

RUSTENBURG LOCAL MUNICIPALITY

POLICY : TRAVELLING AND SUBSISTENCE ALLOWANCE AND ATTENDANCE OF CONFERENCES, WORKSHOPS AND MEETINGS FOR EMPLOYEES

1. INTRODUCTION

To ensure the proper administration of all regulations regarding travelling and subsistence *for employees as well as their attendance of conferences, workshops and meetings*, the formulation and upkeeping of a comprehensive policy is essential.

2. DEFINITIONS

“delegate” includes any employee who is delegated by the Council to attend seminars and congresses, or who is delegated by the Municipal Manager to attend meetings, workshops and work outside the municipal area.

“official transport” vehicles of the Rustenburg Local Municipality , regarded as suitable by the Municipal Manager for the circumstances and trip to be undertaken.

“per night” when staying overnight.

3. AIM OF THE TRAVELLING AND SUBSISTENCE ALLOWANCE AND ATTENDANCE OF CONFERENCES, WORKSHOPS AND MEETINGS POLICY FOR EMPLOYEES

The aim of the policy is to create an organized and effective framework to enable employees to attend official business of the Council, and to cover

reasonable expenses therefore, by paying the relevant travelling- and subsistence allowances, within specifically approved stipulations.

4. SPECIFICATION OF THE POLICY

By formulating a policy for travelling and subsistence allowance, and *the attendance of conferences, workshops and meetings for employees*, the Council aims at the following targets:

- 4.1 To establish a fixed base for the travelling and subsistence arrangements of employees.
- 4.2 To accommodate the unique travelling and subsistence needs of employees.
- 4.3 To lay down a policy on the usage of all official vehicles as well as vehicles in terms of the transport allowance scheme for purposes as stated in this policy.
- 4.4 To establish a fixed framework for the attendance of official meetings, congresses, seminars, external training sessions and workshops outside the jurisdictional area of the Rustenburg Local Municipality.

5. UP KEEP OF POLICY

Adjustments to the policy shall take place under the following circumstances:

- 5.1 Should the Council's approach to the policy change.
- 5.2 Should new legislation by means of laws, ordinances and / or regulations require adjustments to the policy.
- 5.3 When adjustments to the inflation rate necessitate adjustments to the tariffs, which should be considered annually with the income- / expenditure budget.

6. ATTENDANCE OF CONGRESSES, SEMINARS AND WORKSHOPS

-
- 6.1 Attached is a list of the Associations and Institutes, which congresses and seminars are attended by delegates of the Council, as will be amended in accordance with guidelines from SALGA.

6.2 Delegates

6.2.1 Municipal Manager

Although the Municipal Manager has to attend certain congresses/seminars either officially or as a member, he may also attend other congresses/seminars, and should indicate during the budget-meeting which congresses/seminars he intends to attend, for approval by the Council.

6.2.2 Functionaries

The Municipal Manager and Political Head and Director concerned shall resolve on the employee delegation to attend a specific congress / seminar and that the functionaries be rotated to enhance capacity building.

6.2.3 Executive members of institutes

It may occur that employees are selected to serve on the Executive Committees of Institutions. As this is a special privilege for the employee concerned, and the public image of the Council is extended at the same time, such an employee will, regardless of his salary level, also be delegated to attend a specific congress/seminar, provided that he is not already a Director of a Directorate or functionary, subject thereto that any employee delegation is limited to two employees (including the Director of the Directorate).

Employees who are elected on the executive committees of institutes should be free to attend the meetings of the institute concerned, provided that travelling and subsistence allowance and special leave with remuneration be limited to one institute only.

6.2.4 SALGA Workgroups

In cases where employees serve on any advisory / technical committee of **SALGA**, permission is granted to such employees to attend one- *or more than one* day workshops, or advisory / technical committee meetings, provided that such delegations be limited to two persons.

7. SUBSISTENCE TO EMPLOYEES

7.1 If an employee is delegated to attend a seminar/meeting- or have to work outside the area of the Rustenburg Local Municipality, the subsistence as in 7.1.2.1 is payable, subject to the conditions as specified below:

7.1.1 Seminars/meetings and work outside the municipal area

- a. *All invitations shall be judged to determine usefulness to the Council, and accreditation by SALGA to Local Government.*
- b. Employees must be delegated by the Council to attend seminars.
- c. Employees must be delegated by the Municipal Manager to attend workshops, meetings and also work outside the municipal area, as follows:
- d. Where work has to be done outside the municipal area, excluding the following: inspections during working hours, work with regard to the electricity supply network, water supply network or work done on property of the Council, health inspections at dairies and dairy-farms, fire- and ambulance services and duties of the Driver / Security Officer of the Executive Mayor, for trips outside the area of Rustenburg Local Municipality, as done within the scope of the daily operational duties.

