

PIXLEY ka SEME DISTRICT MUNICIPALITY



CELLPHONE AND DATA ALLOWANCE POLICY

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1. INTRODUCTION

The Municipality recognizes that the value of communication tools can improve employee productivity and provide an emergency communication method. The municipality will accordingly provide selected employees with a cell phone and data allowance.

2. OBJECTIVE

The objective of this policy is to regulate the payment of cell phone telephone allowances to councilors and qualifying officials of the municipality.

3. APPLICATION PROCEDURE

The Policy is applicable to employees of the municipality who qualify for cell phone and data allowance and are expected to use cellphones for the performance of their office duties as well as to the senior managers, councilors of the Pixley ka Seme District Municipal Council.

3.1 MUNICIPAL MANAGER

The Municipal Manager is responsible for approval of recommendation for employees to be allocated cell phone and data allowance.

3.2 SENIOR MANAGERS

A respective user senior manager shall write motivation for a need of a cell phone and/or data allowance essential user employees and /or employees below middle management level to the Senior Manager Corporate Services regard being had to the need, duties and nature of the post the employee occupies.

3.3 CORPORATE SERVICES DEPARTMENT

The Head of Department Corporate Services shall write a recommendation to the Municipal Manager for allocation of requested cell phone and/or data allowance.

The Corporate Services Department bear the responsibility for effective implementation of the Policy.

3.4 COUNCILORS

All councilors shall be given cell phone and data allowance as per the Gazette annually applicable for that financial year.

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4. ALLOCATION OF DATA AND CELLPHONE ALLOWANCE TO QUALIFYING COUNCILORS OFFICIALS

4.1 All qualifying officials must acquire their own handsets. The municipality will not purchase any handset or enter into a cell phone contract on behalf of any official or councilor.

4.2 Users who qualify for the cell phone allowance are determined as follows:

4.2.1 Councilors

4.2.2 Municipal Manager

4.2.3 Senior Managers

4.2.4 Middle Managers

4.2.5 Environmental Health Practitioners

4.2.6 Communication Specialist

4.2.7 Disaster Management Officer

4.2.8 Admin Assistant to the Executive Mayor

4.2.9 Admin Assistant to the Municipal Manager

4.2.10 Admin Assistant to the Senior Managers

4.2.11 Chauffer to the Executive Mayor

4.2.12 Other Users identified as essential users will be in line with paragraph 3.2 of this Policy.

5. PROVISION OF CELL PHONE AND DATA ALLOWANCE

All cell phone and/or data allowances provided must be allocated as follows:

Councilors	As per the Gazette reviewed Annually
Municipal Manager	R 1500.00
Senior Managers	R 1 100.00
Middle Managers	R 800.00

Communications Specialist	R 500.00
Environmental Health Practitioners	R 800.00
Internal Auditors	R500.00
Disaster Management Officers	R 500.00
Admin Assistant to the Executive Mayor	R 500.00
Admin Assistant to the Municipal Manager	R 500.00
Admin Assistants to Senior Managers	R 500.00
Chauffer to the Executive Mayor	R 500.00

6. CONSEQUENCES FOR NON-COMPLIANCE

6.1 In the case of employees, failure to comply with this policy will be viewed as a serious transgressions and appropriate disciplinary action will be taken.

6.2 In case of councilors, the provisions of the Code of Conduct for Councilors and Standing rules of Orders of Council shall apply.

6.3 Any costs incurred as a result of cell phone and /or mobile data misuse must be borne by that user.

7. POLICY REVIEW:

The policy will be reviewed annually in order to ensure it remains responsive and relevant

C.R.



EXECUTIVE MAYOR

DATE APPROVED:

31 March 2023

RESOLUTION:

R2023-03-31 (8.2.2)