

NO.	POLICY TITLE	PHASE ONE: CURRENT STATUS					PHASE TWO: REVISED TIME FRAMES		DEPARTMENT
		POLICY APPROVED	POLICY DRAFTED	POLICY DRAFTED BUT NOT APPROVED	POLICY APPROVED BUT REQUIRE REVIEWING	POLICY NON-EXISTENT	FINAL DRAFT	ADOPTION	
<b>CORPORATE SERVICES</b>									
1	Acting appointments Policy [Amended Ref cl Resolution 30 Sep 09]	*					✓	✓	CORPORATE
2	Acting allowances Policy & Procedures	*					✓	✓	CORPORATE
3	Appointment of temporary employees	*					✓	✓	CORPORATE
4	Policy on Attendance at Conferences & Workshops - Int. Travel (Incl Cllrs)	*					✓	✓	CORPORATE
5	Bursary Policy: Permanent Employees	*					✓	✓	CORPORATE
6	Carrying of Dangerous weapons whilst in any Civic Building					*			CORPORATE
7	Cellphone Policy				*				CORPORATE
8	Disciplinary & Grievance Policy & Procedures	*					✓	✓	CORPORATE
9	Employment Equity Plan & Policy	*					✓	✓	CORPORATE
10	Exit & Termination Policy & Procedure	*					✓	✓	CORPORATE
11	HIV & AIDS Policy	*					✓	✓	CORPORATE
12	Induction & Orientation Policy & Procedure	*					✓	✓	CORPORATE
13	Experiential Training					*			CORPORATE
14	Learnerships Procedures & Guidelines				*				CORPORATE
15	Leave Policy	*					✓	✓	CORPORATE

16	Overtime Policy (Amended Ref cll resolution 24 Feb 2010)	*					✓	✓	CORPORATE
17	Placement Policy	*					✓	✓	CORPORATE
18	Recruitment and Selection Policy & Procedure [Amended Ref cll Resolution 30 Sep 09]; CII resolution 24 Feb 2010	*					✓	✓	CORPORATE
19	Study Leave (Amended Ref CII Resolution 24/04/2008) -Amended clause 6.3.1- 03/08/2009	*					✓	✓	CORPORATE
20	Sexual Harassment					*			CORPORATE
21	Job Evaluation Policy	*					✓	✓	CORPORATE (SALGA)
22	Remuneration Policy	*					✓	✓	CORPORATE (SALGA)
23	Subsistence & Travel Policy (Amended ref CII resolution 24 Feb 2010)	*							CORPORATE
24	Acceptance of Gifts					*			CORPORATE
25	Policy on Official Retirement/Resignation Function					*			CORPORATE
26	Human Resources Management Policy	*					✓	✓	CORPORATE
27	Policy Ruling on Staff Attendance at Funerals					*			CORPORATE
28	Policy On Nepotism					*			CORPORATE
29	Payment of Allowance to Relief Staff					*			CORPORATE
30	Policy Ruling on Use of Outside Panelists to Serve on Selection Panels					*			CORPORATE
31	Remunerative Work Outside the Public Service					*			CORPORATE
32	Time off For Religious and Cultural Festivals					*			CORPORATE
33	Working Hours and Working Arrangements					*			CORPORATE
34	Job Description	*					✓	✓	CORPORATE (SALGA)
35	Recognition of Prior Learning Policy					*			CORPORATE

