

CODE OF GOOD PRACTICE

POLICY: USE OF COUNCIL FACILITIES ETC. BY COUNCILLORS

In formulating this policy the Council places on record that all Councillors and office bearers receive the allowances determined from time to time in terms of the Remuneration of Public Office Bearers Act, 1998. The Council further places on record that accommodation has been allocated to the Mayor and the Speaker.

A. Cell Phones and Fixed Line Telephones

1. Each Councillor shall ensure that he/she can be contacted by telephone or cell phone and shall ensure that same is available;
2. No calls made from cell phones or fixed line telephones by any Councillor shall be paid for or refunded by the Council;
3. Council shall make no cell phones available to any Councillor but, in order to facilitate contracts, the Finance Department will upon request provide stop order facilities for contract cell phone accounts for Councillors;
4. Private calls made by Councillors from any municipal telephone will on a monthly basis be deducted from the allowance of the relevant Councillor/s;
5. Due to the nature of the Mayor's duties, the Mayor's official calls from his office shall be charged to Council.

B. Travelling

1. No Councillor may utilize any municipal vehicle for traveling within the boundaries of KZ241, except in cases where the Municipal Manager approves of such cases;
2. The use within the municipal area of the Mayoral Vehicle (or vehicle designated as Mayoral Vehicle) is restricted to the Mayor or person representing the Mayor only for attending functions/events to which the Mayor has been formally invited;
3. No passengers, other than the spouse of the Mayor or his/her aide or bodyguard for Mayoral functions and purposes, Councillors or Municipal Officials may be transported in the vehicle, referred to in B2 above, provided that the Municipal Manager may approve exceptions to this rule;
4. The logbook for the Mayoral vehicle, comprehensively completed shall be handed to the responsible officer for checking and signature, on the last working day of each month;
5. The use of any municipal vehicle by any Councillor to any destination outside the boundary of KZ241 is subject to prior approval by the Municipal Manager and in addition to any conditions which may be imposed by the Municipal Manager, items 3 and 4 hereof shall apply.

C. Personal Facilities

No Councillor may use any municipal facilities except in cases where the Municipal Manager has approved such use, except the use of offices by the Mayor and Speaker (these to be used for interviews, office routine such as signing of documents, etc.).