

# **POLICY ON USAGE OF TELEPHONES**

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### **1.1.1. PREAMBLE**

This policy is aimed at providing and regulating the usage of internal and external telephones.

### **1.1.2. POLICY PURPOSE**

The purpose of this policy is to ensure the responsible and effective use of the telephones.

### **1.1.3. POLICY OBJECTIVES**

This policy is developed with the sole intention of regulating the use of the telephone.

### **1.1.4. LEGAL FRAMEWORK**

- The content of this policy acknowledges that the MFMA Act 56 of 2003 does not provide for the usage of the telephone lines within the municipalities however the policy will encapsulate the spirit of the referred act in terms of effective and responsible use of institutional resources.

- The policy further directs that all applicable acts, policies, directives in relation to management of public resources shall apply in this regard.

#### **1.1.5. TIME FRAME**

This policy will be operational with effect from the date of its approval and it is subjected to review after **every 12 months**. However, if the implementing directorate finds it necessary to change the policy it will do so while taking into consideration the principles of the policy.

#### **1.1.6. DEFINITIONS**

Full time political office bearers: means elected councillors that serve the municipality on full-time basis.

Municipal Manager: means an Accounting Officer

#### **1.1.7. PRINCIPLES**

The following principles will guide and inform the implementation of this policy

- Transparency
- Fairness
- Consultation
- Openness

#### **1.1.8. ROLES AND RESPONSIBILITY**

The following will be the roles of the stakeholders that are affected by this policy. The Executive Managers will receive written requests for additional funds for telephones per month and approve or disapprove such requests. In case of austerity measures the Executive Manager Corporate Services shall approve/disapprove such request.

Sectional Head /delegate: will recommend the additional funds for telephones per month for Executive Manager to approve or disapprove.

Council: will be a custodian of the policy.

Additional funds will be only considered after a printout shall have been submitted wherein the 90% and 10% of telephone usage is proven by the employee

### 1.1.9. POLICY DIRECTIVES

This policy directs that all employees will be given a certain amount to use for telephones per month. Such allocation will be on the 1 of every month and shall not be carried over for the next month. The allocation shall be made once and no any other allocation will be made before the 1 of every month. However if circumstances requires that a further allocation be made that will be done in line with the provisions of 1.1.7&1.1.8

In furtherance the policy directs that allocations will be made as per the nature of the job performed by individual employee and will differ per employee. In this regard motivations will have to be made prior to approval by the relevant Executive Manager. This policy further directs that at least 90% of telephone calls made should be for business and 10% might be for personal use. The monthly itemized statement will be evaluated and if an employee has made 91% - 100%private calls such an employee will be made to repay all the costs incurred for such calls.

The policy further directs that, the following allocations will be made to employees every month

Mayor- R1000.00

Speaker- R1000.00

Chief Whip – R1000.00

Full time councillor economic Cluster - R500

Full time Councillor Infrastructure Cluster - R500

Full Time Councillor Municipal Public Accounts Committee (MPAC)

Chairperson – R500

Municipal Manager R1000.00

Executive Managers - R300-00

Managers level 2 - R200-00

Level 3-5 employees - R150.00

Level 6-8 employees - R100-00

Level 10-12 - R50-00

**1.1.10. PROCEDURES**

The policy shall apply to all employees including full time political office bearers and once allocations are made all provisions of 1.1.9 will be applicable. In furtherance the policy will not be affected by any time frames however it will be operational once approved by relevant structures.

**1.1.11. PITFALLS**

In an event whereby the Executive Manager is not available the delegated official /or any other Executive Manager will approve or disapprove requests for additional allocations.

**Document Name : POLICY ON USAGE OF TELEPHONES**

**Developed by : \_\_\_\_\_ DATE \_\_\_\_\_**

**MUNICIPAL MANAGER**

**Approved by the  
Chairperson of**

**Portfolio : \_\_\_\_\_ Date: \_\_\_\_\_**

**CHAIRPERSON**

**Approved by the Council: \_\_\_\_\_ Date: \_\_\_\_\_**

**RESOLUTION NUMBER**