



Knysna

Municipality Munisipaliteit uMasipala

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POLICY REGISTER

No.	Policy	Date of Approval	Resolution Reference	Municipal Website / Collab / Intranet	Department
1.	Placement Policy	30/05/2019	C03/05/19	Municipal Website / Collab / Intranet	Human Resources
2.	Job Evaluation Policy	30/05/2019	C03/05/19	Municipal Website / Collab / Intranet	Human Resources
3.	Acting Allowance and Additional Responsibility Policy	31/03/2021	FC19/02/21	Municipal Website / Collab / Intranet	Human Resources
4.	Bursary Policy	30/05/2019	C03/05/19	Municipal Website / Collab / Intranet	Human Resources
5.	Mobile Communication Services Policy	30/05/2019	C03/05/19	Municipal Website / Collab / Intranet	ICT
6.	Overtime & Standby Policy	11/06/2020	SC04/06/20	Municipal Website / Collab / Intranet	Human Resources
7.	Recruitment and Selection Policy	11/06/2020	SC04/06/20	Municipal Website / Collab / Intranet	Human Resources
8.	Subsistence and Travel Policy	11/06/2020	SC04/06/20	Municipal Website / Collab / Intranet	Human Resources
9.	Vehicle Transport Allowance Policy	11/06/2020	SC04/06/20	Municipal Website / Collab / Intranet	Human Resources

10.	Scarce Skills and Retention Policy	30/05/2019	C03/05/19	Municipal Website / Collab / Intranet	Human Resources
11.	Internship Policy	30/05/2019	C03/05/19	Municipal Website / Collab / Intranet	Human Resources
12.	Promotion, Demotion and Transfer Policy	11/06/2020	SC04/06/20	Municipal Website / Collab / Intranet	Human Resources
13.	Private Work Policy	11/06/2020	SC04/06/20	Municipal Website / Collab / Intranet	Human Resources
14.	COVID-19 Policy	14/05/2020	SC18/05/20		Human Resources
15.	Privacy Policy	30/09/2021	C04/09/2021	Municipal Website /	Legal Services
16.	Community Halls - Utilisation, Hire, Management Policy	30/11/2006	8.1.11		Parks & Recreation
17.	Fleet Management Policy	27/07/2006	8.1.24		Infrastructure
18.	Grant-In-Aid Policy	26/02/2015	SC07/02/15	Municipal Website /	Administration
19.	First Aid Policy	05/08/2013	CM01/06/13		Human Resources
20.	HIV / AIDS Policy	25/01/2005	8.2		Human Resources
21.	EAP Policy	25/01/2005	8.2		Human Resources
22.	Housing Allowance Policy	29/03/2007	8.17		Human Resources
23.	Injury on Duty Policy	05/08/2013	10.1		Human Resources
24.	Ill Health Policy	05/08/2013	10.1		Human Resources
25.	Leave Policy	29/10/2015			Human Resources

26.	Occupational Health and Safety Policy	05/08/2013			Human Resources
27.	Sexual Harassment Policy	25/01/2005			Human Resources
28.	Smoke Policy	31/05/2001	8.III.46 / TS:1/2/1/1		Human Resources
29.	Substance Abuse Policy	25/01/2005			Human Resources
30.	Traveling Allowance Scheme Policy	30/05/2019	C03/05/19	Municipal Website /	Human Resources
31.	Acceptable Usage Policy	27/05/2021	FC13/04/2021	<i>Uploaded, but not latest</i>	ICT
32.	Knysna Municipality ICT Governance Framework	27/05/2021	FC13/04/2021	<i>Uploaded, but not latest</i>	ICT
33.	Knysna Municipality ICT Steering Committee Charter	27/05/2021	FC13/04/2021	<i>Uploaded, but not latest</i>	ICT
34.	ICT Operating System Security Controls Policy	27/05/2021	FC13/04/2021	<i>Uploaded, but not latest</i>	ICT
35.	ICT User Access Management Policy	27/05/2021	FC13/04/2021	<i>Uploaded, but not latest</i>	ICT
36.	IT Data Backup and Recovery Policy	27/05/2021	FC13/04/2021	<i>Uploaded, but not latest</i>	ICT
37.	IT Security Controls Policy	27/05/2021	FC13/04/2021	<i>Uploaded, but not latest</i>	ICT
38.	IT Service Level Agreement Management Policy - External Service Providers	27/05/2021	FC13/04/2021	<i>Uploaded, but not latest</i>	ICT
39.	IT Service Level Agreement Management Policy - IT and Municipality	27/05/2021	FC13/04/2021	<i>Uploaded, but not latest</i>	ICT
40.	Performance Management Policy	05/2020	C17/05/2020	Municipal Website /	Performance Management
41.	Risk Management Strategy	29/08/2019	CM07/08/19	Municipal Website /	Risk Management
42.	Anti-Fraud and Corruption Strategy	11/12/2008	8.3	Municipal Website /	Risk Management

43.	Whistle-Blowing Procedures Policy	11/12/2008	8.3	Municipal Website /	Risk Management
44.	Risk Management Committee Charter	05/2021	FC13/04/21	Municipal Website /	Risk Management
45.	Employment Equity Policy	25/01/2005	8.II.1		Human Resources
46.	Nepotism Policy	01/02/2001	7.I.14 / DTC:4/2/5		Human Resources
47.	Public Participation Policy	14/05/2010	SC08/05/10		Public Participation
48.	Records Management Policy	28/11/2019	MG10/11/19		Records
49.	Asset Management Policy	31/05/2021	SC02/05/21	Collab / Intranet / Municipal Website	Finance
50.	Tariff Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
51.	Property Rates Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
52.	Customer Care, Credit Control, Debt Collection, Indigent And Tampering Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
53.	Cash and Investment Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
54.	Policy on Funding And Reserves	31/05/2021	SC02/05/21	Municipal Website	Finance
55.	Liquidity Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
56.	LTFP Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
57.	Supply Chain Management Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
58.	Preferential Procurement Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
59.	Contract Management Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
60.	Infrastructure procurement and Delivery Management Policy	30/05/2019	C03/05/19	Municipal Website	Finance
61.	Policy On Unauthorised, Irregular Wasteful and Fruitless Expenditure	31/05/2021	SC02/05/21	Municipal Website	Finance

62.	Proposed Development Charges : Policy	30/05/2019	C03/05/19	Municipal Website	Finance
63.	Budget Policy	30/05/2019	C03/05/19	Municipal Website	Finance
64.	Virement Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
65.	Accounting Policies	31/05/2021	SC02/05/21	Municipal Website	Finance
66.	Writing-Off of Irrecoverable Debt Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
67.	Cost Containment Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
68.	Disposal of Unserviceable Obsolete or Redundant Assets Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
69.	Insurance Management Policy	31/05/2021	SC02/05/21	Municipal Website	Finance
70.	Petty Cash Policy	31/05/2021	SC02/05/21	Municipal Website	Finance