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PHYSICAL WELLNESS POLICY

Signatories

The signatories hereof, confirm acceptance of the contents, recommendation, and adoption hereof.

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1. DEFINITIONS AND ACRONYMS

1.1 Statutory and Regulatory

This Procedure applies to the following meanings and interpretations:

#	TERM	DESCRIPTION
1.1	Sporting code	means the organised sports environment and refers to the different sports types such as the code of rugby or soccer
1.2	Community	means a group of people living in the same place or having a particular characteristic in common
1.3	Volunteer	means a person who freely offers to take part in an enterprise undertake a task normally with no financial remuneration.
1.4	Physical wellness	Means prioritizing one's general physical health, promoting a better body, functionality, efficiency, and endurance, thus gaining the ability to maintain a certain quality of life

1.2 ACRONYMS

#	TERM	DESCRIPTION
2.1	EWP	Employee Wellness Programme

2. POLICY STATEMENT

- 2.1 Thulamela Local Municipality is committed to the physical, social and well-being of its employees and therefore wants to ensure a healthy workforce that improves the health, wellness and quality of life of its employees through sport and recreation.

3. PREAMBLE

- 3.1 It is indeed a truism that sport, arts, culture and recreation are unique and precious and thus help to define people's identity and therefore lie at the heart of their spiritual well-being and have the power to build a nation. Similarly, these have the potential to affirm diversity and, in so doing, shape organisational character and therefore contribute to redressing past inequities. They educate, deepen understanding of society and encourage people to appreciate who they are and value differences as a nation.
- 3.2 Thulamela Local Municipality is committed to the creation of a safe and healthy working environment that is supportive of effective and efficient service delivery, while taking employees' personal circumstances, their physical and mental health conditions into account.
- 3.3 This policy is a guide for physical wellness programmes undertaken by the municipality and for adequate resource allocation. It also outlines the roles and responsibilities of role players in physical wellness programmes, and it is intended to give direction as to how physical wellness programmes is to be administered and managed within Thulamela Local Municipality. The policy further assists individuals to belong to a group and construct new social networks.
- 3.4 The concept of physical wellness programme can serve as a useful investment in health, vitality, and productivity of employees/employers. Other potential benefits include the overall improvement in the quality of life, physical, mental and moral wellbeing of the employees of the municipality.
- 3.5 Thulamela Local Municipality physical wellness programme shall take responsibility for the coordination and management of needs and support resources for both the Municipal team on behalf of the council. Physical activity has the potential to bring

together diverse groups and create a socially cohesive society with a common national identity that promotes social cohesion and nation building.

Through physical wellness programme, the Municipality contributes to the following:

- 3.6 Leadership role playing and coordination to promote physical wellness, addressing the needs of disadvantaged communities, development of partnerships and promoting the principle of subsidiarity where coordination is best executed at a local level;

4. PURPOSE

- 4.1 The purpose of this policy is to provide all employees of the Municipality with common guidelines regarding physical wellness activities and their participation for improvement of their well-being to boost morale of the employees.
- 4.2 Further to the above, the policy provides an integrated physical wellness policy that is equitable, affordable and sustainable for allocation of resources, coordination of events and development of human and physical resources.

5. OBJECTIVES

The following are objectives of the policy:

- 5.1 To provide participative opportunities for municipal employees, Councillors, interns, that have a need and interest in physical wellness activities.
- 5.2 To promote change in healthy lifestyle through various campaigns and programmes e.g. health and fitness.
- 5.3 To support ambassadorship role for promotion of positive municipal image.
- 5.4 To promote the spirit of team building among employees through physical wellness programme.
- 5.5 To promote upliftment of the vulnerable groups through physical wellness programme;
- 5.6 To foster unity and teambuilding that improves social cohesion.
- 5.7 To promote a healthy lifestyle.

- 5.8 To promote team spirit and cooperation among employees.
- 5.9 To promote a friendly and supportive working environment.
- 5.10 To prevent health hazards that may have impact on work performance.
- 5.11 To promote interdepartmental relationship.
- 5.12 To promote public private partnership.

6. SCOPE

- 6.1 The policy shall be applicable to all employees of Thulamela Local Municipality as defined in the Thulamela Municipality Employee Wellness Programme Policy, irrespective of rank, race, gender, age, religion, or physical challenge.
- 6.2 The Municipality shall ensure a healthy and supportive environment for all Employees, including physically challenged employees participating in Physical Wellness at all levels.

7. POLICY PRINCIPLES

7.1 VOLUNTARISM

- 7.1.1 Employees' participation in any Physical Wellness activity shall be on a voluntary basis. Employees must complete the participation form to be eligible to participate in all Physical Wellness programs/activities, as well as during practices and competitions.

7.2 CONDUCT OF THE PARTICIPANTS

- 7.2.1 Participants shall be regarded to be on duty whilst engaged in Physical Wellness activities and as such shall conduct themselves (both inside and outside the activity venues) in a manner that supports human worth without bringing the municipality into disrepute.

7.3 SERVICE DELIVERY

7.1.1 The Municipality shall promote healthy lifestyles (physically and mentally) healthy employees so as to promote service delivery and adherence to the Batho Pele principles.

7.1.2 Wellness activities shall be provided to support service delivery.

7.1.3 There shall always be official(s) manning the office(s) in order for service delivery not to suffer during Physical Wellness activities.

