



Tel: +27 23 348 2600

Faks / fax +27 23 347 3671

Webadres / Web Address www.bvm.gov.za

Die Burgersentrum,
Hoogstraat,
Privaatsak X3046,
Worcester, 6849,
Suid-Afrika

Civic Centre,
High Street,
Private Bag X3046,
Worcester, 6849,
South Africa

POLICY REGISTER – 2019/2020



POLICY NAME	DATE OF APPROVAL	MUNICIPAL WEBSITE YES / NO	G-DRIVE YES / NO	COUNCIL or MAYCO RESOLUTION REFERENCE	DIRECTORATE	DEPARTMENT	RESPONSIBLE PERSON (S)
ACTING ALLOWANCE	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
ASSET MANAGEMENT	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	FINANCIAL PLANNING	H HANSEN
ATTENDANCE AND PUNCTUALITY	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
AUDIT COMMITTEE CHARTER	01/12/2016	YES	YES	C86/2016	MUNICIPAL MANAGER	INTERNAL AUDIT	W DU PLESSIS
BORROWING	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	FINANCIAL PLANNING	B VOLSCHENK
BUDGET IMPLEMENTATION AND MANAGEMENT	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BUDGET AND COSTING	A CROTZ
BUDGET VERIMENT	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BUDGET AND COSTING	A CROTZ
CODE OF ETHICS	13/06/2019	YES	YES	C46/2019	MUNICIPAL MANAGER	RISK AND ETHICS	E CLOETE
COMBINED ASSURANCE FRAMEWORK	13/06/2019	YES	YES	C44/2019	MUNICIPAL MANAGER	INTERNAL AUDIT	W DU PLESSIS
COMMUNICATION	15/10/2013	YES	YES	EX109/2013	STRATEGIC SUPPORT SERVICES	COMMUNICATION	J BOTHA
CONFERMENT OF CIVIC HONOURS	27/06/2016	YES	YES	C73/2017	STRATEGIC SUPPORT SERVICES	LEGAL SERVICES	H POTGIETER
COST CONTAINMENT	30/09/2019	YES	YES	C71/2019	FINANCIAL	BUDGET AND	A CROTZ



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					SERVICES	COSTING	
COSTING	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BUDGET AND COSTING	A CROTZ
CREDIT CONTROL AND DEBT COLLECTION	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BILLING	M MAGADLA
DEVELOPMENT CHARGES FOR ENGINEERING SERVICES	09/02/2016	YES	YES	C3/2015	TECHNICAL SERVICES	ENGINEERING	J STEYN
DONATIONS POLICY	30/09/2019	YES	YES	C71/2019	STRATEGIC SUPPORT SERVICES	MAYORAL OFFICES	A STEYN
EMPLOYEE UNDER THE INFLUENCE OF INTOXICATING SUBSTANCES	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
EMPLOYMENT EQUITY	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
ENTERPRISE RISK MANAGEMENT	13/06/2019	YES	YES	C46/2019	MUNICIPAL MANAGER	INTEGRATED RISK MANAGEMENT	E CLOETE
ENTERPRISE RISK MANAGEMENT STRATEGY	13/06/2019	YES	YES	C46/2019	MUNICIPAL MANAGER	INTEGRATED RISK MANAGEMENT	E CLOETE
EXPANDED PUBLIC WORKS PROGRAMME	23/08/2018	YES	YES	C70/2018	STRATEGIC SUPPORT SERVICES	LOCAL ECONOMIC DEVELOPMENT	N QAQANE
FLEET MANAGEMENT	29/10/2019	YES	YES		TECHNICAL SERVICES	FLEET MANAGEMENT	J STEYN



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FINANCIAL SYSTEM USER ACCOUNT MANAGEMENT	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BUDGET AND COSTING	A CROTZ
FRAUD AND CORRUPTION	13/06/2019	YES	YES	C46/2019	MUNICIPAL MANAGER	INTEGRATED RISK MANAGEMENT	E CLOETE
FRAUD AND CORRUPTION STRATEGY	13/06/2019	YES	YES	C46/2019	MUNICIPAL MANAGER	INTEGRATED RISK MANAGEMENT	E CLOETE
FUNDING AND RESERVES	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BUDGET AND COSTING	A CROTZ
GRANTS IN AID	30/09/2019	YES	YES	C71/2019	FINANCIAL SERVICES	FINANCIAL PLANNING	B VOLSCHENK
HIV AND AIDS	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
HOUSING ADMINISTRATION	03/03/2015	YES	YES	C13B/2015	COMMUNITY SERVICES	HUMAN SETTLEMENT AND HOUSING	G MAYEKI
ICT DATA BACKUP AND RECOVERY PLAN	18/01/2016	YES	YES	C4/2016	STRATEGIC SUPPORT SERVICES	ICT	S ZANOXOLO
ICT DISASTER RECOVERY	18/01/2016	YES	YES	C4/2016	STRATEGIC SUPPORT SERVICES	ICT	S ZANOXOLO
ICT SECURITY CONTROLS	18/01/2016	YES	YES	C4/2016	STRATEGIC SUPPORT SERVICES	ICT	S ZANOXOLO
ICT SERVICE LEVEL AGREEMENT MANAGEMENT	18/01/2016	YES	YES	C4/2016	STRATEGIC SUPPORT	ICT	S ZANOXOLO



