



MUNISIPALITEIT **RICHTERSVELD** MUNICIPALITY

McDougallsbaai Kampeerterein | McDougalls Bay Caravan Park
Tel: (027) 851 1110
Rig alle korrespondensie | Address all correspondence
aan die | to the
Munisipale Bestuurder | Municipal Manager

COUNCIL RESOLUTION

EXTRACT FROM THE MINUTES OF A GENERAL COUNCIL MEETING, WHICH WAS HELD ON WEDNESDAY, 31 MAY 2023 AT 09H00 IN THE COUNCIL CHAMBERS – PORT NOLLOTH

RESOLUTION NR: RVM015/05/2023

15.	ADMINISTRATION SERVICES POLICIES 2023/2024 FINANCIAL YEAR
------------	--

BACKGROUND

A policy session took place on 17–18 May 2023 for the amendments towards existing Policies and implementation of new Policies. There are no changes in the current existing Human Resource, IT and Registry Policies except for some amendments to be done in accordance with the implementation of the Staff Regulations, and we thus want so seek approval for the 2023/2024 Financial Year.

The policies are as follows:

Human Resource Policies:

- Attendance and Punctuality
- Employment Equity
- Employment Practice
- Legal Aid
- Private Work and Declarations of interest/s
- Relocation
- Sexual Harassment
- Smoking
- Training and Development
- Transport Allowance
- Whistle Blowing
- HIV/AIDS Policy

Head Office

Private Bag X113, Port Nolloth, 8280
Tel: +27 (0)27 851 1111

Satellite Towns

Sanddrift
Tel: +27 (0)78 9983238

Kuboes
Tel: +27 (0)78 9984376

Lekkering
Tel: +27 (0)79 4181623

Eksteenfontein
Tel: +27 (0)71 4347035

- Guidelines in good practice in recruitment and selection
- Placement Policy
- Skills Retention Policy
- Dress Code Policy
- Telephone and Cellphone Use
- Grievance Policy
- Employee Wellness Policy
- Job Evaluation Policy
- Substance Abuse Policy
- Incapacity Policy
- Ward Committee Policy
- Notch Increase Policy

IT Policies:

- Access to the Richtersveld Domain Network
- Backup & Procedures Policy
- ICT Strategic Plan Policy
- Internet Acceptable use Policy
- IT Data Systems Security Policy
- IT Risk Management Policy
- Patch Management Policy
- Physical Protection of IT Facility Policy
- Laptop Security & Removal Policy

Registry Policies:

- Record Management Policy
- File Plan Policy
- E-mail Policy

RECOMMENDATION

1. That Council takes note that the Policy Session did take place for consultation.
2. That Council give approval for the implementation of the Policies in the 2023/2024 Financial Year.

COUNCIL RESOLUTION

1. That Council takes note that the Policy Session did take place for consultation.
2. Council approves the implementation of the Policies in the financial year 2023/2024.

Proposed: Cllr. Cornell Knoph

Seconded: Cllr. Ryno Thomas

Head Office

Private Bag X113, Port Nolloth, 8280
Tel: +27 (0)27 851 1111

Satellite Towns

Sanddrift
Tel: +27 (0)78 9983238

Kuboes
Tel: +27 (0)78 9984376

Lekkersing
Tel: +27 (0)79 4181623

Eksteenfontein
Tel: +27 (0)71 4347035