



MANTSOPA

LOCAL MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)
(As from 6 December 2000)

Head Office

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P.O. Box 64
LADYBRAND
9745

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Hobhouse Way 177
THABA PATCHOA
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Tel: 051-9640010

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File no.:

TA Motshoikha

Contact Person:

31 August 2011

HEAD OF THE DEPARTMENT

COPERATIVE GORVENANCE AND TRADITIONAL AFFIARS
P.O. Box 211
Bloemfontein
9300

Attention: Mr. Kopung Ralikontsane

SUBMISSION OF THE FINAL PERFORMANCE AGREEMENTS, PERFORMANCE PLANS AND SERVICDE DELIVERY AND BUDGET IMPLEMENTATION PLANS (SDBIP) FOR MANTSOPA LOCAL MUNICIPALITY (2011/2012 FINANCIAL YEAR)

Dear Sir/Madam,

The contents of this letter refers,

Attached please find the final Performance Agreements, Performance Plans and Service Delivery Budget and Implementation Plan (SDBIP) for 2011/2012 financial year as required in terms of section 69 (3) (a) (b) of the Local Government: Municipal Finance Management Act no 56 of 2003.

In line with the above we have attached herewith copies of the following for your attention:

- (1) Performance Agreement, Performance Plan and Service Delivery and Budget Implementation Plan (SDBIP) for the (Acting) Municipal Manager;
- (2) Performance Agreement, Performance Plan and Service Delivery and Budget Implementation Plan (SDBIP) for the Chief Financial Officer;
- (3) Performance Agreement, Performance Plan and Service Delivery and Budget Implementation Plan (SDBIP) for the Director Corporate Services; and
- (4) Performance Agreement, Performance Plan and Service Delivery and Budget Implementation Plan (SDBIP) for the (Acting) Director Technical Services.

I hope you will find the attached documents in order.

Yours in faithfully


SM Selepe
(ACTING) MUNICIPAL MANAGER

MANTSOPA LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**MANTSOPA LOCAL MUNICIPALITY
AS REPRESENTED BY THE (ACTING) MUNICIPAL
MANAGER**

SM SELEPE

AND

RP CHALALE

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2011 - 30 JUNE 2012

B.F. *RP* *CH*
SMS *MM*

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

Mantsopa local Municipality herein represented by **SM Selepe** in his/her capacity as **(Acting) Municipal Manager** (Hereinafter referred to as the **Employer** or Supervisor)

And

RP Chalale: Employee of the Municipality (hereinafter referred to as the) **(Acting) Director Technical Services**.

WHEREBY IT IS AGREED AS FOLLOWS:

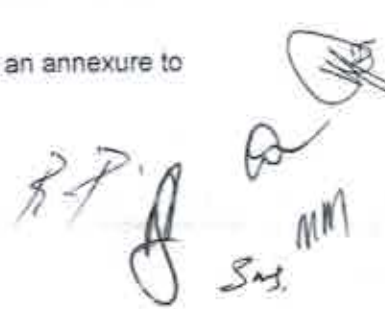
1. INTRODUCTION

- 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 Parties".
- 1.2 Section 57(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 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;

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- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 01 July 2011 and will remain in force until 30 June 2012 thereafter 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 this 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-mentioned 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
 - 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 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**.
- 5.4 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.
- 5.5 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.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 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**:

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

- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the municipal manager and the relevant manager.

- 5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs 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**. Three of the CCRs are compulsory for Municipal Managers:

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Strategic Capability and Leadership		5
Programme and Project Management		5
Financial Management	compulsory	5
Change Management		5
Knowledge Management		5
Service Delivery Innovation		5
Problem Solving and Analysis		5
People Management and Empowerment	compulsory	5
Client Orientation and Customer Focus	compulsory	5
Communication		5
Honesty and Integrity		5
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management		5
Interpretation of and implementation within the legislative and national policy frameworks		5
Knowledge of Performance Management and Reporting		5
Knowledge of global and South African specific political, social and economic contexts		5
Competence in policy conceptualisation, analysis and implementation		5
Knowledge of more than one functional municipal field / discipline		5
Skills in Mediation		5
Skills in Governance		5
Competence as required by other national line sector departments		5
Total percentage	-	100%

6. EVALUATING PERFORMANCE

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

6.1.1 The standards and procedures for evaluating the **Employee's** performance; and

6.1.2 The intervals for the evaluation of the **Employee's** performance.

6.2 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.

6.3 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.

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

6.5 The annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (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 ad 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.

6.5.2 Assessment of the CCRs

- (a) Each CCR 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 CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating

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

6.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved 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.					
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.					

Level	Terminology	Description	Rating				
			1	2	3	4	5
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 standard 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.					

6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -

- 6.7.1 Executive Mayor or Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
- 6.7.4 Mayor and/or municipal manager from another municipality; and
- 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.

6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
- 6.8.4 Municipal manager from another municipality.

6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 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 2011 – September 2011
Second quarter	:	October 2011 – December 2011
Third quarter	:	January 2012 – March 2012
Fourth quarter	:	April 2012 – June 2012

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

- 7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

- 7.4 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.

- 7.5 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.

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall –

- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 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
- 9.1.5 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.

10. CONSULTATION

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

- 10.1.1 A direct effect on the performance of any of the **Employee's** functions;

10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and

10.1.3 A substantial financial effect on the **Employer**.

10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

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

11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

11.3 In the case of unacceptable performance, the **Employer** shall –

11.3.1 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and

11.3.2 After appropriate performance counselling 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.

12. DISPUTE RESOLUTION

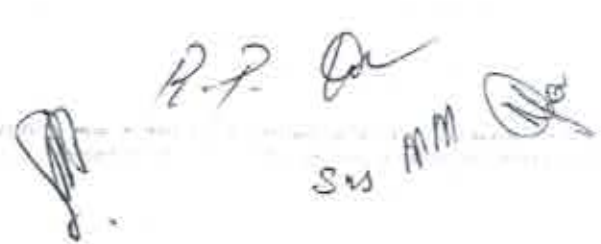
12.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

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

12.1.2 any other person appointed by the MEC.

