

TELECOMMUNICATION POLICY

TELECOMMUNICATION POLICY FOR FETAKGOMO

1. GUIDING PRINCIPLE

- 1.1 User friendliness
- 1.2 Easy administration
- 1.3 Accountability
- 1.4 Economic

2. SCOPE OF APPLICATION

- 2.1 The policy on cellular phones is applicable to all members of Council and designated Employees (section 57 employees, managers and other employees as determined by the municipal manager) whilst the policy on landline is applicable to full time councillors and all employees.

3. CELLULAR PHONES

- 3.1 Councillors and designated employees shall enter into cell phone contracts with the service Provider and the municipality shall be liable to pay monthly allowance as determined by the Minister or Council from time to time.
- 3.2 The monthly allowance shall be used to pay for official calls made by councillors and designated employees to ensure the smooth running of the Municipality.

4. ELIGIBILITY

Categories eligible for cellular phones are as follows:

- 4.1 All councillors of the municipality
- 4.2 All section 57 staff and other officials as determined by the Municipal Manager depending on the nature of the job the employees does

5. CONDITIONS FOR USE OF CELLULAR PHONES

- 5.1 All cell phone allowance holders should make their cell phone numbers available to all Stakeholders and officials (including listing on the business cards and organisational telephone directory)
- 5.2 Voice mail should be accessible all the time when the cell phone allowance holder is not available to take a call
- 5.3 Attempts should be done to return all messages left on your cell phone telephonist.

6. LAND LINE

Landline for fulltime councillors and designated employees shall be accessed through pin codes for control purposes. Limits shall be set for all users for control purposes. All other employees shall access the landline through their supervisors. Discretion of pin codes shall further be determined by departmental operations

6.1. AUTHORITY

6.1.2. Strategic managers recommend application of landline pin codes for subordinates to the Municipal Manager.

6.1.3. The Municipal manager approves/disapproves applications for pin codes.

7. ARRANGEMENT FOR OVERSEES TRIPS AND OTHERS

7.1. If a council or employee travels abroad, a capped amount per month as determined by Council shall be increased by 50%

7.2. The above provision in 7.1 will cease immediately on return of the councillor or employee.

8. FAX

8.1. It is the responsibility of the Records clerk to fax the outgoing and receive the incoming faxes

8.2. All unofficial incoming or outgoing faxes shall be paid for by the employee or councillor
Concerned

9. E-MAIL AND INTERNET

E-mail may only be used for business purposes. Employees and Councillors, who want to make use of e-mail for private purposes, shall do so on prior approval by the Municipal Manager or Speaker in case of Councillors.

Internet remains accessible to all computers linked to the local area network. Rules and Principles of internet security recommended by SITA remain applicable to the institution.

10. CONTRACT FOR 3G DATA CARDS

The Municipality will enter into a contract with the Service Provider on behalf of the officials and settle the accounts on a monthly basis. The Municipality will pay 100% of the subscription fees as approved by Council from time to time.

11. WHO IS ENTITLED TO 3G DATA CARDS

Senior Officials and specialist posts as determined by the Municipal Manager will be allocated with a data connectivity card to assist them in the execution of the Municipality's official duties which necessitate swift response to data communication. This will enable senior officials and specialist posts to receive and respond to emails and other communication.

12. SEGMENTATION OF USERS:

12.1. Municipal Manager

12.2. Strategic Managers

12.3. Specialist Posts {as determined by the Municipal Manager}

13. CHOICE OF 3G DATA CARD PACKAGES:

The following packages are applicable for all user segments:

13.1. Maximum of 3G HSDPA Card or equivalent

13.2 Supply Chain Management Unit in consultation with the IT Unit will ensure on an on-going basis that the choices in this regard are optimal to Fetakgomo Municipality based on the offering from the Service Provider.

14. BILLING OF 3G DATA CARDS

Council will set limits for monthly expenditure on 3g for all segmentation users. Any over expenditure on the 3g will be to the account of the user. The municipality is responsible for payment of the 3g bill in terms of limits as set by Council.

15. INSURANCE OF 3G DATA CARDS

All data cards will be insured at the cost of the Municipality.

16. CONTROL OF 3G DATA CARDS

Assets management must ensure that a 3g cards assets register is developed and all 3g cards are captured on the asset register.

17. LOSS OF 3G DATA CARDS

17.1. Lost or stolen 3g cards must be reported to the South African Police Services within 24 hours and a case reference number obtained from them.

17.2. The incident must be reported to the relevant Director and Assets Management who will invoke the necessary insurance claim process.

17.3. Asset Management in conjunction with Disposal committee will examine cases presented and Decide whether the loss was as results of negligence.

17.4. If the loss was a result of negligence, all replacement costs will be for the account of the 3g User.

17.5. Approval must be granted by the Municipal Manager before a 3g user can be issued with a 3g after two {2} instances of loss, negligence or otherwise.

18. CONTROL OF REPLACED 3G DATA CARDS:

Assets Management in conjunction with Disposal committee will be responsible for the disposal of the replaced 3g handsets both prior to and at the expiry of contracts.

3g users will be entitled to the purchase of their 3g that are being replaced at the market value thereof.

All 3g not purchased by users will be disposed of in the most economical manner {e.g. sale to third parties}.

19. EXCEPTION TO POLICY:

Any exception / deviations to the above must be approved by the Municipal Manager.

20. Repeal

This policy serves to repeal the previous policy on Telecommunication and all other supplementary directives issued in terms of that policy.

21. APPLICATION

The policy shall immediately apply to all councillors and employees of the municipality.