CEDERBERG

RB9.1.2/31-05-2019 **TABLING OF THE 2019/2020 ANNUAL BUDGET**

RESOLVED:

1. Council approves the annual budget tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX B.

2. Council approves the annual budget supporting tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX C.

3. Council approves the Quality Certificate signed by the Accounting Officer, as set out in APPENDIX D.

4. Council approves the revised budget related policies, as set out in APENDIX E.
   - Absenteeism and Desertion Policy
   - Accounting Policy to the AFS
   - Asset Management Policy
   - Borrowing Policy
   - Budget Policy
   - Cash Management Policy
   - Cederberg Risk Management Policy Annex A - rating scales Amended

- Circular No 01-2018 – Disciplinary Procedure Collective Agreement
- Code of Ethics Policy
- Consumer Service Charter - Cederberg LM
- Customer Care Improvement Policy
- Customer Care, Credit Control and Debt Collection Policy
- Development Contributions Policy
- E3-Sexual Harassment policy
- Education Training and Development Policy
- Employment Equity Plan - Cederberg Municipality 2018-2023
- Employment Equity Policy
- Enterprise Risk Management Policy
- Enterprise Risk Management Strategy
- EPWP Policy
- Finance Management Internship Policy
- Fleet Management Policy
- Fraud and Corruption Prevention Policy
- Fraud and Corruption Prevention Strategy
- Free Basic Energy Policy Guidelines
- Funding and Reserves Policy
- Grants-In-Aid Policy
- HIV AND AIDS Workplace Policy
- ICT Data Backup and Recovery Policy
- ICT Disaster Recovery Policy

- ICT Municipal Corporate Governance of ICT - Cederberg
- ICT Operating System Security Controls Policy
- ICT Security Controls Policy
- ICT User Access Management Policy
- Indigent Support Policy
- Insurance Management Policy
- Investment Policy
- Job Evaluation Policy
- Kollektiewe ooreenkoms rakende Dissiplinere Prosedure
- Long-Term Financial Plan Policy
- Out of Pocket Expenses Policy
- Overtime & Standby Policy
- Performance Management Framework Policy
- Petty Cash Policy
- PPE Procedure 1
- Property Rates By-Law Cederberg
- Property Rates Policy
- Records Management
- Relocation Policy
- Revenue Enhancement Policy
- Risk and Ethics Management Committee Terms of Reference
- Risk assessment Methodology
- Risk Management Committee Charter
- Risk Management Policy
- Risk Management Register

- Risk Management Risk Appetite Framework
- Risk Management Strategy
- Selection of Housing Beneficiaries Policy
- Sexual Harassment Policy
- Social Media Policy
- Special Rating Areas Policy
- Study Aid Policy
- Study Bursary Policy
- Substance Abuse Policy
- Supply Chain Management Policy - Cederberg Municipality – Amended May 2019
- Tariff Policy
- Travel and Subsistence Allowances Policy
- Virement Policy - MSCOA compliant
- Watermeter Vervangingsbeleid
- Write-Off Policy

5. Council approves the property rates and charges on properties, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX F.

6. Council take note of the Budget Circulars, Dora, Provincial Gazette and approves the Service level standards frameworks, Procurement Plans and Budget Locking Certificate, as set out in APPENDIX G, H, I & J.

Proposed: Cllr. R Pretorius

Seconded: Cllr. J Meyer

VOORSITTER / CHAIRPERSON

31-05-2019

DATUM / DATE

CEDERBERG

MUNICIPALITY

TRAVEL AND

SUBSISTENCE

ALLOWANCE POLICY

APPROVED BY COUNCIL ON: ....

IMPLEMENTATION DATE: ....

SIGNED BY THE SPEAKER: ....

Travel and Subsistence Policy | 2019-2020

TABLE OF CONTENTS

1. DEFINITIONS

"Accounting Officer"

The person appointed by the Council as a Municipal Manager in terms of section 82 of the Municipal Structures Act (Act 117 of 1998), and as defined in the Municipal Financial management Act (Act 56 of 2003) (MFMA), including any person acting in that position or to whom authority is delegated.

"Chief Financial Officer"

The person appointed in terms of section 82(2)(a) of the MFMA and includes any person acting in that positions or to whom authority is delegated.

