



# MANTSOPA

## LOCAL MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)  
(As from 6 December 2000)

Office

Post Bag X11 or  
Box 64  
LADYBRAND  
5

Joubert Street  
LADYBRAND  
5

Tel: 051-9240654  
051-9240659  
051-9240655  
051-9240657

Fax: 051-9240020

Email:

mantsopamun@xinet.co.za

Area Offices

P.O. Box 76  
TWEESPRUIT  
770

Tel: 051-9630061  
051-9630067

Fax: 051-9630110

P.O. Box 24  
EXCELSIOR  
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5  
HOBHOUSE  
9740

Tel: 051-9830013

Fax: 051-9830152

Hobhouse Way 177  
THABA PATCHOA  
9771

Tel: 051-9640010

Fax: 051-9640012

File no.:

TA Motshoikha

Contact Person:

31 August 2011

**HEAD OF THE DEPARTMENT**  
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS  
P.O. Box 211  
Bloemfontein  
9300

Attention: Mr. Kopung Ralikontsane

**SUBMISSION OF THE FINAL PERFORMANCE AGREEMENTS, PERFORMANCE  
PLANS AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLANS  
(SDBIP) FOR MANTSOPA LOCAL MUNICIPALITY (2011/2012 FINANCIAL YEAR)**

Dear Sir/Madam,

The contents of this letter refers,

Attached please find the final Performance Agreements, Performance Plans and Service Delivery Budget and Implementation Plan (SDBIP) for 2011/2012 financial year as required in terms of section 69 (3) (a) (b) of the Local Government: Municipal Finance Management Act no 56 of 2003.

In line with the above we have attached herewith copies of the following for your attention:

- (1) Performance Agreement, Performance Plan and Service Delivery and Budget Implementation Plan (SDBIP) for the (Acting) Municipal Manager;
- (2) Performance Agreement, Performance Plan and Service Delivery and Budget Implementation Plan (SDBIP) for the Chief Financial Officer;
- (3) Performance Agreement, Performance Plan and Service Delivery and Budget Implementation Plan (SDBIP) for the Director Corporate Services; and
- (4) Performance Agreement, Performance Plan and Service Delivery and Budget Implementation Plan (SDBIP) for the (Acting) Director Technical Services.

I hope you will find the attached documents in order.

Yours in faithfulness

**SM Selepe**  
**(ACTING) MUNICIPAL MANAGER**

**PERFORMANCE AGREEMENT: MANTSOPA  
LOCAL MUNICIPALITY'S CHIEF FINANCIAL  
OFFICER**

**MANTSOPA LOCAL MUNICIPALITY**

**PERFORMANCE AGREEMENT**

**MADE AND ENTERED INTO BY AND BETWEEN:**

**MANTSOPA LOCAL MUNICIPALITY  
AS REPRESENTED BY THE (ACTING) MUNICIPAL  
MANAGER**

**SM SELEPE**

**AND**

**MJ MAZINYO**

**THE EMPLOYEE OF THE MUNICIPALITY**

**FOR THE**

**FINANCIAL YEAR: 1 JULY 2011 - 30 JUNE 2012**

## PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

Mantsopa local Municipality herein represented by **SM Selepe** in his/her capacity as the **(Acting) Municipal Manager** (hereinafter referred to as the **Employer** or Supervisor)

And

**MJ Mazinyo**: Employee of the Municipality (hereinafter referred to as the **Chief Financial Officer**).

### 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 Act 32 of 2000 ("the Systems 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, requires 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), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;



- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2011** and will remain in force until **30 June 2012** thereafter 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 above-mentioned 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 by 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 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 standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 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.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 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
Basic Service Delivery	
Municipal Institutional Development and Transformation	
Local Economic Development (LED)	
Municipal Financial Viability and Management	100%
Good Governance and Public Participation	
Total	100%

- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the municipal manager and the relevant manager.



