

MSUKALIGWA MUNICIPALITY

POLICY

ON THE USE

OF

MAYORAL ALLOWANCES.

5th SEPTEMBER 2003

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INTRODUCTION

The Constitution of R.S.A 1996 has ushered in a new Local Government dispensation which saw the establishment of new municipalities which was done according to the Municipal Structures Act, 1998 (Act 117 of 1998) which is governing Municipalities. The allowance of Councillors is thus provided for in the Remuneration of Public Office Bearers Act 1998 (Act 20 of 1998) which supersedes the Local Government Ordinance 1939 (Ordinance 17 of 1939) which is no longer applicable but still the Mayor is by law entitled to the Mayoral Allowances and on the basis of that Council took the following Resolution:

RESOLUTION

EXCO 896/02/2002

1. That a separate vote number be created for the funding of Mayor and Mayoress Projects that they will identify for assistance within the Community.
2. That a vote number be created according to Council's normal activities within council's accounting system.

PURPOSE:

This Policy seeks to give guidelines on how the Mayoral Allowance can be spent in accordance with Council's Procurement Policy and other relevant Provincial and National Legislations. It also caters in donations which because there is no General Council donation Policy.

It also guides the office of the Mayor and informs Council on who must benefit from this Allowance.

That Council from time to time mandate the Mayor to solicit external additional funds to assist various categories

BENEFICIARIES:

It should be used for donations or procurement of service or goods. On behalf of the following groups and individuals.

1. INSTITUTIONAL SUPPORT

Here it focuses predominantly on donations to institutions such as schools, N.G.O, C.B.O which give support to indigent children, elders, youth and people with disabilities.

2. INDIVIDUAL SOCIAL RELIEF

This relief will be approved by the Mayor in consultation with the relevant Ward Councilor. Applicant for this must base request on education related relief, funeral assistance, relief following a personal emergency e.g. home being burnt down. May not exceed R2000-00.

3. ENTERTAINMENT

The Mayor can use this Allowance for hosting and entertaining dignitaries and once a year his staff which is to be done in relation to the Mayoral Handbook.

4. MAYORAL GOLF DAY

The Mayor can use this allowance to host this event once a year.

5. CAMPAIGNS

It can be used for resources on campaigns like HIV/AIDS campaign etc.

6. NEWSPAPERS AND MAGAZINE

This budget can be used to buy only one copy of each newspaper and magazine.

7. MAYORAL AWARD FOR EXCELLENCE

This allowance can be used to give prizes to best performing individuals and team in fields like Sports, Education, and Culture etc.

MEETINGS

This Budget can be used when the Mayor perform his ceremonial functions like opening projects Civic functions and to when he/she give the state of the Municipality address.

PROCESS

Allocations will be made if the following processes and conditions are met:

- The applicant must submit a written request to the office of the Mayor which will then consider the merit of such an application.
- Payments on any kind rather than cash except in exceptional circumstances.
- For the payment of goods or service less than R500 only one supplier price can be used.
- For procurement of goods or service between R500-R5000 more than one supplier price must be obtained.
- Payments on requests more than R5000 will be considered on merit.
- Donations of the various categories should not exceed R5000.
- The office of the Mayor report quarterly to Council on how this money was spent. External additional funds to assist these various groups and categories.

CONCLUSION

This Policy aims to ensure that the budget is spent on a transparent manner and is aligned with Msukaligwa Procurement Policy and that all residents of Msukaligwa benefit from this allowance and where necessary.

Sustainable Projects be developed for the benefits of all residents.

/MAYOR ALLOWANCE