



EMALAHLENI FACILITIES MANAGEMENT POLICY

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1. INTRODUCTION

The Emalahleni Local Municipality as the employer of choice and custodian of municipal service delivery to the community must provide its employees with all resources needed to carry out their duties in such a way that they do not compromise on service delivery. Lack of necessary facilities which contribute to efficient and effective work processes can lead to poor staff morale, low levels of productivity and compromise service delivery.

The Emalahleni Local Municipality has the necessary physical infrastructure which is maintained and complies with the Occupational Health and Safety Act of 1993. **The Municipality feels that** Procedures and policy guidelines should be introduced and implemented to ensure that appropriate furniture and equipment is provided to ensure productivity and boost staff morale.

2. PURPOSE

The purpose of this document is To provide for policy guidelines according to which the Municipality shall procure and allocate furniture, equipment and other facilities to employees.

3. MANDATE

The mandate for the policy is derived from the following documents:

- 3.1 The Occupational Health and Safety Act, 1993;
- 3.2 The Municipal Finance Management Act of 2003;
- 3.3 Municipal Systems Act, 2000 amended

4. DEFINITIONS

In this policy, unless the context indicates otherwise:

“Municipality” means the Emalahleni Local Municipality.

“Employee” means a person appointed in terms of the Municipal Systems Act, 2000 as amended; a person appointed on contract to provide a specific service to the Municipality; a person working for the Municipality in terms of an agreement entered into by or on behalf of the Emalahleni Local Municipality; a person who is appointed as an intern by the Municipality and a person appointed by or on the recommendation of

the Mayor as a member of a committee, commission or an institution which is funded by the Emalahleni Local Municipality.

5. POLICY PROVISIONS

5.1 Facsimile and Photocopy Machines

Facsimile and photocopy machines must be allocated to the following offices :

- 5.1.1 Office of the Mayor;
- 5.1.2 Deputy Mayor;
- 5.1.3 Office of the Speaker;
- 5.1.4 Offices of the Members of the Executive Committee;
- 5.1.5 Office of the Municipal Manager;
- 5.1.6 Offices of Directors/ Departmental Heads;

Each Directorate must have a multipurpose photocopier for their photocopying, scanning and printing.

Heavy duty printers/photocopiers will be reserved for the Printing section in the Corporate Services Directorate for printing of Council or Committee agendas and Minutes.

5.2 FURNITURE

In order for the employees of the Emalahleni Local Municipality to perform their duties efficiently, effectively and economically employees they should be allocated with suitable and appropriate of furniture.

To ensure that Emalahleni Local Municipality is one of the first class Organization and an employer of choice, the Executive furniture comprising of the following should be allocated to the Mayor, Deputy Mayor, Speaker, Members of the Executive Committee, Municipal Manager, Members of Executive Senior Management, Special Advisors to the Mayor and Chairpersons of the Committees:-

5.2.1 **Executive Mayor**

One (1) Executive Desk;

Ten (10) Seater Conference Table;

Twelve (12) Leather Chairs;

One (1) Leather High Back Chair;

Six (6) Seater Coaches;

Coffee Table;

Computer Table;

Credenza;

Refrigerator;

Two (2) Leather chairs in front of the main desk;

Glass shelf cupboard

Speaker

One (1) Executive Desk;

Ten (10) Seater Conference Table;

Twelve (12) Leather Chairs;

One (1) Leather High Back Chair;

Six (6) Seater Coaches;

Coffee Table;

Computer Table;

Credenza;

Refrigerator;

Two (2) Leather chairs in front of the main desk;

Glass shelf cupboard

Municipal Manager

5.2.2 Members of Executive Management

One (1) Executive Desk;
Eight (8) Seater Conference Table;
Eight (8) Leather Chairs;
One (1) High Back Leather Chair;
One (1) two Seater Coach;
Coffee Table;
Computer Table;
One (1) Credenza;
One (1) Refrigerator;
Two (2) Leather Chairs for visitors' in front of main desk;
One glass shelf Cupboard;
One four drawer Cabinet

5.2.3 Members of the Executive Committee

One (1) Executive desk;
Six (6) Seaters Conference table;
Six (6) Leather Chairs;
One (1) High Back Leather Chair;
One (1) two Seater Coach;
Coffee Table;
Computer Table;
One (1) Credenza;
Refrigerator;
Two (2) Leather Chairs for visitors' in front of main desk,
One four drawer cabinet;
One glass shelf cupboard.

