

POLICY – RECRUITMENT, SELECTION AND APPOINTMENT OF STAFF

Dated 30 May 2023

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Scope of policy

The Municipal Staff Regulations apply to all municipalities as defined in section 2 of the Act; and all staff members of a municipality.

These Regulations must be read in conjunction with the Local Government: Regulations on Minimum Competency Levels, 2007, Government Notice No. 493 as published in Government Gazette No. 29967.

Unless otherwise specified in these Regulations, these Regulations do not apply to all senior managers; and persons participating in the national public works programme or a similar scheme.

The Minister may, by notice in the *Gazette*, extend the application of these Regulations to a municipal entity.

Guidelines

These Regulations must be read in conjunction with the Guidelines published by the Minister in terms of section 72, read with section 120 of the Act.

Principles

10. (1) The recruitment, selection and appointment of a staff member to a post on the staff establishment must;
 - (a) comply with the requirements of the municipality's employment equity policy and plan: Provided that if a municipality is unable to adhere to the employment equity plan due to specialised scarce skills required for a specific post, the municipality must record reasons for deviation from the policy;
 - (b) be integrated with other human resource management systems and procedures;
 - (c) use objective competencies specified in the Regulations; and
 - (d) be filled through advertising in accordance with regulation 14.

Determination of recruitment needs

11. (1) Every municipality must-
 - (a) develop the strategy to;
 - (i) fill funded vacancies;and
 - (ii) reduce turnaround times for filling of approved vacant funded posts;
 - (b) fill all funded vacant posts on the staff establishment within six months of a funded post becoming vacant;
 - (c) at all times have the capacity and capability to perform its functions.
- (2) The strategy contemplated in sub-regulation (1)(a) must include timeframes for the various activities included in the recruitment and selection processes.
- (3) A vacant post on the staff establishment may not be filled unless-
 - (a) the Municipal Manager or a staff member to whom this function is delegated has approved the filling of the post and
 - (b) the post is budgeted for.
- (4) Deviation from the above-mentioned may be granted on the following grounds:
 - (a) budget cut requiring prioritisation of personnel expenditure;
 - (b) impending re-structuring exercise; and
 - (c) alternative staffing solutions are adopted.

General requirements for appointment of staff

- 12 (1) No person may be appointed as a staff member on a fixed-term contract, permanent basis, or probation, to any post on the approved staff establishment of a municipality, unless he or she-
- (a) is a South African citizen, permanent resident or foreign national with a valid work permit;
 - (b) and possesses the relevant competencies, qualifications and experience, as set out in Annexure A.

Competency requirements for staff

13. (1) A person appointed as staff member in terms of these Regulations must, where applicable-
- (a) have the necessary competencies; and
 - (b) comply with the minimum requirements for education qualifications, work experience and knowledge as set out in Annexure A.
- (2) A staff member who was appointed before these Regulations came into effect and who does not meet the minimum competency requirements of the relevant post as prescribed, shall be deemed to be meeting the requirements of the post. Despite the provision of this regulation, a municipality may place a staff member on a program to acquire the competency requirements as prescribed in order for the staff member to be eligible for career opportunities in the municipality.
- (3) If a staff member has not attained the competencies as prescribed in these Regulations, the municipality must utilize the workplace skills plan to identify and address the staff member's competency gaps and development needs.
- (4) The Minister may issue a notice in the gazette determining uniform competency-based assessment for specific occupational streams.
- (5) The municipality must subject a staff member to a competency assessment for specific occupational streams as determined by the Minister in terms of sub-regulation 13(4) above.

Advertising of vacant post

14. (1) The municipality must advertise a post after the approval referred to in sub-regulation 11(3)(a) has been obtained.
- (2) The advertisement must at least specify the-
- (a) job title;
 - (b) term of appointment;
 - (c) place of work;
 - (d) applicable salary scale or pay range;
 - (e) competency requirements of the post, and where applicable the minimum qualifications and experience as set out in Annexure A;
 - (f) inherent requirements of the job;
 - (g) summary of the core functions;
 - (h) need for signing an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest;
 - (i) address where applications must be sent;
 - (j) place where applicants can obtain the application form;
 - (k) contact person;
 - (l) where necessary, the need to undergo screening and vetting; and
 - (m) closing date for submission of applications.
- (3) If a municipality does not have the capacity to manage recruitment processes, such municipality may appoint a recruitment agency to undertake the recruitment processes including-

