



STELLENBOSCH

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Ref no.3/4/2/5

2025-08-08

NOTICE OF A SPECIAL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY FRIDAY, 2025-08-08 AT 09:00

TO The Speaker, Cllr Q Smit [Chairperson]
The Executive Mayor, Ald JS Fasser
The Deputy Executive Mayor, Cllr M Slabbert
The Council Whip, Cllr P Crawley

COUNCILLORS	RA Adams	XL Mdemka
	J Andrews	NM Mkhontwana
	Ald JC Anthony	NR Ndalasi
	R Cupido	L Nkamisa
	MM Danana	M Nkopane
	JA Davids	N Ntsunguzi
	I De Taillerfer	N Olayi
	R Du Toit	Z Olayi
	A Ferns	GA Petersen
	E Groenewald	WC Petersen
	AJ Hanekom	RO Pheiffer
	RB Hendrikse	WF Pietersen
	SC Heneke	MG Rataza
	J Joon	Ald JP Serdyn
	O Jooste	SR Schäfer
	TO Kumm	A Tomose
	JC Macfarlane	RB Van Rooyen
	N Mananga-Gugushe	M Van Stade
	C Manuel	E Vermeulen
	EP Masimini	J Williams
	NE Mcombring	

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that a **SPECIAL MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, PLEIN STREET, STELLENBOSCH** on **FRIDAY, 8 AUGUST 2025** at **09:00**.

**SPEAKER
CLLR Q SMIT**

A G E N D A
SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY
2025-08-08

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1.	OPENING AND WELCOME
2.	COMMUNICATION BY THE EXECUTIVE MAYOR
3.	COMMUNICATION BY THE SPEAKER
4.	COMMUNICATION BY THE MUNICIPAL MANAGER
5.	DISCLOSURE OF INTERESTS
6.	APPLICATION FOR LEAVE OF ABSENCE
7.	STATUTORY MATTERS

8.	REPORTS BY THE MUNICIPAL MANAGER
8.1	RECONFIGURATION OF COUNCIL COMMITTEES (SECTION 79 AND SECTION 80 COMMITTEES)

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

Special Council Meeting 8 August 2025

1. SUBJECT: RECONFIGURATION OF COUNCIL COMMITTEES (SECTION 79 AND SECTION 80 COMMITTEES)

2. PURPOSE

Council must approve the reconfiguration of Council committees.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons of the Section 80 Committees.

4. EXECUTIVE SUMMARY

Due to the recent re-establishment of the Mayoral Committee, Council needs to reconstitute all Council's committees to reflect the changes made. To this end, the current MPAC committee and Section 80 Committees must be reconfigured.

On the 22 July 2025, the Executive Mayor informed the Municipal Manager of the appointment of a new Mayoral Committee, and thus new Portfolio Chairpersons is attached as **APPENDIX 1**.

5. RECOMMENDATIONS

(a) that it be noted that the Executive Mayor has amended the appointment of the Chairpersons of Committees from 22 July 2025 as per **APPENDIX 1**;

(b) that Council approves the reconfiguration of the Section 80 Committees as follows:

1. Corporate Services, total 5 members:

DA– Cllr L Nkamisa (Chairperson)

- Cllr I. De Taillefer (DA)
- Alderman J. Serdyn (DA)
- Cllr M.Rataza (ANC)
- Cllr JC.Macfarlane (FF+)

2. Planning, Local Economic Development and Tourism, total 5 members:

DA– Cllr T Kumm (Chairperson)

- Cllr A. Ferns (DA)
- Cllr R. Van Rooyen (DA)
- Cllr M. Danana (ANC)
- Cllr G. Petersen (GOOD)

3. **Financial Services**, total 5 members:

DA– Ald JC Anthony Chairperson)

- Cllr W. Petersen (DA)
- Alderman J. Serdyn (DA)
- Cllr A. Tomose (ANC)
- Cllr G. Petersen (GOOD)

4. **Human Settlements**, total 5 members:

DA – Cllr R Du Toit (Chairperson)

