

Cellphone Allowance Policy



Molemole Municipality

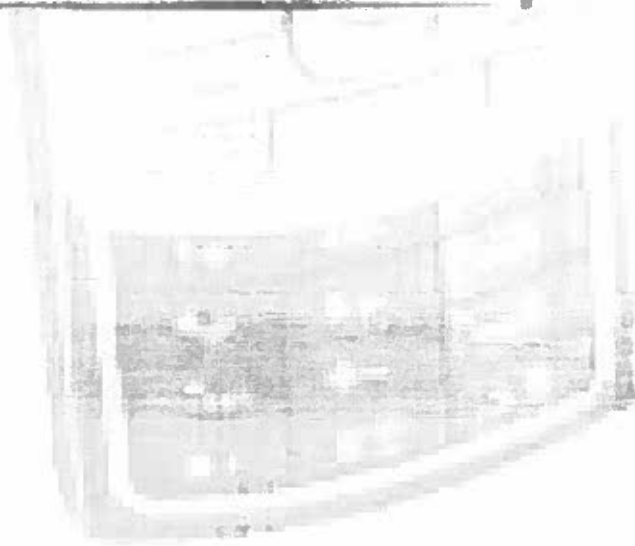


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1. INTRODUCTION

Local Government has a responsibility to meet its objectives in terms of the Constitution and thus communication plays a vital role in achieving these objectives.

2. PURPOSE OF THIS POLICY

The purpose of this policy is to provide guidelines on:

- a. The management of cellular phones
- b. The acquisition and use of cellular phones

3. SCOPE OF APPLICATION

The following categories of employment shall automatically qualify to receive cellphone allowance

- a. The following officials qualify for cellphone allowance:
 - i. Divisional Heads
 - ii. Other Officials subject to Municipal Manager's approval
- b. Should other posts be identified requiring the use of cellular phones, a motivation will be submitted to the Municipal Manager by the relevant manager for approval.
- c. It is important that a motivation as stated above is made timeously in order to ensure that Finance Department is able to provide funds to cover the expense.
- d. The cellphone allowance for the Municipal Manager and Managers directly accountable to the Municipal Manager are regulated by the ministerial determination on the Upper Limits for salaries
- e. Councillors' cellphone allowance are also regulated by the ministerial determination on the Upper Limits for salaries

4. GENERAL CONDITIONS

- a. The maximum monthly limit allocated for councillors will be based on the government gazette promulgating Councillor Allowances and benefits.
- b. The maximum monthly limit for officials will be determined on the total fixed monthly cellphone allowance as approved by council.
- c. In the event that the Councillor or official ceases to hold office, the cellphone allowance will be terminated.

4.1 PRIVATELY OWNED CELLULAR PHONES

- a. Councilors and Officials are required to use their own personal phones to make official calls and receive calls on behalf of the municipality.

5. LIMITS

5.1 COUNCILLORS

- a) Limits are as promulgated annually in the government gazette.

5.2 OFFICIALS

Designation	Cost
a. Managers	R 2000.00
b. Other officials	R 1 175.00

8.2.1 Managers are requested to identify officials that would require cellphone allowance and the package required.

8.2.2 The above call limits include the fixed monthly charges.


8.2.3 The service provider may set bill limits on the cellular phones upon written request from the Councillor or official.

8.2.4 Privately owned cellular phones are also subjected to the above limits.

9 MONITORING, EVALUATION AND CONTROL

- a) The HRM unit is the implementing agent of this policy and shall ensure that all councillors and officials comply with the provision thereof.
- b) The policy shall be reviewed at the end of every financial year or when need be to cater for legislative amendments.

10 APPROVAL OF THE POLICY

Signature:	
Initials and Surname:	M. E. Paya
Designation:	Mayor
Council Resolution Number:	02/30/03/2026 / 3.4.3
Council Date:	30/03/2026