



**2023/2024  
PERFORMANCE AGREEMENT**

Made and entered into by and between

**EMADLANGENI MUNICIPALITY**

Herein represented by **COUNCILLOR MZWAKHE LAWRENCE BUTHELEZI** in her capacity as  
**MAYOR**

and

**MRS. GRACE NONTUTHUZELO MAVUNDLA**

ID No: 760929 0502 08 8

Hereinafter referred as the

**MUNICIPAL MANAGER**

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## CONTENTS

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

### **Annexure A - Performance Plan**

### **Annexure B- Personal Development Plan**

### **Annexure C - Disclosure Form**

### **Annexure D- Code of Conduct**

## PERFORMANCE AGREEMENT

### ENTERED INTO AND BETWEEN:

The Municipality of eMadlangeni herein represented by **Councillor Mzwakhe Lawrence Buthelezi** in her capacity as the Mayor hereinafter referred to as the Employer or Reporting Officer and **Mrs. Grace Nontuthuzelo Mavundla** Employee of the Municipality of eMadlangeni.

### 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.

#### 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 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;
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;

- 2.5 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 her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 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 **1 July 2023 and will remain in force until 30 June 2024** where after 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
- 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 (KPA's) and the Core Managerial Competencies (CMC's) respectively.
- 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 CMC's 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 KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

| KEY PERFORMANCE AREAS (KPA'S)                          | WEIGHTING   |
|--------------------------------------------------------|-------------|
| Good Governance and Public Participation               | 60%         |
| Basic Service Delivery                                 | 05%         |
| Local Economic Development (LED)                       | 15%         |
| Municipal Institutional Development and Transformation | 10%         |
| Municipal Financial Viability and Management           | 10%         |
| Cross Cutting                                          | 00%         |
| <b>Total</b>                                           | <b>100%</b> |

- 6.4 The CMCs will make the other 20% of the Employee's assessment score. CMC'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:

| COMPETENCY REQUIREMENTS FOR EMPLOYEES |                                     |          |
|---------------------------------------|-------------------------------------|----------|
| LEADING COMPETENCIES                  | √                                   | WEIGHT % |
| 1. Strategic Direction and Leadership | <input checked="" type="checkbox"/> | 20%      |
| 2. People Management                  | <input checked="" type="checkbox"/> | 05%      |
| 3. Program and Project Management     | <input checked="" type="checkbox"/> | 25%      |
| 4. Financial Management               | <input checked="" type="checkbox"/> | 05%      |
| 5. Change Leadership                  | <input checked="" type="checkbox"/> | 10%      |
| 6. Governance Leadership              | <input checked="" type="checkbox"/> | 05%      |
| <b>CORE COMPETENCIES</b>              |                                     |          |

|                                          |   |             |
|------------------------------------------|---|-------------|
| 7. Moral Competence                      |   | 05%         |
| 8. Planning and Organising               | ? | 05%         |
| 9. Analysis and Innovation               |   | 05%         |
| 10. Knowledge and Information Management | ? | 05%         |
| 11. Communication                        | ? | 05%         |
| 12. Results and Quality Focus            | ? | 05%         |
| <b>TOTAL</b>                             |   | <b>100%</b> |

## 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 (refer to Paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CMC's

- (a) Each CMC should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CMC.
- (c) The applicable assessment rating calculator (refer to Paragraph 6.5.1) must then be used to add the scores and calculate a final CMC score.

**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, CMC's and COC'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. |        |



| LEVEL | TERMINOLOGY              | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RATING |
|-------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 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 Member of the Mayoral Committee; and
- 7.7.5 Mayor and/ or Municipal Manager from another Municipality.

## **8. SCHEDULE FOR PERFORMANCE REVIEWS**

8.1 The performance of each Employee in relation to 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          | <b>10 October 2023</b> |
| Second quarter | : October – December (year) | <b>10 January 2024</b> |
| Third quarter  | : January – March (year)    | <b>10 April 2024</b>   |
| Fourth quarter | : April – June (year)       | <b>10 July 2024</b>    |

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 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-

- 6.1.1 A direct effect on the performance of any of the Employee's functions;
- 6.1.2 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 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

12.3 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.

