



DRAFT CELL PHONE AND COMPUTER POLICY

1. Legend to Abbreviation

Abbreviation	Description of the abbreviation
MSA	Municipal system Act
PFMA	Public Finance Management Act
MFMA	Municipal Finance Management Act
ICRM	Internal Control and Risk Management

2. Policy objective

The objective of this is to provide accurate framework:

- To ensure that all officials of the municipality are accessible 24hrs a day and therefore service can be rendered continuously
- To provide officials with a working tool
- To ensure that effective controls are communicated to management and staff through clear comprehensive written documentation
- To provide as formal set of financial procedures that can be implemented to ensure the municipality's financial policies are achieved and are in compliance with the Municipal Financial Management Act (MFMA)

3. Reference to Legislation

This is in compliance with requirements from the following legislative instruments:

Type of reference	Description of policy requirements
MFMA	Accounting officer should take all reasonable steps to ensure that assets of the municipality are properly controlled and systems are in place for

	maintenance and record keeping
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4. Target Audience

This policy applies to the following roles and/or positions

- Political Officer Bearers
- Municipal Manager
- Directors
- Managers (Job Level 1 -3)

5. Policy Requirements

5.1 Contract

The employee will enter an account with the Service provider , and settle the accounts on a monthly basis. The municipality will pay for the cell allowance, together with the salary on the 25th of every month

- 5.2 A once of payment of R12000 for a computer for councilor/official to perform his/her duties
- 5.3 Should the cell phone or computer break down the cost of repair will be paid by the born by the user.
- 5.4 It is the requirement of the Municipality that Councilors and Officials must have cell phone and personal computer to effectively perform their work.

6. Who is entitled to a cell phone/Computer

Councilors and officials will be paid a mobile/computer allowance to assist them in the execution of the municipality's official duties. It is clearly understood that this is a tool for work purposes and is not a fringe benefit;

- a Councilor/official that needs to be contacted at anytime by the municipality
- a Councilor/ official whose duties necessitate the use of a cell phone/computer

Every councilor/official that is allocated a cell phone allowance must be reachable at any time by the municipality. If difficulties are continually experienced by the municipality, then the municipality is entitled to withdraw the mobile allowance from the official

7. Segmentation of Users

- Political Officer Bearers
- Municipal Manager
- Directors
- Managers(Job Level 1-3)

8. Functionality per User

- Political Officer Bearers
- Municipal Manager
- Directors
- Managers(Job Level 1-3)

9. Choice of mobile handsets/computer

The choice of handsets/computer should be optimal to the user. Handsets/computer shall remain the property of the user

10. Billing

10.1 Budget for Councilor/official calls will be allocated to user segment as follows:

Political Officer Bearers (Reviewed in terms of Remuneration of Public Office Bearers Act of 1998).

Mayor	R 1 117
Speaker	R 1 117
Part-time Councilors	R 697

Administration (Reviewed annually by Council)

Municipal Manager	R 1 500
Directors	R 1000
Managers(Job Level 1-3)	R 500

10.2 As stated in 5.1, the Municipality will pay a monthly cell phone allowance together with the salary on the 25th of every month

10.3 Expenditure related to trips abroad that result in the monthly budget being exceeded might be claimed back provided that:

The Municipal Manager certifies and approves the expenditure as reasonable

11. Exceptions to policy

Any exceptions/deviation to the above must be approved by the Municipal Manager.

AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership & Maintenance Manager	:	Director Corporate Services