




## Mobile Communication Policy

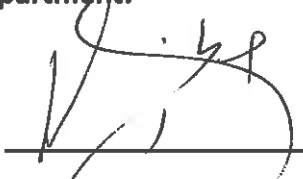
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**Responsible Manager:** Chief Financial Officer

**Recommended** :   
\_\_\_\_\_ 2017/05/05  
**Mr. T Holele** **Date**

**Approved by the Head of Department:**

  
\_\_\_\_\_ 09/05/2017  
**Mr. MP Dichaba** **Date**

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## **1. Policy Aim**

The aim of this mobile communication policy is to provide uniform mobile communication in an efficient and cost-effective way so as to enable officials<sup>1</sup> to perform their duties with a view of attaining strategic objectives. This policy must be read in conjunction with Annexures A and B as well as the Department's<sup>2</sup> inventory management strategy.

## **2. Legislative Framework**

This policy is drafted in the framework of the following prescripts:

- 2.1. Regulation of Interception of Communications Act and Provision of Communication related Information Act, 2009 (RICA).
- 2.2. Public Service Act, 1994, as amended by the Public Service Amendment Act, 13 of 1996.
- 2.3. Labour Relations Amendment Act, 2000.
- 2.4. Public Finance Management Act, 01 of 1999 as amended by the Public Finance Management Amendment Act, 29 of 1999.
- 2.5. Treasury Regulations, 2005, issued in terms of the Public Finance Management Amendment Act, 29 of 1999.

## **3. Policy Scope**

- 3.1. The policy is applicable to all qualifying officials of the department as per the Policy Statement.

## **4. Policy Statement**

It is the policy of the Northern Cape Department of Transport, Safety and Liaison that:

- 4.1. The Member of the Executive Council (MEC), the personal assistant and Head of Ministry (HoM) automatically qualify for mobile communication as they are expected to be available at any given time.

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<sup>1</sup> Official means an employee of the Department of Transport, Safety and Liaison appointed in terms of the Public Service Act, 1004 as amended by Act 13 of 1996.

<sup>2</sup> Department means the Department of Transport, Safety and Liaison in the Northern Cape

- 4.2. Head of Department<sup>3</sup>, Senior Managers<sup>4</sup> and Programme Managers automatically qualify for mobile communication as they are expected to be available at any given time.
- 4.3. Contract employees<sup>5</sup>, also referred to as temporary employees, do not qualify under any circumstance for mobile communication devices. The Department will procure the necessary airtime, the limit of which will be in accordance with the rank of the official concerned.
- 4.4. Officials, other than those referred to in sub-paragraphs 4.1 and 4.2 whose duties necessitate mobile communication qualify for mobile communication devices.
- 4.5. Only officials who have been issued with electronic notebooks and are frequently out of office, requires data modems.
- 4.6. An internal application form may be completed in instances where wireless connectivity is regarded as essential. E.g. the department has a challenge with providing network connectivity at district offices, traffic stations and even to certain offices at the Provincial Office in Kimberley.
- 4.7. Since the department provides the working tool for official duties, as well as private use, officials are liable for all costs related to loss of a device. The same applies to the repair of a device as well as costs in respect of swapping of a sim card

The circumstances of the loss will be assessed and a determination made as to the cause of the loss, whether preventable or not.

In this way, the matter will be adjudicated and a decision made, as to the recoverability of the loss.

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<sup>3</sup> Head of Department means the Deputy Director General, also referred to as the Accounting Officer of the Department of Transport, Safety and Liaison

<sup>4</sup> Senior Manager means an official appointed from level 13 in terms of the Public Service Act, 1994 as amended by Act 13 of 1996 in the employ of the Department of Transport, Safety and Liaison

<sup>5</sup> Contract Employees are officials appointed in terms of the Public Service Act, 1994 as amended by Act 13 of 1996 in the employee of the Department of Transport, Safety and Liaison. Resolution 1 of 2007 of the Public Service Coordinating Bargaining Council's Resolution has reference too

4.8. Although the Department pays monthly subscription fees in respect of its mobile communication, it cannot be held liable for the nature of calls or websites visited by official users of such sim cards and devices.

4.9. The users of official sim cards and devices, remain responsible and accountable for the use of devices issued in terms of this policy.

4.10. **To comply with the transversal contract RT15 of 2016:**

4.10.1. In terms of enterprise bundles issued monthly to Departments. The enterprise bundle comprises the following standard packages:

4.10.1.1. **Standardized Cellular Package**

Each standardized cellular package comprise:

- Minutes: 400
- Data: 600 MB
- Short Message Service (SMS): 100
- Close User Group (CUG): 500 free of charge calls to all government numbers participating in RT15 of 2016 (including municipalities)

An individual user's package could thus be further customized based on its unique circumstances and requirements. In such exceptional instances a duly authorized written motivation is to be submitted for record and audit purposes.

4.10.1.2. **Standardized Data Packages**

All data packages contain 800 MB. Unlike cellular packages, data packages cannot be customized according to an individual user's needs.

4.10.2. In terms of devices whereby the transversal contract makes provision for purchasing of handsets, modems and sim cards for which there is also an option to issue only a sim card to an individual user as an official working tool:

4.10.2.1. **Handsets**

Handsets are purchased as and when new contracts are entered into or existing contracts are renewed for a further 24 months. The Department shall

be using Samsung handsets. Various handset models of the Samsung make will be issued to officials – depending on their ranks.

