

UMSINGA MUNICIPALITY UMASIPALA WASE MSINGA

**CERTIFIED EXTRACT OF THE MINUTES OF THE FULL COUNCIL MEETING
HELD ON THE 29 MAY 2019 IN THE COUNCIL CHAMBER TUGELA FERRY AT
10H00**

MEMBERS PRESENT

Cllr BP Ngcobo : The Mayor
Cllr SG Masimula : Deputy Mayor
Cllr TL Kunene : The Speaker
Cllr K Sithole
Cllr TM Ndlovu
Cllr JV Langa
Cllr MW Sokhela
Cllr SC Mpungose
Cllr MN Mabaso
Cllr BP Madondo
Cllr P Diadla
Cllr M Sithole
Cllr FJ Sikhakhane
Cllr B Dumakude
Cllr MS Khoza
Cllr S Magubane
Cllr AS Shezi
Cllr LB Ntuli
Cllr DM Ndlovu
Cllr LD Ngubane
Cllr SK Radebe
Cllr NP Xulu
Cllr N Majazi
Cllr S Ximba
Cllr ZE Shange
Cllr CZ Mbatha
Cllr M E Ngobe
Cllr ZS Magwaza

10.3 MUNICIPAL POLICIES, STRATEGY, AND FRAMEWORKS

Municipal organogram was presented by Her Worship the Mayor.

PURPOSE

- To submit Municipal Policies to Full Council for review and approval.

POLICIES:

HUMAN RESOURCE MANAGEMENT POLICY

1. PAYMENT OF OVERTIME
2. BURSARIES
3. HIV/ AIDS
4. EMPLOYEE WELLNESS POLICY
5. GENERAL STIPULATION
6. DISCIPLINE POLICY
7. SMOKING IN THE WORKPLACE
8. ACTING IN THE HIGHER/SAME LEVEL POSITION
9. EXPERIENTIAL TRAINING
10. TERMINATION OF SERVICE
11. MEDICAL AID
12. PROBATIONARY PERIOD POLICY
13. SCARCE SKILL AND RETENTION
14. SEXUAL HARRASSMENT POLICY
15. FLEET MANAGEMENT POLICY
16. STAFF CODE OF CONDUCT
17. SKILLS DEVELOPMENT POLICY
18. OCCUPATIONAL HEALTH AND SAFETY POLICY
19. EMPLOYEE ASSISTANCE PROGRAMME
20. FLEET MANAGEMENT POLICY

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

1. IT BACK UP POLICY
2. ICT USER POLICY
3. WIFI – MANAGEMENT POLICY
4. IT USER ACCESS POLICY
5. PATCH MANAGEMENT POLICY

FINANCE POLICIES

1. Bad Debts written Off Policy
2. Pay Day Policy
3. Payroll Policy
4. Budget Policy
5. Property rates Policy
6. Tariff Policy
7. Budget Adjustment Policy
8. Suppliers Performance Monitoring Policy

9. Community Hall Administration Policy
10. Stores management policy
11. Petty cash policy
12. Blacklisting policy
13. Land and asset disposal policy
14. Lost control policy
15. Investment and cash management policy
16. Creditors management policy
17. Insurance policy
18. Risk management policy and Strategy
19. Car allowance policy
20. Cell phone allowance policy
21. Credit Control and Debt Collection Policy
22. Virement Policy
23. Municipal Telephone policy
24. Municipal Indigent support Policy
25. Municipal Pauper burial Policy
26. Grant Management policy
27. Cost Containment Policy
28. Consequence Management Policy
29. Anti-Fraud and Corruption Strategy
30. Risk Committee charter
31. Internal Audit Charter

FRAMEWORKS

1. ICT Governance Framework
2. Delegation of Authority Framework
3. Enterprise Risk Management Frame work

AMMENDED POLICIES

1. Supply Chain Management Policy
2. Asset management policy
3. Leave policy

4. Recruitment and Induction policy

NEW POLICIES

1. SCM Policy for Infrastructure Procurement & Delivery management
2. Human resource management strategy
3. Contract management policy

RESOLVED

It was resolved that:

1. The report by Executive Committee is hereby **Noted**.
2. The council approve the reviewed policies, strategy and frameworks.
3. Cllr S Magubane proposed adoption and seconded by Cllr FJ Sikhakhane

RESOLUTION NUMBER: 34/2019 FC

CERTIFIED AS A TRUE COPY



SL SOKHELA
MUNICIPAL MANAGER

2019/06/10...

