

**HARRY GWALA
DISTRICT
MUNICIPALITY**

**MAYOR'S,
DEPUTY MAYOR'S
& SPEAKER'S
VEHICLE POLICY**

MAYOR'S, DEPUTY MAYOR'S & SPEAKER'S VEHICLE POLICY

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1. DEFINITIONS

- 1.1 COUNCIL, means a Municipal Council established in terms of the Municipal Structures Act No. 117 of 1997
- 1.2 DAMAGE, means any form of damage caused on a Mayor's, Deputy Mayor's and Speaker's vehicle due to any incident.
- 1.3 EXECUTIVE COMMITTEE, means a committee of Council established in terms of the Municipal Structures Act No.117 of 1997.
- 1.4 FAULT, means any fault of, but not limited to, mechanical, electrical and electronic nature.
- 1.5 MAYOR, DEPUTY MAYOR, SPEKAER, means the political office-bearer elected in terms of the Municipal Structures Act No. 117 of 1997.
- 1.6 MINISTERIAL DETERMINATION, means a determination of the amount of monthly travelling allowance payable to Councillors including the Mayor in terms of The Remuneration of Public Office-Bearers Act No 20 of 1997.
- 1.7 MUNICIPALITY, means an institution established in terms of the Municipal Structures Act No. 117 of 1997.
- 1.8 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.
- 1.9 SAFE PLACE, means any place with a reasonable level of security where a Mayor's, Deputy Mayor's and Speaker's vehicle may be parked at night.
- 1.10 VEHICLE SPECIFICATION, means both standard and extra vehicle fittings.
- 1.11 IMMEDIATE FAMILY MEMBER, means a spouse or partner or life partner of the Mayor, Deputy Mayor, Speaker.

2. OBJECTIVES

- 2.1 To provide for acquisition of a Mayoral, Deputy Mayor's, Speaker's vehicle by the Municipality.
- 2.2 To provide a framework for use, management and maintenance of a mayoral vehicle.
- 2.3 To enable the Mayor, Deputy Mayor, Speaker to execute his/her functions in an efficient and effective manner.
- 2.4 To cater for general transport needs of the Mayor, Deputy Mayor, Speaker.
- 2.5 To facilitate the service delivery processes.
- 2.6 To maximize safety and security of the Mayor, Deputy Mayor, Speaker.
- 2.7 To protect the dignity of the Mayor, Deputy Mayor, Speaker.
- 2.8 To protect the image of the Municipality.

3. TYPE AND SIZE OF A MAYOR'S, DEPUTY MAYOR'S & SPEAKER'S VEHICLE

- 3.1 The type of a Mayor's, Deputy Mayor's and Speaker's vehicle shall be a vehicle suited to be driven in the roads of that particular District Municipality.
- 3.2 The make of the vehicle shall be chosen by the Executive committee of Council.
- 3.3 Due care shall be exercised when choosing a vehicle make in order to avoid unnecessary maintenance problems.
- 3.4 The size of a vehicle shall be medium to large with a limited capacity of four passengers excluding the driver.
- 3.5 The engine capacity of the vehicle shall be limited to a maximum of 3.0 litres.
- 3.6 The type and size of a Mayor's, Deputy Mayor's and Speaker's vehicle shall be determined in terms of the afore-mentioned provisions.

4. VEHICLE SPECIFICATIONS

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

- 4.1 Vehicle that is a 4X4 or 4X2
- 4.2 Diff lock
- 4.3 Gear lock
- 4.4 Immobiliser
- 4.5 Power steering
- 4.6 Alarm system
- 4.7 Air conditioner
- 4.8 Spot lights
- 4.9 CD/Radio
- 4.10 Tow bar
- 4.11 Spoiler
- 4.12 Top brake light

