

Appendix A

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF MOGALE CITY LOCAL MUNICIPALITY  
AS REPRESENTED BY THE MUNICIPAL MANAGER

DAN MASHITISHO

AND

MANEO THELEJANE

EXECUTIVE MANAGER ECONOMIC SERVICES

THE EMPLOYEE OF THE MUNICIPALITY

FINANCIAL YEAR: 1 JULY 2011 TO 30 JUNE 2012

PERFORMANCE AGREEMENT

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ENTERED INTO BY AND BETWEEN

The Municipality of **MOGALE CITY** herein represented by **DAN MASHITISHO** as Municipal Manager (hereinafter referred to as the Employer or Supervisor)

And

**MANEO THELEJANE** Employee of the Municipality of **MOGALE CITY** (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

## 1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in Terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as the "the Parties".
- 1.2 Section 58(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

## 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 comply with the provisions of Section 58(1)(b),(4A),(4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;



- 2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1 JULY 2011 and will remain in force until 30 JUNE 2012 where after a new Performance Agreement, Performance Plan and Personal development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of the Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### 4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
  - 4.1.1 the performance objectives and targets that must be met by the Employee; and
  - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

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4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

## 5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

## 6 The Employee agrees to participate in the performance management and development's System that the Employer adopts.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the performance agreement.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.

6.3 The Employee's assessment will be based on his/her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the employer and Employee:

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Key Performance Areas (KPA's)	Weighting
Infrastructure Development and Service Delivery	10 %
Municipal Transformation and Organisational Development	10 %
Local Economic Development (LED)	60 %
Municipal Financial Viability and Management	10 %
Good Governance and Public Participation	10 %
Total	100%

6.4 The CMCs will make up the other 20% of the Employee's assessment score. CMCs that are deemed to be most critical for the Employee's specific job should be selected (√) from the list below as agreed to between the Employer and Employee:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)		WEIGHTS
Strategic Capability	√	20%
Programme and Project Management	√	20%
Financial Management	√	20%
Accountability and Ethical Conduct		20%
People and Diversity Management	√	20%
		100%

## 7 EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) to this Agreement sets out-

- 7.1.1 the standards and procedures for evaluating the Employee's performance; and
- 7.1.2 the intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

- 7.5.1 Assessment of the achievement of results as outlined in the performance Plan:

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- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to hoc tasks that had to be performed under the KPA
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

#### 7.5.2 Assessment of the CMCs

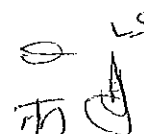
- (a) Each CMC should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CMC.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CMC score.

#### 7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:

Level	Terminology	Description	Rating
5	Outstanding performance	Performance far exceeds the standard Expected of an employee at this level. The appraisal indicates that the Employee has above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.	

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4	Performance Significantly Above Expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.	
2	Not fully effective	Performance is below the standards required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.	
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement	

7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established –

- 7.7.1 Municipal Manager;
- 7.7.2 Manager Internal Auditor;
- 7.7.3 Member of the Mayoral committee; and
- 7.7.4 Municipal Manager from another Municipality.

## 8 SCHEDULE FOR PERFORMANCE REVIEW

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July – September 2011
Second quarter	:	October – December 2011
Third quarter	:	January – March 2012
Fourth quarter	:	April – June 2012

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8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

## 9 DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

## 10 OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

10.1.1 create an enabling environment to facilitate effective performance by the Employee;

10.1.2 provide access to skills development and capacity building opportunities;

10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

10.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and

10.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this agreement.

## 11 CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –

11.1.1 a direct effect on the performance of any of the Employee's functions;

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11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 a substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

## 12 MANAGEMENT OF EVALUATION OUTCOMES

12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.

12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

12.4.2 after appropriate counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the employee on grounds of unfitness or incapacity to carry out his or her duties.

## 13 DISPUTE RESOLUTION

13.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provide for, shall be mediated by –

13.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 any other person appointed by the MEC.

13.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

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14 GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

14.2 Nothing in this agreement diminished the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Johannesburg on this the 21<sup>st</sup> day of October 2011.

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]  
EMPLOYEE

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]  
MUNICIPAL MANAGER

## PERFORMANCE PLAN

Entered into by and between

DAN MASHITISHO

MUNICIPAL MANAGER

(THE EMPLOYER)

AND

MANEO THELEJANE

EXECUTIVE MANAGER: ECONOMIC SERVICES

("THE Employee")

Key Performance Area	Weighting	Performance Indicator	Performance measurement	Baseline information	Target			Evidence	Progress on date of review
					Time-frame	Quality	Quantity		
1. Municipal Transformation and Organizational Development	15	<ul style="list-style-type: none"> <li>Performance Management System (PMS) aligned to the IDP, developed and implemented.</li> </ul>	1=20% 2=40% 3=60 % PMA's signed. 4=80 % of PMA's signed. 5=100 % of PMA's signed.	100 % of IDP projects listed in the SDBIP implemented.			100 % of IDP projects	Evidence of projects implemented as indicated in IDP and SDBIP 11/12	
		<ul style="list-style-type: none"> <li>Organizational structure aligned to the Organizational Strategy.</li> </ul>	1=20% 2=40% 3=60 % of Departmental staff establishment.	100 % of Departmental staff establishment	30/6/2012		100% filling of vacant posts	Proof of positions filled in terms of the approved structure	