- (a) response handling;
- (b) compilation of -
 - (i) long list of all applicants who applied for the advertised post;
 - (ii) preliminary list of applicants who meet the requirements;
 - (iii) list of applicants who do not meet all requirements but have the potential; and
 - (iv) list of applicants who do not meet the requirements: Provided that the advertising and recruitment procedures comply with the provisions of the Act and these Regulations.
- (4) The recruitment agency contemplated in sub-regulation (3) shall not undertake the selection process.
- (5) An advertisement contemplated in sub-regulation (2) may be utilised to create a pool of potential candidates valid for a period not exceeding six months from the date of advertisement to fill any other vacancy in the relevant municipality if -
 - (a) the job title, core functions, inherent requirements of the job and the salary level of the other vacancy is the same as the post advertised; and
 - (b) the recruitment process contemplated in these Regulations has been complied with.
- (6) A municipality may advertise any funded vacant post, as a minimum, within the municipality, but may also advertise such post -
 - (a) locally; or
 - (b) nationwide.

Application for vacant post

15. (1) An application for a vacant post must be made on the form that is attached as Annexure B.
- (2) Despite sub-regulation (1), a municipality may use an on-line application form that contains the information in Annexure B and is consistent with these Regulations.
- (3) An applicant for a post must disclose-
 - (a) his or her qualifications and experience;
 - (b) his or her contactable references;
 - (c) his or her registration with a relevant professional body, if applicable;
 - (d) full details of any dismissal for misconduct or substandard performance; and
 - (e) any disciplinary actions, whether pending or finalised, instituted against the applicant in his or her current or previous employment.
- (4) Any misrepresentation or failure to disclose material information contemplated in sub-regulation (3) and the application form, is a breach of the Code of Conduct for Municipal Staff as provided for in Schedule 2 of the Act.
- (5) Applications not made on the prescribed application form will render any appointment or contract entered into, between the municipality and the successful candidate invalid.
- (6) The municipality must maintain a record of all applications received and the information contained in the applications must be kept confidential and stored in a secure place on the municipality's premises. A record of applications shall be disposed of in terms of the National Archives and Record Service of South Africa Act, 1996.
- (7) The record must contain-
 - (a) the applicants' biographical details and contact information;
 - (b) the details of the post for which the applicants were applying;
 - (c) the applicants' qualifications; and
 - (d) any other requirements outlined in the application form.

Selection panel

16. (1) A Municipal Manager or his or her delegate must appoint a selection panel for each of the advertised post to recommend the appointment of a suitable person to the vacant post.
- (2) The selection panel must comprise of at least 3, but not more than 5 members.
- (3) The chairperson of the panel must be the supervisor or a staff member employed at least one job grade higher than that of the advertised post.
- (4) In deciding on the composition of the selection panel, the Municipal Manager must have regard to the following considerations:
- (a) The nature of the post;
 - (b) the gender and race balance of the panel; and
 - (c) the skills, expertise, experience and availability of the persons to be involved.
- (5) A member of a selection panel must-
- (a) disclose any interest or relationship with shortlisted candidates during the short listing process;
 - (b) recuse himself or herself from the selection panel if-
 - (i) his or her spouse, partner, close family member or close friend has been shortlisted for the post;
 - (ii) the panel member has a *de facto* relationship or some form of indebtedness to a shortlisted candidate or vice versa; or
 - (iii) any other conflict of interest; and
 - (c) sign a declaration of confidentiality as set out in Annexure C to avert the disclosure of information to unauthorised persons.
- (6) If a union representative is allowed to attend interviews as an observer, he or she must sign the declaration as set out in Annexure C to prevent the disclosure of information to unauthorised persons.
- (7) The head of human resource or his or her delegate must facilitate and provide advisory services during the selection process to ensure compliance with the Regulations in the recruitment and selection process.
- (8) A staff member delegated to provide secretarial services during the selection process may not form part of the selection panel.
- (9) Each panel member must disclose potential conflict to be considered by the full selection panel at the initial meeting of the panel.
- (10) If a conflict of interest becomes apparent during the selection process, the Municipal Manager or his or her delegate may take the appropriate steps to remedy the situation, which may include declaring the selection process invalid and commencing a new process.
- (11) If a conflict of interest becomes apparent after the appointment, the Municipal Manager or his or her delegate must report the matter to the relevant delegated authority which must take remedial action and, where necessary, disciplinary action.

