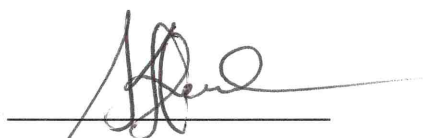


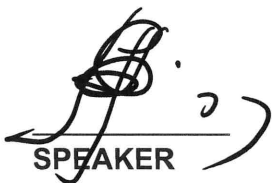


TELEPHONE POLICY

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council Resolution: 6.3.28/05/2025	Approved Date: 28/05/2025
Effective Date: 1 July 2025	Review Date: Annually


MUNICIPAL MANAGER


SPEAKER

MR. I.E AISENG
JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY
SPEAKER

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



TELEPHONE POLICY 2025-2026

**MR. I.E AISENG
JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY
SPEAKER**

TABLE OF CONTENTS

- 1. OBJECTIVE**
- 2. PURPOSE**
- 3. SCOPE**
- 4. POLICY CONTENT AND PROCEDURES**
- 5. ADMINISTRATION OF THE POLICY**
- 6. THE RESULT OF NON-COMPLIANCE**
- 7. IMPLEMENTATION AND REVIEW OF THE POLICY**

**MR. I.E AISENG
JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY
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.

MR. I.E AISENG
JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY
SPEAKER

4. POLICY CONTENT AND PROCEDURE

- 4.1 Each councillor/official/intern will receive a pin code for his/her use only.
Each councillor/official/intern will receive a pin code for his/her use only when approved by HOD.
Pin codes may not be shared amongst individuals and unauthorized people.
- 4.2 HOD/Supervisor 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 official and HOD/Supervisor before reaching the Budget and Treasury Office (BTO).
- 4.4 **If the account is not signed, by the HOD/Supervisor, 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 a councillor's/official/intern salary.**

- 4.7 Each department has 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/intern.**
- 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. HOD to send a request via email indicating limit for the 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 2025** and shall be reviewed on an annual basis.

MR. I.E AISENG
JOHN TAULO GAETSEWE
DISTRICT MUNICIPALITY
SPEAKER