- 5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs 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**. Three of the CCRs are compulsory for Municipal Managers:

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Strategic Capability and Leadership		5
Programme and Project Management		5
Financial Management	compulsory	5
Change Management		5
Knowledge Management		5
Service Delivery Innovation		5
Problem Solving and Analysis		5
People Management and Empowerment	compulsory	5
Client Orientation and Customer Focus	compulsory	5
Communication		5
Honesty and Integrity		5
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management		5
Interpretation of and implementation within the legislative and national policy frameworks		5
Knowledge of Performance Management and Reporting		5
Knowledge of global and South African specific political, social and economic contexts		5
Competence in policy conceptualisation, analysis and implementation		5
Knowledge of more than one functional municipal field / discipline		5
Skills in Mediation		5
Skills in Governance		5
Competence as required by other national line sector departments		5
Exceptional and dynamic creativity to improve the functioning of the municipality		5
Total percentage	-	100%

## 6. EVALUATING PERFORMANCE

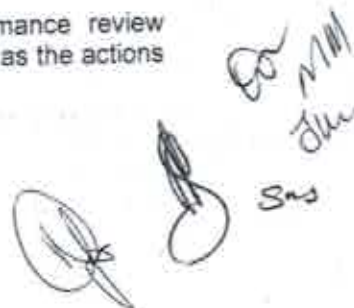
- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -

- 6.1.1 The standards and procedures for evaluating the **Employee's** performance; and
- 6.1.2 The intervals for the evaluation of the **Employee's** performance.

- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.

- 6.3 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.

EO  
MM  
Jue  
Sas



6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

6.5 The annual performance appraisal will involve:

**6.5.1 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.

**6.5.2 Assessment of the CCRs**

- (a) Each CCR 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 CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

**6.5.3 Overall rating**

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

6.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					



Level	Terminology	Description	Rating				
			1	2	3	4	5
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 PA 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 indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA 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 PA 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.					

6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -

- 6.7.1 Executive Mayor or Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
- 6.7.4 Mayor and/or municipal manager from another municipality; and
- 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.

6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
- 6.8.4 Municipal manager from another municipality.

- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 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 2011 – September 2011
Second quarter	:	October 2011 – December 2011
Third quarter	:	January 2012 – March 2012
Fourth quarter	:	April 2012 – June 2012

- 7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.
- 7.4 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.
- 7.5 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.

## 8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

## 9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall –
- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
  - 9.1.2 Provide access to skills development and capacity building opportunities;
  - 9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
  - 9.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
  - 9.1.5 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.



## 10. CONSULTATION

10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –

10.1.1 A direct effect on the performance of any of the **Employee's** functions;

10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and

10.1.3 A substantial financial effect on the **Employer**.

10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

11.3 In the case of unacceptable performance, the **Employer** shall –

11.3.1 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and

11.3.2 After appropriate performance 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.

## 12. DISPUTE RESOLUTION

12.1 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 –

12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or

12.1.2 any other person appointed by the MEC.

12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.



- 12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

### 13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.
- 13.2 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.
- 13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at LADY BRAND on this the 22 day of July 2011

AS WITNESSES:

1. [Signature]

2. [Signature]

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]  
Employee

[Signature]  
Municipal Manager

# **PERFORMANCE PLAN: MANTSOPA LOCAL MUNICIPALITY'S CHIEF FINANCIAL OFFICER**

# **PERFORMANCE PLAN**

## **CHIEF FINANCIAL OFFICER**

**2011/2012 FINANCIAL YEAR**

**MANTSOPA LOCAL MUNICIPALITY**



**Annexure A**

**PERFORMANCE PLAN**

**Entered into by and between**

**[SELBY MOHALERWA SELEPE]**

**["the Employer"]**

**And**

**[MATHOLASE JEMINAH MAZINYO]**

**["the Employee"]**

Handwritten signatures and initials in the bottom right corner. There are four distinct marks: a large stylized signature, a signature with 'Sey' written below it, a signature with 'MM' written to its right, and a circular stamp or signature at the bottom left of the group.

## 1. Purpose

The performance plan defines the Council's expectations of the Chief Financial Officer's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

## 2. Key responsibilities

The following objects of local government will inform the Chief Financial Officer's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

## 3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Infrastructure Development and Service Delivery.
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

Handwritten signatures and initials are present in the bottom right corner of the page.