Shortlist of applicants

17. (1) The municipality must compile a list of all applications received for the post evaluated against the relevant competency requirements for the post.
- (2) The selection panel must compile a shortlist based on the inherent requirements of the position as advertised and with due regard to section 20 of the Employment Equity Act.

Interviews

18. (1) The list of shortlisted candidates and copies of their applications must be submitted to the selection panel prior to the interviews taking place.
- (2) The selection panel for a post, once constituted, must remain the same at all times. If a member of the selection panel is unable to proceed with the interviews due to circumstances beyond that member's control, such panel member may be replaced or withdrawn. If the selection panel does not quorate, the panel must be reconstituted.
- (3) Despite the provisions of sub-regulation 2, a municipality must grant observer status to each of the recognised trade union representatives during the interviews: Provided that failure by the union to attend the interviews from proceedings will not invalidate the decision of the panel.
- (4) The selection panel must interview the shortlisted candidates.
- (5) Before the interview for a specific post commences, the selection panel must confirm the selection criteria for the advertised post, based on the relevant competencies required for the advertised post.
- (6) The selection panel must keep a written record of the interviewed candidates.
- (7) After considering all the relevant information, the selection panel must recommend candidates in order of preference. If the recommended candidate declines an offer of employment, the next suitable candidate, where applicable, may be considered for appointment.
- (8) If it is determined that the recruitment process has not attracted suitable candidates, the post may be re-advertised.
- (9) If the post is categorised as a critical and scarce skill post, alternative recruitment methods such as executive search, head-hunting, referrals and re-advertising may be considered only if the recruitment process has not attracted suitable candidates.
- (10) The recommendations of the selection panel must be determined by-
- (a) consensus; or
 - (b) where the panel fails to reach consensus, the matter shall be referred to the Municipal Manager or his or her delegate for mediation or resolution.
- (11) If the selection panel recommends an appointment to the post, it must submit its recommendation to the Municipal Manager or his or her delegate for approval.

References and personal credential verification

19. (1) Reference checks and personal credential verification for shortlisted candidates must be conducted by-
- (a) verifying the candidate's suitability for the job with the current or previous employer;
 - (b) establishing the validity of candidate qualifications and any other verification required by the position before appointment;
 - (c) determining whether the candidate has been dismissed previously for misconduct or poor performance by another municipality or employer, and, if so, the nature of that misconduct or poor performance; and
 - (d) verifying any other additional personal credentials as may be required by the nature of the job such as criminal records, identification document, security clearance and, where necessary, credit checks.
- (2) A written report on the outcome of the reference checks and personal credential verification must be compiled and considered before the appointment is concluded.

(3) Despite sub-regulation (1)(a), a candidate who does not have a previous employment record may not be disqualified as a candidate for appointment to an advertised post.

Appointment

20. (1) A person may be appointed as a staff member only if he or she-
- (a) possesses the relevant competencies as prescribed in Annexure A; and
 - (b) is not disqualified in terms of regulation 22.
- (2) The Municipal Manager or the staff member to whom this function is delegated must-
- (a) consider the recommendations of the selection panel; and
 - (b) decide-
 - (i) whom to appoint; and
 - (ii) the terms and conditions of employment.
- (3) Before making a decision to appoint, the Municipal Manager or delegate must satisfy himself or herself that the candidate meets the relevant requirements of the post as provided in Annexure A.
- (4) If the decision of the Municipal Manager or the delegate does not accord with the recommendations of the selection panel, the reasons for such a decision must be recorded in writing.
- (5) An appointment may only take effect after the Municipal Manager or his or her delegate has approved the appointment in writing.
- (6) The Municipal Manager or his or her delegate must ensure that all the interviewed candidates are informed whether or not they were successful.
- (7) Unsuccessful candidates must, on request, be provided with reasons in writing as to why they were not successful.

Appointment of support staff to offices of public office bearers

21. (1) A person appointed to a post on the approved staff establishment in order to support the office of a public office bearer must either be—
- (a) seconded from a post on that municipality's approved staff establishment or another municipality's staff establishment; or
 - (b) appointed on a fixed-term contract of employment linked to the term of office of the public office bearer.
- (2) The duration of the secondment or fixed-term employment contract contemplated in sub-regulation (1), may not be longer than 30 days after the public office bearer vacates office.