12.4 In the case of unacceptable performance, the Employer shall-

12.4.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and

12.4.2 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 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 19.3 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 her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Thus done and signed at Utrecht on this the 17<sup>th</sup> day of July 2023

AS WITNESSES:


1.  \_\_\_\_\_

2.  \_\_\_\_\_

  
\_\_\_\_\_

**MRS GRACE NONTUTHUZELO MAVUNDLA  
MUNICIPAL MANAGER**

AS WITNESSES:

1.  \_\_\_\_\_

2.  \_\_\_\_\_

  
\_\_\_\_\_

**CLLR MZWAKHE LAWRENCE BUTHELEZI  
MAYOR**

ANNEXURE A

PERFORMANCE PLAN /SCORECARD – 2023-2024

MUNICIPAL MANAGER

|                                  |                                                                                                                                                                          |                           |                             |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------|
| <b>NAME:</b>                     | G.N. MAVUNDLA                                                                                                                                                            | <b>LINE MANAGER:</b>      | M.L. BUTHELEZI              |
| <b>EMPLOYEE NO.</b>              | 273138                                                                                                                                                                   | <b>JOB TITLE:</b>         | EXECUTIVE MAYOR             |
| <b>JOB TITLE:</b>                | MUNICIPAL MANAGER                                                                                                                                                        | <b>BUSINESS UNIT/SITE</b> | COUNCIL                     |
| <b>DIVISION / BUSINESS UNIT:</b> | EXECUTIVE OR OFFICE OF THE MUNICIPAL MANAGER                                                                                                                             | <b>PERIOD:</b>            | 01 JULY 2023 – 30 JUNE 2024 |
| <b>SITE:</b>                     | 34 VOOR STREET (MAIN OFFICE)                                                                                                                                             | <b>REVIEW DATE:</b>       | 10 OCTOBER 2023             |
| <b>RATING SCALE:</b>             | 1 = NOT MEETING THE STANDARDS<br>2 = MEET SOME OF THE STANDARDS<br>3 = MEET ALL THE STANDARDS<br>4 = MEET ALL & EXCEED SOME STANDARDS<br>5 = MEET & EXCEED ALL STANDARDS |                           |                             |

KEY PERFORMANCE INDICATORS (KPIs)

WEIGHT =100%

LEADING & CORE COMPETENCIES

WEIGHT = 100%

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| NO.                                                                                                    | WEIGHT (%) | STRATEGIC OBJECTIVE                                          | BASELINE | KEY PERFORMANCE INDICATOR                                              | TARGET          | ACTUAL | TARGET DATE                                                         | METHOD OF VERIFICATION            |
|--------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------|----------|------------------------------------------------------------------------|-----------------|--------|---------------------------------------------------------------------|-----------------------------------|
| <b>KEY PERFORMANCE AREA (KPA) 4: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)</b> |            |                                                              |          |                                                                        |                 |        |                                                                     |                                   |
| 4.1                                                                                                    | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 12       | NO. OF PORTFOLIO COMMITTEE MEETINGS ATTENDED                           | 3               |        | MONTHLY                                                             | ATTENDANCE REGISTERS              |
| 4.2                                                                                                    | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4        | NO. OF AUDIT COMMITTEE MEETINGS ATTENDED                               | 1 (PER QUARTER) |        | 30 JUNE 2024                                                        | ATTENDANCE REGISTERS              |
| 4.3                                                                                                    | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 12       | NO. OF MANCO MEETINGS CONVENED                                         | 3               |        | MONTHLY                                                             | ATTENDANCE REGISTERS              |
| 4.4                                                                                                    | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4        | NO. OF COUNCIL MEETINGS ATTENDED                                       | 5               |        | 30 JUNE 2024                                                        | ATTENDANCE REGISTERS              |
| 4.5                                                                                                    | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4        | NO. OF RISK MANAGEMENT MEETINGS ATTENDED                               | 1 (PER QUARTER) |        | 30 JUNE 2024                                                        | ATTENDANCE REGISTERS              |
| 4.6                                                                                                    | 3          | ENSURE A SUSTAINABLE WORKING ENVIRONMENT                     | 4        | NO. OF QUARTERLY PERFORMANCE REPORTS SUBMITTED TO THE OFFICE OF THE MM | 4               |        | 10 OCTOBER 2023<br>10 JANUARY 2024<br>10 APRIL 2024<br>10 JULY 2024 | PORTFOLIO OF EVIDENCE (POE) FILES |

