



## INTERNAL AND EXTERNAL NOTICE

### DRAFT NEW AND REVIEWED POLICIES FOR 2017/2018 FINANCIAL YEAR

Notice is hereby given, that the Council of Emakhazeni Local Municipality has in terms of resolution number **18/03/2017** dated **31 March 2017** approved the following draft new and reviewed policies:

<b>Name of Policy</b>	<b>Name of Policy</b>
Cellphone Allowance Policy	Smoking Policy
Standby allowance Policy	Occupational Health and Safety Policy
Overtime Policy	Language Policy
Subsistence and travelling allowance Policy	Code of Conduct
Leave Management Policy	Termination of Employment Policy
Employment Equity Policy	Performance Management Framework
Skills Retention Policy	Sexual Harassment Policy
Recruitment and Selection Policy	Employee Incapacity Policy
Human Resource Development (HRD) Policy	Induction and Re-Induction of Employees Policy
Disclosure and Declaration Of Interest Policy For Councillors And Officials	Promotion Of Access To Information Manual Policy

Copies of the Draft policies are available for inspection in the municipal website [www.emakhazeni.gov.za](http://www.emakhazeni.gov.za) and at the municipal libraries, (Dullstroom, Entokozweni, Emgwenya and Emakhazeni) during office hours from 08:00 to 16:30, Mondays to Friday.

Comments, representations and/ or suggestions in respect of the Draft Policies must be lodged in writing with the Municipal Manager; Emakhazeni Local Municipality, 25 Scheepers Street, Emakhazeni, 1100 within a period of 21 days from the date of publication of this notice.

Enquiries or any person who cannot write may contact or come to the office for assistance.

  
**M.I. ABDULLAH**  
**ACTING MUNICIPAL MANAGER**  
**10/04/2017**