
ELIAS MOTSOLEDI LOCAL MUNICIPALITY-MASEPALA WA SELEGAE



EMPLOYEE PHYSICAL WELLNESS POLICY

MUNICIPAL COUNCIL RESOLUTION NUMBER

C24/25-74

APPROVED AT THE COUNCIL MEETING OF DATE 26/06/2025

MR
M.D

Contents

Glossary	3
1.PREAMBLE	4
2. PURPOSE OF THE POLICY.....	4
3. SCOPE OF APPLICATION	4
5. LEGISLATIVE FRAMEWORK.....	5
6. POLICY CONTENT	5
6.1.1 VOLUNTARISM.....	5
6.1.2 CONDUCT OF THE PARTICIPANTS.....	5
6.1.3 SERVICE DELIVERY	5
6.2 TRANSPORT, ACCOMODATION AND FOOD	6
6.3. INJURIES AND EMPLOYEES CONDUCT.....	6
7. SPORTING CODES.....	7
8. PARTICIPANTS; MATCHES AND COMPETITIONS	7
9. FINANCIAL MANAGEMENT	8
10. COMMITTEES AND THEIR ROLES.....	8
11. ADMINISTRATION OF THE POLICY.....	9
12. DESIGNATED STRUCTURE/ AUTHORITATIVE BODY	10
13. EFFECTIVE DATE OF IMPLEMENTATION	10
14. POLICY REVIEW.....	10
15. SIGNATORIES	10

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M.D

Glossary

Term	Definition (Aligned with Policy Content)
Employee Physical Wellness	Refers to the state of health, fitness and physical well-being of the municipal employee, supported through participation in structured sport and recreational activities.
Voluntarism	means that employees choose to participate in wellness or sporting activities on their own accord, without any pressure or requirement from their employer.
Activities	Refers to any action, task or event that involve physical participation or engagement
Approved Tournament	Official sporting events like SAIMSA and IMSA, supported by the municipality based on approval and available funds.
Sporting Code	A specific sport recognised by the municipality for participation, including soccer, netball, volleyball, etc.
Employee Assistance Programme (EAP)	A municipal policy framework supporting employees' wellness and responding to physical or mental health issues.
Occupational Health and Safety (OHS)	Policy and procedures to manage injuries and health risks related to employee wellness activities.
Physical Wellness Committee	A pointed committee that organises and monitors wellness activities, including attendance and selection of participants. Full-time and part-time municipal staff of Elias Motsoaledi appointed in terms of Staff Regulation
Employee:	Refers to a sporting event or competition officially authorised by municipality through council approval.
Match	

1.PREAMBLE

Elias Motsoaledi Municipality is committed to the creation of a safe and healthy working environment that is supportive of effective and efficient service delivery, while taking employees personal circumstances, their physical and mental health conditions into account.

2. PURPOSE OF THE POLICY

The purpose of this policy is to provide all employees within the municipality with common guidelines regarding employee physical activities through sports and their participation for improvement of their well-being for them to realize their full potential in delivery of quality service to the service consumers.

It aims to enhance individual health, reduce workplace stress, promote team spirit, and improve overall service delivery. The municipality supports physical wellness as part of its commitment to creating a healthy and productive work environment.

3. SCOPE OF APPLICATION

3.1 The policy shall be applicable to all employees and councillors of the Elias Motsoaledi Local Municipality as defined in Employee Assistance Programme Policy.

3.2 The Municipality shall ensure a healthy and supportive environment for all employees, including physically challenged employees participating in sport at all levels.

