

LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

Department of
**Public Works, Roads and
Infrastructure**

Policy Name	Telecommunication Policy
The revision/ version of the Policy	01
Domain	Auxiliary and Records Management

21/1

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1. ACRONYMS AND ABBREVIATION

SAPS - South African Police Service

SMS - Senior Management Services

VAT - Value Added Tax

CDW - Community Development Worker

PFMA – Public Finance Management Act

2. INTRODUCTION

Public Finance Management Act no 1 of 1999 (Section 38(1) (b)-. Section (1) (c) requires the Accounting Officer to take effective, economical and transparent use of their respective institutions' resources. In the National Treasury's instruction note no. 2 of 2016/2017 Cost Containment Measures, it is directed to Section 38(1)(c)(iii) of the PFMA requires Accounting Officer to take effective and appropriate steps to manage the available working capital of their respective institutions efficiently and economically.

Telecommunication services play a critical role in providing efficient and effective service delivery in the Provincial Department. Without telecommunication infrastructure (telephones, cellphones and broadband connectivity), service delivery will be compromised. Limpopo Department of Public Works, Roads and Infrastructure employees whose work requires the use of official telecommunications services, will be provided with these telecommunication tools.

Accounting Officer is required to implement control measures to ensure that all expenditure in their respective institutions is necessary, appropriate , cost effective and is recorded and reported as prescribed by the relevant legislation framework. The Accounting Officers must ensure that all users are mindful of the current economic realities and the need to intensify efforts to improve efficiency in expenditure. In particular, the user must take effective and appropriate steps to prevent, within that user's area of responsibility, any unauthorized, irregular, fruitless and wasteful expenditure.

3. PURPOSE AND OBJECTIVES OF THE POLICY

3.1. Purpose

- i. The purpose of this policy is to give directive on the allocation, usage and management of telecommunication tools.

3.2. Objectives

The objectives of this policy are to:

- i. Provide regulatory framework to manage the utilization of the identified telecommunication tools.
- ii. Provide guidelines for the acquisition and usage of the relevant telecommunication tools in question for official purposes.
- iii. Outline application procedures to be followed by all applicants who apply for the use of the relevant telecommunication tools in question for official purposes.

4. AUTHORITY OF THE POLICY

This policy is issued and authorized by the Executive Authority of Limpopo Department of Public Works, Roads and Infrastructure.

5. SCOPE OF APPLICATION

This policy is applicable to all employees and structures related to the Department of Public Works, Roads and Infrastructure.

6. LEGAL FRAMEWORK

This policy is guided by the following legal prescripts:

No	Legislation
1	The Constitution of RSA
2	Public Finance Management Act, Act 1 of 1999 (As amended)
3	Public Service Regulations
4	The Public Service Act
5	Provincial Treasury Instruction Notes
6	The Promotion of Access to Information Act
7	The Promotion to Administrative Justice Act
8	The National Archives and Records Services Act
9	Cost Containment Instruction Note 2 of 2016/17
10	DPSA Guideline for adoption of policies on the official utilization of cellphone in the Public Service, Annexure A option 1/2002

7. POLICY PRONOUNCEMENTS

7.1. QUALIFICATION FOR ALLOCATION OF COMMUNICATION TOOLS

- 7.1.1 Qualification for allocation of a communication instrument shall be based on the nature of the work and responsibilities rather than levels of occupational positions.
- 7.1.2 The approval for the use of a cellular phone as a work facility shall be granted by the Accounting Officer or delegate.
- 7.1.3 The Department will acquire telecommunication tools as a work facility for the following employees and office bearers:-
- a. Executing Authority;
 - b. Accounting Officer;
 - c. All SMS members and
 - d. Approved employees lower than SMS.
- 7.1.4 Consultants, temporary employees and part-time workers will be allocated cellular phones upon the approval of their applications by the Accounting Officer.
- 7.1.5 All employees with official cellular phones shall be expected to be contactable available at all times.