Key Performance Area	Weight	Key Performance Indicator	Baseline	Target	Source of evidence	Progress on date of review	Corrective Measures to be taken	Evaluation Panel Score 12345
Financial Viability and Management	100%	Number of finance directorate management meetings held according to schedule	12	12	Proof of Finance Directorate management meetings held available for inspection			
		Signed performance contracts	5	5	Copies of performance contracts concluded with managers of the Finance Directorate available for inspection			
		Concluded performance assessment meetings	5	5	Proof of performance assessment meetings available for inspection			
		Annual financial statements signed by accounting officer by specified date	1	31 Aug 2011	Copy of annual financial statements signed by the accounting officer on the specified date available for inspection			
		Directorates receiving accurate expenditure reports on due dates	4	4	Proof of directorates receiving accurate trial balance on due dates available for inspection			
		Assets physically identified and recorded on a asset register	All	All	Copy of the asset register with physical identification and records of all assets available for inspection			
		Budget process approved by council	1	31 Aug 2011	Copy of the budget process and council resolution available for inspection			
		2012/2013 budget approved by council	1	30 Jun 2012	Copy of the budget and council resolution available for inspection			
		Adjustment budget approved by council	1	25 Jan 2012	Copy of adjusted budget and council resolution available for inspection			
		Consumer accounts posted by the end month billed	11 505	11 505	Proof of consumer accounts posted by the end of the month available for inspection			
		Monitor number of deviations	Per case	Per case	Proof in number of deviations monitored available for inspection			







		% of customers satisfied with quality and performance of counter service	>90%	>90%	Proof in percentage of customers satisfied quality and performance at counter services available for inspection			
		Fully compliant indigent register developed and implemented	Indigent Register	Indigent Register	Copy of compliant indigent register available for inspection			
		Money banked daily and cashiers balance at end of day	Daily	Daily	Proof of money banked daily and cashiers balance at end of day available for inspection			
		Meters read on a monthly basis	11 505	11 505	Proof of meters read on a monthly basis			
		Number of section 71 reports submitted	12	12	Copies of monthly section 71 reports submitted available for inspection			
		Review and implement the supply chain management policy aligned to the regulations	1	1	Copy of the supply chain management policy and council resolution available for inspection			
		Number of the general ledger account system maintained	1	1	Proof in percentage of general ledger accounting system maintained			
		Review and implement applicable expenditure policies	1	1	Copies of reviewed expenditure policies available for inspection			
		% of asset and risk management system implemented as required by the MFMA	90%	90%	Proof of asset and risk management systems implemented available for inspection			

Say  
 su  
 P  
 mm  
 Jh

Signed and accepted by Chief Financial Officer: Dezimo

Date: 22 July 2011

Signed by the (Acting) Municipal Manager on behalf of Mantsopa Local Municipality: Boop

Date: 22/07/11

**PERSONAL DEVELOPMENT PLAN:  
MANTSOPA LOCAL MUNICIPALITY'S CHIEF  
FINANCIAL OFFICER'S OFFICE**



PERSONAL DEVELOPMENT PLAN

MUNICIPALITY:

MANTSOBA LOCAL

INCUMBENT:

M. J. MAZINYO

SALARY:

R 750 448-14

JOB TITLE:

CHIEF FINANCIAL OFFICER

REPORT TO:

MUNICIPAL MANAGER

1. What are the competencies required for this job (refer to competency profile of job description)?

Financial management Degree  
Experience in financial management  
field  
Managerial skills, Competency level

2. What competencies from the above list, does the job holder already possess?

Competency level

3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)

Gap are still in Asset Management  
and Contract management

4. Actions/Training interventions to address the gaps/needs

Competency level through Service  
Providers that are accredited by  
National treasury

<p>5. Indicate the competencies required for future career progression/development</p> <p><u>Asset Management</u></p> <p><u>Contract Management</u></p> <p>_____</p> <p>_____</p>
<p>6. Actions/Training interventions to address future progression</p> <p><u>MBA Studies</u></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>7. Comments/Remarks of the Incumbent</p> <p><u>N/A</u></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>8. Comments/Remarks of the supervisor</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Agreed upon

Signature: Mazinyo Bage

Supervisor: Selby S. S. S.

