR PHONE POLICY

1. PURPOSE

To set a framework for the procurement, disposal and general management of cellular phones owed by the Mangaung Local Municipality and purchased and issued a tool to enable and enhance communication for the purposes of discharging duties and responsibilities of the municipality.

2. MANAGEMENT OF CELLULAR PHONES OF THE MANGAUNG LOCAL MUNICIPALITY

The Municipality procure phones by way of a contract / agreement with a service provider. The criteria then will be :

- 2.1 The municipality (Directorate Corporate Services, Corporate Management Support Sub-Directorate) procure the cellular phone packages from a service provider and issue the handset as standardised on to the relevant councillor;
- 2.2 The service provider forward each individual account to the municipality (Directorate Corporate Services, Corporate Management Support Sub-Directorate) for certifying and referral for payment and reduction of the access amounts from the councillors remuneration by the Finance Directorate;
- 2.3 The municipality insure the individual handsets and in the case of lost, stolen or damaged handsets before expiry of the cellular phone contract, the handset is replaced by the municipality after the applicable administrative procedures (report lost, stolen or damaged cellular phone to the Executive Director Corporate Services and to the SAPS etc.) has been followed. In case where negligence can be proven, the replacement cost of the handset will be for the account of the relevant councillor;
- 2.4 After the expiry of the cellular phone contract, a new contract is entered into by council (Directorate Corporate Services, Corporate Management Support Sub-Directorate) and the old cellular phone is replaced only after the handset has been handed in to the administering office who will also issue the new phone to the councillor (a register to record the status of each cellular phone must be kept for this purpose);
- 2.5 The municipality pays for monthly rental of the standardised cellular phone package deal entered into with the service provider;
- 2.6 Councillors qualify for the applicable approved monthly call costs up to the maximum amount;
- 2.7 When a councillor vacate his / her office the handset must be handed in and issued to the incoming councillor for the remainder of the contract period.

Council pays for the following monthly rent and service charges (+ Caller Identification and Itemised Billing), plus the amount for call charges :

3. CATEGORY 1 : COUNCILLORS

ITEMS	EXECUTIVE MAYOR	SPEAKER	COUNCIL WHIP	COUNCILLORS
<i>Maximum monthly rental amount</i>	Equivalent to a Talk 1000 Subscription R1 490,00 pm	Equivalent to a Talk 1000 Subscription R1 490,00 pm	Equivalent to a Talk 1000 Subscription R1 490,00 pm	Equivalent to a Talk 500 Subscription R775.00.00
<i>Included in package</i>	60 000 seconds p/month plus 200 sms's pm	60 000 seconds plus 200 sms's p/m	60 000 seconds plus 200 sms's p/m	30 000 seconds plus 100 sms's p/m

ITEMS	EXECUTIVE MAYOR	SPEAKER	COUNCIL WHIP	COUNCILLORS
a) <i>Caller ID (CLIP)</i>	FREE	FREE	FREE	FREE
b) <i>Itemized billing.</i>				
Maximum amount re. call costs	R1000.00	R1000.00	R1000.00	R332.43
<i>10% discount on subs & airtime, FREE itemized billing and CLIP</i>	-R149.00 -R 26.60 <u>≡ R175.60</u>	-R149.00 -R 26.60 <u>≡ R 175.60</u>	-R149.00 -R 26.60 <u>≡ R 175.60</u>	-R77.50 -R26.60 <u>≡ R 104.10</u>
TOTAL	R2 314.40	R2 314.40	R2 314.40	R1 003,33

These proposed new packages will not result in an increase in the total cost to council, but a savings with much more favourable results to councillors.

To ensure that roll over figures are kept to acceptable levels, it is proposed that the roll over regime of the service provider (VODACOM) be adopted. It must be noted that the talk time rolled over can not be translated into monetary terms owed to councillors, rather airtime owed to MLM by the service provider, which after expiry date neither the MLM nor the councillor could be entitled to even if it was not utilized.

4. CATEGORY 2: OFFICIALS AS DETERMINED BY THE CITY MANAGER

ITEMS	CITY MANAGER	EXECUTIVE DIRECTORS	SENIOR MANAGERS/ GENERAL MANAGERS & DIRECTORS	OFFICIALS
<i>Maximum monthly rental amount</i>	Equivalent to a Talk 1000 Subscription R1 490,00 pm	Equivalent to a Talk 1000 Subscription R1 490,00	Equivalent to a Talk 500 Subscription R775,00	Equivalent to a Talk 200 Subscription R430,00
<i>Included in package</i>	60 000 seconds p/month & 200 sms's	60 000 seconds & 200 sms's p/m	30 000 seconds plus 100 sms's p/m	240 minutes p/m
c) <i>Caller ID (CLIP)</i>	FREE	FREE	FREE	FREE
d) <i>Itemized billing.</i>				

ITEMS	CITY MANAGER	EXECUTIVE DIRECTORS	SENIOR MANAGERS/ GENERAL MANAGERS & DIRECTORS	OFFICIALS
<i>Maximum amount re. call costs</i>	R1000.00	R200.00	R200.00	R332,43
<i>10% discount on subs & airtime, FREE itemized billing and CLIP</i>	-R149.00 -R 26.60 <u>= R175.60</u>	-R149.00 -R 26.60 <u>= R 175.60</u>	-R77.50 -R26.60 <u>= R 104.10</u>	-R77.50 -R26.60 <u>= R 104.10</u>
<i>TOTAL</i>	R2 314.40	R1 514.40	R870,90	R703,33

5. CATEGORY 3: OPTION C: PREPAID

The Performance Improvement Division regularly receives requests for the appropriation of official cellular phones for a limited period due to involvement of officials in certain projects that requires them to have access to a cellular phone only for the duration of a certain project period. In order to enable these officials to deliver an efficient and effective service it is proposed that an additional category be added to the current policy, which would provide for a pre-paid option, i.e **Category C**.

