



2020/2021 PERFORMANCE AGREEMENT

Made and entered into by and between

UMHLALBYALINGANA LOCAL MUNICIPALITY

(Herein represented by **MRS N.P GAMEDE** in her capacity as)

“The Municipal Manager”

and

SIBUSISO THULANI SHANGE

(ID No. 671110 5744 086)

(Hereinafter referred as the)

“DIRECTOR-COMMUNITY SERVICES”

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PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The Municipality of **uMhlabuyalingana** herein represent by **Mrs. Nonhlanhla Patricia Gamede** (full name) in her capacity as The Municipal Manager hereinafter referred to as the Employer or Reporting Officer) and **Mr. Sibusiso Thulani Shange** (full name) Employee of the Municipality of uMhlabuyalingana (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 Acts 32 of 2000 ("the System 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 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.
- 1.5 The parties wish to ensure that there is compliance with Sections 60 and 61 of the MFMA.

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2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 57(1) (b), 4(A), (4B) and (5) of the Systems Acts as well as the Contract of Employment entered into between the parties;
- 2.2 Comply with the provisions of Section 60 and 61 of the MFMA;
- 2.3 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;
- 2.4 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.5 Monitor and measure performance against set targeted outputs;
- 2.6 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;
- 2.7 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.8 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01st of July 2020** and will remain in force until **30 June 2021** whereafter 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 abovementioned 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 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 weighting which amongst other things include targets on the following:
- Elimination of Unauthorised, Irregular, Fruitless and Wasteful expenditure
 - Records Management with a view to providing quality portfolio of evidence for all targets achieved
 - Steering the Municipality towards achieving unqualified audit opinion

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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 standard 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 SYSTEM THAT THE EMPLOYER ADOPTS

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (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 Leading Competencies (LCs) and Core Competencies.
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

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6.2.3 KPA's covering the main areas of work will account for 80% and LCs and CCs will account 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 KPAs, 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
1. Basic Service Delivery and Infrastructure Development	50%
2. Cross Cutting Interventions	20%
3. Good Governance and Public Participation	15%
4. Municipal Transformation and Institutional Development	10%
5. Municipal Financial Viability and Management	5%
Total	100%

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6.4 The LCs will make the other 20% of the Employee's assessment score. LC's 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:

LEADING COMPETENCIES		
COMPETENCY		Weighting
Strategic Direction and Leadership	<ul style="list-style-type: none"> Impact and Influence Institutional Performance Management Strategic Planning and Management 	9
People Management	<ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management 	9
Program and Project Management	<ul style="list-style-type: none"> Program and Project Planning and Implementation Service Delivery Management 	9
Financial Management	<ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery 	9
Change Leadership	<ul style="list-style-type: none"> Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation 	8
Governance Leadership	<ul style="list-style-type: none"> Policy Formulation Risk and Compliance Management Cooperative Governance 	8
WEIGHTING LEADING COMPETENCIES		52
CORE COMPETENCIES		
COMPETENCY		Weighting
Moral Competence		8
Planning and Organising		8
Analysis and Innovation		8
Knowledge and Information Management		8
Communication		8
Results and Quality Focus		8
WEIGHTING CORE COMPETENCIES		48
Total Percentage Weighting		100 %

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7. EVALUATING PERFORMANCE

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

7.1.1 The standards and procedures for evaluating Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of 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:

- (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 must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the LC's and CCs

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

7.5.3 Overall Rating

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

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

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators-as specified in the Performance Agreement 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.	
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 Performance Agreement 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 indicate that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement 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 Performance Agreement 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 purpose of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established-

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- 7.7.1 Municipal Manager
- 7.7.2 Chairperson of the Audit Committee;
- 7.7.3 Ward Committee Member (on a rotational basis), where applicable;
- 7.7.4 Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

- 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	October 2020
Second quarter	: October – December	January 2021
Third quarter	: January – March	April 2021
Fourth quarter	: April – June	July-September 2021

- 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.

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9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing development gaps is attached as Annexure A.

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 delegates such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in term 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-

- 1.1.1 A direct effect on the performance of any of the Employee's functions;
- 1.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer;
and
- 11.1.4 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.

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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 In instances where there was poor performance resulting in the Municipality incurring unauthorized, irregular, fruitless and wasteful expenditure as per Auditor General's Report, the Employee shall not be eligible to receive performance bonus for that financial year.
- 12.3 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
- 12.4 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of least twelve months (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.
- 12.5 In the case of unacceptable performance, the Employer shall-
 - 12.5.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and
 - 12.5.2 After appropriate performance and 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.

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 provided for, shall be mediated by –
 - 13.1.1 The MEC for Local Government and 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.
 - 13.1.3 In the event that the mediation process contemplated above fails, clause 15 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 available to the public by the Employer.
- 14.2 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.

