



BIG 5 HLABISA MUNICIPALITY (KZ276)

P.O Box 387

Lot 808, off Masson Street

Tel: 0358388500

Hlabisa

Hlabisa

Fax: 0358381015

3937

3937

Date: 10 May 2017

Corporate Services

## List of Municipal Policies

### HR RELATED POLICIES

1. Acting Allowance Policy
2. Benefits and Allowance Policy
3. Career and Succession Planning Policy
4. Car allowance policy
5. Cell Phone & 3-G Data Card Policy
6. Community Strategy
7. Dress Code, Uniforms & Protective Clothing Policy
8. Employment Equity & Affirmative Action Policy
9. Human Capital Retention Strategy
10. Leave Policy
11. Mayoral Vehicle Policy
12. Municipal Employee Assistance Policy
13. Municipal Pool Vehicle Policy
14. Performance Management Policy
15. Private work and Declaration of Interest Policy
16. Promotion & Transfer Policy
17. Recruitment & Selection Policy
18. Records Management Policy
19. Sexual Harassment Policy
20. Staff HIV & AIDS Policy
21. Study Bursary Policy
22. Subsistence & Traveling Policy
23. Termination of Service Policy

### FINANCE RELATED POLICIES

24. Asset Management Policy
25. Cash Management, Banking and Investment Policy
26. Indigent Policy
27. Fraud Prevention and Ant- Corruption Policy
28. Rates Policy
29. Tariffs Policy
30. Virement Policy
31. Credit Control & Debt Collection Policy



## IT RELATED POLICES

- 32. Antivirus Management Policy
- 33. Backup and Restore Policy
- 34. End User Security Policy
- 35. Firewall Management Policy
- 36. IT change Management Policy
- 37. IT Performance and Capacity Management Policy
- 38. IT Project Management Policy
- 39. IT Risk Management Policy
- 40. Patch Management Policy
- 41. Service Level Management Policy
- 42. User Account Management Policy



**BIG 5 HLABISA MUNICIPALITY**  
(KZ 276)

P. O. Box 387    Lot 808, off Masson Street    Tel: 035 838 8500  
Hlabisa                      Hlabisa                      Fax: 035 838 1015

**COUNCIL  
RESOLUTION CERTIFICATE**

**REPORT ON THE  
MUNICIPAL POLICIES OF 2017/18**

This is to certify that the Council of Big 5 Hlabisa Municipality, in its Ordinary Council meeting held on the 30<sup>th</sup> May 2017 resolved as follows:

(c) *Council accepts and approves Municipal Policies for 2017/18 financial years.*

Proposed: Cllr. H.T Nkosi  
Seconded: Cllr. G.R Mchunu

Approved by:

-----  
The Municipal Manager

Dr. VJ Mthembu

Big 5 Hlabisa Municipality

*30<sup>th</sup> May 2017*  
-----

Date