



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:

| Name of Policy | Name of Policy |
|-----------------------------------------------------------------------------|--------------------------------------------------|
| 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 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