



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 OF RICHTERSVELD MUNICIPALITY WHICH WERE HELD AT SERGIO'S BALCONY, PORT NOLLOTH ON WEDNESDAY, 19 JUNE 2024 AT 16H00

RESOLUTION NR: RVM011/06/2024

11.	ADMINISTRATION SERVICES POLICIES FOR 2024/2025
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BACKGROUND:

A policy session took place on 19 June 2024 for the amendments towards existing Policies and implementation of new Policies. There are no changes in the current existing Human Resource and Registry Policies except for the removal of the Placement policy and some amendments to be done in accordance with the implementation of the Staff Regulations. There will be three (3) new IT Policies added to the current existing list of IT Policies. We thus want so seek approval for the 2024/2025 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
- Guidelines in good practice in recruitment and selection
- Skills Retention Policy

Head Office

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

Sanddrift

Tel: +27 (0)78 9983238

Kuboes

Tel: +27 (0)78 9984376

Satellite Towns

Lekkersing

Tel: +27 (0)79 4181623

Eksteenfontein

Tel: +27 (0)71 4347035

- 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
- Device Use Policy
- Social Media Policy
- ICT Corporate Governance Policy

Registry Policies:

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

RECOMMENDATION:

That Council give approval for the implementation of the Policies in the 2024/2025 Financial Year.

COUNCIL RESOLUTION:

It is hereby RESOLVED that the Council grants approval for the implementation of the policies for the 2024/2025 financial year.

Proposed: Cllr. Charlton Stuurman
Seconded: Cllr. Renthia Van Wyk

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