Re-employment of dismissed staff

22. (1) A person who was dismissed from a municipality for any reason stated in column B of the table in Annexure E, may not be employed in any municipality before the period set out in column C of the table has expired.
- (2) Despite sub-regulation (1), a person who has lodged a dispute in terms of any applicable legislation, may be appointed subject to the outcome of the dispute.
- (3) The periods set out in column C of the table in Annexure E, run concurrently in respect of a person who was dismissed for more than one category of misconduct set out in column B of the table in Annexure E.
- (4) A municipality must maintain a record of staff dismissed for misconduct and staff who resigned prior to

the finalisation of any disciplinary proceedings.

- (5) The record must contain-
- (a) the full names and identity number of the person;
 - (b) the title of the post that the person occupied;
 - (c) the nature of the misconduct;
 - (d) the date of suspension, if any;
 - (e) the conditions of suspension, if any;
 - (f) the date on which the misconduct was referred to a disciplinary hearing or pre-dismissal arbitration;
 - (g) the date of commencement of the disciplinary hearing or pre-dismissal arbitration;
 - (h) the finding;
 - (i) whether a dispute was referred to the bargaining council or the Labour Court;
 - (j) the costs incurred by the municipality; and
 - (k) the date of resignation or dismissal of the person.

Probation

23. (1) The appointment of a person as contemplated in these Regulations must be effected on a minimum probationary period of three months and a maximum probationary period of 12 months.
- (2) The probationary period must be determined on the basis of the job requirements and the minimum period required to establish whether performance is satisfactory or not.
- (3) The period of probation excludes the number of days for which leave has been taken by the staff member during the period of probation or any extension thereof.
- (4) The Municipal Manager or his or her delegate must-
- (a) inform the staff member within the first two weeks of employment of that member's performance requirements;
 - (b) ensure that the staff member completes the municipality's induction programme and
 - (c) assess the staff member's performance; and provide the staff member with feedback on a quarterly basis on that member's performance.
- (5) If a staff member's performance is not satisfactory, the Municipal Manager or his or her delegate must advise the staff member of any aspects that the staff member is considered to be failing to meet.
- (6) If the Municipal Manager or his or her delegate believes that the staff member's performance does not meet the required standards, he or she may extend the probationary period or dismiss the staff member, provided that-
- (a) the staff member shall first be given a reasonable period of time for assessment, training, guidance or counselling; and
 - (b) the staff member's performance continues to be unsatisfactory after a reasonable period has been given to the staff member to improve his or her performance.
- (7) Despite sub-regulation 6, the Municipal Manager or his or her delegate may extend the probationary period by a period not exceeding six months, in order to afford the municipality an opportunity to further assess the staff member's performance.
- (8) Within one month after the completion of the probationary period, the Municipal Manager or his or her delegate must—
- (a) confirm the appointment if-
 - (i) the staff member's performance during the probationary period was satisfactory; and
 - (ii) the staff member complied with all the conditions of the probationary appointment;
 - (b) subject to the Labour Relations Act, terminate the appointment if—

- (i) the staff member's performance was not satisfactory during the probationary period; and
- (ii) the staff member did not comply with all the conditions of the probationary appointment.

Promotion

24. (1) A staff member who is appointed in accordance with this chapter to a post in a municipality that is higher in salary level or job grade than the one that he or she previously occupied in that municipality is deemed to be promoted to that post.
- (2) A staff member who is promoted does not forfeit his or her years of service which accrued from those years of service.

Transfer of staff

25. (1) A municipality may transfer any staff member in the service of that municipality to any equivalent post in the municipality or, subject to section 197 of the Labour Relations Act, to an equivalent post in another municipality.
- (2) A staff member may only be transferred-
- (a) if the staff member requests or consents, in writing, to the transfer; or
 - (b) in the absence of consent, if the transfer is fair taking into consideration—
 - (i) the operational requirements of the affected institutions, including whether the transfer of the staff member would address such requirements;
 - (ii) written representations from the staff member prior to the proposed transfer; and
 - (iii) the extent to which the interests and circumstances of the staff member may be fairly accommodated.
- (3) The salary and other conditions of service of a staff member may not be adversely affected by a transfer under this regulation without the written consent of that staff member.
- (4) A staff member contemplated in this regulation may not be demoted, promoted or transferred to a position at a level which is lower or higher than the staff member's current post level.

