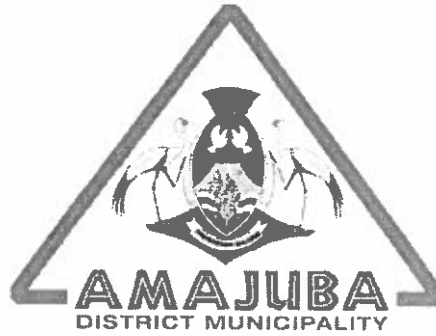


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**26 April 2022**

**NOTICE**

**Council Members  
Amajuba District Municipality**

**Ladies and Gentlemen**

Notice is hereby given that **Council Policy Workshop** will be held on **Wednesday - Friday 04 - 06 May 2022 at 09h00 in the Emphelandaba Council Chamber, Amajuba District Municipality Offices, Madadeni** to consider matters on the subjoined agenda.

Yours Faithfully

  
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**MR LS JILI  
ACTING MUNICIPAL MANAGER**

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**AGENDA**

- 1. NOTICE CONVENING THE WORKSHOP**
- 2. OPENING OF THE WORKSHOP**
- 3. APPLICATIONS FOR LEAVE OF ABSENCE**
- 4. OFFICIAL NOTICES**
- 5. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER**
- 6. MATTERS SUBMITTED FOR INTERNAL INDUCTION, WORKSHOP AND CONSIDERATION**

6.0 Overview of Council Policies

## A. Corporate Services Policies, Procedures, Plans & Strategies

### **HUMAN RESOURCES POLICIES**

- 6.1 Cellular Phones Allowance & Wi-Fi Routers Allocation Policy
- 6.2 Subsistence Allowance Trips: Visits Outside the Country Policy
- 6.3 Subsistence & Travelling Policy
- 6.4 Recruitment & Selection Policy
- 6.5 Internship Programme, In-Service & Experiential Training Policy
- 6.6 Involvement of Spouses Accompanying Councillors and/or Officials on Official Business Policy
- 6.7 Official Attendance of Memorial Services & Funerals Policy
- 6.8 Study Bursaries Policy
- 6.9 Employment Equity & Affirmative Action Policy
- 6.10 Transport Allowance Scheme Policy
- 6.11 Access to Employee Files Policy
- 6.12 Employee Promotion Policy
- 6.13 Confidentiality Policy
- 6.14 Security of Municipal Affairs Policy
- 6.15 Use of Municipal Assets & Resources Policy
- 6.16 Substance Abuse Policy
- 6.17 Training & Development Policy
- 6.18 Employee Wellness Policy
- 6.19 Sexual Harassment Policy
- 6.20 Workplace HIV/AIDS Policy
- 6.21 Acting Allowance Policy
- 6.22 Retirement Policy
- 6.23 Leave Management Policy
- 6.24 Overtime and Time-Off Policy

- 6.25 Placement Policy
- 6.26 Language Policy
- 6.27 Retention Policy
- 6.28 PMS cascading Policy to lower levels of Staff
- 6.29 Covid 19 Policy
- 6.30 Interim Recruitment & Selection Policy for posts of Municipal Manager and Senior Managers Directly reporting to Municipal Manager

#### **PROPERTY MANAGEMENT POLICIES AND PLAN**

- 6.31 Protective Clothing and Allowance Policy
- 6.32 Halls & Facilities Policy
- 6.33 Security and Access Control Policy
- 6.34 Fleet Management Policy
- 6.35 Occupational, Health and Safety Policy
- 6.36 Mayor, Deputy Mayor and Speaker Vehicles Policy
- 6.37 Telephone Usage & Management Policy
- 6.38 Safety, Health & Environmental (SHE) Strategic Plan

#### **RECORDS MANAGEMENT POLICY**

- 6.39 Records Management Policy

#### **HUMAN RESOURCES PLANS AND STRATEGIES**

- 6.40 PMS cascading Strategy/Plan to lower levels of Staff
- 6.41 Draft Covid 19 Safety Plan
- 6.42 Employment Equity Plan 2020-2024
- 6.43 Human Resources Strategy 2022-2026
- 6.44 Human Resources Plan 2022-2023

#### **ADMIN, GOVERNANCE & IGR PROCEDURES**

- 6.45 Standing Rules and Orders

- 6.46 Delegations Framework
- 6.47 Roles & Responsibilities for
- 6.48 Political Office Bearers and Political Structures and Officials

