



**CELLPHONE POLICY FOR JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY**

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

**Mr. D. Molaole**

**Municipal Manager**

**Ms. P. Mogatle**

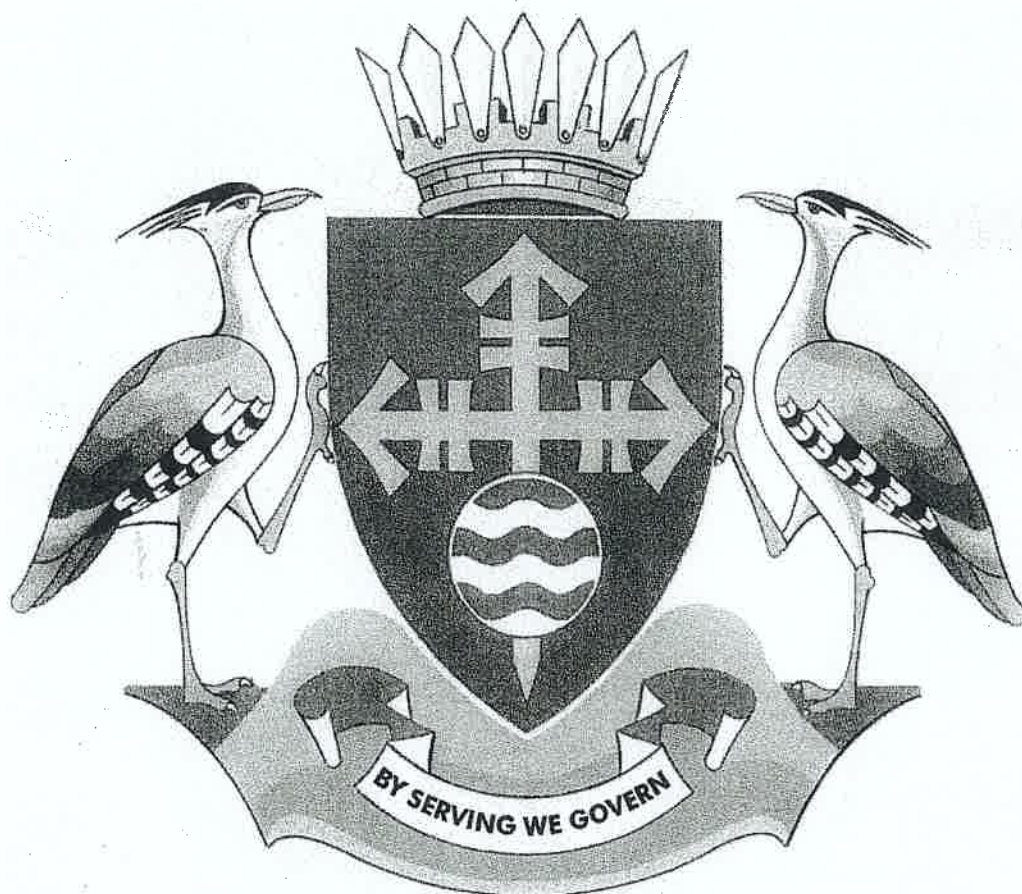
**Speaker**

**RE-AFFIRMED**

**Ms P Q Mogatle**

**Speaker**

# **JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY**



## **CELLPHONE POLICY**

**Ms P Q Mogatle**

**Speaker**

## 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

**Ms P. O. Mogale**

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:

<b>DESIGNATION</b>	<b>AMOUNT</b>
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, they can request assistance from the BTO.

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**Speaker**

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.

**Ms P Q Mogatle**

**Speaker**