



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

TELECOMMUNICATIONS POLICY

**POLICY ADOPTED BY COUNCIL ON 04 DECEMBER 2014
AT ITEM C.14.6**

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1. SCOPE OF THE POLICY

- 1.1 Telephones (land lines);
- 1.2 Facsimile facilities; and
- 1.3 Cellular phone allowances and/or vouchers, as well as pool cellular phones.

2. APPLICATION OF THE POLICY

This policy shall apply to councillors and officials of the Cape Winelands District Municipality (CWDM).

3. POLICY OBJECTIVES

- 3.1 To provide guidelines on the management of telephones, facsimile facilities, cellular phone allowances and/or vouchers, as well as pool cellular phones;
- 3.2 To implement a uniform Telecommunications Policy (telephones, facsimile facilities, cellular phone allowances and/or vouchers, as well as pool cellular phones) for councillors and officials respectively;
- 3.3 To provide fair criteria for the allocation of cellular phone allowances and/or vouchers, as well as pool cellular phones;
- 3.4 To ensure the effective, efficient and economic usage of municipal telecommunication systems;
- 3.5 To ensure the recovery of all costs for the unofficial (private) usage of telephones and facsimile facilities;
- 3.6 To implement the necessary control measures and reduce costs;
- 3.7 To ensure that only authorised persons use CWDM's telephones and facsimile facilities in the performance of their duties; and
- 3.8 To prevent the misuse of the above-mentioned facilities by councillors and officials of the Cape Winelands District Municipality.

4. DEFINITIONS

For the purpose of this policy-

- 4.1 **“Council”** shall mean the Council of the Cape Winelands District Municipality;
- 4.2 **“Councillor”** shall mean a member of the Municipal Council of the Cape Winelands District Municipality;
- 4.3 **"Municipal Manager"** shall mean a person appointed by the Municipal Council as the Municipal Manager for the municipality in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000);
- 4.4 **“Official”** shall mean a person in the employment of the Cape Winelands District Municipality;
- 4.5 **“Official calls”** shall mean all calls made for the purpose of conducting official business;
- 4.6 **“Heads of Department”** shall mean all appointees in terms of section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000); and
- 4.7 **“Senior management official”** shall mean an employee who is in charge of a specific functional unit and who reports directly to the Municipal Manager or to a Head of Department.

5. THE RIGHT TO USE TELEPHONES, FACSIMILE FACILITIES, CELLULAR PHONE ALLOWANCES AND/OR CELLULAR PHONE VOUCHERS, AS WELL AS POOL CELLULAR PHONES

The District Municipality provides its councillors and employees with the above-mentioned facilities, where applicable, for official purposes only.

6. DELEGATED POWERS

- 6.1 The Chief Financial Officer, *inter alia*, has the following powers:
 - (a) To authorise the installation of telephones and facsimile facilities on premises of the Cape Winelands District Municipality in respect of officials, upon written application and motivation from the applicable Head of Department;
 - (b) To authorise, on the recommendation of the Speaker, the installation of telephones and facsimile facilities on premises of the Cape Winelands District Municipality in respect of councillors; and

- (c) To authorise the allocation of cellular phone allowances and/or vouchers, as well as pool cellular phones in respect of officials, upon written application and motivation from the applicable Head of Department.

6.2 Powers of the Chief Financial Officer

The Chief Financial Officer, *inter alia*, has the power to make all payments and deductions in accordance with the policies of Council and appropriate legislation.

7. TELEPHONE POLICY

It shall be the responsibility of the Cape Winelands District Municipality to provide municipal offices, or a combination of municipal offices, with reliable telephones and facsimile facilities.

7.1 Restrictions

- (a) It is the policy of the Cape Winelands District Municipality that telephones and facsimile facilities are to be utilized for official purposes;
- (b) The Speaker shall determine which councillors may have access to telephones in their offices for usage in the performance of their official duties;
- (c) The Chief Financial Officer shall determine which officials may have access to telephones in their offices for usage in the performance of their official duties;
- (d) Provision is made for the allocation of a PIN-code to all councillors and officials within the District Municipality to ensure that only Cape Winelands District Municipality's councillors and officials utilize official instruments appropriately and to manage the usage of telephones;
- (e) Private calls should be avoided where possible, and if necessary, the duration of the private calls should be reasonably limited;
- (f) Councillors, as well as officials, are expected to reimburse the District Municipality for any private calls made in accordance with the control measures as set out below;
- (g) The Chief Financial Officer shall, on recommendation by the applicable Head of Department, have the discretion to determine which officials shall be allowed to make international calls for official purposes only, and telephone lines shall be suitably barred on the basis of this classification;

- (h) The Offices of the Executive Mayor, the Municipal Manager as well as the Heads of Department will automatically be allowed to make international calls for official purposes; and
- (i) The Cape Winelands District Municipality has the right to monitor telephone bills and the usage of telephones.

