



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF **KWADUKUZA**,
AS REPRESENTED BY THE ACCOUNTING OFFICER

MR N. J MDAKANE
MUNICIPAL MANAGER

AND

MR SC VIRAMUTHU
EXECUTIVE DIRECTOR: COMMUNITY SAFETY

FOR THE

FINANCIAL YEAR: 1 JULY 2025 – 30 JUNE 2026

1
MPM
J.S.
902M
J.S.

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of **KwaDukuza**, herein represent by **Mr N. J Mdakane** in his capacity as **Municipal Manager** (hereinafter referred to as the Employer or Accounting Officer)


and

MR SC VIRAMUTHU, EXECUTIVE DIRECTOR: COMMUNITY SAFETY
of **KwaDukuza** (hereinafter referred to as the Employee).

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 of the Local Government: Municipal Systems Acts 32 of 2000 (“the System Act”). The Employer and the Employee are hereinafter referred to as “the Parties”.
- 1.2 Section 57 of the Systems Act, read with the Contract of Employment concluded between the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with the relevant Sections of the Systems Act.


N. J. Mdakane
J.S.

² R.P.Z.M.
M.P.M.
d R

2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to:

- 2.1 Comply with the provisions of the Systems Act as well as the Contract of Employment 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 the 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 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with it's Employee in attaining equitable and improved service delivery.

NS
3 QPZM
mm
Q MRM
J-S

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 July 2025** and will remain in force until **30 June 2026**. 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.⁵
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

NS 4 QPZM
Wm JMRM
S.S.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan 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 the performance plan is set by the employer in consultation with the employee and based on the Integrated Development Plan and the Budget of the municipality and shall include key objectives; key performance indicators; target dates and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

NS
5
Whe
QPCM
d MRM
J.S.

5. PERFORMANCE MANAGEMENT SYSTEM

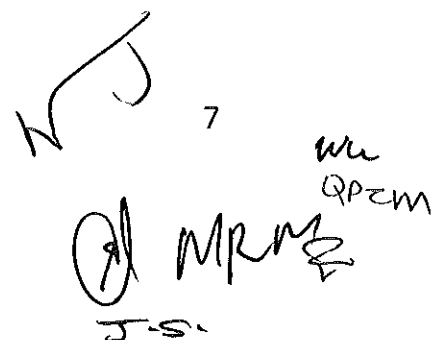
- 5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the municipality.
- 5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (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 must be assessed consist of two components, both of which must be contained in the performance agreement. 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. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80 % and CCR s will account for 20 % of the final assessment.
- 5.6 The employee's assessment will be based on his or her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

NS
6
M RM
J.S.
mm
QPTM

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Spatial Planning & Environmental Management	36%
Basic Service Delivery	10%
Local Economic Development (LED)	5%
Municipal Financial Viability and Management	23%
Good Governance and Public Participation	0%
Municipal Transformation and Institutional Development	26%
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 Competency Framework (CF) will make up the other 20% of the employee's assessment score. The Competency Framework as contained in the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers, 2014 must be used for this purpose. The Regulations state that there is no hierarchal connotation to the structure and all competencies are essential to the role of a Senior Manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a Senior Managers performance.

Comptency Framework Structure (Competency Descriptions attached as Annexure B)



 Handwritten signature and initials, including "MRM" and "J-S".

The competencies that appear in the competency framework are detailed below :-

Leading competencies		Weighting in %
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	10%
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	10%
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation 	10%
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	10
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	15%
Governance & Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	15%
Core competencies		
Moral Competence		5
Planning and Organising		5
Analysis and Innovation		5
Knowledge and Information Management		5
Communication		5
Results and Quality Focus		5
TOTAL WEIGHT		100%

NS 8
 J.S.
 MRM
 E

6. EVALUATING PERFORMANCE

6.1 This Agreement sets out:

6.1.1 The standards and procedures for evaluating Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

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

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.

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 must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the Competency Framework

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

6.5.3 Overall Rating

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

10
NJ
J.S.
QPCM
W
MRM
R.

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

RATING	CATEGORY	DESCRIPTION
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.
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 –

- (i) Mayor.
- (ii) Chairperson of the performance audit committee.
- (iii) Member of the executive committee.

11
 QPZM
 W
 N
 J.S.

- (iv) Mayor and/or municipal manager from another municipality; and
- (v) Member of a ward committee as nominated by the 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 –

- (i) Municipal Manager.
- (ii) Chairperson of the performance audit committee.
- (iii) Member of the executive committee.
- (iv) Municipal manager from another municipality.

