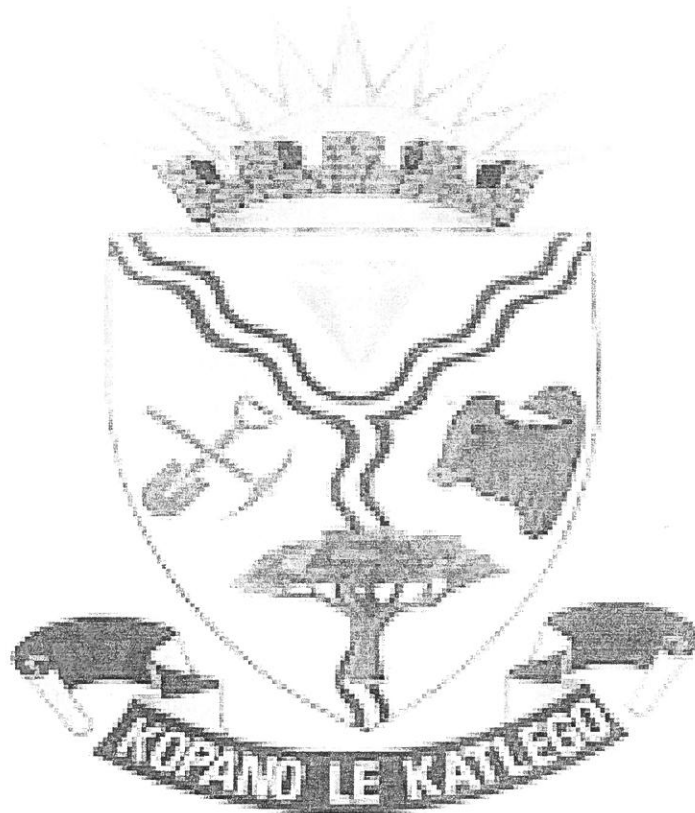


DIKGATLONG MUNICIPALITY

CELLULAR PHONE POLICY





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1. OBJECTIVE

This policy has been introduced to:

- Clearly define who is entitled to a Dikgatlong Municipality cell phone and/or 3G card, how the costs of purchasing the asset plus ancillary equipment and the rental and call cost will be met;
- Streamline statement administration and payment and reimbursements of the cost of business calls and;
- Ensure that the municipality policy complies with requirements of tax legislation and practice

2. Scope

This policy covers the usage of cell phones and/or 3G card by designated Dikgatlong municipality staff and councillors where the regular use of cell phones are necessary or useful to meet the requirements of the job.

This policy does not apply to Dikgatlong Municipal staff members who occasionally use their personal cell phones for business purposes and require reimbursement.

3. Additional information

In order to comply with tax practices and streamline administration Dikgatlong municipality pays a cell phone and or 3G card allowance to staff members, councillors and who regularly use a cell phone to meet the requirements of the job. Councillors and/or staff may receive the allowance or elect to receive a cellphone and/or 3G card where the contract is in the name of the municipality. The amount of the allowance for councillors is determined by the Minister of Coghsta as per provision of the Remuneration of Public Office Bearers Act. The amount will be allocated by assessing an individual's need and the allowance will be fully taxable.

4. Application

- Dikgatlong municipality provide a cellphone and contract with a maximum amount per month which may be amended from time to time, towards the Dikgatlong Municipality related cell phone and/or 3G card costs incurred by the individual. This will be paid monthly via payroll and/or to the service provider and/or municipality.
- The amount of the contract will be based on and assessment of the operational needs of the staff and of budgetary constraints.
- The cell phone and or 3G card will be in the name of either the individual and/or municipality who will be responsible for all payments to the service providers; this is also the case with councillors.
- Recipients of a cell phone and or 3G card allowance must notify the relevant official, the cell phone number and or 3d card number.
- The receiver of the allowance must be available at all hours on the registered cell phone number if not the cellphone may be revoked.



5. Categories

- a. Mayor
- b. Councillors
- c. The Municipal manager
- d. Section 56 & 57 managers
- e. Other personnel

6. Allowances

Cell phone and or 3G cards costs will be planned and budgeted for as part of the operations of a unit or department and the assessment of the need is done within that context as for any other activity.

6.1 The contracts entered into by the municipality in respect of the individual categories will be:

6.1.1 Mayor

The amount of the contracts for councillors is determined by the Minister of Provincial and Local Government as per provision of the remuneration to the Public Office Bearer Act. The costs of the contract as well as the calls and or data usage will be covered by the municipality. The contract with the service providers of the cellular phone and or 3G card of the mayor is in the name of council and/or individual.

6.1.2 Councillors

The amount of the contract for councillors is determined by the Minister of Cogta as per provision of the remuneration to the Public Office Bearer Act. The cost of the contract as well as the calls and data usage will be covered by the municipality. The contract with the service providers of the cellular phone and or 3G card of the councillors will be in the name of the Municipality and/or individual.

6.2.1 Section 56 & 57 employees

The Section 56 & 57 employee will be providing with a cellular phone and or 3G card. An appropriate amount will be allocated per month to all heads of departments according to the discretions of the municipal manager. The contract will be in the name of the official and/or municipality.

6.2.2 Other personnel

The Municipal Manager in his/her discretion and after consultation with all senior managers may allocate a cell phone and or 3G card to other personnel, if their functions and responsibilities required immediate communication facilities. The contract will be in the officials' name and/or municipality.

7. Theft, sale or termination of contract

7.1 Participants must inform the human resource unit if a cell phone number has changed as soon as possible and not later than the 3rd day of the month following the month in which this event occurred. A cellphone may be bought at the termination of the contract at the market value of the cellphone at that time.

Users will be contacted by the Chief Financial Officer on an annual basis and required to confirm that they are still using the cell phone for business purposes and they are maintaining the cell phone rental or airtime/pay-as-you-go contract.

7.2 It is the responsibility of the individual when receiving a cellphone, where the contract is in the name of the municipality to insure the cellphone.

7.3 Any cost incurred due to damage, theft, etc. to the cellphone will be for the account of the individual.

7.4 If the cellphone is damaged, stolen, etc. and is not repaired or replaced, the individual will be responsible to pay the monthly rental and airtime until the individual has an operative cellphone. These costs will be deducted from the individual's salary.

8. Implementation

Cellular phone benefits are allocated with an approved policy, allocation of benefits is enacted by the municipal manager in terms of delegated authority associated with the approved policy. The municipal manager and heads of department will assess applications as submitted per application form.

The head of department will compile a list of applicants with motivated requests and the proposed approval by the municipal manager. After approval this list will be communicated to the finance department

This policy will take effect on the first day of next month after approval.