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| NO.                                                                                                    | WEIGHT (%) | STRATEGIC OBJECTIVE                                          | BASELINE      | KEY PERFORMANCE INDICATOR                                                                                                                                  | TARGET                     | ACTUAL | TARGET DATE  | METHOD OF VERIFICATION                               |
|--------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|--------------|------------------------------------------------------|
| <b>KEY PERFORMANCE AREA (KPA) 4: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)</b> |            |                                                              |               |                                                                                                                                                            |                            |        |              |                                                      |
| 4.7                                                                                                    | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 24            | NO. OF PUBLIC MEETINGS (PER WARD) CONDUCTED                                                                                                                | 24                         |        | 30 JUNE 2024 | NOTICE OF MEETING, MINUTES AND ATTENDANCE REGISTER   |
| 4.8                                                                                                    | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 6             | NO. OF IZIMBIZO MEETINGS CONDUCTED                                                                                                                         | 6                          |        | 30 JUNE 2024 | ATTENDANCE REGISTER AND REPORTS                      |
| 4.9                                                                                                    | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 72            | NO. OF QUARTERLY MEETINGS PER WARD (WARD COMMITTEE)                                                                                                        | 72                         |        | 30 JUNE 2024 | MINUTES AND REGISTERS                                |
| 4.10                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 2             | NO. OF IDP REPRESENTATIVE FORUM FUNCTIONALITY                                                                                                              | 2                          |        | 30 JUNE 2024 | MEETING INVITATION; MINUTES AND ATTENDANCE REGISTER  |
| 4.11                                                                                                   | 5          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 2023/24 IDP   | ADOPTION AND SUBMISSION OF A CREDIBLE REVIEWED INTEGRATED DEVELOPMENT PLAN (IDP) IN TERMS OF MUNICIPAL SYSTEMS ACT (MSA) WITHIN THE 2023/24 FINANCIAL YEAR | REVIEW & ADOPT 2024/25 IDP |        | 30 JUNE 2024 | COUNCIL RESOLUTIONS AND PROOF OF SUBMISSION TO COGTA |
| 4.12                                                                                                   | 5          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 2023/24 SDBIP | 2024/2025 SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN                                                                                                    | 1 ADOPTION OF SDBIP        |        | 30 JUNE 2024 | ACKNOWLEDGEMENT LETTER SIGNED BY THE MAYOR.          |

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| NO.                                                                                                    | WEIGHT (%) | STRATEGIC OBJECTIVE                                          | BASELINE                                      | KEY PERFORMANCE INDICATOR                                                               | TARGET                                                                 | ACTUAL | TARGET DATE       | METHOD OF VERIFICATION                                                                                  |
|--------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------|-------------------|---------------------------------------------------------------------------------------------------------|
| <b>KEY PERFORMANCE AREA (KPA) 4: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)</b> |            |                                                              |                                               |                                                                                         |                                                                        |        |                   |                                                                                                         |
| 4.13                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 1                                             | NO. OF ANNUAL, PERFORMANCE REPORT PREPARED AND SUBMITTED TO AG AND RELATIVE AUTHORITIES | 1                                                                      |        | 30 SEPTEMBER 2023 | EXTRACT FOR ANNUAL PERFORMANCE REPORT AND COUNCIL; RESOLUTION                                           |
| 4.14                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 1                                             | NO. OF REVIEWED AND ADOPTED PMS POLICY                                                  | 1                                                                      |        | 30 JUNE 2024      | COUNCIL RESOLUTION AND EXTRACT OF THE POLICY                                                            |
| 4.15                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | SIGNED SECTION 54 & 56 PERFORMANCE AGREEMENTS | NO. OF MANAGED PERFORMANCE MANAGEMENT SYSTEMS IN TERMS OF CHAPTER 6 MSA                 | SIGN 2023/24 PERFORMANCE AGREEMENTS AND CONDUCT PERFORMANCE ASSESSMENT |        | 31 JUNE 2023      | COPY OF SIGNED PERFORMANCE AGREEMENTS; PROOF OF ASSESSMENT; ADVERT & COPY OF COMPLETED ASSESSMENT SHEET |
| 4.16                                                                                                   | 2          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4                                             | NO. OF QUARTERLY PERFORMANCE REPORTS GENERATED AND SUBMITTED TO INTERNAL AUDITORS       | 4                                                                      |        | 30 JUNE 2024      | EXTRACT OF THE REPORT AND PROOF OF SUBMISSION FROM INTERNAL AUDIT                                       |
| 4.17                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 2021/22 ANNUAL REPORT                         | NO. OF ANNUAL REPORTS PREPARED AND SUBMITTED                                            | 2022/23 ANNUAL REPORT                                                  |        | 30 JUNE 2024      | COUNCIL RESOLUTIONS                                                                                     |
| 4.18                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 1                                             | NO. OF OVERSIGHT REPORTS PREPARED AND SUBMITTED TO MPAC                                 | 1                                                                      |        | 30 MARCH 2024     | EXTRACT OF THE OVERSIGHT REPORT, MPAC MINUTES & COUNCIL RESOLUTIONS                                     |