6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the employee in relation to his or her performance agreement must be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July - September
Second quarter	:	October - December
Third quarter	:	January-March
Fourth quarter	:	April-June

7.2 The employer must keep a record of the mid-year review and annual assessment meetings.

7.3 Performance feedback must be based on the employer's assessment of the employee's performance.

12
N J M R M
Q R
J.S.
Q P Z M
M

- 7.4 The employer will be entitled to review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement between both parties.
- 7.5 The employer may amend the provisions of the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.

8. **DEVELOPMENTAL REQUIREMENTS**

A personal development plan (PDP) for addressing developmental gaps must form part of the performance agreement.

9. **OBLIGATIONS OF THE EMPLOYER**

9.1 The Employer must:

- 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 delegates such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in term of this Agreement; and
- 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 were 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 above, as soon as is practicable to enable the employee to take any necessary action without delay.
- 10.3 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 ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that –

The Performance Management Regulations stipulates that a minimum of 130% qualifies for a 5% bonus and a score of 167% qualifies for a 14% performance bonus, since there are amendments made in terms of

COGTA performance guidelines which have percentages below 130%, the following criteria will be used to cover both the Regulations and the amended COGTA guidelines:

- A score of 100% -114% is awarded a bonus of 3%
- A score of 115% -129% is awarded a bonus of 4%
- A score of 130% -149% is awarded a bonus between 5% - 9%
- A score of 150% -159% is awarded a bonus of 10%
- A score of 160% -167% is awarded a bonus between 12% - 14%

The table below stipulates the guidelines on the exact % paid out according to the scores achieved:

Rating score achieved	Percentage score achieved	Bonus paid
1	69% and below	0%
2	70% - 99%	0%
3	100% - 114%	3%
	115% - 129%	4%
4	130% - 135%	5%
	136% - 140%	7%
	141% - 143%	8%
	144% - 149%	9%
5	150% - 159%	10%
	160%- 167%	12% - 14%

11.3 In the case of unacceptable performance, the employer shall –

- (a) provide systematic remedial or developmental support to assist the employee to improve his or her performance; and
- (b) after appropriate performance counselling and having provided the necessary guidance and/or support and

NJ
MRM
QRZM
J.S.

reasonable time for improvement in performance, and performance does not improve, 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:

(a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC ; and

(b) In the case of managers directly accountable to the municipal manager, the mayor 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 Any disputes about the outcome of the employee's performance evaluation, must be mediated by –

(a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC ; and

(b) 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 Local Government: Municipal Regulations for Municipal Managers & Managers Directly Accountable to Municipal Managers, 2006, within

16
NS
OPEN
MRM
R
J.S.

thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

13. **GENERAL**

13.1 The contents of the performance agreement must be made available to the public by the employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Act.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the employee in terms of his or her employment contract, 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.

17
NJ
J.S.
MRM
J.S.
J.S.

Thus, done and signed at **KwaDukuza** on this the 26 day of **June 2025**.

EMPLOYEE :

Sucilian Virauntzi
PRINT NAME


SIGNATURE

WITNESS 1 : Mpanahelo R. Mkhaleka
PRINT NAME

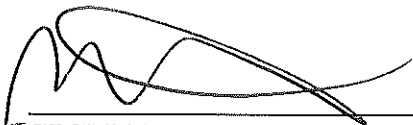

SIGNATURE

WITNESS 2 : QINISILE MSWILI
PRINT NAME


SIGNATURE

EMPLOYER :

N.J MDAKANE
PRINT NAME


SIGNATURE

WITNESS 1 : John Phaula
PRINT NAME


SIGNATURE

WITNESS 2 : Wendy Ruay
PRINT NAME


SIGNATURE

N.J
2025 J.S
M.P.M

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY : KWADUKUZA MUNICIPALITY
INCUMBENT : MR SC VIRAMUTHU
SALARY : R _____
JOB TITLE : EXECUTIVE DIRECTOR : COMMUNITY SAFETY
REPORT TO : MUNICIPAL MANAGER

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

B.Degree, Management experience, Local Government experience, Computer Literate, Financial Management, Strategic Leadership, knowledge in law enforcement, Disaster Management, Fire and emergency, Post Graduate qualification.

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

National Diploma Municipal Policing and Traffic Management ,B.Tech Degree in Municipal Policing and Traffic Management, B. Tech.Degree in Town and Regional Planning, 10 years management experience, National Certificate: Municipal Finance Management, Computer Literate, Firearm Competence

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

Disaster Management. Post graduate qualifications

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

Training needs for 2023/2024 , Strategic Leadership ,Advanced Computer Skills, Post graduate qualification in Policing.