36	Attraction and Retention Policy		*	*					CORPORATE
37	Funeral & Burial Policy (Staff)					*			CORPORATE
38	Skills Development & Training Policy					*			CORPORATE
39	Employee Assistance/Wellness Policy					*			CORPORATE
40	Payroll Deduction Policy					*			CORPORATE
41	Relocation Policy					*			CORPORATE
42	Policy on Smoking on Municipal Premises and at Municipal Functions					*			CORPORATE
47	Internet & E-mail Policy	*					✓	✓	CORPORATE
50	Fleet Management Policy	*					✓	✓	CORPORATE
55	Policy on Leases, Contracts & Agreements		*	*					CORPORATE
65	Marketing/Corporate Branding Policy					*			CORPORATE
66	Records Management Policy & Procedure					*			CORPORATE - KZN REGISTRY
68	Policy on Security					*			CORPORATE
69	Ward Committee Policy & Procedure	*					✓	✓	CORPORATE
74	Access to Information Policy					*			CORPORATE
80	Laptop Policy					*			CORPORATE
84	Directional Signage Policy	*					✓	✓	CORPORATE
85	Policy for Placement of Banners	*					✓	✓	CORPORATE
86	Signage Bylaws	*					✓	✓	CORPORATE
97	Policy on Provision of hardware/software to staff					*			CORPORATE-IT
99	Policy for placement of permanent poster placeholders (Ref: 30/07/2008)	*					✓	✓	CORPORATE-SIGNAGE

100	Telephone Policy (Ref: CII Resolution: 27/08/2008)	*					✓	✓	CORPORATE
101	Council car wash Procedure (Memo-10/11/2008)	*					✓	✓	CORPORATE
102	Policy on Lease & Purchasing of Council Fleet					*			CORPORATE
103	Policy on Customer Care					*			CORPORATE
104	Policy on Substance Abuse					*			CORPORATE
105	Policy on Media related Boundaries					*			CORPORATE
106	Policy on Succession Planning					*			CORPORATE
107	Policy On Housing Allowance					*			CORPORATE
108	Policy on Medical Boarding					*			CORPORATE
109	Policy on Chronic Illness					*			CORPORATE
110	Confidentiality Policy					*			CORPORATE
111	Legal Aid Policy for Councillors & Employees					*			CORPORATE
112	Mobile Signage Policy [Ref-Exco: 16/02/2009]	*					✓	✓	CORPORATE
114	Code of Conduct for all Umdoni Municipality Staff (Ref- CII A 25-11-2009)	*					✓	✓	CORPORATE
115	Municipal Property Disposal to general public & Religious organizations- Policy Framework (Ref- CIIr Resolution 25 Nov 2009)	*					✓	✓	CORPORATE
116	Policy on attendance, Punctuality and Official working Hours (CII resolution 24 Feb 2010)	*					✓	✓	CORPORATE
118	Corporate Wardrobe and Dress Code Policy (Ref CII res 31 March 2010- Annexure A. 6.3)	*					✓	✓	CORPORATE
125	Website Content Management Procedure Manual	*					✓	✓	CORPORATE

COMMUNITY SERVICES									
52	Housing Allocation Policy [ <b>Reviewed(Ref: CII Resolution 27/08/2008)</b> <b>Amended- 30 Sep 2009</b>	*					✓	✓	COMMUNITY
75	Disaster Management Policy					*			COMMUNITY
79	Gun Control Policy	*					✓	✓	COMMUNITY
93	Policy on the Use of Beaches (Ref: CII Reolsution 29/08/2007)/ exco 16/02/2009	*					✓	✓	COMMUNITY
94	Policy on the Use of Community Facilities (Ref: CII Resolution 29/08/2007)	*					✓	✓	COMMUNITY
95	Municipal Youth Development Policy Framework (Ref: Exco 17/04/2008)	*					✓	✓	COMMUNITY
119	Policy- Loud Hailing Request					*			COMMUNITY
TECHNICAL SERVICES									
43	Bed & Breakfast Policy	*					✓	✓	TECHNICAL
44	Encroachment Policy	*					✓	✓	TECHNICAL
45	Policy on Relaxation of Building Lines	*					✓	✓	TECHNICAL
58	Speed Humps Policy [ <b>Amended-Ref CII Resolution 27/08/2008</b> ]	*					✓	✓	TECHNICAL
59	Streettight Policy (Ref cII Resolution 30/062004) Amended 30 June 2010	*					✓	✓	TECHNICAL
61	Policy on the Use of Shipping Containers : Umdoni Municipality's Jurisdiction	*					✓	✓	TECHNICAL
76	Environmental Management Policy					*			TECHNICAL
98	Policy on prevention of re-emergence of slums and land protection	*					✓	✓	TECHNICAL
120	Policy- Omission: Pool, awning, wendy house, boundary walls, lapa					*			TECHNICAL