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Key Performance Area	Weighting	Performance Indicator	Performance measurement	Baseline information	Target			Evidence	Progress on date of review
					Time-frame	Quality	Quantity		
			4=80 % of Departmental staff establishment 5=100 % of Departmental staff establishment.						
		<ul style="list-style-type: none"> <li>Effective administrative and institutional systems, structures and procedures including: human resources, financial policies, by-laws and communication systems established and implemented.</li> </ul>	1=20% 2=40% 3=60 % items that require council approval approved by Council and implemented. 4=80 % items approved by Council implemented. 5=100 % items approved by Council implemented.	100 % items approved by Council implemented.			100 % Council or Mayoral items implemented.	Council or Mayoral Agenda or minutes.	


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		<ul style="list-style-type: none"> <li>The interface between EXCO and council to align administrative and political priorities of Council managed.</li> </ul>	<p>1=20% 2=40% 3=60 % items approved by Council implemented. 4=80 % items approved by Council implemented. 5=100 % items approved by Council implemented.</p>	100 % items approved by Council implemented			100 % Council items implemented	Projects implemented as contained in IDP and SDBIP 11/12.	
		<ul style="list-style-type: none"> <li>Integrated human resource management systems introduced and operationalised.</li> </ul>	<p>1=20% 2=40% 3=60 % implemented. 4=80 % implemented 5=100 % implemented.</p>	100 % of Human Resources policies implemented.			100 % of Human Resources Policies implemented	Leave management , overtime, study leave, administrative guidelines, grievance/disciplinary procedures, formalizing of disciplinary action outcomes.	

Key Performance Area	Weighting	Performance Indicator	Performance measurement	Baseline information	Target			Evidence	Progress on date of review
					Time-frame	Quality	Quantity		
2. Infrastructure Development and Service Delivery	10	<ul style="list-style-type: none"> <li>Customer service systems implemented.</li> </ul>	1=20% 2=40% 3=60% 4=80% 5=100% of complaints received attended to	100 %			100 % of complaints received finalized.	Munadmin list of complaints provided.	
		<ul style="list-style-type: none"> <li>Infrastructure Development and Investment Model implemented. (In the said model there should be a dynamic relationship between population growth projections, service delivery backlogs, revenue generation capacity and institutional capacity).</li> </ul>	1=20% 2=40% 3=60 % inputs provided 4=80 % inputs provided 5=100 % inputs provided	100 %			100 %	Housing Backlog reduction inputs	

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		<ul style="list-style-type: none"> <li>• % Reduction in number of complaints from residents.</li> </ul>	1=20% 2=40% 3=60% reduction in complaints from residence. 4=80% reduction in complaints from residence. 5=100% reduction in complaints from residence.		14 days			Munadmin list and/or queries reports.	
		<ul style="list-style-type: none"> <li>• % Increase in response time and resolution of complaints</li> </ul>	1=20% 2=40% 3=60% 4=80% 5=100%	100%			100%	Munadmin complaint list submitted	

  
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Key Performance Area	Weighting	Performance Indicator	Performance measurement	Baseline information	Target			Evidence	Progress on date of review
					Time-frame	Quality	Quantity		
2. Infrastructure Development and Service Delivery		<ul style="list-style-type: none"> <li>• Sustainable human settlement development facilitated through engagement with sector departments in line with the IDP and through IGR structures.</li> <li>○ IDP integrates sector - plan including Housing, Health, Social Development, Home Affairs, DME, DWAF, DTI, DEAT, Education, Land Affairs</li> </ul>	<p>1=20% 2=40% 3= 60% IGR meetings attended. 4=80%. IGRmeetings attended 5=100% IGRmeetings attended.</p>	100 %				<p>Minutes and attendance registers for IGR meetings attended.</p> <p>Minutes of meetings with sector Departments</p>	

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		<ul style="list-style-type: none"> <li>o Spatial Development Framework in IDP includes spatial reconstruction policies, environmental, social and demographic trends, land-use policies and representation of sustainable human settlement vision</li> </ul>	<p>1=20% 2=40% 3= 60 % 4=80 % 5=100 %</p> <p>alignment with IDP project alignment with IDP projects alignment with IDP projects</p>	100 %			Capital projects as identified in the SDBIP	Quarterly progress reports in relation to the projects listed under capital projects in the SDBIP for the year under review	
3. Local Economic Development (LED)	40	<ul style="list-style-type: none"> <li>• An analysis of the local economy undertaken</li> </ul>	<p>1=20% 2=40% 3=60% 4= 80% 5= 100% LED-Strategy I implemented</p>	LED Strategy				LED Strategy Implementation Plan Implemented.	
		<ul style="list-style-type: none"> <li>o Existing public and private resources to intensify enterprise support to local communities utilized.</li> </ul>	<p>1= 2=1quarterly progress report submitted 3= 2 quarterly progress reports submitted. 4=3 progress reports submitted. 5=4 progress reports submitted.</p>	Chief Mogale project  NDPG			4 quarterly progress reports	4 Quarterly progress reports on the Chief Mogale project and NDPG	