7.2 Telephone usage control measures

- (a) At the end of each month, the Receptionist/Switchboard Operator in Stellenbosch shall provide the Chief Financial Officer with a complete list of councillors and officials who have made telephone calls during the month in question, the destination of such call, the cost incurred and its duration;
- (b) A detailed statement (printout) of all calls made and the total cost thereof would be provided to all councillors and officials by the Department: Financial and Strategic Support Services within seven (7) days after the end of the month;
- (c) All councillors and officials must identify private calls made and calculate the respective amounts due. The councillor or official concerned shall be obliged to certify (sign) the printout. The printouts must also be signed and noted by the applicable Head of Department, or a person authorized to do so; and
- (d) Signed printouts should be submitted to the Salary Office before the 12th of every month. The cost in respect of private calls will be deducted monthly from the salaries of councillors and officials.

8. FACSIMILE ACCESS

- 8.1 The nature of fax transmissions makes information sent particularly vulnerable to unintended and unauthorized users. As with other communications related to safeguarding confidential information, the Cape Winelands District Municipality must reasonably safeguard information sent by fax;
- 8.2 All official faxes must contain an official cover sheet;
- 8.3 All facsimile facilities are provided in buildings of the Cape Winelands District Municipality for the purpose of conducting official business only;
- 8.4 Facsimile facilities will have the ability to dial national numbers. Only those facilities in secure locations may have international access as determined by the Chief Financial Officer;

- 8.5 The Chief Financial Officer, from time to time, shall review the utilisation of facsimile facilities based on the operational requirements; and
- 8.6 Private facsimiles should be avoided.

9. PROCEDURE ON THE USAGE OF FACSIMILE FACILITIES

All councillors and officials should take reasonable safeguards to protect facsimile communications by:

- 9.1 Ensuring that facsimile facilities are located in a protected area and is preferably not within view of, or accessible to visitors;
- 9.2 Ensuring that confidential information is protected when utilising facsimile facilities; and
- 9.3 Take reasonable steps to ensure that the fax transmissions/communications are sent to the intended contacts and destinations by:
- (a) Refraining from sending highly confidential information via fax;
 - (b) Double-checking fax numbers before sending; and
 - (c) Ensuring that copies of all faxes and confirmation sheets must be sent to the Registration Office for filing.

10. CELLULAR PHONE ALLOWANCES AND/OR CELLULAR PHONE VOUCHERS, AS WELL AS POOL CELLULAR PHONES AND ELECTRONIC DATA

- 10.1 Application procedure
- (a) Applications for cellular phone allowances and/or cellular phone vouchers, pool cellular phones and electronic data will be forwarded to the Chief Financial Officer together with full written motivation by the Head of Department of the Department in question, including the funding of the expenditure;
 - (b) Applications will be considered by a Committee, consisting of all Heads of Department under the Chairmanship of the Chief Financial Officer;
 - (c) The Committee will consider and evaluate applications for cellular phone allowances and/or cellular phone vouchers, pool cellular phones and electronic data taking into account the Terms and Conditions stipulated in paragraph 10.2;

- (d) The final decision of the Chief Financial Officer (in accordance with the approved System of Delegations) will be signed off in writing; and
- (e) In the case of a dispute, the decision is vested with the Municipal Manager.

10.2 Terms and conditions

The allocation of cellular phone allowances are linked to a position and job content based on operational requirements, taking into account the following factors, amongst others on the:

- (a) Need for immediate contact with councillors and the public;
- (b) Need for constant and immediate contact with the employee;
- (c) Job content, including roles, responsibilities and KPA's;
- (d) Time spent outside of the office by the employee;
- (e) Improvement of the operational efficiency of the employee; and
- (f) Employee must be contactable at all times during work and after official working hours, including during leave periods.

10.3 Migration to higher or lower category of cellular phone allowance

In cases where the allowance has been approved for a specific position and the job content of that position is subsequently changed to such an extent that the requirement for cellular phone usage is increased, reduced or eliminated, the allowance shall be amended accordingly, or terminated, only upon expiry of the current cellular phone contract of the official.

10.4 Categories of cellular phone allowances:

	Cellular Phone Allowance Per Month	Electronic Data Allowance Per Month
(a) Municipal Manager & Heads of Department	R850.00	R300.00
(b) Senior management officials reporting directly to the Municipal Manager and Heads of Department	R650.00	R300.00
(c) Any other official as determined by the Municipal Manager or Heads of Department	R550.00	R300.00
(d) Any other official who must be contactable after official working hours	R300.00	None

- (a) Increases of the abovementioned allowances will be considered and compared to similar market related contract options by the Committee on/or before the expiry date of the applicable cellular phone contract;
- (b) Applications for electronic data will be considered and evaluated separately by the Committee referred to in paragraph 10.1(b); and
- (c) In the event of the cost of cellular phone and electronic data usage being above the allocated allowance due to disease outbreaks, disaster and/or fire incidents, the officials affected will be compensated by the Cape Winelands District Municipality for additional costs incurred in this regard for official calls and data usage, subject to the written approval by the applicable Head of Department.

