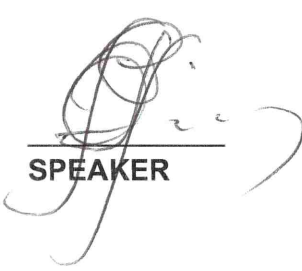




CELLPHONE POLICY FOR OFFICIALS

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council Resolution: 6.2.27/05/2026	Approved Date: 27/05/2026
Effective Date: 1 July 2026	Review Date: Annually



SPEAKER

29.08.26
DATE

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



CELLPHONE POLICY FOR OFFICIALS

2026/2027

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 FRAMEWORK

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.

8. CELLULAR PHONE LIMITS FOR DIFFERENT LEVELS

8.1 The following limits are applicable on officials:

DESIGNATION	AMOUNT
Municipal Manager	R1 600
Directors	R1 600
Middle Managers (level 3 & 4)	R 800
Other users	R 500

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- 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 p 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. POLICY REVIEW POLICY

This policy shall be reviewed annually.

MR. I.E AISENG
JOHN TAULO GAETSEWE
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