

WATERBERG DISTRICT MUNICIPALITY



MAYORAL VEHICLE

1. PREAMBLE

The nature of the roles, duties and functions of the Executive Mayors puts the Office of the Mayor in a unique position. Pursuant to the legislative mandate, a policy should be developed to allow the Office of the Executive Mayor to perform its duties fully, diligently and effectively.

2. OBJECTIVES

- 2.1. To regulate the use of the Mayoral Vehicle.
- 2.2. To manage the risks that go with the use of Mayoral vehicle.
- 2.3. To promote good governance.
- 2.4. To expose to the users of the Mayoral Vehicle the expectations of Council have with regard to the handling of the Municipal vehicles.

3. SCOPE OF APPLICATION

This policy shall apply to the Municipal Official assigned to drive Executive Mayor, the Executive Mayor and the Spouse of the Executive Mayor.

4. DEFINITIONS

- 4.1. Mayor means the Executive Mayor or Acting Executive Mayor of Waterberg District Municipality.
- 4.2. Spouse means a person who is, not separated from the Mayor and as part of the household of the Mayor, supports the Mayor in the execution of his/her functions and also includes companion or partner provided that the Mayor had informed his/her council, in writing of such a companion or partner.
- 4.3. Family means husband, wife, children and any relative who reside permanently with the Executive Mayor.
- 4.4. Driver means an employee assigned by the Municipal Manager to drive the Executive Mayor.

5. PRINCIPLES

- 5.1. Mayoral vehicle is treated as a company car .

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- 5.2. Only the Mayoral driver, the Executive Mayor and an alternate driver are allowed to drive the Mayoral vehicle.
- 5.3. The Executive Mayor may use his/her discretion in using the vehicle to fulfill his/her official duties and duties relevant to his /her office as the political head of the municipality.
- 5.4. The expenses should be kept within the budget of the Office of the Executive Mayor.
- 5.5. This policy shall not contradict any legislation or Acts that relate to vehicle use.

6. LEGAL FRAMEWORK

This policy is informed by the provisions of the following Acts :

- Municipal Structures Act, 117 of 1998.
- Municipal Systems Act, 32 Of 2000
- Municipal Finance Management Act, 53 of 2003
- Annual Determination of Upper Limits of Councillor Salaries
- SALGA Mayoral Handbook.
- Ministerial Handbook

7. USE OF THE VEHICLE OF THE EXECUTIVE MAYOR

- 7.1. Only the Mayoral driver, the Executive Mayor, and the alternate driver may drive the Mayoral vehicle.
- 7.2. The driver shall always keep the logbook up to date.
- 7.3. The Executive Mayor shall use his/her discretion to use the vehicle at the expense of the municipality for any reasonable official purpose.
- 7.4. The Municipal may hire a suitable car for the Executive Mayor, as last resort for the purpose of official engagements.
- 7.5. The Executive Mayor shall not use any other municipal vehicle.
- 7.6. The Spouse of the Executive Mayor may drive the vehicle allocated to the Executive Mayor when both of them are in the car and are attending an official duty /function, in which case the Spouse is required to attend.
- 7.7. The responsibility regarding the mayoral vehicle whilst it is driven by the mayoral spouse rests with the Executive Mayor.

8. REPLACEMENT OF THE VEHICLE OF THE EXECUTIVE MAYOR

- 8.1. Executive Mayor or his/her secretary shall direct all applications or replacement of Mayoral vehicle to the Mayoral Committee.
- 8.2. All commercial negotiations and transaction shall be done according to Supply Chain Management policy of the Municipality.
- 8.3. The Mayoral Vehicle may be replaced after completing a distance of 150 000 km.

9. TAXABILITY OF THE MAYORAL VEHICLE

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The mayoral vehicle will be taxed in accordance with the Income Tax Act where it is applicable.

10. RUNNING AND MAINTENANCE COSTS

10.1 The Municipality is responsible for the maintenance of the Executive Mayor's Car.

10.2. The logbook to that effect must be diligently kept by the drivers.

11. INSURANCE

11.1 The Municipality shall obtain a comprehensive cover on the Executive Mayor's car.

11.2. The Municipality shall not be liable for losses /damages which occur as a result of ignorance.

12. IMPLEMENTATION

12.1. The Manager in the Executive Mayor's Office will ensure that this policy is followed.

12.2. Those who breach the provisions of this policy may be disciplined in terms of the Municipal Disciplinary Code.

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