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POLICY ON PAYMENT OF ACTING ALLOWANCES TO EMPLOYEES ACTING AS MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (SECTION 56 MANAGERS)

Introduction

Whereas section 82 of the Municipal Structures Act No. 117 of 1998 provides for the appointment of an acting municipal manager as and when deemed necessary; and

Whereas the Conditions of Service for municipal employees contained in Collective Agreements negotiated at the South African Local Government Bargaining Council provides for the payment of acting allowances to employees who act in more senior positions under certain circumstances;

Whereas the aforesaid Collective Agreements do not fully apply to the posts of the Municipal Manager and Managers directly accountable to the Municipal Manager who are appointed in terms of section 56 of the Municipal Systems Act No. 32 of 2000 (Section 56 Managers) and it is, accordingly, necessary for the Council to regulate the payment of acting allowances to employees acting in these positions by means of a policy directive.

Now, therefore, the Council adopts the following policy:

Policy Principles

- (1) Whenever a employee is required to act as Municipal Manager or as a Section 56 Manager, such a employee shall, in the circumstances referred to in paragraph 2, be entitled to the payment of an acting allowance.
- (2) In the event of the Municipal Manager or a Section 56 Manager, as the case may be, being on annual, special or sick leave for a period of 10 (ten) or more consecutive working days or being on leave, regardless of the type of leave, for 10 (ten) or more days during a calendar month, the employee appointed to act in the absence of such Manager shall be entitled to the payment of an acting allowance calculated in accordance with paragraph 3 below.
- (3) An acting allowance payable to the employee referred to in paragraph 2 above, shall be based on 60% (sixty percent) of the difference between the total cost to employer package of the Manager on leave and that of the employee acting in the position of the aforesaid Manager.
- (4) The acting allowance shall be calculated on a working year of 250 working days.

.(Example:	A's remuneration package	R700 000
	B's remuneration package	R580 000
	Difference	R120 000
	60% of difference	R 72 000

B acted for 10 (ten) days.

$$\begin{array}{r}
 10 \quad \times \quad R72\,000 \quad = \quad R2\,880 \\
 \hline
 250 \quad 1
 \end{array}$$

- (5) Whenever a employee acts in the position of Municipal Manager or a Section 56 Manager on leave, such employee shall be required to perform his/her own duties in addition to the duties of the Municipal Manager or Section 56 Manager in whose position he/she acts, as the case may be.

Authority for payment of Acting Allowance

- (6) The power to authorise the payment of an acting allowance in terms of this policy is, in terms of section 59(1) of the Municipal Systems Act No. 32 of 2000 delegated to:
- (6.1) The Mayor in respect of employees who act in the position of Muncipal Manager; and
 - (6.2) The Municipal Manager in respect of employees who act in the position of Section 56 Managers.

Approval of policy

- (7) This policy was approved by the Council at its meeting held on
20.....vide Minute

Ref. no. : 76877 - 7/1/5/1/7, 7/1/5/1/6, E/2252 CHRIS HANI - 37040

Enquiries: B. P. April

9 April 2010

**African Gospel Church
2240 Kayelitsha
Umasizakhe
GRAAFF-REINET
6280**

BY HAND

Sir


**TRANSPORT : CAMDEBOO MUNICIPALITY/AFRICAN GOSPEL CHURCH
PROPERTY : ERF 2252 UMASIZAKHE**

A letter from your lawyers, V. Dercksen & Partners, dated 23 March 2010, refers.

According to Municipal records the stand in question, erf 2252, has been sold to you by the Municipality. We therefore would like to inform you that you have full rights to occupy the stand. For the development of the erf, however, a formal building application should be lodged at our offices prior to any intended developments.

We hope you find the above in order.

Yours faithfully



pp MUNICIPAL MANAGER