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| NO.                                                                                                    | WEIGHT (%) | STRATEGIC OBJECTIVE                                          | BASELINE                         | KEY PERFORMANCE INDICATOR                                  | TARGET                           | ACTUAL | TARGET DATE   | METHOD OF VERIFICATION                                      |
|--------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------|----------------------------------|------------------------------------------------------------|----------------------------------|--------|---------------|-------------------------------------------------------------|
| <b>KEY PERFORMANCE AREA (KPA) 4: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)</b> |            |                                                              |                                  |                                                            |                                  |        |               |                                                             |
| 4.19                                                                                                   | 2          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4                                | NO. OF MUNICIPAL NEWSLETTERS PUBLISHED                     | 2                                |        | 30 JUNE 2024  | COPY OF THE NEWSLETTER                                      |
| 4.20                                                                                                   | 4          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4                                | NO. OF RADIO SLOTS CONDUCTED                               | 4                                |        | 30 JUNE 2024  | INFOGRAPHIC & SIGNED INVOICE                                |
| 4.21                                                                                                   | 2          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 2                                | NO. OF BANNERS PROCURED                                    | 2                                |        | 31 MARCH 2024 | INVOICE                                                     |
| 4.22                                                                                                   | 2          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 10 000 CALENDARS AND 200 DIARIES | NO. OF MARKETING MATERIALS PROCURED (CALENDAR AND DIARIES) | 10 000 CALENDARS AND 200 DIARIES |        | 30 JUNE 2024  | INVOICE                                                     |
| 4.23                                                                                                   | 2          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 121                              | NO. OF PHOTOGRAPHY SERVICES CONDUCTED                      | 121                              |        | 30 JUNE 2024  | INVOICE AND PROOF OF PHOTOGRAPHY SERVICES RENDERED          |
| 4.24                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4                                | NO. OF QUARTERLY AUDIT COMMITTEE MEETINGS                  | 4                                |        | 30 JUNE 2024  | NOTICE OF MEETINGS, AGENDA, MINUTES AND ATTENDANCE REGISTER |

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| NO.                                                                                                    | WEIGHT (%) | STRATEGIC OBJECTIVE                                          | BASELINE | KEY PERFORMANCE INDICATOR                                                         | TARGET | ACTUAL | TARGET DATE       | METHOD OF VERIFICATION                                            |
|--------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------|----------|-----------------------------------------------------------------------------------|--------|--------|-------------------|-------------------------------------------------------------------|
| <b>KEY PERFORMANCE AREA (KPA) 4: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)</b> |            |                                                              |          |                                                                                   |        |        |                   |                                                                   |
| 4.25                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 12       | NO. OF INTERNAL AUDIT REPORTS GENERATED                                           | 12     |        | 30 JUNE 2024      | EXTRACTS OF REPORTS                                               |
| 4.26                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 1        | NO. OF INTERNAL AUDIT CHARTER APPROVED BY AUDIT COMMITTEE                         | 1      |        | 30 SEPTEMBER 2024 | AUDIT COMMITTEE RESOLUTION ON APPROVED CHARTER                    |
| 4.27                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4        | NO. OF AUDIT COMMITTEE REPORTS TABLED TO COUNCIL                                  | 4      |        | 30 JUNE 2024      | COUNCIL RESOLUTIONS                                               |
| 4.28                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 1        | NO. OF INTERNAL AUDIT ANNUAL PLAN DEVELOPED                                       | 1      |        | 30 SEPTEMBER 2024 | AUDIT COMMITTEE RESOLUTION AND COPY OF INTERNAL AUDIT ANNUAL PLAN |
| 4.29                                                                                                   | 4          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 1        | NO. OF ACTION PLANS PREPARED ON AUDIT FINDINGS AND SUBMITTED TO MUNICIPAL MANAGER | 1      |        | 30 JUNE 2024      | COPY OF ACTION PLAN AND PROOF OF SUBMISSION                       |
| 4.30                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4        | NO. OF RISK MANAGEMENT MEETINGS HELD                                              | 4      |        | 30 JUNE 2024      | AGENDA, MINUTES AND ATTENDANCE REGISTER                           |

