



FREE STATE PROVINCIAL GOVERNMENT

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

REPORT ON THE STATUS OF ADOPTED MUNICIPAL POLICIES IN THE PROVINCE

December 2009

Information on Policies listed below was confirmed by the Corporate Manager of each Municipality.

DC16 Xhariep

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Draft Asset Management Policy	2009/02	
2.	Draft Banking and Investment Policy	2009/02	
3.	Draft Telephone Usage Policy	2009/02	
4.	Draft Budget Policy	2009/02	

Department assisting municipality with a variety of staff policies

FS161 Letsemeng

Approved Policies

No.	POLICY	Date of Adoption	Review date

FS162 Kopanong

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Contract Management Policy	2008/11	
2.	Human Resource Policy	2008/11	
3.	Labour Law Policy	2008/11	

The following outsourced policies were submitted and awaits council approval.

No.	POLICY	Date of Adoption	Review date
1.	Contract Management policy		
2.	Human Resource policy		
3.	Labour Law policy		

The following policies are currently in operation but no approved by council

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No.	POLICY	Date of Adoption	Review date
1.	Travelling policy		
2.	Budget policy		
3.	Indigent policy		
4.	Credit Control policy		
5.	Traffic policy		
6.	Rates policy		
7.	Banking and Investment policy		
8.	Fixed Assets policy		
9.	Risk Management policy		
10.	Supply Chain Management policy		

FS163 Mohokare

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Code of Conduct and Ethics	R10/12/2002	
2.	Introducing New Employees	R10/12/2002	
3.	Educational New Employees	R10/12/2002	
4.	Maternity Leave	R10/12/2002	
5.	Telephone & Dress Code policies	R10/12/2002	
6.	Interne, Computer network and Electronic Appliance policy	R10/12/2002	
7.	Smoking	R10/12/2002	
8.	Sexual Harassment	R10/12/2002	
9.	HIV/AIDS	R10/12/2002	
10.	Health & Safety	R10/12/2002	
11.	Compensation for Occupational Health & Injuries	R10/12/2002	
12.	Ending the Employment Relationship	R10/12/2002	
13.	Policy on Voluntary Workers	R10/12/2002	
14.	Transport policy	R10/12/2002	
15.	Overtime	R10/12/2002	
16.	Subsistence & Travelling Costs	R31/03/2003	Aug 2006 R01/2006/1/1/2
17.	Council Employment policy	R31/03/2003	
18.	Language policy	R31/03/2003	
19.	Disciplinary & Grievance policy	R /12/2002	
20.	Credit Control policy	R29/06/2001	23/02/2006 (See new policy)
21.	Cemeteries	R31/03/2003	
22.	Vehicle Replacement	31/03/2003	19/12/2005
23.	Procurement policy	R19/12/2003	
24.	Customer Care policy		23/02/2006
25.	Contribution to Municipal Employees Funerals	R10/10/2003	

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26.	Commonage policy	R14/06/2002	
27.	Pauper Burial	R11/09/2002	
28.	Banking & Investment	R25/10/2005	Nov 2006 R01/2006/1/1
29.	Procurement followed on Appointment	R25/20/2005	
30.	Telephone policy	R25/10/2005	
31.	Municipal Supply Chain Management Model policy	R19/12/2005	Under review
32.	Communication policy	R23/02/2006	
33.	Recruitment and Selection	R01/2006/8 Aug 2006	(See new Policy)
34.	Casual Workers (Draft)	R01/2006/1/2/1/ Aug 2006	
35.	Rates policy	R01/2006/1/1/1 Aug 2006	Now under review Jun 09
36.	Credit Control and Debt Collection	R01/2006/1/1 Nov 2006	(See new policy)
37.	Indigent policy	R01/2006/1/1 Nov 2006	
38.	Skills Development policy	R01/2006/1/2/4 Nov 2006	
39.	Free basic Water policy	R01/2006/1/4/1 Nov 2006	
40.	Employment Equity policy	R01/2007/1/2/2 28 June 2007	
41.	Paupers Burial policy	R01/2007/1/2/7 18 June 2007	
42.	Human Resources Manual	R01/2007/1/2/7 18 June 2007	
43.	Records Management policy	R01/2007/1/2/2 9 October 2007	
44.	Tariff policy	R01/2008/1 27 June 2008	Under review Jun 09
45.	Credit Control, Debt Collection and Write-off policy	19 Sept 2008	
46.	Recruitment and Selection policy	19 Sept 2008	
47.	Anti-Fraud and Anti-Corruption Strategy	19 Sept 2008	
48.	Sites policy	19 Sept 2008	

