

Private Bag x2 GROBLERSHOOP

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005 ITEM: 005/05/2016 RESOLUTION NUMBER

The Council of !Kheis Municipality took the following decision during a Council meeting held on 30 May 2016:

That Council:

# Approved the following Policies:

inancial Policies BUDGET POLICY	DEVIATIONS	DIRECTIVES ON UNAUTHORISED IRREGULAR OR FRUITLESS AND WASTEFULL EXPENDITURE
INDIGENT POLICY	CREDIT CONTROL AND DEBT COLLECTION POLICY FINANCIAL STANDING ORDERS	LOAN POLICY  CASHIER'S CODE
INTERNAL CONTROL POLICY INVESTMENT AND CASH MANAGEMENT POLICY	TARIFF POLICY	SUPPLY CHAIN MANAGEMENT BY-LAWS CM76/2016
ASSET MANAGEMENT POLICY CREDIT CONTROL AND DEBT	RATES POLICY INTERNAL AUDIT CHARTER	AUDIT COMMITTEE CHARTER
COLLECTION BY – LAW RISK MANAGEMENT POLICY	RISK IMPLEMENTATION PLAN	RISK STRATEGIC PLAN

## IT POLICIES

	MANAGEMENT POLICY	IT STANDARD OPERATING PROCEDURE FOR PASSWORD RESETS
IT GOVERNANCE FRAMEWORK	IT PATCHING PROCEDURES	IT GOVERNANCE CHARTER

Motion: Cllr G Beukes

Secondant: CHY E Cloete

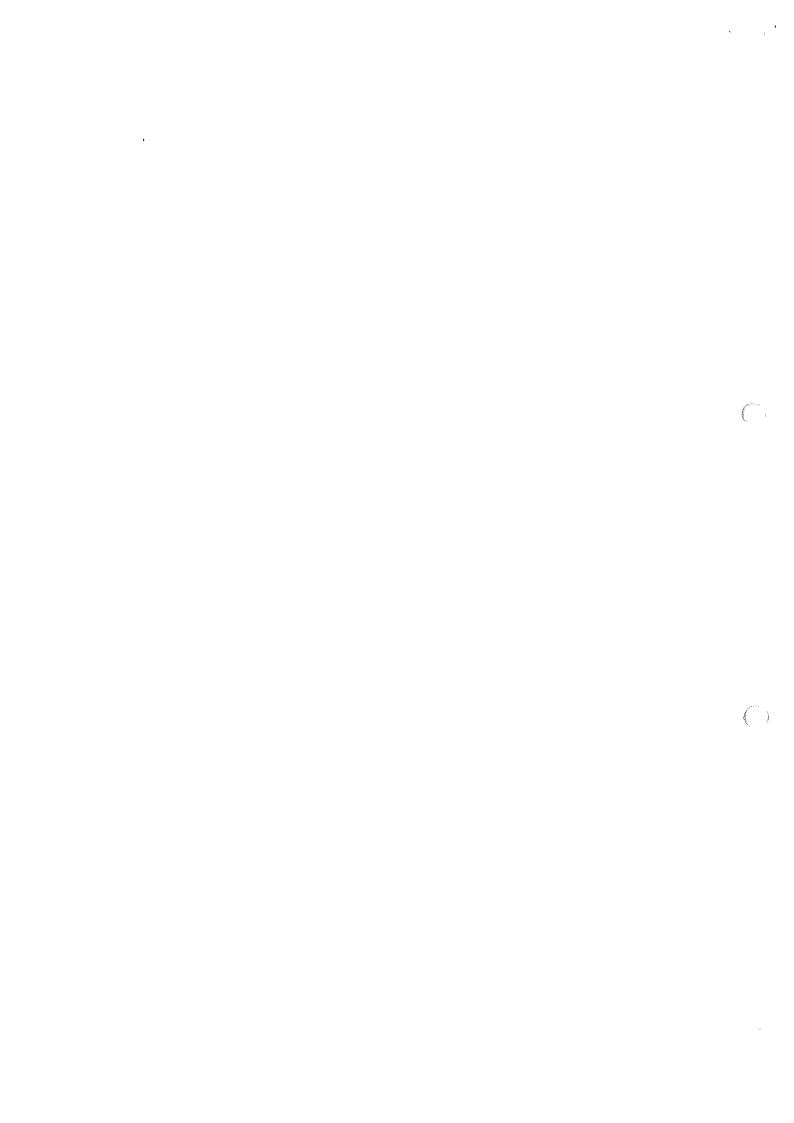
H. T \$cheepers (Mrs) Municipal Manager

IKHEIS MUNISIPALITEIT
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2016 -05- 30