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| NO.                                                                                                    | WEIGHT (%) | STRATEGIC OBJECTIVE                                          | BASELINE      | KEY PERFORMANCE INDICATOR                                                                              | TARGET                                                                   | ACTUAL | TARGET DATE       | METHOD OF VERIFICATION                                                                            |                           |
|--------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------|-------------------|---------------------------------------------------------------------------------------------------|---------------------------|
| <b>KEY PERFORMANCE AREA (KPA) 4: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)</b> |            |                                                              |               |                                                                                                        |                                                                          |        |                   |                                                                                                   |                           |
| 4.31                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 1             | NO. OF ANNUAL RISK ASSESSMENT AND ANNUAL FRAUD RISK ASSESSMENT CONDUCTED                               | 1                                                                        |        | 30 JUNE 2024      | COPY OF REVIEWED RISK REGISTER AND ATTENDANCE REGISTER                                            |                           |
| 4.32                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | 4             | NO. OF RISK REGISTERS UPDATED QUARTERLY                                                                | 4                                                                        |        | 30 JUNE 2024      | UPDATED RISK REGISTER                                                                             |                           |
| 4.33                                                                                                   | 3          | ENSURE A PARTICIPATIVE, TRANSPARENT & ACCOUNTABLE GOVERNANCE | NEW INDICATOR | NO. OF REVIEWED & APPROVED RISK COMMITTEE CHARTER, RISK MANAGEMENT POLICY AND RISK MANAGEMENT STRATEGY | 3 COUNCIL RESOLUTIONS                                                    |        | 30 SEPTEMBER 2024 | COUNCIL RESOLUTIONS FOR RISK COMMITTEE CHARTER, RISK MANAGEMENT POLICY & RISK MANAGEMENT STRATEGY |                           |
| <b>TOTAL WEIGHT (%) = 100</b>                                                                          |            |                                                              |               |                                                                                                        | <b>GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)</b> |        |                   |                                                                                                   | <b>TOTAL SCORE = /100</b> |

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**COMPETENCY FRAMEWORK**

**LEADERSHIP AND CORE COMPETENCIES**

**WEIGHT = 100%**

| WEIGHT (%) | LEADING COMPETENCIES (70%)                                                           |                                                                                                                                                                                                           | PROGRESS ON DATE OF REVIEW | SCORE |
|------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------|
| 15         | <ul style="list-style-type: none"> <li>STRATEGIC DIRECTION AND LEADERSHIP</li> </ul> | <ul style="list-style-type: none"> <li>IMPACT AND INFLUENCE</li> <li>INSTITUTIONAL PERFORMANCE MANAGEMENT</li> <li>STRATEGIC PLANNING AND MANAGEMENT</li> <li>ORGANISATIONAL AWARENESS</li> </ul>         |                            |       |
| 5          | <ul style="list-style-type: none"> <li>PEOPLE MANAGEMENT</li> </ul>                  | <ul style="list-style-type: none"> <li>HUMAN CAPITAL PLANNING AND DEVELOPMENT</li> <li>DIVERSITY MANAGEMENT</li> <li>EMPLOYEE RELATIONS MANAGEMENT</li> <li>NEGOTIATION AND DISPUTE MANAGEMENT</li> </ul> |                            |       |
| 5          | <ul style="list-style-type: none"> <li>PROGRAMME AND PROJECT MANAGEMENT</li> </ul>   | <ul style="list-style-type: none"> <li>PROGRAMME AND PROJECT PLANNING AND IMPLEMENTATION</li> <li>SERVICE DELIVERY MANAGEMENT</li> <li>PROGRAMME AND PROJECT MONITORING AND EVALUATION</li> </ul>         |                            |       |
| 25         | <ul style="list-style-type: none"> <li>FINANCIAL MANAGEMENT</li> </ul>               | <ul style="list-style-type: none"> <li>BUDGET PLANNING AND EXECUTION</li> <li>FINANCIAL STRATEGY AND DELIVERY</li> <li>FINANCIAL REPORTING AND MONITORING</li> </ul>                                      |                            |       |
| 5          | <ul style="list-style-type: none"> <li>CHANGE LEADERSHIP</li> </ul>                  | <ul style="list-style-type: none"> <li>CHANGE VISION AND STRATEGY</li> <li>PROCESS DESIGN AND IMPROVEMENT</li> <li>CHANGE IMPACT MONITORING AND EVALUATION</li> </ul>                                     |                            |       |

