


Council Resolution No. CR 98-30/05/23

EMPLOYEES PHYSICAL WELLNESS

GREATER GIYANI MUNICIPALITY



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DEFINITION

1. **EMPLOYEES PHYSICAL WELLNES** – Shall mean the ability to perform aspects of sports, occupation and daily activities by employees
2. **EMPLOYEES** – Shall mean the municipal employees.
3. **INJURY** – Shall mean temporary / permanent injury as defined under the Occupational Health & Safety Act 1993. (Act 85 of 1993).
4. **MEMBER** – Shall mean a member serving in the municipal sports committee.

- 3.1 To promote non-racial relationships
- 3.2 To facilitate internal socialization within the organisation.
- 3.3 To improve employee's physical, social, spiritual and psychological fitness towards service delivery.
- 3.4 Reduce work related stresses/fatigue.
- 3.5 Create good relationships and know each other better as employees/employers.

3. OBJECTIVES

THE ESTABLISHMENT OF PHYSICAL WELLNESS WITHIN THE MUNICIPALITY WILL IMPROVE INTERNAL SOCIALIZATION AND CREATION OF A FRIENDLY RELATIONSHIP / ATMOSPHERE WITHIN THE INSTITUTION.

2. POLICY STATEMENT

The above –mentioned issues necessitated the establishment and support of sports in the Greater Giyani Municipality.

Sports may improve physical, psychological, spiritual and social fitness, which is necessary for efficient work performances.

The above mentioned few issues may ultimately improve the morale of employees.

Involvement in sports may create a feeling of being so important that the employer is giving employees opportunity to express their abilities even outside work environment. These may create self-realization and self-esteem to the employees.

Participating in whatever sporting code, it is part of an exercise, which is essential to the body, mind and soul, which is very essential in performing work efficiently and effectively.

Almost 80% of the day employees are engaged in work performance of the municipality. Home and working environment and sports are places where people socialize, share experience, create good relationship and know each other better.

1. PREAMBLE

- 5.1. The Sports Committee shall inform the Corporate Services of such Sports activities not later than three working days before the date of activity.
 - 5.2. The Committee shall in writing to Corporate Services request officials who are to participate in such sporting activities not later than three working days before the date of the match/event.
 - 5.3. The Corporate Services shall upon receiving such request take the necessary administrative procedures of approval and informing the departments concerned within reasonable time.
- The procedures of informing the employer about the sporting activities and request for officials to be released for such activities.

5. PROCEDURES

- 4.2. Meetings
 - 4.2.1. Committee meetings
 - 4.2.1.1. The Committee shall hold its meeting monthly
 - 4.2.2. Mass meetings
 - 6.2.2.1. Mass meetings shall be convened quarterly
 - 4.2.3. The chairperson shall preside in every meeting and the deputy chairperson shall do so when the chairperson is absent.
 - 4.2.4. Minutes will be taken in every meeting.
 - 4.1. The term of offices shall be 3 years. If one of the members of the committee fails to carry out his/her duties or dies/resigns he/she may be replaced through by-election.
- The employees shall in any agreed and fair manner/methods democratically elect the Employees Wellness Committee. The Committee shall consist of the Chairperson, Deputy Chairperson, Secretary, Deputy Secretary, Treasury and Four (04) additional members. The committee may establish Adhoc committees to assist with administrative functions. The Adhoc committees shall be comprised of elected committee members. EAP shall be an ex-officio member of the committee.

4. COMMITTEE MEMBERS

- 3.6 To create Team Spirit within the organization.
- 3.7 To utilize the environment for motivating each other in order to maximize productivity.
- 3.8 Share work related experiences in order to remain being assets to the organisation.

- 5.4. The head/authorized officer of the department concerned shall make sure that the official in question is informed of his/her release or time-off for participation in physical wellness activity a day before.
- 5.5. In case where an employee/official cannot be released, valued reason/s should be given to Corporate Services, Physical Wellness Committee and the official concerned.

6. ACTIVITY ATTENDANCE

- 6.1. Any employee who is given time off for the purpose of participating in physical wellness and not attend such events/sports shall be deemed to have absconded from duty.
- 6.2. Prior arrangements will be made with the Supervisor for employees who work during weekends and such employees shall be deemed to be on duty.
- 6.3. Time allocated for sports shall be at least 10 hours per month. Wednesdays are the preferred physical wellness day for the Municipality.

7. INJURIES

- 7.1. An injury suffered by an employee when engaged in an approved activity shall be deemed to have been injured on duty. The necessary administrative procedures shall be followed.
- 7.2. An injury or disablement whether temporary or permanent or death due to match play or travelling to or from a certain place/area for the purpose of match participating in approved sports it shall be deemed to be an injury, disable or death on duty.
- 7.3. Any person who got injured whilst performing or participating in matches not for the municipality will not be covered under clauses (8.1 and 8.2).
- 7.4. Attending approved municipal sports during weekends is also covered under clauses 8.1 and 8.2).

8. FINANCES

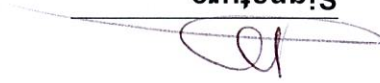
- 8.1. The department under which sports desks is attached shall have budget available specifically for sporting activities of the municipality.
- 8.2. The department in question may raise funds through sponsorship from private/public organizations.
- 8.3. The sports committee or department concerned may initiate other mechanisms of fund raising for the good of sports.

9. RESPONSIBILITY ON POLICY AMENDMENTS

Signed by:

Mayor: Cllr Zitha T

Signature



Date

30/05/23

The policy shall be reviewed annually.

12. REVIEW OF THE POLICY

- 11.1.1. It shall be the responsibility of the Corporate Services to effect the consent of this policy immediately after the approval.
- 11.1.2. Where the Corporate Services fails to implement this policy, the Municipal Manager or his/her delegate shall be responsible for the implementation of the policy.

11.1. IMPLEMENTATION

11. IMPLEMENTATION OF THE POLICY

Action should be taken against the offenders in terms of appropriate/applicable labour legislation (disciplinary procedures)

10. DEFAULTS

- 9.1. The Corporate Services in conjunction with the municipal Sports Committee shall be responsible for the amendment of this policy when necessary.