12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.

12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

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13. GENERAL

- 13.1 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**.
- 13.2 Nothing in this agreement diminishes 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.
- 13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at LADYBRAND on this the 22 day of 07 2011

AS WITNESSES:


1.  _____

2. W. Kape _____

AS WITNESSES:

1.  _____

2.  _____

 _____
Employee

 _____
Municipal Manager

PERFORMANCE PLAN: MANTSOPA LOCAL MUNICIPALITY'S DIRECTOR TECHNICAL SERVICES

PERFORMANCE PLAN

**DIRECTOR TECHNICAL
SERVICES**

2011/2012 FINANCIAL YEAR

MANTSOPA LOCAL MUNICIPALITY

1. Purpose

The performance plan defines the Council's expectations of the Director Technical Services (Acting) performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Key responsibilities

The following objects of local government will inform the Director Technical Services (Acting) performance against set performance indicators:

2.1 Provide democratic and accountable government for local communities.

2.2 Ensure the provision of services to communities in a sustainable manner.

2.3 Promote social and economic development.

2.4 Promote a safe and healthy environment.

2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

3.1 Municipal Transformation and Organisational Development.

3.2 Infrastructure Development and Service Delivery.

3.3 Local Economic Development (LED).

3.4 Municipal Financial Viability and Management.

3.5 Good Governance and Public Participation.

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Key Performance Area	Weight	Key Performance Indicator	Baseline	Target	Source of evidence	Progress on date of review	Corrective Measures to be taken	Evaluation Panel Score 12345
Basic Service Delivery and Infrastructural Development	100%	Number of Technical directorate management meetings held according to schedule	12	12	Proof of Technical Directorate management meetings held available for inspection			
		Signed performance contracts	0	3	Copies of performance contracts concluded with managers of the Technical Directorate available for inspection			
		Concluded performance assessment meetings	0	3	Proof of performance assessment meetings available for inspection			
		WDSP reviewed and implemented	1	1	Copy of reviewed WSDP and council resolution available for inspection			
		Number of quarterly WSDP implementation reports submitted	4	4	Proof quarterly WSDP implementation reports submitted, available for inspection			
		Draft bucket eradication strategy developed and implemented	New KPI	1	Copy of draft bucket eradication and copy of council resolution available for inspection			
		Number of cemeteries properly managed.	11	11	Proof of cemeteries properly managed available for inspection			
		Number of cemeteries well maintained.	11	11	Proof of cemeteries well maintained available for inspection			
		Number of municipal offices maintained.	10	2	Proof of municipal offices maintained available for inspection			
		Number of community halls maintained.	13	13	Proof of community hall maintained available for inspection			
		Number of municipal flats maintained.	47	47	Proof of municipal flats maintained available for inspection			



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Number of municipal stores maintained.	6	6	Proof of municipal stores maintained available for inspection						
Number of capital projects implemented	11	8	Proof of capital projects implemented available for inspection						
Kilometers of streets paved	4.3km	4.3km	Kilometers of streets paved available for inspection						
Kilometers of streets tarred.	3.3km	0km	Kilometers of streets tarred available for inspection						
Kilometers of stormwater channels upgraded.	6.3km	0km	Kilometers of stormwater channels upgraded available for inspection						
Kilometers of gravel roads upgraded.	0	6km	Kilometers of gravel roads upgraded available for inspection						
Kilometers of tarred roads maintained.	3.5km	3.5km	Kilometers of tarred roads maintained available for inspection						
Kilometers of gravel roads maintained.	4km	4km	Kilometers of gravel roads maintained available for inspection						
Number of municipal sports grounds maintained.	4	4	Proof of municipal sports grounds maintained available for inspection						
Number of municipal parks maintained.	4	4	Proof of municipal parks maintained available for inspection						
Number of households in formal ervens that have access to a weekly door-to-door refuse collection.	11 505	11 505	Proof of formalised ervens that have access to weekly door to door refuse collection available for inspection						
Number of appropriate container for refuse storage.	5	5	Proof of container for refuse storage available for inspection						
Number of illegal dumps eradicated.	118	118	Proof of illegal dumps eradicated available for inspection						
Number of people that are trained in relation to waste management issues.	2	2	Proof of people trained in relation to waste management available for inspection						
Access controlled landfill sites.	1	2	Proof of landfill sites controlled for						

53

MM

Weightbridges that are fully operational at Ladybrand land fill site.	1	0	improved access available for inspection						
Number of households of formalised ervens with access to basic sanitation supply.	11 505	11 505	Proof of weighbridges fully operational at Ladybrand land fill sites available for inspection						
Number of formalised ervens with access to basic electricity service.	11 505	11 505	Proof of formalised ervens with access to basic sanitation available for inspection						
Number of households earning less than R1 800 per month receiving free basic electricity services.	4300	4300	Proof of formalised ervens with access to basic electricity available for inspection						
Reviewed SDA document with both CENTLEC and ESKOM.	2	2	Proof of households less than R 1 800 per month receiving free basic electricity available for inspection						
Number of transformers upgraded for improved electricity supply.	2	2	Copies of reviewed SDA with CENTLEC						
Number of streets lights and high mast lights repaired	7	7	Proof of transformers upgraded for improved electricity supply available for inspection						
Number of streets lights and high mast installed.	10	0	Proof of streets lights and high mast lights repaired available for inspection						
Number of reservoirs upgraded to increase its capacity.	25	0	Proof of streets and high mast lights installed available for inspection						
Number of Water Treat Plant Upgraded.	5	5	Proof of reservoirs upgraded to increase capacity available for inspection						
Number of bore holes commissioned.	11	11	Proof water treatment plant upgraded available for inspection						
Number of households of	11 505	11 505	Proof of boreholes commissioned available for inspection						
			Proof of formalised ervens with						