Secondment of staff to another municipality

26. (1) A municipality may second a staff member with the relevant competencies to act in a post that is vacant in another municipality.
- (2) The municipalities contemplated in sub-regulation (1) must conclude a written agreement regarding the secondment that specifies-
- (a) the municipality responsible for the costs of secondment;
 - (b) the duration of the secondment, which may not in each case exceed a period of twelve months;
 - (c) the person to whom the seconded staff member must report;
 - (d) the place at which the seconded staff member must work; and
 - (e) the new job description of the seconded staff member.

Secondment of other government employees to municipality

27. (1) A municipality may request national or provincial government, another municipality or any state organ as the case may be, to second a person with the relevant competencies to act in a vacant post for a specified period or until such time that a suitable candidate has been appointed: Provided that the relevant legislation, terms and conditions of service of that person apply.
- (2) The parties contemplated in sub-regulation (1) must conclude a written agreement regarding the

secondment that specifies the issues set out in regulation 26(2).

(3) The municipality must inform the MEC of any such secondment and the terms and conditions associated with that secondment.

Acting appointment

28. (1) An acting appointment may be made to a funded post in order to ensure that the disruption of services is minimised.

(2) Unless indicated otherwise in the appointment to the acting post, a staff member of a municipality who is acting in a higher post in the same municipality must continue to perform the duties of the post that the staff member ordinarily occupies during the acting period.

(3) A person acting in a higher post has no right or expectation to be appointed to that post, except as otherwise provided in these Regulations.

(4) A staff member may only act in a post that is equivalent to or one grade higher than the post that the staff member ordinarily occupies.

(5) The appointment to act in a post must be-

- (a) with the consent of the staff member;
- (b) in writing; and
- (c) authorised by the Municipal Manager or the person to whom this function is delegated.

(6) The staff member appointed to act in a post must have the requisite competencies to be able to perform the duties associated with the post.

(7) In selecting a person to act in a post, the following must be considered:

- (a) The relevant requirements of the post and that person's performance;
- (b) the municipality's developmental needs; and
- (c) the municipality's employment equity policy and plan.

(8) A person may only be appointed in an acting position for a period not exceeding three months.

(9) Despite sub-regulation (8), the Municipal Manager, or his or her delegate, may extend the period in sub-regulation (8) for a further period of three months, if there is a justifiable reason to do so.

(10) Any further extensions made under sub-regulation (9) shall not exceed a period of nine consecutive months, whereafter the post must be advertised and filled on a competitive basis.

(11) The performance of a staff member appointed to act in a post must be assessed in terms of these Regulations.

Appointment of permanent staff

29. Except as provided for in regulations 21 and 30, appointments of staff members made in terms of section 66 of the Act shall be on a permanent basis.

Appointment of staff on fixed term contract

30. (1) Despite regulation 29, a municipality may, in exceptional circumstances and within its administrative and financial capacity, appoint a person or persons on fixed term contract without adhering to the procedures and processes as contained in this chapter.

(2) The application of sub-regulation (1) is subject to the provisions of section 198B of the Labour

Relations Act.

Determining of salary scales

31. With the determining of salary curves, one curve is added for each year of relevant experience. In exceptional cases 2 salary curves may be awarded for each year of experience. The Municipal Manager however has the authority to alter this principle and make the final ruling in this regard.

Payment of travelling costs for attending interviews

32. Travel expenses are paid for actual distance travelled by car at running costs as per the approved AA tables, calculated against the cylinder capacity. In cases of air travel, the cost of a return ticket (economic class) plus travelling expenses to rent a car to travel between Ashton or applicable venue and the airport will be paid.

Resettlement Costs

33. If an employee is employed and his/her furniture needs to be moved by a moving company, the request will be loaded on Collaborator and the Supply Chain Management section will obtain three quotations from removal companies.

These three written quotations together with a written application for Resettlement Costs will be presented to the Municipal Manager for approval.

If the Municipal Manager approved the Resettlement Costs, the employee will be presented with the following conditions.

For every **R 941.63 (January 2023)** or part thereof, the employee must remain in service of the Municipality for one month. This amount will increase annually with 10%

If the employee fails to do so he/she will be responsible to pay the Municipality the outstanding amount on request.

After the employee has accepted the conditions in writing and provide the Municipality with a written invoice the Finance Department will pay the removal company.