7.2 CONDITIONS FOR CELLULAR PHONES ALLOCATION

- 7.2.1 Upon leaving the Department before the expiry of the cellular phone contract, the user will surrender the cellular phone to the Corporate Services Unit or negotiate with the Accounting Officer to take over the contract and pay any penalty related to the transfer of ownership of the contract.
- 7.2.2 Upon expiry of the contract the user may retain the cellular phone. The Department will be responsible to renew the cell phone contract after the expiry of the initial contract.

7.3 APPLICATION PROCEDURES

- 7.3.1 The application form for a cellular phone (Annexure A) must be completed by the official concerned and submitted to the relevant responsible manager for recommendation.
- 7.3.2 The application must then be forwarded to the Unit head for further consideration.
- 7.3.3 The application must thereafter be forwarded to the Accounting Officer (or delegated official) for a final decision.
- 7.3.4 The employee shall be informed in writing about the outcome of the applicant. If the application has been approved, it will be forwarded to Corporate Services for implementation alternatively it's sent back to the applicant.

- 7.3.5 A contract shall then be arranged with the Services provider to supply the instrument and services.
- 7.3.6 The approved applicant is sent a device list to choose from.
- 7.3.7 After the approved applicant has indicated the choice then the cellular contract and the indicated device are sourced from the service provider by the Department.
- 7.3.8 Upon receipt of the device and the sim card, activation is requested from the service provider.
- 7.3.9 The user is contacted to arrange for the collection of the device and the sim card.
- 7.3.10 The Department will instruct the service provider to soft lock the cellphone contract once the set limit has been exhausted. Such soft-lock may be released by the service provider with the prior approval by the Accounting Officer.

7.4 DEVICES

- 7.4.1 The user (lower than the level of the Head of Department) will be issued a mobile device of the value not exceeding R3, 999.00 inclusive of VAT. Should a user prefer any other make or device other than the allocated, the user will be responsible for the device cost involved and will under no circumstances be refunded.
- 7.4.2 The department shall provide specialized mobile devices for the people living with disabilities but within the allocated hardware fund of R3,990.00
- 7.4.3 It is the responsibility of the user to provide the extra device accessories.
- 7.4.4 The department will be responsible for the insurance while employees shall be responsible for the repairs, excess and all related fees.
- 7.4.5 Onyx benefits shall be exclusively for the Honorable Member of the Executive Council, while Platinum benefits will only cover the Head of the Department. The other employees will be allocated as per the department standardized categories of users.

7.5 CONTRACT MAINTENANCE AND BILLS

- 7.5.1 The Department will pay the cost for the subscription fees for users as per limits approved for each user.
- 7.5.2 Each cellular phone contract is regarded as a work tool and therefore usage is to be prioritized for official purposes.
- 7.5.3 No international roaming is permissible without prior approval of the Accounting Officer.

7.6 CELLPHONE MONTHLY LIMITS.

Rank	Cellphone packages per category Voice limit	Data limit	SMS limit	Device type
Executing Authority	Unlimited	Unlimited	Unlimited	Android capabilities
Accounting Officer	1500 minutes	10G data	100 SMS	Android capabilities
Deputy Director General	1200 minutes	10G data	100 SMS	Android capabilities
Chief Director	1200 minutes	10G data	100 SMS	Android capabilities
Director	1500 minutes	10G data	100 SMS	Android capabilities
Deputy Directors	700 minutes	5G data	100 SMS	Android capabilities
Salary level 8 – 10	500 minutes	4G data	100SMS	Android capabilities
Salary level 7 and below	300 minutes	2G data	100SMS	Android capabilities

7.7 LANDLINE MONTHLY LIMITS.

Rank	Monthly
Executive authority	Unlimited
Accounting Officer	R500
Deputy Director General	R400
Chief Director	R400
Director	R400
Deputy Directors (middle management and below)	R300

7.8 LIMITS FOR OTHER OFFICIALS WHO REQUIRE ALLOCATION OF DATA FACILITIES ONLY:

DESIGNATION	MINIMUM DATA TRANSFER UNITS PM	PRIOR APPROVAL
Employees other than SMS, including CDW's(who are not allocated a cellphone package with data)	4GB	Yes

7.9 USER'S RESPONSIBILITY

7.9.1 Ensure effective, efficient and economical utilization of the communication instrument for the purpose it is intended for, namely, official purpose.