5. ACQUISITION OF A MAYOR'S, DEPUTY MAYOR'S, SPEAKER'S VEHICLE

- 5.1 A Mayor's, Deputy Mayor's and Speaker's vehicle shall be acquired either through vehicle lease or purchase arrangement.
- 5.2 The lease or purchase arrangement and maintenance of a Mayor's, Deputy Mayor's and Speaker's vehicle shall be provided for, under the Councillors' administration budget.
- 5.3 A Mayor's, Deputy Mayor's and Speaker's vehicle shall be acquired through the normal procurement processes of the Municipality.
- 5.4 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 for the Deputy Mayor and Speaker and R900 000 for the Mayor excluding delivery costs, licence fees and maintenance costs if the vehicle is leased.
- 5.5 The quality, safety, reliability and durability of the vehicle shall be considered as key determinants in the acquisition process.
- 5.6 Cost of repairs on a Mayor's, Deputy Mayor's and Speaker's vehicle to be borne by the Municipality and shall be authorized by the Municipal Manager or designee.

6. USE, STORAGE AND MAINTENANCE OF A MAYOR, DEPUTY MAYOR, SPEAKER VEHICLE

- 6.1A Mayor's, Deputy Mayor's and Speaker's vehicle shall be used for the Mayor's, Deputy Mayor's, Speaker's transport needs.
- 6.2 In case of emergency, a Mayor's, Deputy Mayor's and Speaker's vehicle may be used for any other official purpose within a reasonable time frame subject to the Mayor's, Deputy Mayor's, Speaker's consent.
- 6.3A Mayor's, Deputy Mayor's and Speaker's vehicle shall also be used for the Mayor's, Deputy Mayor's, Speaker's private needs.
- 6.4 There shall be a monthly log sheet for a Mayor's, Deputy Mayor's 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.
- 6.5 The monthly mileage of a Mayor's vehicle shall be limited to a maximum of 15 000km for both private and official trips, and unused mileage will lapse at the end each month. The monthly mileage of a Deputy Mayor's, Speaker's vehicle shall be limited to a maximum of 10 000km for both private and official trips, and unused mileage will lapse at the end each month.
- 6.6A Mayor's, Deputy Mayor's and Speaker's vehicle shall be driven by the Mayor, Deputy Mayor, Speaker subject to possession of a valid driving license.
- 6.7A Mayor's, Deputy Mayor's and Speaker's vehicle may be driven by the spouse of the Mayor, Deputy Mayor, Speaker subject to possession of a valid driving license in the presence of the Mayor, Deputy Mayor, Speaker in the vehicle.
- 6.8A Mayor's, Deputy Mayor's and Speaker's vehicle may be driven by an immediate family member of the Mayor, Deputy Mayor, Speaker subject to possession of a valid driving license, in the presence of the Mayor, Deputy Mayor, Speaker in the vehicle.
- 6.9A Municipality will employ and allocate a Driver to the Mayor.
- 6.10 It shall not be the policy or practice of the Municipality to employ and allocate a driver to a Deputy Mayor, Speaker.

