



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL POLICY ON UTILIZATION OF CELLULAR PHONES

Version 7

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1. DEFINITIONS

Departmental contract phones	A cellular phone to be used by a departmental official
Pool phones	Means departmentally owned cellular phones allocated to an official to perform a specific function over a short period.
Programme Managers	Means Senior Managers appointed by the Accounting Officer to manage a specific programme
Responsibility Manager	Means Managers responsible for a specific unit
Softlock	Means the cellular phone can only receive incoming calls but no outgoing calls can be made.
Write-offs	Means equipment that are no longer functional.

2. INTRODUCTION

- 2.1. The need for cellular phones to be available for official use by staff of the Department is increasing. The Department wants to fulfil this need in a responsible manner. The operating cost of cellular phones are considerably higher than those of normal telephones and this mean that great care should be taken when fulfilling this need.
- 2.2. The Department of Public Service and Administration's guidelines provides that the utilization of cellular phones for official purposes is regarded as a working tool.

3. REGULATORY FRAMEWORK

- 3.1. The Constitution of the Republic of South Africa (Act No. 108 of 1996), section 215 and 217,
- 3.2. The Public Finance Management Act no.1 of 1999 (as amended by Act no 29 of 1999):
 - o Section 38 dealing with general responsibilities of accounting officers and specifically subsection 38 (1)(a)(i), 38(1)(b),38(1)(d),38(1)(h) and
 - o Section 45 dealing with the responsibilities of other officials.
- 3.3. Treasury Regulations issued in terms of the Public Finance Management Act,1999, Section 8.2.2 (Approval of Expenditure), 10.1.1 and 10.1.2 (Asset Management)

4. OBJECTIVE

- 4.1. This policy is to provide support services and management of the department through managerial and administrative guidance
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4.2. This policy has been introduced to clearly define :

- Who is entitled to a Departmental **contract cell phones** and how the costs of purchasing the asset plus ancillary equipment, and the rental and call costs will be met;
- Who is entitled to a **pool phone**;
- What procedures to be followed when the cell phone contract with the service provider expires;
- Streamline statement administration and payment, and the reimbursement of the costs of business calls.

5. PRINCIPLES, VALUES AND PHILOSOPHY

This policy is intended to reflect the department's commitment to the principles, goals and ideals described in the department vision and core values.

6. SCOPE AND APPLICABILITY

6.1. This policy covers the usage of a cell phone by permanent Departmental staff where the regular use of a cell phone is necessary or useful to meet the requirements of the job. This includes:

- All new cell phone contracts and renewals of existing cell phone contracts entered into by the Department.
- Pool Phones

6.2. The Departmental officials who qualify for the usage of official cellular phone contracts as provided for in this policy are the following:

- Senior Management Services Members
 - Personal Assistants and protectors of the Member of the Executive Council (MEC) and the Head of Department (HOD).
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- Roads Foramens.
- Any other official recommended by the relevant Programme Manager and approved by the Head of Department.

7. PROCEDURES

7.1. New departmental cellular contract phone

If the official does not qualify in line with paragraph 6 for a departmental **cellular contract phone** the relevant Programme Managers shall submit a request to the AO for a contract phone. The AO will consider all requests for allocations on the basis of motivation, which shall be in accordance with the conditions as specified in below.

Qualifying criteria and information necessary to consider new applications for departmental cellular contract phone:

- a cell phone must be vital and necessary for the execution of official duties;
 - the detailed reasons and motivation for the request must be furnished;
 - details of other means of communication shall be considered;
 - the comparative costs of other means of communication;
 - a motivation of the reasons why the cell phone will be more economical than means of communication;
 - financial implications, including quotations from three service providers, total cost over period of contract and availability of funds in the directorate's budget; and;
 - If the request is approved by the AO the acquisition of the cell phone must be done via the normal Supply Chain Management processes. The monetary limit for financial delegations will be total commitment in terms of the contract and not the monthly installment.
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7.2. Renewal or cancelation of current contracts

The Department shall have the option of renewal or cancellation of the contract when the contract expires.

The renewal of the cell phone contract must be done via submission form for upgrading authorized by the programme manager. The monetary limit for financial delegations will be the total commitment in terms of the contract and not the monthly installment.