Thus done and signed at Mangazi on this the 31 day of July (Month) 2020 (Year)

AS WITNESSES:

1.  L.M. Mothe.

2. _____


Director-Community Services

AS WITNESSES:

1. _____

2. _____


The Municipal Manager

IDP / SDBIP NO.	OUTCOME 9	KZN PGDS	OBJECTIVE	STRATEGY	NO	KEY PERFORMANCE INDICATORS	UNIT OF MEASURE	ANNUAL TARGET	ANNUAL BUDGET	FUNDING SOURCE	Q1	Jul	Q2	Oct	Q3	Jan	Q4	Project	Portfolio of Evidence/Means of Verification
											Projected Target	Projected Target	Projected Target	Projected Target	Projected Target	Projected Target	Projected Target		

TOP LAYER TARGETS

NATIONAL KEY PERFORMANCE AREA: BASIC DELIVERY AND INFRASTRUCTURE DEVELOPMENT																				
BSDID-02-2021- CS1	Improve access to basic service delivery	Infrastructure development	enhance KZN waste management capacity	Management of waste	1	Fumigation of landfill sites	Number	4 (Fumigation of Landfill sites (Manguzi and Mbazwana Landfill sites) quarterly basis by 30 June 2021)	R200 000	EQS	fumigation of Manguzi and Mbazwana Landfill sites	fumigation of Manguzi and Mbazwana Landfill sites	fumigation of Manguzi and Mbazwana Landfill sites	fumigation of Manguzi and Mbazwana Landfill sites	fumigation of Manguzi and Mbazwana Landfill sites	Waste Management	service delivery	fumigation certificates and 4 fumigation reports		
BSDID-02-2021- CS2	Improve access to basic service delivery	Infrastructure development	Increased Access to refuse removal	Management of waste	2	Percentage of households with basic refuse removal services	Percentage	2% of households with basic refuse removal services or better	R1 450 000	EQS	2% of households and business with access to waste removal	2% of households and business with access to waste removal	2% of households and business with access to waste removal	2% of households and business with access to waste removal	2% of households and business with access to waste removal	Waste Management	service delivery	Daily collection list/Itinerary/ Site Supervisor		
BSDID-02-2021- CS3	Improve access to basic service delivery	Infrastructure development	enhance municipal waste management capacity	Management of waste	3	Awareness campaigns on waste management held	Number	4 Awareness campaigns on waste management conducted by 30 June 2021	R0.00	EQS	Hold awareness campaign on waste management	Hold awareness campaign on waste management	Hold awareness campaign on waste management	Hold awareness campaign on waste management	Hold awareness campaign on waste management	Waste management awareness campaigns	service delivery	Reports and Attendance registers		

BSDID-02-2021- CS4	Improve access to basic service delivery	Infrastructure development	Improve access to basic services	Provision of free basic services	4	Households earning less than R3 350 per month with access to basic free electricity	Number	520 households earning less than R3 350 per month with access to basic free electricity on a quarterly basis by 30 June 2021	R509 308.80	EQS	520 households earning less than R3 350 per month with access to basic free electricity on quarterly basis	520 households earning less than R3 350 per month with access to basic free electricity on quarterly basis	520 households earning less than R3 350 per month with access to basic free electricity on quarterly basis	Provision of free basic electricity	service delivery	Indigent Register/Eskom Billing report
BSDID-02-2021- CS5	Improve access to basic service delivery	Infrastructure development	enhance KZN waste management capacity	Management of waste	5	Date by which Reviewed Waste management policies are adopted by council	Date	30 June 2021 (Adoption of Reviewed of Waste management policy, integrated waste management plan)	R0.00	N/A	N/A	Table to council Draft Reviewed Waste Management policy and integrated Waste Management plan for adoption	Table to council Reviewed Waste Management policy and integrated Waste Management plan for adoption	Waste Management	service delivery	Waste Management policy, integrated waste management plan and council resolution
BSDID-02-2021- CS6	Improve access to basic service delivery	Infrastructure development	Improve access to basic services	Review and approval of Indigent policy	6	Date by which Reviewed Indigent policy is adopted by council	Date	30 June 2021 (Adoption of Reviewed Indigent policy)	R0.00	N/A	N/A	Table to council Draft Reviewed Indigent Policy for adoption	Table to council Reviewed Indigent Policy for adoption	Indigent policy review	service delivery	Reviewed Indigent Policy and Council resolution
BSDID-02-2021- CS7	Improve access to basic service delivery	Infrastructure development	Improve access to basic services	Updating and Approval of Final Indigent register 2019/2020	7	Date by which Updated Indigent Register is approved by council	Date	30 June 2021 (Approval of Updated Indigent Register by council)	R0.00	N/A	N/A	Table to council Draft Updated Indigent Register for approval	Table to council the Updated Indigent Register for approval	Indigent register	service delivery	Updated Indigent register and Council Resolution

BSDID-02-2021- CS08	Improved Access to Basic Services	Human and Community Development	Enhance safety and security	Review of Community Safety Plan	8	Date by which Reviewed Community Safety Plan is adopted by council	Date	30 June 2021 (Adoption of Community Safety Plan)	R0.00	N/A	N/A	N/A	N/A	Table to council Draft reviewed Community Safety plan for adoption	Table to council Reviewed Community Safety Plan for adoption	Community Safety Plan	service delivery	Draft and Final Community Safety Plan and council resolution
BSDID-02-2021- CS9	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	9	Vehicles Stopped and Checked	Number	18000 Vehicles Stopped and Checked by 30 June 2021	R0.00	N/A	4500 Vehicles Stopped & Checked	4500 Vehicles Stopped & Checked	4500 Vehicles Stopped & Checked	4500 Vehicles Stopped & Checked	4500 Vehicles Stopped & Checked	Law Enforcement	service delivery	daily crime return
BSDID-02-2021- CS11	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	10	Vehicles screened for speed	Number of Vehicles	9000 Vehicles screened by 30 June 2021	R0.00	N/A	2250 vehicles screened for speed	2250 vehicles screened for speed	2250 vehicles screened for speed	2250 vehicles screened for speed	2250 vehicles screened for speed	Vehicle screened for speed	service delivery	Daily crime return
BSDID-02-2021- CS12	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	11	Multi-Disciplinary Roadblocks conducted	Number	24 Multi-Disciplinary Roadblocks conducted by 30 June 2021	R0.00	N/A	6 Multi-Disciplinary Road Blocks conducted	6 Multi-Disciplinary Road Blocks conducted	6 Multi-Disciplinary Road Blocks conducted	6 Multi-Disciplinary Road Blocks conducted	6 Multi-Disciplinary Road Blocks conducted	Multi-Disciplinary Road Blocks	service delivery	Attendance register and reports
BSDID-02-2021- CS13	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	12	Direct Charges issued for Drunken/Speed Driving	Number	12 Direct Charges issued for Drunken/Speed Driving by 30 June 2021	R0.00	N/A	3 Direct Charges issued for Drunken/Speed Drivers	3 Direct Charges issued for Drunken/Speed Drivers	3 Direct Charges issued for Drunken/Speed Drivers	3 Direct Charges issued for Drunken/Speed Drivers	3 Direct Charges issued for Drunken/Speed Drivers	Direct Charge Drunken/Speed Drivers	service delivery	Direct Charge forms
BSDID-02-2021- CS14	Improved Access to Basic Services	Human and Community Development	To promote road safety	Conduct routine roadside roadblocks	13	Routine roadside roadblocks conducted	Number	720 routine roadside roadblocks by 30 June 2021	R0.00	N/A	180 routine roadside roadblocks conducted	180 routine roadside roadblocks conducted	180 routine roadside roadblocks conducted	180 routine roadside roadblocks conducted	180 routine roadside roadblocks conducted	Routine roadside roadblocks	service delivery	Monthly/daily crime return

