

Private Bag 35611
Grahamstad
6170
1 West Street
Grahamstad 6170
Tel: 011 352 7300
Fax: 011 352 3638
e-Mail: sek@cityofgrahamstad.co.za

CERTIFIED COUNCIL RESOLUTION

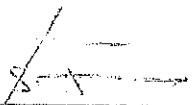
The Council at its Special Council Meeting held on the 30th May 2022 under:

30 02/06/22 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

03/06/2022
/DATE



SEKHUKHUNE
District Municipality

Private Bag X8611, Groblersdal 0470, 3 West Street Groblersdal 0470
Tel: (013) 262 7300, Fax: (013) 262 3688
E-Mail: sekinfo@sekukhune.co.za

SEKHUKHUNE DISTRICT MUNICIPALITY

FINAL POLITICAL SUPPORT STAFF POLICY 2022/23

Definitions

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Sekhukhune District Municipality	Will mean Sekhukhune District Municipality, a Category C Municipality who has been established in terms of S151 of the Constitution of the South Africa.
Executive Mayor	Means a councillor of Sekhukhune District Municipality duly elected as the Executive Mayor in terms of Section 54 (1) of the Local Government: Municipal Structures Act 117 of 1998.
Office of the Executive Mayor	Office of the Executive Mayor in the context of the Policy will be the Office established for the purpose of assisting the Executive Mayor of Sekhukhune District Municipality to execute his/her as appointed/elected by the Council of Sekhukhune District Municipality. The office of the Executive Mayor includes and limited to the Executive Mayor and all the staff appointed to assist the Executive Mayor to execute his/her responsibilities.
Speaker	Means a councillor duly elected as the Speaker of Council in terms of Section 36 (1) of the Local Government: Municipal Structure Act 117 of 1998.
Office of the Speaker	Office of the Speaker in context of the Policy means, the office established for the purpose of assisting the elected Speaker of Council for Sekhukhune District Municipality to execute his/her duties. The office includes all the staff appointed to serve and assist the Speaker o execute his/her responsibilities.
Executive Mayor`s Driver	Executive Mayor`s Driver means a competent employee appointed by Sekhukhune District Municipality as the official driver of the Executive Mayor.
Executive Mayor`s Protective Personnel	Executive Mayor`s Protective Personnel means competent employees duly appointed by Sekhukhune District Municipality as the personal protectors of the elected Executive Mayor of Sekhukhune District Municipality.
Chief whip of council	Chief whip of Council means a council duly elected by the Council of Sekhukhune District Municipality as the Chief whip of Council in terms of the Municipal Structures Act.
Chief whip`s Support Staff	Chief whip`s Support Staff means any person appointed by Sekhukhune District Municipality in line with the Recruitment Policy as an official in the Chief whip offices.

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1. Background

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The Sekhukhune District Municipality established in terms of Local Government: Municipal Structure Act 117 of 1998 has the political and administrative components. The political component constitutes the office of the Executive Mayor, Speaker, Chief whip, Council Committees, MPAC and Portfolio Committees. The Administrative component constitutes the office of the Municipal Manager, who is the Accounting Officer and Senior Manager reporting directly to the Municipal Manager. Sekhukhune District Municipality has an approved organisational structure that is aligned to both the political and the administrative components. The Municipal Manager is responsible for ensuring that the political component is supported through the allocation of resources and the appointment of support staff. The Political Support Staff Policy Provides for the political office bearers to have the necessary support to execute their duties.

2. Aim of the Political Support Staff Policy

The Aim of the Political Support Staff Policy is to ensure that the staff appointed to support the Political Office bearer, that is, the Office of the Executive Mayor, Office of the Speaker and Office of the Chief whip are provided with the operational resources to execute their activities.

3. Scope of the Political Support Staff Policy

The Policy will be applicable to all Sekhukhune District Municipality employees appointed to support the Political Office Bearers, that is, Office of the Executive Mayor, Office of the Speaker and Office of the Chief whip.

4. Nature of Work for Political Support Staff at Sekhukhune District Municipality

Sekhukhune District Municipality appoints officials to support the office of the political office bearer. The officials are appointed to provide office support in a form of administrative work, chauffer services and protocol services. The political support officials are located in the office of the Director: Corporate Services.

5. Working Hours for Political Support Staff

- a. Political Support Staff are appointed to work normal hours like any other official. However, the nature of political office bearers requires the Political Support Staff to work irregular hours that are outside the normal hours.
- b. Political Support Staff must be compensated for the hours that they work outside their normal hours. The compensation should be capped and calculated to ensure that the norm of overtime is adhere to.
- c. Political Support Staff is always on standby, they are called as and when the political office bearer has an engagement, planned or unplanned engagement. A

reasonable standby allowance (fixed amount of remuneration) should be paid monthly as a standby allowance.

6. Professional Outlook

- a. Political Support Staff must be professionally dressed and need to project a professional image befitting to the office of the political bearer that they are supporting.
- b. Political Support Staff must be dress tastefully and neatly and must be specifically wear clothing of a high standard and respectability.
- c. Political Support Staff may not wear casual items of clothing such as denim jeans, beach pants, T-shirts with slogan that are suitable for sport events, sport shorts, canvas shoes, running shoes, tekkies, slippers or informal hiking shoes while in official duty.
- d. The Drivers and Protective Personnel of political office bearer must be paid an annual clothing tax free allowance of R15 000 (Fifteen Thousand Rands Only). The annual clothing allowance must be paid from the employee budget and shall be paid in August each year, that is, one month after the start of municipal financial year.
- e. The annual clothing allowance of R15 000, will be reviewed every three (3) years and due considerations of the municipality budgetary implications and affordability will be considered during the review.
- f. The clothing allowance shall not be extended to administrative support staff of the political office bearer.
- g. Any Political Support Staff, Driver or protective employee who vacates his or her position as a political support employee, either by transfer or promotion will no longer qualify to receive the clothing allowance. The allowance is therefore linked to the political office.

7. Provision of Travelling Arrangement

- a. The nature of Political Support Staff requires them to travel excessively and sometimes to use their private vehicles, if there`s no official vehicle allocated to them, to execute their duties.

- b. Political Support Staff is permitted to use their vehicle to execute their duties in instances where it is not possible to use municipal provided vehicles.
- c. Sekhukhune District Municipality's Travel Allowance Policy makes provision for municipal employees in instances where the municipality is unable to provide the employee with a vehicle to execute their responsibility to use their own mode of transport. Employees who use their own vehicles to execute council duties must get approval from the Municipal Manager and they must keep a logbook as enshrined in the Transport Policy.
- d. Political Support Staff, Drivers and Protective Personnel must participate in the Sekhukhune District Municipality's Travel Allowance Policy. Political Support Staff, Drivers and Protective Personnel must submit logbooks for the trips taken monthly to Director: Corporate Services. Sekhukhune District Municipality's Travel Policy will apply in determining the kilometre rates for travel reimbursements.

8. Review of the Political Support Staff Policy

- a. The Political Support Staff Policy has financial implications for the municipality.
- b. The Political Support Staff Policy will be reviewed annually during the review of the IDP, Budget and all Budget related policies and must be approved by council.
- c. The Political Support Staff Policy will be reviewed by the Corporate Services Directorate and the Budget and Treasury Office.

9. Policy Approval

D.K

Approved by the Council on.....day of.....2022



Cllr Chego D.K

13/06/2022
Date

Cllr Mathebe J.L
Executive Mayor

Date