- 6.11 Notwithstanding clause 6.10, in cases of emergency and under extra ordinary circumstances, a Driver may be allocated to a Deputy Mayor, Speaker either on temporary or permanent basis.
- 6.12 A Mayor's, Deputy Mayor's and Speaker's vehicle may be used for ceremonious and official functions of other organisations including governmental institutions which are deemed befitting attendance by the Mayor, Deputy Mayor, Speaker or his/her representative or designee.
- 6.13 A Mayor's, Deputy Mayor's and Speaker's vehicle shall be taken home only if the Mayor, Deputy Mayor and Speaker reside within the jurisdiction of Harry Gwala District Municipality. If a Mayor, Deputy Mayor and Speaker reside outside the jurisdiction of Harry Gwala District Municipality, the vehicle must be parked in the premises of Harry Gwala District Municipality when leaving for home. This does not limit the Mayor, Deputy Mayor and Speaker to take the vehicle home if the Mayor, Deputy Mayor and Speaker will be attending a meeting outside the jurisdiction of Harry Gwala District Municipality in the next morning.
- 6.14 A Mayor's, Deputy Mayor's and Speaker's vehicle shall be insured as part of the municipal fleet.
- 6.15 A Mayor's, Deputy Mayor's and Speaker's vehicle shall be maintained as per the vehicle lease agreement if there is any or vehicle specifications.
- 6.16 A Mayor's, Deputy Mayor's and Speaker's vehicle shall be in the possession and under the control of the Mayor, Deputy Mayor, Speaker for 24 hours.
- 6.17 In the event of a Mayor's, Deputy Mayor's and Speaker's vehicle being involved in an accident or having major mechanical faults, an independent expert shall be appointed by the Municipal Manager to conduct an investigation into the causes of and general circumstances pertaining to the damages.
- 6.18 The independent expert will draw findings and make recommendations with regard to the damages to a Mayor's, Deputy Mayor's and Speaker's vehicle and submit his or her report to the Municipal Manager.

7. REPLACEMENT OF A VEHICLE

- 7.1 A Mayor's, Deputy Mayor's and Speaker's vehicle will be replaced when it reaches a mileage of 120 000 km or three years, whichever comes first.
- 7.2 Necessary budgetary provisions shall be made for replacement of a Mayor's, Deputy Mayor's and Speaker's vehicle.
- 7.3 Replacement of a Mayor's, Deputy Mayor's and Speaker's vehicle shall be transacted by the Municipal Manager in compliance with the provisions of this policy.

8. TAXABILITY FOR THE USE OF A MAYOR'S, DEPUTY MAYOR'S, SPEAKER'S VEHICLE AND PAYMENT OF TRAVELLING ALLOWANCE TO THE MAYOR, DEPUTY MAYOR, SPEAKER

- 8.1 For purposes of taxation, the use of a Mayor's, Deputy Mayor's and Speaker's vehicle will be treated in the same way as the use of company cars in the private sector.
- 8.2 Any applicable tax deductions arising out of the use of a Mayor's, Deputy Mayor's and Speaker's vehicle for private purposes by the Mayor, Deputy Mayor, Speaker, shall be made on the Mayor's, Deputy Mayor's, Speaker's salary as per income tax regulations.
- 8.3 The Mayor, Deputy Mayor, Speaker shall receive or not receive monthly payment of travelling allowance in terms of the ministerial determination.

9. SECURITY AND SAFEKEEPING OF A MAYOR'S, DEPUTY MAYOR'S, SPEAKER'S VEHICLE

- 9.1 A Mayor's, Deputy Mayor's and Speaker's vehicle will be kept in a safe place or parked in a lockable garage at night.
- 9.2 All security devices fitted on a Mayor's, Deputy Mayor's and Speaker's vehicle must be activated when the vehicle is parked.
- 9.3 The safety and security of a Mayor's, Deputy Mayor's and Speaker's vehicle shall be maintained at all times.
- 9.4 Any damage or fault on a Mayor's, Deputy Mayor's and Speaker's vehicle shall be reported to the Office of the Municipal Manager for the purpose of effecting repairs as soon as possible.

9.5 Excess arising from insurance claims shall be borne by the Municipality, unless the Council resolves otherwise.

10. WAIVER OF THIS POLICY AND DATE OF COMMENCEMENT

10.1 This policy may be wholly or partly waived by the Executive Committee or Council.

10.2 This policy may be permanently or temporarily waived by the Executive Committee or Council.

10.3 The implementation of this policy will commence on the date following the date on which it has been adopted by Council.

11. AMENDMENT AND REPEAL OF THIS POLICY

11.1 This policy may be partly or wholly amended by Council as it may deem necessary.

11.2 This policy may be wholly or partly repealed by Council as it may deem necessary.

11.3 This policy will remain intact until amended or repealed by Council.