



2020/2021 PERFORMANCE AGREEMENT

Made and entered into by and between

UMHLABUYALINGANA LOCAL MUNICIPALITY

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

“The Municipal Manager”

and

Ms. N.V.F Msane

(ID No. 760714 0868 089)

(Hereinafter referred as the)

“DIRECTOR-CORPORATE SERVICES”

CONTENTS

1. INTRODUCTION	3
2. PURPOSE OF THIS AGREEMENT	4
3. COMMENCEMENT AND DURATION	5
4. PERFORMANCE OBJECTIVES	5
5. PERFORMANCE MANAGEMENT SYSTEM	6
6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS	6
7. EVALUATING PERFORMANCE	9
8. SCHEDULE FOR PERFORMANCE REVIEWS	12
9. DEVELOPMENTAL REQUIREMENTS	13
10. OBLIGATIONS OF THE EMPLOYER	13
11. CONSULTATION	13
12. MANAGEMENT OF EVALUATION OUTCOMES	14
13. DISPUTE RESOLUTION	14
14. GENERAL	15

Annexure A – Performance Plan

Annexure B – Personal Development Plan

Annexure C – Financial Disclosure

Annexure D – Code of Conduct



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 **Miss Nokuphiwa Vumani Fairhope Msane** (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.



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.

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

- 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.



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. Municipal Transformation and Institutional Development	85%
2. Cross Cutting Interventions	5%
3. Good Governance and Public Participation	5%
4. Municipal Financial Viability and Management	5%
Total	100%



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 %

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.

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	

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
		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-

- 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.



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 MANGUZI on this the 31 day of 07 (Month) 2020 (Year)

AS WITNESSES:

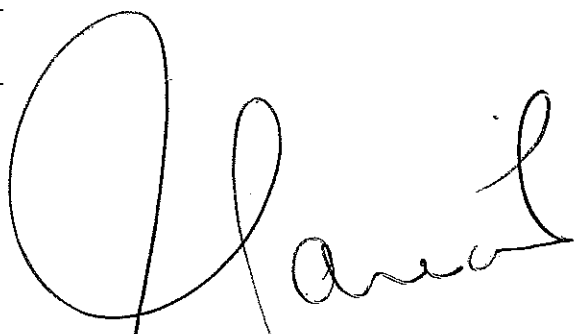
1. N.M.B.
2. _____



Director Corporate Services

AS WITNESSES:

1. _____
2. _____



The Municipal Manager

2023/24 PERFORMANCE PLAN - DIRECTOR GENERAL SERVICES																		
IDP / SUBIP NO	OUTCOME 9	KZN PGDS	OBJECTIVE	STRATEGY	NO	KEY PERFORMANCE INDICATORS	UNIT OF MEASURE	ANNUAL TARGET	ANNUAL BUDGET	FUNDING SOURCE	Q1	Q2	Q3	Q4	Project	B2B	Portfolio of Evidence/Means of Verification	
											Projected Target	Projected Target	Projected Target	Projected Target				
TOP LAYER TARGETS																		
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT																		
MTID-05-2021-CORP 01	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Development and approval of the reviewed Organogram	1	Date by which the reviewed 2021/22 Organogram is submitted to council for adoption	Date	2021-06-30 (Adoption of the reviewed organogram)	R0.00	N/A	N/A	N/A	Submit 2021/2022 Draft Reviewed Organogram to council for adoption	Submit 2021/2022 Final Reviewed Organogram to council for adoption	Review of Organogram	Building capable local government institution	Council Resolution & Approved Organogram	
MTID-05-2021-CORP 02	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Filling of vacant posts	2	Vacant positions filled	Number	6 (Vacant positions filled by 30 June 2021 (Finance Interns x4, LED Manager, ICT Manager)	R0.00	N/A	N/A	6 vacant positions filled by 31 December 2020	N/A	N/A	Filling of vacant positions as per approved organogram	Building capable local government institution	Adverts, Appointment Letters, Acceptance Letters	
MTID-05-2021-CORP 03	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Development and implementation of Employment Equity Plan and Policy	3	Date by which Employment Equity Reports submitted to Department of Labour Act	Date	31 January 2021 (Submit Employment Equity Reports to Department of Labour)	R0.00		N/A	N/A	Employment Equity Report submitted to Department of Labour 31 January 2021	N/A	Employment Equity Plan	Good Governance	Acknowledgement of receipt from Dept of Labour	
MTID-05-2021-CORP 04	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Development and implementation of Employment Equity Plan and Policy	4	People from employment equity target groups employed in the three highest levels of management	Number	2 People appointed in three highest levels (Section Manager) from employment equity target groups by 31 December 2020	R0.00	N/A	N/A	2 Person from EE groups appointed	N/A	N/A	N/A	N/A	Good Governance	Advert, Appointment letters and Acceptance letters