10


11


11


	formalised ervens with access to basic water supply.			access to basic water available for inspection				
	Number of households earning less than R1 800 per month receiving free basic water and sanitation services	4300	4300	Proof of households less than R 1 800 per month receiving free basic water and sanitation available for inspection				
	Number of samples taken per month	12	12	Copies of samples taken per month available for inspection				
	% that complies with standards determined by foodstuffs, cosmetics and disinfectants act no 54 of 1972.	>80%	>80%	Proof in percentage of samples that complies with standards available for inspection				
	% of complains received and attended to within 24 hours	100%	100%	Proof in percentage of complains received and attended within 24 hours available for inspection				
	% of total number of high risk premises monitored	100%	100%	Proof in percentage of total number of high risk premises monitored available for inspection				
	% of noise related nuisance abated within the given time limit	80%	80%	Proof in percentage of noise related to nuisance abated within the given time limit available for inspection				
	% of applicable businesses in the municipality that have valid trading license	80%	80%	Proof in percentage of applicable business in the municipality that have a valid trading license				






		Total number of schools reached with relevant education	12	4	available for inspection				
		Total number of the municipality employees reached	278	278	Proof of total number of schools reached with relevant education available for inspection				
		Total number of farms reached	30	30	Proof of total numbers of the municipality employees reached available for inspection				
		% of the municipality workplaces that comply with occupational health standards	90%	90%	Proof of total numbers of farms reached available for inspection				
					Proof in percentage of the municipal workforce that complies with the occupational health standards available for inspection				

Signed and accepted by Director Technical Services (Acting):

Date: 22/07/11



Signed by the Municipal Manager on behalf of Mantsopa Local Municipality:



Date: 22/07/11

**PERSONAL DEVELOPMENT PLAN:
MANTSOPA LOCAL MUNICIPALITY'S
DIRECTOR TECHNICAL SERVICE'S OFFICE**

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY:
INCUMBENT:
SALARY:
JOB TITLE:
REPORT TO:

Mbarara Local Municipality
Rampant Hill Road, CHALE
Behind District Engineer's Office
Municipal Offices

1. What are the competencies required for this job (refer to competency profile of job description)?

PLAN, ORGANISE AND THINK STRATEGICALLY.
RESPOND TO THE DEMANDS OF TECHNICAL
DEPARTMENT.
GOOD HUMAN RELATIONS.

2. What competencies from the above list, does the job holder already possess?

PLAN, ORGANISE AND THINK STRATEGICALLY.
TECHNICAL. MANAGERIAL SKILLS.
GOOD HUMAN RELATIONS

3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6)

SHI ARE STILL IN LEADS AND
ELECTRICITY

4. Actions/Training interventions to address the gaps/needs

MANAGEMENT
PROJECT MANAGEMENT

Date of next review: _____

Date: _____

Incumbent: _____

Signature: _____

R.P. CHALICE

22/07/11

Date: _____

Supervisor: _____

Signature: _____

S.M. SCOTT

22/07/11

Agreed upon

5. Indicate the competencies required for future career progression/development	
<i>B. TECH PROJECT MANAGEMENT.</i>	

6. Actions/Training interventions to address future progression	
<i>SOME AS ABOVE.</i>	

7. Comments/Remarks of the Incumbent	
<i>NOTIC.</i>	

8. Comments/Remarks of the supervisor	

2011/2012 MANTSOPA LOCAL MUNICIPALITY
SDBIP: DIRECTOR TECHNICAL SERVICE'S
OFFICE

SERVICE DELIVERY BUDGET AND
IMPLEMENTATION PLAN

2011/2012 SERVICE DELIVERY AND BUDGET
IMPLEMENTATION PLAN

[DIRECTOR TECHNICAL SERVICE'S OFFICE]

Table of Contents

1.	Introduction
2.	Legislative Framework in terms of MFMA
3.	The SDBIP Concept
4.	Components of the SDBIP
	a) Monthly projections of revenue by vote
	b) Monthly projections of expenditure by vote
	c) Monthly projections of revenue by source
	d) Monthly projections of expenditure by vote
5.	Capital Projects
6.	Conclusion

1. Introduction

This document provides for the annual submission of the Service Delivery and Budget Implementation Plan (SDBIP) as required in terms of the Municipal Finance Management Act. It should be read in conjunction with the Municipality's Integrated Development Plan (IDP), Budget and Strategic Business Unit Business Plans for the financial year 2011/2012.

The SDBIP gives effect to the Integrated Development Plan (IDP) and budget of the municipality therefore the IDP and budget must be fully aligned with each other, as required by the MFMA. The SDBIP provides the vital link between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance.

The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring performance in service delivery against end-of-year targets and implementing the budget.

2. Legislative Framework in terms of MFMA

The Municipal Finance Management Act (MFMA) of 2003 is aimed to secure sound and sustainable management of the financial affairs of municipalities and to establish treasury norms and standards through continually promoting transparency, participation and accountability of municipalities.

The MFMA requires that municipalities prepare a Service Delivery and Budget Implementation Plan as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their Integrated Development Plan Strategy.