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| WEIGHT (%)                                 | LEADING COMPETENCIES (70%)                                                                                                                                                  | PROGRESS ON DATE OF REVIEW | SCORE |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------|
| 15                                         | <ul style="list-style-type: none"> <li>GOVERNANCE LEADERSHIP</li> <li>POLICY FORMULATION</li> <li>RISK AND COMPLIANCE MANAGEMENT</li> <li>COOPERATIVE GOVERNANCE</li> </ul> |                            |       |
| LEADERSHIP & CORE COMPETENCIES FINAL SCORE |                                                                                                                                                                             |                            | /70   |

| WEIGHT (%) | CORE COMPETENCIES (30%)                                                                | PROGRESS ON DATE OF REVIEW                                                                                                                                                                                                                                          | SCORE |
|------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 5          | <ul style="list-style-type: none"> <li>MORAL COMPETENCY</li> </ul>                     | <ul style="list-style-type: none"> <li>ABLE TO IDENTIFY MORAL TRIGGERS, APPLY REASONING THAT PROMOTES HONESTY AND INTEGRITY AND CONSISTENTLY DISPLAY BEHAVIOUR THAT REFLECTS MORAL COMPETENCY.</li> </ul>                                                           |       |
| 5          | <ul style="list-style-type: none"> <li>PLANNING AND ORGANISING</li> </ul>              | <ul style="list-style-type: none"> <li>ABLE TO PLAN, PRIORITIZE AND ORGANISE INFORMATION AND RESOURCES EFFECTIVELY TO ENSURE THE QUALITY OF SERVICE DELIVERY AND BUILD EFFICIENT CONTINGENCY PLANS TO MANAGER RISK.</li> </ul>                                      |       |
| 5          | <ul style="list-style-type: none"> <li>ANALYSIS AND INNOVATION</li> </ul>              | <ul style="list-style-type: none"> <li>ABLE TO CRITICALLY ANALYSE INFORMATION, CHALLENGES AND TRENDS TO ESTABLISH AND IMPLEMENT FACT BASED SOLUTIONS THAT ARE INNOVATIVE TO IMPROVE INSTITUTIONAL PROCESSES IN ORDER TO ACHIEVE KEY STRATEGIC OBJECTIVES</li> </ul> |       |
| 5          | <ul style="list-style-type: none"> <li>KNOWLEDGE AND INFORMATION MANAGEMENT</li> </ul> | <ul style="list-style-type: none"> <li>ABLE TO PROMOTE THE GENERATION AND SHARING OF KNOWLEDGE AND INFORMATION THROUGH VARIOUS PROCESSES AND MEDIA, IN ORDER TO ENHANCE THE COLLECTIVE KNOWLEDGE BASE OF LOCAL GOVERNMENT</li> </ul>                                |       |

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| WEIGHT (%)                           | CORE COMPETENCIES (30%)                                                     |                                                                                                                                                                                                                                                                                                                                       | PROGRESS ON DATE OF REVIEW | SCORE      |
|--------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------|
| 5                                    | <ul style="list-style-type: none"> <li>COMMUNICATION</li> </ul>             | <ul style="list-style-type: none"> <li>ABLE TO SHARE INFORMATION, KNOWLEDGE AND IDEAS IN A CLEAR, FOCUSED AND CONCISE MANNER APPROPRIATE FOR THE AUDIENCE IN ORDER TO EFFECTIVELY CONVEY, PERSUADE AND INFLUENCE STAKEHOLDERS TO ACHIEVE THE DESIRED OUTCOME.</li> </ul>                                                              |                            |            |
| 5                                    | <ul style="list-style-type: none"> <li>RESULTS AND QUALITY FOCUS</li> </ul> | <ul style="list-style-type: none"> <li>ABLE TO MAINTAIN HIGH QUALITY STANDARDS, FOCUSED ON ACHIEVING RESULTS AND OBJECTIVES WHILE CONSISTENTLY STRIVING TO EXCEED EXPECTATIONS AND ENCOURAGE OTHERS TO MEET QUALITY STANDARDS. FURTHER, TO ACTIVELY MONITOR AND MEASURE RESULTS AND QUALITY AGAINST IDENTIFIED OBJECTIVES.</li> </ul> |                            |            |
| <b>CORE COMPETENCIES FINAL SCORE</b> |                                                                             |                                                                                                                                                                                                                                                                                                                                       |                            | <b>/30</b> |