BSDID-02-2021- CS15	Improved Access to Basic Services	Human and Community Development	To promote road safety	Conduct Speed operations	14	Speed operations conducted	Number	240 speed operations conducted by 30 June 2021	R0.00	N/A	60 speed operations conducted	60 speed operations conducted	60 speed operations conducted	60 speed operations conducted	60 speed operations conducted	Speed operations	service delivery	Monthly crime return
BSDID-02-2021- CS16	Improved Access to Basic Services	Human and Community Development	To promote road safety	Hold road safety awareness campaigns	15	COVID 19 Compliance business inspection	Number	4 COVID 19 Compliance business inspection held by 30 June 2021	R200.000	EQS	1 COVID 19 compliance business inspection	1 COVID 19 compliance business inspection	1 COVID 19 compliance business inspection	1 COVID 19 compliance business inspection	1 COVID 19 compliance business inspection	COVID 19 compliance business inspection	service delivery	Attendance register
BSDID-02-2021- CS17	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	16	Learners Drivers License issued	Number	1260 Learners License issued by 30 June 2021	R0.00	N/A	Issuing of 105 Learner Drivers License	Issuing of 105 Learner Drivers License	Issuing of 105 Learner Drivers License	Issuing of 105 Learner Drivers License	Issuing of 105 Learner Drivers License	Learner Drivers License	service delivery	System generated report (Licence-pro report)
BSDID-02-2021- CS18	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	17	Applicants tested for driving	Number	2880 Applicants Tested for Driving Licences by 30 June 2021	R0.00	N/A	720 Driving License Tests conducted	720 Driving License Tests conducted	720 Driving License Tests conducted	720 Driving License Tests conducted	720 Driving License Tests conducted	Driving Licences	service delivery	System generated report (eNatis report)
BSDID-02-2021- CS19	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	18	Temporary Driving Licences issued	Number	600 Temporary Driving Licence Issued by 30 June 2021	R0.00	N/A	150 Temporary Driving Licences issued	150 Temporary Driving Licences issued	150 Temporary Driving Licences issued	150 Temporary Driving Licences issued	150 Temporary Driving Licences issued	Temporary Driving Licences	service delivery	System generated report (eNatis report)
BSDID-02-2021- CS20	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	19	Duplicate Learners Licence issued	Number	24 duplicate learners issued by 30 June 2021	R0.00	N/A	Issuing of 06 Duplicate Learners License	Issuing of 06 Duplicate Learners License	Issuing of 06 Duplicate Learners License	Issuing of 06 Duplicate Learners License	Issuing of 06 Duplicate Learners License	Duplicate learners licenses	service delivery	System generated report (eNatis report)
BSDID-02-2021- CS21	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	20	PrDP issued	Number	480 Professional Driving Permit (PrDP) issued by 30 June 2021	R0.00	N/A	120 Professional Driving Permit (PrDP) issued	120 Professional Driving Permit (PrDP) issued	120 Professional Driving Permit (PrDP) issued	120 Professional Driving Permit (PrDP) issued	120 Professional Driving Permit (PrDP) issued	Professional Driving Permit (PrDP)	service delivery	System generated report (eNatis report)