7.4 TRANSPORT

7.4.1 Transportation of participants to officially approved Physical Wellness activities shall be the liability of the Municipality.

7.5 INJURIES

7.5.1 The Municipality shall ensure that a first aid kit is available, and first aiders are available to provide first aid at the venues where Physical Wellness activities take place.

7.5.2 The Municipality shall be responsible for any injuries arising from transportation and/or participation in the Physical Wellness activities. The drivers of municipal vehicles shall also be covered.

7.5.3 Participants shall sign the indemnity and participation forms in that regard.

7.6 PHYSICAL WELLNESS RESOURCES

7.6.1 The Municipality shall be responsible to make provision for all resources required for all the physical wellness codes and other related events.

8 **PHYSICAL WELLNESS CODES**

8.1 The Physical Wellness codes which the Municipality shall recognise are as follows:

8.1.1 Soccer (Men and Ladies)

8.1.2 Pool

8.1.3 Netball

8.1.4 Chess

8.1.5 Volleyball

8.1.6 Lawn Tennis / Table Tennis

8.1.7 Darts

8.1.8 Aerobics

8.1.9 Traditional Dance

8.1.10 Choral music

8.1.11 Moraba-raba

8.1.12 Fun Walk and Run

8.2 The Municipality may introduce other Physical Wellness codes where deemed necessary.

9 MATCH PRACTICES AND COMPETITIONS

9.1 The Municipal matches and competitions shall be held with other Departments and the private sector in order to promote interdepartmental relationships and public-private partnerships.

9.2 All participants are to complete the participation form in order to participate in the games.

9.3 The Municipal will affiliate under the Inter-Municipal Sport of South Africa. (IMSSA) or the South African Municipal Sport and Recreation Association (SAMSRA) annually.

9.4 The official starting time for Physical Wellness activities shall be 14H00 on Wednesdays.

9.5 All participating employees shall abide by the allocated time.

9.6 Employees may use their spare time to practice as they so wish.

9.7 Participants shall attend and remain in attendance for the specified times at the identified venue(s) for Physical Wellness activities.

9.8 Participants who depart from their workstations to attend Physical Wellness activities but fail to remain in attendance at the identified Venues commit misconduct.

9.9 An attendance register shall be signed and kept for this purpose.

10 FINANCIAL IMPLICATIONS

10.1 The Municipality through Employee Wellness Programme will be responsible for budgeting for the recreation and Physical Wellness equipment.

10.2 Fundraising or donations shall only be sought through the permission of The Municipal Manager.

11 COMMITTEES AND THEIR ROLES

11.1 There shall be a wellness committee to oversee and support Physical Wellness activities in the Municipality.

11.2 Each Physical Wellness code shall have one representative who will liaise with the municipal committee/ Employee wellness office at Head Office.

11.3 The Committee may request donations for Physical Wellness activities where necessary.

11.4 The committee shall ensure that all participants adhere to the allocated time.

11.5 The representative from all Physical Wellness codes shall serve as the liaison official between the Employee Wellness Committee and its teams.

11.6 There will be establishment of a team managers committee formulated by representatives from all Physical Wellness codes.

12 LEGISLATIVE AND REGULATORY FRAMEWORK

The legislative framework from which this policy derives its mandate includes the following:

12.1 South African Constitution ACT 108 of 1996 [Chapter 2 section 27 (i)] Right to health care.

12.2 White Paper on Sport and recreation, 1998: Sport ought to be harnessed to add value to the workplace, as a large portion of time is spent at work. Physical Wellness can contribute to lowering tension, fatigue and general anxiety in the workplace, and increasing productivity.

12.3 National Sport and Recreation Act, 1998 (Act No 1 10 of 1998).

12.4 Compensation of Occupational Injuries and Diseases Act, 1993 (Act No 130 of 1993).

13 STAKEHOLDER ENGAGEMENT (if applicable)

13.1 All the relevant stakeholders, internal and external, will be consulted through the development and implementation of this policy.

14 IMPLEMENTATION: ROLES AND RESPONSIBILITIES

14.1 The Office of the Senior Manager (Corporate Services), Manager HRM, will be assigned to administer and enforce the policy. The EWP section, with the assistance of the Physical Wellness unit, will be responsible for monitoring and implementing the policy.

14.2 Department of Corporate Services will be assigned to administer and enforce the council, through the office of the Municipal Manager, shall have the authority to adopt the policy. The effective date of the policy will be the day after the adoption by the council.

15 MONITORING AND EVALUATION

15.1 On a continuous basis this policy will be assessed to determine its relevance and effectiveness and to assess whether it has achieved the intended objectives.

16 CONCLUSION

16.1 In conclusion, the physical wellness management policy outlines critical matters raised in the purpose and the objectives. The provisions in the policy contents highlights the need for municipality to adhere to the key issues narrated which will

address challenges encountered and lead to effective and efficient implementation of the policy.

- 16.2 Thulamela Local Municipality commits to making resources available, monitoring and evaluating the effectiveness of the policy, thus encouraging all relevant stakeholders to familiarise themselves with the policy.

17 REVISION DATE

- 17.1 This policy shall be reviewed on an annual basis or as and when the needs arise

18 ANNEXURES

- 18.1 Business Process Map

- 18.2 Standard Operating Procedures