MTID-05-2021-CORP 05	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Review and approval of retention strategy	5	Date by which Reviewed Retention Strategy is adopted by council	Date	30 June 2021 (Adoption of Reviewed Retention Strategy by council)	N/A	N/A	N/A	N/A	Table draft Retention Strategy to council for adoption	Table final reviewed Retention Strategy to council for adoption	Attraction and retention (Retention Strategy)	Building capable local government institution	Council Resolution and Reviewed Retention Strategy
MTID-05-2021-CORP 06	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	6	Date by which Reviewed Human Resources Strategy is adopted by council	Date	31 December 2020 (Adoption of the reviewed Human Resources Strategy by council)	R0.00	N/A	Table Draft Human Resources Strategy to Council for adoption	Table Final Reviewed Human Resources Strategy to Council for adoption	N/A	N/A	Review of HR Strategy	Building capable local government institution	Draft HRS, Final HRS and council resolutions
MTID-05-2021-CORP 07	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	7	Date by which Reviewed Human Resources Training Plan is adopted by council	Date	30 September 2020 (Adoption of Reviewed Human Resource Training Plan)	R0.00	N/A	Tabling of Reviewed HRTF to Council for adoption	N/A	N/A	N/A	Review of Human Resources Training Plan	Building capable local government institution	Council Resolution & approved Human Resources Training Plan
MTID-05-2021-CORP 08	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	Implementation of the Workplace skills plan	8	Percentage of municipality's payroll budget actually spent on implementing Workplace Skills Plan	Percentage	1 % of municipality's payroll budget actually spent on implementing Workplace Skills Plan by 30 June 2021			0.25% of municipality's payroll budget actually spent on implementing Workplace Skills Plan	0.5% of municipality's payroll budget actually spent on implementing Workplace Skills Plan	0.75% of municipality's payroll budget actually spent on implementing Workplace Skills Plan	1% of municipality's payroll budget actually spent on implementing Workplace Skills Plan	Percentage of municipality's payroll budget actually spent on implementing Workplace Skills Plan	Building capable local government institution	1 % Expenditure Reports on training vote
MTID-05-2021-CORP 09	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	9	Date by which Skills audit completed and adopted by council	Date	31 March 2021 (Completion and adoption of Skills audit)	R0.00	EQS	Table Report to Manco on employees work profiles/job descriptions and personal development plans	Table to council Draft Skills Audit Report	Table Final Skills Audit Report to council for adoption	N/A	Conduct Skills Audit	Building capable local government institution	Manco minutes, Skills Audit Report and council resolution