BSDID-02-2021- CS22	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	21	Vehicle licences renewed	Number	720 Vehicle licences renewed by 30 June 2021	R0.00	N/A	180 Vehicle licences renewed	180 Vehicle licences renewed	180 Vehicle licences renewed	180 Vehicle licences renewed	180 Vehicle licences renewed	Vehicle licence renewals	service delivery	System generated report (eXalis report)
BSDID-02-2021- CS23	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	22	Drivers Licences renewed	Number	1 200 Drivers Licences Renewed by 30 June 2021	R0.00	N/A	Renew 300 Drivers License	Renew 300 Drivers License	Renew 300 Drivers License	Renew 300 Drivers License	Renew 300 Drivers License	Drivers License (renewals)	service delivery	System generated report (eXalis report)
BSDID-02-2021- CS24	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	23	Promotion conducted on library services	Number	4 library services promotions conducted at 3 libraries by 30 June 2021	R160 000	EQS	Conduct 1 Library Services Promotion (Literacy week)	Conduct Library Services Promotions (December holiday programme)	Conduct Library Services Promotions (Library week)	Conduct Library Services Promotions (World book day)	Conduct Library Services	Promotion of Library Services	service delivery	Reports and Attendance Registers
BSDID-02-2021- CS25	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	24	Audio visuals circulated	Number	480 audio visuals circulated by 30 June 2021	R0.00	N/A	120 Audio Visuals circulated	120 Audio Visuals circulated	120 Audio Visuals circulated	120 Audio Visuals circulated	120 Audio Visuals circulated	Audio visuals	service delivery	System Generated Report
BSDID-02-2021- CS26	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	25	Books circulated	Number	12 950 books circulated by 30 June 2021	R0.00	N/A	3 200 Books circulated	3 200 Books circulated	3 200 Books circulated	3 200 Books circulated	3 200 Books circulated	Circulation of books	service delivery	System Generated Report
BSDID-02-2021- CS27	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	26	Library Users with access to internet	Number	720 library users with access to internet by 30 June 2021	R0.00	N/A	180 library users with access to internet	180 library users with access to internet	180 library users with access to internet	180 library users with access to internet	180 library users with access to internet	Access to internet	service delivery	Daily signed register
BSDID-02-2021- CS28	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	27	Books exchanged	Number	10 book exchange by 30 June 2021	R0.00	N/A	2 Book Exchange	2 Book Exchange	3 Book Exchange	3 Book Exchange	3 Book Exchange	Books exchange	service delivery	List of books exchanged
BSDID-02-2021- CS29	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	28	People trained on basic computer skills	Number	360 people trained on basic computer skills by 30 June 2021	R0.00	N/A	90 people trained on Basic Computer Skills	90 people trained on Basic Computer Skills	90 people trained on Basic Computer Skills	90 people trained on Basic Computer Skills	90 people trained on Basic Computer Skills	Basic Computer training	service delivery	Daily signed register

NATIONAL KEY PERFORMANCE AREA: CROSS CUTTING INTERVENTIONS																
CCI-02-20/21- CS1	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabyaling ana	Review of Disaster Management Plan	29	Date by which Reviewed Disaster Management Plan is approved by council	30 June 2021 (Approval of Reviewed Disaster Management Plan)	R0.00	N/A	Conduct Risk Assessment	Conduct Risk Assessment	Conduct Risk assessment and table to council draft Disaster Management Plan for approval	Table to council Reviewed Disaster Management Plan for approval	Disaster Management Plan	service delivery	Risk assessment reports, Reviewed Disaster Management Plan and council resolutions
CCI-02-20/21- CS2	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabyaling ana	Conduct risk reduction awareness campaigns	30	Risk reduction awareness campaigns conducted	24 risk reduction awareness campaigns conducted by 30 June 2021	R0.00	N/A	06 monthly risk reduction awareness campaigns conducted	06 monthly risk reduction awareness campaigns conducted	06 monthly risk reduction awareness campaigns conducted	06 monthly risk reduction awareness campaigns conducted	Disaster risk reduction awareness campaigns	service delivery	Reports and attendance registers
NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION																
GGPP-02-20/21 CS1	Single window of coordination	Human resource development	To enhance programmes for special groups, arts and culture and heritage	Coordination of youth programmes	31	Youth programmes implemented	4 Youth Programmes coordinated and implemented (a) Teenage pregnancy (b) Youth Festive season beach monitoring (c) Registration Assistance programme (d) Career ExPo by 30 June 2020	R730 000	EQS	Teenage pregnancy programme	Youth Festive season beach monitoring	Registration Assistance programme	Career ExPo	Youth Programmes	service delivery	Reports and attendance registers
GGPP-02-20/21 CS2	Single window of coordination	Human resource development	To enhance programmes for special groups, arts and culture and heritage	Coordination of arts and culture programmes	32	Arts and Culture program coordinated	(a) 2 Reed dance events supported (Nongoma and Ingwavuma events) (b) 3 traditional cultural activities (c) 1 traditional cultural activities	R270 000	EQS	2 Reed dance events supported	3 traditional cultural activities supported	1 traditional cultural activity supported	N/A	Arts and Culture Programmes	service delivery	Reports and participant attendance register

GGPP-02-20/21 CS3	Governance and Policy	human and community development	enhance health of communities and citizens	Hold LAC Meetings	33	LAC Meetings held	Number	4 LAC Meetings held by 30 June 2021	R10 000	EQS	1 LAC meeting held	1 LAC meeting held	1 LAC meeting held	1 LAC meeting held	HIV/AIDS Programmes	service delivery	Minutes and attendance registers
GGPP-02-20/21 CS4	Governance and Policy	deepen democracy through a refine ward committee model	to promote participative, facilitative and accountable governance	Holding of ward committee meetings	34	Ward committee meetings held	Number	216 ward committee meetings held by 30 June 2021	R2 592 000	EQS	54 ward committee meetings held	54 ward committee meetings held	54 ward committee meetings held	54 ward committee meetings held	Ward Committees	service delivery	Attendance registers and minutes

