



**UMZIMVUBU**  
LOCAL MUNICIPALITY

**UMZIMVUBU MUNICIPALITY**

**POLITICAL OFFICE BEARER VEHICLE POLICY**

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## BACKGROUND

- 1.1 Political Office Bearer is required to perform and attend to official duties and functions on behalf of the Municipality and therefore deserve to be provided with the necessary transportation to assist them to perform such duties.
- 1.2 Therefore, this policy serves to regulate the provision and utilization of the vehicles provided for the Office Bearers for official purposes; The Vehicle shall only be used by the Mayor, Speaker and Chief Whip or the persons acting in such capacity.
- 1.3 Sections 62 and 78 of the Local Government: Municipal Finance Management Act 2003 (Act No. 56 of 2003) places an obligation on municipal officials to take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently, and economically.
- 1.4 The Act requires of the officials to take effective and appropriate steps to prevent, within their areas of responsibility, any unauthorized, irregular, fruitless or wasteful expenditure.
- 1.5 The constitution of the Republic of South Africa, 1996 (act 108 of 1996) further imposes an obligation on the municipality to operate efficiently and effectively and to ensure the citizens get full value on public resources.
- 1.6 Circular no: 37281 of 2014 makes provision of a council vehicle to the municipal Mayor and Speaker to enable them to effectively perform their respective Council duties, Paragraph 6 (a) (iv) of the circular stipulates that a municipal council may make a vehicle available to the Mayor / Speaker and Chief Whip, where applicable, for use on official business. This policy will therefore provide guidelines on provision of municipal vehicle to the Mayor / Speaker and Chief Whip as full-time Councilors of the municipality.

## 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 Political Office Bearer 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.            |



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- 1.5 MAYOR : 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 Councilors 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.
- 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 MAYORAL/SPEAKER/ CHIEF WHIP vehicle may be parked at night.
- 1.10 VEHICLE SPECIFICATIONS : Means both standard and extra vehicle fittings.
- 1.11 IMMEDIATE FAMILY MEMBER : Means a brother, sister, son, daughter and wife of the Mayor/Speaker.

**2. OBJECTIVES**

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



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**3. TYPE AND SIZE OF POLITICAL OFFICE BEARER VEHICLE**

3.1 The type of POLITICAL OFFICE BEARER VEHICLE shall be a SUV (Sports Utility Vehicle).

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 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 4.0 litres.

3.6 The type and size of POLITICAL OFFICE BEARER 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 Office Bearers Vehicle:

- 4.1 Vehicle that is a 4X4 or All wheel drive
- 4.2 High profile security system
- 4.3 Power steering
- 4.4 Alarm system
- 4.5 Air conditioner or climate control
- 4.6 Spotlights
- 4.7 CD/Radio
- 4.10 Tow bar



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**5. ACQUISITION OF POLITICAL OFFICE BEARER VEHICLE**

- 5.1 A VEHICLE shall be acquired either through vehicle lease or purchase arrangement.
- 5.2 The lease or purchase arrangement and maintenance of Political Office Bearer Vehicle shall be provided for, under the Councilors' administration budget.
- 5.3 Political Office Bearer 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 R700 000.00** or 70% of the Office bearer's remuneration excluding delivery costs, license 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 Political Office Bearer Vehicle to be borne by the Municipality and shall be authorized by the Municipal Manager.

**6. USE, STORAGE AND MAINTENANCE OF POLITICAL OFFICE BEARER VEHICLE**

- 6.1. Political Office Bearer Vehicle shall be used for the office bearers transport needs.
- 6.2 In case of emergency, Office bearer's vehicle may be used for any other official purpose within a reasonable time frame subject to the office bearer's consent.
- 6.3. Political Office Bearer Vehicle shall also be used for the Office bearers' private needs.
- 6.4 There shall be a monthly log sheet for Office Bearers 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 Political Office Bearer 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.
- 6.6 The cost of use shall be determined through the Department of Transport tariffs.
- 6.7. Political Office Bearer Vehicle shall be driven by the office bearers' driver subject to possession of a valid driving license.
- 6.7.1. Councilor who has a drivers license may drive a political office bearer vehicle in a case of emergency and upon Authorisation in consultation with Municipal Manager