7.1.2 The Municipal Manager is authorised to approve applications of officials to stay overnight where meetings are scheduled for two consecutive days and the circumstances are of such nature that they have to stay overnight.

7.1.2.1 When staying overnight for seminars/meetings:

- a. If it is approved for an employee to sleep over, an allowance of R173,00 per night shall be payable, if the delegate does not use hotel accommodation. If hotel accommodation is used, the actual cost of the accommodation will be payable, to a maximum of **R600,00/night**. The delegate shall submit an inclusive quotation, as provided by the hotel, to the Director : Finance and the cheque will be made payable to the hotel.

When **R600,00** is not sufficient, the Council shall only pay the bed and breakfast tariff for single accommodation to the maximum of **R800,00** per night, provided that accommodation for **R800** is available, and that proof / documentation is submitted.”

- b. An amount of R53,00 per day for expenditure on transport, parking, telephone, snacks, etc. shall be payable to the employee sleeping over.
- c. If an employee has supper while staying overnight when attending a congress, seminar, meeting, course or workshop, the voucher for the meal may be claimed to the maximum of R80,00 per night.
- d. In respect of journeys further than 350 km, an extra day shall be allowed for travelling purposes. Should the venue be further than a radius of 600 km, two extra days may be claimed for travelling purposes.
- e. For purposes of calculating the starting time of the proceedings of a congress or meeting, the meeting of the members shall be seen as part of the congress- or meeting-procedure.
- f. For calculation of the travelling-time, the forward journey is considered to take place on the day of the commencement of the proceedings. If however, the availability of petrol, the normal estimated travelling time (also of employees from remote areas), the additional time for booking-in at accommodation, parking, plus time for registration at the congress or meeting, should necessitate departure from home before 06:00, the Municipal Manager shall take these aspects into account and may approve earlier departure, authorising the trip to start on such day or days as deemed necessary by the Municipal Manager, with due consideration of 7.1.2.1(h).
- g. In the case of return-trips, 21:00 is taken to be a reasonable time to be back home, taking into account the available of transport to the home of the employee concerned, at the said time, with due consideration of 7.1.2.1(h).
- h. The Municipal Manager may grant approval to employees from remote areas to stay over in Rustenburg the night prior to departure at 06:00, or the night of arrival back in Rustenburg at 21:00, if transport from- and to their homes are not available.

7.1.2.2 When staying overnight for work outside municipal area

- a. When an employee has to stay overnight when involved in Council work outside the municipal area and sleeping facilities are available for free, an amount of R53,00 per day or part of a day is payable.

- b. When an employee has to stay overnight when involved in Council work outside the municipal area and sleeping facilities for free are not available, an amount as determined in 7.1.2.3 shall be applicable.

7.1.2.3 When staying overnight for courses or training:

- a. If it is approved for an employee to sleep over, an allowance in accordance with the actual expenditure shall be payable provided that **R500,00** per night not be exceeded.
- b. An amount of R53,00 per day for expenditure on transport, parking, telephone, snacks, etc. shall be payable to the employee sleeping over.
- c. If an employee has supper while staying overnight when attending a course or workshop, the voucher for the meal may be claimed to the maximum of R80,00 per night, provided that documents are submitted.
- d. In respect of journeys further than 350 km, an extra day shall be allowed for travelling purposes. Should the venue be further than a radius of 600 km, two extra days may be claimed for travelling purposes.
- e. An amount of R53,00 per day for week-ends is payable to employees who are sent for training, if they are accommodated where no meals are supplied over week-ends. Should all meals be provided with the accommodation, no daily allowance will be payable.

7.1.2.4 When not staying overnight

- a. Any employee who attend a one-day congress, seminar, course, meeting or workshop outside the area of the Rustenburg Local Municipality, (except those mentioned in paragraph 7.1.2.4 (c) and (d), or is outside the area of the Rustenburg Local Municipality for work purposes (except those mentioned in paragraph 7.1.1 (d) and 8.2), may claim his/her daily allowance of R53,00 per day.
- b. The purpose of this allowance is only to compensate employees who are not at their office or workplace during their normal lunch break.
- c. In respect of meetings, ad hoc visits, etc. in terms of which a delegate has been instructed by **SALGA** and other institutions on it's behalf, they shall be responsible for such travelling and subsistence allowance, according to their policy.

- d. Where an organisation other than the Council pays a sitting allowance, no day allowance as determined in clause 7.1.2.4 (a) supra, will be payable.

