

MAYOR AND SPEAKER'S VEHICLE POLICY

2021/22

Summary

This policy is meant to provide use, management and maintenance of the Mayor and Speaker's vehicle. It also guides on the type of their vehicles as well as when the vehicles can be changed.

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Review Date	September 2021
Related Legislation/Applicable Section of Legislation	<ul style="list-style-type: none"> • Municipal Office Bearers Handbook
Related Policies, Procedures, Guidelines, Standards, Frameworks	
Replaces/ Repeals (whichever is relevant, if any)	
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Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	Mayor and Speaker
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Status	
Council approval date	
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REVISION RECORD

Date	Version	Revision Description

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1. TITLE

Mayor and Speaker's Vehicle Policy

2. PURPOSE

- To provide for acquisition of a Mayor and Speaker's vehicle by the Municipality
- To provide a framework for use, management and maintenance of a Mayor and Speaker's vehicle
- To enable the Mayor and Speaker to execute his/her functions in an efficient and effective manner
- To cater for general transport needs of the Mayor and Speaker
- To facilitate the service delivery processes
- To maximize safety and security of the Mayor and Speaker
- To protect the dignity of the Mayor and Speaker
- To protect the image of the Municipality

3. SCOPE

This policy shall be applicable to Mayor and Speaker of the Municipality.

4. PROCEDURE DETAIL

4.1 TYPE AND SIZE OF A MAYOR AND SPEAKER'S VEHICLE

- 4.1.1 The type of a Mayor and Speaker's vehicle shall be a SUV (Sports Utility Vehicle)
- 4.1.2 The make of the vehicle shall be chosen by the Executive Committee of Council
- 4.1.3 Due care shall be exercised when choosing a vehicle made in order to avoid unnecessary maintenance problems
- 4.1.4 The size of a vehicle shall be medium to large with a limited capacity of four passengers excluding the driver
- 4.1.5 The engine capacity of the vehicle shall be limited to a maximum of 3.0 litres
- 4.1.6 The type and size of a Mayor and Speaker's vehicle shall be determined in terms of the afore-mentioned provisions

4.2 VEHICLE SPECIFICATIONS

The following, but not limited to, vehicle specifications will apply where necessary to a Mayor and Speaker's vehicle:-

- 4.2.1 Vehicle that is a 4X4 or all-wheel drive
- 4.2.2 High profile security system
- 4.2.3 Power steering
- 4.2.4 Alarm system
- 4.2.5 Air conditioner or climate control
- 4.2.6 Spot lights
- 4.2.7 CD/Radio
- 4.2.8 Tow bar

4.3 ACQUISITION OF A MAYOR AND SPEAKER'S VEHICLE

- 4.3.1 A Mayor and Speaker's vehicle shall be acquired either through vehicle lease or purchase arrangement
- 4.3.2 The lease or purchase arrangement and maintenance of a Mayor and Speaker's vehicle shall be provided for, under the Councillor's administration budget
- 4.3.3 A Mayor and Speaker's vehicle shall be acquired through the normal procurement processes of the municipality
- 4.3.4 The price of the vehicle shall be controlled through limitation of the engine capacity of the vehicle up to a maximum of R500 000.00 excluding delivery costs, license fees and maintenance costs if the vehicle is leased
- 4.3.5 The quality, safety, reliability and durability of the vehicles shall be considered as key determinants in the acquisition process
- 4.3.6 Cost of repairs on a Mayor and Speaker's vehicle to be borne by the Municipality and shall be authorized by the Municipal Manager

4.4 USE, STORAGE AND MAINTENANCE OF A MAYOR AND SPEAKER'S VEHICLE

- 4.4.1 A Mayor and Speaker's vehicle shall be used for the Mayor and Speaker's transport needs
- 4.4.2 In case of emergency, a Mayor and Speaker's vehicle may be used for any other official purpose within a reasonable time frame subject to the Mayor and Speaker's consent
- 4.4.3 The Mayor and Speaker's vehicle shall also be used for the Mayor and

Speaker's private needs

- 4.4.4 The Mayor and Speaker's vehicle shall be used within the jurisdiction of the province, if the Mayor and Speaker's has to travel outside the province the Municipality shall hire out a vehicle or airbus
- 4.4.5 There shall be a monthly log sheet for a Mayor and Speaker's vehicle, which will be used for logging the opening mileage at the beginning of each month and closing mileage at the end of the month
- 4.4.6 The monthly mileage of a Mayor and Speaker's vehicle shall be limited to a maximum of 7500km for both private and official trips, and unused mileage will lapse at the end each month
- 4.4.8 The Mayor and Speaker's will contribute 25% of cost for use of a Mayor and Speaker's vehicle in excess of 7500 km per month, unless excess use is solely for official use backed by a written invitation or programme of the meeting
- 4.4.9 The cost of use shall be determined through the Department of Transport tariffs
- 4.4.10 The Mayor and Speaker's vehicle shall be driven by the Mayor and Speaker subject to possession of a valid driving license
- 4.4.11 No Councillor may drive the Mayor and Speaker's vehicle except on circumstances beyond control.
- 4.4.12 The Mayor and Speaker's vehicle may be used for ceremonious and official functions of other organizations including governmental institutions which are deemed befitting attendance by the Mayor and Speaker or his/her representative or designee
- 4.4.13 The Mayor and Speaker's vehicle shall be insured as part of the municipal fleet
- 4.4.14 The Mayor and Speaker's vehicle shall be maintained as per the vehicle lease agreement if there is any or vehicle specification
- 4.4.15 The Mayor and Speaker's vehicle shall be in the possession and under the control of the Mayor and Speaker's for 24 hours
- 4.4.16 In the event of the Mayor and Speaker's vehicle being involved in an accident or having major mechanical faults the municipality shall hire a car that is in the same range as the one he/she was using. An independent expert shall be appointed by the municipality in consultation with the Municipal Manager to conduct an investigation into the causes of an general circumstances pertaining to the damages
- 4.4.17 The independent expert will draw findings and make recommendations with

regard to the damages to a Mayor and Speaker's vehicle and submit his or her report to the Municipal Manager