MTID-05-2021-CORP-10	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	10	Date by which WSP is adopted by council and submitted to LGSETA	Date	30 April 2021 (Adoption and Submission of WSP to LGSETA)	R0.00	N/A	N/A	N/A	N/A	Table WSP to council for adoption and Submission of WSP LGSETA by 31 April 2021	Workplace Skills Plan	Building capable local government institution	Council resolution and Proof of Submission to LGSETA
MTID-05-2021-CORP-11	Improved administrative and human resources management practices	Governance and Policy	To provide the optimal institutional structure to render effective and efficient services		11	Date by which PMS Framework and IPMS Policy is adopted by council	Date	31 July 2020 (Tabling and Adoption of PMS Framework and IPMS Policy)	R0.00	N/A	Table PMS Framework and IPMS Policy to council for adoption by 31 July 2020	N/A	N/A	N/A	PMS Framework	Building capable local government institution	Council resolution and PMS Framework and PMS Policy
BOTTOM LAYER SDBIP TARGETS																	
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT																	
MTID-05-2021-CORP-12	Improved administrative and human resources management practices	Governance and Policy	To provide the optimal institutional structure to render effective and efficient services	Conclusion of performance agreements for all staff members	12	Date and number of 2020/21 Staff Performance agreements signed by supervisors, managers and Head of Department	Date and Number	31 July 2020/2021 (2020/21 Staff Performance agreements signed by supervisors, managers and Head of Department by 31 July 2020)	R0.00	N/A	2020/21 Staff Performance agreements for all staff members to be signed by supervisors, managers and Head of Department by 31 July 2020	N/A	N/A	N/A	Performance Agreements	Building capable local government institution	Performance Agreement
MTID-05-2021-CORP-13	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	To create and retain sufficient capacity for effective administration	13	Monthly payroll reports	Number	12 monthly payroll reports by 30 June 2021	R0.00	N/A	3 monthly payroll reports by 30 Sept 2020	3 monthly payroll reports by 31 Dec 2020	3 monthly payroll reports by 30 March 2021	3 monthly payroll reports by 30 June 2021	Employee related costs	Building capable local government institution	12 Monthly payroll reports
MTID-05-2021-CORP-14	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Development and approval of HR Policies	14	Human Resource Policies and Standard Operating Procedures developed and adopted by council	Number	2 Human Resource Policies and Standard Operating Procedures developed and adopted by council by 30 June 2021	R100 000	N/A	N/A	Table Developed HR Policy and Standard Operating Procedure to council for adoption	N/A	Table Developed HR Policy and Standard Operating Procedure to council for adoption	Develop HR Policies	Good Governance	Council resolution

MTID-05-2021-CORP-15	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Review and approval of HR Policies	15	Human Resource Policies reviewed and adopted by council	Number	2 HR Policies reviewed and adopted by council by 30 June 2021	R100 000	EQS	N/A	N/A	Table reviewed HR Policy to council for adoption	Table reviewed HR Policy to council for adoption	Review HR Policies	Good Governance	Council resolution on reviewed HR policies
MTID-05-2021-CORP-16	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Review, approval of ICT Policies	16	Reviewed and adopted ICT Policies	Number	10 ICT Policies reviewed and adopted by council by 30 June 2021	R0.00	N/A	N/A	N/A	Table 5 reviewed ICT Policies to council for adoption	Table 5 reviewed ICT Policies to council for adoption	Review ICT Policies	Good Governance	Council resolution
MTID-05-2021-CORP-17	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	17	Individual performance agreements and work performance plans for Section Managers and Officers signed by Supervisors and Director	Number	12 Individual (DD Managers and Officers) performance agreements and work performance plans signed by Supervisors and Director by 30 September 2020	R0.00	N/A	12 Individual (DD Managers and Officers) performance agreements and work performance plans signed by Supervisors and Director by 30 September 2020	N/A	N/A	N/A	n/a	Building capable local government Institution	12 Signed Individual Performance Agreements and Performance Plans
MTID-05-2021-CORP-18	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	18	Individual performance assessments conducted by 30 June 2020	Number	4 Individual performance assessments conducted by 30 June 2021	R0.00	N/A	Conduct individual performance assessments	Conduct individual performance assessments	Conduct individual performance assessments	Conduct individual performance assessments	n/a	Building capable local government institution	Assessment Reports