7.1.3 Applicants invited to attend interviews

- 7.1.3.1 An amount of R53,00 is payable to applicants from outside the jurisdictional area of the Rustenburg Local Municipality. If it is necessary to stay overnight due to certain circumstances, the Municipal Manager may approve an amount of **R300,00** per person per night.
- 7.1.3.2 Should applicants attend interviews for posts in Rustenburg on invitation, an amount equal to the AA-tariff of the leaded running cost for a vehicle with an engine capacity between 1 808 cm³ and 2 000 cm³ shall be payable, as indicated in the AA-tables, as supplied by SALGA, **for purposes of the tariff payable to Councillors.**
- 7.1.3.3 **If proof of toll paid is submitted, the amount will be refunded.**

8. TRAVELLING ALLOWANCE PAYABLE TO EMPLOYEES OF THE COUNCIL

- 8.1 If employees are delegated or if they pay visits outside the municipal area, the following travelling allowance is payable, subject to the conditions as stated below:
- a. If official transport is provided, the petrol, oil and other specific costs of the official vehicle concerned will be refunded, subject thereto that the necessary documentation is submitted.
- b. If an employee uses a private vehicle, excluding a transport allowance scheme vehicle, compensation will be refunded in accordance with the AA-tables as supplied by SALGA, as follows:
- (i) **Fixed cost:**
- An amount per kilometer, as indicated on the AA-table for vehicles that travel an annual distance of 14 000 km, based on the purchase price of the vehicle used (Refer to Auto Dealers Digest), to a maximum amount of 100% of the employee's annual salary, plus
- (ii) the average total leaded running cost per kilometer, based on the engine cubic capacity of the vehicle concerned, with a maximum of

2500 cm³, as indicated in the AA-tables, **as supplied by SALGA for purposes of the tariff payable to Councillors.**

- c. If a transport allowance scheme vehicle is used, the running cost is payable in accordance with the AA-tables, as supplied by SALGA **for purposes of the tariff payable to Councillors**, as follows:
 - (i) Employees on job levels 3 to 1 : engine cubic capacity of the vehicle concerned;
 - (ii) Employee on job levels 4 and lower : engine cubic capacity of the vehicle concerned, with a maximum of 2000 cm³.
- d. If travelling by train, the price of a first class train ticket is payable.
- e. If travelling by air: when economic class is not available a business class ticket may be bought, subject to it being approved by the Municipal Manager beforehand. Travelling cost to the nearest airport in accordance with this resolution as stipulated by the Municipal Manager, also including parking fees, bus tickets between the airport and accommodation, as well as freight, if necessary, in regard of which satisfactory written proof shall be submitted, is payable. No connection- or transfer flights from Sun City to Johannesburg International Airport will be considered.
- f. If travelling by luxury bus, the cost of a return-ticket is payable.
- g. If proof of toll paid, **as well as parking fees are** submitted, the amount will be refunded.

The following reservations are applicable to the above-mentioned conditions:

- 8.2 Notwithstanding any stipulation included in this Policy, trips outside the area of the Rustenburg Local Municipality shall be considered as trips within municipal area in the following instances:

If work is being done in regard of:

- a. The rural electricity network, within the supply-area of the Council.
- b. Water supply network within the supply-area of the Council and the Bospoort Water-Scheme.

- c. Any other property of the Council within the areas as mentioned in (a) and (b) above.
- d. Inspection of dairies and dairy-farms.
- e. Duties of the Driver / Security Officer of the Mayor for trips outside the area of the Rustenburg Local Municipality.
- f. Fire- and Ambulance Services.

9. Accountability

9.1 If any employee is delegated to attend a seminar/meeting/workshop and has received the necessary allowances and is prevented from attending, due to whatever circumstances, after the matter has been assessed, all monies shall be paid back immediately. Failing this, the monies shall be deducted from the monthly salary of the employee concerned. If this is not done, discipline will proceed, after the matter has been assessed. This expenditure will be classified as fruitless expenditure.

9.2 *Delegates / representatives to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event, failing which the Council will take the necessary steps to recover all expenses incurred by an association, or by the Council, to enable such delegate / representative to attend, provided that such delegate / representative be afforded the opportunity to submit reasons for not being able to be present from commencement to conclusion of such an event.*

10. VISITS ABROAD

--- Applications for official trips abroad are handled in terms of the attached guidelines of the Department of Foreign Affairs for Local Government Officials, as provided by **SALGA** and *guidelines from the office of the MEC (circular attached)*.

11. USE OF OFFICIAL VEHICLES

This part of the policy deals mainly with the use of official vehicles outside the municipal area, but when applying this paragraph, the stipulations as stated in paragraph 8.2 shall be taken into account as well.

11.1 Outside trips undertaken by employees participating in the Transport Scheme

A Transport Allowance Scheme vehicle must be used, and the employee concerned must be compensated in accordance with paragraph 8.1 (c), regardless of the approved fixed kilometers per month applicable to the position.