- 4.4.18 If an element of negligence has been proven, an amount equal to the insurance excess in case of a vehicle accident or 10% of the costs of repairs in case of mechanical faults shall be borne by the Mayor and Speaker

4.5 REPLACEMENT OF THE MAYOR AND SPEAKER'S VEHICLE

- 4.5.1 The Mayor and Speaker's vehicle will be replaced when it reaches a mileage of 150 000 or three years whichever comes first
- 4.5.2 Necessary budgetary provisions shall be made for replacement of a Mayor and Speaker's vehicle
- 4.5.3 Replacement of the Mayor and Speaker's vehicles shall be transacted by the Municipal Manager in compliance with the provisions of this policy

4.6 TAXABILITY FOR THE USE OF THE MAYOR AND SPEAKER'S VEHICLE AND PAYMENT OF TRAVELLING ALLOWANCE TO THE MAYOR AND SPEAKER'S

- 4.6.1 For purposes of taxation, the use of the Mayor and Speaker's vehicle will be treated in the same way as the use of company cars in the private sector
- 4.6.2 Any application tax deductions arising out of the use of the Mayor and Speaker's vehicle for private purposes by the Mayor and Speaker shall be made on the Mayor and Speaker's salary as per income regulations
- 4.6.3 The Mayor and Speaker shall receive monthly payment of travelling allowance in terms of the ministerial determination

4.7 SECURITY AND SAFEKEEPING OF A MAYOR AND SPEAKER'S VEHICLE

- 4.7.1 The Mayor and Speaker's vehicle will be kept in a safe place or parked in a lockable garage at night
- 4.7.2 All security devices fitted on a Mayor and Speaker's vehicle must be activated when the vehicle is parked
- 4.7.3 The safety and security of a Mayor and Speaker's vehicle shall be maintained at all times
- 4.7.4 Any damage or fault on the Mayor and Speaker's vehicle shall be reported to the office of the Municipal Manager by the Executive Manager: Corporate Services or Officer responsible for fleet for the purpose of effecting repairs as soon as possible
- 4.7.5 Excess arising from insurance claims shall be borne by the Municipality, unless

the Council resolves otherwise

5 COMMUNICATION

Circulars, messages and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

6 REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

5. ROLES AND RESPONSIBILITIES

Role	Authority
Create, evaluate, review and adopt the policy	Council
Decision on the make and type of a vehicle for the Mayor and Speaker	Executive Committee/Council
Costs and repairs on the Mayor and Speaker's vehicle shall be borne by the Municipality	Municipal Manager
In the event the Mayor and Speaker's vehicle being involved in an accident or has a major mechanical fault, the municipality shall hire a car that is in the same range	Municipal Manager

6. MONITORING, EVALUATION AND REVIEW

To expedite the decision-making process the municipality should authorise a designated employee, preferably Municipal Manager to consider and approve applications for this policy. Director Corporate Services or a nominated candidate from Human Resource Section shall be responsible for overall monitoring, evaluation, review and ensuring that there is compliance with the Mayor and Speaker's Vehicle Policy. The policy shall be reviewed on an annual basis.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Council	means a Municipal Council established in terms of the Municipal Structures Act No. 117 of 1997
Damage	means any form of damage caused on a Mayor and Speaker's vehicle due to any incident
Executive Committee	means a committee of Council established in terms of the Municipal Structures Act No. 117 of 1997
Fault	means any fault of, but not limited to mechanical, electrical and electronic nature
Mayor and Speaker	means the political office-bearer elected in terms of the Municipal Structures Act No. 117 of 1997
Ministerial Determination	means a determination of the amount of monthly travelling allowance payable to councilors including the Mayor and Speaker in terms of the Remuneration of Public Office-Bearers Act No. 20 of 1997
Municipality	means an institution established in terms of the Municipal Structures Act No. 117
Municipal Manager	means the person employed as Municipal Manager in terms of Section 56 of the Municipal Systems Act No. 32 of 2000 or a designee
Safe place	means any place with a reasonable level of security where a Mayor and Speaker's vehicle may be parked at night
Vehicle specifications	means both standard and extra vehicle fittings
Immediate family member	means a brother, sister, son, daughter and spouse/life partner, mother-in-law and father-in-law of the Mayor and Speaker

8. SUPPORTING DOCUMENTS

NONE

9. REFERENCES

NONE

10. APPENDIX

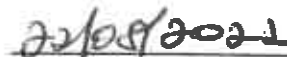
NONE

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is adopted and approved by the full Ngqushwa Local Municipality Council for implementation




MUNICIPAL MANAGER



DATE



MAYOR



DATE