

# POLITICAL OFFICE-BEARERS VEHICLES POLICY

REVIEWED IN JUNE 2022



MANDENI MUNICIPALITY

**1. DEFINITIONS**

- 1.1 **COUNCIL** : Means a Municipal Council established in terms of the Municipal Structures Act No. 117 of 1998.
- 1.2 **DAMAGE** : Means any form of damage caused on a Political Office Bearers' vehicle/s due to any incident.
- 1.3 **EXECUTIVE COMMITTEE**: Means a committee of Council established in terms of the Municipal structures Act No.117 of 1998.
- 1.4 **FAULT**: Means any fault of, but not limited to, mechanical, electrical and electronic nature
- 1.5 **POLITICAL OFFICE BEARERS**: Means the political office-bearer elected in terms of the Municipal structures Act No. 117 of 1998 and serving as the Mayor, Deputy Mayor or Speaker
- 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 of 1998, as amended.
- 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 Political Office Bearer's 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 or husband of the Political Office Bearer
- 1.12 **MFMA- MUNICIPAL COST CONTAINMENT REGULATIONS**: Means the Regulations on Municipal Cost containment as issued by the Minister of Finance in 2019 and shall be having same meaning with the Municipal Finance Management Act, 2003

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5.5 The quality, safety, reliability and durability of the vehicles shall be considered as key determinants in the acquisition process.

5.4 The price of the vehicle that meets the specifications on clause 4 above shall be in keeping with Section 6(1) of 2019 (MFMA) Municipal Cost Containment Regulations: "The threshold limit of the vehicle purchases relating to official use by political office bearers must not exceed R700 000 or 70% (VAT inclusive) of the total annual remuneration packages for different grades of municipalities as defined in the Public Office Bearers Act and the notices issued in terms thereof by the Minister of Cooperative Governance and Traditional Affairs, whichever is lower".

5.3 Vehicles shall be acquired through the normal procurement processes of the Municipality.

5.2 The lease or purchase arrangement and maintenance of vehicles shall be provided for, under the Councilors' administration budget.

5.1 The procurement of Municipal vehicles or for Municipal Political Office Bearers' shall be undertaken using the government transversal contract mechanism, unless it may be procured at a lower cost through other procurement mechanisms which may be operational lease or purchase arrangement.

**5. ACQUISITION OF POLITICAL OFFICE BEARER'S VEHICLES**

- 4.6 Alarm system
- 4.7 Air conditioner
- 4.8 Spot lights
- 4.9 CD/Radio
- 4.10 Tow bar
- 4.12 Top brake light
- 4.13 Air bags
- 4.14 Navigation system
- 4.15 1st Aid kit
- 4.16 Fire extinguish

6.8 The Driver dedicated to the Political Office Bearer or any other permitted person should have been subjected to security and competency clearance before he/she is permitted to drive the car.

6.9 It shall be the policy practice of the Municipality to employ and allocate drivers to Political Office Bearers' vehicles.

6.10 Notwithstanding clause 6.9, a driver may be allocated to a Political Office Bearers' vehicle either on fixed term contract aligned with the Political Office Bearers Term of Office or a driver from permanently employed staff.

6.11 Political Office Bearers' vehicles may be used for ceremonial and official functions of other organisations including governmental institutions which are deemed befitting attendance by the Councillors.

6.12 For safety of the Office Bearer allocated a vehicle of relevant here being the Mayor, Deputy Mayor and Speaker, no passengers are allowed inside the vehicles allocated to Political Office Bearers except close protection personnel.

6.13 In the event of exceptional circumstances and discretion of the Political Office Bearer allowing a passenger this will be at personal risk basis and the municipality will not be held liable for any injuries or death caused by any incidence involving allocated vehicle.

6.14 Political Office Bearers' vehicles shall be insured and have a tracking devices system installed as part of security on Municipal fleet.

6.15 Political Office Bearers' vehicles shall be serviced and or maintained as per the Manufacturers' instruction and as per vehicle lease agreement if there is any or vehicle specifications.

6.16 Political Office Bearers' vehicles shall be in their possession and under their full control for 24 hours.

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9.1 This Policy will come into effect on the date of adoption by Council, and any policy adopted prior to this policy shall be repealed on the date of adoption.

**9. COMMENCEMENT**

8.7 In the case where the vehicle allocated to a Political Office Bearer is not available due to an accident or mechanical problem and gone for repairs and maintenance, the Municipal Manager shall approve for the hired Car which may not have exact specifications as per Section 4 of the Policy but must have minimum safety features and report to Council afterwards.

8.6 Excess arising from insurance claims because of breakdown, shall be borne by the Municipality, unless the Council resolves otherwise.

8.5 If the damage or fault occurred while travelling, Fleet Office or municipal insurance company shall be contacted for road side assistance purposes.

8.4 Any damage or fault on Political Office Bearers' vehicles shall be reported to the office of the Municipal Manager through Fleet Management Section for the purpose of effecting repairs as soon as possible.

8.3 The safety and security of Political Office Bearers' vehicles shall be maintained at all times.

8.2 All security devices fitted on Political Office Bearers' vehicles must be activated when the vehicle is parked.

8.1 Political Office Bearers' vehicles will be kept in a safe place or parked in a lockable garage at night.

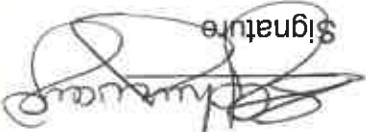
**8. SECURITY AND SAFEKEEPING OF POLITICAL OFFICE BEARERS' VEHICLE**

S.S.K

Council Resolution No. C111

Name and Surname \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Signature \_\_\_\_\_

**WITNESS**

Name and Surname SIZWE S. KHUZWAYO  
 Designation MUNICIPAL MANAGER  
 Signature 

This policy was approved at full Council meeting held on 30 day of JUNE (month) 2022 year at MANDINI

**POLICY APPROVAL: POLITICAL OFFICE BEARERS VEHICLES POLICY**

Signature   
 Date 30/06/2022

I SIZWE S. KHUZWAYO (Full Names and Surname) hereby confirm that I have read and understand the content of this policy

**15. SIGN OFF**

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

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