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CERTIFIED COUNCIL RESOLUTION

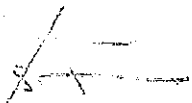
The Council at its Special Council Meeting held on the 30th May 2022 under:

SC 02/05/22 FINAL MTREF BUDGET AND INTEGRATED DEVELOPMENT
PLAN FINANCIAL YEAR 2022/2023 – 2024/2025

RESOLVED AS FOLLOWS:

1. Council approved the Final Budget/Integrated Development Plan as well as the final Medium-Term Revenue and Expenditure (MTREF) Budget for 2022/2023-2024/2025 financial year.
2. Council approved the following budget related policies which were considered in the preparation of the final budget/IDP and are tabled together with the budget/IDP as follows:
 - 2.1. Water and Sanitation Tariff policy
 - 2.2. Indigent policy
 - 2.3. Free Basic Water Policy
 - 2.4. Credit control and debt collection policy
 - 2.5. Investment and cash management policy
 - 2.6. Asset management policy
 - 2.7. Funding and reserves policy
 - 2.8. Supply chain management policy
 - 2.9. Virement policy
 - 2.10. Budget policy
 - 2.11. Blacklisting policy
 - 2.12. Petty cash policy
 - 2.13. Acting policy
 - 2.14. Cost Containment policy
 - 2.15. Secondment policy
 - 2.16. Overtime policy
 - 2.17. Relocation policy
 - 2.18. Service Standards
 - 2.19. Political Support staff policy
 - 2.20. Recruitment Selection and appointment policy
 - 2.21. Subsistence and Travelling allowance policy
 - 2.22. Individual Performance Management and Development System policy

- 2.23. Subsidized Motor Transport Scheme policy
- 2.24. Bursary Policy
- 3. Council resolved that a workshop on policies be arranged for Councillors.



CERTIFIED AS TRUE RESOLUTION
COUNCIL SECRETARY
TSOANE A

03/06/2012
/DATE



SEKHUKHUNE
District Municipality

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SEKHUKHUNE DISTRICT MUNICIPALITY

FINAL ACTING POLICY 2022/2023

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1. PREAMBLE

Council acknowledges that from time to time an employee, due to certain circumstances (such as death, resignation, leave, training/capacity building)) may not be in a position to discharge his/her duties and responsibilities in terms of the contract of employment. Council further recognizes that from time to time there would be a need to appoint another employee to discharge the duties of that particular employee in his/her absence, hence the need to enter into an acting arrangement and acting allowances.

2. PURPOSE

This policy is intended to create a framework for effective administration in the municipality with regard to acting arrangements and it also attempts to establish a set of rules for the consistent interpretation and application of collective agreements and legislation governing on allowance for employees on acting positions.

3. OBJECTIVES OF THE POLICY

- 3.1 To ensure that the efficiency of the Council is maintained during the absence of the incumbent.
- 3.2 To promote on-the-job experience and exposure to other employees.
- 3.3 To provide a policy guideline for the handling of acting arrangements in various positions within the Council.
- 3.4 To provide a policy guideline within which acting arrangements can occur.

4. SCOPE OF APPLICATION

The policy is applicable to all employees of Sekhukhune District Municipality who are appointed in terms of the Municipal Systems Act and who fall within the scope of the Local Government Bargaining Council.

5. ACRONYMS

“HOD” Refers to Head of Department

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“HR” Refers to Human Resource

“IMATU” Refers to Independent Municipal and Allied Trade Union

“SALGBC” Refers to South African Local Government Bargaining Council

“SAMWU” Refers to the South African Municipal Workers Union

6. DEFINITIONS

“**Acting Allowance**” shall refer to payment made in respect of the employee appointed to perform duties and responsibilities in a higher position than his for a period of not less than ten (10) conservative working days

“**Acting**” refers to where an employee, by written approval of the Council or Municipal Manager is appointed to act in a higher position than his/hers.

“**Council**” means the Sekhukhune District Municipality Council.

“**Employee**” shall refer to the member of staff of the Sekhukhune District Municipality

“**Municipal Manager**” shall refer to the accounting officer of Sekhukhune District Municipality.

