



PERFORMANCE AGREEMENT

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CORE COMPETENCY FRAMEWORK

The performance of Section 57 Managers should be assessed in terms of Core Competency Requirements (CCRs) as required by the Regulations of Section 57 Managers. These competencies describe general managerial and occupational skills. The assessment of these competencies will account for **twenty percent** of the total employee assessment score. The bold CCR's are compulsory for all managers.

CORE MANAGERIAL SKILL	CORE MANAGERIAL SKILL
1. Strategic Capability & Leadership	Skills to be able to provide a vision, set the direction for the municipality or department and inspire others in order to deliver on the municipality's mandate
2. Programme & Project Management	Skills to enable the individual to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that local government objectives are achieved
3. Financial Management (Compulsory)	Skills required to manage projects and/or department work within the constraints of a budget. This includes being able to plan a budget at the beginning of the financial year, controlling costs throughout the year by allocating resources appropriately and understanding and anticipating the impact of other departments on own budget and adopting where necessary.
4. Change Management	Skills to initiate and support municipal transformation and change in order to implement new initiatives successfully and deliver on service delivery commitments

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5. Knowledge Management	Skills to be 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
6. Service Delivery Innovation	Skills to maintain high quality standards, focus 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
7. Problem Solving & Analysis	Skill 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
8. People Management & Empowerment (Compulsory)	Skills to manage and encourage people optimise their outputs and effectively manage relationships. This includes holding regular meetings with his/ her team so that information can be shared and so that the team is aware of decisions that may affect them. It also involves distributing workloads so that individual skills are used appropriately and so that the work is evenly spread, making sure that the team has the necessary tools and resources in order to do their work and motivating the team so that they are committed to achieving the goals of the department and ultimately the municipality
9. Client Orientation & Customer Focus (Compulsory)	Whether providing a service to an internal or external customer this means trying to determine the needs of the customer and then meeting those needs. At a minimum employee are required to react to queries, keeping promises, being honest in all their dealings, adhering to policies, procedures and delegations, keeping the client up to date, being friendly and helpful and solving problems quickly and without argument. Ideally managers are required to be proactive by trying to understand needs of the customer and providing an appropriate service based on these underlying needs
10. Communication	Skills to be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes.
11. Honesty & Integrity	Skill to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence

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ACHIEVEMENT LEVELS AND DESCRIPTION

LEVEL	DESCRIPTION
Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in- depth analyses
Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

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PERFORMANCE AGREEMENT [2015/16]

CORE MANAGEMENT CRITERIA

CORE MANAGEMENT CRITERIA (CMC)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Strategic Capability & Leadership	20%			
2. Programme & Project Management	N/A			
3. Financial Management (Compulsory)	10%			
4. Change Management	10%			
5. Knowledge Management	10%			
6. Service Delivery Innovation	N/A			
7. Problem Solving & Analysis	10%			
8. People Management & Empowerment (Compulsory)	20%			
9. Client Orientation & Customer Focus (Compulsory)	10%			
10. Communication	20%			
11. Honesty & Integrity	N/A			
TOTAL	100%			

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PERFORMANCE AGREEMENT [2015/16]

CORE OCCUPATIONAL COMPETENCY

CORE OCCUPATIONAL COMPETENCY	WEIGHT %	LEVEL	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Competence in Self-Management	20%			
2. Interpretation of and implementation within the legislation and national policy framework	20%			
3. Knowledge of developmental local government	5%			
4. Knowledge of Performance Management & Reporting	10%			
5. Knowledge of global & South African specific political, social and economic contexts	5%			
6. Competency on policy conceptualisation, analysis and implementation	10%			
7. Knowledge of more than one functional municipal fields/discipline	N/A			
8. Skills in mediation	5%			
9. Skills in governance	15%			
10. Competence as required by other national line sector departments	5%			

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11. Exceptional and dynamic creativity to improve the functioning of the municipality	5%			
TOTAL	100%			
KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(AXB) TOTAL SCORE	
KRA(Key Result Area)		80%		
CC(Conduct Criteria)		20%		
(C) FINAL SCORE				
FINAL SCORE IN PERCENTAGE (C/5X100)				%

SIGNATURES OF MEMBERS OF THE EVALUATION PANEL

Chairperson _____

Member : _____

Member : _____

Member : _____

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Member

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTION TO OVERCOME BARRIERS
	Master's in Public Administration	30 June 2016			

