



TELEPHONE POLICY

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Policy Resolution Number: 6.9.28/05/2021	Approved Date: 28 May 2021
Effective Date: 1 July 2021	Review Date: As and when required

SIGNATURE OF THE MUNICIPAL MANAGER

Ms P Q Mogatle

SIGNATURE OF THE SPEAKER

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



TELEPHONE POLICY

2021/22

Ms P Q Mogatle

Speaker

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.

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4. POLICY CONTENT AND PROCEDURE

Speaker

- 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 Councillors 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 officials and Councillors directly elected to John Taolo Gaetsewe District Municipality. Seconded Councillors will be catered for by the local municipalities as per their own respective

telephone policy. **Private calls will be marked and the contributed R100.00 deducted from the private calls and any excess amount will be deducted from an Official / Councillor's salary.**

- 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.**
- 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 2021** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

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Speaker

POLICY SECTION:	MANAGER: ASSETS AND REVENUE
CURRENT UPDATE:	28 March 2021
PREVIOUS UPDATE:	28 May 2020
PREVIOUS 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

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