BOTTOM LAYER TARGETS

NATIONAL KEY PERFORMANCE AREA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT																	
MTID-02-20/21-CS1	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	35	Individual Performance Agreements and Work Plans for DD, Section Managers signed by Director	Number	6 Individual Performance Agreements and Work Plans for DD, Section Managers signed by Director by 30 September 2020	R0.00	N/A	6 Individual Performance Agreements and Work Plans for DD, Section Managers signed by Director	N/A	N/A	N/A	Performance Agreements and performance plans	Building capable local government institution	6 Signed Individual Performance Agreements and Work Plans
MTID-02-20/21-CS3	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	36	Individual performance assessments conducted (Section Managers)	Number	4 Individual performance assessments conducted (DD, Section Managers) by 30 June 2021	R0.00	N/A	Conduct Individual Performance Assessment for DD, Section Managers	Conduct Individual Performance Assessment for DD, Section Managers	Conduct Individual Performance Assessment for DD, Section Managers	Conduct Individual Performance Assessment for DD, Section Managers	Individual performance assessments	Building capable local government institution	4 Assessment Reports
MTID-02-20/21-CS4	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Compilation of monthly performance reports	37	Monthly Performance Reports compiled and submitted to Portfolio Committee	Number	12 Monthly Performance Reports compiled and submitted to Portfolio Committee by 30 June 2021	R0.00	N/A	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by 30 Sept 2020	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by 31 Dec 2020	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by 31 Mar 2021	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by 30 June 2021	Monthly Performance Reports	Building capable local government institutions.	Monthly Performance Reports and Extracts of minutes

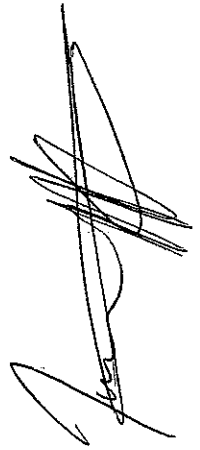
MTID-02-20/21-CS5	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Submission of quarterly performance reports to PMS Unit and Portfolio Committee	38	Quarterly Performance Reports compiled and submitted to PMS Unit and portfolio committee	Number	4 quarterly Performance Reports compiled and submitted to PMS Unit by 30 June 2021	R0.00	N/A	2019/20 Q4 performance report compiled and submitted to PMS Unit and Portfolio Committee	Q1 performance report compiled and submitted to PMS Unit and Portfolio Committee	Q2 performance report compiled and submitted to PMS Unit and Portfolio Committee	Q3 performance report compiled and submitted to PMS Unit and Portfolio Committee	Quarterly Performance Reports	Good Governance	Proof of submission and Extract of portfolio minutes
MTID-02-20/21-CS6	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Holding of meetings by Council structures	39	Departmental meetings held	Number	12 Departmental meetings held by 30 June 2021	R0.00	N/A	3 departmental meetings held	3 departmental meetings held	3 departmental meetings held	3 departmental meetings held	Performance Management / departmental meeting	Good governance	Signed Minutes and Attendance Registers
MTID-02-20/21-CS7	Improved administrative and human resources management practices	Governance and Policy	To ensure effective governance through regular meeting of Council structures	Holding of meetings by Council structures	40	Portfolio Committee Meetings held	Number	12 Portfolio Committee Meetings held by 30 June 2021	R0.00	N/A	3 Ordinary Portfolio committee meetings held	3 Ordinary Portfolio committee meetings held	3 Ordinary Portfolio committee meetings held	3 Ordinary Portfolio committee meetings held	Performance Management / departmental meeting	Good Governance	Signed minutes and attendance registers
MTID-02-20/21-CS8	Improved administrative and human resources management practices	Governance and Policy	To keep records and create institutional memory	Implementation of File Plan	41	Manual filing system and electronic records management implementation reports	Number	4 Implementation of the manual filing system and electronic records management reports by 30 June 2021	R0.00	N/A	1 report	1 report	1 report	1 report	Implementation of the File Plan	Building capable local government institution	Reports
NATIONAL KEY PERFORMANCE AREA: BASIC DELIVERY AND INFRASTRUCTURE DEVELOPMENT																	
BSDID-02-20/21-CS30	Improve access to basic service delivery	Infrastructure development	To ensure preservation of municipal facilities	Up keep of the Municipal facilities through provision of maintenance	42	Facilities inspections conducted	Number	12 (Facilities inspections conducted by 30 June 2021)	R0.00	N/A	3 Facilities inspections conducted	3 Facilities inspections conducted	3 Facilities inspections conducted	3 Facilities inspections conducted	Maintenance of municipal facilities	service delivery	Inspection checklist and Reports

NATIONAL KEY PERFORMANCE AREA: CROSS CUTTING INTERVENTIONS																	
CCI-02-20/21- CS3	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabyaling ana	Holding of Municipal Disaster Risk Management Advisory forum meetings	43	Municipal Disaster Risk Management Advisory forum meetings held	Number	4 municipal Disaster Risk Management Advisory forum meetings held by 30 June 2021	R0.00	N/A	1 Municipal Disaster Risk Management Advisory forum meeting	1 Municipal Disaster Risk Management Advisory forum meeting	1 Municipal Disaster Risk Management Advisory forum meeting	1 Municipal Disaster Risk Management Advisory forum meeting	Conduct Municipal Disaster Risk Management Advisory forum meetings	service delivery	Reports, Minutes and Attendance Registers
CCI-02-20/21- CS4	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabyaling ana	Compilation of incidents reports	44	Incidents reports compiled	Number	12 incidents reports compiled by 30 June 2021	R0.00	N/A	3 monthly incidents reports	3 monthly incidents reports	3 monthly incidents reports	3 monthly incidents reports	Disaster Incident reports	service delivery	Incidents reports
CCI-02-20/21- CS5	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabyaling ana	Conduct fire drills	45	Fire drills conducted	Number	4 fire drills conducted by 30 June 2021	R0.00	N/A	1 Fire Drill conducted	1 Fire Drill conducted	1 Fire Drill conducted	1 Fire Drill conducted	Fire Drills	service delivery	Reports and attendance registers
CCI-02-20/21- CS6	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabyaling ana	Conduct fire compliance inspections on businesses and government institutions	46	Fire compliance inspections conducted on businesses and government institutions	Number	12 fire compliance inspections conducted on businesses and government institutions by 30 June 2021	R0.00	N/A	3 Fire compliance inspections reports on businessess and government institutions	3 Fire compliance inspections reports on businessess and government institutions	3 Fire compliance inspections reports on businessess and government institutions	3 Fire compliance inspections reports on businessess and government institutions	Fire compliance inspections on businessess and government institutions	service delivery	Signed Fire compliance inspection reports
CCI-02-20/21- CS7	single window of coordination	Governance and Policy	To implement and maintain compliant, effective and efficient risk management system and processes	To ensure effective risk management	47	Updated Risk Registers submitted to RMC	Number	4 Signed Updated Risk Registers submitted to Risk Management Unit	R0.00	N/A	Signed Updated risk register submitted to Risk Management Unit	Signed Updated risk register submitted to Risk Management Unit	Signed Updated risk register submitted to Risk Management Unit	Signed Updated risk register submitted to Risk Management Unit	Risk Management	Good Governance	Proof of submission, 4 Signed Updated Risk Registers and RMC Minutes
NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION																	