DC17 Motheo

Approved Policies

No.	POLICY	Date of Adoption	Review date
1	Cellular Telephone	16\08\2006	1\11\2006
2.	Customer Care	03\12\2006	
3.	Donations, Sponsorship		
4.	Employment	01\09\2006	
5.	Expenses and Payment	19\04\2007	
6.	Fleet Management	11\09\2005	

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7.	Appointment in Acting Capacity	19\04\2007	In the process of being reviewed
8.	Disaster Prevention	28\02\2008	
9.	IGR Policy	09\11\2006	
10.	Budget Policy	28\02\2008	
11.	Asset Management Policy	28\02\2008	
12.	Banking and Investment Policy	28\02\2008	
13.	Credit Card Policy	06\12\2006	
14.	Language Policy	17\03\2008	
15.	Placement Policy	30\06\2008	
16.	Procurement Policy	30\11\2005	
17.	Security Policy	28\02\2008	
18.	ST Policy		
19.	Study Assistance Policy	13\05\2008	
20.	Acting Policy		
21.	Foreign Travelling Policy	19\04\2007	
22.	Gender Policy	19\04\2007	
23.	HIV/Aids Policy	19\04\2007	
24.	PAIA Manual Policy		
25.	Stadium Suite Policy	19\04\2005	Reviewed on 12/04/2007
26.	Youth Development Policy	10\04\2007	
27.	Policy on overtime remuneration	01\09\2005	
28.	Subsistence and Travelling Allowance	27\02\2008	
29.	Protocol of service Policy		
30.	Records Management Policy		
31.	Smoking Policy		
32.	Supply Chain Management Policy	30\11\2005	
33.	Technology Usage Policy	01\09\2005	
34.	Training and Development Policy	06\11\2005	
35.	Write off of RSC Levy Policy	06\11\2006	

The following policies are currently under development

No.	POLICY	Date of Adoption	Review date
1.	Policy and procure relating to petty Cash disbursement		
2.	Rewriting of Supply Chain Management policy		
3.	Policy and procedure relating to nomination for and attendance of training event		
4.	Policy procedure relating to the preparation and authorisation of journals.		
5.	Appointment in a acting capacity		

FS171 Naledi

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Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Career succession planning		
2.	Cemetery Allocation		
3.	Network Policy		
4.	Promotion and transfer		
5.	Rainy day Management		
6.	Record management		
7.	Recruitment policy		
8.	Sexually and other harassment management		
9.	Smoking policy		
10.	Staff performance management		
11.	Substance abuse (alcohol and drugs)		
12.	Vehicle Accident		

FS172 Mangaung

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Banking and investment policy	27\11\2003	
2.	Cellular Phone policy	15\12\2005	
3.	Credit control policy	27\11\2003	
4.	Customer care policy	27\11\2003	
5.	Debt collection policy	27\11\2003	
6.	Delegation of powers policy	12\09\2002	09/12/2008
7.	Housing policy	15\12\2005	N/a
8.	Language policy	27\11\2003	27\11\2003
9.	Land disposal policy	01\09\2005	18\05\2006
10.	Outdoor advertising policy		
11.	Pro poor policy	16\05\2008	N/a
12.	Performance management policy	08\2002	N/a
13.	Performance reward skill policy	08/2002	N/a
14.	Special development framework Policy	2005-2006	N/a
15.	Supply chain management policy	01\09\2005	18/05/2006
16.	Tariffs policy	27\11\2003	N/a
17.	Travel and subsistence allowance policy	31\08\2006	N/a
18.	Youth policy	N/a	N/a

FS173 Mantsopa

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Use of Mayoral Vehicle		
2.	Acting Allowance when acting in equal of lower positions		
3.	Determination of site allocations		

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4.	Language Policy		
5.	Internet Policy		
6.	Investment Policy		
7.	Risk Management Policy		
8.	Communication Policy		

Finance

No.	POLICY	Date of Adoption	Review date
1.	Capitalisation Policy		
2.	Supply Chain Management Policy		
3.	Investment Policy		
4.	Free Basic Water Policy		
5.	Credit Control & Debt Collection Policy		
6.	Tariff Policy		
7.	Budget Policy		

