

Cellphone Allowance Policy



Kapano ke maatlo, go oga setshaba se kaone

Molemole Municipality

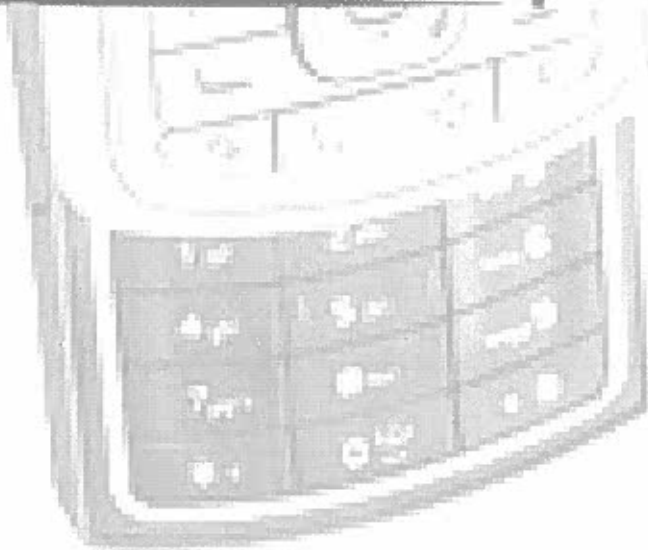


Table of Contents

1. Introduction.....	2
2. Purpose of this policy.....	2
3. Scope of Application.....	2
4. General Conditions.....	3
4.1 Council acquired cellular phones	3
4.2 Privately owned cellular phones	3
5. Maintenance of cellular phones equipment.....	Error! Bookmark not defined.
6. Loss, Theft or Damage to Cellular Phones	Error! Bookmark not defined.
7. Insurance.....	Error! Bookmark not defined.
8. Limits.....	3
8.1 Councillors.....	3
8.2 Officials	3
9 Disposal of Cellular Phones.....	Error! Bookmark not defined.
10 Monitoring, Evaluation and Control	4
11 Approval of the policy.....	4

1. INTRODUCTION

Local Government has a responsibility to meet its objectives in terms of the Constitution and thus communication plays a vital role in achieving these objectives.

2. PURPOSE OF THIS POLICY

The purpose of this policy is to provide guidelines on:

- a. The management of cellular phones
- b. The acquisition and use cellular phones

3. SCOPE OF APPLICATION

The following categories of employment shall automatically qualify to receive cellphone allowance

- a. All Councillors, excluding indirectly elected councilors, automatically qualify for cellphone allowance
- b. The following officials automatically qualify for cellphone allowance:
 - i. Municipal Manager
 - ii. Section 56 & 57 Managers [Managers reporting directly to the Municipal Manager]
 - iii. Divisional Heads
 - iv. Officers and Technicians on Task Grade 12
- c. Should other posts be identified requiring the use of cellular phones, a motivation will be submitted to the Municipal Manager by the relevant manager for approval.
- d. It is important that a motivation on the point above is made timeously in order to ensure that Finance Department is able to provide funds to cover the expense.

4. GENERAL CONDITIONS

4.1 COUNCIL CELLULAR PHONES NUMBERS

- a. An employee must enter into an agreement with a cellular phone provider in terms of which the service provider, will provide cellular phone numbers to councilors and officials concerned.
- b. The maximum monthly limit allocated for councillors will be based on the government gazette promulgating Councillor Allowances and benefits.
- c. The maximum monthly limit for officials will be determined on the total fixed monthly cellphone allowance as approved by council.
- d. In the event that the Councillor or official ceases to hold office, the cellphone allowance will be terminated.

4.2 PRIVATELY OWNED CELLULAR PHONES

- a. Councilors and Officials are required to use their own personal phones to make official calls and receive calls on behalf of the municipality.

5. LIMITS

5.1 COUNCILLORS

- a) Limits are as promulgated annually in the government gazette.

5.2 OFFICIALS

Designation	Cost
a. Municipal Manager	R 2000.00
b. Section 56 & 57 Managers(Senior	R 2000.00

Manager)	
c. Managers	R 2000.00
d. Other officials	R 1 175.00

8.2.1 Managers are requested to identify officials that would require cellphone allowance and the package required.

8.2.2 The above call limits include the fixed monthly charges.

8.2.3 The service provider may set bill limits on the cellular phones upon written request from the Councillor or official.

8.2.4 Privately owned cellular phones are also subjected to the above limits.


9 MONITORING, EVALUATION AND CONTROL

a) The HRM unit is the implementing agent of this policy and shall ensure that all councillors and officials comply with the provision thereof.

b) The policy shall be reviewed at the end of every financial year or when need be to cater for legislative amendments.

10 APPROVAL OF THE POLICY

a) Date of Approval by Council 26 June 2020

Signature:	
Initials and Surname:	M.E. Paya
Designation:	Mayor
Council Resolution Number:	OC. 5.1.5. 26/06/2020
Council Date:	26/06/2020