GGPP-05-2021 CS5	Governance and Policy	human and community development	To enhance programmes for special groups, arts and culture and heritage	Coordination of disability programmes	48	Disability awareness campaigns held	Number	2 Disability awareness campaigns held by 30 June 2021	R300 000	EQS	Hold 1 disability awareness campaign	N/A	Hold 1 disability awareness campaign	N/A	Disability Programmes	All	Reports and attendance register
GGPP-05-2021 CS6	Governance and Policy	human and community development	To enhance programmes for special groups, arts and culture and heritage	Coordination of disability programmes	49	Gender awareness campaigns held	Number	2 Gender Awareness Campaigns held by 30 June 2021	R325 000	EQS	N/A	Hold 1 Gender Awareness Campaign	N/A	Hold 1 Gender Awareness Campaign	Gender Programmes	service delivery	Reports and attendance registers
GGPP-05-2021 CS7	Governance and Policy	human and community development	enhance health of communities and citizens	Implementation of HIV/AIDS, TB programmes	50	HIV/AIDS and TB campaigns held	Number	2 HIV/AIDS and TB campaigns held by 30 June 2021	R200 000	EQS	N/A	Hold 1 HIV/AIDS and TB awareness campaign	N/A	Hold 1 HIV/AIDS and TB awareness campaign	HIV/AIDS Programmes	service delivery	Reports and attendance register
GGPP-05-2021 CS8	Governance and Policy	human and community development	enhance health of communities and citizens	Coordination of sports programmes	51	Date by which Sport Awards ceremony is held	Date	30 June 2021 (Sport Awards ceremony)	???	EQS	N/A		N/A	Sports Awards ceremony by 30 June 2021 (sports codes)	Sports and recreation (sports codes)	service delivery	Attendance registers
GGPP-05-2021 CS9	Governance and Policy	human and community development	enhance health of communities and citizens	Coordination of sports programmes	52	SALGA Games coordinated (Local and District)	Number	2 SALGA Games coordinated (Local and District) by 30 June 2021	R500 000	EQS	Coordinate Local and District SALGA games	Provincial SALGA Games	N/A	N/A	Sports and recreation (sports codes)	service delivery	Reports
GGPP-05-2021 CS10	Governance and Policy	deepen democracy through a refine ward committee model	to promote participative, facilitative and accountable governance	Holding of joint ward committee meetings	53	Joint ward committee meetings held	Number	4 joint ward committee meetings held by 30 June 2021	R110 000	EQS	Hold 1 joint ward committee meeting	Hold 1 joint ward committee meeting	Hold 1 joint ward committee meeting	Hold 1 joint ward committee meeting	Ward Committees	service delivery	Minutes and attendance registers

GGPP-05-2021 CS11	Governance and Policy	deepen democracy through a refine ward committee model	To promote participative, facilitative and accountable governance	Compilation of ward committee reports	54	Ward committee reports compiled and submitted to Cogta	Number	4 ward committee functionality reports submitted to Cogta by 30 June 2021	N/A	N/A	Compile and submit 2019/20 Q4 ward committee functionality report to Cogta	Compile and submit Q1 ward committee functionality report to Cogta	Compile and submit Q2 ward committee functionality report to Cogta	Compile and submit Q3 ward committee functionality report to Cogta	Ward Committees	service delivery	ward committee reports and proof of submission/Acknowledgement
GGPP-05-2021 CS12	Single Window of Co-ordination	Governance and Policy	To strengthen partnership with various stakeholders through communicating municipal business	Complaints management	55	Departmental Complaints resolved within 25 days	Percentage	100% of Departmental Complaints resolved within 25 days	N/A	N/A	100% departmental complaints resolved within 25 Days	100% departmental complaints resolved within 25 Days	100% departmental complaints resolved within 25 Days	100% departmental complaints resolved within 25 Days	Marketing and publicity	Putting people first	Signed Complaints Reports and Responses
GGPP-05-2021 CS13	Single Window of Co-ordination	Governance and Policy	To Obtain and sustain improved and clean Audit Opinion	Design and implement a credible action plan on 2019-2020 AG findings	56	Quarterly reviews of the A.G Action Plan by Council by 30 June 2021	Number	4 Quarterly reviews of AG Action Plans to Internal Audit by 30 June 2021	R0.00	N/A	Submit Reviewed AG Action plan to IA	Submit Reviewed AG Action plan to IA	Submit Reviewed AG Action plan to IA	Submit Reviewed AG Action plan to IA	Implementation of AG Action plans	Putting people first	Reviewed/Updated AG Action Plan. Proof of submission
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																	
MFV&M-02-2021 CS1	To improve Municipal Finance and Administrative Capability	Governance and Policy	To develop and maintain systems and procedures for effective and sound management of municipal finances	Comply with financial reporting requirements as outlined in the MFMA	57	Unauthorised, Irregular or fruitless and waste expenditure Reports submitted to portfolio committee	Number	4 Unauthorised, Irregular or fruitless and waste expenditure Reports submitted to portfolio committee by 30 June 2021	R0.00	N/A	Submit 1 report on Unauthorised, Irregular or fruitless and waste expenditure portfolio committee	Submit 1 report on Unauthorised, Irregular or fruitless and waste expenditure portfolio committee	Submit 1 report on Unauthorised, Irregular or fruitless and waste expenditure portfolio committee	Submit 1 report on Unauthorised, Irregular or fruitless and waste expenditure portfolio committee	Unauthorised, Irregular or fruitless and waste expenditure	Sound financial management	Unauthorised, Irregular or fruitless and waste expenditure Reports and Extract of minutes