According to section 1 of the Act a service delivery and budget implementation plan means a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate-

- (a) Projections for each month of the year
- (i) Revenue to be collected, by source; and
- (ii) Operational and capital expenditure, by vote;
- (b) Service delivery targets and performance indicators for each quarter;
- (c) Any other matter that may be prescribed, and includes any revisions of such plan by the Mayor in terms of section 54(1)(c);

In terms of section 53 (3) of the Local Government Municipal Finance Management Act (MFMA) No.56 of 2003. The Mayor must ensure-

- (a) that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan; and
- (b) that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan. Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.

3. The SDBIP Concept

The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community. It will facilitate the accountable role that managers hold to the Council and that Councilors hold to the community. It also fosters the management, implementation and monitoring of the budget, the performance of senior management and the achievement of the strategic objectives as laid out in the IDP.

Whilst the budget sets yearly service delivery and budget targets (revenue and expenditure per vote), it is imperative that in-year mechanisms are able to measure performance and progress on a continuous basis. Hence, the end-of-year targets must be based on quarterly and monthly targets, and the municipal manager must ensure that the budget is built around quarterly and monthly information. Being a start-of-year planning and target tool, the SDBIP gives meaning to both in-year reporting in terms of section 71 (monthly reporting), section 72 (mid-year report) and end-of-year annual reports.

4. Components of the SDBIP

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure (operating and capital) and revenue for each vote; and
- Quarterly projections of service delivery targets and performance indicators for each vote.

A) Revenue and Expenditure Projections

Monthly projections of revenue by vote

Description	Jul R(0)	Aug R(0)	Sep R(0)	Oct R(0)	Nov R(0)	Dec R(0)	Jan R(0)	Feb R(0)	Mar R(0)	Apr R(0)	May R(0)	Jun R(0)	Budget Year 2011/201	Budget Year 2012/2013	Budget Year 2013/2014
Council	471	-	-	-	471	-	-	-	-	471	-	-	1,413	1,500	1,650
Municipal Manager	1,343	-	-	-	1,843	-	-	-	-	1,843	-	0.00	5,529	5,860	6,446
Technical Services	8,881	8,531	8,331	7,681	8,281	6,931	7,681	7,561	6,581	6,581	6,731	6,484	88,275	105,659	129,007
Corporate Services	3,800	-	-	-	6,000	-	-	-	-	4,331	-	{0}	16,331	16,077	17,685
Financial Services	21,790	-	-	-	17,000	-	-	-	-	16,175	-	{123}	54,842	58,263	64,089
Total revenue by Vote	36,395	8,531	8,331	7,681	33,595	6,931	7,681	7,561	6,581	29,401	6,731	6,361	186,390	187,359	218,877

Monthly Projections of expenditure by vote

Description	Jul R(0)	Aug R(0)	Sep R(0)	Oct R(0)	Nov R(0)	Dec R(0)	Jan R(0)	Feb R(0)	Mar R(0)	Apr R(0)	May R(0)	Jun R(0)	Budget Year 2011/201	Budget Year 2012/2013	Budget Year 2013/2014
Council	636	636	636	636	636	636	636	636	636	636	636	636	7,627	8,390	9,229
Municipal Manager	461	461	461	461	461	461	461	461	461	461	461	711	5,779	6,357	6,993
Technical Services	6,800	6,750	6,800	6,500	6,400	6,400	6,500	6,700	6,800	7,200	6,750	6,804	80,404	91,229	100,352
Corporate Services	1,361	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,115	16,112	17,596	19,236
Financial Services	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179	2,867	37,832	41,615	45,777
Total Expenditure by Vote	12,438	12,388	12,438	12,138	12,038	12,038	12,138	12,338	12,438	12,838	12,388	12,133	147,754	165,187	181,386

Monthly Projections of Revenue by Source

Description	Budget Year 2011/2012												Medium Term and Expenditure Framework		
	Jul R(0)	Aug R(0)	Sep R(0)	Oct R(0)	Nov R(0)	Dec R(0)	Jan R(0)	Feb R(0)	Mar R(0)	Apr R(0)	May R(0)	Jun R(0)	Budget Year 2011/2012	Budget Year 2012/2013	Budget Year 2013/2014
Property rates	910	910	910	910	910	910	910	910	910	910	910	910	10,919	12,011	13,212
Property rates – penalties & collection charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges – electricity revenue	3,000	2,850	2,550	2,400	2,200	2,250	2,200	2,200	2,300	2,500	2,850	672	27,972	35,000	42,000
Service charges – water revenue	1,500	1,800	1,900	1,900	2,200	2,300	2,300	2,200	1,900	1,700	1,500	1,478	22,678	24,287	25,987
Service charges – sanitation revenue	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	18,197	19,486	20,850
Service charges – refuse revenue	865	865	865	865	865	865	865	865	865	865	865	865	10,398	11,671	13,040
Service charges – other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earned – external investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earned – outstanding debtors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	23,095	1,016	1,016	1,016	20,855	1,016	1,016	1,016	1,016	20,855	1,016	(71,838)	1,095	1,204	1,325
Total Revenue by source	30,886	8,959	8,739	8,609	28,548	8,859	8,809	8,709	8,509	28,348	8,658	8,739	166,390	187,359	218,877