- Cllr E. Vermeulen (DA)
- Cllr X. Mdemka (DA)
- Cllr E. Masimini (ANC)
- Cllr M. van Stade (GOOD)

5. **Infrastructure Services**, total 5 members:

DA – Cllr R Pheiffer (Chairperson)

- Cllr R van Rooyen (DA)
- Cllr N Mcombring (DA)
- Cllr N Ntsunguzi (ANC)
- Cllr Z Ndalasi (EFF)

6. **Community & Protection Services**, total 5 members:

DA– Cllr S Heneke (Chairperson)

- Cllr N. Mcombring (DA)
- Cllr Z. Olayi (DA)
- Cllr A. Tomose (ANC)
- Cllr N. Mkhontwana (EFF)

7. **Rural Management and Environment**, total 4 members:

DA– Cllr C. Manuel (Chairperson)

- Cllr J. Joon (DA)
- Cllr R. Adams (DA)
- Cllr J. Davids (ANC)

8. **Sport, Youth and Culture**, total 5 members:

DA– Cllr N. Olayi Chairperson

- Cllr R. van Rooyen (DA)
- Cllr N. Mcombring (DA)
- Cllr R. Hendrikse (GOOD)
- Cllr J. Andrews (PA)

9. **Parks & Open Spaces** total 4 members

DA– Cllr J. Williams (Chairperson)

- Cllr E. Vermeulen (DA)
- Cllr I. De Taillefer (DA)
- Cllr M. Nkopane (ANC)

- (d) that the Terms of Reference for the following Section 80 Committees be amended to reflect the changes in the Committees:
- (i) Community Development and Protection Services
- (e) that the amended Terms of References be referred to the relevant Section 80 Committees for revision and adoption (see **APPENDIX 3**)
- (h) that the members of the Section 79 Committee – MPAC be amended as follows:

Cllr Chairperson – WF Pietersen (PDM) – Full time Councillor

Cllr A. Hanekom (DA)

Cllr S. Schafer (DA)

Cllr E. Groenewald (DA)

Cllr R. Cupido (DA)

Cllr N. Gugushe (ANC)

Cllr O. Jooste (ACDP)

APPENDICES

APPENDIX 1 - Appointment of new Mayoral Committee

APPENDIX 2 - New Section 80 Committees

APPENDIX 3 - Terms of Reference: Protection Services and Community Development

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal
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REPORT DATE	5 August 2025

APPENDIX 1



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OFFICE OF THE EXECUTIVE MAYOR

MEMORANDUM TO : MS G METTLER - MUNICIPAL MANAGER
MEMORANDUM FROM : ALD JS FASSER – EXECUTIVE MAYOR
REFERENCE NUMBER : 3/9/R
DATE : 22 JULY 2025

RECONSIDERATION OF THE MAYORAL COMMITTEE – STELLENBOSCH MUNICIPALITY

PURPOSE

To inform the Municipal Manager of the reconsideration of the Mayoral Committee of the Stellenbosch Municipality.

BACKGROUND

The recent death of the late Cllr Xolile Kalipa has created a vacancy on the Mayoral Committee, and this post must be filled. It is also time to allow certain Mayoral Committee members the opportunity to gain expertise and knowledge in other portfolios.

Having considered all these changes, the Executive Mayor realised that it will be prudent to re-assess and reconsider all the Mayco portfolios and Mayco positions. The following Portfolios and Portfolio Chairs have been approved, and new incumbents will take up the allocated portfolios on 22 July 2025.

NEW MAYORAL COMMITTEE	
Executive Mayor	Ald Jeremy Fasser
Deputy Mayor	Cllr Mynard Slabbert
Infrastructure	Cllr Reginald Pheiffer
Planning, LED and Tourism	Cllr Tamryn Kumm
Corporate Services	Cllr Lwando Nkamisa
Community Development and Protection Services	Cllr Stephanie Heneke (new MMC)
Human Settlements	Cllr Rozette du Toit
Rural Management	Cllr Charles Manuel
Financial Services	Cllr John Cornelius Anthony
Sport, Youth and Culture	Cllr Ndipiwe Olayi
Parks, Open Spaces and Environment	Cllr James Williams

Please ensure the relevant information is compiled in terms of the changing of the section 80 Portfolio Chairpersons, as well as the configuration of MPAC.