This will entail that the official qualifying will be issued with a handset from the pool to be purchased and kept at the Sub-Directorate Corporate Management Support with a prepaid package and airtime vouchers for a fixed term depending on the envisaged duration of a specific project. With this option more officials can be capacitated to fulfil their duties and enhance service delivery without being unreasonably expensive. The application of this option will also be dependent on the recommendation of the Performance Improvement Division.

6. ROLL-OVER REGIME

To ensure that roll over figures are kept to acceptable levels, it is proposed that the roll over regime of the service provider (VODACOM) be adopted. It must be noted that the talk time rolled over can not be translated into monetary terms owed to councillors, rather airtime owed to MLM by the service provider, which after expiry date neither the MLM nor the of could be entitled to even if it was not utilized.

It must also be noted that the talk time rolled over can not be translated into monetary terms owed to councillors, rather airtime owed to the MLM by the Service provider, which after expire date, neither the MLM nor the councillor could be entitled even if it was not utilized.

To ensure that roll over figures are kept to acceptable levels, it is suggested that the roll over regime of the MLM cellular service provider – VODACOM be -adopted;

7. REPLACEMENT OF LOST STOLEN OR DAMAGED HANDSETS

According to the approved policy:

“The municipality insure the individual handsets and in the case of lost, stolen or damaged handsets before expiry of the cellular phone contract, the handset is replaced by the municipality after the applicable administrative procedures has been followed, which includes submitting a report on the lost, stolen or damaged cellular phone to the Executive Director Corporate Services, reported the matter to the South African Police Services (SAPS) and submitted a copy of the affidavit made at the SAPS together with the said case number also to the Executive Director Corporate Services. In case where negligence can be proven, the replacement cost of the handset will be for the account of the relevant councillor/official”

The replacement of handsets has since proven to be an expensive exercise because of the rate it is being lost, stolen or damaged. Therefore, the term "negligence" needs to be clarified as well as the replacement specifications. Therefore, for the purposes of the sub-paragraph regarding the replacement of handsets in the approved policy the term negligence will entail the following:

In instances where a handset is stolen or lost and no reasonable precaution was taken for the safety of the property or damaged by misuse, negligent water damage or malicious action this will be termed "Negligence".

In instances where loss is caused by violent, accidental, external or visible means and deficiency of the instrument and software, which cannot be prevented by proper usage of the handset, council will replace the instrument.

Furthermore the handsets will be replaced from the pool of handsets available at the Sub-Directorate Corporate Management Support for the duration of the contract up until the next upgrade date. If for any reason a new handset is to be acquired for replacement the exact same make and model will be acquired and if no longer available a handset of the same value to the one being replaced.

8. SELECTION OF HANDSETS OFFERED BY THE SERVICE PROVIDER.

As stated in a paragraph (a) under "General" in the approved policy, an official cellular phone is linked to the position and not the person and the instrument remain the property of the council. The selection of a handset from the options offered by the service provider on the relevant package was to be standardised to these options as stipulated in the current policy (First Bullet paragraph on page 3).

However it has since become custom for individuals to insist on handsets more expensive than those offered by the service provider and then paying the additional amounts for the chosen handsets from their own account. The repayments for this amount could be spread over a period of three (3) months. Since the handset still remains council property and the individuals will not be remunerated for the expenses towards their handsets, they will have to be given an option to purchase the said handset from council at a nominal price as determined administratively. This will also apply to councillors and officials who wish to purchase their old handsets from council when they are allowed to upgrade their contracts. This option will however not be available when an employee or councillor resigns or terminate their term of office while the contract between council and the service provider is still active (i.e. not ready to terminate without financial loss to council) or where the official or councillor cannot take over such a contract."

The purchase of the used handset a nominal price per handset as referred to in paragraph 10 above be determined, could be at a price not exceeding the cost of upgrading to a new contract and should be handled administratively for both councillors and officials.

9. UTILIZATION OF PRIVATE CELLULAR PHONES IN OFFICIAL CAPACITY.

Currently there are officials/Councillors who already have private cellular phone contracts and are willing to utilize their cellular phones in their official capacity. In instances such as this Council will pay an amount, which will not exceed the amount allocated to the official/Councillor in the said category upon receipt of an official account from the cellular phone service provider.

Such arrangement will however have to be phased out over a period of two (2) years, after which the MLM will either take over such contract or enter into a new contract with the Service Provider for Councillor / Official.

This exemption is only for existing private contracts. No new personal contracts will be dealt with in this manner.