



# **MBHASHE LOCAL MUNICIPALITY**

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All correspondence to be directed to the office of the Municipal Manager  
454 Streatfield Street, Dutywa, Eastern Cape Province  
Tel: 047 489 5864/34 • Email: [info@mbhashemun.gov.za](mailto:info@mbhashemun.gov.za)  
[www.mbhashemun.gov.za](http://www.mbhashemun.gov.za)

# **RESIDENTIAL ALLOWANCE POLICY**

## **2018-2019**

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## RESIDENTIAL ALLOWANCE POLICY

CORE BUSINESS AREA	CORPORATE SERVICES DIRECTORATE
OPERATIONAL AREA	ALL DIRECTORATES
DATE	30/05/2018
FILE NAME	RESIDENTIAL ALLOWANCE POLICY
FILE NUMBER	
BUSINESS OWNER	MBHASHE LOCAL MUNICIPALITY

OWNER: CORPORATE SERVICES

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## PART ONE

### 1. INTERPRETATION

1.1 Unless the context indicates, any word or expression to which a meaning has been assigned in this policy bears that meaning and

“**immediate family**”, in respect of an employee means the employee’s

- a) spouse; and or
- b) dependent child(ren)

1.1.2 “**spouse**” means a person or persons registered with the Employer as the lawful husband or wife or life partner (including same sex life partner) by

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the employee at the time of use of the benefit, worker compensation or work facility: provided that an employee:

- a) may register all spouses entered into under customary or indigenous law with the employer.
- b) may register only one life partner at a time with the employer;  
(note: in terms of the registration of only one life partner at a time employees should be aware that if a new domestic partnership is established i.e replacement of one registered life partner with another, the onus is on the employee to terminate the registration of the previous life partner and follow the registration process in respect of the new life partner.)
- c) who has spouse(s) registered with Employer in terms of the recognition of Customary marriages Act, 1998 and the Marriages Act, 1961 may not register a life partner with the Employer

## PART TWO

### 1. PURPOSE OF THE RESIDENTIAL ALLOWANCE POLICY

- The purpose of this policy is to assist employees with their recurring monthly costs of their accommodation.
- The residential allowance payable in terms of this policy is a monthly non-pensionable allowance

### 2. DEFINITIONS

All terminology of this policy shall bear the same meaning as in the applicable legislation

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## **3. APPLICATION OF THE POLICY**

This policy applies to all employees of Mbhashe Local Municipality provided that those employees are not receiving any housing scheme from the municipality, except for the following employees: Municipal Manager and the Heads of Departments, and all other employees whose conditions of services are not determined in terms of SALGBC collective agreement.

## **4. REQUIREMENTS FOR ACCESSING RESIDENTIAL ALLOWANCE**

4.1 An employee appointed on a fulltime basis, i.e. permanent may receive a residential allowance if s/he meets the requirements regulating the payment of the said allowance.

4.1.2 For one spouse only if both spouses are in the employ of a municipality, unless for operational reasons they are stationed in different magisterial districts and occupies two separate homes or flats

4.1.3 An employee shall provide proof of residence or lease/rental agreement from the landlord when logging his/her application.

## **5. PROCEDURE TO BE FOLLOWED IN ACQUIRING RESIDENTIAL ALLOWANCE**

5.1 An employee, who wishes to access the residential allowance, must submit the prescribed documentary proofs with his/her application for a residential allowance and failure to do so or submitting incomplete/invalid documentation may result in the delay/refusal of the application.

5.2 An employee must also submit an application to Corporate Services Directorate for approval by the Municipal Manager.

## **6. PAYMENT OF RESIDENTIAL ALLOWANCE**

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6.1 A residential allowance shall be made payable to the employee together with his/her salary as determined annually by the council.

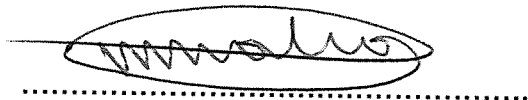
6.2 The payment of the allowance is continued during periods of absence which is approved by the employer or suspension.

## 7. COMPLIANCE

7.1 It is the responsibility of each employee to ensure that the application is submitted to Corporate Services for processing and it then submit the correct applications to the Municipal Manager for approval.

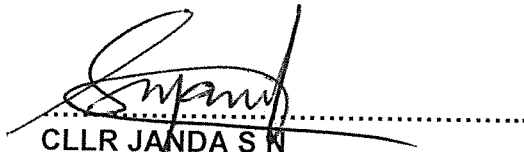
7.2 Employee shall be required to advise the Corporate Services Department in writing immediately once his/her personal circumstances change to such an extent that (s) he may no longer qualify for residential allowance in accordance with these conditions.

APPROVED BY THE COUNCIL AND SIGNED BY:



MR NAKO M  
MUNICIPAL MANAGER

03 July 2018  
DATE



CLLR JANDA S N

03 July 2018  
DATE

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