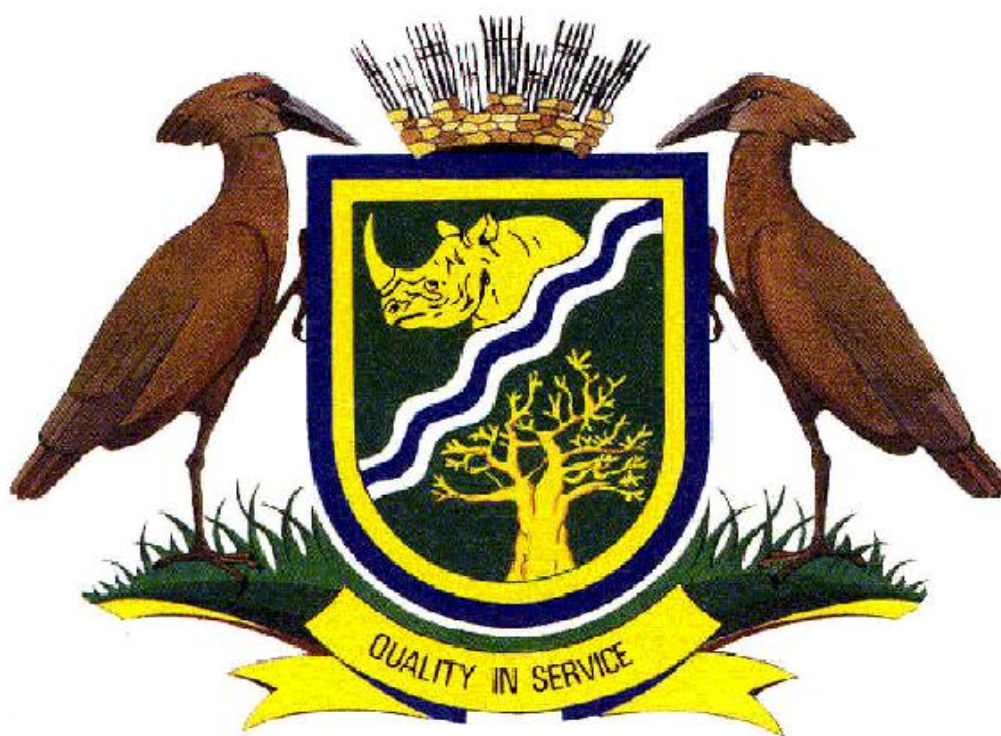


VHEMBE DISTRICT MUNICIPALITY



FURNITURE AND EQUIPMENT POLICY

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FURNITURE AND EQUIPMENT POLICY

1. PREAMBLE

The furniture and equipment policy of the Vhembe District Municipality aims to:

- Control the acquisition and allocation of furniture.
- Control and the acquisition of other related office equipment.
- At the disposal of such furnisher.
- Provide management of furnisher assets.
- Provide maintenance of furnisher assets.
- Apply the policy to employees and councilors.
- To provide procedure for furnisher request.
- To standardize furnisher provision to employees.

2. DEFINITIONS

In this policy unless the context indicates otherwise-

- Employee- means a permanent, temporary, part-time or contract employee or apprentice receiving pay or entitled to it, but excluding a student and independent contractor.
- Councilor means a “member of council of a municipality as defined by the **Local Government: Municipal Structures Act, No. 117 of 1998**

3. OBJECTIVES OF THE POLICY

The policy is intended to control and regulate the acquisition, allocation and usage of the furniture and equipment by council employees and the disposal thereof.

4. POLICY APPLICATION

The policy applies to all council employees and prospective employees of the Vhembe District Municipality. Any employee who feels aggrieved by the application of the policy may submit his/her grievance in terms of the grievance procedure (SALGBC) as well as the Labour Relations Act, 108 of 1995.

The Vhembe District Municipality furniture and equipment policy will be applied as indicated hereunder:

5. BASIC POLICY REQUIREMENTS

The furniture and equipment policy of the municipality shall be guided by the following principles:

Any item issued to an employee or councilor

- Shall remain the property of the municipality.
- Shall not be used for any other purpose other than for which it has been issued by the municipality.
- Shall be returned to the municipality by the employee or councilor on termination of the employee or councilor's service, unless the municipality decides otherwise.
- If the employee or councilor fails to comply with the above provisions, the pro-rata portion of the most recent contract price of the issued item/s shall be recovered by the municipality as determined from monies owing to the employee or councilor
- Furniture and equipments will be procured in terms of the procurement policy of the municipality.
- The allocation of furnisher shall be in order of organizational hierarchy, such that the highest office receives the best quality of furnisher.
- The categories of furnisher allocation will be Grade A for the Executive Mayor, Grade B for the Municipal Manager, Speaker and Chief Whip, Grade C for General Managers, Grade D for Managers directly reporting to General Managers, Grade E for any other Managers and Grade F for all other employees.
- An annexure stipulating packages for grades will be attached in this policy and be reviewed and signed by the Municipal Manager when necessary.
- The municipality shall determine the manner in which old and damaged furniture and office equipments may be disposed off.

6. POLICY NORMS, VALUES AND PRINCIPLES

The whole process must be underpinned by among others, the following; fairness, equity, honesty, transparency, qualitative, openness, unbiasedness and quantitative.

The following statutes shall form the basis of the municipality's Furniture and Equipment Policy:

- Municipal Finance Management Act, No. 56 of 2003.
- Labour Relations Act no. 66 of 1995.
- Employment Equity Act no. 55 of 1998.

- Occupational Health and Safety Act no. 85 of 1993.
- Municipal Systems Act, 32 of 2000.
- Municipal Structures Act, 117 of 1998.
- Constitution of the Republic of South Africa, Act 108 of 1996.

7. BENEFICIARY POLICY TARGET

The beneficiary targets of this policy are the Vhembe District Municipality employees and councilors.

8. POLICY IMPLEMENTATION AUTHORITY

Corporate Services Department.

9. POLICY ADVISORY AUTHORITY

To be in line with principle of checks and balances, as provided for by the Vhembe District Municipality.

10. POLICY AUTHORISATION AUTHORITY

The Municipal Manager will remain the principal source of authority.

11. POLICY MONITORING AUTHORITY

The Portfolio Committee on Corporate Services.

12. POLICY COMMENCEMENT

The policy takes effect on the date determined by the Council Resolution published and displayed on the municipality's public notice boards and shall be applied retrospectively.

13. POLICY AMENDMENT

The policy may only be amended by the Council.

14. SHORT TITLE

The policy is called "Vhembe District Furniture and Equipment Policy".

15. CODE OF CONDUCT

All councilors shall abide by schedule 1 of the Local Government: Municipal System Act no 32 of 2000.

All council employees shall abide by schedule 2 of the Local Government: Municipal System Act no 32 of 2000.

16. ANNEXURES

Any separate but relevant information that may be made available from time to time will be annexed into this policy and forms part of the integral policy.

17. INTERPRETATION

In the event of any inconsistency between this policy and any other government legislation, such legislations prevail.

18. TRANSITIONAL ARRANGEMENTS

Anything which has been done in terms of any other policy prior to this one, and which may be done in terms of this policy, must be regarded as having been done in terms of this policy.

This policy was signed by -----in his capacity as

The Mayor of Vhembe District Municipality on the-----and the policy takes

Effect as from-----

Signature