



## CELLULAR PHONE & DATA ALLOWANCE POLICY

Date Approved	Version	Resolution No
	3	

*The Information Manager (Municipal Manager)*

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## 1. INTRODUCTION

Senqu Local Municipality continuously endeavours to achieve best practice policies and procedures in its administration and operations. In order to enable the productivity of the municipality's strategic business units it is critical that we make use of sound and latest means of communication technology. It is on this premise that municipal officials should have access to cellular phones allowance, primarily for receiving and making official calls when not in the office. Councillors will be dealt with in terms of the Determination of upper limits of salaries, allowances and benefits for Councillors.

## 2. PUPOSE OF THIS POLICY

2.1 The purpose of this policy is:

- 2.1.1 To develop a means of cellular phones & Data allowances to municipal officials.
- 2.1.2 To provide for replacement of a system of cellular phone & Data contracts by the municipality with the salary allowance system.
- 2.1.3 To release the municipality and its officials of the administrative burden for cellular & Data contacts.
- 2.1.4 To enable the municipality and its officials to focus on its core responsibility of providing services to its jurisdictional citizens.

## 3. SCOPE OF APPLICATION

3.1 The following categories of employees shall automatically qualify to receive cellular phone allowances:

- 3.1.1 The Municipal Manager
- 3.1.2 Directors reporting directly to Municipal Manager
- 3.1.3 Managers
- 3.1.4 Speaker/Mayors Driver
- 3.1.5 Supervisors which are supervising employees who are field workers
- 3.1.6 Electricians
- 3.1.7 Executive Secretaries ( Mayors PA, Speakers PA, Municipal Managers PA)

3.2 The following categories of employees shall automatically qualify to receive **Data** allowances:

- 3.2.1 The Municipal Manager
- 3.2.2 Directors reporting directly to Municipal Manager
- 3.2.3 Managers

3.3 If there is any other official not mentioned in clause 3.1 and 3.2 who feels his/her job requires a cellular phone or Data, a motivation should be forwarded by his/her Head of Department to the Corporate Services department and Municipal Manager for final approval.

3.4 It is important that a motivation relating to clause 3.3 is made timeously in order to ensure that Budget and Treasury Department is able to provide for funds to cover the expenses.

3.5 The following criteria may be considered:

- Percentage of time functioning outside office
- The need for a staff member to be in constant contact with his/her office

- Number of official calls received per day
- Availability of resources (The operating costs must be budgeted for)

3.7 Monthly prepaid airtime as determined by the Director will be bought for those Employees who does not receive a fixed monthly cellular telephone allowance, but has to make official telephone calls from his or her private cellular telephone.

#### 4. CONDITIONS FOR CELLULAR PHONE & Data ALLOWANCE

- 4.1 All officials mentioned under sub-section 3.1 & 3.2 will receive monthly cellular phone and/or Data allowances reflected in their salaries to acquire cellular phone and/or Data service from either of the mobile phone operators in the Republic of South Africa.
- 4.2 The method for acquiring the cellular phone or Data service could either be through a personal contractual agreement or prepaid.
- 4.3 It is not for the municipality to prescribe the packages that officials must choose for as long as they are able to effectively and efficiently perform the assigned official functions as and when it is necessary to do so.
- 4.4 Officials may structure a package that best suits their circumstances to enable them to sufficiently fulfil official duties.
- 4.5 Official must furnish the Corporate Services Department with cellular numbers that they use for official purposes as soon as they have entered into a contract or obtained a cellphone through prepaid.
- 4.6 Any contractual agreement entered into between officials and the service provider is binding on the said official and the municipality is not obliged in whatsoever, in any shape or form from that agreement.
- 4.7 Officials who already have private contracts or any means of cellular phone access may use the same for official purposes for as long as they can be accessed at any time of the day, including after hours.
- 4.8 Officials must ensure that the cellular phone is accessible for council activities and functions at all times, failing which the user may risk losing the allowance.
- 4.10 If an Official is consistently unavailable on their cellular phone, the Municipal Manager has the discretion to stop the allowance of the said official.
- 4.11 The reactivation of the allowance shall be done once a satisfactory written explanation is provided to the Municipal Manager, through the Corporate Services Department.