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My office will ensure the incumbents receive their letter of appointment, and this will be provided to HR and your office for record purposes.

Your co-operation will be appreciated.

Kind regards,

Ald JS Fasser
EXECUTIVE MAYOR

Date: 2025-07-22

APPENDIX 2

<u>FINANCIAL SERVICES</u> 1) JC Anthony (DA) 2) W.Petersen (DA) 3) J.Serdyn (DA) 4) A.Tomose (ANC) 5) G.Petersen (GOOD)	<u>INFRASTRUCTURE SERVICES</u> 1) R.Pheiffer (DA) 2) R. Van Rooyen (DA) 3) N.Mcombring (DA) 4) N.Ntsunguzi (ANC) 5) Z.Ndalasi (EFF)	<u>PLANNING, LED AND TOURISM</u> 1) T.Kumm (DA) 2) A.Ferns (DA) 3) R. Van Rooyen (DA) 4) M.Danana (ANC) 5) G. Petersen (GOOD)	<u>COMMUNITY & PROTECTION SERVICES</u> 1) S.Heneke (DA) 2) N.Mcombring (DA) 3) Z.Olayi (DA) 4) A.Tomose (ANC) 5) N.Mkhontwana (EFF)
<u>SPORT, YOUTH & CULTURE</u> 1) N.Olayi (DA) 2) R. van Rooyen (DA) 3) N.Mcombring (DA) 4) R.Hendrikse (GOOD) 5) J.Andrews (PA)	<u>RURAL MANAGEMENT AND ENVIRONMENT</u> 1) C.Manuel (DA) 2) J.Joon (DA) 3) R.Adams (DA) 4) J.Davids (ANC)	<u>CORPORATE SERVICES</u> 1) L.Nkamisa (DA) 2) I.De Taillefer (DA) 3) J.Serdyn (DA) 4) M.Rataza (ANC) 5) JC.Macfarlane (FF+)	<u>HUMAN SETTLEMENT</u> 1) R.Du Toit (DA) 2) E.Vermeulen (DA) 3) X.Mdemka (DA) 4) E.Masimini (ANC) 5) M.van Stade (GOOD)
<u>PARKS AND OPEN SPACES</u> 1) J. Williams (DA) 2) E. Vermeulen (DA) 3) I. De Taillefer (DA) 4) M.Nkopane (ANC)			<u>MPAC</u> 1) A.Hanekom (DA) * 2) S.Schäfer (DA) 3) E.Groenewald (DA) * 4) R.Cupido (DA) * 5) W.Pietersen (PDM) (Chair) 6) N.Gugushe (ANC) 7) O.Jooste (ACDP)

Approved by Executive Mayor:

Date: 05 August 2025

2025/08/05

Received by the office of the Speaker:

Date: 05 August 2025

2025/8/05

APPENDIX 3

TERMS OF REFERENCE SECTION 80 COMMITTEES

PROTECTION SERVICES AND COMMUNITY DEVELOPMENT COMMITTEE

The terms of reference and functions of this committee is to advise the Executive Mayor on the formulation, implementation and monitoring of policies when requested to by the Executive Mayor, in the following functional areas:

PROTECTION SERVICES

- Emergency Services Function which includes -
 - Disaster management
 - Firefighting services
 - Veld fires
- Law Enforcement which includes –
 - The policing of municipal by-laws and regulations
 - Security Services
 - Land Invasions
 - Facilitation of neighbourhood watches
 - Community police forums
 - Regulation of gatherings
 - Control of undertakings that sell liquor to the public
 - Control of Nuisances
 - Pounds
- Traffic and Parking which include –
 - Traffic management
 - Traffic policing
 - Traffic licensing
 - Testing of vehicles
 - Parking Management (off street)

