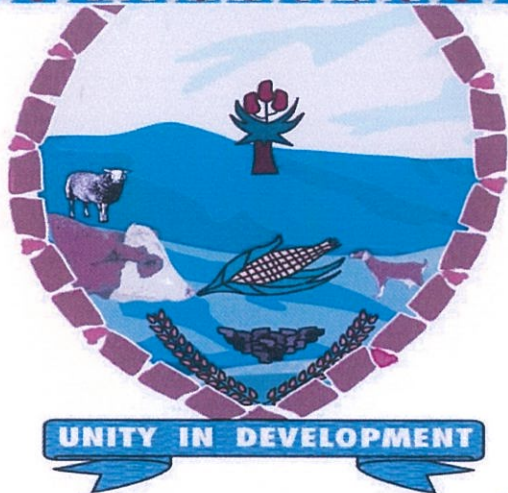


EMALAHLENI
MUNICIPALITY



**EMALAHLENI LOCAL
MUNICIPALITY**

**FACILITIES MANAGEMENT
POLICY**

Date Adopted :

Date Revised :

Date of Implementation :

UNITY IN DEVELOPMENT

DS

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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 is of the view 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. 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.

3. PURPOSE

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

4. **MANDATE**

The mandate for the policy is derived from the following legislative framework:

- 4.1.1 The Occupational Health and Safety Act, 1993
- 4.1.2 The Municipal Finance Management Act of 2003;
- 4.1.3 Municipal Systems Act, 32 of 2000 amended

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 Office of the Speaker;
- 5.1.3 Office of the Members of the Executive Committee;
- 5.1.4 Office of the Municipal Manager;
- 5.1.5 Offices of Directors/ Departmental Heads;

Each Directorate and Administrative Unit must have a multipurpose photocopier for their photocopying, scanning and network 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 **OFFICES ALLOCATION**

- 5.2.1. Offices shall be allocated to employees as they become available according to their levels within the Directorates.
- 5.2.2. Mayor, Speaker, Chief Whip and Political Office Bearers shall be allocated offices as a preference.
- 5.2.3. Municipal Manager and Directors shall be allocated offices as a preference. Directors shall not share offices with other staff members.
- 5.2.4. Managers shall be allocated offices as a preference and shall not share offices with other staff members.

5.2.5. Each Director shall provide the Corporate Services Directorate with a list of officials, according to their levels to ensure that managers are allocated first, then Practitioners and Clerks.

5.2.6. Officials working in the same unit or division, can be allocated an open plan office based on the available offices.

5.3 FURNITURE

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

5.4 PARKING

5.4.1 Parking allocations

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

Mayor;

Speaker

Municipal Manager;

Directors

The rank of the officials/ Managers. The nature of the work performed by the officials. Shaded parking shall be provided for all other officials in front of the municipal offices as parking bays become available.

5.4.2 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 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 should be supplied with the following information:

The number of people who require parking;

The name of person attending the meeting;

The make and model of vehicle;

The vehicle registration;

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**

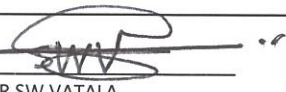
This policy applies to all employees of the Emalahleni Local Municipality. Non-compliance with this policy will result in the disciplinary action being taken against any employee who contravenes the stipulations of this policy.

Effective date of the policy


The policy shall be effective on date of approval by Council.

Signed by Municipal Manager and Speaker

UNITY IN DEVELOPMENT


DR SW VATALA
MUNICIPAL MANAGER

30/06/2017
Date


CLLR DS KALOLO
HON. SPEAKER