
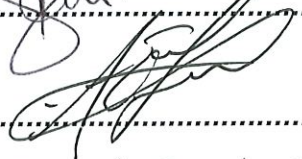




TRANSPORT ALLOWANCE POLICY (PERK SCHEME)

Council Resolution No	: A72
Date	: 10.06.2024
Municipal Manager	: 
Executive Mayor	: 
Reference No	: 9/11/B & 6/30/2
Municipal Code No	: P-T-06

REVIEWED 10.06.2024



TRANSPORT ALLOWANCE POLICY (PERK SCHEME)

Council Resolution No : A72
Date : 10.06.2024
Reference No : 9/1/13 & 6/39/2
Municipal Code No : P-T-06

REVIEWED 10.06.2024

TRANSPORT ALLOWANCE POLICY (PERK SCHEME)

THE POLICY

1. PREAMBLE

The purpose of this policy is to create a policy for the Overberg District Municipality that is adequate for council and employees who qualify for a transport allowance (Perk scheme)

The implementation of this policy shall always be guided by the provisions of the Municipal Finance Management Act to ensure adequate accountability and responsibility.

2. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

Municipal Finance Management Act – Act 56 of 2003

4. SCOPE AND APPLICATION

The municipal manager as well as employees employed in terms of Section 56 of the Municipal Systems Act is excluded from this policy.

5. POLICY CONTENT

5.1 Perk Scheme: van der Merwe scale Post 1-3 (Task scale T12 – T17)

Calculated at annual cost in terms of National Department of Transport.

The incumbents on the perk scheme do not have to complete monthly log sheets, as it is a benefit linked to the old van der Merwe scale which changed to new Task scale level T12 – T17. The benefit is in the process of phasing out as soon as a position becomes available.

Claims for all official travel will be remunerated as per official approved log sheets calculated according to National Department of Transport tariffs.

6. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective approved by Council.

7. Policy Review

This policy will be reviewed annually and revised as necessary.

8. Roles and Responsibilities

The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy. The Manager: Payroll and Banking to adjust the fixed and or running cost in terms of the National Department of Transport on an annual basis.

9. MONTHLY CLAIM FOR PAYMENT OF ALLOWANCE

Proper log sheets must be kept where-in the following details must be clearly noted:

- i. Date of trip.
- ii. Distance of trip.
- iii. Specific mention of destination/s where to trip/s were made on the relevant day.
- iv. No official trips may be undertaken without the necessary authorisation.
- v. Official trips are only considered official, from the office/workplace to the specific destination.
- vi. Allowances will be calculated on a monthly basis on all official trips according to log sheets submit for a full calendar month. Log sheets must be submitted to the salary office within the first week of the new month.

10. GENERAL

1. The Perk scheme is seen as a benefit that was implemented in the old van der Merwer scale before Task was implemented. The Perk scheme is seen as a benefit that was connected to your Post level.
2. The Perk Scheme is in the process of phasing out once the position becomes vacant.
3. Employees participating in the scheme is responsible to meet the maintenance and repair cost of the vehicle.
4. If an employee who participates in the scheme, is promoted, or appointed to a post where the Perk scheme is not applicable, participation to the scheme will stop with immediate effect.

11. IMPLEMENTATION

This policy will be approved and implemented only on the current perk scheme employees.

12. POLICY REVIEW

This policy will be revised as necessary.

13. RESOLUTION

Any dispute that arises from this policy must be dealt with in terms of the procedures as set out in the SALGBC Main Collective Agreement.



Item A72. 10.06.2024

TRANSPORT ALLOWANCE POLICIES (ESSENTIAL USER AND PERK SCHEME)

S Mdewu: Senior Manager: Human Resources

(Ref.: 9/1/B & 6/39/2)

PURPOSE

To table the Transport Allowance (Essential User and the Perk Scheme) policies to Council, for adoption.

BACKGROUND

Council approved the Essential User Scheme per Council Resolution A313, dated 23 November 2015. The Resolution was based on Circular 12/2014 of the South African Local Government Bargaining Council (SALGBC) Western Cape Division. Subsequent circulars have been received, stipulating fixed and running costs, which the Municipality implemented.

CURRENT SITUATION

During the 2023 period of audit review, the Auditor-General acknowledged that essential user allowances are guided by the SALGBC rules, however, recommended that the Municipality ensure policies are in place for both the Essential User Scheme, and the Perk Scheme.

It is noted that Council has agreed the Perk Scheme be phased out as and when the following positions become vacant:

- Senior Manager Roads Services
- Professional Officer Roads Services - Bredasdorp
- Professional Officer Roads Services - Swellendam
- Professional Officer Roads Services - Caledon
- Manager Emergency Services
- Senior Environmental Health Practitioner - Cape Agulhas

The following policies were presented to the Corporate Services Portfolio Committee, for recommendation to Council, for adoption:

- Transport Allowance (Essential User) Policy
- Transport Allowance (Perk Scheme) Policy

LEGISLATIVE FRAMEWORK

- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
- Essential User Scheme: Transport Allowance Fixed- and Running Cost per Circular 12/2014: South African Local Government Bargaining Council Western Cape Division 2014

ATTACHMENTS

- Transport Allowance (Essential User) Policy
- Transport Allowance (Perk Scheme) Policy

This item served before the Corporate Services Portfolio Committee on 03 June 2024 and recommended as follows to Council:

RESOLVED : (Proposed by Cllr. T Els and seconded by Cllr. A Klaas)

- 1) Council approved the Transport Allowance (Essential User) Policy.
- 2) Council approved the Transport Allowance (Perk Scheme) Policy.

CERTIFIED A TRUE EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 10 JUNE 2024.



R BOSMAN
MUNICIPAL MANAGER