



CELLPHONE POLICY FOR JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council resolution no: 6.2 29/05/2018	Approved Date: 29/05/2018
Effective Date: 01 July 2018	Review Date: Annually and/or As and when Required

Mr. D. Molaole

Municipal Manager

A handwritten signature in black ink, appearing to read 'D. Molaole', written over a dotted line.

Ms. P. Mogatle

Speaker

A handwritten signature in black ink, appearing to read 'P. Mogatle', written over a dotted line.

RE-AFFIRMED

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



CELLPHONE POLICY

2017/18

1. PURPOSE

The objective of the policy is to ensure the optimal use of cellular phones by councillors and officials to enhance effective and efficient service delivery.

2. SCOPE

- The policy will be applicable to members of staff, who by the nature of their job and their level in management, qualify to use the cellular phone.
- This policy will not regulate the usage of cell phones by councillors.
- Councillors are administered by the remuneration of the Public Bearers Act.

3. DEFINITIONS

Itemised billing – A detailed listing of call charges, shown on a monthly bill.

4. LEGISLATIVE RAMEWORK

- The remuneration of the Public Office Bearers Act No 20 of 1998
- The determination of upper limits for councillors
- Income Tax Act 58 of 1962

5. POLICY CONTENT AND PROCEDURES

- 5.1 Use of cellular phones by councillors
- 5.2 Councillors to pay for each phone call, whether it is private or official, and may not claim their private call charges. (Councillors receive a monthly cell phone allowance).
- 5.3 Only directly elected councillors of the of John Taolo Gaetsewe District Municipality qualify for the use of cellular phones. Councillors who are seconded will be catered for from the local municipalities.
- 5.4 The limits are determined according to the determination of the upper limits act as

promulgated by the Minister.

6. USE OF CELLULAR BY OFFICIALS

6.1 APPROVAL AND QUALIFICATION

6.1.1 The Municipal Manager and the Head of Department will determine which Officials qualify for the use of cellular phones.

6.1.2 The cellular phone will be used for work related matters.

7. USAGE OF THE CELLULAR PHONE FOR OFFICIAL MATTERS

All cell phone users who receive an allowance will be expected to ensure their availability on the phone at all times.

8. CELLULAR PHONE LIMITS FOR DIFFERENT LEVELS

8.1 The following limits are applicable on officials:

DESIGNATION	AMOUNT
Municipal Manager	R1 600
Directors	R1 600
Other officials	R 800
Other users	R 315

8.2 Any amount above the prescribed limits will be deducted from the salary.

8.3 For members of staff acting on a level higher than the usual level, the difference between the two levels will be paid to the acting employee.

9. OTHER ARRANGEMENTS

9.1 All municipal employees and Councillors are responsible for the maintenance, upgrading, and insurance of their cell phones.

9.2 Employees are responsible for their own contracts where necessary or they can request assistance from the BTO.

9.3 An allowance as indicated in 8.1 will be loaded monthly to employees.

10. ADMINISTRATION OF THE POLICY

10.1 The department responsible for the administration of the policy is the budget and Treasury Department.

10.2 All Heads of Department has a responsibility to ensure that their members of staff are aware of the contents of the policy and also the adherence of the policy thereof.

11. THE RESULT OF NON-COMPLIANCE

Appropriate disciplinary action will be taken against all employees who do not comply with the contents of this policy.

12. IMPLEMENTATION AND REVIEW OF POLICY

This policy shall be implemented on **1 July 2017** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

POLICY SECTION:	MANAGER: BUDGET AND REPORTING
CURRENT UPDATE:	28 March 2017
PREVIOUS REVIEW:	31 May 2016
PREVIOUS REVIEW:	31 May 2015
PREVIOUS REVIEW:	31 May 2014
APPROVAL BY COUNCIL:	30 May 2013 Policy Number: 6.2.30/05/2013