



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

Policy Resolution Number:6.2.29/05/2019	Approved Date:29 May 2019
Effective Date: July 2019	Review Date: As and when required

SIGNATURE OF THE MUNICIPAL MANAGER

SIGNATURE OF THE SPEAKER

Ms P Q Mogatle

Speaker

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



CELLPHONE POLICY FOR OFFICIALS

2019/20

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1. PURPOSE

The objective of the policy is to ensure the optimal use of cellular phones by 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 FRAMEWORK

- Income Tax Act 58 of 1962

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5. POLICY CONTENT AND PROCEDURES

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- 5.1 Employees to pay for each phone call, whether it is private or official, and may not claim their private call charges.

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

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8.1 The following limits are applicable on officials:

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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

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

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

7.3 An allowance as indicated in 8.1 will be loaded monthly to qualified employee's salary.

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 2019** 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:	23 May 2019
PREVIOUS REVIEW:	31 May 2018
PREVIOUS REVIEW:	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

Ms P Q Mogatle
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