Monthly Projections of Expenditure by Vote

Description	Budget Year 2011/2012												Medium Term and Expenditure Framework		
	Jul R(0)	Aug R(0)	Sep R(0)	Oct R(0)	Nov R(0)	Dec R(0)	Jan R(0)	Feb R(0)	Mar R(0)	Apr R(0)	May R(0)	Jun R(0)	Budget Year 2011/2012	Budget Year 2012/2013	Budget Year 2013/2014
Employee related cost	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	49,801	54,781	60,260
Remuneration of councillors	-	-	-	-	-	-	-	-	-	-	-	3,897	3,897	4,287	4,715
Debt impairment	-	-	-	-	-	-	-	-	-	-	-	5,655	5,655	6,220	6,842
Depreciation & asset impairment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roll purchase	2,500	2,400	2,200	2,000	1,800	1,800	1,800	1,800	2,200	2,300	2,400	2,520	25,120	32,000	35,275
Other material	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted services	-	-	12	-	-	-	-	-	11	-	-	-	-	-	-
Transfers and grants	-	-	-	-	-	316	-	-	-	-	-	260	358	1,000	3,300
Other expenditure	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	62,083	64,869	71,244
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total expenditure	11,824	11,724	11,536	11,324	11,124	11,440	11,124	11,124	11,535	11,624	11,724	21,655	147,754	165,187	181,586
Surplus/(deficit)	19,064	(2,765)	(2,777)	(2,715)	17,424	(2,581)	(2,315)	(2,415)	(3,026)	16,724	(3,065)	(12,915)	18,636	22,172	37,291
Transfers recognised - capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions recognised - capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(deficit) after capital transfers & contributions	19,064	(2,765)	(2,777)	(2,715)	17,424	(2,581)	(2,315)	(2,415)	(3,026)	16,724	(3,065)	(12,915)	18,636	22,172	37,291
Taxation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Attributable to minorities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus / (deficit) of associate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(deficit)	19,064	(2,765)	(2,777)	(2,715)	17,424	(2,581)	(2,315)	(2,415)	(3,026)	16,724	(3,065)	(12,915)	18,636	22,172	37,291

