

MEMORANDUM

Ref: 4/6/5-70095

Enquiries: Dr. E.M. Rankwana/ed

EXTREMELY URGENT!!!

07 May 2018

TO: ASST. MANAGER HUMAN RESOURCES

Registry & Archives
Dr. Beyers Naudé Local Municipality

FROM: MUNICIPAL MANAGER

23 MAY 2018

Sir/Madam

Register & Argiewe
Dr. Beyers Naudé Plaaslike Munisipaliteit

RE : ISSUE OF COPIES OF THE DISCIPLINARY PROCEDURE COLLECTIVE AGREEMENT AS WELL AS A COPY OF SCHEDULE 2 CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS TO ALL EMPLOYEES OF THE DR BEYERS NAUDE LOCAL MUNICIPALITY.

The abovementioned matter refers.

As you are aware the parties at a National Level have concluded their work ie negotiating a new Collective Agreement on discipline as is evident from the signatures of the parties on 1st February 2018.

Clause 4.1 of the said Collective Agreement deals with the Scope of the Agreement and states that this Agreement shall come into operation in respect of the Parties to the Agreement on 1st February 2018 (affected date) and shall remain in force and effect until January 2023, thereafter the Agreement shall continue indefinitely in respect of the Parties to the Agreement"

Section (70) clause 1 of the Municipal Systems Act 32 of 2000 as amended states that the Municipal Manager must:

- (a) Provide a copy of the Code of Conduct to every member of the staff of the Municipality and
- (b) Provide every staff member with any amendment of the Code of Conduct

Clause 2 states that the Municipal Manager must:

- (a) Ensure that the purpose , contents and consequences of the Code of Conduct are explained to staff members who cannot read and
- (b) Communicate sections of the Code of Conduct that effect the public to the local community ' Again section 71, of the Local Government Municipal Systems Act states that " Municipalities must comply with any collective agreement concluded by organized local government within its mandate on behalf of local government in the bargaining council established for municipalities "

To this end you are herewith instructed to ensure that all employees are issued with a copy of:

- (1) Disciplinary Procedure Code Collective Agreement
- (2) Schedule 2 "*Code of Conduct of Municipal Staff members*".
- (3) All employees must sign for the above documents.
- (4) Employees / personnel files must be updated accordingly.

This instruction is enforceable with immediate effect.

Kind Regards



DR. E.M. RANKWANA
MUNICIPAL MANAGER