"Council"

The municipal council, as referred to in section 157 of the Constitution of the Republic of South Africa, 1996; and section 18(3) of the Municipal Structures Act (Act 117 of 1998).

"Councilor"

A member of the Cederberg Municipal Council

"Executive Management Team"

Officials appointed in terms of section 82 of the Municipal Structures Act and section 56 of the Municipal Systems Act (Act 32 of 2000).

"Director"

An Official appointed in terms of section 56 of the Municipal Systems Act.

"Executive Mayor"

The Executive Mayor of Cederberg Municipality elected in terms of section 55 of the Municipal Structures Act (Act 117 of 1998).

"Municipality"

Cederberg Municipality

"Subsistence Allowance"

A subsistence allowance is an amount of money paid by the municipality to a traveler for expenditure incurred in respect of personal subsistence and incidental costs (for example: refreshments, snacks, drinks and accommodation but excludes personal recreation, such as a visit to a cinema, theater or nightclubs, or sightseeing except where these constitute part of the approved official business.)

"Travel Allowance"

A travel allowance is any amount paid o an employee n respect of travelling expenses for business purposes.

"Traveller"

Any councilor or official travelling away from his or her normal place of domicile and employment on the official business of the municipality.

"Partial Sponsored trip"

Where a portion of the total cost of the trip is funded by a donor or a third party. For the purpose of this policy, such as a portion of the total cost of the trip is to be included in the application form.

2. PURPOSE
The purpose of this policy is to lay down general rules for the payment of subsistence and travelling allowances or costs for the attendance of approved events outside the municipal area of Cederberg.

3. GENERAL
The contents of this policy will not be regarded as conditions of employment but as a re-imbursement for travelling and subsistence expenditure incurred or deemed to be incurred for the attendance of events for official purposes.

3.2 Any councilor must have the approval of the Executive Mayor or his delegate for the attendance of events for which compensations claimed. Claims are only payable if sufficient provision is made for it on the budget.

3.3 Any claim must be submitted on the official claim form with necessary vouchers where specific expenses are claimed.

3.4 Any claim containing false information will lead to disciplinary steps being instituted and payments thus made may be recovered from any money payable by the municipality to the person who submitted the claim.

3.5 All efforts should be made to minimize the costs for the municipality i.e. by travelling together in one vehicle, minimizing overnight stay where possible, ect.

3.6 A claim for subsistence and travelling cannot be made at the municipality as well as another institution for attending the same event. Such action shall lead to disciplinary action.

3.7 Sufficient documentation must be attached to the application for the trip e.g., official invitation, agenda or programme, itineraty, details of sponsor and amount, ect.

4. REFERENCE

This policy must be reead in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.

5. LEGAL FRAMEWORK

This policy is developed and guided by the following:

South African Revenue Services (SARS)

Municipal Finance Management Act, 2003 (Act No.56 of 2003)

South African Local Government Association (SALGA)

Remuneration of Public Office Bearers Act, 1988(Act No. 20 of 1998)

South African Income Tax Act, 1962 (Act No. 58 of 1962).

6. SCOPE OF APPLICATION

6.1 This Policy is applicable to –
6.1.1 all councilors of the Cederberg Municipality, and
6.1.2 all officials of the Cederberg Municipality,
6.1.3 applicants for employment interviews,

Travelling on official business and as such are formal travelers of the Cederberg Municipality.

7. USE OF AIRLINES

7.1. For domestic trips both major and low-cost airlines may be utilized.
7.2. For international trips all major airlines may be utilized.
7.3. Preference will be given to airlines which operate direct flights between Cape Town and the destination.
7.4. For special trips requiring the use of helicopters or chartered aircrafts, special authorization by the Mayor or Municipal Manager or their delegated nominee is required.
7.5. The Executive Mayor, Executive Deputy Mayor, Mayoral Committee Members. Speaker, Municipal Manager and the Executive Management Team (EMT) and officials shall travel by means of economy class on international flights and economy class on national flights at

the best available fare to the airport closest to the authorized destination, plus the relevant first class rail, motor coach or boat fare, or any reasonable combination thereof necessary to complete the journey to the said destination.