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					SERVICES		
ICT SERVICE LEVEL AGREEMENT MANAGEMENT (external service providers/vendor)	18/01/2016	YES	YES	C4/2016	STRATEGIC SUPPORT SERVICES	ICT	S ZANOXOLO
ICT USER ACCESS MANAGEMENT	18/01/2016	YES	YES	C4/2016	STRATEGIC SUPPORT SERVICES	ICT	S ZANOXOLO
INCAPACITY DUE TO ILL HEALTH/INJURY	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
INCAPACITY DUE TO POOR WORK PERFORMANCE	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
INFORMATION & COMMUNICATION TECHNOLOGY STEERING COMMITTEE CHARTER	18/01/2016	YES	YES	C4/2016	STRATEGIC SUPPORT SERVICES	ICT	S ZANOXOLO
INFRASTRUCTURE INVESTMENT AND CAPITAL PROJECTS POLICY	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BUDGET AND COSTING	A CROTZ
INSURANCE MANAGEMENT	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BUDGET AND COSTING	A CROTZ
LAND MANAGEMENT AND DISPOSAL	03/03/2015	YES	YES	C13C/2015	STRATEGIC SUPPORT SERVICES	LEGAL SERVICES	H POTGIETER
LEGAL AID	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL



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LONG TERM FINANCIAL PLAN	26/03/2019	YES	YES	C33/2019	FINANCIAL SERVICES	MANAGER AFS	H HANSEN
MEMBERSHIP AND REGISTRATION OF DEPENDANTS ON ACCREDITED MEDICAL SCHEMES	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	25/02/2014	YES	YES	C6/2014	MUNICIPAL MANAGER	INTERGRATED RISK MANAGEMENT	E CLOETE
OCCUPATIONAL HEALTH AND SAFETY	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
OVERTIME	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
PERFORMANCE MANAGEMENT	28/02/2011	YES	YES	C23/2011	STRATEGIC SUPPORT SERVICES	PERFORMANCE MANAGEMENT	C SEPTEMBER
PERSONNEL PROTECTIVE EQUIPMENT	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
PETTY CASH	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	SUPPLY CHAIN MANAGEMENT	M POTGIETER
PRIVATE WORK AND DECLARATION OF INTERESTS	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
PROPERTY RATES	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BILLING	M MAGADLA



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PUBLIC PARTICIPATION	03/03/2015	YES	YES	C13A/2015	STRATEGIC SUPPORT SERVICES	COMMUNITY DEVELOPMENT	W THYS
RECORDS MANAGEMENT	26/02/2019	YES	YES	C19/2019	STRATEGIC SUPPORT SERVICES	ADMINISTRATION & SUPPORT	I ROOS
RECRUITMENT AND SELECTION	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
RELOCATION	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
SCARCE SKILLS	28/02/2011	YES	YES	C23/2011	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
SECTION 62 APPEALS	25/08/2014	YES	YES	C42/2014	STRATEGIC SUPPORT SERVICES	LEGAL SERVICES	H POTGIETER
SEXUAL HARASSMENT	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
SMOKING	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
SPECIAL RATING AREAS	03/03/2015	YES	YES	C13D/2015	FINANCIAL SERVICES	BILLING	M MAGADLA
STANDBY ALLOWANCE	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL



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STUDY AID FOR EMPLOYEES AND STUDY LEAVE	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
SUCCESSION PLANNING	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
SUPPLY CHAIN MANAGEMENT	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	SUPPLY CHAIN MANAGEMENT	M POTGIETER
TARIFF	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	BILLING	M MAGADLA
TELECOMMUNICATIONS	24/07/2018	YES	YES	C59/2018	STRATEGIC SUPPORT SERVICES	ICT	S ZANOXOLO
TOOLS OF TRADE POLICY	23/08/2018	YES	YES	C69/2018	STRATEGIC SUPPORT SERVICES	ADMINISTRATION	I ROOS
TRAINING AND DEVELOPMENT	25/06/2015	YES	YES	C42/2015	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
TRANSPORT ALLOWANCE	13/06/2019	YES	YES	C48/2019	STRATEGIC SUPPORT SERVICES	HUMAN RESOURCES	M NELL
WARD COMMITTEE	13/06/2019	YES	YES	C43/2019	COMMUNITY SERVICES	COMMUNITY DEVELOPMENT	W THYS
WARD COMMITTEE PROJECT FUNDING	30/09/2019	YES	YES	C71/2019	COMMUNITY SERVICES	COMMUNITY DEVELOPMENT	W THYS
WHISTLE BLOWING	13/06/2019	YES	YES	C46/2019	MUNICIPAL MANAGER	INTEGRATED RISK	E CLOETE



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						MANAGEMENT	
WRITING-OFF	26/03/2019	YES	YES	C22/2019	FINANCIAL SERVICES	FINANCIAL PLANNING	H HANSEN
YOUTH DEVELOPMENT	27/06/2016	YES	YES	C43/2016	COMMUNITY SERVICES	COMMUNITY DEVELOPMENT	W THYS