Date: 22/07/2011

Signature: Mazinyo

Incumbent: Jemina MAZINYO

Date: 22/07/2011

Date of next review: \_\_\_\_\_

# **2011/2012 MANTSOPA LOCAL MUNICIPALITY SDBIP: CHIEF FINANCIAL OFFICER'S OFFICE**



# **SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN**

## **2011/2012 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN**

**[CHIEF FINANCIAL OFFICER'S]**

## Table of Contents

1. Introduction
2. Legislative Framework in terms of MFMA
3. The SDBIP Concept
4. Components of the SDBIP
  - a) Monthly projections of revenue by vote
  - b) Monthly projections of expenditure by vote
  - c) Monthly Projections of revenue by source
  - d) Monthly projections of expenditure by vote
5. Capital Projects
6. Conclusion

## 1. Introduction

This document provides for the annual submission of the Service Delivery and Budget Implementation Plan (SDBIP) as required in terms of the Municipal Finance Management Act. It should be read in conjunction with the Municipality's Integrated Development Plan (IDP), Budget and Strategic Business Unit Business Plans for the financial year 2011/ 2012.

The SDBIP give effect to the Integrated Development Plan (IDP) and budget of the municipality therefore the IDP and budget must be fully aligned with each other, as required by the MFMA. The SDBIP provides the vital link between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance.

The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring performance in service delivery against end-of-year targets and implementing the budget.

## 2. Legislative Framework in terms of MFMA

The Municipal Finance Management Act (MFMA) of 2003 is aimed to secure sound and sustainable management of the financial affairs of municipalities and to establish treasury norms and standards through continually promoting transparency, participation and accountability of municipalities.

The MFMA requires that municipalities prepare a Service Delivery and Budget Implementation Plan as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their Integrated Development Plan Strategy.

According to section 1 of the Act a service delivery and budget implementation plan means a detailed plan approved by the mayor of a municipality in terms of section 53(1) c)(ii) for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate-

- (a) Projections for each month of the year
  - (i) Revenue to be collected, by source; and
  - (ii) Operational and capital expenditure, by vote;
- (b) Service delivery targets and performance indicators for each quarter;
- (c) Any other matter that may be prescribed, and includes any revisions of such plan by the Mayor in terms of section 54(1)(c);



in terms of section 53 (3) of the Local Government: Municipal Finance Management Act (MFMA) No 56 of 2003. The Mayor must ensure-

- (a) that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan; and
- (b) that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan. Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.

### 3. The SDBIP Concept

The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community. It will facilitate the accountable role that managers hold to the Council and that Councillors hold to the community. It also fosters the management, implementation and monitoring of the budget, the performance of senior management and the achievement of the strategic objectives as laid out in the IDP.

Whilst the budget sets yearly service delivery and budget targets (revenue and expenditure per vote), it is imperative that in-year mechanisms are able to measure performance and progress on a continuous basis. Hence, the end-of-year targets must be based on quarterly and monthly targets, and the municipal manager must ensure that the budget is built around quarterly and monthly information. Being a start-of-year planning and target tool, the SDBIP gives meaning to both in-year reporting in terms of section 71 (monthly reporting), section 72 (mid-year report) and end-of-year annual reports.

### 4. Components of the SDBIP

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure (operating and capital) and revenue for each vote; and
- Quarterly projections of service delivery targets and performance indicators for each vote.

A) Revenue and Expenditure Projections

Monthly projections of revenue by vote

Description	Jul R(0)	Aug R(0)	Sep R(0)	Oct R(0)	Nov R(0)	Dec R(0)	Jan R(0)	Feb R(0)	Mar R(0)	Apr R(0)	May R(0)	Jun R(0)	Budget Year 2011/201 1,413	Budget Year 2012/2013 1,500	Budget Year 2013/2014 1,650
Council	471	-	-	-	471	-	-	-	-	471	-	-	-	-	-
Municipal Manager	183	-	-	-	1,843	-	-	-	-	1,843	-	0.00	5,529	5,860	6,446
Technical Services	6,881	8,531	8,331	7,681	8,281	6,931	7,681	7,581	6,581	6,581	6,731	6,484	88,275	105,659	129,007
Corporate Services	6,000	-	-	-	6,000	-	-	-	-	4,331	-	(0)	16,331	16,077	17,685
Financial Services	21,700	-	-	-	17,000	-	-	-	-	16,175	-	(123)	54,642	58,263	64,089
Total revenue by Vote	36,985	8,531	8,331	7,681	33,595	6,931	7,681	7,581	6,581	29,401	6,731	6,361	166,390	181,359	218,877