The user will receive a new phone in terms of the renewal (upgrading) contract. The existing instrument shall be returned to the Asset Management Unit in the Department

7.3. Pool phones

Pool phones are those phones that can be given to an official when away from office to be able to communicate with the office. The pool phone is then returned to the department after the official returns from the trip.

7.4. Government option with soft lock

The government enters into a contract with the supplier, whereby all users of cellular phones will be linked to a soft lock system as soon as the prescribed account limit is reached, which shall include fixed costs and VAT. The facility shall allow users to receive calls but restrict them from making calls.

7.5. Official resigning or termination of service

When an official resigns or services are terminate for whatever reason the cell phone and im card must be returned to the Asset Management Unit on the last day of service. If not any costs incurred on the cell phone contract after the last day of service will be recouped from the official. The official will also be held responsible for the replacement of the phone not returned.

7.6. Monthly limits and budget implications

The monthly limits which are inclusive of all costs for departmental contract phones are as follows:

LEVEL	MONTHLY LIMIT
MEC and HEAD OF DEPARTMENT	Unlimited
CHIEF DIRECTOR	R 1,600
DIRECTOR	R 1,200
PROTECTORS of MEC	R 400
ROADS FOREMEN'S	R 200
OTHER OFFICIALS APPROVED FOR CELL PHONE CONTRACTS	Maximum R 400

7.7. Use, safeguarding and safekeeping of cell phones and sim card

- The cell phone may only be used for official purposes.
- All the cell phones (phones and SIM (Subscriber Identity Module) cards) should be recorded prior to issue on an acknowledgement of a receipt form. The IMEI (International Mobile Equipment Identity) number and contract number. This will ensure record keeping.
- The cell phone must be recorded on the official's inventory list that includes the laptop/ computer equipment.
- The inventory register as well as the acknowledgment of receipt form at SCM Asset Management, must be completed and signed by the official undertaking responsibility for the use of the cell phone.

- If the cell phone is stolen or lost this should be reported to the South African Police within 48 hours and the SCM unit, Asset Management, of the Department immediately in writing. It is then the responsibility of the SCM unit, Asset Management, to report this in writing, to the Service Provider to enable them to soft lock the sim card and black list the phone to prevent it from being used by an unauthorised person.
- There must be supporting documentation to the above. Thus the official must request in writing that SCM, Asset Management, will obtain the replacement cell phone and do the SIM swap for the account of the Department.
- Once the cell phone is lost/damage or stolen, the department will replace the phone as soon as possible while the investigation is being undertaken.
- In cases where cell phone are lost through the negligence of the official, the cost of replacement will be recovered from the official.

7.8. Disposal of cell phones

- The disposal of cell phone equipment must be by recommendation of the Departmental Disposal Committee. Cell phone equipment should be disposed of according to asset disposal policy.
- The final authorization for the disposal of the cell phone equipment is the responsibility of the Accounting Officer or a duly delegated official.

7.9. Transitional arrangements

Where an official qualifies for a cell phone contract in terms of this policy but the official is receiving an airtime vouchers or submits a claim for business call made in his private capacity the official will be allegeable for the airtime voucher until such time that the official's cell phone contract is activated.

8. ROLES AND RESPONSIBILITIES

- 8.1. Programme managers are responsible for the implementation of the policy.
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- 8.2. The Directorate Strategic Planning will monitor and evaluate compliance and impact of these guidelines by all programs and sub-programs in the Department.
- 8.3. Supply Chain Management is responsible for the commitment and renewal of all cellular contracts with service providers.
- 8.4. Management Accounting – Division Budget and Expenditure Control is responsible for the monitoring of the expenditure and budget.
- 8.5. Financial Accounting: Division - Theft and Losses are responsible for the safeguarding and maintenance of the assets.

9. FINANCIAL IMPLICATION

The total projected commitment in terms of this policy is R 400,000 per year.

10. POLICY ADOPTION AND REVIEW

- 10.1. This policy is effective from date of signature.
 - 10.2. This policy shall be assessed in five (5) years its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect substantial organisational etc. changes at the Department or any change required by law.
 - 10.3. Deviations from this policy must be approved by the Accounting Officer.
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11. APPROVAL



Approved/ ~~Not approved~~

Comments:

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ACCOUNTING OFFICER

5.3.19

DATE