Sectors of sewerage channels upgraded.	Less than 1 km		1 to 2 km		2 to 3 km		3 to 4 km		4 to 5 km		5 to 6 km		6 to 7 km		7 to 8 km		8 to 9 km		9 to 10 km		10 to 11 km		11 to 12 km		12 to 13 km		13 to 14 km		14 to 15 km		15 to 16 km		16 to 17 km		17 to 18 km		18 to 19 km		19 to 20 km		20 to 21 km		21 to 22 km		22 to 23 km		23 to 24 km		24 to 25 km		25 to 26 km		26 to 27 km		27 to 28 km		28 to 29 km		29 to 30 km		30 to 31 km		31 to 32 km		32 to 33 km		33 to 34 km		34 to 35 km		35 to 36 km		36 to 37 km		37 to 38 km		38 to 39 km		39 to 40 km		40 to 41 km		41 to 42 km		42 to 43 km		43 to 44 km		44 to 45 km		45 to 46 km		46 to 47 km		47 to 48 km		48 to 49 km		49 to 50 km		50 to 51 km		51 to 52 km		52 to 53 km		53 to 54 km		54 to 55 km		55 to 56 km		56 to 57 km		57 to 58 km		58 to 59 km		59 to 60 km		60 to 61 km		61 to 62 km		62 to 63 km		63 to 64 km		64 to 65 km		65 to 66 km		66 to 67 km		67 to 68 km		68 to 69 km		69 to 70 km		70 to 71 km		71 to 72 km		72 to 73 km		73 to 74 km		74 to 75 km		75 to 76 km		76 to 77 km		77 to 78 km		78 to 79 km		79 to 80 km		80 to 81 km		81 to 82 km		82 to 83 km		83 to 84 km		84 to 85 km		85 to 86 km		86 to 87 km		87 to 88 km		88 to 89 km		89 to 90 km		90 to 91 km		91 to 92 km		92 to 93 km		93 to 94 km		94 to 95 km		95 to 96 km		96 to 97 km		97 to 98 km		98 to 99 km		99 to 100 km		100 to 101 km		101 to 102 km		102 to 103 km		103 to 104 km		104 to 105 km		105 to 106 km		106 to 107 km		107 to 108 km		108 to 109 km		109 to 110 km		110 to 111 km		111 to 112 km		112 to 113 km		113 to 114 km		114 to 115 km		115 to 116 km		116 to 117 km		117 to 118 km		118 to 119 km		119 to 120 km		120 to 121 km		121 to 122 km		122 to 123 km		123 to 124 km		124 to 125 km		125 to 126 km		126 to 127 km		127 to 128 km		128 to 129 km		129 to 130 km		130 to 131 km		131 to 132 km		132 to 133 km		133 to 134 km		134 to 135 km		135 to 136 km		136 to 137 km		137 to 138 km		138 to 139 km		139 to 140 km		140 to 141 km		141 to 142 km		142 to 143 km		143 to 144 km		144 to 145 km		145 to 146 km		146 to 147 km		147 to 148 km		148 to 149 km		149 to 150 km		150 to 151 km		151 to 152 km		152 to 153 km		153 to 154 km		154 to 155 km		155 to 156 km		156 to 157 km		157 to 158 km		158 to 159 km		159 to 160 km		160 to 161 km		161 to 162 km		162 to 163 km		163 to 164 km		164 to 165 km		165 to 166 km		166 to 167 km		167 to 168 km		168 to 169 km		169 to 170 km		170 to 171 km		171 to 172 km		172 to 173 km		173 to 174 km		174 to 175 km		175 to 176 km		176 to 177 km		177 to 178 km		178 to 179 km		179 to 180 km		180 to 181 km		181 to 182 km		182 to 183 km		183 to 184 km		184 to 185 km		185 to 186 km		186 to 187 km		187 to 188 km		188 to 189 km		189 to 190 km		190 to 191 km		191 to 192 km		192 to 193 km		193 to 194 km		194 to 195 km		195 to 196 km		196 to 197 km		197 to 198 km		198 to 199 km		199 to 200 km		200 to 201 km		201 to 202 km		202 to 203 km		203 to 204 km		204 to 205 km		205 to 206 km		206 to 207 km		207 to 208 km		208 to 209 km		209 to 210 km		210 to 211 km		211 to 212 km		212 to 213 km		213 to 214 km		214 to 215 km		215 to 216 km		216 to 217 km		217 to 218 km		218 to 219 km		219 to 220 km		220 to 221 km		221 to 222 km		222 to 223 km		223 to 224 km		224 to 225 km		225 to 226 km		226 to 227 km		227 to 228 km		228 to 229 km		229 to 230 km		230 to 231 km		231 to 232 km		232 to 233 km		233 to 234 km		234 to 235 km		235 to 236 km		236 to 237 km		237 to 238 km		238 to 239 km		239 to 240 km		240 to 241 km		241 to 242 km		242 to 243 km		243 to 244 km		244 to 245 km		245 to 246 km		246 to 247 km		247 to 248 km		248 to 249 km		249 to 250 km		250 to 251 km		251 to 252 km		252 to 253 km		253 to 254 km		254 to 255 km		255 to 256 km		256 to 257 km		257 to 258 km		258 to 259 km		259 to 260 km		260 to 261 km		261 to 262 km		262 to 263 km		263 to 264 km		264 to 265 km		265 to 266 km		266 to 267 km		267 to 268 km		268 to 269 km		269 to 270 km		270 to 271 km		271 to 272 km		272 to 273 km		273 to 274 km		274 to 275 km		275 to 276 km		276 to 277 km		277 to 278 km		278 to 279 km		279 to 280 km		280 to 281 km		281 to 282 km		282 to 283 km		283 to 284 km		284 to 285 km		285 to 286 km		286 to 287 km		287 to 288 km		288 to 289 km		289 to 290 km		290 to 291 km		291 to 292 km		292 to 293 km		293 to 294 km		294 to 295 km		295 to 296 km		296 to 297 km		297 to 298 km		298 to 299 km		299 to 300 km		300 to 301 km		301 to 302 km		302 to 303 km		303 to 304 km		304 to 305 km		305 to 306 km		306 to 307 km		307 to 308 km		308 to 309 km		309 to 310 km		310 to 311 km		311 to 312 km		312 to 313 km		313 to 314 km		314 to 315 km		315 to 316 km		316 to 317 km		317 to 318 km		318 to 319 km		319 to 320 km		320 to 321 km		321 to 322 km		322 to 323 km		323 to 324 km		324 to 325 km		325 to 326 km		326 to 327 km		327 to 328 km		328 to 329 km		329 to 330 km		330 to 331 km		331 to 332 km		332 to 333 km		333 to 334 km		334 to 335 km		335 to 336 km		336 to 337 km		337 to 338 km		338 to 339 km		339 to 340 km		340 to 341 km		341 to 342 km		342 to 343 km		343 to 344 km		344 to 345 km		345 to 346 km		346 to 347 km		347 to 348 km		348 to 349 km		349 to 350 km		350 to 351 km		351 to 352 km		352 to 353 km		353 to 354 km		354 to 355 km		355 to 356 km		356 to 357 km		357 to 358 km		358 to 359 km		359 to 360 km		360 to 361 km		361 to 362 km		362 to 363 km		363 to 364 km		364 to 365 km		365 to 366 km		366 to 367 km		367 to 368 km		368 to 369 km		369 to 370 km		370 to 371 km		371 to 372 km		372 to 373 km		373 to 374 km		374 to 375 km		375 to 376 km		376 to 377 km		377 to 378 km		378 to 379 km		379 to 380 km		380 to 381 km		381 to 382 km		382 to 383 km		383 to 384 km		384 to 385 km		385 to 386 km		386 to 387 km		387 to 388 km		388 to 389 km		389 to 390 km		390 to 391 km		391 to 392 km		392 to 393 km		393 to 394 km		394 to 395 km		395 to 396 km		396 to 397 km		397 to 398 km		398 to 399 km		399 to 400 km		400 to 401 km		401 to 402 km		402 to 403 km		403 to 404 km		404 to 405 km		405 to 406 km		406 to 407 km		407 to 408 km		408 to 409 km		409 to 410 km		410 to 411 km		411 to 412 km		412 to 413 km		413 to 414 km		414 to 415 km		415 to 416 km		416 to 417 km		