MTD-05-2021-CORP-19	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Compilation of monthly performance reports	19	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 2019/20 Q4	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by Q1	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by Q2	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by Q3	Monthly Performance Reports	Building capable local government institutions.	Monthly Performance Reports and Extracts of minutes
MTD-05-2021-CORP-20	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	20	Quarterly Performance Reports compiled and submitted to PMS Unit and Portfolio Committee	Number	4 quarterly Performance Reports compiled and submitted to PMS Unit and Portfolio Committee 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
MTD-05-2021-CORP-21	Improved administrative and human resources management practices	Governance and Policy	To ensure effective governance through regular meeting of Council	Holding of meetings by Council structures	21	Council Meetings held	Number	4 Ordinary Council Meetings by 30 June 2021	R0.00	N/A	1 Ordinary Council Meeting held	1 Ordinary Council Meeting held	1 Ordinary Council Meeting held	1 Ordinary Council Meeting held	Secretarial support to Council Committees	Good Governance	Minutes and attendance registers
MTD-05-2021-CORP-22	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	22	EXCO Meetings held	Number	12 EXCO Meetings held by 30 June 2021	R0.00	N/A	3 Ordinary EXCO meetings held	3 Ordinary EXCO meetings held	3 Ordinary EXCO meetings held	3 Ordinary EXCO meetings held	Secretarial support to Council	Good Governance	Minutes and attendance registers
MTD-05-2021-CORP-23	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	23	Portfolio Committee Meetings held	Number	12 Portfolio Committee Meetings held by 30 June 2021	R0.00	N/A	3 Ordinary Corporate Portfolio meetings held	3 Ordinary Corporate Portfolio meetings held	3 Ordinary Corporate Portfolio meetings held	3 Ordinary Corporate Portfolio meetings held	Secretarial support to Council	Good Governance	Minutes and attendance register
MTD-05-2021-CORP-24	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	24	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	N/A	Building capable local government institution	Signed Minutes and Attendance Registers

MTID-05-2021-CORP-25	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	25	Local Labour Forum Meetings held	Number	12 Local Labour Forum Meetings held by 30 June 2021	R0.00	N/A	3 LLF meetings held	3 LLF meetings held	3 LLF meetings held	Labour Relations	Good Governance	LLF Minutes and attendance registers
MTID-05-2021-CORP-26	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	26	Health and Safety Committee meetings held	Number	4 Health and Safety Committee meetings held by 30 June 2021	R0.00	N/A	Hold 1 Health and Safety Committee meeting	Hold 1 Health and Safety Committee meeting	Hold 1 Health and Safety Committee meeting	Occupational Health and Safety	Good Governance	Minutes, Attendance registers
MTID-05-2021-CORP-27	Improved administrative and human resources management practices	Governance and Policy	To ensure effective governance through regular meeting of Council structures	Tabling of Health and safety reports	27	Quarterly Health and safety reports tabled to ExCo and Council	Number	4 Quarterly Health and safety reports tabled to ExCo and Council by 30 June 2021	R0.00	N/A	Table Quarterly Health and Safety report to ExCo and Council	Table Quarterly Health and Safety report to ExCo and Council	Table Quarterly Health and Safety report to ExCo and Council	Occupational Health and Safety	building capable local government institution	4 quarterly health and safety reports, ExCo and Council resolution
MTID-05-2021-CORP-28	Improved administrative and human resources management practices	Governance and Policy	To ensure effective governance through regular meeting of Council structures	To develop and introduce an integrated information management system in compliance with section 75 of the MFMA	28	IT Steering Committee meetings held	Number	6 IT Steering Committee meetings by 30 June 2021	R0.00	N/A	1 IT Steering Committee Meeting held and Adoption of Terms of Reference for IT Steering Committee by 30 September 2020	2 IT Steering Committee meeting held by 31 December 2020	1 IT Steering Committee meeting held by 31 March 2021	IT Steering Committee	Good Governance	Signed Terms of Reference, Minutes and attendance registers
MTID-05-2021-CORP-29	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Development and implementation of Employment Plan and Policy	29	(a) Review of Employment Committee (b) Employment Equity Committee (as a sub-committee of Local Labour Forum) meetings	(a) Date (b) Number	(a) Review of Employment Equity Committee by 30 Sep 2019 (b) 4 EE Committee meetings	R0.00	N/A	(a) Review of Employment Equity Committee by 30 September (b) 1 EE Committee meeting	1 EE meeting	1 EE meeting	Review of EE Committee and EE Committee meetings	Good Governance	(a) Council resolution on Reviewed EE Committee minutes (b) Extract of EE Committee minutes

