KNYSNA
Municipality
Munisipaliteit
uMasipala

CELL PHONE ALLOWANCE
TO OFFICIALS
POLICY

14-05-2010
05/05/10

REPORT FROM DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT
To submit the Cellular Telephone Policy to Council for adoption.

BACKGROUND

Attached is the Cellular Telephone Allowances Policy that was workshopped with Councillors and senior officials on 7 May 2010. The policy regulates the provision of a cellular telephone allowance for officials in the Knysna Municipality

RECOMMENDED

That the Cellular Telephone Allowances Policy attached to the agenda be adopted and implemented.

05/05/10

CELLULAR TELEPHONE POLICY : PROVISION OF ALLOWANCES TO OFFICIALS
Director: Corporate Services

RESOLVED

That the draft Cellular Telephone Policy attached to the agenda be submitted to the Local Labour Forum for discussion and comments, whereafter it be resubmitted to Council;
1. **General**

1.1 It is recognised that cellular telephones are useful communications tools and in many cases essential for Municipal officials to carry out their duties. To this end this policy shall regulate the provision of a cellular telephone allowance for officials in the Knysna Municipality.

1.2 Council will not take out any contracts for officials under this policy.

1.3 All applications for cellular phone allowances shall require the approval of the relevant Director.

1.4 In considering the granting of a cellular phone allowance, the relevant Director shall take into account all of the following:-

1.4.1 Operational responsibility of the applicant.
1.4.2 Availability of funds.
1.4.3 Time spent outside of the office by the official.
1.4.4 The need for constant and immediate contact of the official.
1.4.5 Improvement in efficiency of the official.
1.4.6 Need for immediate contact with councillors and the public.
1.4.7 Safety of officials.

2. **Cell phone Scheme**

The Director shall in cases where he or she approves a cellular phone allowance for Municipal business, determine the amount payable to the official. Such amount will depend on the operational responsibility of the official for whom it has been approved.

2.1 The official receiving the allowance shall be required to make his/her personal cellular phone available for official business use.
The official shall be responsible for all running costs including, but not limited to, subscription fees, call costs, maintenance and insurance. The purchase of any accessories including hands free or car kits will be for the account of the user.

2.2 Whenever on duty an official in receipt of a cellular phone allowance shall at all times have a fully operational cellular phone whose number is known to the relevant Director, Departmental Head, Manager and other staff or other parties who have need to be in contact with the official.

2.3 In the event that calls are made in excess of the allowance are made within a month; the official may submit a claim for reimbursement via the relevant Departmental Head. The user will be required to justify the reason for additional use together with a full printout of calls made for the period in question.

2.4 No claims for loss, damage or insurance excesses will be considered for any privately owned cellular telephone.

3  General Controls

3.1 An annual review shall be carried out by each Directorate to determine the continued need for all cellular phone allowances

3.2 The provision of cellular phone allowances for Municipal councillors does not form part of this policy.

3.3 The municipal manager approves the applications of the affected officials and maintains guidelines of the amounts approved for the various officials subject to budgetary provision

APPROVED: 14 May 2010