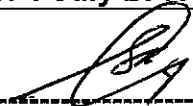
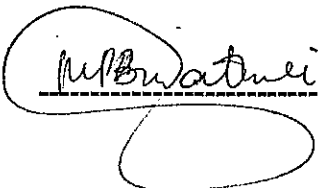




Cellphone, Telephone and 3G Card Policy for the John Taolo Gaetsewe District Municipality

POLICY NUMBER: 6.12.29.05. 2015	Approved Date: 29 May 2015
Effective Date: 1 July 2015	Review Date: Annually or when required

Speaker: 

Municipal Manager: 

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



CELLPHONE, TELEPHONE AND LANDLINE AND 3GCARD POLICY

Reviewed 2014/2015



TELEPHONE POLICY FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY
(Reviewed 2015)

Policy Number: 6.2.30/05/2013	Approved Date: 30/05/2013
Effective Date: 30/05/2013	Review Date: as and required

1. Objective

The objective of the policy is to ensure the optimal use of telephones within the John Taolo Gaetsewe District Municipality, by councillors and officials, in order to enhance effective and efficient service delivery.

2. Purpose

To regulate the use of the cellular phones and to ensure that staff members has the tools for communication.

3. Scope

This policy is applicable to all staff members and full time councillors of the John Taolo Gaetsewe District Municipality who by the nature of their work and their level in management qualify for the use of the cell phone.

4. Policy Content and Procedure

- 4.1 Each councillor/official receives a pin code for his/her use only. Pin codes may not be shared amongst individuals, and unauthorized people.
- 4.1 HOD`s should check the accounts of their sub-ordinates on a monthly basis to see whether the expenditure is in line with their budgets (budget control to avoid over expenditure)
- 4.2 Accounts need to be signed by the HOD before reaching the Budget and Treasury Office (BTO)
- 5.4 **If the account is not signed, by the HOD, the full amount will be deducted from the salary.**
- 5.4 Each councillor or official should mark their private calls, which will be deducted from his/her salary.
- 5.5 Council contributes an amount of **R60.00** towards private calls.
- 5.6 Each department have a monthly budget (limit) which equals its budget divided by 12 months
- 5.7 Each Department will agree on a limit, and the phone will be soft locked if the limit has been reached, **HOD will decide on the limit based on the work performed by the official.**
- 5.8 **If a monthly allowances has been exhausted, arrangement can be done with the immediate supervisor to open a line.**
- 5.9 Official International calls will be made on approval by the municipal manager.

5.10 The HOD will discuss the telephone limit with a subordinate, after considering the scope of work of that particular employee.

6. Administration of the policy

6.1 The department responsible for the administration of the policy is the Budget and Treasury Office.

6.1 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.

9. The result of non compliance

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

10. Effective date of the policy

10.1 The changes in the review policy will be implemented after council adoption.





POLICY ON 3G DATA CARD FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

1. Purpose

The purpose of this policy is to ensure that officials of the municipality have the necessary tools that will allow them to do their work anytime, especially after working hours.

2. Objectives

The objectives of the policy is to ensure the optimal use of the 3G cards with the John Taolo Gaetsewe District Municipality, by officials, in order to enhance effective and efficient service delivery.

3. Scope

The policy is applicable to MM and Senior Management, and other officials who by the nature of their job will require the 3G card.

Councillors will be issued in line with the remuneration of the Public Office Bearers Act.

4. Definitions

- **3G data card** – It is a form of a modem which allows a person to have access to the internet at any time within the 3G coverage area.

5. Policy content

The Municipal Manager and directors qualifies to have 3G data cards.

In a case where other officials need the services of a 3G Card, the official will submit a formal request and motivation to the responsible director/supervisor, who will in turn submit the request to the MM for approval.

6. Limit

The Gigabyte limitation will be as follows:

All users will receive 2 gigabytes

6. Contractual Obligations

The Municipality will enter into a contract with the approved service providers.

7. Termination or withdrawal from the 3G Card

8. Termination or withdrawal from the 3G Card

The HOD or Director has the right to terminate an official from the usage of the 3G card based on misuse of the card or any other reason that will warrant withdrawal.

9. Administration of the policy

The 3G cards will be administered by the BTO and the supporting department is the IT unit (Cooperative Services)

10. Review

The policy will be reviewed as and when required.





CELLPHONE POLICY FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Policy Number:	Approved Date:
Effective Date:	Review Date:

1. Purpose

The objective of the policy is to ensure the optimal use of cellular phones a 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 for a cellphone allowance.
- 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 of terms

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

4. Legislative Framework

- 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. The 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 cellphone 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.**

5.3 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

- 7.1 All cellphone 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:

- Municipal Manager & HOD's = R 1600.00
- **Managers** = R 800.00
- **Other users** = R 500.00

- 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.

- 8.4 **Other employees who would like to receive an allowance, may apply to their supervisors and or HOD's.**

9. OTHER ARRANGEMENTS

- 9.1 From the 1 June 2013, all municipal employees and Councillors will be responsible for the maintenance, upgrading, and insurance of their cellphones.
- 9.2 Employees will be responsible for the transfer of contracts expiring after the 1 June to their own names, and where necessary they can request assistance from the BTO.
- 9.3 An allowance as indicated in 9.5 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

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

12. EFFECTIVE DATE OF THE POLICY

- 12.1 The changes in the review policy will be implemented after council adoption