11.2 Outside trips undertaken by employees other than those mentioned in paragraph 11.1

11.2.1 If employees other than those mentioned in paragraph 11.1 undertake trips outside the municipal area, official transport shall be used.

11.2.2 If no official transport is available, employees making use of their private vehicles, shall be compensated in accordance with paragraph 8.1(b).

12. HIRING OF VEHICLES

Should an employee have to attend a seminar/congress/meeting as a delegate of the Council, and travels by air, train or bus to the destination, a vehicle may be hired from an acknowledged vehicle hire company for official journeys regarding the seminar/congress/meeting, subject to the following conditions:

- b. The cylinder capacity of the vehicle may not exceed 1 600 cm³.
- b. If there are more than four delegates, two vehicles- or a microbus, may be hired.
- c. If a microbus is hired, the cylinder capacity may exceed 1 600 cm³.
- d. Delegates may use the hired vehicle for private journeys in the vicinity of the seminar. A log sheet shall be kept for all journeys with the hired vehicle. Private journeys exceeding the free kilometers/day as provided by the hiring company, will be for the account of the delegate hiring the vehicle.
- e. All accounts for hired vehicles shall be certified as correct by the delegate hiring the vehicle before submitting it to the Director : Finance for payment.

- f. Arrangements which cannot be accommodated by this paragraph (Hiring of Vehicles) can be authorized by the Municipal Manager.

13. RESPONSIBILITY OF THE MUNICIPAL MANAGER

The Municipal Manager accepts responsibility to apply travel- and subsistence arrangements *and the attendance of Conferences, Workshops and meetings* in terms of the stipulations of the policy.

14. RESPONSIBILITY OF THE DIRECTORS

The Directors recognise and accept the responsibility to see to it that recommendations to the Municipal Manager around travel- and subsistence arrangements and the attendance of Conferences, Workshops and Meetings shall comply with all stipulations of this policy.

15. FORMS

15.1 General travel and subsistence arrangements

--- When applying for travel and subsistence allowances and -arrangements, the attached form shall be completed in full, for visits outside the Municipal area. For visits within the Municipal area with an official vehicle, the specific attached form (Application for the use of an Official Vehicle) shall be completed in full.

16. CONTROL MEASURES

16.1 Approval of journeys undertaken in terms of this policy, is as follows:

16.1.1 Congresses / Seminars / Meetings / Work

Municipal Manager and Officials

Delegates to be determined by means of this policy.

16.1.2 Journeys outside the municipal area:

Applications for journeys outside the municipal area to be approved by the Municipal Manager.

16.1.2.2 Other Officials

Application for journeys outside the municipal area for day visits only to be approved by the applicable Director.

16.2 Availability of Funds

Directors shall see to it that sufficient funds be provided annually for the purposes of this policy. Where insufficient funds are available due to unforeseen circumstances, a report must be submitted in terms of the financial policy to the Council, in order to make funds available.

17. RESPONSIBILITY FOR THE UP KEEP OF POLICY

The responsibility for the administrative up keep of the policy is as follows:

Adjustments to tariffs : Director : Finance

Other adjustments : Director : Corporate Support Services

RUSTENBURG LOCAL MUNICIPALITY

LIST OF ASSOCIATIONS AND INSTITUTES

The following associations and Institutes qualify for delegations from the Council to attend their Congresses, Seminars and Annual General Meetings:

Directorate: Corporate Support Services

The South African Institute for Local Government Management.

Southern African Institute of Management Services.

Institute of Municipal Personnel Practitioners of South Africa.

National Occupational and Safety Association.

Directorate: Public Safety

Institute of Traffic Officers of Southern Africa.

South African Fire Services Institute.

South African Institute of Licence Officers.

Emergency and Disaster Management Association of Southern Africa.

North West Traffic Control Coordination Committee (Provincial).

Crime Prevention and Liaison Committee.

Working Group on the Road Transport Quality System (National)

National Traffic Control Coordinating Committee.

S.A. Road Federation.

Directorate: Infrastructure Development and Management

Institute of Municipal Engineers of Southern Africa.

Institute of Civil Engineers.

Institute of Solid Waste Management.

Water Institute of South Africa.

Association of Municipal Electricity Undertakings (Southern Africa).

South African National Committee on Illumination.

Directorate: Community Development

Institute of Environmental Health.

South African Institute for Librarian and Information Science.

IMASA

Directorate: Planning and Development

Institute of Environment and Recreation Management.

South African Institute of Town and Regional Planners.

Directorate: Finance

Institute of Municipal Finance Officers.

General

SALGA NORTH WEST

Technical Committees of SALGA North-West

SALGA

Bargaining Council

Intergovernmental Management Forum which is established in terms of section 41 of the Constitution.