AMAHLATHI LOCAL MUNICIPALITY

FINANCIAL SYSTEM USER ACCESS POLICY

Council Resolution Number	Approved Date
Ordinary Council Meeting	28 May 2026
Effective Date: 1 July 2026	Review Date: Annually and or as and when required

CLLR. N. Mlahleki

Speaker

NAME OF POLICY – FINANCIAL SYSTEM USER ACCESS POLICY	
Policy Number	
Policy Name	Financial Systems user access policy
Policy Status	Active
Version	
Date of Approval	28 May 2026
Date of First Implementation	01 July 2016
Date Last Amended	
Date of Next Review	May 2027
Purpose	To manage access to municipal financial systems
Aims and Objectives	To provide the municipality with best practice user access management controls and security of financial data
Policy Custodian	Budget & Treasury Office
Related Policies and Legislation	
Approving Authority	Municipal Council
Applicability	All Municipal Departments
Policy Benchmark and References	

Stakeholders Consulted	Management

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1. PURPOSE

The purpose of this policy is to control access to municipal financial systems to protect financial information, ensure system integrity, and maintain effective internal controls.

2. OBJECTIVES

The objective of this policy is to ensure proper user access management, protect financial data, support compliance with legislation, and reduce risks associated with unauthorised system access.

3. INTRODUCTION

Amahlathi Local Municipality relies on financial systems to support service delivery and financial management. This policy establishes rules and procedures governing access to these systems for employees and third parties.

4. LEGISLATIVE AND REGULATORY FRAMEWORK

This policy is informed by and aligned with the following legislation and standards:

4.1. Constitution of the Republic of South Africa, 1996

4.2. Municipal Finance Management Act, Act 56 of 2003, sections 62(1)(c), and 65(2)(a)–(d)

4.3. Protection of Personal Information Act, Act 4 of 2013

4.4. Electronic Communications and Transactions Act, Act 25 of 2002

4.5. ISO/IEC 27002:2022 Information Security Controls

5. DEFINITIONS

User: An employee authorised to access municipal financial systems.

Super User: An employee authorised with full access rights to financial systems.

Third Party: A service provider or contractor granted system access for approved purposes.

6. USER ACCESS MANAGEMENT

6.1. Access must be granted based on job responsibilities and approved authority.

6.2. New internal users must be registered in the Amahlathi Local Municipality domain to be granted access to the financial systems.

6.3. The relevant supervisor must submit a signed user access request form to the financial systems administration unit with the details of access to be granted.

6.4. Employees whose duties requires access to the system must be given access based on their duties.

6.5. A unique username must be provided for each system.

6.6. A username must also be provided for vendors or contractors and access be granted after the user department has approved all the necessary documentation.

6.7. Vendor and contractor access must be time-bound and revoked on contract completion.

6.8. Access must be provided after all approval has been obtained.

6.9. Records of all active users must be kept safe.

6.10. Only a super user that may have full access to the financial systems.

6.11. User access must be reviewed at least once per financial year.

7. USERNAME AND PASSWORD MANAGEMENT

7.1. Passwords must be changed every thirty days.

7.2. Passwords must be at least eight alphanumeric characters.

7.3. Passwords must not be shared or recorded.

8. TERMINATION OF USER ACCESS

8.1. A formalised user termination process must be implemented and followed to revoke access rights.

8.2. All user termination requests must be formally documented and approved by the systems administrator.

8.3. All access provided to users must be terminated on completion of contractual agreements.

8.4. Records of all termination must be kept safe.

9. USER PERMISSION CHANGE REQUEST

9.1. User access form must be completed by the relevant supervisor with details of the adjustment that must be done to the user account.

9.2. The changes must be done after the approval processes have been completed.

10. DATA PROTECTION AND PRIVACY

10.1. Data on the financial system and Human Resource system must be stored, processed and disclosed in line with the Protection of Personal Information Act.

11. BACKUP AND RECOVERY

Financial system data must be backed up daily and monitored for successful completion by the systems administrator.

12. BREACH OF POLICY

The manager or supervisor of the employee alleged to have violated this policy is responsible for ensuring that disciplinary proceedings are commenced in terms of Amahlathi Local Municipality disciplinary procedure and policy.

13. MONITORING AND EVALUATION

The policy must be monitored and evaluated from time to time to test if the rationale for which it was created remains relevant. There is no hard and fast rule as to when the policy should be evaluated.

14. REVIEWING A POLICY

Amahlathi Local Municipality Policies are subject to review, as and when necessary. As the review date approaches it is important to plan the process. To some extent it can help to see this as a shortened version of the full development process because it is important to ask if many of the same fit for the purpose. Inevitably, the demands of the organisation can change over a year, and it is important to consider whether the policy needs to be amended to reflect these changes. It is also essential to galvanise views from across the municipality about

the success of the policy, what has worked and what hasn't and consider where there may be gaps and identify any newly emerging needs or issues.

It may be necessary to plan a communications exercise or the intranet to generate discussion and feedback. For practice related policies it will be essential to create some dialogue with relevant stakeholders to gain their views.

If because of the review, essential aspects of the policy are changed it will again be important to run a similar communications exercise as occurred in the initial implementation of the policy, this will need to be used to highlight any key changes.

15. DEVIATION CLAUSE

A deviation clause in the Policy offers an escape route in the event of unforeseen circumstances such as danger to life, emergency situations or an instruction from National / Provincial Government and District Municipality. It creates flexibility and enables performance outside the otherwise rigid confines of the policy. Approval for deviation must however be approved by the Municipal Manager or Council as the case may be.

16. DISPUTE RESOLUTION

Any dispute arising out of the implementation of policy shall be referred to the South African Local Government Bargaining Council (SALGBC) or any other structure established for that purpose in terms of the Labour Relations Act.

17. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is adopted and approved by Amahlathi Local Municipality Council for implementation.

Effective from (Date)_____

Approved by Resolution Number _____ on this the ____day of ____20

Signed this the day of _____ 20_____

_____ _____

DR. Z. SHASHA **DATE**
MUNICIPAL MANAGER

_____ _____

CLLR N. MLAHLEKI **DATE**
SPEAKER