



## CELLPHONE POLICY

### JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

|                                           |                                       |
|-------------------------------------------|---------------------------------------|
| <b>Council Resolution:</b> F13.20/02/2026 | <b>Approved Date:</b> 20/02/2026      |
| <b>Effective Date:</b> 1 July 2025        | <b>Review Date:</b> Annually required |

**MUNICIPAL MANAGER**

**SPEAKER**

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

# **JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY**



## **CELLPHONE POLICY 2025 - 2026**

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

## **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 RAMEWORK**

Income Tax Act 58 of 1962

## **5. POLICY CONTENT AND PROCEDURES**

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 always ensure their availability on the phone.

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

## **8. CELLULAR PHONE LIMITS FOR DIFFERENT LEVELS**

8.1 The following limits are applicable on officials:

| <b>DESIGNATION</b>                       | <b>AMOUNT</b> |
|------------------------------------------|---------------|
| Municipal Manager                        | R2 500        |
| Directors                                | R2 500        |
| Other officials (level 3 and 4 managers) | R800          |
| Other users                              | R500          |

8.2 Any amount paid in error above the limits will be deducted from the salary.

8.3 The approved applicable limit will be reviewed on annual basis in relation to the responsibilities of the applicant.

8.4 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 are responsible for the maintenance, upgrading, and insurance of their cell phones.

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

9.3 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. REVIEW OF POLICY**

This policy shall be reviewed annually.

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