No payments will be made until the employee has indicated that he/ she is satisfied with services rendered.

ANNEXURE B: APPLICATION FORM FOR EMPLOYMENT

The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the suitability of the applicant. This form is designed to assist municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)

DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for					
Reference number					
Name of the Municipality					
Notice service period					
PERSONAL DETAILS					
Surname					
First Names					
ID or Passport Number					
Gender	Male		Female		
Race	African	White	Coloured	Indian	
Do you have a disability?	Yes	No	If yes, elaborate		
Are you a South African Citizen?	Yes	No	If not, what is your nationality?		
			Do you have a valid work Permit?	Yes	No
Do you hold a professional membership with any professional body?	Yes	No	Name of professional body	Membership Number	Expiry date

CONTACT DETAILS	
Telephone number during office hours	()
Mobile phone number	
Postal address	
	Code:
Email Address	
Preferred language of communication	

QUALIFICATIONS (please elaborate on your CV)		
Highest educational qualification obtained		
Name of the School	Highest Grade	Year obtained

Highest tertiary qualification obtained			
Name of Institution	Name of a qualification	NQF level	Year obtained

WORK EXPERIENCE(please elaborate on your CV)						
Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	

DISCIPLINARY RECORD				
Have you been dismissed for misconduct during the past ten (10) years?	Yes		No	
If yes, Name of Municipality/ Employer				
Type of a Misconduct/ Transgression				
Date of Resignation/ Disciplinary case finalised/Dismissal				
Award/ sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	Yes		No	

CRIMINAL RECORD				
Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes		No	
If yes, type of criminal act				
Date criminal case finalised				
Outcome/ Judgment				

REFERENCES (please elaborate on your CV)				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

DECLARATION	
<i>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.</i>	
Signature:	Date:

ANNEXURE C

DECLARATION OF CONFIDENTIALITY BY THE SELECTION PANEL MEMBER

INTERVIEWS FOR THE ADVERTISED POST OF
(NAME OF THE ADVERTISED POST)

Date: dd/mm/yy

I hereby declare that I have read the provisions of regulation 24 of the Local Government: Municipal Staff Regulations ("hereinafter referred to as the Regulations").

I hereby further declare that —

I have no personal interest in any of the interviewed candidates;

I do not have any relationship whatsoever with the interviewed candidates;

I am not indebted to any of the interviewed candidates or *vice versa*;

my participation in this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;

I will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews.

(d) all the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Manager or his or her delegate has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Municipal Manager or his or her delegate.

Signed at on this day of 20.....

.....
Signature: Selection Committee Member

.....
Signature: Chairperson

DECLARATION OF CONFIDENTIALITY BY THE STAFF MEMBER PROVIDING SECRETARIAL SERVICES DURING THE SELECTION PROCESS

INTERVIEWS FOR THE ADVERTISED POST OF
(NAME OF THE ADVERTISED POST)

Date: dd/mm/yy

I hereby declare that I have read the provisions of regulation 24 of the Local Government: Municipal Staff Regulations ("hereinafter referred to as the Regulations").

I hereby further declare that —

I have no personal interest in any of the interviewed candidates;

I do not have any relationship whatsoever with the interviewed candidates;

I am not indebted to any of the interviewed candidates or *vice versa*;

my participation in this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;

I will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews.

all the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Manager or his or her delegate has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Municipal Manager or his or her delegate.

Signed at on this day of 20.....