5.2.4 Managers

Four (4) Seater Conference table;
One (1) High Back Chair;
One (1) Refrigerator;
Two (2) Chairs for visitors' in front of the main desk;
One glass shelf;
One four drawer cabinet,

5.2.5 All other Employees

The normal workstation for open plan;
Two (2) Chairs for visitors';
One (1) High Back Chair;
One four drawer Cabinet.

5.3 PARKING

5.3.1 Parking allocation

The Emalahleni Local Municipality has limited parking facilities available in all its buildings. **Staff members who need parking facilities must fill the form must be completed in full and motivation supplied on why a staff member should be allocated a parking.**

5.3.1.1. Reservations for Parking Bays

Parking bays shall only be reserved for the following categories of posts:

- 5.3.1.1.1 Mayor;
- 5.3.1.1.2 Speaker
- 5.3.1.1.2 **Advisors to the Mayor and Deputy Mayor; and Municipal Manager,**
- 5.3.1.1.3 Municipal Manager;
- 5.3.1.1.4 Managers
- 5.3.1.1.5 Assistant Managers;**
- 5.3.1.1.6 Mayoral VIP Protectors.

5.4.1.2. Criteria for Qualification of Parking Bays

The following criteria will be followed when allocating parking to other staff members:

- 5.4.1.2.1 Appointment Secretary of the Mayor;
- 5.4.1.2.2 Appointment Secretary of the Deputy Mayor;
- 5.4.1.2.3 Appointment Secretary of the Speaker;
- 5.4.1.2.4 Appointment Secretary of the Municipal Manager.

The above-mentioned officials will be given preference over other members of staff when parking allocations are made;

The rank of the officials/ Managers. The nature of the work performed by the official.

5.4.2 Payment of Parking Bays

All officials must pay R50-00 per month to the Emalahleni Local Municipality for utilization of parking facilities of the Municipality. Failure to pay for the parking facilities will result in the withdrawal of the parking facilities allocated to the official.

Consultants must pay cash for the parking issued to them at the Budget and Treasury Office. A receipt will be issued by the Budget and Treasury Office and a copy needs to be forwarded to the Corporate Services Department for filing and record purposes.

5.4.3 Visitors' Parking

The Emalahleni Local Municipality will reserve a limited number of parking bays for visitors who are invited by the Municipality officials to attend meetings. Such visits must be brought to the attention of Security Services section **Department** twenty four hours prior to the meeting to enable them to reserve the parking bay/s, if available, or to make alternative arrangements.

The Security Services section **Department** should be supplied with the following information:

- 5.4.3.1 The number of people who require parking;
- 5.4.3.2 The name of person attending the meeting;
- 5.4.3.3 The make and model of vehicle;

- 5.4.3.4 The vehicle registration;
- 5.4.3.5 The time and duration of meeting

Failure to supply the information will result with people attending the meeting being denied entry into the Emalahleni Local Municipality parking facilities.

6. ENFORCEMENT OF THE POLICY

This policy applies to all employees of the Emalahleni Local Municipality. Non-compliance with this policy will result in the disciplinary action being taken against any employee who contravenes the stipulations of this policy.

7. DEVIATIONS

No deviations from this policy and procedure guidelines shall be allowed without the prior written approval of the Emalahleni Local Municipality.

8. COMMENCEMENT AND REVISION

This policy shall take effect on the date it is approved by the Council and shall if necessary be reviewed annually.