#### **ORGANISATIONAL STRUCTURE**

- 6.49 Adopted and Revised Organogramme

#### **B. Office of the Municipal Manager Policies, Procedures & Plans**

#### **PERFORMANCE MANAGEMENT SYSTEM, FRAMEWORK, ASSESSMENT & PLAN**

- 6.50 PMS Policy Framework
- 6.51 Mid-Year Budget & Performance Assessment 2021/2022
- 6.52 Revised Service Delivery & Budget Implementation (SDBIP) 2021/2022

#### **RISK AND INTERNAL AUDIT UNIT POLICY AND STRATEGY**

- 6.53 Draft Risk Management Strategy and Policy
- 6.54 Anti-Fraud and Corruption Policy

#### **PUBLIC RELATIONS POLICIES AND STRATEGY**

- 6.55 Communication Strategy and Policy
- 6.56 Public Participation Policy
- 6.57 Integrated Complaints Management System Policy

#### **C. Budget & Treasury Office/Financial Services Policies, Procedures & Plans**

#### **BUDGET, EXPENDITURE AND REVENUE POLICIES**

- 6.58 Petty Cash Management Policy
- 6.59 Budget Policy
- 6.60 Banking and Investment Policy
- 6.61 Virement Policy
- 6.62 Impairment of Receivables Policy
- 6.63 Customer Care Credit and debt Collection Policy
- 6.64 Funding and Reserves Policy

6.65 Accounting Policies

6.66 Indigent Policy

6.67 Tariffs Policy

### **SUPPLY CHAIN MANAGEMENT (SCM) AND ASSETS POLICIES**

6.68 Supply Chain Management (SCM) Policy

6.69 Asset Management Policy

6.70 Contract Management Policy

6.71 Unauthorised, Irregular, Fruitless and Wasteful Expenditure (UIFW) Policy

6.72 SCM Policy for Infrastructure Procurement and Delivery Policy

### **MUNICIPAL STANDARD CHARTS OF ACCOUNTS (MSCOA)**

6.73 Municipal Standard Charts of Accounts (Mscoa)

### **D. Planning & Development Services Policies, Procedures, Plans & Strategies**

### **INFORMATION COMMUNICATION TECHNOLOGY POLICIES**

6.74 IT Security Policy - V2

6.75 IT service continuity policy

6.76 IT User Access Management Policy - V2

6.77 Return on Investment Policy

6.78 IT Acceptable Use Policy

6.79 IT Change Control Policy

6.80 IT Facilities Management Control Policy

### **PLANNING, TOURISM AND LOCAL ECONOMIC DEVELOPMENT PROCEDURES,**

### **PLANS AND STRATEGIES**

6.81 Spatial Development Framework (SDF)

6.82 Local Economic Development (LED) Strategy

6.83 Tourism Strategy

## **PLANNING & DEVELOPMENT SERVICES BY-LAWS**

6.84 Air Quality By-Laws

### **E. Engineering Services Policies, Procedures, Plans & By-Laws**

6.85 Expanded Public Works Programme (EPWP) Phase 4 Policy

6.86 EPWP Guidelines

6.87 Water Master Plan

6.88 Water Service Plan

6.89 Non-Revenue Water Policy

6.90 Water Services Development Plan

6.91 Customer Care Charter Policy

6.92 Operations and Maintenance Plan

6.93 Non-Revenue Water Reduction Policy

## **ENGINEERING SERVICES BY-LAWS**

6.94 Water Services By-Laws

### **F. Community Services Policies, Procedures, Plans & By-Laws**

6.95 Sports, Arts and Culture Funding Policy

6.96 Disaster Management Sector Plan

6.97 Disaster Management Winter Season Contingency Plan 2022

6.98 Disaster Management Summer Season Contingency Plan 2022

## **COMMUNITY SERVICES BY-LAWS**

6.99 Municipal Health Services By-Laws

## **NEW DRAFT POLICIES, PROCEDURES, PLANS AND STRATEGIES**

## **SUMMARY OF POLICIES, PROCEDURES, PLANS AND STRATEGIES ADOPTED BY COUNCIL IN THE WORKSHOP**

**7. DATE OF THE NEXT COUNCIL MEETING:26/05/2022**

## 8. CLOSURE

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**B9356, SECTION1, AMAJUBA DISTRICT MUNICIPALITY, MADADENI**