4. OBJECTIVES OF THE POLICY

4.1 To promote a healthy lifestyle through sports.

4.2 To promote team spirit and cooperation among employees.

4.3 To promote a friendly and supportive working environment.

4.4 To prevent health hazards that may have impact on work performance.

4.5 To promote interdepartmental relationship.

4.6 To promote public private partnership.

5. LEGISLATIVE FRAMEWORK

The legislative framework from which this policy derives its mandate include the following:

- 5.1 South African Constitution Act 108 of 1996 [Chapter 2 section 27(i)] Right to health care.
- 5.2 White Paper on Sport and recreation, 1998: Sport ought to be harnessed to add value to the workplace, as a large portion of time is spent at work. Sport can contribute to lowering tension, fatigue and general anxiety in the workplace, and increasing productivity.
- 5.3 National Sport and Recreation Act, 1998 (Act No 110 of 1998)
- 5.4 Compensation of Occupational Injuries and Disease Act, 1993 (Act No 130 of 1993)
- 5.5 Municipal Subsistence and Travelling allowance policy
- 5.6 Municipal Transport policy

6. POLICY CONTENT

6.1 POLICY PRINCIPLES

6.1.1 VOLUNTARISM

Employees' participation in any sport and recreation activity shall be on voluntary basis.

6.1.2 CONDUCT OF THE PARTICIPANTS

Participants shall be regarded to be on duty whilst engaged in sport and recreation activities and as such shall conduct themselves (both inside and outside the activity venues) in a manner that supports human worth without bringing the municipality into disrepute.

6.1.3 SERVICE DELIVERY

6.1.2.1 The municipality shall promote healthy lifestyles, physically and mentally healthy employees to promote service delivery and adhere to the Batho Pele principles.

6.1.2.2 Wellness activities shall be provided to support service delivery.

6.1.2.3 There shall always be official(s) manning the office(s) for service delivery not to suffer during sport and recreation activities.

6.2 TRANSPORT, ACCOMODATION AND FOOD

6.2.1 The municipality will be liable for Transportation, accommodation and food for only officially approved tournaments e.g (SAIMSA and IMSA), depending on the financial availability and number of people attending the tournament.

6.2.2 Only appointed municipal driver are allowed to transport participants to approved tournaments

6.2.3 The return transportation from municipality to the venue of practice will be granted by the municipality as per time allocated in clause 8.4

6.2.4 Municipality will not hold accountable for any:

- a) Accident, injury incurred after the allocated time as per clause 8.4.
- b) Transportation of participants to their respective home.
- c) Consequence management will apply to both the driver and participant if found transporting one another beyond the approved time.
- d) Overtime incurred during the physical wellness activities for appointed drivers and employees.
- e) S&T claim as per the HR policy

6.3. INJURIES AND EMPLOYEES CONDUCT

6.3.1 The municipality shall be responsible for any injuries arising from transportation and/or participation in the sports and recreation activities during the time allocated on clause 8.4.

6.3.2 Any injury, death or disability that occurs because of participating in the activities approved matches shall be treated and administered in accordance with the Municipality's Occupational Health & Safety Policy and Employee Assistance Programme Policy.

6.3.3 Participants/employees are obliged to adhere to the municipal code of conduct.

6.3.4 During any employee physical wellness activities, substance abuse such as drugs, alcohol etc. is prohibited; any injury incurred while under the influence of such substances the municipality will not take any accountability.

7. SPORTING CODES

7.1 The sporting codes which the municipality shall recognise are as follows:

- a) Soccer
- b) Netball
- c) Volleyball
- d) Tennis (Lawn tennis)
- e) Pool
- f) Darts
- g) Marathon
- h) Golf
- i) Fishing
- j) Chess

The Municipality may introduce other physical activities where deemed necessary.

8. PARTICIPANTS; MATCHES AND COMPETITIONS

- 8.1 The municipal matches and competitions shall be held with other municipalities, Departments and private sectors to promote interdepartmental relationship and public private partnership.
- 8.2 The municipality shall authorize external matches (e.g SAIMSA,IMSA and requested official matches) on a quarterly basis for all officially approved sporting codes.
- 8.3 The Municipality will affiliate with approved association that the Physical Wellness Committee advice the Council as and when they participate.
- 8.4 The municipality release employees Wednesday on weekly basis at 13h30 –16H30 physical wellness activities day.
- 8.5 All participating employees shall abide by the allocated time.