COMMUNITY DEVELOPMENT

6 Vulnerable Groups

1. Children: ECD's and Children programmes 0-6.
2. Youth: JTC, Youth Skills Development, Job Readiness, Life Skills and Awareness Programmes, Drama Festival (DCAS)
3. Gender: Gender Based Violence and Femicide, Fatherhood Programmes, Awareness Programmes; Health Promotion
4. Elderly: Elderly Club Development, Golden Games, Awareness and Information Programmes
5. Persons with Disabilities: Awareness and Information Programmes, Universal Access Promotion
6. Persons living on the Street: Promotion of Give Responsibly, Awareness and Information Programmes, Health Promotion, Community Education

Network: Participation and Development

1. Stellenbosch Civil Advocacy Network
2. Elderly Forum
3. Stellenbosch Disability Network
4. Stellenbosch Homelessness Forum
5. ECD Forums
6. GBV Champions
7. Community Safety Forum: Social Cohesion Cluster
8. Local Drug Action Committee

Other Programmes

1. Distribution of Social Relief of Distress for persons affected by disaster incidences
2. Grant in Aid: Application and Monitoring process
3. Other spheres of government: Thusong Programme, Community Development Worker Programme

8.2	APPOINTMENT OF REPRESENTATIVES TO SALGA PROVINCIAL WORKING GROUPS – WESTERN CAPE
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

Special Council Meeting 8 August 2025

1. SUBJECT: APPOINTMENT OF REPRESENTATIVES TO SALGA PROVINCIAL WORKING GROUPS – WESTERN CAPE**2. PURPOSE**

For Council to appoint representatives and secondi to serve on the various SALGA Provincial Working Groups.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Following the appointment of a new Mayoral Committee on 22 July 2025, as well new councillors appointed to Council, it is imperative that Council must review the nominated representatives to serve on the various SALGA provincial working groups.

The following are the SALGA Working Groups on which a nominated councillor from Stellenbosch Municipality must serve:

SALGA Provincial Working Groups	
1	Municipal Capability and Institutional Resilience
2	Community Development and Security
3	Governance and Intergovernmental Relations
4	Economic Development and Job Creation
5	Electricity and Energy, and Public Works
6	Water and Sanitation
7	Human Settlements and Urban Agenda
8	Health
9	Emergency Services and Disaster Management
10	Municipal Finance and Fiscal policy
11	Municipal Digital Solutions
12	Public transport and Roads
13	Environmental Management and Climate Resilience
14	Development Planning and Rural Development

5. RECOMMENDATION

that Council approves the appointment of the following councillors and secondi to serve on the respective SALGA Provincial Working groups:

SALGA Provincial Working Groups		Councillor and Secundi (in brackets)
1	Municipal Capability and Institutional Resilience	Ald J Fasser (Cllr P Crawley)
2	Community Development and Security	Cllr S Heneke (Cllr Z Olayli)
3	Governance and Intergovernmental Relations	Cllr Q Smit (Cllr L Nkamisa)
4	Economic Development and Job Creation	Cllr T Kumm (Cllr R Van Rooyen)
5	Electricity and Energy, and Public Works	Cllr R Pheiffer (Cllr R van Rooyen)
6	Water and Sanitation	Cllr R Pheiffer (Cllr R van Rooyen)
7	Human Settlements and Urban Agenda	Cllr R du Toit (Cllr E Vermeulen)
8	Health	Cllr X Mdemka (Ald J Serdyn)
9	Emergency Services and Disaster Management	Cllr S Heneke (Cllr Z Olayi)
10	Municipal Finance and Fiscal policy	Ald JC Anthony (Cllr W Petersen)
11	Municipal Digital Solutions	Cllr L Nkamisa (Cllr I De Taieffer)
12	Public transport and Roads	Cllr R Pheiffer (Cllr R van Rooyen)
13	Environmental Management and Climate Resilience	Cllr C Manuel (Cllr R Adams)
14	Development Planning and Rural Development	Cllr T Kumm (Cllr C Manuel)

6. DISCUSSION / CONTENTS**6.1 Background**

Council elected a new Executive Mayor on 29 November 2024, after the resignation of the previous Mayor. After his election as new Executive Mayor, Cllr JS Fasser also announced a new mayoral committee. The new Mayoral Committee brings about changes to the representation of Stellenbosch councillors on the SALGA Provincial Working Groups.

