

MUNISIPALITEIT KAREEBERG MUNICIPALITY



DRAFT CELLPHONE TELEPHONE POLICY

2026/2027 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 - as per employment contract.
- 3.5 Senior Managers - R2500.00 allowance per month.
- 3.6 Office Heads of Vanwyksvlei and Vosburg, Supervisors, R450.00 allowance per month.
- 3.7 Senior Accountant, Technical Officer, Electrical Officer R650.00 allowance per month

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 2026.