TELEPHONE POLICY FOR JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council resolution no: 6.7.21/06/2017	**Approved date: 21/06/2017**
Effective date: 1 July 2017	**Reviewed date: Annually and/or as and when required**

Mr. M.W Molusi

AMM .....

Ms. P. Mogatle

Speaker .....

REVIEWED

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

TELEPHONE POLICY

2017/18

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 telephones 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.

4.2 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).

4.3 Accounts need to be signed by the HOD before reaching the Budget and Treasury Office (BTO).

4.4 **If the account is not signed, by the HOD, the full amount will be deducted from the salary.**

4.5 Councillor directly elected to John Taolo Gaetsewe District Municipality and officials Should mark their private calls, which will be deducted from his/her salary.

4.6 Council contributes an amount of **R100.00** towards private calls to Councillors directly Elected to John Taolo Gaetsewe District Municipality. Seconded Councillors will be Catered for by the local municipalities as per their respective telephone policy.

4.7 Each department have a monthly budget (limit) which equals its budget divided by 12 months.

4.8 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. HOD to review the limits of their subordinates every year before the start of the next financial year (by 30 June).

4.9 Official International calls will be made on approval by the municipal manager.

4.10 By all means, staff members should make use of emails to communicate with other stakeholders, rather than the telephone.

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

5. ADMINISTRATION OF THE POLICY

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

5.2 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.

6. THE RESULT OF NON-COMPLIANCE

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

7. 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**
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APPROVAL BY COUNCIL:	**30 May 2013** **Policy Number: 6.2.30/05/2013**