7.6. In all other cases, the most economical airfare shall be paid for all members of the Council and for officials of the municipality who travel by air aboard and within the boundaries of South Africa to the airport closet to the authorized destination, plus the relevant first class rail, motor coach or boat fare, or any reasonable combination thereof necessary to complete the journey to the said destination; provided that, in the case of all members of the Council and all Municipal officials, where there are:

7.6.1. Time constraints and/or when economy class flights are not available, business class may be authorized by the Executive Mayor or Municipal Manager or their nominees.

7.6.2. Physical and/ or medical reasons (supported by the submission of a letter from a registered medical practitioner) why a member of council or an official may not travel in economy class, the Executive Mayor or Municipal Manager or their nominees may authorize travel by means of business class.

8. USE OF VEHICLES

8.1. Hired Vehicles

8.1.1. Shall be applied for, quantified and paid for by the Municipality.

8.1.2. Only travelers with a valid South African driver's license may hire vehicles; where the traveler who hires a vehicle, is not in possession of such license, he or she may be held personally liable for all damages and may be subject to disciplinary action by Council; the responsibility and related costs of obtaining an international driving permit, where required, rests with the traveler.

8.1.3. Only "A" or "B" category vehicles may be rented, unless it is more cost-effective to hire a more expensive vehicle, for example, when the number of representatives involved could justify the hire of a micro-bus, for groups of 5 (five) or more travelers. The letter to be approved in advance by the Executive Mayor or Municipal Manager, according to the provisions as provided for in 3.2.

8.1.4. For physically handicapped travelers who are able to drive a particular type of vehicle and those in possession of a driver's license restricted to automatic vehicles: the most suitable vehicle.

8.2. Private Vehicles

8.2.1. The boundaries of the Cederberg Municipality shall be used to determine payment for travel outside such boundaries by means of private transport for officials who are in receipt of a fixed transportation allowance has been factored into the total cost of employment package of the official concerned. In such cases, only the applicable cost per kilometer will be paid as updated from time to time

Should the destination of the trip be outside the boundaries of the Municipality, the distance for the cost per kilometer will be measured from place of residence or place of work, whichever is

relevant.
8.2.2. Those employees who are not in receipt of a travel allowance shall be reimbursed according to the latest prescribed AA km tariff depending on the vehicle type and engine capacity, calculated from their place of work or residence, which-ever is the nearest to the place of the approved event.
8.2.3. Those employees who are in receipt of an Essential User Transportation Allowance shall be reimbursed in accordance with the applicable Scheme. The travelling distance shall be calculated from their place of residence.
8.2.4. Councilors using private transport outside the boundaries of the Cederberg Municipality will be reimbursed according to the guidelines by the relevant National Department as updated from time to time.
8.2.5. A traveler who uses private transport shall be paid the lower of the following two options:
8.2.5.1. Cash equivalent of the avoided air ticket cost, which would have been paid in the event of air travel being the most economical and practical means of transport; or
8.2.5.2. Actual cost per kilometer as determined according to the rate applicable to the traveler, on condition that such person may not claim subsistence costs for a longer period than would have been applicable in the case of air travel.
8.2.6. A claim submitted by a councilor or a municipal official, when travelling outside the municipal area of the Cederberg with private transport on official municipal affairs, will be considered for re-imbursement, subject to the following conditions:
8.2.6.1. that the trip is for an approved official event;
8.2.6.2. that no other municipal transport was available at the time of the travel, as confirmed with the Mayor, relevant Director or Municipal Manager,
8.2.6.3. that the use of a private transport is pre-approved by the Mayor, relevant Director or Municipal manager.

9. DOMESTIC TRAVEL, SUBSISTENCE AND ACCOMMODATION

When travelling to a destination outside the boundaries of the Cederberg Municipality in circumstances requiring absence from the office for longer than 24 hours, the following may be utilized and claimed: (the time of departure from residence or office up until the time of arrival back at residence or office shall be used for purpose of calculating the length of absence):

9.1 Accommodation

9.1.1. Travellers who travel on the business of the municipality, where the business Unavoidably entails one or more nights to be spent away from home, may stay in a Hotel, motel, guesthouse or bed and breakfast establishment.
9.1.2 The actual cost of accommodation will be home by the municipality, subject to a maximum of R1000 (excluding VAT) for the accommodation itself in respect of domestic travel. Where such accommodation is available, the rate for a single room will be payable.
9.1.3 If no such accommodation is available, higher rating accommodation can be used subject to the prior approval of the Municipal Manager or the Executive Mayor.