Council Property

No.	POLICY	Date of Adoption	Review date
1.	Determination – site allocations		
2.	Donation of property		
3.	Advertisement Signs Policy		

Personnel

No.	POLICY	Date of Adoption	Review date
1.	Personnel paid – Work performed outside Council's services		
2.	Sexual Harassment		
3.	Smoking Policy		
4.	Health and Safety Policy		
5.	Performance Management Policy		
6.	Performance Management Systems		
7.	Integrated Capacity Building Strategy		
8.	Local Government Remuneration Policy		
9.	Gender Policy		
10.	Minimum Wages – Casual Workers		
11.	Acting Allowance – Higher Position		
12.	Personnel Appointment		
13.	Placement Policy		

Councillors

No.	POLICY	Date of Adoption	Review date
1.	Bereavement Policy		
2.	Expenditure – Travel Claims		

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Legislation

No.	POLICY	Date of Adoption	Review date
1.	Anti Corruption Strategy		

Community Service

No.	POLICY	Date of Adoption	Review date
1.	AIDS Policy		

Admin Service

No.	POLICY	Date of Adoption	Review date
1.	Records Management Policy		

DC18 Lejweleputswa

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No.	POLICY	Date of Adoption	Review date

FS181 Masilonyana

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Debt Control: Credit Control & Indigent Policy Credit Control Policy	20/04/2004	
2.	Masilonyana Traffic Policy	20/04/2004	
3.	Financial Rules	20/04/2004	
4.	Delegated Powers	09/05/2001	
5.	Rules for the Use of Vehicles	10/07/2001	
6.	Policy Regarding the use of Community Halls in Masilonyana	23/05/2002	
7.	Masilonyana Local Municipality Fixed Assets Management Policy	05/12/2002	
8.	Masilonyana Municipality Investment Policy	15/04/2003	
9.	Manual on the Promotion of Access to Information	26/07/2004	
10.	Supply Chain Management Policy	25/08/2004	
11.	Masilonyana Local Municipality Draft Language Policy by Law	28/10/2004	
12.	HR Recruitment & Selection Policy: Skills Development Policy	24/12/2004	
13.	Financial Disclosure Framework Policy	25/01/2005	

F182 Tokologo

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No.	POLICY	Date of Adoption	Review date
1.	Poverty Reduction & Gender	01/2008	
2.	Institutional Development	01/2008	
3.	Integrated Performance Management	01/2008	
4.	Cell Phone & IT	23/05/2008	
5.	Supply Chain Management Policy	23/05/2008	
6.	Credit Control & Debt Collection	06/2008	
7.	Assets Management Policy	06/2008	
8.	Accounting Policy	06/2008	
9.	Budget Policy	06/2008	
10.	Investment & Cash Management	06/2008	
11.	Traffic Policy	06/2008	
12.	Delegation of Powers	07/08/2008	
13.	Public Participation	02/10/2008	
14.	Risk Management	02/10/2008	
15.	HR Policy	02/10/2008	
16.	Allocation of Sites	08/08/2006	
17.	Indigent Policy	15/09/2006	
18.	Travelling and Subsistence Policy	08/08/2006	
19.	Usage of Municipal Vehicles	08/08/2006	

FS183 Tswelopele

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Language Policy	18/12/2000	
2.	Credit Control Policy	01/01/2000	
3.	Indigent Policy	31/01/2001	
4.	Investment Policy	30/05/2001	
5.	Council Vehicles Policy	30/05/2001	
6.	Library Funds	30/05/2001	
7.	Salary Deduction Policy	30/05/2001	
8.	Water and Electricity Connection	30/05/2001	
9.	Councillor Vehicles Policy	30/05/2002	
10.	Assignment of National and Provincial Functions to the Municipality/Council	30/05/2002	
11.	Pro Forma Placement Policy for Municipalities	28/08/2002	
12.	Proposed Amendment to Indigent Policy for the 2003/2004 Financial Year	26/02/2003	
13.	Internal Affairs Charter/Policy	24/11/2004	
14.	Procurement Policy	29/11/2005	
15.	Supply Chain Management Policy	29/11/2005	
16.	Human Resource Policy	22/02/2006	
17.	Delegation of Power Policy	22/02/2006	
18.	Access to Information Policy	22/02/2006	
19.	Policy for Advertising within Tswelopele Municipal Area	22/02/2006	
20.	IT Policy	29/03/2006	

