

ANNEXURE 1: MUNICIPAL SECTOR PLANS, POLICIES & BY LAWS

PLANS	STATUS
Senqu Spatial Development Framework,	Reviewed 2013 from 2009. Adopted 28 May 2013 review. This is the last review of the document. A new document will be drafted in the 2014/15 financial year.
Detailed Disaster Management Plan	Adopted 29 April 2011
Land Use Management Framework	Principles contained in SDF
Land Use Management System	Principles contained in SDF
Integrated Waste Management Plan	Adopted June 2013
Air quality management plan	No as not a licensing authority
Environmental Management Plan	Yes as part of the Joe Gqabi District Municipality Environmental Management Plan 2011. The plan ensures that all resources are utilised in a sustainable manner
3 year financial plan	Yes and draft adopted 30 March 2012
Work Place Skills Plan	Yes done annually
Employment Equity Plan	Yes done annually
HR Strategy	Yes done annually
Organogram	Adopted May 2012
PMS framework and policy	Adopted 2010. Revised 2011 and draft adopted 11 March 2011
A. Water Service Development Plan (all WSAs) B. Water Resources Plan C. Forestry Plan	Not applicable but utilised information from JGDM WSDP 2010
Integrated Transport Plan	Not applicable as not transport authority but utilised JGDM revised ITP 2010
Housing Plan	Adopted 2011
Energy Master Plan (Electricity Master Plan)	Not applicable as not a REDS
Local Economic Development Strategy/Plan	Adopted June 2013
Infrastructure Investment Plan (EPWP)	Yes as part of the CIP and EPWP but will be changed
Area Based Plans (Land Reform)	Not applicable as done for DM's but utilised JGDM ABP 2010

PLANS	STATUS
Anti-Corruption Strategy	Yes
Municipal turnaround strategy	Yes but completed
Tourism Plan	Adopted 31 January 2013

MUNICIPAL POLICIES CORPORATE SERVICES

POLICY	DATE APPROVED	REVIEWAL DATE	RESPONSIBLE DEPARTMENT / PERSON
1. Integrated Human Resources Development Strategy	30/11/2010	Due for reviewal	HR, Corporate Services
2. Leave	30/11/2010	To be adopted by Council on 03 July 2013	Corporate Services
3. Recruitment and Selection Policy	27/03/2013	Annually	Corporate Services
4. Bursary	25/09/2007	To be adopted by Council on 03 July 2013	Corporate Services
5. Promotion, Demotion and Transfer policy	27/03/2013	Annually	Corporate Services
6. Occupational Health and Safety	20/09/2007	Due for review	Corporate Services and OHS Committee
7. Telephone Usage	27/03/2013	Annually	Corporate Services
8. Cellular phones & 3 G policy	27/03/2013	Annually	Corporate Services
9. Career Development and succession Planning	30/11/2010	Due for Reviewal	Corporate Services and Training Committee
10. Remuneration	30/11/2010	To be adopted by Council on 03 July 2013	Top Management / Corporate Services
11. Subsistence and Travel Allowance	27/03/2013	Annually	Corporate Services
12. Standby and Overtime	20/09/2007	To be revoked – included in remuneration policy	Corporate Services
13. Employees Assistance Programme	11/2005	Due for reviewal	Corporate Services
14. Relieving Allowance Policy	11/2005	To be adopted by Council on 03 July 2013	Corporate Services
15. HIV/Aids Policy	11/2005	Due for reviewal	MMS' Office and Corporate Services
16. Code of Conduct For Staff Members	2005	Due for reviewal	Corporate Services
17. Sexual Harassment	11/2005	Due for reviewal	Corporate Services
18. Relocation	27/03/2013	Annually	Corporate Services
19. Employment Equity Policy	09/2010	Due for reviewal	Corporate Services
20. Scarce Skills Remuneration Policy	2010	To be adopted by Council on 03 July 2013	Corporate Services
21. Exit Interview Form	11/2005	Due for reviewal	Corporate Services
22. Fleet Management Policy	July 2009	Due for reviewal	Corporate Services
23. Housing Subsidy	November 2005	Due for reviewal	Corporate Services

Scheme			
24. Inclement Weather	February 2005	Due for reviewal	Corporate Services and OHS Committee
25. Confidentiality of Information and Classification Policy	11/2005	Due for reviewal and Approval	Corporate Services
26. Business Continuity Plan		Due for reviewal and Approval	Corporate Services
27. Termination of Employment		To be adopted by Council on 03 July 2013	Corporate Services
28. Central registry Manual	27/03/13		Corporate Services
29. Records Management Policy	27/03/13		Corporate Services
30. Access to information Manual	27/03/13		Corporate Services
31. Housing Policy	27/03/13		Corporate Services

