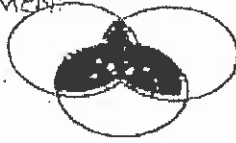




CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**POLICY ON THE ACQUISITION AND USE OF CELLULAR
TELEPHONES BY COUNCILLORS**

**POLICY ADOPTED BY COUNCIL ON 11 DECEMBER 2002
AT ITEM C.7.3**

**SALGA**

South African Local Government Association

SALGA DRAFT POLICY DOCUMENT

POLICY ON THE ACQUISITION AND USE OF CELLULAR TELEPHONES BY MUNICIPAL COUNCILLORS

THE REIMBURSEMENT MODEL (NO TAX IMPLICATIONS)

1. Purpose

- i. To provide guidelines on the management of cellular phones.
- ii. To provide guidelines on the acquisition and use of cellular phones for councillors
- iii. To provide fair criteria for the allocation of cellular phone reimbursements.

2. Criteria for allocation of cellular phone reimbursements

- i. Cognisance should be taken of the fact that there are strategic posts within the Council and there are members of Council whose responsibilities are of such a nature that they need cellular phones.
- ii. All Councillors automatically qualify for cellular phone reimbursements.
- iii. It is imperative that sufficient funds are available in the budget for these expenses.

3. General Conditions

- i. Cellular phones must be obtained by means of a rental agreement by each individual Councillor.
- ii. Each individual Councillor should purchase car kits or walk-and-talk kits, and it should not be for the expense of Council.
- iii. The contract entered into by each individual councillor forms the basis for reimbursements.
- iv. The reimbursements should not be seen as an allowance, because it will then be taxable.
- v. The maximum monthly amounts allocated for calls only, excluding voice mail retrievals and rentals.
- vi. All rentals and retrievals should be reimbursed by council.
- vii. In the event that the cellular phone reimbursement in any given month is less than the maximum allowable reimbursement, the difference shall accrue to the credit of the account of the Councillor concerned for the following month.



4. Authority to approve

- i. The Speaker or his or her delegate will have the authority to approve or reject applications for cellular phone reimbursements.
- ii. An application form must be completed, and the councillor must inform the Speaker if a contract for the cellular phone is cancelled.
- iii. Council will continue to pay only the rental on a monthly basis if the Councillor fails to submit a cellular phone account.

5. Powers of the Speaker

- i. The Speaker shall have the power to withdraw the reimbursement to any councillor if the councillor fails to submit a cellular phone account.

6. Maintenance of Cellular phones and Equipment

- i. Maintenance of cellular phones is for the cost of the councillor.

7. Loss or Theft of or Damage to Cellular phones

- i. If a cellular phone is lost or damaged, the councillor should replace it for his own benefit, and no reimbursement will be done until the cellular phone is replaced. The replacement cost will be reimbursed to the Councillor.

8. Insurance

- i. The cost of insurance is for the account of a councillor.

PROCEDURE : CELLULAR PHONES

1. ACQUISITION

- All councillors must acquire their own cellular phones by means of a contract with a cellular phone service provider.

2. MONTHLY ACCOUNTS

- Cellular phone accounts will be dealt with as follows :
 - On receipt of the monthly cellular phone account, a councillor must ensure that the account is submitted to the Speaker.
 - All reimbursements will be paid in full by the Expenditure section, subject to the upper limits as determined by Council.

3. RECORDS

- The Speaker must ensure that appropriate administrative procedures are in place to facilitate the claims for reimbursements by Councillors.
- The cellular phone number of each councillor must be registered against his or her name in the Office of the Speaker.

4. IMPLEMENTATION

- This policy shall be implemented on a date determined by Council but not earlier than 1 July 2001.

**R. 5.2.12 BELEID OOR DIE VERKRYGING EN GEBRUIK VAN SELFONE DEUR
RAADSLEDE**
(7/2/2/2)

Die Konsepbeleid, soos voorheen aan die Uitvoerende Komitee voorgelê (14 Maart 2002), was bespreek.

**KOMITEE VIR FINANSIES EN SOSIALE EKONOMIESE ONTWIKKELING : 4
APRIL 2002 : ITEM F15**

AANBEVELING : Dat –

1. SALGA se beleid wat as Bylae "A" hierby aangeheg is, as die Raad se formele beleid oor die verkryging en gebruik van private telefone deur Raadslede aanvaar word, met die volgende uitsonderings:
 - (a) Die verwysing na Speaker moet vervang word met Munisipale Bestuurder;
 - (b) Die Munisipale Bestuurder moet ondersoek instel na die belastingimplikasies;
 - (c) Waar Raadslede reeds in besit is van private telefone ingevolge 'n bestaande kontrak, sal sodanige kontrakkoste die grondslag van vergoeding uitmaak.
 - (d) Waar Raadslede wat deur plaaslike munisipaliteite aangewys is, reeds deur hulle onderskeie Rade vergoed word op 'n vaste kontrakkostegronslag, sal die Raad die gedeelte van die vaste koste wat nie deur die Plaaslike Munisipaliteit terugbetaal word nie, vergoed.
2. Die volgende vaste koste vir die terugbetaling van amptelike oproepe voortspruitend uit Raadslede se pligte bepaal word:
 - (a) Speaker, Burgemeester, Onderburgemeester, Lede van die Uitvoerende Komitee, Voorsitters van Portefeuljekomitees en Swepe van Politieke Partye – R500, uitgesluit die individuele kontrakkostes van sellulêre fone.
 - (b) Ander Raadslede – R250.
 - (c) 100% van die kontrakkoste van een landlyntelefoon tot 'n maksimum van die huurbedrag.
 - (d) Raadslede met lugtydkaarte (sonder kontrakte) – 80% van die lugtydbedrag tot 'n maksimum soos in (a) en (b) hierbo gemeld. (Raadslede word egter versoek om eerder selfoonkontrakte aan te gaan).
3. Alle rekeningeise sal hanteer word in ooreenstemming met die SALGA beleid (aanhangsel A).

4. Indien bogenoemde beleid belastingimplikasies vir Raadslede inhou, magtiging om 'n alternatiewe beleid goed te keur, aan die Munisipale Bestuurder gedelegeer word.
5. Dat die beleid terugwerkend vanaf Oktober 2001 geïmplementeer word.

VOORGELê VIR OORWEGING