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- 6.8. Political Office Bearer Vehicle may be used for ceremonious and official functions of other organizations including governmental institutions which are deemed befitting attendance by the Mayor/Speaker and Chief whip or his/her representative or designee.
- 6.9. Political Office Bearer Vehicle shall be insured as part of the municipal fleet.
- 6.10. Political Office Bearer Vehicle shall be maintained as per specifications.
- 6.11. Political Office Bearer Vehicle shall be in the possession and under the control of the Municipality for 24 hours.
- 6.12. In the event of Political Office Bearer Vehicle being involved in an accident or having major mechanical faults, an independent expert shall be appointed by the Speaker or The Mayor in consultation with the Municipal Manager to investigate the causes of and general circumstances pertaining to the damages.
- 6.13 The independent expert will draw findings and make recommendations regarding the damages to Office bearers' vehicle and submit his or her report to the Speaker or the Mayor.
- 6.14 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 Office bearers.
- 6.15. The Relief vehicle will be activated into use on either of the following reasons:
- i) when the Mayoral/Speaker's/ Chief Whip has shown defects that may lead to serious damages to the vehicle by way of verification at the Municipal Traffic department.
  - ii) when either the Mayoral/Speaker's/ Chief whip vehicle is due for service and to defray hiring expenses.
  - iii) when the option of using the Relief vehicle will reduce the cost of hiring a vehicle for official municipal business.

**7. REPLACEMENT OF POLITICAL OFFICE BEARER VEHICLE**

- 7.1. Political Office Bearer Vehicle will be replaced when it reaches a mileage of 200 000 or three years whichever comes first.
- 7.2 Necessary budgetary provisions shall be made for replacement of Office Bearers Vehicle.
- 7.3 Replacement of Political Office Bearer Vehicle shall be transacted by the Municipal Manager in compliance with the provisions of this policy.

**8. TAXABILITY FOR THE USE OF POLITICAL OFFICE BEARER VEHICLE AND PAYMENT OF TRAVELLING ALLOWANCE TO THE OFFICE BEARERS.**



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- 8.1 For purposes of taxation, the use of Political Office Bearer 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 Political Office Bearer Vehicle for private purposes by the Mayor/ Speaker/ Chief Whip shall be made on the Mayor/ Speaker/ Chief Whip salary as per income tax regulations.
- 8.3 The Mayor/ Speaker/ Chief Whip shall receive monthly payment of travelling allowance in terms of the ministerial determination.

**9. SECURITY AND SAFEKEEPING OF POLITICAL OFFICE BEARER VEHICLE**

- 9.1 Political Office Bearer Vehicle will be kept in a safe place or parked in a lockable garage at night.
- 9.2 All security devices fitted on Political Office Bearer Vehicle must be activated when the vehicle is parked.
- 9.3 The safety and security of Political Office Bearer Vehicle shall be maintained at all times.
- 9.4 Any damage or fault on Political Office Bearer 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. COMMENCEMENT**

- 10.1 This Policy will come into effect on the date of adoption by Council.

**11. INTERPRETATION OF THIS POLICY**

- 11.1 All words contained in this policy shall have an ordinary meaning attached thereto unless the definition or context indicates otherwise.
- 11.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.



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11.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of written dispute.

11.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council.

**12. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY**

12.1 This policy may be partly or wholly waived or suspended by the Municipal Council on temporary or permanent basis.

12.2 Notwithstanding clause No. 12.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver or suspension to Council.

**13. COMPLIANCE AND ENFORCEMENT**

13.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

13.2 It will be the responsibility of Council to enforce compliance with this policy.

**14. AMENDMENT AND/OR ABOLITION OF THIS POLICY**

14.1 This policy may be amended or repealed by Council as it may deem

**APPROVAL OF THE POLICY**

The municipal Council has approved this policy and amendments thereof

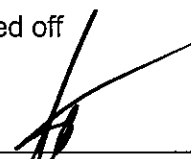
**AUTHENTICATION**

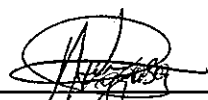
The amendments of the policy and or the new policy was adopted by the council on the

27-05-2022

As per Council Resolution number UUMC: 091

Signed off

  
Mr. G.M. Nota  
Municipal Manager

  
Clr. H.M. Ngqasa  
Speaker of the Council