FINANCE

POLICY	DATE APPROVED	REVIEWAL DATE	RESPONSIBLE DEPARTMENT / PERSON
32. Supply Chain Management	30 June 2006	Annually 28 May 2013	Corporate and Finance
33. Credit Control & Debt Collection	11/2005	Annually 28 May 2013	Corporate and Finance
34. Cash Management Banking and Investment Policy	11/2005	Annually 28 May 2013	Corporate and Finance
35. Asset Management and Insurance Policy	28 May 2013	Annually	Corporate and Finance
36. Rates and valuation policy	11/2005	Annually 28 May 2013	Corporate and Finance
37. Information System Security/ IT Policy	13/02/2009	Annually	Corporate and Finance
38. Tariff and Services Policy	2007/03/30	Annually 28 May 2013	Corporate and Finance
39. Free Services and Indigent Subsidy Policy	28 May 2013	Annually	Corporate, Technical and Finance
40. Credit Card Policy	No dates on the policy	Due for review	Corporate and Finance
41. Borrowing, funding and reserve policy	28 May 2013		Corporate and Finance
42. Disaster Recovery Plan	2012/02/22		Finance
43. Tariff and Service Policy	2012/03/20		Finance
44. Disaster Recovery Plan	2012/01/22		Finance
45. IS Security Policy	2012/03/23		Finance

IPME

POLICY	DATE APPROVED	REVIEWAL DATE	RESPONSIBLE DEPARTMENT / PERSON
46. Customer Care Policy	11/12/12	Annually	Corporate and IPME
47. LED Strategy	June 2013	Annually	Corporate and IPME
48. Communication & Information Disclosure	11/2005	Annually	Corporate and IPME
49. Performance Management Policy	3 July 2009	Annually	Corporate and IPME

50. Code of Conduct for councilors	2005	Annually	Corporate and IPME
51. IDP & Budget Policy	2013	Annually	Finance & IPME
52. HIV & Aids Strategy	27 March 2013		Corporate & IPME

MUNICIPAL MANAGER'S OFFICE

POLICY	DATE APPROVED	REVIEWAL DATE	RESPONSIBLE DEPARTMENT / PERSON
53. Fraud and Management Policy	14/08/2009	Annually	Corporate and MMs' Office
54. Grant In Aid	02/2007		Corporate and MMs' Office
55. Risk Management and Frame Work	25/ 06/ 2009	Annually	Corporate and MMs' Office
56. Audit Charter	25/06/2009	Annually	Corporate and MMs' Office
57. Delegation Framework and Register	2008	Due for reviewal	Corporate and MMs' Office
58. Notice of Gathering			Corporate and MMs' Office
59. Internal Audit Plan	2011/06/30		Corporate and MMs' Office
60. Declaration of Interest Guide/ Policy	2006/03/31		Corporate and MMs' Office
61. Affirmative Action and Employment Equity Frame Policy	No dates on the policy	Annually	Corporate and MMs' Office
62. Gender Equity Policy	No dates on the policy	Annually	Corporate and MMs' Office
63. Public Participation Policy	2009	Annually	Corporate and MMs' Office
64. Fraud Prevention Plan	December 2008	Annually	MMs' Office
65. Promotion of Access to Information Act of 2000 Manual	No dates found in the policy	Due for Review	MMs' Office
66. Framework for use , management and maintenance of Mayoral vehicle	1 October 2013		MM's Office

TECHNICAL SERVICES

POLICY	DATE APPROVED	REVIEWAL DATE	RESPONSIBLE DEPARTMENT / PERSON
67. Standard Operating Procedures			Technical Services and Corporate Services
68. Subdivision, rezoning consolidation and building policy	2009/07	Annually	Corporate and IPME
69. Spatial Development Framework	2009	28 May 2013	Technical Services
70. Housing Scheme / Subsidy Policy	2005/11		IPME and Corporate Services

COMMUNITY SERVICES

POLICY	DATE APPROVED	REVIEWAL DATE	RESPONSIBLE DEPARTMENT / PERSON
71. Pauper Burial	18 March 2010		Community and Corporate Services
72. Waste Management			Community and Corporate

Policy			Services
73. Catering Policy	30 September 2011		Community Services
74. Use of Municipal Facilities	Still to be approved by the Council.		Community Services

BY LAW	SUBJECT
Abattoirs	Abattoirs
Advertising signs and the disfigurement of the front or frontages of streets	Advertising signs and the disfigurement of the front or frontages of streets
Air pollution	Air pollution
Airport	Airport
Animals, birds and domestic pets	Animals, birds and domestic pets
Building control regulations	Building control regulations
Business and street trading	Business and street trading
Cemeteries	Cemeteries
Childcare services	Childcare services
Commonage	Commonage
Community Fire services	Community Fire services
Corporate Identity	Corporate Identity
Dumping and littering	Dumping and littering
Electricity supply	Electricity supply
Keeping of dogs	Keeping of dogs
Liquor trading	Liquor trading
Municipal Honours	Municipal Honours
Noise pollution	Noise pollution
Preparation of foods at registered private kitchens	Preparation of foods at registered private kitchens
Prevention of nuisances	Prevention of nuisances
Public amenities	Public amenities
Public roads	Public roads
Road Traffic	Road Traffic
Street Lighting	Street Lighting
Taxi ranks and Taxi ranking	Taxi ranks and Taxi ranking

BY LAW	SUBJECT
Unsightly & Neglected Buildings and premises	Unsightly & Neglected Buildings and premises
Ward committees	Ward committees
Water supply sanitation services	Water supply sanitation services