



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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PROVINCIAL TREASURY

***LIMPOPO PROVINCIAL TREASURY***

***TELEPHONE***

***POLICY***

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**1. PREAMBLE**

- 1.1** Limpopo Provincial Treasury (Department) recognizes that telephones are one of the essential facilities entrusted upon employees for the efficient and effective execution of their duties.
- 1.2** Therefore, the Department, through this policy, commits itself to ensure that this important facility is utilized efficiently and economically at all times.

**2. APPLICABLE LEGAL FRAMEWORK**

- 2.1** Section 38 (1) (c) (1), Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999) impose a duty on the Accounting Officer to collect all money due to the Department;
- 2.2.** Section 45 (b) of the PFMA impose a duty on the employees of the Department to ensure effective, efficient, economical and transparent use of financial and other resources within their area of responsibility.
- 2.3.** Section 45 (c) of the PFMA impose a duty on the employees of the Department to take effective and appropriate steps to prevent fruitless and wasteful expenditure within their area of responsibility.

**3. OBJECTIVES OF THE POLICY**

- 3.1** To set out principles, responsibilities and control measures for the effective and efficient utilization of telephones within the Department.
- 3.2** To streamline the usage of telephones within the Department.
- 3.3** To cascade usage and control responsibilities of Departmental telephones to individual employee.
- 3.4** To contain the upward spiraling costs of telephone usage in the Department.

#### **4. SCOPE OF APPLICATION**

- 4.1 The policy applies to all employees of the Department except the MEC and HOD.

#### **5. ROLES AND RESPONSIBILITIES**

##### **5.1 Logistics Directorate**

- 5.1.1 Implementation of the policy.  
5.1.2 Allocation of PIN codes  
5.1.3 Printing of monthly telephone statements for submission to Heads of Branches.

##### **5.2 Human Resource Development Directorate**

- 5.2.1 Inform Logistics of expiry of internship contracts so as to facilitate the cancellation of PIN codes.

##### **5.3 Human Resource Management**

- 5.3.1 Inform Logistics of any resignations so as to allow for the cancellation of PIN codes.

##### **5.4 Heads of Branches**

- 5.4.1 Distribution of telephone statements within Branch to ensure payment of private calls.

##### **5.5 Employees of the Department**

- 5.5.1 Protection of PIN codes allocated.  
5.5.2 Recording of all outgoing calls.  
5.5.3 Payment of private calls made.

#### **6. PROVISIONS**

##### **6.1 Allocation of telephones to officials**

- 6.1.1 Employees of the Department from the level of Manager downwards (except Personal Assistants) will be allocated analogue zero-facility telephone instruments to be installed in their offices or workstations.

**6.1.2** Employees of the Department from Senior Manager upwards including their Personal Assistants will be allocated zero-facility analogue/digital telephone instruments with screens.

**6.1.3** Direct lines will only be allocated to the MEC, HOD and those senior managers who, by virtue of their responsibilities require such lines.

**6.2** **Maintenance of allocated telephones**

**6.2.1** All employees of the Department have a responsibility to maintain telephones allocated in good working order and to report faults to relevant Directorate timeously.

**6.3** **Parameters of usage**

**6.3.1** All employees of the Department from rank of Senior General Manager downwards including interns will be allocated a 5-digit PIN code for outgoing calls made from any extension within the Department.

**6.3.2** All PIN codes (except cleaners, Financial Systems User Support, Acquisitions and Orders) will be loaded with a monthly limit of R600.00 made up of R550.00 for official calls and R50.00 for private calls per month. Once the limit is reached the PIN code will be blocked until the following month.

**6.3.3** PIN codes for cleaners will be loaded with a monthly limit of R50.00 for essential private calls. Once the limit is reached the PIN code will be blocked until the following month.

**6.3.4** PIN codes for Financial Systems User Support and Acquisitions and Orders will be loaded with a monthly limit of R1800.00 made up of R1750 official calls and R50.00 essential private calls per month. Once the limit is reached the PIN code will be blocked until the following month.

**6.3.5** Requests for additional funds for official outgoing calls will only be approved by the Chief Financial Officer (CFO) once it has been proven that amount allocated for official calls was used for that purpose.

**6.3.6** All outgoing calls (private and official) will be recorded in the registers provided.

**6.3.7** All private calls made in excess of monthly limits allocated will be for the affected employee's account payable the following month after receipt of statement.

**6.3.8** Should officials fail to pay their accounts a month after the due date without any arrangements made, the full amounts owed will be automatically deducted from their salaries without any further notice.

**6.3.9** The department reserves the right to do random audits on calls made.

## **7. POLICY CONTROL**

### **7.1 Policy Audit**

**7.1.1** The Accounting Officer must ensure periodic audits when deemed necessary compliance with the policy.

### **7.2 Policy Review**

**7.2.1** This policy is subject to annual reviews or when deemed necessary by the Department to ensure that it is aligned to prevailing legislation and conditions

### **7.3 Policy Amendments**

**7.3.1** No amendment(s) may be made to any section of this policy without amendment(s):

**7.3.1.1** first being submitted to the review panel for discussion and review;

**7.3.1.2** made by the review panel incorporated into the policy; and

**7.3.1.3** duly approved and signed by the MEC, Head of Department and the Chief Financial Officer.

**7.3.2.** Amendments to this policy will be distributed to Branch Managers who will in turn ensure that each unit within their Branches, receives copies of the amended policy.

8. **EFFECTIVE DATE**

The policy will be effective from the 22 day June 2007.

9. **RATIFICATION**

Signed at POLOKWANE on this 22 day June 2007.

HEAD OF DEPARTMENT: \_\_\_\_\_



MEMBER OF EXECUTIVE COUNCIL: \_\_\_\_\_

