

## **POLICY ON THE UTILIZATION OF THE TELEPHONE/CELLPHONE**

### **1. PREAMBLE**

The Department of Cooperative Governance and Traditional Affairs intends to promote proper usage of telephone /cellphone, to improve its productivity efficiently and effectively.

### **2. DEFINITION**

In this Policy, unless the context otherwise indicates-

“Official” means a person who has been appointed, notwithstanding that such appointment may be on probation, to a post contemplated in Section 8 (1) (b) or 8(3) (c) of that Act:

### **3. PURPOSE**

The purpose of the telephone/cellphone policy is to provide guidelines regarding telephone /cellular phone usage for qualifying officials.

### **4. AUTHORISATION**

The framework is authorized by regulation 10.1 of the Treasury Regulations of 2000.

### **5. REGULATORY FRAMEWORK**

Public Finance Management Act, Act of 1999, as amended.

### **6. POLICY FRAMEWORK**

#### **6.1 WHO QUALIFIES FOR TELEPHONE (LAND LINE)**

**6.1.1** All employees of the Department of Local Government.

**6.1.2** Limits will be determined by the senior management.

#### **6.2 WHO QUALIFIES FOR A CELL PHONE**

**6.2.1** An official qualifies for a cellphone if his/her duties necessitate that he/she works outside the office most of the time.

**6.2.2** Such a request will be made to the immediate supervisor

**6.2.3** The Directorate concerned must have adequate budget allocated for such purpose available.

### **6.3 LIMITS ON CELLPHONE MONTHLY EXPENDITURE**

#### **6.3.1 Monthly Limits for the MEC's Office**

#### **6.3.2 Support staff of the Member of Executive Council (MEC)**

- a) The MEC's phone is unlimited.
- b) Personal Assistant for the MEC unlimited.
- c) The limits on the monthly expenditure of the support staff in the MEC's office shall be determined by the MEC in consultation with the Accounting Officer.

#### **6.3.3 Accounting Officer**

- a) The Accounting Officer cell phone is unlimited
- b) 3G limit of R500.00 (DATA Bundle)

#### **6.3.4 Senior Management Services(SMS)**

- a) A monthly limit of R1500.00 and R500.00 3G is set for Chief Directors
- b) A monthly limit of R1000.00 and R500.00 for 3G is set all members of the Senior Management Service.

#### **6.3.5 Heads of Sections**

- a) A monthly limit of R800.00 is set for all Heads of Sections
- b) Those officials who qualify for a 3G due to the scope of their work, a supervisor concern will present the motivation before the policy committee and approved by the HOD.

#### **6.3.6 Other Qualifying Officials**

- a) A monthly limit for Assistant Directors is R700.00
- b) A monthly limit for Senior Admin Officers is R600.00
- c) A monthly limit for Personal Assistants is R500.00
- d) A monthly limit for Secretaries to HOD is R400.00
- e) A monthly limit for Secretaries to the Chief Directorates and Directorates is R300.00
- f) A monthly limit for Community Development Workers is R300.00
- g) The above categories of monthly allowances include any amount charged by the service provider which includes Subscription, VAT, and any other charges.

- h) The necessity for officials to have official cellular telephones and the limits allocated will be reviewed annually, or whenever there is a change in the official's job requirements.

**7. SCOPE OF APPLICATION**

The application of this policy applies to all officials of the Department

**8. PROCEDURES FOR AMENDMENTS OF THE POLICY**

The amendments of this policy shall be done in accordance with changing legal framework and shall be subjected to approval by the Head of Department. The Head of Department has the discretion to deviate from any clause in this policy.

**9. MONITORING, EVALUATION AND REPORT**

The Department through structures shall monitor and evaluate the effectiveness of the implementation and report to the Head of Department on annual basis.

**APPROVED/NOT APPROVED**

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**MR S. NGUBANE**  
**ACTING HEAD OF DEPARTMENT**  
**DATE** \_\_\_\_\_