THE ASSESSMENT OF THE MANAGER ON THE PERFORMANCE OF THE COMPETENCIES WILL BE BASED ON THE FOLLOWING RATING SCALE:

| ACHIEVEMENT LEVELS | DESCRIPTION                                                                                                                                      | SCORING |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| BASIC              | APPLIES BASIC CONCEPTS, METHODS AND UNDERSTANDING OF LOCAL GOVERNMENT OPERATIONS, BUT REQUIRES SUPERVISION AND DEVELOPMENT INTERVENTION          | 1-2     |
| COMPETENT          | DEVELOPS AND APPLIES MORE PROGRESSIVE CONCEPTS, METHODS AND UNDERSTANDING, PLANS AND GUIDES THE WORK OF OTHERS AND EXECUTES PROGRESSIVE ANALYSIS | 3       |
| ADVANCED           | DEVELOPS AND APPLIES COMPLEX CONCEPTS, METHODS AND UNDERSTANDING. EFFECTIVELY DIRECTS AND LEADS A GROUP AND EXECUTES IN DEPTH ANALYSES           | 4       |

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THUS DONE AND SIGNED AT EMADLANGENI LOCAL MUNICIPALITY ON THIS THE 1<sup>ST</sup> DAY OF JULY 2023.

AS WITNESSES:

1.  \_\_\_\_\_

2.  \_\_\_\_\_

  
MUNICIPAL MANAGER

AS WITNESSES:

1.  \_\_\_\_\_

2.  \_\_\_\_\_

  
HONOURABLE MAYOR

ML BJ

N.N.



# **PERSONAL DEVELOPMENT PLAN**

**ENTERED INTO BY AND BETWEEN**

**EMADLANGENI LOCAL MUNICIPALITY**

**REPRESENTED BY THE MAYOR,**

**MR. MZWAKHE LAWRENCE BUTHELEZI**

**(THE EMPLOYER)**

**AND**

**MUNICIPAL MANAGER**

**MRS. GRACE NONTUTHUZELO MAVUNDLA**

**(THE EMPLOYEE)**

**CURRENT QUALIFICATIONS, SKILLS AND COMPETENCIES:**

- (i) MATRIC
- (ii) BACHELOR OF ADMINISTRATIONS
- (iii) EXECUTIVE LEADERSHIP MUNICIPAL DEVELOPMENT PROGRAMME
- (iv) INTRODUCTION TO MS OUTLOOK/OUTLOOK EXPRESS

**ANNUAL PERSONAL DEVELOPMENT PLAN FOR 01 JULY 2023 TO 30 JUNE 2024**

**PERFORMANCE REVIEW FOR PERFORMANCE DEVELOPMENT PLAN**

| AREA TO BE DEVELOPED | TYPE OF INTERVENTION | TARGET DATE | PROGRESS | BARRIERS |
|----------------------|----------------------|-------------|----------|----------|
|                      |                      |             |          |          |
|                      |                      |             |          |          |
|                      |                      |             |          |          |
|                      |                      |             |          |          |
|                      |                      |             |          |          |
|                      |                      |             |          |          |

**AGREEMENT TO PERSONAL DEVELOPMENT PLAN**

I AGREE WITH THE OBJECTIVES AS SET OUT IN THE ABOVE PERSONAL DEVELOPMENT PLAN AND UNDERTAKE TO ACHIEVE THE OBJECTIVES AS AGREED ON.



SIGNATURE:

(NAME OF MUNICIPAL MANAGER): G.N. MANUNOUA

DATE: 17/07/2023

I UNDERTAKE TO SUPPORT \_\_\_\_\_ WITH THE ACHIEVEMENT OF THE ABOVE PERSONAL DEVELOPMENT PLAN



SIGNATURE:

NAME OF THE MAYOR: M. Butivetezi

DATE: 17/07/2023

ANNEXURE F

DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials) MAYUNDLA GN  
 (Postal Address) 48 A LINWOOD DRIVE  
BOUGHTON  
 (Residential Address) PIETERMARITZBURG  
 (Position Held) MUNICIPAL MANAGER  
 (Name of Municipality) EMADLANGENI LOCAL MUNICIPALITY  
 Tel: 034 331 3041 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 |
|-----------------------------------------------|--------|---------------|------------------------|
| <u>EASY EQUITIES</u>                          |        |               |                        |
| <u>PROPERTY EQUITIES</u>                      |        |               |                        |