5. Indicate the competencies required for future career progression/development

Strategic Leadership , Disaster Management, Post graduate qualification in Policing.

6. Actions/Training interventions to address future progression

Strategic Leadership , Disaster Management, Post graduate qualification.

J.S.

NS
@ R.
MKM
OPZM

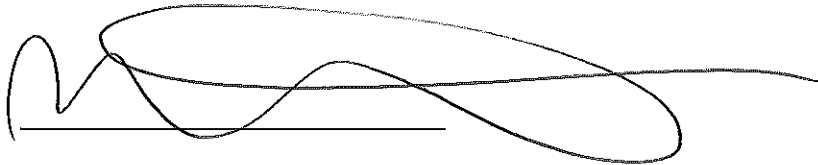
7. Comments/Remarks of the Incumbent

I would appreciate the opportunity of being trained in the following,
Disaster management, Post graduate qualification Security and Policing,

8. Comments/Remarks of the supervisor

Agreed upon

Signature :



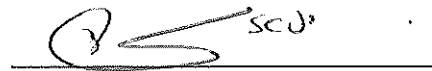
Supervisor :

N.J Mdakane

Date :

26-06-2025

Signature :



Incumbent :

S.C Viramuthu

Date :

26-06-2025

Date of next review : 30 June 2026

J.S. MRM
NS

SKILLS DEVELOPMENT PLAN

EMPLOYEE NAME: SC VIRAMUTHU
POSITION: ED : COMMUNITY SAFETY

Skills/ Performance Gap	Outcomes expected	Suggested training and/or development activity	Proposed time frames	Work opportunity available/created to allow practice of skill	Support person/ mentor
1.Strategic Leadership	Strategic Manager	Strategic Leadership Course	3 months	Yes	
2.Financial Management	Good financial management	Financial Management for non finance managers	3 months	Yes	
3.Disaster Management	Applies knowledge to work environment	Disaster Management	3 months	Yes	
4.Law Enforcement	Applies knowledge to work environment	Law enforcement /Policing post graduate studies	1 Years	Yes	
5.Fire Technology	Applies knowledge to work environment	Fire Technology	2 Years	Yes	

SIGNATURE : 

J.S.

ND

FINANCIAL DISCLOSURE FORM

I, the undersigned Mr S.C Viramuthu of P.O. Box 1806, KwaDukuza, 4450, and 9 Van De Wagen Drive, Rocky Park, KwaDukuza, (Residential address) employed as, Executive Director: Community Safety at the KwaDukuza Municipality 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 interest	Nature	Nominal value	Name of Company or entity
100	Shares	2	Richemont Opt
100	Shares	134.00	PhutumaNathi
155	Shares	11.96	Growthpoint
5640	Shares	1.82	Mur & rob
1200	Shares	1.59	EOH Holdings
130	Shares	21.68	Sibanye SW

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
nil	nil	Nil

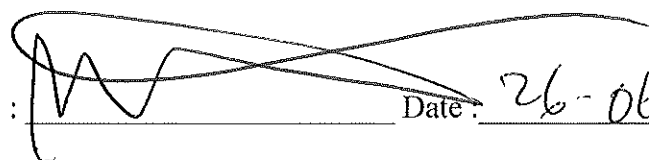
3. Remunerated work outside the Municipality (As sanctioned by Council)

See information sheet: Note (3)

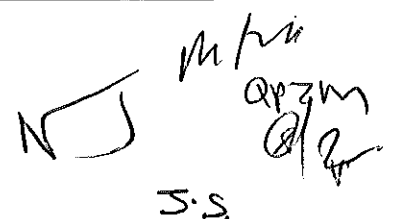
Name of Employer	Type of work	Amount of Remuneration or Income
Nil		

Council sanction confirmed :

Signature of Municipal Manager :



Date: 26-06-2025



 M.M.

 Q.P.Z.M.

 S.S.

4. **Consultancies and retainerships**

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
NIL			

5. **Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
Nil		

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

See information sheet: Note (6)

Description	Value	Source
Nil		

7. **Land and property**


See information sheet: Note (7)

Description	Extent	Area	Value
Erf 3272	900 sq m	Rocky Park	R900 000.00
Erf 5 ,	2111 sq m	Tinley Manor	R875 000.00
Flat 13 Palm Lakes	95 sq m	Palm Lakes	R780 000.00


SIGNATURE OF EMPLOYEE

DATE: 26-06-2025

PLACE: KwaDukuza Municipality

MRM
QPM
J.S. 