Monthly Projections of expenditure by vote

Description	Jul R(0)	Aug R(0)	Sep R(0)	Oct R(0)	Nov R(0)	Dec R(0)	Jan R(0)	Feb R(0)	Mar R(0)	Apr R(0)	May R(0)	Jun R(0)	Budget Year 2011/201 7,627	Budget Year 2012/2013 8,390	Budget Year 2013/2014 9,229
Council	636	636	636	636	636	636	636	636	636	636	636	636	636	636	636
Municipal Manager	461	461	461	461	461	461	461	461	461	461	461	461	461	461	461
Technical Services	6,800	6,750	6,800	6,500	6,400	6,400	6,500	6,700	6,800	7,200	6,750	6,804	80,404	91,229	100,352
Corporate Services	1,361	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,115	16,112	17,596	19,236
Financial Services	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179	2,867	37,832	41,615	45,777
Total Expenditure by Vote	12,438	12,388	12,438	12,138	12,038	12,038	12,138	12,338	12,438	12,838	12,388	12,133	147,754	165,187	181,586

Monthly Projections of Revenue by Source

Description	Budget Year 2011/2012												Medium Term and Expenditure Framework			
	Jul R(0)	Aug R(0)	Sep R(0)	Oct R(0)	Nov R(0)	Dec R(0)	Jan R(0)	Feb R(0)	Mar R(0)	Apr R(0)	May R(0)	Jun R(0)	Budget Year 2011/2012	Budget Year 2012/2013	Budget Year 2013/2014	
Property rates	910	910	910	910	910	910	910	910	910	910	910	910	10,919	12,011	13,212	
Property rates – penalties & collection charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Service charges – electricity revenue	1,000	2,850	2,550	2,400	2,200	2,250	2,200	2,200	2,300	2,500	2,850	672	27,972	35,000	42,000	
Service charges – water revenue	1,500	1,800	1,900	1,900	2,200	2,300	2,300	2,200	1,900	1,700	1,500	1,478	22,678	24,287	25,987	
Service charges – sanitation revenue	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	1,516	18,197	19,486	20,850	
Service charges – refuse revenue	865	865	865	865	865	865	865	865	865	865	865	865	10,395	11,671	13,040	
Service charges – other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Rental of facilities and equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Interest earned – external investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Interest earned – outstanding debtors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other revenue	23,095	1,016	1,016	1,016	20,855	1,016	1,016	1,016	1,016	20,855	1,016	(71,838)	1,095	1,204	1,325	
Total Revenue by source	30,885	8,959	8,759	8,609	28,548	8,859	8,809	8,709	8,509	28,348	8,659	8,739	166,390	187,359	218,877	



