



# **TOOLS OF TRADE POLICY**

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## **1. INTRODUCTION.**

1.1 Dr J.S Moroka Local Municipality continuously endeavours to achieve best practice policies and procedures in its administration and operations. In order to enable and enhance the productivity of the municipality's strategic business units it is critical to make use of sound and latest means of communication technology. It is on this premise that municipal political office-bearers should have access to the tools of trade to enhance productivity.

## **2. PURPOSE OF THIS POLICY.**

2.1 The purpose of this policy is:

- 2.1.1.1 To develop a means or framework for the allocation, management and control of tools of trade issued to councillors.
- 2.1.1.2 To provide for replacement of a system of manual operations to electronic communication system to enhance production.
- 2.1.1.3 To enable political office bearers to focus on its core responsibility of providing services to its jurisdictional citizens.

## **3. APPLICABLE LEGISLATION**

- 3.1 The Remuneration of Public Office Bearers Act, 1998.
- 3.2 Government Gazette no. 38608 on Determination of upper limits of salaries, allowances and benefits for members of municipal councils.
- 3.3 Municipal Finance Management Act, Act 56 of 2003.
- 3.4 Constitution of Republic of South Africa, Act 108 of 1996.

## **4. SCOPE OF APPLICATION.**

4.1 The policy is applicable to all councillors of DR J.S Moroka Local Municipality.

## **5. CONDITIONS FOR PROVISION OF TOOLS OF TRADE**

- 5.1 Municipal council must take into account accessibility; affordability and cost control, equity, flexibility, simplicity, transparency, accountability and value of tools of trade before they can be issued to councilors.
- 5.2 That councillors be provided with the tools of trade as specified in Government Notice no. 10400 Determination of upper limits of salaries, allowances and benefits for members of municipal councils

- 5.3 That a fixed allowance of R300, 00 per month not be paid to councillors for the use of mobile data cards in view of all councillors being issued with laptops/mobile data combination.
- 5.4 The tools of Trade policy is applicable from the date of issue of any tool/s of trade issued to the councillors/ political office bearers
- 5.5 The method for acquiring the tools of trade for councillors should be through the municipality entering into a contractual agreement with a service provider
- 5.6 Political Office-bearers must ensure that the tools of trade in their possession is accessible for council activities and functions at all times
- 5.7 In the event that the Political Office-bearer or Councillor cease to hold office at Dr J.S Moroka Local Municipality the following conditions must be applicable:
- 5.7.1 The allowance paid in respect of the tool/s of trade if any shall also be discontinued immediately.
- 5.7.2 The political office bearer/ councillor will be given an option to settle the outstanding amount of the tool/s of trade purchased on his/her behalf or to hand it over to the Municipal Manager who will verify as to whether the tool/s is under good working condition or not .If damages are observed the councillor concerned will be liable to pay those damages. If there are no damages the tool/s will be re-issued to the newly elected councillor.
- 5.7.3 In the case where the outgoing councillor decide to settle the outstanding amount of the tool/s of trade issued to him/her the newly elected councillor will be allocated new tool/s of trade similar to other councillors but he/she must ensure that the bill of the tool/s of trade is settled when other councillors tool/s get paid up.

## **6 MAINTENANCE OR LOSS OF TOOL/S OF TRADE ISSUED.**

- 6.1 The repairs and maintenance of any tool/s of trade in the possession of councillors will be for the cost of the councillor and in no way shall Council be held responsible, be it for swim swap, wear and tear or replacement of the gadget thereof; whether lost through theft or under any form of duress.

## **7 INSURANCE.**

- 7.1 Political Office-bearers/ councillors are responsible for insuring any tools of trade in their possession against any theft, loss or damage.

## **8 LIMITS.**

8.1 The limit for the provision of any tool/s of trade will be as prescribed by the regulation. Any deviation to the regulations in terms of provision of any tool/s of trade will be referred to Municipal Council for approval.

## **9 ISSUING, MONITORING, EVALUATION AND CONTROL.**

9.1 Administration and Corporate Services Department must:

9.1.1 Ensure that the tool/s of trade are/is issued to all councillors.

9.1.2 Ensure that all councillors comply with the provisions of this policy.

9.1.3 Evaluate and control the effective utilisation of the tool/s of trade allocated to political office bearers or councillors.

## **10. APPROVAL OF THE POLICY**

10.1 This policy shall become the official policy of the municipality once it is adopted and approved by the Council of Dr J.S Moroka Local Municipality