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.

Commissioner of Oath / ~~Justice of the Peace~~

Full first names and surname: WILLIAM MTHANDENI MKHIZE (Block letters)

Designation (rank): EX-OFFICIO Ex Officio Republic of South Africa

Street address of institution: 14 CHIEF ALBERT LUTHULI STREET
KWADUKUZA

Date: _____

Place: _____

WILLIAM MTHANDENI MKHIZE
HR ADMINISTRATION OFFICER
KWADUKUZA MUNICIPALITY
COMMISSIONER OF OATHS
(EX-OFFICIO)

TEL: 032 437 5145

CELL: 083 562 9638

CONTENTS NOTED: Municipal Manager

DATE: 26-06-2025

Handwritten initials and notes: MS, MRM, 2, QPM, J.S.

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

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

2. General conduct

A staff member of a municipality must at all times –

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- (c) act in such a way that the spirit, purport and objects of section 50 of the Local Government: Municipal Systems Act, Act 32 of 2000 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

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

- (a) implement the provisions of section 50 (2); of the Local Government: Municipal Systems Act, Act 32 of 2000;
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality’s integrated development plan, and as far as possible within the ambit of the staff member’s job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member’s individual performance appraisal and reward system, if such exists, in order to maximize the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

Handwritten notes:
NS
MRM
QPM
J.S.
Q/R
w

4. **Personal gain**

(1) A staff member of a municipality may not—

(a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or (b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not —

(a) be a party to a contract for —

(i) the provision of goods or services to the municipality; or
(ii) the performance of any work for the municipality otherwise than as a staff member;

(b) obtain a financial interest in any business of the municipality; or

(c) be engaged in any business, trade or profession other than the work of the municipality.

5. **Disclosure of benefits**

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

(2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

6. **Unauthorised disclosure of information**

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

(2) For the purpose of this item "privileged or confidential information" includes any information -

(a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;

(b) discussed in closed session by the council or a committee of the council;

(c) disclosure of which would violate a person's right to privacy; or

(d) declared to be privileged, confidential or secret in terms of any law.

Handwritten notes:
N/S
MRM
QPM
Q/R
J.S.

- (3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. **Undue influence**

A staff member of a municipality may not –

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

8. **Rewards , gifts and favours**

(1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for –

- (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
- (b) making a representation to the council, or any structure or functionary of the council;
- (c) disclosing any privileged or confidential information; or
- (d) doing or not doing anything within that staff member's powers or duties.

(2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

9. **Council property**

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

10. **Payment of arrears**

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

Handwritten signatures and initials:
NJS
J.S.
MM
Q
Z-
QPM

11. **Participation in elections**

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

12. **Sexual harassment**

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

13. **Reporting duty of staff members**

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

14. **Breaches of Code**

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

14 A. **Disciplinary steps**

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

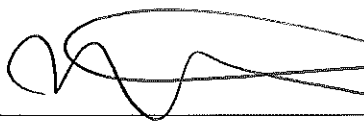
(2) Such other disciplinary steps may include –

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



EMPLOYEE SIGNATURE

VIRAMUTHU C.
PRINT NAME



EMPLOYER SIGNATURE

MDAKANE N.J
PRINT NAME

26-06-2025

MDAKANE N.J

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

The following notes is a guide to assist with completing the Financial Disclosure form (Annexure A):

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 recognised 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 Municipality (As sanctioned by Council)

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, and 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.

Handwritten signatures and initials:
W J O / QPZM
J.S.
MRM
KRM

NOTE 5: Sponsorships

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

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

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 R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages 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 of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

NS
J.S.
MFM
QPM
mm

PERFORMANCE PLAN

Entered into by and between

THE KWADUKUZA MUNICIPALITY

And

EXECUTIVE DIRECTOR: COMMUNITY SAFETY

MR S.C VIRAMUTHU

1. Purpose

The performance plan defines the Council's expectations of the Municipal Manager'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 Municipal Manager'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 (KPAs) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers (2006), inform the strategic objectives listed in the table below:

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


NJ
MRM
R
W
Qpzm
J.S.

