

Elias Motsoaledi Local Municipality



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Our Ref: 10/1/P
Ons Verw:

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

Enquiries: M Make

01 July 2025

Purpose

The purpose is to seek Council for adoption of the policies reviewed and developed.

Background

In terms of municipal Financial Management Act, 56 of 2003 sec(17) sub sec(3) (e) when an annual Budget is tabled in terms of section 16(2), it must be accompanied by any proposed amendments to the budget related policies of the municipality.

The municipality needs to regulate the working environment and comply with municipal legislations. The Auditor General of South Africa (AGSA) identified internal control gap that the municipality should develop, communicate policies and procedures be approved by council to enable and support the understanding and the execution of internal control objectives, process and responsibilities.

Attached is policies that need review and approved by council.

The following policies are new developed policies(5)

1. Bursary Policy
2. Employee Wellness Policy
3. Experiential Policy
4. Information classification Policy
5. Clean desk and clear screen Policy

The following are reviewed policies and gloss reviewed (9)

1. Cellphone and mobile data allowance policy

Item 8.1 in the policy: check the table

The current policy refers to other employees below divisional managers and is replaced by "Approved employees below line managers"

The row on PA/ secretaries in the old policy is deleted and covered by the above statement.

We added the new row/ column as follows: 'Drivers for political office bearers'

8.2 annual cellphone and data allowance increment is added as a new clause.

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The annual increment of the cell phone and data allowance shall be linked to the SALGBC Salary and Wage Collective Agreement: percentage increase.

2. Transfer and secondment policy

The following are new amendments:

6.1 EMLM may transfer any staff member in the service of the municipality to any equivalent post within the municipality or to any equivalent post in another municipality.

6.2.5. An employee who consents to transfer to an equivalent post in terms of authority, task grade, but of a lower/ lesser condition of service such conditions of the latter post shall apply.

E.g. from 33% car allowance post to 25% car allowance post; from clothing allowance post to a non-clothing allowance post.

3. Overtime and Standby Allowance Policy under clause 9.1

As a control measure over overtime, officials with drivers' licenses are eligible to drive municipal vehicles when embarking on official trips, to avoid being transported by municipal drivers which results in double cost to the municipality. Only on unique circumstances shall the practice of utilizing municipal drivers be permissible to transport officials with drivers' license

4. Draft Car allowance Policy

1.1.4 item 4.a scope and application: the traffic officers are an inclusion to the statement.

- a. This policy applies to employees, senior managers and councillors of the Elias Motsoaledi Local Municipality. It is also applicable to all Traffic Officers in the employ of the municipality.
- b. Incorporation of the car allowance policy and traffic policy done and referred as one policy. Condition of traffic car allowance policy are included.
- c. Policy contents and car allowance qualifying positions and posts

New row is added to the column and as a replacement to the phrase "employees below divisional managers", and the row on PA/ Secretaries is deleted and they are both covered by:

"New post below Middle / Divisional Managers as determined in terms of the post advertisement"

The following is a new clause:

4.1.6 Due to the nature of work of the Traffic Officers, they shall receive a car allowance of thirty-three percent (33%). (NB: the 8% difference between the Traffic officers and other Municipal staff is due to the nature of work of the Traffic Officers.)

5. Political and Support Staff Policy

The following information was not included in the previous policy

1.1 The Drivers and Protective Personnel of political office bearer must be paid an annual non-taxable allowance of R12 000 (Twelve Thousand Rand Only) The annual clothing allowance must be paid in August each year, the driver is at liberty to spread the amount throughout the financial year.

1.2 The Political Support Staff shall receive the inconvenience allowance equal to 20% of the monthly gross salary

1.3 The Political Support Staff shall receive a cellphone allowance of R2000 monthly and airtime to the value of R300 monthly.

1.4 The Political Support staff shall receive a car allowance of 25% of the employees 'basic salary.

6. Travel and Subsistence policy

The following reviewed on the policy

6.1 Employee be approved accommodation for the trip of 500KM return trip. Payable travel single trip of 40KM

7. Data and Information Policy

The Data and Information Backup Policy has been reviewed to enhance data protection, ensure business continuity, and align with current best practices and legal requirements

Key Updates and Enhancements

Backup Frequency:

Critical systems: Daily incremental backups and weekly full backups.

Non-critical systems: Weekly full backups.

Backup Types:

Local backups (on-premises) and remote/offsite/cloud backups are implemented to ensure redundancy.

Retention Period:

Backups are retained for a minimum of 3 years, with longer retention for compliance-critical data (e.g., financial or HR records).

Encryption and Security:

All backup data is encrypted during transit and at rest.

Testing and Verification:

Back-up restorations are tested quarterly to ensure reliability.

Disaster Recovery Alignment:

The Data and Information Backup policy is now fully integrated with the ICT Disaster Recovery and Business Continuity Plans.

8. Server Room Physical and Environmental Policy

Appendix A the Name and Surname part is removed from the list and only Designation remains.

9. Email and internet usage policy

Key Updates and Enhancements
Information Security

Suspicious activities (e.g., phishing or malware) must be reported immediately.

Annexure A the Email and Internet form has been updated to be reviewed by the line manager before ICT can provide a user access.

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COMMUNICATION

Engagement with the Local Labor Forum in two executive meeting is conducted and the policies circulated to all staff for inputs

LEGAL IMPLICATIONS

Labour Relations Act 66 of 1995;

Local Government Municipal Systems Act 32 of 2000;

Employment Equity Act 55 of 1998; and

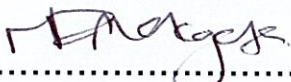
Local Government: Municipal Staff Regulations of 20 September 2021.

Protection of Personal Information Act 04 of 2013

RECOMMENDATION

The management to council to approve the 09 reviewed and 05 new developed policies as listed as follows:-

1. Draft Bursary Policy
2. Draft Employee Wellness Policy
3. Draft Experiential Policy
4. Draft Information classification Policy
5. Draft Clean desk and clear screen Policy
6. Reviewed Cellphone and mobile data allowance policy
7. Reviewed Transfer and secondment policy
8. Reviewed Overtime and Standby Allowance Policy
9. Reviewed Draft Car allowance Policy
10. Reviewed Political and Support Staff Policy
11. Reviewed Travel and Subsistence policy
12. Reviewed Data and Information Policy
13. Reviewed Server Room Physical and Environmental Policy
14. Reviewed Email and internet usage policy



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Ms. NR Makgata Pr Tech Eng.
Municipal Manager