



# SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

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10 July 2023

To: Municipal Managers  
Human Resources Directors or Managers  
Finance Directors or Managers

Dear Sir/Madam

### CIRCULAR 08/2023 SUBMISSION OF MUNICIPAL DATA

The Main Collective Agreement, dated 9 September 2015, stipulates that all Employers (municipalities) shall furnish the Council with data (information), in electronic format as specified in the attached Annexure, annually by 31 August, every year.

This information is required once per year only. Many municipalities have not complied in submitting the necessary data or information to the Council in 2022. This data or information is intended to assist the parties during their collective bargaining, especially in wage negotiations.

The Council hereby appeals to all municipalities to complete and submit the Annexure (preferably in a CSV file format) by 15 September 2023. The data must be sent to the following specific address at the SALGBC [data@salgbc.org.za](mailto:data@salgbc.org.za).

All queries or assistance required to submit the data can be addressed to the following person:

- Mr. Nkanyiso Qumbisa : [Nkanyiso Qumbisa @salgbc.org.za](mailto:Nkanyiso.Qumbisa@salgbc.org.za)
- Telephonic Enquiries : 031 201 8210

Your assistance and co-operation is appreciated.

Yours faithfully

  
Mr. S S Govender  
GENERAL SECRETARY  
Encl.

## ANNEXURE 7 (DATA BANK OF MUNICIPAL DATA)

### DATA SPECIFICATION FOR EXTRACTION OF SALARY INFORMATION

The following is a data specification for the extraction of digital information for the establishment of the labour relations database for the *Council*.

#### Section A

Item No	Field Name	Data Type	Field Size	Format	Description
1	LG Code	String	20	XXXXXXXXXXXXXXXXXX XXX	The code of the <i>Municipality</i> employing the employee (assigned by Municipal Demarcation Board)
2	Employee Number	String	10	XXXXXXXXXX	Payroll reference number of employee.
3	ID Number	String	13	XXXXXXXXXXXXXX	Employees ID number
4	Date of_Birth	Date	10	DD/MM/YYYY	Date of Birth
5	Pop Grp	String	1	X	Population group of employee where : A = African      C = Coloured I = Indian        W = White O = Other
6	Marital Status	String	1	X	Marital Status of employee where : M = Married      S = Single D = Divorced     X = Unknown W = Widow/Widower
7	Gender	String	1	X	Gender of employee where : F = Female   M = Male   X = Unknown
8	Dependants	Number	2	99	Number of dependants of employee
9	Date_Entry_Service	Date/Time	10	DD/MM/YYYY	Date of entry of employee into municipal service
10	Condition_of_Service	String	30	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	Applicable condition of service for the employee.
11	Division	String	30	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	The primary division in which the employee works. Eg. Water, Electricity, Corporate Services, Fire, Traffic etc
12	Current_Department	String	30	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	The department within a division that employs the individual. Eg. Information Technology, Human Resources, Public Relations, Valuations etc.
13	Designation	String	30	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	The position/job title of the employee, eg. Manager, Clerk, Cashier, Fire Chief etc.
14	Position_Level	String	5	XXXXX	Position Level/ Grade of the employee.
15	Trade Union Name	String	30	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	Name of <i>Trade Union</i> that employee belongs to
16	Employee_Status	String	1	X	Status of the employee where : P = Permanent    T = Temporary C = Contractor    U = Unknown
17	Work_Time	String	1	X	Daily work time of employee where : P = Part day    F = Full day    U=Unknown
18	Pay_Frequency	String	1	X	Frequency of payment o employee where: M = Monthly      W = Weekly F = Fortnightly    U = Unknown
19	Weekly_working_hours	Number	5	99.99	Total working hours of employee per week.