4. **Key Performance Objectives and Indicators, for the Municipal Manager**

The provisions and statutory time frames contained in the following legislation are required to be reported on and measured:

- 4.1 Section 157 of the Constitution of the Republic of South Africa, 1996
- 4.2 Local Government: Municipal performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Manager, 2006 (Regulation No. R805, dated 1 August 2006)
- 4.3 Regulation No. 796 (Local Government: Municipal Planning and Performance Management Regulations, 2001) dated 24 August 2001
- 4.4 Municipal Finance Management Act, 2003, in particular, but not limited to, Chapter 8. (Must include, *inter alia*, tariff policy, rates policy, credit control and debt collection policy, supply chain management policy and an unqualified Auditor General's report.)
- 4.5 Property Rates Act, 2004.
- 4.6 Municipal Structures Act, 1998, in particular, but not limited to, Chapter 5 (Powers and functions as determined by legislation or agreement)
- 4.7 Municipal Systems Act, 2000, in particular, but not limited to, sections 55 to 57
- 4.8 Any other applicable legislation specific to the Municipal Manager.

PERFORMANCE PLAN (SCORECARD ATTACHED)

Signed and accepted by 

Job title: Executive Director: Community Safety

Date: 26-06-2025

Signed by the **MUNICIPAL MANAGER** on behalf of the **KWADUKUZA** Council

SIGN: 

Date: 26-06-2025


J.S

Community Safety Scorecard 2025-2026

ORG SCORECARD OPMS-No.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	Q1 TARGET	TARGET DESCRIPTION	Q2 TARGET	TARGET DESCRIPTION	Q3 TARGET	TARGET DESCRIPTION	Q4 April TARGET	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)
NATIONAL KPA - MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION (Weighting=26%)															
CSF 01	Upgrade to Salt Rock Offices	R5,531,558.00	Upgrade to Salt Rock Offices by target date	100%	100% Upgrade of Salt Rock offices by 30 June 2026	10%	1. TSC approval-5% 2. TEC approval-5%	20%	1. TAC approval-5% 2. Appointment letter-15%	45%	Progress report to Municipal Services portfolio committee on progress of upgrade and expenditure -45%	100%	Completion of the Salt Rock offices upgrades-100%	Internal	1. TSC minutes 2. TEC Minutes 3. TAC minutes 4. Appointment letter 5. Municipal services portfolio committee report with Pictures of works done 6. Completion Certificate
CSF 02	Implementation of IPMS	R0.00	The percentage implementation of cascading of the Individual Performance Management System (IPMS) from Task Grade 19 to Task Grade 12.	100%	100% implementation of the cascading of the Individual Performance Management System (IPMS) for Community Safety employees from Task Grade 19 to Task Grade 12 by 31 March 2026	40%	(1) Conducting Annual performance assessments for Community Safety employees who have signed IPPs by 30 September 2025. (20%) (2) Signed Performance plans for Community Safety employees from T 19 to T 12 submitted to the IPMS Office by the 31 July 2025 (20%).	20%	Conducting Departmental Performance Moderations for employees from T 19 to T 12 by 31 December 2025 (20%).	40%	(1) Mid-Term Reviews for employees from T19 to T12 by 28 February 2026 (20%). (2) Adjustments of scorecards for T19 to T12 submitted to IPMS office (20%) by 31 March 2026.	0%	No Target	Internal	(1) Print out from VIP payroll for KDM employees from T19 to T12 and List signed by Director HR showing all KDM employees from T19 to T12 who have signed and submitted the performance agreements. (2) Notice of the reviews and attendance registers of all Mid-Term Reviews conducted. (3) Signed list of KDM employees from T19 to T12 submitted adjusted Individual performance plans. (4) Notice of the moderation meeting, Agenda, Attendance register, and minutes.
CSF 03	Cascading of PMS to T11	R0.00	The percentage implementation of cascading of the Individual Performance Management System for KDM employees in Task Grade 11 by target date.	100%	100% implementation of cascading of the Individual Performance Management System for KDM employees in Task Grade 11 by 31 March 2026	33%	Performance plans for 8 employees in T11 submitted to the IPMS Office by the 31 July 2025 (33%).	N/A	No Target	67%	(1) Mid-Term Reviews for 8 employees in T11 by 28 February 2026 (33.5%). (2) Adjustments of scorecards for T11 employees submitted to IPMS office by 31 March 2026 (33.5%).	0%	No Target	Internal	(1) Print out from VIP payroll for KDM employees in T11 . (2) List signed by Director HR showing all KDM employees in T11. 2) Notice of the reviews/assessments for employees in T 11. (3) Minutes and attendance registers of all Mid-Term Reviews conducted for employees in T 11. (4) Signed list of KDM employees from T19 to T12 submitted adjusted Individual performance plans.
CSF 04	Governance	R0	The turnaround time to upload completed Performance information onto the Electronic Performance Management System.	10/5	1) Upload completed Performance Information onto the Electronic Performance Management System by the 10th of the month following quarter end. 2) For Q2 by 5 January.	10	Upload completed Performance Information by the 10th of October 2025, for Q1.	5	Upload completed Performance Information by the 5th of January 2025, for Q2	10	Upload completed Performance Information by the 10th of April 2026 for Q3.	10	Upload completed Performance Information by the 10th of July 2025, for Q4 and Annual.	Internal	Verification by the PME Champions per department.
CSF 05	AG Action Plans	R0	The percentage of the business unit AG findings resolved in the AG action plan for the 2023/2024 financial year	1	100% of AG findings resolved in the AG action plan for the 2023/2024 financial year, by 31 March 2026.	0.5	AG Findings for 2023/2024 resolved.	0.75	AG Findings for 2023/2024 resolved.	1	AG Findings for 2023/2024 resolved.	0	No target.	Internal	List of AG findings contained in the AG action plan; quarterly % resolution of AG findings resolved in the AG action plan
CSF 06	AG Action Plans	R0	The percentage of the business unit AG findings resolved in the AG action plan for the 2024/2025 financial year	25%	25% of AG findings resolved in the AG action plan for the 2024/2025 financial year, by 30 June 2026.	0%	No target	0%	No target	0	No target	25%	AG Findings for 2024/2025 resolved.	Internal	List of AG findings contained in the AG action plan; quarterly % resolution of AG findings resolved in the AG action plan

