



# NKANGALA DISTRICT MUNICIPALITY

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My Ref.:  
Your Ref.: Ngwenya NN (nb)

31 March 2021

**MUNICIPAL MANAGER**  
**GENERAL MANAGER: CORPORATE SERVICES**  
**CHIEF FINANCIAL OFFICER**  
**GENERAL MANAGER: SOCIAL SERVICES**  
**GENERAL MANAGER: PLANNING AND ECONOMIC DEVELOPMENT**  
**GENERAL MANAGER: TECHNICAL SERVICES**  
**SENIOR LEGAL ADVISOR**  
**MUNICIPAL ACCOUNTANT**  
**CHIEF AUDIT EXECUTIVE**  
**CHIEF RISK OFFICER**  
**DIVISIONAL MANAGER: PMS**  
**DIVISIONAL MANAGER: ICT**

Sir/Madam

**DM-ND291/03/2021**

**REPORT ON THE REVIEWAL OF COUNCIL POLICIES & ENABLING DOCUMENTS (2021/2022)**  
2/P

In this regard, Council at its 7<sup>th</sup> (2020/2021) Council meeting held on 31 March 2021 resolved as follows:

- 1 **THAT** the report on the Reviewal of Council Policies and Enabling Documents 2021/2022 is noted.
- 2 **THAT** the report on Reviewal of Council Policies and enabling documents is approved by Council as a draft and be subjected to 21 days for public comments.

Your attention in this regard will be appreciated.

Yours faithfully

**MM SKOSANA**  
**MUNICIPAL MANAGER**



## PUBLIC NOTICE

### APPROVED DRAFT POLICIES FOR COMMENTS

1. Council considered the following policies for approval as draft policy at its Council sitting on **31 March 2021** under Resolution no: **DM-ND291/03/2021** (See attached herewith). In terms of Section 21A (2) of the Local Government: Municipal System Act, (Act, 32 of 2000) the draft documents are hereby published for public consultations and comments in order to ensure that input is made by all relevant stakeholders on the approved draft documents.
2. Below tabled are the approved draft existing and new policies and enabling for comments:

No	File name
<b>EXISTING POLICIES</b>	
1.	Supply management policy
2.	Asset management policy
3.	Donation policy
4.	Credit control and debt collection policy
5.	Accommodations, travel and subsistence policy
6.	Supply chain management infrastructure procurement delivery management policy
7.	Budget virement policy
8.	Budget policy
9.	Foreign exchange policy
10.	Blacklisting policy
11.	Funding and reserves policy
12.	Investment of surplus cash policy
13.	Borrowing policy
14.	Insurance policy
15.	Petty cash policy
16.	Cash management and creditors payment policy
17.	Catering policy
18.	Tariff policy
19.	Provision of doubtful debt and debt write –off policy
20.	Unauthorised, irregular, fruitless and wasteful expenditure policy
21.	Unsolicited bid policy
22.	Cost containment policy
23.	Rental on Facilities Policy
24.	Contract management policy
25.	Grievance policy
26.	Prevention of Harassment and Discrimination Policy
27.	Incapacity and Poor Performance Policy
28.	Labour Relations Policy
29.	Employment Equity Policy
30.	Leave and Disability Management Policy
31.	HR Talent Management and Acquisition Policy
32.	Occupational Health and safety policy
33.	Smoking policy
34.	Security management policy
35.	Fleet Management policy
36.	Records Management Policy
37.	Library policy



38.	Task job evaluation policy
39.	Batho Pele policy
40.	Bereavement policy
41.	HIV and AIDS Policy
42.	Public Participation policy
43.	Skills development policy
44.	Employee wellness and support policy
45.	Maintenance and Rental of Facilities policy
46.	Communication policy
47.	<b>Employees' benefit policy</b>
48.	Fire Reservist Policy
49.	EPWP Policy
50.	Risk Management Policy
51.	Fraud and Corruption Policy
52.	Whistle Blowing Policy
53.	PMS Policy
54.	Declaration of Interest Policy
55.	Gifts Register Policy
56.	Information and Communication Technology Security Policy
57.	Nkangala District Municipality Information and Communication Technology Policy
58.	Nkangala District Municipality Municipal Corporate Governance of Information and Communication Technology Framework Policy
59.	Information and Communication Technology Service Standards Policy
60.	Information and Communication Technology Firewall Policy
61.	Information and Communication Technology Backup Policy
62.	Information and Communication Technology Acceptable Workstation Use Policy
<b>NEW POLICIES</b>	
63.	NEW NDM Firearms Policy and Procedures
64.	NEW Business Continuity Management (BCM) policy
65.	NEW POPI Policy
66.	<del>NEW Fire Protection Association Policy</del>
67.	Information and Communication Technology Cloud Computing Policy

Copies of the Draft Policies may be accessed on the Municipal Website on [www.nkangaladm.gov.za](http://www.nkangaladm.gov.za)

Enquiries may be directed to the Acting Manager: Corporate Services (Mr. MJ Nhlapho) and Comments in respect of the policies should be forwarded to the Corporate Services Department for the attention of the Acting Manager: Corporate Services (Mr. MJ Nhlapho) or submitted to office B13 Ground Floor Corporate Services or emailed to [nhlaphomi@nkangaladm.gov.za](mailto:nhlaphomi@nkangaladm.gov.za) on or before **30 April 2021**.



**MM SROSANA**  
**MUNICIPAL MANAGER**  
**09/04/ 2021 – NOTICE 2/04– POL/R**