		<p>o Knowledge sharing networks and social partnerships facilitated</p>	<p>1=2 inputs reports into forums participation                  2=3 inputs reports into forums participation                  3=4 inputs reports into the forums participation.                  4=5 inputs reports into the forums participation.                  5=6 inputs reports into the forums participation.</p>	<p>6 input reports into the forums participation</p>			<p>6 reports in forums participation</p>	<p>Reports submitted on Participation in external forums./ attendance registers</p>	
		<p>A rural development strategy developed (This strategy to inform all other physical infrastructure plans and align with national targets)</p>	<p>1= Approved by June 2012                  2= Approved by May 2012                  3= Approved by April 2012                  4=Approved by March 2012                  5=Approved by Feb 2012</p>					<p>Approved rural Strategy</p>	

		Tourism Strategy developed	1=Approved by June 2012 2= Approved by May 2012 3= Approved by April 2012 4=Approved by March 2012 5=Approved by Feb 2012					Approved Tourism Strategy	
4. Municipal Financial Viability And Management	10	<ul style="list-style-type: none"> <li>Sound financial management practices implemented in terms of the MFMA priorities and timeframes, including but not limited to:</li> </ul>	<p>1=2 budgeted projects implemented</p> <p>2=3 budgeted projects implemented</p> <p>3=4 budgeted projects implemented</p> <p>4=5 budgeted projects implemented</p> <p>5=6 budgeted projects implemented</p>					Quarterly Budget performance reports	

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		<ul style="list-style-type: none"><li>o Budget aligned to development and service delivery targets that municipalities are accountable for as set out in the adopted IDPs</li></ul>							
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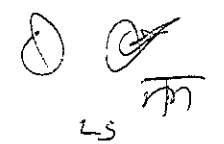
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Key Performance Area	Weighting	Performance Indicator	Performance measurement	Baseline information	Target			Evidence	Progress on date of review
					Time-frame	Quality	Quantity		
5. Good Governance and Public Participation	25	<ul style="list-style-type: none"> <li>Procedures for community participation processes as set out in legislation adhered to in terms of:</li> </ul>							
		<ul style="list-style-type: none"> <li>Planning</li> </ul>	1=1 Public Participation Sessions 2=2 Public Participation Sessions 3=3 public participation sessions. 4=4 public participation sessions. 5=5 public participation sessions	5 public participation sessions			5 public participation sessions.	Notice/ invites of Public Participation meetings Attendance registers	

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		<ul style="list-style-type: none"> <li>Relationship with organized business, labour and civil society built through transparent and accountable process</li> </ul>	1= 2= 3=1 meeting convened 4=2 meetings convened 5=3 meetings convened	Establishment of MCLM Local Tourism Organization			3 meetings	Minutes of the LTO	
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Key Performance Area	Weighting	Performance Indicator	Performance measurement	Baseline information	Target			Evidence	Progress on date of review
					Time-frame	Quality	Quantity		
		<ul style="list-style-type: none"> <li>Awareness communication</li> </ul>	1=none 2=25 attendees 3=30 attendees 4=45 attendees 5=60 attendees	Tourism awareness campaigns			Tourism awareness campaigns	Invitation and attendance registers.	


  
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**SECTION B****PERFORMANCE ASSESSMENT IN TERMS OF CORE COMPETENCY REQUIREMENTS (CCR'S) (SEE ANNEXURE A FOR KPI'S)**

CORE MANAGERIAL COMPETANECIES (CMD)	Weight	EVIDENCE	TOTAL SCORE
1. Strategic Capability & Leadership	20	<ul style="list-style-type: none"> <li>• IDP</li> <li>• SDBIP 2011/2012 inputs provided to Acting COO's office</li> </ul>	
2. Programme and Project Management	20	<ul style="list-style-type: none"> <li>• 4 Quarterly reports on the SDBIP 2011/2012</li> <li>• Annual Report</li> </ul>	
3. Financial Management	20	<ul style="list-style-type: none"> <li>• Expenditure Report (Capex/Opex)</li> <li>• Budget Report</li> <li>• In Year Monitoring Report 1 July 2011 to 30 June 2012</li> </ul>	
4. People and Diversity Management	20	<ul style="list-style-type: none"> <li>• Acting Documentation</li> <li>• Certificates of staff members attending courses</li> <li>• Filling of vacancies</li> <li>• Level 4 and 15 grievance and disciplinary hearings completed</li> <li>• Minutes of staff meetings</li> </ul>	
5. Accountability and Ethical Conduct	20	<ul style="list-style-type: none"> <li>• Disclosure and declaration of interest register for officials within Economic Services</li> <li>• Declaration of gifts received by officials</li> <li>• Disclosure of interest at BAC and recusal on matters of interest, minutes of BAC</li> </ul>	
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Signed and accepted by ( MUNICIPAL MANAGER) DAN MASHITISHO

Date: ..... 21/10/2011 .....

Signed by the( Executive Manager ) MANEO THELEJANE

Date: .....  .....