

MBIZANA LOCAL MUNICIPALITY



CODE OF ETHICS WORKSHOP

1. Background

Registered Training Service providers registered with SAQA for the Unit Standards 113924 together with suitable qualifications and experience are called upon to submit proposals to perform a Code of Ethics workshop for Mbizana Local Municipality. The workshop will be conducted on these staff categories: Senior Management and Managers.

2. Scope of work

Ethics workshop Proposals must include but not limited at least the following provisions

1. Compilation of draft Ethics policy for Municipal Staff;
2. The workshop will be conducted on these staff categories: Senior Management, Managers and officials.
3. Basic values and principles governing public administration and the Mbizana Local Municipality:
 - I. A high standard of professional ethics must be promoted and maintained;
 - II. Efficient, economic and effective use of resources must be promoted;
 - III. Public administration must be development-oriented;
 - IV. Services must be provided impartially, fairly, equitably and without bias;
 - V. People's needs must be responded to and the public must be encouraged to participate in policy-making;
 - VI. Public administration must be accountable;
 - VII. Transparency must be fostered by providing the public with timely, accessible and accurate information;
 - VIII. Good human-resource management and career-development practices, to maximise human potential, must be cultivated; and
 - IX. Public administration must be broadly representative of the South African people, with employment and personnel management practices based on

ability, objectivity, fairness and the need to redress the imbalances of the past to achieve broad representation.

4. Adherence to legislation and policies: Municipal staff of the Mbizana Local Municipality must:

- i. Know, understand and comply with the legislative requirements, policies and collective agreements governing local government;
- ii. Know and understand their respective roles, and respect the roles of co-employees and councillors;
- iii. Dissociate from any intentional violation of any laws, rules, regulations and policies;
- iv. Dissociate from any actions that intentionally violate the rights of co-staff; councillors and the public.

5. Independence and Objectivity: Municipal staff of the Mbizana Local Municipality must:

- i. Always take reasonable care when dealing with matters concerning the general public or any individual member of the public;
- ii. Maintain independence and objectivity in their respective areas of work and when dealing with matters concerning the general public or any individual member of the public;
- iii. Not offer or solicit any gift, benefit, compensation or consideration that could compromise their own or another's independence and objectivity;
- iv. Declare any offer, gift, benefit or compensation in terms of the Gift Policy for Officials and Schedule 2 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

6. Bad faith and misrepresentation: Municipal staff of the Mbizana Local Municipality must:

- i. Not knowingly give false information relating to their roles and responsibilities;
- ii. Not misrepresent any information within the course and scope of their employment;
- iii. Refrain from making false and/or misleading declarations in any communication to be presented to a person, a co-staff member, a superior, media, the council or a member of the public;
- iv. Ensure that all their actions, statements and informative interactions with co-staff, the general public or an individual member of the public is in good faith and honest.

7. Conduct of fraud, corruption and dishonesty:

Municipal staff of the Mbizana Local Municipality must:

- i. From any conduct involving corruption, fraud, dishonesty, deceit or any other unethical and/or discriminatory behaviour;
- ii. From committing any act that reflects adversely on their reputation, integrity or competence and negatively impact on the Municipality or the Council.

8. Conduct and confidentiality:

Municipal staff of the Mbizana Local Municipality must:

- i. Not process or disclose information in contravention of the Protection of Personal Information Act (Act 4 of 2013);
- ii. Not disclose information in contravention of the Promotion of Access to Information Act (Act 2 of 2000);
- iii. Not spread disinformation or falsely accuse colleagues or intentionally spread any information to the disadvantage of any other person or the Municipality or Council;
- iv. Not act or cause others to act on information, for any other reason, but to comply with legislation or to fulfil an official duty.

9. Consistency, transparency and efficiency:

Municipal staff of the Mbizana Local Municipality must:

- i. Loyally execute the lawful policies of the municipal council;
- ii. Perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- iii. Act impartially and treat all people, including other municipal staff, equally without favour or prejudice.

10. Reporting

Municipal staff are encouraged to report acts of unethical behaviour committed by fellow staff members. The complainant should report any contravention of the Code of Ethics in a manner provided for in the:

- a) Code of Conduct for Municipal Staff Members;
- b) Standard Procedures for the Management of Allegations of Misconduct against Senior Managers or the Municipal Manager in terms of Disciplinary Regulations;
- c) Anti-Corruption and Fraud Prevention Plan;
- d) Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings (Government Notice 430 in the Government Gazette 37682 of 30 May 2014);

11. Enforcement
12. Disclosure of interest
13. Distribution of the Code of Ethics
14. Effective date

The Ethics Policy and any future amendments will come into effect after it is approved by the Mbizana Local Municipal Council.

Time-lines

We envisage that the assessment will be delivered. We have set out below the timing of each of the phases outlined above:

| Phases | Description | Proposed Timing | Deliverables |
|---------------|--------------------|------------------------|--|
| 1 | Ethics Workshop | 05 September 2019 | Ethics Presentation Municipal Ethics Policy |

1. Evaluation Process

The evaluation process will be the point system. Thus the proposals will be evaluated in terms of the **80/20 point system**.

Enquiries

For enquiries and further details please contact Manager: Internal Audit, Mr. NA Mgxiva, on 039 251 0230 ext 2017 or 082 370 2948 during office hours.

2. Closing Date

The closing date for the proposals is , **of August 2019** at 12:00. Proposals must be enclosed in a sealed envelope clearly marked proposal number and addressed to the Municipal Manager. Proposals must be deposited in the tender box at the offices of Mbizana Local Municipality at 51 Winnie Madikizela Street, Bizana, 4800 on or before the closing date and time. Faxed, Emailed and late submissions will not be considered.

3. Conditions of Acceptance

Mbizana Local Municipality is under no obligation to accept any proposal and reserves the right to accept the whole or any part of the proposals. No proposals will be considered from persons in the service of state.

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Mr. L Mahlaka
Municipal Manager