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21.	Employment Equity Plan	03/08/2006	
22.	Risk Management Policy	28/02/2007	
23.	Fraud Policy	28/02/2007	
24.	Induction Policy	28/02/2007	
25.	Indigent Policy	28/02/2007	
26.	Policy on the Levying on Rateable Property	09/07/2007	
27.	Draft Policy for the disposal of the Municipality's Land and other Immovable Capital Assets	09/07/2000	
28.	Free Basic Water Policy		
29.	Indigent Policy	28/02/2007	
30.	Performance Audit Committee Rules & Orders	07/09/2007	

FS184 Matjhabeng

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Matjhabeng indigent policy		
2.	Standing Rules and orders policy		
3.	Mayoral handbook policy		
4.	Separation policy		
5.	Procedure for handling absenteeism stroke desertion policy		
6.	Access to information act manual policy		
7.	Draft HIV/AIDS policy		
8.	Draft Policy in service training		
9.	Employee manual policy		
10.	Health and safety policy		
11.	Placement policy		
12.	Sexual harassment policy		
13.	Skills development policy		
14.	Speakers report outline view policy		

LEGAL SERVICES AND LABOUR RELATION

No.	POLICY	Date of Adoption	Review date
1.	Sexual Harassment policy	29 July 2008	
2.	Absenteeism/Desertion policy	29 July 2008	
3.	Procedure for Termination of Service due to Poor Work Performance	29 July 2008	
4.	Procedure for Termination of Service due to ill Health/Incapacity	29 July 2008	

FS185 Nala

No.	POLICY	Date of Adoption	Review date
1.	Human Resources Management & Collective Bargaining	26/05/2009	

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2.	Conditions of Service		
3.	Recruitment and Selection Policy		
4.	Succession Planning and Career Patching		
5.	Performance Management System for Staff Members		
6.	Code of Conduct for Staff Members		
7.	Induction Training and Staff orientation		
8.	Employment Equity		
9.	Computer: Email and Internet usage		
10.	Municipal Health and Safety policy		
11.	Skills Development and Training		
12.	Travel and Subsistence policy		
13.	Demotion: Promotion and Transfer policy		
14.	Home Owner Allowance Scheme		
15.	Motor Vehicle and Subsidy Scheme		
16.	Bursary policy		
17.	Leave policy		
18.	Cellular Phone policy		
19.	Substance Abuse policy		
20.	Smoking policy		
21.	Prevention of Nepotism		
22.	Employment policy for HIV/AIDS		
23.	Sexual Harassment policy		
24.	Standing by Allowance policy		
25.	Legal Aid policy		
26.	Computer Loan Agreements		
27.	Exit Interview Procedure policy		
28.	Staff placement policy		
29.	Acting Allowance policy		

DC19 Thabo Mofutsanyane

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Asset Management	28/04/2006	25/01/2007
2.	Human Resources	04/10/2007	29/11/2007
3.	Environmental Health	04/10/2007	29/11/2007
4.	Supply Chain Management	04/10/2007	29/11/2007
5.	Banking & Investment	04/10/2007	29/11/2007
6.	Asset Management	04/10/2007	29/11/2007
7.	Food	31/10/2008	04/09/2008
8.	Water	31/01/2008	04/09/2008
9.	Cellular	31/01/2008	04/09/2008
10.	Telephone	31/01/2008	04/09/2008
11.	Communication	31/01/2008	04/09/2008
12.	Bursary	04/09/2008	15/12/2008

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13.	Fleet Management	04/09/2008	12/12/2008
14.	Replacement	04/09/2008	15/12/2008
15.	Recruitment & Appointment	04/09/2008	15/12/2008
16.	Sexual Harassment	04/09/2008	15/12/2008

The following policies are currently under development and have not yet been adopted by the council.

No.	POLICY	Date of Adoption	Review date
1.	Placement		
2.	Municipal Property Rates		
3.	Audit		

FS191 Setsoto

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Audit Committee: Legislation & Standing Orders	02/02/2001	
2.	Audit policy	17/02/2009	

COUNCILLORS POLICIES

No	Policy	Date of Adoption	Review date
1.	Councillors Pension Fund: Buy Back of Services policy	19/08/2002	
2.	Cell Phones: Councillors	19/12/2002	

