



**LIMPOPO**

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

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**PROVINCIAL TREASURY**

# **LIMPOPO PROVINCIAL TREASURY**

## **DEPARTMENTAL CELL PHONE**

### **POLICY**

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## **1. PREAMBLE**

Limpopo Provincial Treasury(Department) acknowledges the need to provide a regulatory framework to ensure the cost effective usage of the cell phone, in compliance with Treasury Regulations for the Department, Trading Entities, Constitutional Institutions and Public Entities, issued in terms of Public Finance Management Act, 1999.

Therefore, the Department is committed through this policy to provide the guidelines for the acquisition and official usage cellular phones to enhance communication and service delivery.

## **2. APPLICABLE LEGAL FRAMEWORK**

- 2.1.** Public Finance Management Act, 1999 (Act No. 1 of 1999).
- 2.2.** Executive Council Decision No 102/2001 dated 28 November 2001.
- 2.3.** Treasury Regulations for the Department, Trading Entities, Constitutional Institutions and Public Entities, issued in terms of Public Finance Management Act, 1999.

## **3. REQUEST FOR CELL PHONE**

Requests for utilization of official cell phones by the employee(s) must be approved by the Chief Financial Officer and Head of Department. All applications must be done in terms of annexure 1.

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

This policy applies to all employees of the Department except for the Head of the Department (HOD) and Member of the Executive Council (MEC).

#### **4.1 POLICY OPTIONS**

##### **Option 1: Departmental Cell Phone**

- (a) The Department enters into a contract with the service provider.
- (b) The Department will settle the account with the service provider on the terms and conditions of the contract.

##### **Option 2: Re-imbursement of costs.**

- (a) The employee enters into a contract with the service provider.
- (b) The employee settles the account with the service provider
- (c) The employee submits a claim for re-imbursement of costs incurred for official calls not exceeding the monthly limit.
- (d) The employee acknowledges that a duty is imposed upon him/her to ensure that the cellular phone is in proper working condition at all times.
- (e) The employee warrants that he/she will be contactable on the cellular phone at all times.

#### **5. PROVISION OF CELLPHONE**

- 5.1** Top Management, i.e. from Senior Managers, General Manager and Senior General Managers qualifies for the cell phone.
- 5.2** Managers/officials rendering essential services.
- 5.3** Officers not covered above whose duties warrant the use of cell phones must submit their applications with detailed motivations and recommendations from their supervisors indicating the need for the office to cover the costs for the official cell phone. Approval must be obtained from the Chief Financial Officer before cell phones are secured from the service provider.

**6. MONTHLY LIMITS**

Monthly limits allocated to officials are as follows:-

➤ MEC	Unlimited
➤ Head of Department	Unlimited
➤ Senior General Manager	R2 500, 00
➤ General Manager	R2 000, 00
➤ Senior Manager	R1 500, 00
➤ Managers	R 800, 00
➤ Deputy Manager & lower	R 450, 00

The handsets will be determined by the allocated call limits and rank of the official.

<b>ALL SERVICE PROVIDERS</b>			
R450 limit	R800 limit	R1 500 limit	R 2000 – R2500 limit
Motorola W 220, Nokia 1600, Sony Ericsson W300i, Samsung E570, N70, N73, Nokia E61, Nokia E65		Nokia 9300 lite, Sony Erricsson W950i, Mototazr V6 Maxx, Samsung ZV50, Nokia E61, Samsung i600	Nokia 9300 lite, Blackberry 8700V, HTC P3400, Palm Treo 680, Nokia E65  (any handset within the required limit)

The Department reserves the right to adjust the cellular phone limit as and when necessary.

**7. ROAMING FACILITIES**

Overseas roaming facility will be provided to an officer who travels abroad for official purposes. Prior arrangements must be made for roaming facility before an official leaves for an overseas country.

**8. POLICY CONTROL****8.1 Policy Audit**

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

**8.2 Policy Review**

8.2.1 This policy is subject to annual reviews or when deemed necessary by LPT to ensure that it is aligned to prevailing legislation and conditions

**8.3 Policy Amendments**

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

8.3.1.1 first being submitted to the review panel for discussion and review;

8.3.1.2 made by the review panel incorporated into the policy; and

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

8.3.2. 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.

**9. EFFECTIVE DATE**

This policy will be effective from the 22 day of June 2007.

**10. RATIFICATION**

Signed at POLOKwane on the 22 day of June 2007.

HEAD OF DEPARTMENT: 

MEMBER OF EXECUTIVE COUNCIL: 