MTID-05-2021-CORP-30	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Development and implementation of Employment Equity Plan and Policy	30	EE Committee Reports tabled to LLF	Number	4 EE Committee reports tabled to LLF by 30 June 2021	R0.00	N/A	1 EE Committee Quarterly report tabled to LLF	1 EE Committee Quarterly report tabled to LLF	1 EE Committee Quarterly report tabled to LLF	1 EE Committee Quarterly report tabled to LLF	EE Committee Quarterly Reports	Good Governance	4 EE Committee Quarterly reports
MTID-05-2021-CORP-31	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	Implementation of the Workplace skills plan	31	(a) Review of Training Committee (b) Training Committee (as a sub-committee of Local Labour Forum) meetings	(a) Date (b) Number	(a) Review of Training Committee by 30 September 2019 (b) 4 Training Committee meetings	R0.00	N/A	(a) Review of Training Committee by 30 September 2020 (b) 1 Training Committee meeting (as a sub-committee of Local Labour Forum)	1 Training Committee meeting (as a meeting of Local Labour Forum)	1 Training Committee meeting (as a meeting of Local Labour Forum)	1 Training Committee meeting (as a meeting of Local Labour Forum)	n/a	Building capable local government institution	(a) Council Resolution on reviewed Training Committee (b) Extract of LLF minutes and 4 quarterly reports and attendance registers
MTID-05-2021-CORP-32	Improved administrative and human resources management practices	Governance and Policy	To establish an efficient and productive administration	Monitoring of leave utilisation and absenteeism	32	Leave analysis reports compiled	Number	12 Leave analysis reports compiled by 30 June 2021	R0.00	N/A	3 leave analysis reports compiled by 30 September 2020	3 leave analysis reports compiled by 31 March 2021	3 leave analysis reports compiled by 30 June 2021	Leave Analysis Report	Building capable local government institution	12 monthly leave analysis reports	
MTID-05-2021-CORP-33	Improved administrative and human resources management practices	Governance and Policy	To establish an efficient and productive administration	Monitoring of leave utilisation and absenteeism	33	Staff attendance analysis reports compiled	Number	12 Staff attendance analysis reports compiled by 30 June 2021	R0.00	N/A	3 Staff attendance analysis reports compiled by 30 September 2020	3 Staff attendance analysis reports compiled by 31 March 2021	3 Staff attendance analysis reports compiled by 30 June 2021	Attendance Analysis Reports	Building capable local government institution	12 monthly attendance analysis reports	
MTID-05-2021-CORP-34	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	Implementation of the Workplace skills plan	34	Induction of newly appointed employees in terms of Induction Policy	Number	1 Induction programme rolled out to newly appointed staff by 31 Dec 2020	R0.00	N/A	N/A	Induction programme rolled out to newly appointed staff by 31 December 2020	N/A	Induction programme	Building capable local government institution	Induction Report & Proof of Attendance	

MTID-05-2021-CORP-35	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	Implementatio n of the Workplace skills plan	35	Training and capacity building programmes for Councilors and staff conducted	Number	4 training and capacity building programmes for Councilors and staff conducted by 30 June 2021	R400 000	EQS	Conduct 1 training and capacity building programme for Councilors and staff	Conduct 1 training and capacity building programme for Councilors and staff	Conduct 1 training and capacity building programme for Councilors and staff	Workplace Skills Plan (training and capacity building programmes)	Building capable local government institution	Proof of attendance, Certificates & or statement of results
MTID-05-2021-CORP-36	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Conduct workshops on HR Policies	36	Workshops on Developed and Reviewed HR Policies conducted	Number	2 workshops on developed and reviewed HR Policies conducted by 30 June 2021	R0.00	N/A	N/A	N/A	Conduct 1 workshop on developed and reviewed HR policies	Develop and Review Human Resources Policies	Good Governance	Report and Attendance registers
MTID-05-2021-CORP-37	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Development and introduction of an integrated information management system in compliance with section	37	Compliance to Section 75 of the Municipal Finance Management Act and Reports	Percentage	100% Quarterly Compliance to Section 75 of the Municipal Finance Management Act and 4 Reports by 30	R150 000	EQS	100% compliance to Section 75 of MFMA for Q1	100% compliance to Section 75 of MFMA for Q2	100% compliance to Section 75 of MFMA for Q3	Website Management and Reporting	Good Governance	Screen Shots, Compliance report
MTID-05-2021-CORP-38	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Review, approval of IT Governance Framework	38	Date by which Reviewed IT Governance framework is adopted by council	Date	31 March 2021 (Adoption of the Reviewed IT Governance framework)	R0.00	N/A	N/A	Table Draft IT Governance Framework to council for adoption	Table Final IT Governance Framework to council for adoption	Information Security Management	Good Governance	Council Resolution, IT governance framework
MTID-05-2021-CORP-39	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Development and approval of Municipal Calendar	39	Date by which Municipal Calendar is adopted by council	Date	30 June 2021 (Adoption of Municipal Calendar)	R0.00	N/A	N/A	N/A	Table 2021/2022 Municipal Calendar to council for adoption	Municipal Calendar (Council Year Planner)	Good Governance	council resolution and approved 2021/22 Municipal calendar

MTID-05-2021-CORP-40	Improved administrative and human resources management practices	Governance and Policy	To keep records and create institutional memory	Implementation of File Plan	40	In-house Records Management Inspections and disposal of records done	Number	Conduct 1 In-house Records Management Inspection and facilitate 1 disposal of records by 31 March 2021	R0.00	N/A	N/A	Facilitate disposal of records	Conduct In-house records management inspection	N/A	Implementation of File Plan	Building capable local government institution	Disposal authority, Destruction certificate and inspection report
MTID-05-2021-CORP-41	Improved administrative and human resources management practices	Governance and Policy	To keep records and create institutional memory	Implementation of File Plan	41	Records Management workshops conducted	Number	Conduct 1 workshop on Records Management and File Plan by 30 June 2021	R0.00	N/A	N/A	Conduct workshop on Records Management and File Plan	N/A	N/A	Records Management/ File Plan	Good Governance	Report and Attendance register
MTID-05-2021-CORP-42	Improved administrative and human resources management practices	Governance and Policy	To keep records and create institutional memory	Review, approval and implementation of records management policy and procedure	42	Date by which Reviewed Records management policy is adopted by council	Date	31 December 2020 (Adoption of the reviewed Records management policy)	R0.00	Table Reviewed Draft Records Management Policy to council for adoption	Table Final Reviewed Records Management Policy to council for adoption	N/A	N/A	N/A	Records Management Policy	Good Governance	Council resolution, Records Management policy and procedure
MTID-05-2021-CORP-43	Improved administrative and human resources management practices	Governance and Policy	To provide legal advice and ensure resolution of legal matters against and/or on behalf of the municipality	Monitoring of legal services provided	43	Quarterly Reports on legal services provided	Number	4 reports of legal services provided by 30 June 2021	R600 000	1 report on legal services by 31 September 2020	1 report on legal services by 31 December 2020	1 report on legal services by 31 March 2021	1 report on legal services by 30 June 2021	1 report on legal services by 30 June 2021	Provision of Legal Services	Building capable local government institution	4 Reports on legal services
MTID-05-2021-CORP-44	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Implementation of Employee Assistance Programme	44	Employee Assistance programmes implemented	Number	2 Employee Assistance programmes implemented by 30 June 2021	R190 000	N/A	N/A	Organise Wellness Day event	Organise counselling session for employees	1 Quarterly report on Employees Assistance Programme by 30 June 2021	EAP Reports	Building capable local government institution	EAP reports

NATIONAL KEY PERFORMANCE AREA: CROSS CUTTING INTERVENTIONS

CCI-05-2021 CORP- 1	Improved administrative and human resources management practices	Governance and Policy	To prevent and reduce the impact of disasters in health and safety policy and	Implementation of Occupational Health and Safety policy	45	OHS Inspections conducted	Number	4 OHS Inspections conducted	R0.00	N/A	Conduct 1 safety inspection	Conduct 1 safety inspection	Conduct 1 safety inspection	Conduct 1 safety inspection	Occupational health and safety (OHS)	Good Governance	OHS Inspection reports
CCI-05-2021 CORP- 2	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	46	Updated Risk Registers submitted to RMC	Number	4 Updated Risk Registers submitted to RMC by 30 June 2021	R0.00	4	Updated risk register submitted to RMC	Updated risk register submitted to RMC	Updated risk register submitted to RMC	Updated risk register submitted to RMC	Risk Management	Good Governance	4 Updated Risk Registers and RMC Minutes
NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION																	
GGPP-05-2021 CORP- 01	Single Window of Co-ordination	Governance and Policy	To strengthen partnership with various stakeholders through communicating municipal business	Complaints management	47	Departmental Complaints resolved within 25 days	Percentage	100% Departmental Complaints resolved within 25 days by 30 June 2021	R0.00	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 CORP- 02	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	48	Quarterly reviews of the A.G Action Plan by Council by 30 June 2021	Number	4 Quarterly reviews of AG Action Plans by council by 30 June 2021	R0.00	N/A	Submit Reviewed AG Action plan to council	Submit Reviewed AG Action plan to council	Submit Reviewed AG Action plan to council	Submit Reviewed AG Action plan to council	Implementation of AG Action plans	Putting people first	Reviewed/Updated AG Action Plan, Council resolution
GGPP-05-2021 CORP- 03	Single Window of Co-ordination	Governance and Policy	Compilation of Resolution register	Ensure functional portfolio Committee, Council and departmental Meetings	49	Updated Council resolution register presented to council	Number	4 updated Council resolution registers presented to council by 30 June 2021	R0.00		1 updated council resolution register presented to council	1 updated council resolution register presented to council	1 updated council resolution register presented to council	1 updated council resolution register presented to council	Resolution register	Good Governance	Updated Council resolution register, Council resolution
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL FINANCIAL VIABILITY																	

MFV&M-05-20/21 CORP-01	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	50	Unauthorised, irregular or fruitless and waste expenditure Reports submitted to portfolio committee	Number	4	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 council resolutions
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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	Msane
Name	Nokuphiwa Vumani Fairhope Msane
Municipality	UMhlabyalingana Municipality
Department	Corporate Services
Race	African
Gender	Female
Employee Number	40001
Date Of Appointment	19 June 2017
Salary Package	


1. MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW


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2. PERSONAL DEVELOPMENT PLAN

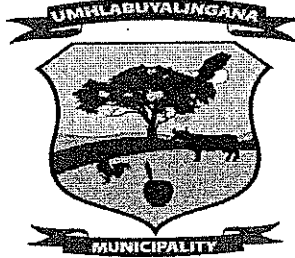
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AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:

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: N.V.F Msane
Date: 31-07-20

I undertake to support Nokuphiwa Vumani Fairhope (name of Manager) with the achievement of the above Performance and Development Plan
SIGNATURE: 
Name of Municipal Manager: N.P Gamede
Date: 31-07-20

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

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

- 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:

Ⓟ

- 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.

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.

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 NVE MSANE (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

31 July 2020
DATE



DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials) MSANE NVE
(Postal Address) 17 NDLAZI CRESCENT, HILLVIEW, EMPANGENI
(Residential Address) 17 NDLAZI CRESCENT, HILLVIEW, EMPANGENI
(Position Held) DIRECTOR CORPORATE SERVICES
(Name of Municipality) UMHLALABUYALINGANA MUNICIPALITY

Tel: _____ Fax: _____

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
N/A	N/A	N/A	N/A

2. Interest in a trust

Name of trust	Amount of Remuneration/Income
N/A	N/A

3. Membership, directorships and partnerships

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
FAIRBLOSS CONSULTING	PRIVATE COMPANY	—

4. Remunerated work outside the Municipality (Must be sanctioned by Council.)

Name of Employer	Type of Work	Amount of remuneration/ Income
N/A	N/A	N/A

CONFIDENTIAL

Council

Signature by Designate: [Signature]

Date: _____

5. Consultancies, Retainerships and Relationships

Name of Client	Nature	Type of business activity	Value of any benefits received
<u>Na</u>	<u>Na</u>	<u>Na</u>	<u>Na</u>

6. Subsidies, grants and sponsorships by any organisation

Source of assistance	Descriptions of assistance	Value of assistance
<u>Na</u>	<u>Na</u>	<u>Na</u>

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

Description	Value	Member
<u>Na</u>	<u>Na</u>	<u>Na</u>

8. Land and Property

Description	Extent	Area	Value
<u>House/DWELLING</u>		<u>EMPANGENI</u>	<u>R600 000.00</u>

[Signature]

SIGNATURE OF SENIOR MANAGER

DATE: _____

PLACE: _____

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

DEPONENT [Signature]

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 EMANGUZI on 20 July 2020.

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.