J.S.
MPM
QPM
N

ORG SCORECARD OPMS-No.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	Q1 TARGET	TARGET DESCRIPTION	Q2 TARGET	TARGET DESCRIPTION	Q3 TARGET	TARGET DESCRIPTION	Q4 April TARGET	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)
CSF 07	Risk Action Plans - Fraud Risk Register	R0	The percentage of risk actions implemented on the Fraud Risk Register.	70%	70% of risk actions implemented on the Fraud Risk Register.	70%	70% of risk actions implemented on the Fraud Risk Register.	70%	70% of risk actions implemented on the Fraud Risk Register.	70%	70% of risk actions implemented on the Fraud Risk Register.	70%	70% of risk actions implemented on the Fraud Risk Register.	Internal	1. Risk Register showing the number of actions implemented and % actioned. 2.Submission to Risk and Compliance Office.
CSF 08	Risk Action Plans - Operational Risk Register	R0	The percentage of risk actions implemented on the Operational Risk Register.	70%	70% of risk actions implemented on the Operational Risk Register.	70%	70% of risk actions implemented on the Operational Risk Register.	70%	70% of risk actions implemented on the Operational Risk Register.	70%	70% of risk actions implemented on the Operational Risk Register.	70%	70% of risk actions implemented on the Operational Risk Register.	Internal	1. Risk Register showing the number of actions implemented and % actioned. 2.Submission to Risk and Compliance Office.
CSF 09	Compliance Register	R0	The percentage implementation of Compliance Actions from the Compliance register by target date.	100%	100% Implementation of Compliance Actions from the Compliance register by 30 June 2026.	100%	100% Implementation of Compliance Actions from the Compliance register	100%	100% implementation of Compliance Actions from the Compliance register	100%	100% implementation of Compliance Actions from the Compliance register	100%	100% implementation of Compliance Actions from the Compliance register	Internal	List of compliance matters. Compliance register dated and signed off by ED indicating how many have been complied with. 2.Submission to Risk and Compliance Office.
CSF 10	Governance	R0	The number of quarterly responses to the Circular 88 National Indicators to the PME Unit.	4	4 quarterly responses to the Circular 88 National Indicators to the PME Unit by 30 June 2026.	1	Quarter 4 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 5 July 2025.	1	Quarter 1 of 2025/2026 response to Circular 88 National Indicators submitted to PME by 5 October 2025.	1	Quarter 2 of 2025/2026 response to Circular 88 National Indicators submitted to PME by 5 January 2026.	1	Quarter 3 of 2025/2026 response to Circular 88 National Indicators submitted to PME by 5 April 2026.	Internal	e-mail from PME sent to departments. Response from departments to PME with completed C88 information

NATIONAL KEY PERFORMANCE AREA 3: Municipal Financial Viability and Management (weighting=23%)