**4.10.2.2. Modems**

Modems are only purchased when contracts are entered into for the first time. Individual users will thus be receiving only one (1) modem.

**4.10.2.3. Sim Cards only**

Managers, Senior Managers and officials may opt for contracts that will exclude a handset or modem.

4.11. In terms of non-essential Devices e.g. iPad or Tablet which will have to be purchased at additional costs within the four (4) year budget estimate for the contract duration period submitted to National Treasury in the contract participation letter signed by the Head of Department at the time. In view of these circumstances special devices will be available to certain officials in the Ministry only.

4.12. Monthly claims for the use of private contracts and devices for official purposes as stipulated in the Cellular and Data Policy which took effect on the 1<sup>st</sup> January 2015, will not be justifiable in terms of the transversal contract RT15 of 2016. In order to benefit from the *gratis* calls to numbers participating in the transversal contract or RT 15 of 2016, all private contracts utilized for official purposes are to migrate as and when due for upgrade or on the date which such contracts expire; whichever may be applicable.

4.13. Officials utilizing the option of private contracts and devices for official purposes must inform supply chain management in writing of the upgrade and expiry dates of their cellular and data contracts which is essential to plan for the month in which devices are to be purchased.

4.14. Officials submitting monthly claims for official calls on private devices and contracts will migrate to RT15 2016 as and when their contracts are due for upgrade.

4.15. Contracts currently with Vodacom 4U will migrate to contract RT15 of 2016 as and when they are due for upgrade.

## **5. Roles and Responsibilities**

**5.1. It is the responsibility of the Head of Department or duly appointed designee to:**

5.1.1. Approve all applications for an official mobile communication device.

**5.2. It is the responsibility of the Manager to:**

5.2.1. Approve all applications for an official mobile communication device.

**5.3. It is the responsibility of the Supply Chain Manager:**

5.3.1. To customise packages per individual user needs.

5.3.2. To, in the event of apparent abuse or misuse of the official working tool, take appropriate steps e.g. by soft or hard lock a number.

**5.4. It is the responsibility of the official:**

5.4.1. To complete the internal application form and submit to the relevant manager.

## **6. Review and Distribution**

6.1. The Chief Financial Officer is responsible for this policy and for ensuring that it is reviewed and updated.

6.2. This Policy will be reviewed after 18 months but no later than 3 years of the last publication date. If necessary an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy (identifying a revised publication date).

6.3. The senior manager for Policy & Planning will distribute updated versions to:

- Member of the Executive Council
- Head of Department
- All senior managers who will in turn distribute to their staff as appropriate

**ANNEXURES**

Annexure A

**AUTHORISATION OF APPLICATION FOR MOBILE- OR DATA DEVICE OR SIM CARD ONLY**

**IN TERMS OF NATIONAL TREASURY'S TRANSVERSAL CONTRACT RT15 OF 2016**

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**1 INSTRUCTIONS**

This internal application form is to be completed by the applicant, recommended by the manager, endorsed by the senior manager of a particular Programme and approved by the Accounting Officer or designee.

**2 PARTICULARS OF APPLICANT**

2.1 Name & Surname .....

2.2 Rank ..... Level .....

2.3 Directorate ..... Sub-Directorate .....

2.4 Office Location ..... Persal Number .....

**3 REASONS FOR APPLYING FOR AN OFFICIAL MOBILE COMMUNICATION DEVICE**

*(Please indicate kind of device required; e.g. handset or modem or sim card only.*

*In the event that both a handset and modem are required, kindly submit a duly authorised application form per device for record and audit purposes).*

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**4 DECLARARTION**

I ..... (print name & surname)

shall comply with the Department's mobile communication policy. I understand that the mobile communication handset or modem or sim card issued to me may be confiscated if it was determined that I have misused the device in any way.

I agree and understand that the loss of, damage to, or repair of the mobile communication handset or modem shall be for my own account. Same applies to sim swops.

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**Signature of Applicant**

.....

**Date**

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I ..... (print name & surname) is the manager of the applicant and hereby **recommend / do not recommend** approval of the application for a mobile communication device ..... (Indicate whether a handset or modem or only a sim card is required).

.....

**Signature Manager**

.....

**Date**

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I ..... (print name & surname) Senior Manager of the ..... (Programme) hereby **endorse / do not endorse** approval of the application for a mobile communication device ..... (Indicate whether a handset or modem or only a sim card is required) and confirm that **funds are available / not available**.

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**Signature Senior Manager**

**Date**

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Based on the aforementioned recommendation and endorsement the application is hereby **approved / not approved**.

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**HEAD OF DEPARTMENT or DESIGNEE**

**Date**

Annexure B

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**GUIDELINES FOR PACKAGES IN TERMS OF NATIONAL TREASURYs TRANSVERSAL CONTRACT RT15 OF 2016**

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**1 Standardised Cellular Package – RT15 of 2016**

- Minutes: 400
- Data: 600 MB
- Short Message Service (SMS): 100
- Close User Group (CUG): 500 free of charge calls to all government numbers participating in RT15 of 2016 (including municipalities)

**2 Guidelines for Departmental Packages**

	<b>Minutes</b>	<b>Data</b>	<b>SMS</b>	<b>CUG</b>
Member of Executive Council (MEC) & Head of Department (HoD)	400	600	100	500
Chief Director & Head of Ministry (HoM)	350	600	100	500
Director	300	600	90	500
Deputy Director	200	450	80	500
Assistant Director	185	440	75	500
Other Officials	165	430	70	500