

# THEMBISILE HANI LOCAL MUNICIPALITY



## CELLPHONE ALLOWANCE POLICY 2024/25

## **PREAMBLE**

**WHEREAS** Thembisile Hani Local Municipality Council (hereinafter referred to as "the Council") recognizes that from time to time there would be a need to appoint another employee to discharge the duties of another employee who is not at work for a certain period of time.

**WHEREAS** the Council is desirous to establish uniform rules and guidelines in a policy document to regulate and enhance management of acting in the municipality.

**THEREFORE** the Council hereby through this policy (Cellphone Allowance Policy) de-establishes and nullifies all established practice standards previously observed by the municipality in dealing with appointment of acting employees and payment of acting allowances to such employees.

## **1. THE POLICY**

1. Thembisile Hani local municipality has agreed to provide the following eligible officials with a cellular phone allowance and a wireless connection device to assist the official in carrying out his/her duties:

### **1.1.1 Officials as:**

1.1.2 MUNICIPAL MANAGER

1.1.3 SECTION 57 MANAGERS

1.1.4 ASSISTANT MANAGERS

1.1.5 CHIEF TRAFFIC OFFICER

1.1.6 ANY OTHER POSITIONS AS PER THE APPROVAL OF THE MUNICIPAL MANAGER.

1.2 Should an HOD deem it a requirement for an official in his department to have a cell phone allowance or a wireless connection device for operational purposes, a motivation be submitted to the Municipal Manager for approval prior to the finalisation of the next year's budget. The official would then be entitled to a benefit applicable to his/her level.

1.3 For eligible officials as stipulated above, the municipality will at its cost, provide the employee with the following:

1.3.1 A cellular phone allowance or a wireless device.

1.3.2 The wireless connection device, the make and model of which shall be chosen by the municipality at its sole discretion taking into consideration practical and operational requirements in terms of the SCM policies.

- i. The wireless connection device will remain the property of the municipality.

1.4The municipality shall at all times be and remain the owner of the wireless device. On termination of an existing contract, the municipality will enter into negotiations, with the relevant service provider, regarding the terms and conditions of a new contract.

1.5The assistant manager Supply chain/ chief Financial Officer will be the only official to enter into such contracts, do upgrades.

1.6The following maximum allowances based on a sliding scale will apply and any amount incurred in excess of the stipulated maximum will be recovered from the employee:

| <b>POSITION</b>  | <b>LIMITS</b> |
|--|---------------|
| Municipal Manager  | R2250.00      |
| Section 57 managers  | R1250.00      |
| Assistant managers   | R750.00       |
| Chief Traffic Officer  | R 600.00      |
| Other positions as per approval of the municipal manager / HOD | R400.00       |

The following position are also recommended to receive cell phone allowance of R400 monthly:

| <b>Designation</b>                |
|-----------------------------------|
| Senior Sup Law Enforcement        |
| Sup Courts & Administration       |
| Assistant Sup Law Enforcement     |
| Coordinator Disaster              |
| Senior Clerk Disaster             |
| Coordinator Sports                |
| Drivers ( Fleet)                  |
| Lums Inspector                    |
| Chief Transport Officer           |
| Admin Assistant                   |
| Artisans                          |
| Traffic Officers                  |
| Pump Operators                    |
| Artisan Sewer Drainage & Blockage |

**The above limits will be increased by CPIX annually.**

In the case where monthly maximum allowances are exceeded, the Municipal Manager will be allowed to approve the usage in excess of the above allowances provided that the HOD substantiates and certifies the excess usage.

1.10 A maximum of R400.00 per month will be allowed for officials receiving the benefit.

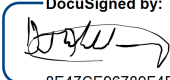
1.12 A maximum applicable monthly subscription will be allowed per wireless connection device/

2. Qualification and Authority

2.1 The risk of loss or damage to or arising from the wireless devices shall be with the employee from the date of delivery until returned to the municipality in terms of the policy.

2.3 The municipality at its sole discretion shall be entitled to withdraw use of the cellphone allowance or the wireless device at any time, taking into consideration the frequency of occurrences that fall outside the policy.

**POLICY APPROVAL**

|   |  |
|---|--|
| Approved by Municipal Council on the 23 <sup>rd</sup> of May 2024 and signed by the Municipal Manager |  |
| <p>_____</p> <p><b>DJD Mahlangu</b></p>   | <p>DocuSigned by:</p>  <p>8E47CE96789F4F7...</p> |
|   | <p>6/5/2024</p> <p>_____</p> <p><b>Date</b></p>  |