FINANCE POLICIES

No.	POLICY	Date of Adoption	Review date
1.	The Budget Framework policy	26/09/2002	
2.	Budget policy	03/03/2009	
3.	Risk Management policy	03/03/2009	
4.	Banking and Investment policy	03/03/2009	
5.	Accounting for Assets Register & Declaration	26/09/2002	
6.	System of Internal Control policy	03/09/2002	
7.	Indigent policy	17/02/2009	
8.	Credit Control policy & Measures	11/10/2006	
9.	Consumer Care policy	26/09/2006	
10.	Investment policy	21/08/2006	
11.	Fixed Assets policy & Control of Fixed Assets	10/10/2007	
12.	Fixed Assets Management & Accounting	31/03/2009	
13.	Expenditure Control Committee policy	07/06/2001	
14.	Uniform Purchasing policy	23/07/2002	
15.	Travelling and Subsistence policy	08/06/2000	
16.	Supply and Chain Management policy	04/2006	
17.	Code of Conduct for Supply and Chain Management Practitioners	09/2005	
18.	Procurement Process Policy	05/06/2003	
19.	Security policy Safeguarding of Case	19/05/2004	
20.	Raft Petty Cash policy	24/11/2005	

CORPORATE SERVICES

No.	POLICY	Date of Adoption	Review date
1.	Coat of Arms	29/01/2001	

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2.	Standing Rules & Orders	19/01/2000	
3.	Language policy	24/11/2005	
4.	Safeguarding of Documents	19/12/2000	
5.	Powers & Function: HR Committee	19/12/2000	
6.	Appointment: Members of Valuation Court	21/10/2002	
7.	Experimental Training of Students	14/05/2002	
8.	Promotion of Access to Information	19/05/2004	
9.	Delegated Powers	08/12/2006	
10.	Service Level Agreement: Department of Health	14/06/2002	

PERSONNEL POLICIES

No.	POLICY	Date of Adoption	Review date
1.	Proposed Organisational Structure policy	07/06/2007	
2.	Placement policy	27/03/2002	
3.	Geographical Relocation policy	19/02/2002	
4.	Study policy	19/12/2002	
5.	Study policy	23/05/2002	
6.	Policy on Misuse of Sick Leave	07/11/2002	
7.	HR Policy	10/02/2007	
8.	Occupational Health and Safety policy	01/02/2007	
9.	Draft HIV/AIDS policy	30/05/2008	

FS192 Dihlabeng

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Supply Chain management policy		
2.	Rules for the use of municipal vehicles		

FS193 Nketoana

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Asset Management policy		
2.	Banking and Investment policy		
3.	Budget policy		
4.	Overtime policy		
5.	Pauper policy		
6.	Recruitment policy		
7.	Tariff policy		
8.	Debt Write-Off policy		
9.	Working hours policy		
10.	Travel and Subsistence policy		
11.	Leave policy		
12.	Indigent Support policy		
13.	Draft Property Rates By-Laws		
14.	Draft Property Rates		
15.	Writing Off of irrecoverable debts policy		

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FS194 Maluti a Phofung

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Impoundment policy		
2.	Rates policy		
3.	Revised indigent policy		
4.	Revised Credit Control policy		
5.	House waiting policy		
6.	Pauper Burial policy		
7.	Revised placement policy		
8.	Supply chain management policy		
9.	Records management policy		
10.	MIV & AIDS workplace policy		
11.	Language policy		
12.	Budget policy		
13.	Recruitment policy		
14.	Placement of containers in the Maluti-a-Phofung area policy		
15.	Asset management policy		
16.	Policy on long service recognition		
17.	Amended Telephone and Cell phone policy		
18.	Draft on Career opportunities policy		
19.	Vehicles policy		

F 195 Phumelela

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Property Rates policy		
2.	Budget policy		
3.	Banking and Investment policy		
4.	Fixed Asset Management policy		
5.	Tariff policy		
6.	Transport policy		
7.	Travel Subsistence & Entertainment policy		
8.	Municipal Supply Chain Management policy		
9.	Procurement policy		
10.	Free Basic Water policy		
11.	Municipal Supply Chain Management Regulations		
12.	Employment Equity policy		
13.	Communication policy & Strategy		
14.	Code of Conduct policy		
15.	Skills & Development policy		
16.	Sexual Harassment policy		