Item No	Field Name	Data Type	Field Size	Format	Description
					Format hours and decimals of hours, e.g. 38.70.
20	Leave_Day_Type	String	1	X	Specifies how annual and sick leave days are interpreted. Where C = Calendar days 5 = Days (iro a 5 day work week) 6 = Days (iro a 6 day work week)
21	Annual_Leave	Number	2	99	Number of leave days per Year that the employee is entitled to per annum.
22	Accumulated_Days	Number	6	999.99	The number of leave days accumulated leave to date.
23	Pension_Fund_Name	String	6	XXXXXX	Name of the Pension, Provident or Retirement Fund to which the member belongs (see Attached List)
24	Med_Aid_Name	String	30	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	Name of the medical aid to which the employee belongs.
25	Med_Aid_Option	String	30	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	Medical Aid Option to which the member belongs.
26	Annual_Base_Pay	Number	6	999999	Annualised base pay of employee.
27	Annual_Pensionable_Pay	Number	6	999999	Annualised pensionable emolument/pay.
28	Annual_Bonus	Number	5	99999	Annual bonus payable to the employee
29	TradeUnion Contribution	Number	6	999.99	Contribution deducted from monthly pay and paid to the union
30	Pen_Employer_Contribution	Number	7	9999.99	Employer contribution to the Pension, Provident or Retirement Fund to which the employee belongs
31	Pen_Employee_Contribution	Number	7	9999.99	Employee contribution to the Pension, Provident or Retirement Fund to which the employee belongs
32	Life_Employer_Contribution	Number	7	9999.99	Employer contribution to a Separate Group Life Assurance arrangement (i.e. not part of the Retirement Fund)
33	Life_Employee_Contribution	Number	7	9999.99	Employee contribution to a Separate Group Life Assurance arrangement (i.e. not part of the Retirement Fund)
34	MedAid_Employer_Contrib	Number	7	9999.99	Total employer contributions to medical aid (including any contributions towards free medical aid).
35	MedAid_Employee_Contrib	Number	7	9999.99	Employee contribution to medical aid (excluding free medical aid contribution).
36	Executive_Car_Scheme	Number	8	99999.99	Car allowance for those who have "executive cars". They receive permanent allowances and are expected to use their car for business purposes
37	Housing_Subsidy_Allowance	Number	7	9999.99	Monthly housing subsidy or allowance paid by the employer
38	Acting_Allowance	Number	7	9999.99	Acting allowance paid in the last month
39	Shift_Allowance	Number	7	9999.99	Regular shift allowance paid in the last month.
40	Stand_by_Allowance	Number	7	9999.99	Regular stand-by allowance paid in the last month.
41	Overtime	Number	7	9999.99	Amount paid last month as overtime
42	Fire_Allowance	Number	7	9999.99	Fire & Rescue Services monthly operational allowance (iro operational or non-

Item No	Field Name	Data Type	Field Size	Format	Description
					operational, see FRONo).
43	Other_Allowances	Number	7	9999.99	Any other allowances paid to the employee in the last month.
44	FRONo	String	1	X	O = Operational Fire & Rescue Services N = Non-operational Fire & Rescue Services blank = n/a.

### DATA SPECIFICATION FOR UNION/LEVY INFORMATION

#### Section B

Item No	FieldName	Data Type	Field Size	Format	Description
45	SAMWUContribution	Number	6	999.99	Contribution deducted from monthly pay and paid to SAMWU
46	IMATUContribution	Number	6	999.99	Contribution deducted from monthly pay and paid to IMATU
47	OTHERContribution	Number	6	999.99	Contribution deducted from monthly pay and paid to OTHER unions
48	CouncilLevy	Number	6	999.99	Contribution for Council Levies
49	AgencyFees	Number	6	999.99	Contribution for Agency fees to Council

#### Section C

### SALARY STRUCTURE

50	State Title/Position of the Manager/Head of Department?	
51	Indicate the Total Cost to the Employer (annual) in terms of:	
	Base Salary	
	Annual Bonus	
	Pension Fund contribution by Employer	
	Medical Aid contribution by Employer	
	Car Allowance	
	Housing Subsidy/Allowances	
	Performance Bonus	
52	Enter the number of annual leave days allowed.	
53	Provide the formula for the calculation of the Performance Bonus.	