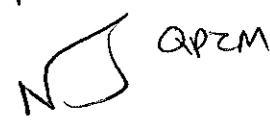
CSF 11	Revenue from Traffic Licenses.	R0	Rand Revenue collected from all traffic licenses issued	R5,500,000.00	R5 500 000 collected from all traffic licenses issued by 30 June 2026	R1,375,000.00	R1 375 000 collected from all traffic licenses issued by 30 September 2025	R1,375,000.00	R1375000 collected from all traffic licenses issued by 31 December 2025	R1,375,000.00	R1375000 collected from all traffic licenses issued 31 March 2026.	R1,375,000.00	R1375000 collected from all traffic licenses issued by 30 June 2026.	All wards	Report from Law Enforcement Administration
CSF 12	Revenue from Fines.	R0	Rand value revenue collected from outstanding fines and other traffic offences	R3,300,000	R3 300 000 revenue collected from outstanding fines, as at 30 June 2026; and other traffic offences	R825,000.00	R825 000 revenue collected from outstanding fines and other traffic offences by 30 September 2025	R825,000.00	R825 000 revenue collected from outstanding fines and other traffic offences by 31 December 2025	R825,000.00	R825 000 revenue collected from outstanding fines and other traffic offences by 31 March 2026.	R825,000.00	R825 000 revenue collected from outstanding fines and other traffic offences by 30 June 2026.	All wards	Financial reports
CSF 13	Revenue enhancement	R0	Rand Revenue collected from all motor vehicles licenses issued	R8,000,000	R8 000 000.00 revenue collected from all motor vehicle licenses issued by 30 June 2026	R2,000,000.00	R2 000 000 revenue collected from all motor vehicle licenses issued by 30 September 2025	R2,000,000.00	R2 000 000 revenue collected from all motor vehicle licenses issued by 31 December 2025	R2,000,000.00	R2 000 000 revenue collected from all motor vehicle licenses issued by 31 March 2026.	R2,000,000.00	R2 000 000 revenue collected from all motor vehicle licenses issued by 30 June 2026.	All wards	Financial reports
CSF 14	Management of CAPEX	R9,721,558	The percentage expenditure on Departmental Capital budget	90%	90% expenditure on Departmental Capex by 30 June 2026 (Total = R 8 749 402.20)	20%	Q1 expenditure on Capex (R1 749 880.44) by 30 September 2025	50%	Q2 expenditure on Capex (R4 374 701.1) by 31 December 2025	60%	Q3 expenditure on Capex (R5 249 641.32) by 31 March 2026.	90%	Q4 expenditure on Capex (8 749 402.20) by 30 June 2026.	Internal	1) Report from finance showing Capex Spend
CSF 15	Management of OPEX	R200,976,955	The percentage expenditure Departmental Operating Budget	90%	90% expenditure Departmental Operating Budget by 30 June 2026 (Total = R180 879 259.50)	15%	15% Q1 expenditure on Opex (R27 131 888.92) by 30 September 2025	50%	50% Q2 expenditure on Opex (R90 439 629.75) by 31 December 2025	75%	75% Q3 expenditure on Opex (R135 659 444.62) by 31 March 2026.	90%	90% Q4 expenditure on Opex (R180 879 259.50) by 30 June 2026.	Internal	1) Report from finance showing Opex Spend

