



CELLULAR PHONE ALLOWANCE POLICY 2026/2027

1. PURPOSE

- (i) To regulate the allocation of cellular phone allowance to officials.
- (ii) To manage instances where employees exhaust their Telkom calling.

2. CRITERIA FOR ALLOCATION OF CELLULAR PHONE ALLOWANCE.

- (i) Cellular phone is a working tool for certain levels of municipal employees it will be applicable to employees they jobs need to communicate with external stakeholders.
- (ii) In the light of the above, it is prudent that officials must have cellular for work related communications.
- (iii) The Municipality will payout a cellular phone allowance to all employees who so qualify for the allowance as a benefit.
- (iv) The following categories of employees will qualify for the cellular phone allowance; Top management, Heads of divisions and Senior officers, Officers, Housing facilitator, Communication Officer, Building Inspector, Auditors, P A's ,Council/ Secretaries, Technicians and Drivers; Water pumpers, Community hall caretakers; General Assistant (Water & Sanitation: Sewer and Storeroom), Clerks: Metering and Clearance, HR, SCM, Stores and materials and be allocated to employees' required to communicate with external stakeholders on daily basis.
- (v) Integration of landline with cellular phone to ensure those who work in the field have access of landline while away from the office.

3. GENERAL CONDITIONS

- 1. The municipality will pay out the allowance with the salary.
- 2. The employee has the burden of proving that indeed the allowance is used for its purpose.
- 3. If the municipality is not convinced about the usage of the allowance it may retract the benefit.

4. Municipal officials should always be available on phones, non-availability more often there will lead to withdrawal of the allowance benefits.

5. The amounts will increase on annual incremental percentage in terms of South African Local Government Bargain Council Salary and Wage increase circular in each and every financial year.

The allowance will be paid out as per the table below:

	OLD	NEW
	2025/2026	2026/2027
• Municipal Manager	R3402.25	R2500.00 Regulated
• Directors	R1483.54	R2500.00 Regulated
• Officers	R1134.86	R1188.77 <i>W</i>
• Technicians on site	R1134.86	R1188.77
• Disaster officers	R1134.86	R1188.77
• Housing Facilitators	R907.90	R951.03
• Personal Assistants	R984.01	R1030.75
• Council Secretary	R984.01	R1030.75
• Communication Officer	R1275.71	R1336.31
• Building Inspector	R907.90	R951.03
• Drivers/Foreman	R743.89	R779.22
• Secretaries	R590.40	R618.44
• Water pumpers	R743.89	R779.22
• Community Hall Caretakers	R743.89	R779.22
• Clerk: Metering and Clearance, SCM, HR and Fleet management, Stores and Materials	R743.89	R779.22
• General Assistant (W & S)In stores	R743.89	R779.22
• General Assistant (Sewer)	R743.89	R779.22
• Assistant Officers	R1067.38	R111808

TELKOM AIRTIME ALLOCATION

The following officials will be allocated Telkom calling as follows; -

DIRECTORS	Open line
PA	R700.00
SECRETARIES	R700.00
COUNCIL SECRETARY	R700.00

Officials on landline should be given R300-00 with exception of those offices exempted from such.

4. AMENDMENT OF THE POLICY

This policy may be amended or repealed by the Council as it may deem necessary.

Resolution Number	SC07/05/2026
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Compiled by	Human Resources
Date Approved	28/05/2026
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Signature	