10.5 Cellular phone vouchers

- (a) Where employees are required to be contactable during specific **(limited)** periods of service ONLY and are not entitled to a cellular phone allowance, they will qualify for a cellular phone voucher; and
- (a) All vouchers will be supplied by the Department: Financial and Strategic Support Services up to a maximum determined by the Chief Financial Officer upon recommendation by the Head of Department of the Department in question.

10.6 Pool cellular phones

Limited pool cellular phones will be available to officials whilst requested to perform official duties that will require them to be contactable during that specific period.

10.7 Usage of own / private cellular phones

The Chief Financial Officer may approve for an official to use his/her own private cellular phone for official purposes. Only official calls will be paid for and no petty cash payments will be made. Approved accounts must reach the Department: Financial and Strategic Support Services before the 12th of each month. Payment will be made together with payment of the monthly salary on the 25th of the month.

10.8 Cellular phone allowances for municipal councillors

Cellular phone allowances for municipal councillors are as determined by the Minister for Cooperative Governance and Traditional Affairs in terms of the official Government Notice published in terms of the *Remuneration of Public Office Bearers Act, 1998 (Act No 20 of 1998)*.

11. GENERAL

- 11.1 All beneficiaries of current official cellular phone contracts, upon expiry of the current official cellular phone contracts, shall be subjected to the new policy.
- 11.2 Current beneficiaries of official cellular phone contracts shall not automatically qualify in terms of this policy on expiry of their current official cellular phone contracts, or current beneficiaries of cellular phone allowances and cellular phone vouchers, UNLESS proper written motivation is made by the Head of Department of the applicable Department to the Committee for recommendation to the Chief Financial Officer for approval.
- 11.3 Clause 11.2 shall not apply to employees who are eligible to cellular phone allowances in terms of their agreed conditions of service on a personal-to-incumbent basis.
- 11.4 Before a cellular phone allowance is approved to an employee working in the Division: Roads, the written permission of the Provincial Government: Western Cape (Principal) must be obtained. The Provincial Government: Western Cape will accept responsibility for the payment of these allowances.
- 11.5 All officials, who by their designation or position qualify in terms of this policy for a cellular phone allowance, must ensure that they have their personal cellular phones available at all times in order to be contactable and submit their cellular phone numbers, as well as copies of their cellular phone contracts to the District Municipality.
- 11.6 Heads of Department must inform a current user of an official CWDM cellular phone contract/cellular phone allowance and/or cellular phone voucher at least three (3) months prior to the expiry date thereof, and at the same time inform such user whether he/she will be entitled to a cellular phone allowance or cellular phone voucher, subject to clauses 10.4, 10.5 and 10.7 of this policy.
- 11.7 Current users of an official CWDM cellular phone contract should be granted the opportunity to apply for the retention of the cellular phone numbers currently in existence.
- 11.8 The approval of cellular phone allowances and/or vouchers will be subject to the availability of funds.

12. AVAILABILITY OF THIS POLICY

All current councillors and employees, as well as every councillor upon being elected to serve on the Council and every staff member upon assuming appointment in the service of the Cape Winelands District Municipality, who has access to an official telephone and facsimile facilities, shall be supplied with a copy of this policy and must acknowledge receipt thereof.

13. CONSEQUENCE OF NON-COMPLIANCE

Failure to comply with this policy will be viewed as a serious disciplinary transgression and shall be dealt with in terms of the SALGBC Disciplinary Procedure and Code Collective Agreement in the case of employees, and the Code of Conduct for Councillors promulgated in terms of Schedule 1 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) in the case of councillors.

14. AMENDMENTS

The Council may from time to time amend this policy and introduce any measure(s) to ensure efficient, economic and effective management of Council resources.

ACKNOWLEDGEMENT OF RECEIPT

TELECOMMUNICATION POLICY

I, the undersigned, hereby acknowledge receipt of the Telecommunication Policy and declare that I understand the contents thereof.

.....
SURNAME AND INITIALS (print)

.....
SIGNATURE

.....
DATE

If a person cannot read or write, his / her mark must be affirmed by 2 witnesses:

.....
SIGNATURE: WITNESS 1

.....
DATE

.....
SIGNATURE: WITNESS 2

.....
DATE

IF AN EMPLOYEE REFUSES TO SIGN

I, (name of witness) hereby confirm that the TELECOMMUNICATION POLICY has been served by me on the following employee (name of employee refusing to sign).

.....
INITIALS & SURNAME OF WITNESS

.....
SIGNATURE

.....
DATE