Monthly Projections of Expenditure by Vote

Description	Budget Year 2011/2012												Medium Term and Expenditure Framework			
	Jul R(0)	Aug R(0)	Sep R(0)	Oct R(0)	Nov R(0)	Dec R(0)	Jan R(0)	Feb R(0)	Mar R(0)	Apr R(0)	May R(0)	Jun R(0)	Budget Year 2011/2012	Budget Year 2012/2013	Budget Year 2013/2014	
Employee related cost	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	4,150	49,801	54,781	60,260	
Remuneration of councillors	-	-	-	-	-	-	-	-	-	-	-	3,897	3,897	4,287	4,715	
Debt impairment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Depreciation & asset impairment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Bulk purchase	2,500	2,400	2,200	2,000	1,800	1,800	1,800	1,800	2,200	2,300	2,400	2,520	15,720	32,030	35,235	
Other material	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Contracted services	-	-	12	-	-	306	-	-	11	-	-	260	598	3,000	3,300	
Transfers and grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other expenditure	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	5,174	63,083	64,869	71,244	
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total expenditure</b>	<b>11,824</b>	<b>11,724</b>	<b>11,536</b>	<b>11,324</b>	<b>11,124</b>	<b>11,440</b>	<b>11,124</b>	<b>11,124</b>	<b>11,535</b>	<b>11,624</b>	<b>11,724</b>	<b>21,655</b>	<b>147,754</b>	<b>165,187</b>	<b>181,586</b>	
<b>Surplus/(deficit)</b>	<b>19,064</b>	<b>(2,765)</b>	<b>(2,777)</b>	<b>(2,715)</b>	<b>17,424</b>	<b>(2,581)</b>	<b>(2,315)</b>	<b>(2,415)</b>	<b>(3,026)</b>	<b>16,724</b>	<b>(3,065)</b>	<b>(12,915)</b>	<b>18,636</b>	<b>22,172</b>	<b>37,291</b>	
Transfers recognised – capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions recognise – capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>19,064</b>	<b>(2,765)</b>	<b>(2,777)</b>	<b>(2,715)</b>	<b>17,424</b>	<b>(2,581)</b>	<b>(2,315)</b>	<b>(2,415)</b>	<b>(3,026)</b>	<b>16,724</b>	<b>(3,065)</b>	<b>(12,915)</b>	<b>18,636</b>	<b>22,172</b>	<b>37,291</b>	
Taxation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Attributable to minorities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Share of surplus/(deficit) of associate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>-Surplus/(Deficit)</b>	<b>19,064</b>	<b>(2,765)</b>	<b>(2,777)</b>	<b>(2,715)</b>	<b>17,424</b>	<b>(2,581)</b>	<b>(2,315)</b>	<b>(2,415)</b>	<b>(3,026)</b>	<b>16,724</b>	<b>(3,065)</b>	<b>(12,915)</b>	<b>18,636</b>	<b>22,172</b>	<b>37,291</b>	

B) Quarterly Projections of Service Delivery Targets and Performance Indicators for each Vote

Directorate: Financial Services

Vote:	Unit of Measurement	Actual Target	Annual Expenditure	Annual Revenue	1 <sup>st</sup> Quarter		2 <sup>nd</sup> quarter		3 <sup>rd</sup> quarter		4 <sup>th</sup> quarter	
					Projections	Actual	Projections	Actual	Projections	Actual	Projections	Actual
Financial Services	Number of finance directorate management meetings held according to schedule	12			3	0	3	0	3	0	3	0
	Signed performance contracts	5			5	0	0	0	0	0	0	0
	Concluded performance assessment meetings	5			5	0	0	0	0	0	0	0
	Annual financial statements signed by accounting officer by specified date	1			0	0	1	0	0	0	0	0
	Directorates receiving accurate trial balance on due dates	4			4	0	4	0	4	0	4	0
	% of queries attended to satisfactorily by directorates on due dates	>80			>80	0	>80	0	>80	0	>80	0
	Appoint service provider to perform the unbundling of all municipal assets	1			1	0	0	0	0	0	0	0
	Assets physically identified and recorded on a asset register	All			All	0	All	0	All	0	All	0
	Budget process approved by council	1			0	0	1	0	0	0	0	0
	2012/2013 budget approved by council	1			0	0	0	0	0	0	1	0
	Submission of needs analysis to budget and treasury office	4			0	0	0	0	0	0	4	0
	Adjustment budget approved by council	1			0	0	0	0	1	0	0	0
	Annual policy amendments proposals	1			0	0	0	0	0	0	1	0

Formal disaster recovery plan	1					1	0	0	0	0	0	0	0
Consumer accounts posted by the end month billed	11 505					11 505	0	11 505	0	11 505	0	11 505	0
Monitor number of deviations	Per case					Per case	0	Per case	0	Per case	0	Per case	0
% of customers satisfied with quality and performance of counter service	>90%					>90%	0	>90%	0	>90%	0	>90%	0
Fully compliant indigent register developed and implemented	Indigent Register					1	0	1	0	1	0	1	0
Money banked daily and cashiers balance at end of day	Daily					Daily	0	Daily	0	Daily	0	Daily	0
Meters read on a monthly basis	11 505					11 505	0	11 505	0	11 505	0	11 505	0
Number of reports submitted	12					3	0	3	0	3	0	3	0
Review and implement the supply chain management policy aligned to the regulations	1					1	0	0	0	0	0	0	0
% of the general ledger accounting system maintained	100%					100%	0	100%	0	100%	0	100%	0
Review and implement applicable expenditure policies	1					1	0	0	0	0	0	0	0
% of asset and risk management system implemented as required by the MFMA	90%					90%	0	90%	0	90%	0	90%	0



**CODE OF CONDUCT FOR MUNICIPAL STAFF  
MEMBERS: MANTSOPA LOCAL  
MUNICIPALITY'S CHIEF FINANCIAL OFFICER**

## Appendix B

### Schedule 2

#### CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

[Sch. 2 amended by s. 29 of Act No. 44 of 2003.]