DC20 Fezile Dabi

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Approved Policies

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01.	Acting Capacity Policy		
02.	Bursary Policy		
03.	Career Patching Policy		
04.	Career Succession Planning Policy		
05.	Cellular Phone Policy		
06.	Change In Ownership Policy (20)		
07.	Confidentiality Of Information Policy		
08.	Conflict Of Interest Policy		
09.	Corporate Governance Policy		
10.	Code Of Conduct Policy		
11.	Communication Policy		
12.	Dress Guideline		
13.	Employee Use of Municipal Assets Policy		
14.	Employment Equity Policy		
15.	Employment Outside Municipality Service		
16.	Entertainment Policy		
17.	Extraneous Employment (Moonlighting) Policy		
18.	Gifts To Municipal Employees Policy		
19.	HIV / AIDS Policy		
20.	Home-Owners Allowance Policy (06)		
21.	Incapacity Policy		
22.	Internet And E-mail Policy		
23.	Leave Policy		
24.	Medical Examination Policy		
25.	Membership Of Professional Societies Policy		
26.	Nepotism Policy		
27.	Occupational Health And Safety Policy		
28.	Overtime Policy		
29.	Personal Protective Equipment		
30.	Placement Policy		
31.	Promotion Policy		
32.	Protected Disclosure Policy		
33.	Recruitment Policy		
34.	Reimbursive Vehicle Scheme		
35.	Relocation Expenditure Policy		
36.	Sexual, Racism And Racial Harassment Policy		
37.	Skills And Development Policy		
38.	Staff Retention And Exit Policy		
39.	Substance Abuse Policy (Alcohol and Drugs)		
40.	Telephone And Fax Policy		
41.	Termination Of Service Policy		
42.	Theft / Loss Procedure Policy		
43.	Training And Development		
44.	Travel And Subsistence Expenditure Policy		
45.	Working Hours Policy		
46.	Workplace Violence Prevention Policy		

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47.	Code Of Conduct Policy	17/10/2005	
48.	Health And Safety Policy	27/10/2005	
49.	Productivity Improvement Policy	27/10/2005	

SALGA assisting with policy development.

FS201 Moqhaka

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Banking and investment policy		
2.	Credit control and debt collection		
3.	Erection of duet sites		
4.	Fixed assets management		
5.	Land use management		
6.	Procurement policy		
7.	Rates policy		
8.	Records management		
9.	Recruitment and appointment		
10.	Study policy		
11.	Travel and subsistence		

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FS203 Ngwathe

Approved Policies

No.	POLICY	Date of Adoption	Review date

SALGA assisting with policy development.

FS204 Metsimaholo

Approved Policies

No.	POLICY	Date of Adoption	Review date

SALGA assisting with policy development.

FS205 Mafube

Approved Policies

No.	POLICY	Date of Adoption	Review date
1.	Acting Capacity policy		
2.	Bursary policy		
3.	Career Pathing policy		
4.	Career Succession planning policy		
5.	Cellular Phone policy		
6.	Change in Ownership policy		
7.	Confidentiality of Information policy		
8.	Conflict of Interest policy		

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9.	Corporate Governance policy		
10.	Code of conduct policy		
11.	Communication policy		
12.	Dress Guideline		
13.	Employee use of Municipal Assets policy		
14.	Employment Equity policy		
15.	Entertainment policy		
16.	Extraneous Employment (Moonlighting) policy		
17.	Gifts to Municipal Employees policy		
18.	HIV/AIDS policy		
19.	Home-owners Allowance policy		
20.	Incapacity policy		
21.	Internet and e-mail policy		
22.	Leave policy		
23.	Medical Examinations policy		
24.	Membership of Professional Societies policy		
25.	Nepotism policy		
26.	Occupational Health and Safety policy		
27.	Overtime policy		
28.	Personal Protective Equipment		
29.	Placement policy		
30.	Promotion policy		
31.	Protected Disclosure policy		
32.	Recruitment policy		
33.	Reimburse Vehicle Scheme		
34.	Relocation Expenditure policy		
35.	Sexual, Racism and Racial Harassment policy		
36.	Skills and Development policy		
37.	Staff Retention and Exit policy		
38.	Substance Abuse policy (Alcohol and Drugs)		
39.	Telephone and Fax policy		
40.	Termination of Service policy		
41.	Theft/Loss Procedure policy		
42.	Training and Development policy		
43.	Travel and Subsistence Expenditure policy		
44.	Working hours policy		
45.	Workplace violence Prevention policy		

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The official assisted intergovernmental relation with the distribution of pamphlets in municipalities for the day of reconciliation event.

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Manager: Municipal Policy Development

Date: 13 January 2010

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