PERSONAL DEVELOPMENT PLAN

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PERFORMANCE AGREEMENT [2015/16]

AGREEMENT TO PERFORMANCE DEVELOPMENT PLAN

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on. SIGNATURE: _____ (Name of Manager: _____ Date: _____	I undertake to support _____ (name of Manager) with the achievement Of the above Performance and Development Plan SIGNATURE: _____ Name of Reporting Officer: _____
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FEEDBACK ON INFORMAL QUARTERLY REVIEW:

FEEDBACK FROM REPORTING OFFICER: Signature of Reporting Officer _____ Date: _____	 Signature of Manager _____ Date: _____
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FINANCIAL DISCLOSURE

I, the undersigned Surname and Initials ZANELE PATIENCE MNGADI
 (Postal Address) P.O. BOX 33613, GERMISTON, 1450
 (Residential Address) 15 LAKECHARD AVENUE, PALM LAKES RD, TYNEL MANOR, 1450
 (Position Held) DIRECTOR : CORPORATE SERVICES

(Name of Municipality) MANDONI MUNICIPALITY
 Tel: 032 456 7200 Fax: 032 456 2504

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

1. Shares and other financial interests (Not bank accounts with financial institutions)

Number of shares / extent of financial interest Nature Nominal value Name of Company or entity

2. Directorships and Partnerships

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
ALFY SADANI INTERNATIONAL	RETAIL	R0.00 DORMANT
ZANELE MNGADI AND ASSOCIATE		R0.00 DORMANT
KENAKO NEW VENTURE		R0.00 DORMANT
SIYAKHA DEVELOPMENT CONSULTANTS		R0.00 DORMANT

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

Name of Employer	Type of work	Amount of Remuneration or Income
N/A		

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Council

N/A		

Signature of Municipal Manager or Designate: _____ Date: _____

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4. Consultancies and Retainerships			
N/A			
Name of client	Nature	Type of business activity	Value of benefits received

5. Sponsorships		
N/A		
Source of assistance/sponsorship	Description of sponsorship	Value of sponsorship

6. Gifts and hospitality from a source rather than a family member		
N/A		
Description	Value	Source

7. Land and property			
HOUSE 15 LAKE CHARD AVENUE ROYAL PALM LAKES			
Description	Extent	Area	Value 3.5 000 000

SIGNATURE OF SENIOR MANAGER/MANAGER

DATE: _____

PLACE: _____

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OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following

questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer YES

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer NO

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer YES

2. I certify that the deponent has acknowledged that she/he knows and understands the contents

of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

[Signature]

Commissioner of Oath /Justice of the Peace

Full first names and surname: REFENCE SIKHOSI / 11/11/1981 (Block letters)

Designation (rank): CONSTABLE Ex Officio Republic of South Africa

Street address of institution:

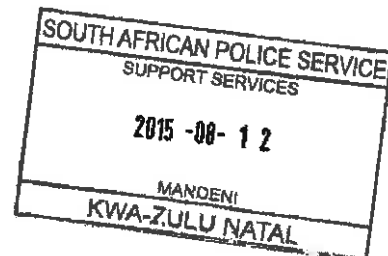
29 LONG ROAD MANDENI

Date: 2015-05-12

Place: MANDENI

CONTENTS NOTED: MUNICIPAL MANAGER

DATE: _____



[Signatures]



CODE OF CONDUCT

1. Definitions

In this Schedule "partner" means a person who permanently lives with another person in a manner as if married.

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 of the Local Government: Municipal Systems Act, Act 32 of 2000 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); of the Local Government: Municipal Systems Act, Act 32 of 2000;
- (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 maximize the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

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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.

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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 councillor, 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 councillor 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.

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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

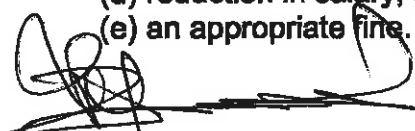
Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act

14 A. Disciplinary steps

(1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.

(2) Such other disciplinary steps may include –

- (a) suspension without pay for no longer than three months;
- (b) demotion;
- (c) transfer to another post;
- (d) reduction in salary, allowances or other benefits; or
- (e) an appropriate fine.


EMPLOYEE SIGNATURE

ZAHELE PATIENCE MINGADI
PRINT NAME


EMPLOYER SIGNATURE

12/08/2016
PRINT NAME

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