

# **MUNISIPALITEIT KAREEBERG MUNICIPALITY**



## **CELLPHONE TELEPHONE POLICY**

**2023/2024 MTREF**

## **1. INTRODUCTION**

The Municipality recognizes the value of cellular telephones as a communication tool that can improve employee productivity and provide an emergency communication method, and accordingly will provide selected employees with either a cellular telephone or a cellular telephone allowance.

## **2. OBJECTIVE**

The objective of this policy is to regulate the acquisition, administration, usage and replacement of Municipality provided cellular telephones and the administration of cellular telephone allowances and deduction of amounts.

## **3. QUALIFYING OFFICIALS**

- 3.1 Mayor - as per ministerial determination
- 3.2 Speaker and Councillors - as per ministerial determination
- 3.3 Data for Councillors - as per ministerial determination
- 3.4 Municipal Manager - R3000.00 allowance per month.
- 3.5 Managers - R2500.00 allowance per month.
- 3.6 Senior Accountant, Office Heads of Vanwyksvlei and Vosburg, Supervisors, R300.00 allowance per month.
- 3.7 Technical Officer R350.00 allowance per month (separate office)

## **4. GENERAL**

Paragraph 3 will only be applicable if budgeted and approved by the Municipal Manager. All allowances will be included in the monthly salary package. No airtime will be bought on behalf of a beneficiary.

## **8. COMMENCEMENT**

This policy takes effect on 1 July 2023.

**APPROVED: 21 APRIL 2023**

**ACTING MUNICIPAL MANAGER**