9.1.4. If a traveler stays with a relative or friend, no accommodation allowance may be claimed, but the traveler may claim a subsistence allowance per day as per this policy.

9.1.5. The location of the accommodation should not be more than 20km from the venue of the event, unless approved by the Municipal Manager or Executive Mayor.

9.2 Subsistence and Meals Allowance

9.2.1. Subsistence Allowance As per definition, Section 1 of this Policy.

9.2.2. Entitlement to a Subsistence Allowance

9.2.2.1. A traveler may claim a daily subsistence allowance as provided for in this policy with the understanding that all authorized personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain business expenses (see below), may be claimed.

9.2.2.2. A daily subsistence allowance will only be applicable where-

i. Official businesses unavoidable entails one or more nights to be spent away from home, a subsistence allowance of R435 per day (as amended by SARS from time to time) will apply in respect of domestic travel an in instances where the traveller pays for his/her own food;or
ii. where the traveler will be on official business for a period exceeding 8 hours, without being away from home for one or more nights, an allowance of R134 per day (as amended by SARS from time to time).
iii. No daily subsistence allowance will be payable to representatives that will be attending courses and training where lunch are provided, but without being away from home for one or more nights.

9.2.2.3 A traveler of the municipality must obtain approval for his or her subsistence allowance, as provided for in this policy, before embarking on any official trip.

9.2.2.4 No subsistence allowance will be paid, and no traveler will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the municipality. All travel on business of the municipality must be approved as such before a traveler is entitled to a subsistence allowance.

9.2.2.5. Claims for meals for official entertainment of guests by full-time councilors and the executive management team are to be dealt with as claims against the relevant entertainment allowance provision of the relevant Cost Centre.

Where special circumstances exist which necessitate a deviation from above restrictions, the prior approval of Executive Mayor or Municipal Manager or their nominees are to be obtained.

10. MISCELLANEOUS EXPENSES

Items that may be considered for approval, where expenditure is incurred within the boundaries of the Republic of South Africa during a period of absence is as follows:-

10.1 Parking / Bus fares: Subject to proof of payment being provided;

10.2 Toll fees: Subject to proof of payment being provided;

10.3 Taxi fare: Subject to proof of payment being provided.

11. TRAVEL AND SUBSISTENCE ALLOWANCES FOR APPLICANTS INVITED FOR INTERVIEWS

11.1 Travelling costs to attend an interview shall be reimbursed if the applicant's place of residence is outside the Cederberg Municipal boundaries, according to the latest prescribed SARS lm tariff, calculated from their place of residence, subject to the conditions as stipulated in paragraph 8.2.5.

11.2 Stipulation and upper limits as prescribed in this policy must at all times be confirmed by the Human Resources Department to all applicants, who will on pre-arrangement, be responsible for their own Air Ticket arrangements, when invited for interviews, in order to represent a valid claim for reimbursement in terms of this policy.

11.3 Booking if accommodation for applicants invited for interviews must, at all times, be done by the Human Resource Department, in accordance with the stipulations and upper limits as prescribed in this policy.

11.4 Stipulations and upper limits as prescribed in this policy must at all times be confirmed by the Human Resources Department, to all applicants who will on pre-arranement, be responsible for their own booking of rental vehicles, in order to represent a valid claim for reimbursement in terms of this policy.

11.5 A daily subsistence allowance as per this policy will only be applicable where the interview entails one or more nights to be spent away from home, with the understanding that all personal expenses are covered by the subsistence allowance. No further expenses may be claimed.

12. INTERNATIONAL TRAVEL, SUBSISTENCE AND ACCOMMODATION

12.1 When travelling in countries other than in South Africa on specially authorized Municipal business, the expenses actually incurred for accommodation and official transport will be payable.

