
7.4 MUNICIPAL STAFF REGULATIONS: REVISED HUMAN RESOURCES POLICIES

File No./s: 4/1/1/1

Responsible Official: G COOK

Directorate: SSS

Portfolio: HR

1. PURPOSE

To obtain Council's approval of the revised Human Resources Policies drafted in accordance with the specifications as contained in the Local Government: Municipal Staff Regulations, No. 890, GG45181 (hereinafter referred to as "*the Regulations*"), as published on 20 September 2021.

2. BACKGROUND

The Regulations were promulgated setting uniform standards for municipal staff systems and procedures for all municipal staff and senior managers and came into operation 1 July 2022.

In terms thereof, municipalities are required to draft revised HR policies and to align their existing HR policies consistent with the specifications as contained in the Regulations.

The following revised HR policies were drafted, workshopped with the LLF on 9 and 16 May 2023.

- Revised Placement Policy (Annexure A)
- Revised Telecommunications Policy (Annexure B)
- Revised Transport Policy (Annexure C)
- Revised Registration of Membership and Dependents Policy (Annexure D)
- Revised Employment Equity Policy (Annexure E)
- Revised Overtime Policy
- Revised Standby Allowance Policy
- Revised Medical Surveillance Policy



3. FINANCIAL IMPLICATIONS

All financial implications as addressed within the individual policies.

4. APPLICABLE LEGISLATION

Local Government: Municipal Staff Regulations, No. 890, GG45181

RECOMMENDATION

That in respect of-

THE MUNICIPAL STAFF REGULATIONS: REVISED HUMAN RESOURCES POLICIES.

Discussed by Council at the Council meeting held on 20 June 2023:

1. That Council approve the above-mentioned revised policies and implementation thereof from 1 July 2023.

Proposed: Ald. W.R. Meiring

Seconded: Cllr J. Pieters

RESOLVED

That in respect of-

THE MUNICIPAL STAFF REGULATIONS: REVISED HUMAN RESOURCES POLICIES.

Discussed by Council at the Council meeting held on 20 June 2023, **resolution number C52/2023:**

1. That Council approves the above-mentioned revised policies and implementation thereof from 1 July 2023.

TO ACTION:

G. COOK



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