.....
Signature: Secretariat

.....
Signature: Chairperson

ANNEXURE E

CATEGORIES OF MISCONDUCT AND TIME PERIODS THAT MUST EXPIRE BEFORE A PERSON MAY BE RE-EMPLOYED IN A MUNICIPALITY

Column A ITEM	Column B CATEGORY OF MISCONDUCT	Column C PERIOD (YEARS)
1.	Financial misconduct contemplated in section 171 of the Municipality Finance Management Act, corruption or fraud	10
2.	Misconduct involving elements of dishonesty or negligence.	5
3.	(a) Assault with intent to do grievous bodily harm where a staff member has been criminally charged and convicted.	5
	(b) Sexual harassment	5
4.	Colluding or acceding to an influence of any Councillor not to enforce an obligation in terms of this Act, any other legislation or by-law or a decision of the municipal council of the municipality, and who has been found guilty of an offence and convicted to a fine or to imprisonment for a period not exceeding one year.	5
5.	Facilitating or aiding an occupier of premises in a municipality to deny an authorised representative of the municipality or a service provider access at all reasonable times to the premises in order to read, inspect, install, or repair any meter or service connection for reticulation, or to disconnect, stop or restrict the provision of any service.	5
6.	Convicted of an offence and sentenced to more than 12 months imprisonment without the option of a fine.	5
7.	(a) Used the position as a staff member or confidential information for private gain or to improperly benefit another person.	5
	(b) Disclosed of any privileged or confidential information obtained as a staff member of a municipality to an unauthorised person or persons.	5
	(c) Took a decision on behalf of the municipality concerning a matter that the senior manager's spouse, partner or business associate, has a direct benefit or private business interest.	5
8.	Being party to or beneficiary under a contract for the provision of goods and services to any municipality or any municipal entity established by a municipality.	5
9.	Soliciting or accepting directly or indirectly any gift or favour that may influence the exercise of his or her functions, the performance of his or her duties, or judgment.	5
10.	Discrimination against others on the basis of race, gender, disability, sexual orientation or others grounds prohibited by the Constitution.	5

Column A ITEM	Column B CATEGORY OF MISCONDUCT	Column C PERIOD (YEARS)
11.	Breach of the Code of Conduct for Municipal Staff as contained in Schedule 2 of the Municipal Finance Management Act, other than misconduct referred to in item 1 to 10 in this table.	2

ANNEXURE F

PROBATION REVIEW FORM

You are NOT required to submit a copy of this form where the staff member's performance during probation is satisfactory. However, you MUST submit a copy and seek the advice of the Head of HR unit as soon as possible if difficulties arise during the probationary period which mean that extending the probationary period and/or non-confirming the staff member in post are possible outcomes. Non-reporting will result in the assumption that the staff member's probation period is progressing satisfactorily.

The supervisor should ensure that the staff member is given a copy of this document at each stage of their probation and should retain the original to monitor progress against set objectives at follow-up meetings.

Probation Record

Staff member name:		
Job Title:		
Grade:		
Department		
Start Date:		
Supervisor:		
	Date Due	Please tick when completed
Initial Meeting		
1-month review:		
3-month review:		
6-month review:		
9-month review:		
12-month review:		

PART 1

Initial meeting

This section should be completed by the supervisor within a week of the staff member commencing his or her employment.

SECTION A: Objectives	
The supervisor should identify specific performance requirements for the staff member. These will be statements of what should be achieved during the probationary period, including key performance indicators.	
SECTION B: Development Plan	
To support the staff member in achieving these requirements, the supervisor should identify any training and development needs and specify how and when these needs will be addressed during the probationary period.	
Staff member's Signature:	
Supervisor's Signature:	
Date:	

PART 2

First review (1 month) - a copy of PART 2 of this form may also be used to conduct a 3,6 and 9-month review with a staff member whose probationary period is 6, 9 or 12 months

To be completed by the supervisor in discussion with the staff member.

(please tick)	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships (team work and interpersonal communication skills)				
Competency in the role				

If any areas of performance, conduct or attendance require improvement please provide details below.

Where concerns have been identified, please summarise how these will be addressed during the remaining period of probation.

Summarise the staff member's performance and progress over the period

Have the requirements identified for this period of the probation been met?	YES / NO	If NO, what further action is required?	Review Date
Have the training / development needs identified for this period of the probation been addressed?	YES / NO		
Staff member's Signature:			
Manager's Signature:			
Date:			

PART 3

Final Review

To be completed by the supervisor in discussion with the staff member:

(please tick)	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships (team work and interpersonal communication skills)				
Competency in the role				
Have the requirements identified for the probationary period been met?	YES / NO	If NO, please provide details		
Have the training / development needs identified for the probationary period been addressed?	YES / NO			
Summarise the Staff member's performance and progress over the period				
Is the Staff member's appointment to be confirmed?				YES / NO
If NO, please provide reasons below and summarise what action has been taken to address any difficulties which have arisen during the probationary period.				
The Staff member may provide any comments about his or her experience of the probationary process here.				
Should the Staff member's probationary period be extended?				YES / NO

(please tick)	Improvement required	Satisfactory	Good	Excellent
If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.				
Length of the extension (max 3 months):				
New Probation Period completion date:				
Staff member's signature:				
Manager's signature:				
Date:				