12.2 The daily subsistence allowance is to cover all meals, transport for private use and other incidental costs, this subsistence allowance for international travel will be in accordance with SARS Foreign Travel 1.1 List of Daily Maximum amount per Country, as amended by SARS from time to time.

12.3 No additional claim in respect of such costs will therefore be paid, except for entertainment by full-time Councillors or the Executive Management Team, of official guests, clients, potential clients, investors or potential investors which is to be dealt with as "entertainment allowance" claims.

13 SPONSORED TRAVEL

13.1 LOCAL SPONSORED TRIPS

13.1.1. A trip shall be regarded as sponsored when the full/partial cost of the trip is borne by an institution other than the Cederberg Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.

13.1.2. Travelling and Subsistence payable by the Cederberg Municipality will calculated as the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

13.2 .1 INTERNATIONAL SPONSORED TRIPS

13.2.1. A trip shall be regarded as sponsored when the full/ partial cost of the trip is bone by an institution other than the Cederberg Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.

13.2.2 Travelling and Subsistence payable by the Cederberg Municipality will be calculated the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

14. INSURANCE

14.1 Travellers where the necessary travel and special leave forms have been duly authorized by the delegated official will be insured by the municipality in terms of its current approved policies, practices and standard operating procedures. The insurance shall cover, inter alia, the following:

14.1.1. medical expenses and assistance services;
14.1.2. personal accident, including death and disability, as well as repatriation and evacuation;
14.1.3. luggage
14.1.4. travel documents;
14.1.5. personal liability; and
14.1.6. cancellation, curtailment, and default on travel and accommodation.

14.2 Insurance cover is only for the period that the traveler is away from home or place of work on a trip relating to municipal business.

14.3 Private vehicles and contents thereof will not be covered under this Policy.
14.4 Hired vehicles are automatically covered for both Super Waiver Damage and Theft by the vehicle rental company.

15. GIFTS AND PROMOTIONAL GOODS

15.1 Where appropriate, the traveler may give gifts.
15.2 The gifts in question shall be provided by the municipality, through the appropriate

department.

15.3 Suitable promotional and marketing products shall be supplied, on request, by the appropriate department of the Municipality.

16. AUTHORIZATION

16.1 For purposes of implementing this policy

16.1.1. Only the Municipal Manager may authorize any travel to be undertaken by Directors, Or payments to be made for persons invited for interviews, but provided the expenses to be incurred are on the approved budget of the relevant department.
Claims by other officials to be authorized by director(s) concerned.

16.1.2. Only the Executive Mayor may authorize any travel to be undertaken by Holders of Public Office, or the municipal manager, but provided the expenses to be incurred are on the approved budget of the municipality.

16.1.3. Only Directors may authorize any travel to be undertaken by employees in the respective Directorate, but provided the expenses to be incurred are on the approved budget of the municipality.

16.1.4. Authorization as per paragraph 16.1.1, 16.1.2 and 16.1.3, must be obtained prior to an occasion by any traveler who travels on the business of the municipality.

16.2 An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such workshop or event. The required authorization must still be obtained from the municipal manager or executive mayor or director as the case may be.

17. COUNCIL DELEGATES

Municipal delegates or travelers to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event. If any traveler fails to do so, the executive mayor, the municipal manager or directors as he case may be, may recover all allowances and disbursements paid to enable such delegate or traveler to attend such event, provided that such delegate or traveler is afforded the opportunity to submit reason for not being able to present from the commencement to conclusion of such event.

18. OTHER

18.1 Accommodation, flights and vehicle arrangements will be based on the most cost effective option in relation to the proximity of the venue, traffic, availability and other cost factors. Due to impractically, the stipulations of the Supply Chain Policy may be disregarded in this matter.

18. 2. In the event of payments made by officials for travelling and accommodation, refunds will only be made on condition that the expense was pre-approved in accordance with the stipulations of this policy and that all aspects of this policy have been complied with.

19. AUTHORITY

Any deviation from this policy for whatsoever reason must be authorized by the Municipal Manager.

20. TRAVEL AND SUBSISTENCE ALLOWANCE CLAIM FORM

The official Travel and Subsistence Allowance claim form, as prescribed by Chief Financial Officer must be used with regard to Travel and Subsistence Allowance applications.