SHANGE S-T.



ANNUAL PERFORMANCE PLAN & PERSONAL DEVELOPMENT PLAN

The following annual management review on *Key Performance Areas (KPA)* and Competency Framework (Leading Competencies and Core Competencies) agreed to in each manager performance agreement has to be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KPA's, LC's and CC's in accordance with the five-point scale of (1-5).

RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

DETAILS OF THE MANAGER

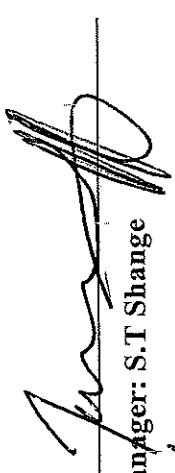
Period Under Review	01 July 2020 to 30 June 2021
Surname	Shange
Name	Sibusiso Thulani
Municipality	UMhlabyalingana Municipality
Department	Community Services
Race	African
Gender	Male
Employee Number	70036
Date Of Appointment	11 August 2019
Salary Package	

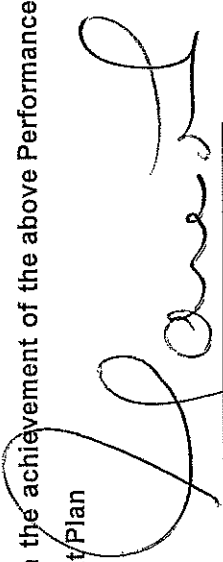
1. MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

2. PERSONAL DEVELOPMENT PLAN

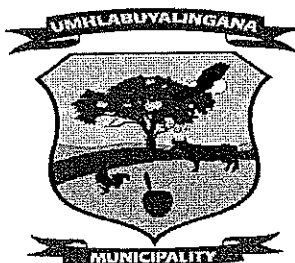
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AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE: _____ (Name of Manager: S.T Shange)
Date: 22 nd July 2020

I undertake to support Sibusiso Thulani Shange (name of Manager) with the achievement of the above Performance and Development/Plan

SIGNATURE: _____ Name of Municipal Manager: N.P Gamede
Date: 22 July 2020

Annexure D



CODE OF CONDUCT
FOR
UMHLABUYALINGANA MUNICIPAL EMPLOYEES

1. INTRODUCTION

UMhlabuyalingana Municipality adopts the code of conduct as legislated in the Local Government Municipal Systems Act, 32 of 2000, Schedule 2.

2. PURPOSE

To promote ethical conduct, practices and standards within the municipality and also to ensure that municipal employees subscribes and comply with relevant legislations.

3. SCOPE OF APPLICATION

This code is applicable to all persons employed by UMhlabuyalingana Municipality.

4. LEGISLATIVE MANDATES

1. Labour Relations Act, 66 of 1995
2. Local Government Municipal Systems Act, 32 of 2000 (Schedule 2)
3. Constitution of the Republic of South Africa, Act 108

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5. PRINCIPLES OF CONDUCT

5.1 Definitions:

- In this Section “partner” means a person who permanently lives with another person in a manner as if married.

5.2 General conduct

the Employee must at all times:

- 5.2.1 loyally execute the lawful policies of the Executive Authority of the Municipality;
- 5.2.2 perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- 5.2.3 act in such a way that the spirit, purport and objects of section 50 of the Municipal Systems Act are promoted;
- 5.2.4 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
- 5.2.5 act impartially and treat all people, including other employees, equally without favor or prejudice.

(Section 50 of the Local Government Municipal Systems Act stipulates that local public administration is governed by the democratic values and principles embodied in Section 195 (1) of the Constitution)

Democratic values and principles as per the Constitution of the Republic of South Africa

- A high standard of professional ethics must be promoted and maintained
- Efficient, economic and effective use of resources must be promoted
- Public administration must be development –orientated
- Services must be provided impartially, fairly. Equitably and without bias
- People’s needs must be responded to, and the public must be encouraged to participate in policy making
- Public administration must be accountable
- Transparency must be fostered by providing the public with timely, accessible and accurate information
- Good human resource management and career development practices, to maximize human potential must be cultivated

NP

- Public administration must be broadly representative of the South African people with employment and personnel management practices based on ability, objectivity, fairness and the need to redress the imbalance of the past to achieve broad presentation.