6.2 Discussion

The Executive Mayor on 22 July 2025, after the death of Cllr Kalipa re- establish the mayoral Committee. Section 60 of the Structures Act allows the Executive Mayor to appoint a mayoral committee from amongst the councillors to assist the Executive Mayor.

The Executive Mayor appointed a new Mayoral Committee from 22 July 2025. The appointment of the new Mayoral Committee, as well as a number of new councillors appointed to Council necessitates the amendment of the list of councillors and secondi to the respective SALGA Provincial Working groups.

6.3 Financial Implications

Subsistence and travel costs to meetings are paid by SALGA.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management:

None requested

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal</i>
CONTACT NUMBERS	021 8088025
E-MAIL ADDRESS	Geraldine.mettler@ Stellenbosch.gov.za
REPORT DATE	5 August 2025

8.3	ADJUSTMENT OF MOTOR VEHICLE ALLOWANCE SCHEME TO EMPLOYEES ON TASK LEVEL 15 AND HIGHER
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Collaborator No:

IDP KPA Ref No: Good governance

Meeting Date: Special Council Meeting 8 August 2025

1. SUBJECT: ADJUSTMENT OF MOTOR VEHICLE ALLOWANCE SCHEME TO EMPLOYEES ON TASK LEVEL 15 AND HIGHER

2. PURPOSE

To request Council to approve the adjustment of the car allowances paid to permanent employees from Task Level 15 and higher.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Council currently provides a car allowance to certain permanent employees who are on a T15 and higher TASK grade, as well as those who were receiving an allowance under the old post levels 1-4 of the Van Der Merwe job gradings. Since 1 July 2013, the Council has adopted the SALGA-approved TASK Job Evaluation System.

With the acceptance of the new organogram on 25 October 2017, reviewed in 2019, and the implementation of the structure, it has become necessary to adjust the policies regarding car allowances. Consequently, the Motor Vehicle Allowance Scheme was approved at the Council meeting on 28 November 2018, and car allowances were paid to employees on a T15 and higher TASK grade. However, these car allowances have not been adjusted since the Council decision, and a request is being submitted to Council to adjust the car allowance approved for employees on T15 and above.

5. RECOMMENDATION

that the revised Motor Vehicle Allowance Policy, attached as **ANNEXURE A**, be approved.

6. DISCUSSION / BACKGROUND

6.1 Background

Council currently pay some permanent employees a car allowance as part of their perks. This applies to employees who used to be on the post levels 1-4 under the old Van Der Merwe job gradings. Since 01 July 2013 Council has accepted the SALGA approved TASK Job Evaluation system and although no official comparison was done between the old van der Merwe level 1 – 4 posts and the T14 and higher TASK gradings, the employees retained their allowances as contractual to incumbent. With the acceptance of the new organogram on 25 October 2017 and 25 February 2019 the implementation of the organogram it has become necessary to also adjust the policies dealing with the car allowance.

During Feb/March 2025, IMATU enquired from the Municipality as to when the car allowance will be adjusted with the required stipulation of the policy as these allowances have not been adjusted since the implementation of the policy in 2018. Furthermore, IMATU referred to clause 3.3 of the Motor Vehicle Allowance Scheme that was approved by Council on the 28th of November 2018 and which states that:

"The allowance will be increased annually with effect from 01 July 2019 in accordance with a determination in the budget process".

The are sufficient budget for the proposed increase in the 2025/2026 financial year.

6.2 Discussion

In order to attract skills and qualified employees in the more senior positions the administration needs to use additional benefits, such as a car allowance to attract the best possible candidates for vacant jobs. Investigations at nearby and comparative municipalities have revealed that a car allowance is one of the benefits offered to employees on TASK levels 15 and above.

As Council wants to attract the best possible candidates for the positions it is essential that we offer applicants for jobs comparable benefits with neighbouring municipalities as we compete with them for the best candidate.

6.3 Financial Implications

Sufficient budget are available in the 2025/2026 financial year.

6.4 Legal Implications

Employees who currently receive an allowance and whose posts fall within the mentioned post grades are entitled to receive such increases as part of their conditions of service stipulations.

The Vehicle Car Allowance is benefit that can be negotiated at a municipal level.

6.5 Staff Implications

Only affects that staff who receives the motor vehicle scheme allowance.

6.6 Previous / Relevant Council Resolutions:

The previous Council decision was taken on the 28th of November 2018.

6.7 Risk Implications

Currently there are no risk implications.

6.8 Comments from Senior Management:

Senior Management supports the recommendation that the car allowances be adjusted in line with the provisions of the applicable policy and the available budget.

APPENDIX

Appendix A - Revised Motor Vehicle Allowance Policy

FOR FURTHER DETAILS CONTACT:

Name	Kevin Carolus
Position	021 808 8528
Directorate	Kevin.Carolus@ Stellenbosch.gov.za
Contact Numbers	Financial Services
E-mail Address	03 July 2025
Report Date	

APPENDIX A



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STELLENBOSCH MUNICIPALITY **MOTOR VEHICLE ALLOWANCE SCHEME**

1. BACKGROUND:

Stellenbosch Municipality has a Vehicle Allowance Scheme in place for employees who was appointed on level 0-4 (van der Merwe evaluation system). To be able to implement that scheme the post levels will have to be re-aligned. There are also a lot of questions about T-grades allocated to post on the old structure and the basis on which it was done. Council also approved a new organisational structure on 25 October 2017. For all these reasons it was decided not to continue and revise the old policy, but rather compile a new policy applicable to post on the new structure and after a proper evaluation has been done of the posts.

It is custom in most municipalities and private companies to pay senior employees a motor vehicle allowance as part of the perks of the position they occupy. These employees are required to use their own vehicles for work and work related purposes and when receiving a motor vehicle allowance may not use company vehicles for work or work related purposes. Should an employee uses a company vehicle without prior approval from the Municipal Manager disciplinary action may be taken against such employee.

There is also an Essential Use Car Scheme in place. The Essential User Car Scheme is available to all employees who must use their private vehicles for work purposes and is then compensated for the use of their own vehicles through an allowance. It is not linked to a specific grading, but to a specific post and the functions of the post. The Essential User Car scheme is currently under revision at the Western Cape branch of the SALGBC.

2. **DEFINITIONS:**

“Long terms contract” is a contract longer than 12 months or linked to a project of which the duration will be longer than 12 months.

3. **VEHICLE ALLOWANCE SCHEME:**

The following motor vehicle scheme is hereby proposed to replace the existing scheme from the 1 day of the month following approval by Council.

3.1 To qualify for the allowance an employee/post must adhere to the following criteria:

3.1.1. Be permanently employed by Stellenbosch Municipality or appointed on a long term contract of which the terms and conditions of the contract specifically indicated the application of the scheme;

3.1.2. Be appointed on one of the Post Levels indicated below;

3.1.3 The post the employee is appointed in must be on the approved structure of 25 October 2017 and February 2019 or a later revision thereof;

3.1.4 ~~The post must have been evaluated in terms of the new structure and the outcome of the evaluation confirmed by the TASK audit committee;~~

3.1.5 The employee must be in possession of a valid driver's license;

3.1.6 The vehicle must be registered in his/her name. The employee must inform the employer of any change in ownership of such vehicle or the purchasing of any new vehicle attached to this allowance. If an employee has more than one vehicle registered in his/her name the employee must elect one of the vehicles as the vehicle for purposes of this policy.

3.1.7 The vehicle must be available for work purposes at all times.

3.1.8 A non-pensionable vehicle allowance based on the post level of the employee will be payable on a monthly basis:

TASK grade 15	=	R 11 000.00	R 11 561.00
TASK grade 16	=	R 12 000.00	R 12 612.00
TASK grade 17	=	R 14 000.00	R 14 714.00
TASK grade 18	=	R 15 000.00	R 15 765.00
TASK grade 19 and higher	=	R 16 000.00	R 16 816.00

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3..2 This fixed non-pensionable / transport allowance may be structured annually, either before the last working day of February, in a tax friendly manner on an individual basis, based on an incumbent's personal needs in accordance with the options set out here under:

- (a) Option 1: 100% taxable non-pensionable transport allowance;
- (b) Option 2: 80 % taxable non-pensionable transport allowance;

3.3. ~~The allowance will be increased annually with effect from 1 July 2019 in accordance with a determination in the budget process. The vehicle allowances under 3.1.8 will increase annually on 1 July, starting from 1 July 2026, based on the average Consumer Price Index (CPI) for the previous 12-month period from April to March.~~

~~3.3.3.4.~~ The publications of Statistics South Africa shall be used to determine the average CPI in terms of clause 3.3 above.

~~3.4.3.5.~~ In addition to the allowance provided for in this Scheme, incumbents may submit *ad hoc* claims on an ad-hoc basis in respect of officially approved journeys undertaken in their private motor vehicles for purposes of performing official duties outside the current municipal boundaries which journeys exceed 250 km (return). The reimbursement of *ad hoc* claims will be calculated in accordance with the running cost tariffs of the AA on submission of a memorandum approved by the Director of –the Directorate within which the employee is employed or the Municipal Manager.

~~3.5.3.6.~~ Irrespective of the tax option chosen, the employees shall be obliged to use his / her private motor vehicle in respect of which he / she receives the allowance every day for transport to and from his / her place of work and shall at all reasonable times during working hours have the said motor vehicle available for official journeys. The employee will not be entitled to use a municipal-/pool vehicle unless specifically approved by the Municipal Manager. An employee who receives a car allowance may not instruct an employee driving a council vehicle to pick them up and drive them somewhere without prior approval by the Municipal Manager. Trips to and from home to the workplace is not deemed as official kilometers.

4. TRANSITIONAL ARRANGEMENTS:

- 4.1 Employees who currently receive a transport allowance under the current 0-4 van der Merwe scheme will continue with that allowance until the post they occupy in the 25 October 2017 Organogram or later version thereof is evaluated and the evaluation falls within the criteria indicated above.
- 4.2 Employees who currently receive an allowance and whose posts do not grade

within the parameters set out above will retain the current allowance until the employee is appointed in another position or leaves the employment of the

municipality for whatever reason. No adjustment will however be made to the amount the employee currently receives.

- 4.3 Employees who currently receive a transport allowance higher than the allowance allocated to the TASK grade of their posts (after evaluation) will retain such allowance personal to incumbent. However no increases will apply to the allowance in terms of clause 4 above until such time that the current allowance equals the allowance provided for on the employee's TASK grade above.

~~4.4 All employees' posts must be re-evaluated based on the new organogram and the provisions of this scheme will then apply to the employees from the 1st day of the month following the confirmation of the evaluation results starting with the 1st day of the month following the date of implementation of the policy.~~

- ~~4.5~~4.4 Employees who currently receive an allowance lower than the T-graded post must be adjusted to the correct allowance on the first day of the month following the confirmation of the evaluation of the post

~~4.6~~4.5 Employees whose posts grade at a T15 and higher who has not received a car allowance before should be adjusted in accordance with the TASK grade of their post on the first day of the month ~~following the confirmation of the evaluation.~~

- ~~4.7~~4.6 The packages of TCOE employees must take the allowance into account where applicable and is not additional to the TCOE.

REPEAL OF PREVIOUS POLICIES:

This policy replaces previous policies on travel allowances. Implementation date:

Council Approved on:

9.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

***THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER,
CLLR Q SMIT AND HE AGREES WITH THE CONTENT.***