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**IKHEIS MUNICIPALITY** 



# !Kheis Municipality

**Patching Procedure** 



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# IT PATCHING PROCEDURES

Policy Number	ITPP/01
Policy Name	IT PATCHING PROCEDURES
Policy Status	APPROVED
Version	No. 1
Date of Approval	30 May 2016
Date of Last Amended	31 March 2016
Date of Next Review	31 March 2017
Policy Custodian	IT & Compliance
Approving Authority	Council
Applicability	This policy and implementation strategy applies to Council and all employees of !Kheis Municipality to whom such function is delegated to.
Stakeholders Consulted	Yes

IKHE: A JHISIPALITEIT Privaatsak / Privata Bag X2 Groblershoop 8850

2016 -05- 30

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# Minicipality

Patching Procedure

# TABLE OF CONTENTS

1	Purpose	3
2	Scope'	3
3	Responsibilities	3
4	Changes Since last review	3
5	Documents / Resources needed for the SOP	3
6	Related Documents	3
7	Definitions	3
8	Procedure for Windows Based Systems	4
9	Procedure for Linux System	4
10	Procedure for Netowrk Hardware	4

# IKheis Municipality

Patching Procedure

### Standard Operating Procedure for Patching of IT Infrastructure

1.	Purpose			

. This Standard Operating procedure provides a view of the Patching procedure for Kheis Municipality.

Ensuring that security updates and patches are distributed and implemented in a timely manner is essential towards mitigating malware, exploitation, and other threats.

#### 2. Scope

The processes addressed in this document affect all managed municipal systems, including desktops, laptops, servers, network devices, and applications that connect to the network.

### 3. Responsibilities

IT Clerks are responsible for the procedure of patch management and to make updates as required.

Responsible IT staff conducting patch deployments of systems is:

- IT Clerk
- IT & Compliance Clerk
- 4. Changes Since Last Revision

Changes: (a) Scope; (b) Responsibilities; (c) Procedures

5. Documents/Resources Needed for this SOP

Screenshots of updates installed. (Windows and linux)

Network patching form

6. Related Documents

This document links to the Patch Management policy of the municipality.

#### 7. Definitions

Effective Date: The date on which this policy takes effect.

Review Date: The date on which the SOP must be submitted for review and revision.

SOP: Standard Operating Procedure.

# !Kheis Municipality

# Patching Procedure

### 8. Procedure for windows based systems

Step	Action	Responsibility
1	Create restore point	IT Official
2	Download and install patches if available ,	IT Official
3	If update fail, remove faulty update or use system restore to roll back.	IT Official
4	Printout screen shot of updates	IT Official
5	User authenticates updates installed by signing printout.	User
6	Communicate faulty patches to other IT Clerk not to deploy.	IT Official

### 9. Procedure for Linux system

Step	Action	Responsibility
1	Verify that samras DRP server is fully mirrored	IT Official
2	Download and install patches if available through yum tools	IT Official
3	If updates fail, remove faulty update via the following commands "yum history" and "yum history undo ID". DRP can also be used while	IT Official
4	Print screen shot of updates or system log	IT Official
5	Director authenticates updates installed by signing printout.	Corporate Manager
6	Communicate any faulty patches to IT manager	T Official
7	Communicate faulty patches to rest of IT Department not to deploy.	IT Official

### 10. Procedure for Network Hardware

Step	Action	Responsibility
1	Verify firmware version of device.	IT Official
2	Create backup of configurations/firmware, for roll back if needed.	IT Official
3	Download and install patches if available	IT Official
4	If updates fail, revert to original firmware and configuration of device.	IT Official
5	Print screen shot of update version	IT Official
6	Director authenticates updates installed by signing printout,	Corporate Manager
8	Communicate faulty patches to other IT Clerk not to deploy.	IT Official

Mrs H.T Scheepers: Municipal Manager	Ab.
Cllr P Vries: Mayor	16