##### Wording of Sections

1. Definitions. — In this Schedule “partner” means a person who permanently lives with another person in a manner as if married.

##### General conduct

2. 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.

##### Commitment to serving the public interest

3. 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.

## Personal gain

4. (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.

## Disclosure of benefits

5. (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.

## Unauthorised disclosure of information

- 6.(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.

## Undue influence

7. 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.

## Rewards, gifts and favours

- 8.(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 sub item (1).

## Council property

9. 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.



## Payment of arrears

10. 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.

## PARTICIPATION IN ELECTIONS

11. 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.

## Sexual harassment

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

## Reporting duty of staff members

13. 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.

## Breaches of Code

14. 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.

## Disciplinary steps

14A(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.

[Item 14A inserted by s. 29 of Act No. 44 of 2003.]

**FINANCIAL DISCLOSURE FORM: MANTSOPA  
LOCAL MUNICIPALITY'S CHIEF FANANCIAL  
OFFICER**

## **INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM**

The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):

### **NOTE 1**

#### **Shares and other financial interests**

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

### **NOTE 2**

#### **Directorships and partnerships**

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

### **NOTE 3**

#### **Remunerated work outside the public service (All remunerated employment must be sanctioned prior to the work being done.)**

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

### **NOTE 4**

#### **Consultancies and retainerships**



Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

#### **NOTE 5**

##### **Sponsorships**

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

#### **NOTE 6**

##### **Gifts and hospitality from a source other than a family member**

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

#### **NOTE 7**

##### **Land and Property**

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description and extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

CONFIDENTIAL

Appendix C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) MAZUNYO M-J

(Postal address) Box 6359

BLOEMFONTEIN, 9300

(Residential address) NOI BOUQUET, CNR ROELF DREYER &

GASCONY, PENTAGON PARK, BLOEMFONTEIN

(Position held) CHIEF FINANCIAL OFFICER

(Name of Municipality)

MANTSOPA

Tel: 051 9240654 Fax: 086 576 4260

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.)  
See information sheet: note (1)

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
INZALO	Unlisted	100 shares	SASOL
Investment	Call account		ABSA
Investment	Fixed Deposit		CAPITEC

2. Directorships and partnerships  
See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
Lavender Hill 547	Manufacturing	14/A

CONFIDENTIAL

3. Remunerated work outside the Municipality

Must be sanctioned by Council. See information sheet: note (3)

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

Council \_\_\_\_\_

Signature by Council \_\_\_\_\_

Date \_\_\_\_\_

4. Consultancies and retainerships

See information sheet: note (4)

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

5. Sponsorships

See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship

6. Gifts and hospitality from a source other than a family member

See information sheet: note (6)

Description	Value	Source
TICKETS	500	MTM
LAPTOP	8000	Harvard Institute

CONFIDENTIAL

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
House		Bleemfontein	700 000




Mazinyo  
SIGNATURE OF EMPLOYEE

DATE: 22 JULY 2011

PLACE: \_\_\_\_\_

**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.

Mazinyo  
Commissioner of Oath / Justice of the Peace

Full first names and surname:

MOKHO ANGELINA MASILO

CONFIDENTIAL


SEARCHED	INDEXED
SERIALIZED	FILED
JUL 27 2011	
CENTRAL	
SOUTH AFRICAN POLICE SERVICE	

Designation (rank) RESERVE Constable Ex Officio Republic of South Africa

Street address of institution 24 PIET RETIEF STREET  
LADJBRATID

Date 2011-09-07 Place LADJBRATID



  
CONTENTS NOTED: EXECUTIVE MAYOR/ MAYOR

DATE:

07/09/2011