**2. Interest in a trust**

| Name of trust | Amount of Remuneration/ Income |
|---------------|--------------------------------|
| <u>N/A</u>    | <u>N/A</u>                     |

**3. Membership, directorships and partnerships**

| Name of corporate entity, partnership or firm | Type of business | Amount of Remuneration/ Income |
|-----------------------------------------------|------------------|--------------------------------|
| <u>COG</u>                                    | <u>CHURCH</u>    | <u>NONE</u>                    |
| <u>UMSEDALE</u>                               |                  | <u>NONE</u>                    |

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

| Name of Employer | Type of Work | Amount of remuneration/ Income |
|------------------|--------------|--------------------------------|
| <u>N/A</u>       | <u>N/A</u>   | <u>N/A</u>                     |

CONFIDENTIAL

Council

Signature by Mayor or Designate: *Futholezi* Date: 17/07/23

**5. Consultancies, Retainerships and Relationships**

| Name of Client | Nature     | Type of business activity | Value of any benefits received |
|----------------|------------|---------------------------|--------------------------------|
| <u>N/A</u>     | <u>N/A</u> | <u>N/A</u>                | <u>N/A</u>                     |

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| 6. Subsidies, grants and sponsorships by any organisation |                            |                     |
|-----------------------------------------------------------|----------------------------|---------------------|
| Source of assistance                                      | Descriptions of assistance | Value of assistance |
| N/A                                                       | N/A                        | N/A                 |

| 7. Gifts and Hospitality from a source rather than a family member |       |        |
|--------------------------------------------------------------------|-------|--------|
| Description                                                        | Value | Member |
| N/A                                                                | N/A   | N/A    |

| 8. Land and Property |        |          |               |
|----------------------|--------|----------|---------------|
| Description          | Extent | Area     | Value         |
| 48A LINWOOD DRIVE    |        | BAUGHTON | R1.6 million. |

\_\_\_\_\_  
SIGNATURE OF SENIOR MANAGER

DATE: 17/01/23

PLACE: UTRECHT



## ACKNOWLEDGEMENT OF DOCUMENT

## CODE OF CONDUCT FOR EMPLOYEES

DATE:

### Schedule 2: Code of conduct for municipal staff members

- 1. Definitions
- 2. General conduct
- 3. Commitment to serving the public interest
- 4. Personal gain
- 5. Disclosure of benefits
- 6. Unauthorised disclosure of information
- 7. Undue influence
- 8. Rewards, gifts and favours
- 9. Council property
- 10. Payment of arrears
- 11. Participation in elections
- 12. Sexual harassment
- 13. Reporting duty of staff members
- 14. Breaches of Code

## 1. Definitions

## 2. General conduct

A staff member of a municipality must at all times-

- a. loyally execute the lawful policies of the municipal council;
- b. perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- c. act in such a way that the spirit, purport and objects of section 50 are promoted;
- d. 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
- e. act impartially and treat all people, including other staff members, equally without favour or prejudice.

## 3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly-

- a. implement the provisions of section 50(2);

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

#### 4. Personal gain

- 1. A staff member of a municipality may not-
  - a. use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or
  - b. take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.
- 2. Except with the prior consent of the council of a municipality a staff member of the municipality may not-
  - a. be a party to a contract for-
    - i. the provision of goods or services to the municipality; or
    - ii. the performance of any work for the municipality otherwise than as a staff member;
  - b. obtain a financial interest in any business of the municipality; or
  - c. be engaged in any business, trade or profession other than the work of the municipality.

#### 5. Disclosure of benefits

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

#### 6. Unauthorised disclosure of information

- 1. A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.
- 2. For the purpose of this item "privileged or confidential information" includes any information-
  - a. determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
  - b. discussed in closed session by the council or a committee of the council;



- c. disclosure of which would violate a person's right to privacy; or
  - d. declared to be privileged, confidential or secret In terms of any law.
3. This item does not derogate from a person's right of access to information in terms of national legislation.

## **7. Undue influence**

A staff member of a municipality may not-

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

## **8. Rewards, gifts and favours**

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

## **9. Council property**

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

## **10. Payment of arrears**

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

## **11. Participation in elections**

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

## 12. Sexual harassment

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

## 13. Reporting duty of staff members

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

## 14. Breaches of Code

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

I..... hereby  
received and understand the Schedule 2 of Municipality Systems Act, Code of Conduct.



SIGNATURE

17/01/23

DATE