“**Municipality**” shall refer to the Sekhukhune District Municipality

7. LEGISLATIVE FRAMEWORK

7.1 Constitution of the Republic of South Africa Act 108 of 1996

7.2 South African Local Government Bargaining Council Collective Agreements(SALGBC)

7.3 Labour Relations Act 66 of 1995

7.4 . Municipal Financial Management Act 56 of 2003

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7.5 Local Government Municipal Systems Act no 32 of 2000

7.6 Basic Condition of Employment Act 75 of 1997

8. ADMINISTRATION OF THE POLICY

The Director: Corporate Services is responsible for the implementation of this policy.

9 POLICY PRINCIPLES

9.1 When an employee is required by written approval of the Municipal Manager to act in a more senior post for not less than ten (10) consecutive working days, an acting allowance at an annual rate equal to the difference between an employee's salary and the commencing notch of the salary scale of the post in which he acts, shall be paid to such employee in addition to his salary in respect of the period in which he acts.

9.2 When an employee acts in a higher post, such employee shall accept full duties and responsibilities of the higher position in addition to the full duties and responsibilities of his/her normal position.

9.3 Any interruption of less than ten (10) working days in total shall be deemed to form part of the acting period if occasioned by any of the following circumstances:

- (i) Illness supported by a medical certificate
- (ii) Family bereavement; and
- (iii) Attendance at Court as a witness, if subpoenaed, shall be regarded as continuous period of acting provided that no acting allowance will be paid for the period of absence.

9.4 Only employees in the next line of supervision may act in higher positions, except where none of the "next-in-line" of supervision is available, then acting may be delegated to a following incumbent within the line of supervision and the employee should have relevant qualifications and skills towards the position to act on.

9.5 Acting in a higher position does not leave the employee's normally appointed position vacant, and therefore no "ladder effect" may happen where acting allowance is paid to a second and /third employee.

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- 9.6 The period in which an employee acts in a higher position should not exceed three (3) calendar months. The MM or delegate may extend the period for a further period of three months if there is justifiable reason to do so. Any further extension shall not exceed a period of nine (9) months.
- 9.7. The performance of a staff member appointed to act in a post must be assessed in terms of the Individual Performance Policy.
- 9.8 Acting allowance will be paid at least on the starting or minimum notch of the position in which the employee is acting. In the case where the starting or minimum notch of the position in which the employee is acting, is equal or less than the current notch of the employee, then the employee will receive an acting allowance on the next higher notch of the position in which the employee is acting
- 9.9 Where an employee has to travel (or to travel additionally) due to the employee acting in a higher position, such employee can claim additional kilometres travelled by keeping the necessary log sheets.
- 9.10 An employee has the right to decline to act (or refuse to continue to act) on submission of reasons.
- 9.11 Vacant posts where there is an acting incumbent, on a Municipality's permanent staff establishment should be filled within six (6) months unless there is a compelling reason not to do so.
- 9.12 Unless operational requirements dictate otherwise, acting appointments should be confined to employees reporting directly to the applicable acting position.
- 9.13 An employee holding a transport allowance bearing post, acting in a higher position, shall also be entitled to running costs for additional travelling involved in the higher position.
- 9.14 An employee holding a non-transport allowance bearing post, acting in a transport allowance bearing position shall be entitled to the transport allowance payable to such post subject to the Municipality's Vehicle Allowance Policy.
- 9.15 When an employee is required to act in a S56 or S57 position for a period not less than ten (10) working days the acting allowance will be calculated as follows:-

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Total remuneration package of Section 56 or 57 Manager x 60% Minus Basic Salary of the acting incumbent.

9.16 Conditions for payment of acting allowances include: The employee has been duly appointed in writing by the Municipal Manager or his delegate to act.

9.17 The acting allowance is non-pensionable.

9.18 The fact that an employee has been appointed to an acting capacity does not create a right or a legitimate expectation to be appointed when the vacant post is advertised.

9.19 The acting employees' performance should be closely monitored through ongoing appraisals.

9.20 Any deviation to the policy must be done in writing and reasons be duly recorded and approved by Council or Municipal Manager.

10. **DEFAULT**

Non-compliance with the policy shall constitute violation of the policy and shall be treated in terms of the disciplinary code and procedure of Sekhukhune District Municipality

11. **EFFECTIVE DATE**

This policy shall come in to effect upon the date of approval by Council

12. **REVIEW OF THE POLICY**

The policy shall be reviewed annually and as and when necessary

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11. POLICY APPROVAL

Approved by Council on this _____ day of _____ 2022



Cllr Chego D.K

13/06/2022
Date

Cllr Mathebe J.L
Executive Mayor

Date

D.K