417 to 418 km		418 to 419 km		419 to 420 km		420 to 421 km		421 to 422 km		422 to 423 km		423 to 424 km		424 to 425 km		425 to 426 km		426 to 427 km		427 to 428 km		428 to 429 km		429 to 430 km		430 to 431 km		431 to 432 km		432 to 433 km		433 to 434 km		434 to 435 km		435 to 436 km		436 to 437 km		437 to 438 km		438 to 439 km		439 to 440 km		440 to 441 km		441 to 442 km		442 to 443 km		443 to 444 km		444 to 445 km		445 to 446 km		446 to 447 km		447 to 448 km		448 to 449 km		449 to 450 km		450 to 451 km		451 to 452 km		452 to 453 km		453 to 454 km		454 to 455 km		455 to 456 km		456 to 457 km		457 to 458 km		458 to 459 km		459 to 460 km		460 to 461 km		461 to 462 km		462 to 463 km		463 to 464 km		464 to 465 km		465 to 466 km		466 to 467 km		467 to 468 km		468 to 469 km		469 to 470 km		470 to 471 km		471 to 472 km		472 to 473 km		473 to 474 km		474 to 475 km		475 to 476 km		476 to 477 km		477 to 478 km		478 to 479 km		479 to 480 km		480 to 481 km		481 to 482 km		482 to 483 km		483 to 484 km		484 to 485 km		485 to 486 km		486 to 487 km		487 to 488 km		488 to 489 km		489 to 490 km		490 to 491 km		491 to 492 km		492 to 493 km		493 to 494 km		494 to 495 km		495 to 496 km		496 to 497 km		497 to 498 km		498 to 499 km		499 to 500 km		500 to 501 km		501 to 502 km		502 to 503 km		503 to 504 km		504 to 505 km		505 to 506 km		506 to 507 km		507 to 508 km		508 to 509 km		509 to 510 km		510 to 511 km		511 to 512 km		512 to 513 km		513 to 514 km		514 to 515 km		515 to 516 km		516 to 517 km		517 to 518 km		518 to 519 km		519 to 520 km		520 to 521 km		521 to 522 km		522 to 523 km		523 to 524 km		524 to 525 km		525 to 526 km		526 to 527 km		527 to 528 km		528 to 529 km		529 to 530 km		530 to 531 km		531 to 532 km		532 to 533 km		533 to 534 km		534 to 535 km		535 to 536 km		536 to 537 km		537 to 538 km		538 to 539 km		539 to 540 km		540 to 541 km		541 to 542 km		542 to 543 km		543 to 544 km		544 to 545 km		545 to 546 km		546 to 547 km		547 to 548 km		548 to 549 km		549 to 550 km		550 to 551 km		551 to 552 km		552 to 553 km		553 to 554 km		554 to 555 km		555 to 556 km		556 to 557 km		557 to 558 km		558 to 559 km		559 to 560 km		560 to 561 km		561 to 562 km		562 to 563 km		563 to 564 km		564 to 565 km		565 to 566 km		566 to 567 km		567 to 568 km		568 to 569 km		569 to 570 km		570 to 571 km		571 to 572 km		572 to 573 km		573 to 574 km		574 to 575 km		575 to 576 km		576 to 577 km		577 to 578 km		578 to 579 km		579 to 580 km		580 to 581 km		581 to 582 km		582 to 583 km		583 to 584 km		584 to 585 km		585 to 586 km		586 to 587 km		587 to 588 km		588 to 589 km		589 to 590 km		590 to 591 km		591 to 592 km		592 to 593 km		593 to 594 km		594 to 595 km		595 to 596 km		596 to 597 km		597 to 598 km		598 to 599 km		599 to 600 km		600 to 601 km		601 to 602 km		602 to 603 km		603 to 604 km		604 to 605 km		605 to 606 km		606 to 607 km		607 to 608 km		608 to 609 km		609 to 610 km		610 to 611 km		611 to 612 km		612 to 613 km		613 to 614 km		614 to 615 km		615 to 616 km		616 to 617 km		617 to 618 km		618 to 619 km		619 to 620 km		620 to 621 km		621 to 622 km		622 to 623 km		623 to 624 km		624 to 625 km		625 to 626 km		626 to 627 km		627 to 628 km		628 to 629 km		629 to 630 km		630 to 631 km		631 to 632 km		632 to 633 km		633 to 634 km		634 to 635 km		635 to 636 km		636 to 637 km		637 to 638 km		638 to 639 km		639 to 640 km		640 to 641 km		641 to 642 km		642 to 643 km		643 to 644 km		644 to 645 km		645 to 646 km		646 to 647 km		647 to 648 km		648 to 649 km		649 to 650 km		650 to 651 km		651 to 652 km		652 to 653 km		653 to 654 km		654 to 655 km		655 to 656 km		656 to 657 km		657 to 658 km		658 to 659 km		659 to 660 km		660 to 661 km		661 to 662 km		662 to 663 km		663 to 664 km		664 to 665 km		665 to 666 km		666 to 667 km		667 to 668 km		668 to 669 km		669 to 670 km		670 to 671 km		671 to 672 km		672 to 673 km		673 to 674 km		674 to 675 km		675 to 676 km		676 to 677 km		677 to 678 km		678 to 679 km		679 to 680 km		680 to 681 km		681 to 682 km		682 to 683 km		683 to 684 km		684 to 685 km		685 to 686 km		686 to 687 km		687 to 688 km		688 to 689 km		689 to 690 km		690 to 691 km		691 to 692 km		692 to 693 km		693 to 694 km		694 to 695 km		695 to 696 km		696 to 697 km		697 to 698 km		698 to 699 km		699 to 700 km		700 to 701 km		701 to 702 km		702 to 703 km		703 to 704 km		704 to 705 km		705 to 706 km		706 to 707 km		707 to 708 km		708 to 709 km		709 to 710 km		710 to 711 km		711 to 712 km		712 to 713 km		713 to 714 km		714 to 715 km		715 to 716 km		716 to 717 km		717 to 718 km		718 to 719 km		719 to 720 km		720 to 721 km		721 to 722 km		722 to 723 km		723 to 724 km		724 to 725 km		725 to 726 km		726 to 727 km		727 to 728 km		728 to 729 km		729 to 730 km		730 to 731 km		731 to 732 km		732 to 733 km		733 to 734 km		734 to 735 km		735 to 736 km		736 to 737 km		737 to 738 km		738 to 739 km		739 to 740 km	
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	Strategy developed and implemented	1					1					1						
Electricity	Number of formalised ervens with access to basic electricity service.	11 505				11 505	0		11 505	0		11 505	0		11 505	0		0
	Number of households earning less than R1 800 per month receiving free basic electricity services.	4300				4300	0		4300	0		4300	0		4300	0		0
	Reviewed SOA document with both CENTLEC and Eskom.	2				2	0		0	0		0	0		0	0		0
	Number of transformers upgraded for improved electricity supply.	2				2	0		0	0		0	0		0	0		0
	Number of streets lights and high mast lights repaired	7				7	0		0	0		0	0		0	0		0
	Number of streets lights and high mast installed.	10				10	0		0	0		0	0		0	0		0
	Number of reservoirs upgraded to increase its capacity.	25				25	0		25	0		25	0		25	0		0
	Number of Water Treatment Plant Upgraded.	5				5	0		5	0		5	0		5	0		0
	Number of bore holes commissioned.	11				11	0		11	0		11	0		11	0		0
	Number of households of formalised ervens with access to basic water supply.	11 505				11 505	0		11 505	0		11 505	0		11 505	0		0
Water	Number of households earning less than R1 800 per month receiving free basic water and sanitation services.	4300				4300	0		4300	0		4300	0		4300	0		0