## 5. TAX IMPLICATIONS FOR CELLULAR PHONE & Data ALLOWANCE

- 5.1 A cellular phone & Data allowance is affected through the payroll system and is therefore subjected to tax.
- 5.2 The determination of allowance; through Budget and Treasury Department, shall also take into consideration tax implications of the allowance.
- 5.3 Because it is a taxable allowance, cellular phone allowances should not be misconstrued as inclusive of a negotiable remuneration package.
- 5.4 The user may recoup depreciation charges; wear and tear allowances on cellular phone items from taxable income when completing yearly statutory tax returns.
- 5.5 Officials may also be entitled to claim the cost of business calls against this allowance in the annual tax return.

## 6. LIMITS

### 6.1 Cellular phone Limits:

#### APPOINTED OFFICIALS

The limits for appointed officials will be as per the below table:

Designation	Minimum
Mayor/Speaker/Councillors	As determined from time to time in the determination of upper limits.
Municipal Manager	R 5500
Section 56 Directors	R 4200
Managers/Divisional Heads	R 2000
Employees below middle management (Task levels 10 -12 whose functions require them to work offsite)	R1000
Mayor and Speaker 's Drivers	R 800
Electricians	R 800
Executive secretaries	R 500

### 6.2 Data Allowance:

All Officials who qualify for a Data allowance will receive a fixed allowance of XXX GB per month.

## 7. INTERNATIONAL ROAMING

- 7.1 International roaming for Officials travelling abroad for Council delegated functions must be activated by the travelling users.
- 7.2 Only official international calls made by the user will be paid in full by Council upon submission of a comprehensive itemized billing.
- 7.3 The limit permitted for private calls during their stay abroad will be as per the table below:

Designation	
a. Municipal Manager	1 call per day for a maximum of 10 minutes
b. Section 56 & 57 Directors	1 call per day for a maximum of 10 minutes
c. Managers/Divisional Heads	1 call per day for a maximum of 5 minutes

## 8. MONITORING AND EVALUATION

- 8.1 Corporate Services is the implementing agent of this policy and shall ensure that all officials comply with the provisions thereof.
- 11.2 This policy shall become the official policy of the municipality once it is adopted and approved by the Council of Senqu Municipality.
- 11.3 All cellular phone contracts held by Officials under the name of Senqu Municipality shall be cancelled as soon as they expire, after which the allowances system shall commence in the next salary date.
- 11.4 The policy shall be reviewed annually for legislative amendments as well as environmental changes.

## 9. APPROVAL OF THE POLICY

Date of Approval by Council:  
Resolution Number

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MM YAWA  
MUNICIPAL MANAGER

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DATE



APPLICATION FOR CELLULAR TELEPHONE OR Data ALLOWANCE

A. INSTRUCTIONS

This form must be completed in black ink by the applicant and submitted to the Director Corporate Services.

B. APPLICANT'S DETAILS

1. Surname: \_\_\_\_\_
2. First Name: \_\_\_\_\_
3. Employee Number: \_\_\_\_\_
4. Designation: \_\_\_\_\_
5. Amount required as an allowance: \_\_\_\_\_
6. Signature of Applicant \_\_\_\_\_

C. MOTIVATION

1. Motivate and give reasons why a land-line service cannot be used and/or would not be suitable for use:

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2. Why is it necessary to be contactable when out of office?

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3. Please indicate the frequency of absence from the office on official business per month (if possible, please give an indication over the last three (3) months):

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D. COMMENTS OF DIRECTOR OF DEPARTMENT

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\_\_\_\_\_  
SIGNATURE: DIRECTOR

E. WAS THIS ALLOWANCE BUDGETED FOR AND IF SO UNDER WHICH VOTE NUMBER

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CONFIRMATION OF AVAILABLE BUDGET

YES

NO

\_\_\_\_\_  
SIGNATURE: CFO/BT MANAGER

RECOMMENDATION FOR APPROVAL BY DIRECTOR CORPORATE SERVICES



YES

NO

\_\_\_\_\_  
SIGNATURE: DIRECTOR CORPORATE

APPROVAL BY MUNICIPAL MANAGER

Approved

Not Approved

\_\_\_\_\_  
SIGNATURE: MUNICIPAL MANAGER

DATE: \_\_\_\_\_

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