7.9.2 Ensure that all necessary precautionary measures are taken to keep the communication instrument safe and in good working condition.

7.9.2 DAMAGES, THEFT AND LOSSES OF DEVICES

7.9.2.1 All users should ensure safety of the mobile devices at all times

7.9.2.2 All users issued with a mobile device by the department will be liable of replacing the mobile device if such a device is lost, stolen or damaged due to negligence.

7.9.2.3 In the event of a lost or stolen device, it is the responsibility of the user to report the incident to SAPS immediately or within twenty-four (24) hours then inform the department to blacklist the device.

7.9.2.4 SAPS case number together with the sworn affidavit detailing the circumstances under which the device has been lost/stolen must be submitted to Office Services and Risk Management for investigation.

7.9.2.5 If liability can be determined, the department will recover the value of the loss or damage from the user, failing which the loss/damage will be written off if irrecoverable.

7.9.2.6 Replacement cost will be obtained from the Service provider by Office Services.

7.9.2.7 The user shall be liable for an excess amount and other related costs/expenses in case of lost, damaged or stolen device.

8. MISCELLANEOUS

8.1 The Accounting Officer may at his\her discretion withdraw the approval for a cellphone\Broadband if he\she is of the opinion that the duties of the employee do not need the use of the tool or facility any longer.

9. DEFAULT

Any employee who contravenes the provision of this policy, will be subject to disciplinary action in terms of Disciplinary Code and procedures.

10. INCEPTION DATE

This policy comes into operation with effect from date of approval.


11. TERMINATION AND REVIEW CONDITIONS

This policy will be terminated upon the inception of a new policy, or as and when the Accounting Officer deems fit.

12. ENQUIRIES

All enquiries regarding this policy should be directed to Auxiliary Services.

APPROVED BY:


MR MASEBOLA N.D
MEC: DPWRI

06/10/2020
DATE

MD

8. APPLICATION FOR CELLULAR PHONE

Surname: _____

Names in full: _____

Designation: _____ Persal: _____

Office: _____

Preferred Service Provider: _____

a) Reason for need for allocation of a cell phone:

b) The necessity that the user be available and continually be in contact with the office, supervisor and stakeholders.

c) Why the phone is considered the most economic instrument.

Signature of the Applicant: _____

Date: _____

I certify that it is absolutely essential and in the interest of the State that the applicant should have a cell phone, in adherence with the policy.

Name: _____ Rank: _____ Persal No: _____

I have considered the application and:-

RECOMMEND/DO NOT RECOMMEND IT

Comments:

Signature: _____ General Manager: _____ Date: _____

APPROVED / NOT APPROVED_____
CHIEF FINANCIAL OFFICER(CFO)_____
DATE

9. APPLICATION FOR ACCESS TO MOBILE BROADBAND

Surname: _____

Names in full: _____

Designation: _____ Persal: _____

Office: _____

Preferred Service Provider: _____

a) Reason for need for allocation of access to mobile broadband:

b) The necessity that the user be available and continually be in contact with the office, for email and internet facilities.

c) Why the mobile broadband is considered the most economic instrument.

Signature of the Applicant: _____

Date: _____

I certify that it is absolutely essential and in the interest of the State that the applicant should have access to mobile broadband 3g data card, in adherence with the policy.

Name: _____ Rank: _____ Persal No: _____

I have considered the application and:-

RECOMMEND/DO NOT RECOMMEND IT

Comments: _____

Signature: _____ General Manager: _____ Date: _____

APPROVED / NOT APPROVED**CHIEF FINANCIAL OFFICER (CFO)****DATE**