CODE OF CONDUCT FOR MUNICIPAL STAFF
MEMBERS: MANTSOPA LOCAL
MUNICIPALITY'S DIRECTOR TECHNICAL
SERVICES

Schedule 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

[Sch. 2 amended by s. 29 of Act No. 44 of 2003.]

Wording of Sections

1. Definitions. — In this Schedule "partner" means a person who permanently lives with another person in a manner as if married.

General conduct

2. A staff member of a municipality must at all times—
- loyally execute the lawful policies of the municipal council;
 - perform the functions of office in good faith, diligently, honestly and in a transparent manner;
 - act in such a way that the spirit, purport and objects of section 50 are promoted;
 - act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
 - act impartially and treat all people, including other staff members, equally without favour or prejudice.

Commitment to serving the public interest

3. A staff member of a municipality is a public servant in a developmental local system, and must accordingly—
- implement the provisions of section 50 (2);
 - foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
 - promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
 - obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the staff member's job description, seek to implement the objectives set out in the integrated development plan; and achieve the performance targets set for each performance indicator;
 - participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

Personal gain

4. (1) A staff member of a municipality may not—
 - (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or

- (b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest
- (2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—
 - (a) be a party to a contract for—
 - (i) the provision of goods or services to the municipality; or
 - (ii) the performance of any work for the municipality otherwise than as a staff member;
 - (b) obtain a financial interest in any business of the municipality; or
 - (c) be engaged in any business, trade or profession other than the work of the municipality

Disclosure of benefits

5. (1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.
 - (2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

Unauthorised disclosure of information

6. (1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.
 - (2) For the purpose of this item "privileged or confidential information" includes any information—
 - (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
 - (b) discussed in closed session by the council or a committee of the council;
 - (c) disclosure of which would violate a person's right to privacy; or
 - (d) declared to be privileged, confidential or secret in terms of any law.

(3) This item does not derogate from a person's right of access to information in terms of national legislation.

Undue influence

7. A staff member of a municipality may not—
- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
 - (b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
 - (c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

Rewards, gifts and favours

- 8.(1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for—
- (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
 - (b) making a representation to the council, or any structure or functionary of the council;
 - (c) disclosing any privileged or confidential information; or
 - (d) doing or not doing anything within that staff member's powers or duties.
- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer, which if accepted by the staff member, would constitute a breach of sub item (1).

Council property

9. A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

Payment of arrears

10. A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

PARTICIPATION IN ELECTIONS

11. A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

Sexual harassment

12. A staff member of a municipality may not embark on any action amounting to sexual harassment.

Reporting duty of staff members

13. Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.

Breaches of Code

14. Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67 (1) (h) of this Act.

Disciplinary steps

- 14A(1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.
- (2) Such other disciplinary steps may include—
- (a) suspension without pay for no longer than three months;
 - (b) demotion;
 - (c) transfer to another post;
 - (d) reduction in salary, allowances or other benefits; or

(e) an appropriate fine.

[Item 14A inserted by s. 29 of Act No. 44 of 2003.]

**FINANCIAL DISCLOSURE FORM: MANTSOPA
LOCAL MUNICIPALITY'S DIRECTOR
TECHNICAL SERVICES**

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):

NOTE 1

Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2

Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnerships; and
- The amount of any remuneration received for such directorship or partnerships.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3

Remunerated work outside the public service (All remunerated employment must be sanctioned prior to the work being done.)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service.

- The type of work;
- The name and type of business activity of the employer, and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

NOTE 4

Consultancies and retainerhips

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 5

Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance;
- The value of the sponsorship or assistance.

NOTE 6

Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7

Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description and extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) BANTHEEN PHILMONT (THOMAS)
 (Postal address) PO Box 14
LPOVBRRATID 9705
 (Residential address) 2289 FLORIDA
LPOVBRRATID
 (Position held) Active Director Technical
 (Name of Municipality) Montrose Municipality
 Tel: 051-924 0854
 Fax: 051-924 0020

hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.)
 See information sheet: note (1)

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
off-share (100%)			
1300 shares			

2. Directorships and partnerships
 See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
Randall	THOMAS	000000

CONFIDENTIAL

3. Remunerated work outside the Municipality

Must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/ Income

Council _____
Signature by Council _____
Date _____

4. Consultancies and retainerships
See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received

5. Sponsorships
See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship

6. Gifts and hospitality from a source other than a family member
See information sheet: note (6)

Description	Value	Source

7. Land and property
See information sheet: note (7)

Description	Extent	Area	Value
T 7260/1997		12988710	£ 76 000.00

SIGNATURE OF EMPLOYEE

DATE: 22/07/11.

PLACE: LADYBRAND.

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer YES

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer NO

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer YES

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

Commissioner of Oath / Justice of the Peace

Full first names and surname:

Mokhele Kgautla Masilo

CONFIDENTIAL

Designation (rank)

Reservist Captain

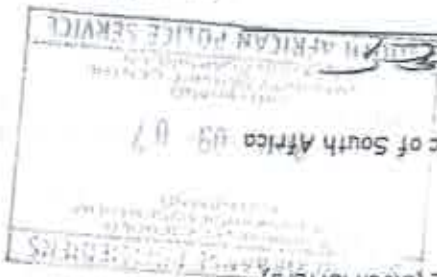
Street address of institution

24 Piet Heet Street

Date 2011-09-07

Place

LADYBRAND



CONTENTS NOTED: EXECUTIVE MAYOR/ MAYOR

DATE:

07/09/2011