5.3 Commitment to serving the public interest.

5.3.1 The Employee is a public servant in a developmental local system, and must accordingly:

- (a) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (b) promote and seek to implement the basic values and principles of public administration described in section 195(1) of the Constitution;
- (c) obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the Employee'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;
- (d) participate in the overall performance management system for the municipality, as well as the Employee's individual performance appraisal and reward system, if such exists, in order to maximize the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

5.4 Personal gain

5.4.1 The Employee may not:

- 5.4.1.1 use the position or privileges of a Employee, or confidential information obtained as a Employee for private gain or to improperly benefit another person, or
- 5.4.1.2 take a decision on behalf of the municipality concerning a matter in which the Employee or the Employee's spouse, partner or business associate, has a direct or indirect personal or private business interest.

5.4.2 except with the prior consent of the council of a municipality, the Employee may not:

- 5.4.2.1 be a party to a contract for:

NP

- 5.4.2.1.1 the provision of goods or services to the municipality, or
- 5.4.2.1.2 the performances of any work for the municipality otherwise than as a Employee;
- 5.4.2.2 obtain a financial interest in any business of the municipality, or
- 5.4.2.3 be engaged in any business, trade or profession other than the work of the municipality. Prior consent must be obtained from the Municipal Manager, if the matter has to happen.

6. DISCLOSURE OF BENEFITS

The Employee must disclose in writing full particulars of the benefit to the Employee, her spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality.

This item does not apply to a benefit which the Employee or a spouse, partner, business associate or close family member has or acquires in common with all other residents of the municipality.

7. UNAUTHORIZED DISCLOSURE OF INFORMATION

The Employee may not without permission disclose any privileged or confidential information obtained as the Employee of the Municipality to an unauthorized person.

For the purpose of this item "privileged or confidential information" includes any information:

- determined by the Executive Authority of the municipality to be privileged or confidential;
- discussed in closed session by the Council or a committee of the Council;
- disclosure of which would violate a person's right to privacy, or
- declared to be privileged, confidential or secret in terms of any law.

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

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8. UNDUE INFLUENCE

The Employee may not:

- unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councilor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter, or
- be involved in a business venture with a councilor without the prior written consent of the council of the municipality.

9. REWARDS, GIFTS AND FAVOURS

9.1 The Employee may not request, solicit or accept any reward, gift or favor for:

- 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;
- making a representation to the council, or any structure or functionary of the council;
- disclosing any privileged or confidential information, or
- doing or not doing anything within that Employee's powers or duties.

9.2 The Employee must without delay report to his Supervisor any offer, which if accepted by the Employee, would constitute a breach of sub-clause (14.1).

10. COUNCIL PROPERTY

The Employee may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which he has no right.

11. PAYMENT OR ARREARS

The Employee 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 the Employee's salary after this period.

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12. PARTICIPATION IN ELECTIONS

The Employee may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

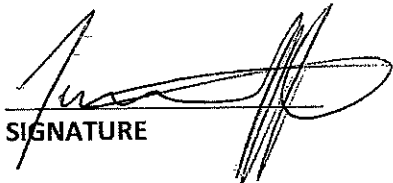
13. SEXUAL HARASSMENT

The Employee may not embark on any action amounting to sexual harassment.

14. REPORTING DUTY

Whenever the Employee has reasonable grounds for believing that there has been a breach of this Code of Conduct by any other municipal employee, reporting to her or not, the Employee must without delay report the matter to the Municipal Manager or the Speaker.

I SHANEE SIBUBISO THULANI (Full Names and Surname)
agree that I have read and understood the code of conduct for UMhlabuyalingana Municipality as it is stipulated in the Local Government <Municipal Systems Act, 32 of 2000. I understand that this code governs all municipal employees.


SIGNATURE

02nd JULY 2020
DATE



DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials) SHANGE S.T.

(Postal Address) BOX 23 KWA-NKWANASE 3973

(Residential Address) KRUTHUKUZENI AREA.

(Position Held) DIRECTOR COMMUNITY SERVICES.

(Name of Municipality) UMHLALABUYALINQANA MUNICIPALITY

Tel: _____ Fax: 035 592 0672

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

1. Shares, securities and other financial interests (Not bank accounts with financial institutions.)			
Number of shares/Extent of financial interest	Nature	Nominal Value	Name of Company/Entity
<u>N/A</u>		<u>N/A</u>	

2. Interest in a trust	
Name of trust	Amount of Remuneration/Income
<u>N/A</u>	<u>N/A</u>

3. Membership, directorships and partnerships		
Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

4. Remunerated work outside the Municipality (Must be sanctioned by Council.)		
Name of Employer	Type of Work	Amount of remuneration/ Income
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

CONFIDENTIAL

Council

Signature by Designate: 

Date: _____

5. Consultancies, Retainerships and Relationships

Name of Client	Nature	Type of business activity	Value of any benefits received
	N/A		

6. Subsidies, grants and sponsorships by any organisation

Source of assistance	Descriptions of assistance	Value of assistance
	N/A	

7. Gifts and Hospitality from a source rather than a family member

Description	Value	Member
	N/A	

8. Land and Property

Description	Extent	Area	Value
	N/A		


SIGNATURE OF SENIOR MANAGER

DATE: 22nd JULY 2020

PLACE: _____

I undertake to advise the Municipal Manager if there is any change in the nature of detail of my financial interests as stated above.

DEPONENT SHANGE SI 

I certify that the deponent has acknowledged that he / she knows and understands the contents of this affidavit, which was signed and sworn to before me at EMANGOLI on 2020/07/22 20 20/07/22

After provisions of the regulation contained in Government Gazette No. R1258 published in the Government Gazette No. 3619 dated 21 July 1972 and Government No., 1648 dated 19 August 1977, had been duly complied with:

