

2021/2022 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

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.

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 2021** and will remain in force until **30 June 2022** 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. 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%

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 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 2021
Second quarter	:	October – December	January 2022
Third quarter	:	January – March	April 2022
Fourth quarter	:	April – June	July-September 2022

- 8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure 'A' from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 8.5 The Employer may amend the provisions of Annexure A whenever the Performance Management System is adopted, implemented, and /or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing 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.

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 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

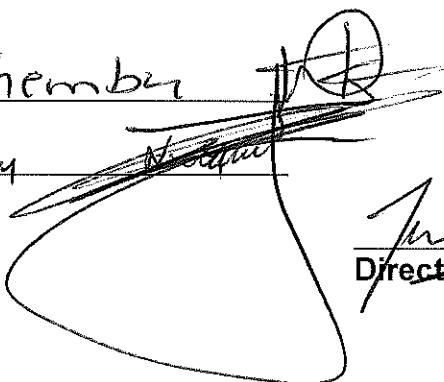
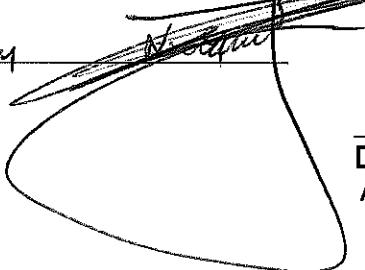
- 13.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
 - 13.1.1 The MEC for Local Government and the Province within thirty (30) days of 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.

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.

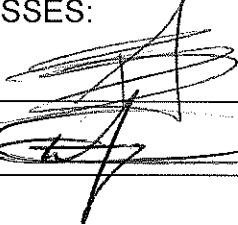
Thus done and signed at Mangor on this the 16 day of Oct (Month) 2011 (Year)

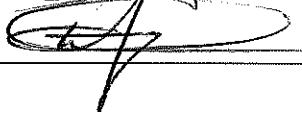
AS WITNESSES:

1. NM Mthembu 
N.M Zungu 


Director-Community Services

AS WITNESSES:

1. 

2. 


The Municipal Manager

NM

NM2

np

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

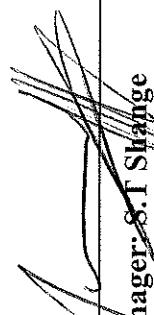
DETAILS OF THE MANAGER

Period Under Review	01 July 2021 to 30 June 2022
Surname	Shange
Name	Sibusiso Thulani
Municipality	UMhlabuyalingana Municipality
Department	Community Services
Race	African
Gender	Male
Employee Number	70036
Date Of Appointment	11 August 2019
Salary Package	

2. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS
Financial Management	CPMD	June 2022	On-going	Covid-19	n/a
Strategic Management	Advance Management Course	June 2022	n/a	n/a	n/a

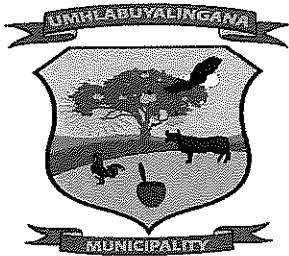
I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE: 
Name of Manager: ~~S.T Shange~~
Date: 16/07/2021

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: 16/07/2021



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 representation.

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, Sibusiso Tholani Strange (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

16/07/21
DATE



DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials)

(Postal Address) P O Box 23 KWA - NGANASE 3973

(Residential Address) EKUHUKUZENI AREA KWA - NGANASE 3973

(Position Held) DIRECTOR COMMUNITY SERVICES

(Name of Municipality) UMHLANGA 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

2. Interest in a trust

Name of trust	Amount of Remuneration/Income

3. Membership, directorships and partnerships

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

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

Name of Employer	Type of Work	Amount of remuneration/ Income

CONFIDENTIAL

Council

Signature by Designate: _____

Date: _____

5. Consultancies, Retainerships and Relationships

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

6. Subsidies, grants and sponsorships by any organisation

Source of assistance	Description	Amount of assistance

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

Description	Value	Member

8. Land and Property

Description	Extent	Area	Value

*756261
Nthombi M.*
SIGNATURE OF SENIOR MANAGER

DATE: 07 - JULY 2021

PLACE: Mngquzi



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 ST

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

Mngquzi Police Station 07 JULY 2021

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.

IDP / SDIP NO.	OUTCOMES	KZN PARDS	OBJECTIVE	STRATEGY	NO	KEY PERFORMANCE INDICATOR/MEASURE	ANNUAL TARGET	ANNUAL BUDGET	FUNDING SOURCE	TOP LAYER TARGETS						Portfolio of Evidence/Means of Verification
										Projected Target	Projected Target	Projected Target	Jan - Mar	Q4 Jun	Apr - Jun	
NATIONAL KEY PERFORMANCE AREA: BASIC DELIVERY AND INFRASTRUCTURE DEVELOPMENT																
BSDID-02-21/22-CS2	Improve access to basic service delivery	Infrastructure development	Increased Access to refuse removal	Management of waste	1	Percentage of households with basic refuse removal services	2%	R1,450,000	EOS	2%	2%	2%	2%	Community Services	Daily collection listing/entry/Site Supervisor	
BSDID-02-21/22-CS4	Improve access to basic service delivery	Infrastructure development	Improve access to basic services	Provision of free basic services	2	Number of Households earning less than R3 350 per month with access to basic free electricity	520	R609 308.80	EOS	520	520	520	520	Community Services	Indigent Register/Ekam Billing report	
BSDID-02-21/22-CS7	Improve access to basic service delivery	Infrastructure development	Improve access to basic services	Updating and Approval of Final Indigent register 2019/2020	3	Number Updated and Council approved Indigent Register	1	R0.00	N/A	N/A	N/A	N/A	N/A	Community Services	Updated Indigent register and Council Resolution	
BSDID-02-21/22-CS9	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	4	Number of Vehicles Stopped and Checked	18000	R0.00	N/A	4500	4500	4500	4500	Community Services	daily crime return	
BSDID-02-21/22-CS11	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	5	Number of Vehicles screened for speed	9000	R0.00	N/A	2250	2250	2250	2250	Community Services	Daily crime return	
BSDID-02-21/22-CS12	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	6	Number of Multi-Disciplinary Roadblocks conducted	24	R0.00	N/A	6	6	6	6	Community Services	Attendance register and reports	

BSDID-02-21/22-CS13	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	7	Number of Direct Charges issued for Drunken/Speed Driving	12	R0.00	N/A	3	3	3	3	Community Services	Direct Charge forms
BSDID-02-21/22-CS14	Improved Access to Basic Services	Human and Community Development	To promote road safety	Conduct routine roadside roadblocks	8	Number of Routine road side roadblocks conducted	240	R0.00	N/A	60	60	60	60	Community Services	
BSDID-02-20/21-CS15	Improved Access to Basic Services	Human and Community Development	To promote road safety	Conduct Speed operations	9	Number of Speed operations conducted	240	R0.00	N/A	60	60	60	60	Community Services	
BSDID-02-21/22-CS16	Improved Access to Basic Services	Human and Community Development	To promote road safety	Hold road safety awareness campaigns	10	Number of COVID 19 Compliance business inspections conducted	4	R200,000	EQS	1	1	1	1	Community Services	Attendance register
BSDID-02-21/22-CS17	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	11	Number of Learners Driver's license issued	1260	R0.00	N/A	315	315	315	315	Community Services	System generated report [Licensee-Pro report]
BSDID-02-21/22-CS18	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	12	Number of Applicants tested for driving licenses	2880	R0.00	N/A	720	720	720	720	Community Services	System generated report [entails report]
BSDID-02-21/22-CS19	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	13	Number of Temporary Driving Licenses issued	600	R0.00	N/A	150	150	150	150	Community Services	System generated report [entails report]
BSDID-02-21/22-CS20	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	14	Number of Duplicate Learner's License Issued	24	R0.00	N/A	6	6	6	6	Community Services	System generated report [entails report]

BSID:02-21/22-CS21	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	15	Number of PCDP issued	480	R0.00	N/A	120	120	120	120	Community Services	System generated report (details report)
BSID:02-21/22-CS22	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	16	Number of Vehicle licenses renewed	720	R0.00	N/A	180	180	180	180	Community Services	System generated report (details report)
BSID:02-21/22-CS23	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	17	Number of Drivers Licenses renewed	1200	R0.00	N/A	300	300	300	300	Community Services	System generated report (details report)
BSID:02-21/22-CS26	Improved Access to Basic Services	Human resource development	To enhance skills development and lifelong learning	Provision of library services	18	Number of Books circulated	480	R0.00	N/A	120	120	120	120	Community Services	System Generated Report
BSID:02-21/22-CS24	Improved Access to Basic Services	Human resource development	To enhance skills development and lifelong learning	Provision of library services	19	Number of library services promotion conducted	4 library services promotions conducted at 3 libraries	N/A	N/A	1	1	1	1	Community Services	Reports and Attendance Registers
NATIONAL KEY PERFORMANCE AREA: CROSS CUTTING INTERVENTIONS															
CCJ:02-21/22-CS1	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabuyalingana	Review of Disaster Management Plan	20	Number of Reviewed and Council approved Disaster Management Plan	1	R0.00	N/A	N/A	N/A	N/A	N/A	Community Services	Risk assessment reports, Reviewed Disaster Management Plan and council resolutions
NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION															
GGPP:02-21/22-CS3	Governance and Policy	Human and community development	enhance health of communities and citizens	Hold LAC Meetings	21	Number of LAC Meetings held	4	R10,000	EQS	1	1	1	1	Community Services	Minutes and attendance registers
BOTTOM LAYER TARGETS															
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT															

MTID-02-201/22-CS1	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Implementation n. of Performance Management System	22	Number of Individual Performance Agreements and Work Plans signed by Director	R0.00	N/A	6 Individual Performance Agreements and Work Plans for DD, Section Managers signed by Director	N/A	N/A	Community Services	6 Signed Individual Performance Agreements and Work Plans
MTID-02-21/22-CS3	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Implementation n. of Performance Management System	23	Number of individual performance assessments conducted (Section Managers)	R0.00	N/A	Conduct individual Performance Assessments for DD, Section Managers	Conduct individual Performance Assessment for DD, Section Managers	Conduct individual Performance Assessment for DD, Section Managers	Community Services	4 Assessment Reports
MTID-02-21/22-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	24	Number of Monthly Performance Reports compiled and tabled to Portfolio Committee	R0.00	N/A	Compile and table to portfolio committee 12 Monthly Performance Reports by 30 June 2022	Compile and table to portfolio committee 3 Monthly Performance Reports by 31 Dec 2020	Compile and table to portfolio committee 3 Monthly Performance Reports by 30 Sept 2020	Community Services	Monthly Performance reports and Extracts of minutes
MTID-02-21/22-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	25	Number of Quarterly Performance Reports compiled and tabled to portfolio committee	R0.00	N/A	Compile and table to portfolio committee 4 quarterly Performance Reports by 30 June 2022	Compile and table to portfolio committee Q1 performance report	Compile and table to portfolio committee Q2 performance report	Community Services	Proof of submission and Extract of portfolio minutes
MTID-02-21/22-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	26	Number of Departmental meetings held	R0.00	N/A	Hold 12 Departmental meetings by 30 June 2022	Hold 3 departmental meetings	Hold 3 departmental meetings	Community Services	Signed Minutes and Attendance Registers
MTID-02-21/22-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	27	Number of Portfolio Committee Meetings held	R0.00	N/A	Hold 12 Portfolio Committee Meetings by 30 June 2022	Hold 3 Ordinary Portfolio Committee meetings	Hold 3 Ordinary Portfolio Committee meetings	Community Services	Signed minutes and attendance registers

M/TID-02-21/22-CS8	Improved administrative and human resources management practices	Governance and Policy	To keep records and create institutional memory	Implementation of File Plan	28	Number of Reports produced on the implementation of the Manual filing system and electronic records management	R0.00	N/A	1 report	1 report	Community Services	Reports
NATIONAL KEY PERFORMANCE AREA: BASIC DELIVERY AND INFRASTRUCTURE DEVELOPMENT												
BSDID-02-21/22-CS1	Improve access to basic service delivery	Infrastructure development	enhance KZN waste management capacity	Management of waste	29	Number of Fumigations done on landfill site	200000	EQS	fumigation of Marguzi Landfill site	fumigation of Marguzi Landfill site	Community Services	fumigation certificates and 4 fumigation reports
BSDID-02-21/22-CS30	Improve access to basic service delivery	Infrastructure development	To ensure presence of municipal facilities	Up keep of the Municipal facilities through provision of maintenance	30	Number of Facilities maintained	R0.00	N/A	3 report on maintenance of municipal facilities	3 report on maintenance of municipal facilities	Community Services	Inspection checklist and Reports
BSDID-02-21/22-CS3	Improve access to basic service delivery	Infrastructure development	enhance municipal waste management capacity	Management of waste	31	Number of Awareness campaigns on Waste management held	R0.00	EQS	Hold awareness campaign on waste management	Hold awareness campaign on waste management	Community Services	Attendance registers
BSDID-02-21/22-CS5	Improve access to basic service delivery	Infrastructure development	enhance KZN waste management capacity	Management of waste	32	Reviewed and Council approved Waste management policies	R0.00	N/A	N/A	Table to council Draft Reviewed Waste Management policy and Integrated Waste Management plan for adoption	Community Services	Waste Management policy, Integrated waste management plan and council resolution
BSDID-02-21/22-CS6	Improve access to basic service delivery	Infrastructure development	Improve access to basic services	Review and approval of indigent policy	33	Reviewed and Council approved indigent policy	R0.00	N/A	N/A	Table to council Draft Reviewed Indigent Policy for adoption	Community Services	Reviewed Indigent Policy and Council resolution
BSDID-02-21/22-CS8	Improved Access to Basic Services	Human and Community Development	Enhance safety and security	Review of Community Safety Plan	34	Reviewed and council approved Community Safety Plan	R0.00	N/A	N/A	Table to council Draft reviewed Community Safety Plan for adoption	Community Services	Draft and Final Community Safety Plan and council resolution

BSDID-02-21/22-CS27	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	35	Number of Library Users with access to internet	720 library users with access to internet by 30 June 2022	R0.00	N/A	180 library users with access to internet	180 library users with access to internet	Community Services	Daily signed register
BSDID-02-21/22-CS28	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	36	Number of book exchange	4 book exchange by 30 June 2022	N/A	N/A	1 Book Exchange	1 Book Exchange	Community Services	Report List of books exchanged
BSDID-02-21/22-CS29	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	37	Number of People trained on basic computer skills	360 people trained on basic computer skills by 30 June 2022	R0.00	N/A	30 people trained on Basic Computer Skills	30 people trained on Basic Computer Skills	Community Services	Daily signed register
NATIONAL KEY PERFORMANCE AREA: CROSS CUTTING INTERVENTIONS													
C01-02-21/22-CS2	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabuyalingana	Conduct risk reduction awareness campaigns	38	Number of Risk reduction awareness campaigns conducted	Conduct 4 risk reduction awareness campaigns by 30 June 2022	R0.00	N/A	1 monthly risk reduction awareness campaigns conducted	1 monthly risk reduction awareness campaigns conducted	Community Services	Reports and attendance registers
C01-02-21/22-CS3	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabuyalingana	Holding of Municipal Disaster Risk Management Advisory forum meetings	39	Number of Municipal Disaster Risk Management Advisory forum meetings held	hold 2 Municipal Disaster Risk Management Advisory forum meetings by 30 June 2022	R0.00	N/A	Hold 1 Municipal Disaster Risk Management Advisory forum meeting	Hold 1 Municipal Disaster Risk Management Advisory forum meeting	Community Services	Reports, Minutes and Attendance Registers
C01-02-21/22-CS4	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabuyalingana	Completion of incidents reports	40	Number of incidents reports compiled	Compile 12 incidents reports by 30 June 2022	R0.00	N/A	3 monthly incidents reports	3 monthly incidents reports	Community Services	incidents reports
C01-02-21/22-CS5	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabuyalingana	Conduct fire drills	41	Number of Fire drills conducted	Conduct 4 fire drills by 30 June 2022	R0.00	N/A	1 Fire Drill conducted	1 Fire Drill conducted	Community Services	Reports and attendance registers

CCJ-02-21/22-CS6	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlanga/Inanda	Conduct fire compliance inspections on businesses and government institutions	42	Number of Fire compliance inspections conducted on businesses and government institutions	R0.00	N/A	Conduct 3 Fire compliance inspections on businesses and government institutions	Community Services	Signed Fire compliance inspection reports
CCJ-02-21/22-CS7	single window of coordination	Governance and Policy	To ensure effective risk management	To implement and maintain compliant, effective and efficient risk management system and processes	43	Number of Updated Risk Registers submitted Risk Management Unit	R0.00	N/A	Signed Updated risk register submitted to Risk Management Unit	Community Services	Proof of submission, 4 Signed Updated Risk Registers
NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION											
GGPP-02-21/22 CS1	Single window of coordination	Human resource development	To enhance programmed for special groups, arts and culture and heritage	Coordination of youth programmes	44	Number of Youth programmes coordinated and implemented	R730,000	EQS	N/A	Youth Festive season beach monitoring	Registration Assistance programme
GGPP-02-21/22 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	45	Number of Arts and Culture program supported	R270,000	EQS	N/A	Community Services	Reports and attendance registers
GGPP-05-21/22 CS5	Governance and Policy	human and community development	To enhance programmes for special groups, arts and culture and heritage	Coordination of disability programmes	46	Number of Disability awareness campaigns held	R195,000	EQS	N/A	Community Services	Reports and attendance registers
GGPP-05-21/22 CS6	Governance and Policy	human and community development	To enhance programmes for special groups, arts and culture and heritage	Coordination of disability programmes	47	Number of Gender awareness campaigns held	R85,000	EQS	N/A	Community Services	Reports and attendance registers
GGPP-05-21/22 CS7	Governance and Policy	human and community development	enhance health of communities and citizens	Implementation of HIV/AIDS, TB programmes	48	Number of HIV/AIDS and TB campaigns held	R125,000	EQS	N/A	Community Services	Reports and attendance register

GGPP-05-21/22 CS9	Governance and Policy	human and community development	enhance health of communities and citizens	Coordination of sports programmes	49	Number of Mayoral cup games coordinated	Mayoral Cup Games and Sports & Recreation coordinated by 30 June 2022	R740,000	EQS	Coordinate Mayoral cup games	N/A	N/A	Community Services	Reports
GGPP-05-21/22 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	50	Number of Joint ward committee meetings held	Hold 4 joint ward committee meetings by 30 June 2022	R110,000	EQS	Hold 1 joint ward committee meeting	Hold 1 joint ward committee meeting	Hold 1 joint ward committee meeting	Community Services	Minutes and attendance registers
GGPP-05-21/22 CS12	Single Window of Co-ordination	Governance and Policy	To strengthen partnership with various stakeholders through communicating municipal business	Complaints management	51	Percentage of Departmental Complaints resolved within 25 days	Resolve 100% of Departmental Complaints within 25 days	N/A	N/A	Resolve 100% of departmental complaints within 25 days	Resolve 100% of departmental complaints within 25 days	Resolve 100% of departmental complaints within 25 days	Community Services	Signed Complaints Reports and Responses
GGPP-05-21/22 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	52	Number of Quarterly reviews of the AG Action Plan submitted to IA.	Submit 14 Quarterly reviews of AG Action Plans to Internal Audit by 30 June 2022	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	Community Services	Reviewed/Updated AG Action Plan, Proof of submission
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT														
MFV&M-02-21/22 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	53	Number of Unauthorized, irregular or fruitless and waste expenditure Reports submitted to portfolio committee	Submit 4 Unauthorized, irregular or fruitless and waste expenditure Reports to portfolio committee	R0.00	N/A	Submit 1 report on Unauthorized, irregular or fruitless and waste expenditure portfolio committee	Submit 1 report on Unauthorized, irregular or fruitless and waste expenditure portfolio committee	Submit 1 report on Unauthorized, irregular or fruitless and waste expenditure portfolio committee	Community Services	Unauthorized, irregular or fruitless and wasteful expenditure Reports and Extract of minutes