MR
M.D

- 8.6 Non-employees are not allowed as part of employee physical wellness participants or representatives of the municipality.
- 8.7 Participants are obliged to sign register and remain in attendance for the specified times at the identified venue(s) for physical wellness activities.
- 8.8 Participants who depart from their working stations to attend physical wellness activities but fail to remain in attendance consequence management will apply.

9. **FINANCIAL MANAGEMENT**

- 9.1 The Chief Financial Officer shall dedicate a budget vote for the facilitation and co-ordination of funding of the physical wellness activities in terms of the budgeting process and procedures of Council.
- 9.2 Council shall fund all Districts, Provincials, National and International tournaments of the teams. This shall include transport, accommodation and catering in accordance with Council Policy.
- 9.3 Employee Wellness Programme office will be responsible for implementation of budgeting for all physical wellness activities, inclusive of transport, accommodation & catering and other logistics in conjunction with Physical Wellness Committee.
- 9.4 Fundraising or donations shall only be sought through the permission of the Municipal Manager and declared.

10. **COMMITTEES AND THEIR ROLES**

- 10.1 There shall be a Physical Wellness Committee to oversee and support and supervise physical wellness activities for each code in the municipality.
- 10.2 The Committees may request for donations for physical wellness activities where necessary.

- 10.3 The committees shall ensure that all participants adhere to practise sessions with monitoring through attendance register and the allocated time.
- 10.4 Eligibility for participation in approved external matches (e.g. SAIMSA, IMSA, and officially sanctioned matches upon request) shall be determined based on consistent attendance during the three consecutive months preceding the date of invitation.
- 10.5 Municipal Manager through corporate services director in conjunction with physical wellness committee shall finalise list of attendance of participants in relations to clause 10.3 and 10.4
- 10.6 The committee shall identify or select participants for approved matches and physical wellness activities.
- 10.7 The committee shall be constituted as follows:
- a) Chairperson
 - b) Deputy chairperson
 - c) Secretary
 - d) Deputy secretary
 - e) Treasurer
 - f) One coordinator for each sporting code
 - g) EAP and OHS office (Overseers)
- 10.5 Term of office for committee shall be **five years** starting from the day of election.
- 10.6 Secretary of the committee shall liaise with HR through EAP office for any plans and implementation, therefore.
- 10.7 Two delegates determined by Physical Wellness Committee to attend all preparations meetings as advised by upper structures, such IMSA, SAIMSA .

11.ADMINISTRATION OF THE POLICY

- 11.1 The Office of the Corporate Services and Human Resource Manager will be assigned to administer and enforce the policy. The EAP section will be responsible to monitor the implementation of the policy.

11.2 All Heads of Departments will be delegated to administer the policy in their own section or local offices.

12. DESIGNATED STRUCTURE/ AUTHORITATIVE BODY

12.1 The Council through the office of the Municipal Manager shall have the authority to approve the policy.

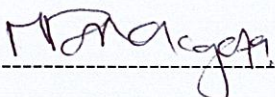
13. EFFECTIVE DATE OF IMPLEMENTATION

13.1 The Policy shall come into operation on the date approved by municipal council of the municipality.

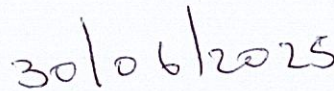
14. POLICY REVIEW

14.1 This Policy shall be reviewed and revised as and when required.

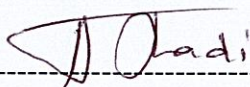
15. SIGNATORIES



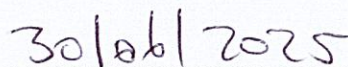
Ms. NR Makgata Pr Tech Eng
Municipal Manager



Date



The Mayor
Cllr. MD Tladi



Date