

Blouberg Municipality



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TO WHOM IT MAY CONCERN

SUBJECT: BLOUBERG MUNICIPAL COUNCIL RESOLUTIONS

1. RESOLUTION

C (14) 2024/2025

2. IN RESPECT OF

Report on Human Resource and other policies, manuals and charters

3. RESOLVED TO

Approve the following policies, manuals and charters:

- i. Staff Establishment Policy
- ii. Employment Equity Policy
- iii. Job Evaluation Policy
- iv. Recruitment, Selection and Appointment Policy
- v. Promotion, Transfer, Secondment and Acting Appointment Policy
- vi. Placement Policy
- vii. Termination of service policy
- viii. Performance Management Policy
- ix. Working Hours and Punctuality Policy
- x. Skills Development Policy
- xi. Internal Bursary Policy
- xii. Grievance Resolution Policy
- xiii. Discipline Policy
- xiv. Incapacity due to poor work performance policy
- xv. Incapacity due to ill health / injury policy
- xvi. Incapacity due to operational requirements policy
- xvii. Remuneration Policy
- xviii. Overtime Allowance Policy
- xix. Advances and Reimbursable Expenses Policy
- xx. Leave Policy
- xxi. Local Aid Policy

- xxii. Private Work and Declaration of Interests Policy
- xxiii. Harassment Policy
- xxiv. Intoxicating Substances Abuse Policy
- xxv. HIV/AIDS Policy
- xxvi. Occupational Health and Safety Policy
- xxvii. Staff Member Wellness Programme Policy
- xxviii. Smoking Policy
- xxix. Human Resources Communication Policy
- xxx. Dress Code Policy
- xxxi. Bereavement Policy
- xxxii. Identification Policy

IT POLICIES

- i. Business Continuity Policy
- ii. Cell Phone and Telecommunication Policy
- iii. BLM Privacy Policy
- iv. IT Change Management Policy
- v. IT Equipment Policy
- vi. IT Framework Policy
- vii. IT Internet and Email Usage Policy
- viii. IT Network Access Policy
- ix. IT Security Policy
- x. IT Service Request Policy
- xi. Laptop Policy
- xii. Municipal Protection of Personal Information Policy
- xiii. PAIA Manual

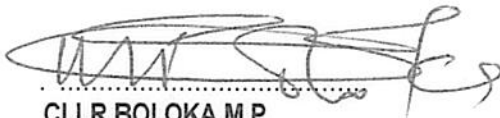
OTHER GOVERNANCE POLICIES

- i. Communication Strategy
- ii. Social Media Policy
- iii. 2024/2025 Service Delivery Charter

And defer back the Travel Allowance Policy for further scrutiny and have it presented in the upcoming council

4. DATE OF RESOLUTION
30 July 2024

CONFIRMED BY

A handwritten signature in black ink, appearing to be 'M. Boloka', written over a horizontal dotted line.

CLLR BOLOKA M.P
COUNCIL SPEAKER

POLICIES 2024/2025

A)

- ❖ POLICY ON POLICY DEVELOPMENT
- ❖ CHAPTER 1: STAFF ESTABLISHMENT POLICY
- ❖ CHAPTER 2: EMPLOYMENT EQUITY POLICY
- ❖ CHAPTER 3: JOB EVALUATION POLICY
- ❖ CHAPTER 4: RECRUITMENT, SELECTION AND APPOINTMENT POLICY
- ❖ CHAPTER 5: PROMOTION, TRANSFER, SECONDMENT AND ACTING APPOINTMENT POLICY
- ❖ CHAPTER 6: PLACEMENT POLICY
- ❖ CHAPTER 7: TERMINATION OF SERVICE
- ❖ CHAPTER 8: PERFORMANCE MANAGEMENT POLICY
- ❖ CHAPTER 9: WORKING HOURS AND PUNCTUALITY POLICY
- ❖ CHAPTER 10: SKILLS DEVELOPMENT POLICY
- ❖ CHAPTER 11: INTERNAL BURSARY POLICY
- ❖ CHAPTER 12: GRIEVANCE RESOLUTION POLICY
- ❖ CHAPTER 13: DISCIPLINE POLICY
- ❖ CHAPTER 14: INCAPACITY DUE TO POOR WORK PERFORMANCE POLICY
- ❖ CHAPTER 15: INCAPACITY DUE TO ILL HEALTH / INJURY POLICY
- ❖ CHAPTER 16: INCAPACITY DUE TO OPERATIONAL REQUIREMENTS POLICY
- ❖ CHAPTER 17: REMUNERATION POLICY
- ❖ CHAPTER 18: TRAVEL ALLOWANCE POLICY
- ❖ CHAPTER 19: OVERTIME ALLOWANCE POLICY
- ❖ CHAPTER 20: ADVANCES AND REIMBURSABLE EXPENSES POLICY
- ❖ CHAPTER 21: LEAVE POLICY
- ❖ CHAPTER 22: LEGAL AID POLICY
- ❖ CHAPTER 23: PRIVATE WORK AND DECLARATION OF INTERESTS POLICY
- ❖ CHAPTER 24: HARASSMENT POLICY
- ❖ CHAPTER 25: INTOXICATING SUBSTANCES ABUSE POLICY
- ❖ CHAPTER 26: HIV/AIDS POLICY
- ❖ CHAPTER 27: OCCUPATIONAL HEALTH AND SAFETY POLICY
- ❖ CHAPTER 28: STAFF MEMBER WELLNESS PROGRAMME POLICY
- ❖ CHAPTER 29: SMOKING POLICY
- ❖ CHAPTER 30: HUMAN RESOURCES COMMUNICATION POLICY
- ❖ CHAPTER 31: DRESS CODE POLICY
- ❖ CHAPTER 32: BEREAVEMENT POLICY
- ❖ CHAPTER 33: IDENTIFICATION POLICY

B) IT POLICIES