121	Policy regarding incidences where the National Building Regulation takes precedence over the Town Planning Scheme.					*			TECHNICAL
122	Policy regarding charges for the construction of driveway access to properties.					*			TECHNICAL
123	Policy regarding charges for repairs to roads damaged by institutions eg. Eskom, UGU and Telkom.					*			TECHNICAL
124	Waste Conversion Plan(by MAGNA CORP)					*			
127	Requirements in terms of information on drawings (including a checklist)					*			TECHNICAL
128	Tachey survey for accurate levels and tree positioning					*			TECHNICAL
129	Waste Management guidelines for building applications					*			TECHNICAL
130	Home businesses- Submission of financials					*			TECHNICAL
<b>FINANCIAL SERVICES</b>									
46	Budget Policy	*					✓	✓	FINANCIAL
48	Credit Control and Debt Collection Policy				*				FINANCIAL
49	Policy on Financial Standing Orders					*			FINANCIAL
51	Grant In Aid Policy	*					✓	✓	FINANCIAL
53	Indigent Policy [Amended: Ref cll Resolution 27/02/2008] [Amended- 28/10/2009]	*					✓	✓	FINANCIAL
54	Cash Management and Investment Policy (Ref: Cllr Resolution 28 Oct 2009)	*					✓	✓	FINANCIAL
56	Procurement Procedures				*				FINANCIAL

57	Rates Policy (Ref cll resolution 15/05/2008) (Amended 26 May 2010)	*					✓	✓	FINANCIAL
60	Supply Chain Management Policy (Amended- Ref Cll Resolution 03 Aug 2009)	*					✓	✓	FINANCIAL
62	Tariff Policy			*					FINANCIAL
64	Policy on Pauper Burials					*			FINANCIAL (To Be Disc:Ugu)
83	Banking Policy ( Cash -To be incl.in Investment Policy)					*			FINANCIAL
88	Financial Disaster Recovery Plan					*			FINANCIAL
89	Assets Management Policy	*					✓	✓	FINANCIAL
113	Petty Cash Policy [Ref-Cll Resolution 03/08/2009)	*					✓	✓	FINANCIAL
<b>COMMUNITY SERVICES/CORPORATE</b>									
70	Occupational Health and Safety Policy	*					✓	✓	COMMUNITY/CORPORATE
81	Uniform & Protective Gear Policy					*	□	□	COMMUNITY/CORPORATE
<b>COMMUNITY/FINANCE</b>									
91	EEDBS Policy	*					✓	✓	COMMUNITY/FINANCIAL
92	EEDBS Procedure					*			COMMUNITY/FINANCIAL
<b>COMMUNITY &amp; TECHNICAL</b>									
72	Waste Management & Refuse Removal Policy					*			TECHNICAL/COMMUNITY
<b>CORPORATE/DEVELOPMENT</b>									
71	Tourism Plan					*			CORPORATE/DEVELOPMENT

77	Communication & Community Participation Policy					*			CORPORATE/DEVELOPMENT
78	Public Participation Strategy/Policy					*			CORPORATE/DEVELOPMENT
<b>DEVELOPMENT</b>									
67	Performance Management and Development Policy/Manual	*					✓	✓	DEVELOPMENT
<b>DEVELOPMENT/FINANCIAL</b>									
96	Promotion of SMMEs within SCM Policy - (Strat Workshop)					*			FINANCE & DEVELOPMENT
<b>INTERNAL AUDIT</b>									
82	Internal Audit Charter	*					✓	✓	INTERNAL AUDIT
125	Policy on agreed action plan					*			INTERNAL AUDIT
117	Right Sizing Policy- Ghandinager					*			