MRH
 AS
 JIS.
 APR 2024
 NJ

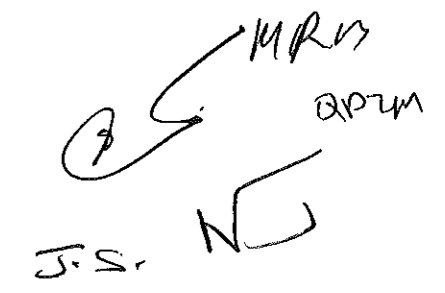
ORG SCORECARD OPMS-No.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	Q1 TARGET	TARGET DESCRIPTION	Q2 TARGET	TARGET DESCRIPTION	Q3 TARGET	TARGET DESCRIPTION	Q4 April TARGET	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)
CSF 16	Management of Overtime. Make sure each quarterly spend is added as this is a cumulative target.	R24,534,834	The percentage of expenditure on the Departmental Overtime Budget	100%	100% of Overtime expenditure kept within the allocated budget for the year R24 534 834	100%	100% Overtime expenditure kept within R24 534 834 by 30 September 2025	100%	100% Overtime expenditure kept within R24 534 834 by 31 December 2025	80%	100% Overtime expenditure kept within R24 534 834 by 31 March 2026.	100%	100% Overtime expenditure kept within R24 534 834 by 30 June 2026.	Internal	Overtime Report from Budget Office.
CSF 17	Departmental Procurement Plan	R0	The turnaround time to submit the Departmental Procurement Plan to the SCM Unit.	10	Submission of the Departmental Procurement Plan to the SCM Unit within 10 days of the approval of the budget.	0	No target	0	No target	0	No target	10	Submission of the Departmental Procurement Plan to the SCM Unit within 10days of the approval of the budget.	Internal	e-mail submission to SCM unit of Procurement Plan
CSF 18	SCM - Procurement Plan	R0	The number of Progress Reports on the Departmental Procurement Plan submitted to SCM Unit/GG/Manco/Portfolio Committee.	8	8 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit (4) and GG/Manco/Portfolio(4) Committee by 30 June 2026.	2	2 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit (1) and GG/Manco/Portfolio (1) Committee by 30 September 2025	2	2 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit (1) and GG/Manco/Portfolio (1) Committee	2	2 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit (1) and GG/Manco/Portfolio (1) Committee by 31 March 2026.	2	2 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit (1) and GG/Manco/Portfolio (1) Committee by 30 June 2026.	Internal	Progress Report signed by ED and submitted to SCM Unit as well as GG or Manco or Portfolio Committee
CSF 19	Irregular expenditure	R0	The percentage reduction of Irregular Expenditure in comparison to 2024/2025 Financial Year End Irregular Expenditure.	70%	70% reduction of Irregular expenditure, in comparison to the 2024/2025 Financial Year End Irregular Expenditure, by 30 June 2026.	20%	Reduction of Irregular expenditure in comparison to the 2024/2025 by 30 September 2025	30%	Reduction of Irregular expenditure in comparison to the 2024/2025	50%	Reduction of Irregular expenditure in comparison to the 2024/2025 by 31 March 2026.	70%	Reduction of Irregular expenditure in comparison to the 2024/2025 by 30 June 2026.	Internal	Spreadsheet from the Expenditure Office indicating departmental irregular expenditure.

NATIONAL KEY PERFORMANCE AREA 4: SPATIAL PLANNING, ENVIRONMENTAL MANAGEMENT & SOCIAL SERVICES (CROSS CUTTING ISSUES) (weighting=36%)

CSF 20	Traffic Control and Law enforcement	R0	The number of multi-disciplinary law enforcement operations conducted by target date.	145	145 multi-disciplinary law enforcement operations conducted by 30 June 2026	36	36 Multi-disciplinary law enforcement operations by 30 September 2025	37	37 Multi-disciplinary law enforcement operations	36	36 Multi-disciplinary law enforcement operations by 31 March 2026.	36	36 Multi-disciplinary law enforcement operations 30 June 2026.	All wards	multi-disciplinary law enforcement operations report.
OPMS 35	Outreach Programmes.	R0	The number of outreach programmes conducted on fire safety, social crime and road safety campaigns by target date.	60	60 outreach programmes conducted on fire safety, social crime prevention and road safety by 30 June 2026: - 20 Fire Outreach programmes. 20 Social Crime Prevention Outreach programmes. 20 Road Safety programmes.	15	i) 5 wards visited for fire safety. ii) 5 wards visited for Social Crime Prevention. iii) 5 Road Safety programme.	15	i) 5 wards visited for fire safety. ii) 5 wards visited for Social Crime Prevention. iii) 5 Road Safety programme.	15	i) 5 wards visited for fire safety. ii) 5 wards visited for Social Crime Prevention. iii) 5 Road Safety programme by 31 March 2026.	15	i) 5 wards visited for fire safety. ii) 5 wards visited for Social Crime Prevention. iii) 5 Road Safety programme by 30 June 2026.	Various Wards	photos, signed List of campaigns planned and conducted, attendance registers with day and date
CSF 21	Law Enforcement	R0	The number of warrant of arrest roadblocks performed by target date.	40	40 warrant of arrest roadblocks performed by 30 June 2026	10	10 warrant of arrest roadblocks performed by 30 September 2025	10	10 warrant of arrest roadblocks performed by 31 December 2025	10	10 warrant of arrest roadblocks performed by 31 March 2026.	10	10 warrant of arrest roadblocks performed by 30 June 2026.	All wards	Inspection form, MS portfolio report

 J.S.
 APZM

ORG SCORECARD OPMS-No.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	Q1 TARGET	TARGET DESCRIPTION	Q2 TARGET	TARGET DESCRIPTION	Q3 TARGET	TARGET DESCRIPTION	Q4 April TARGET	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)
CSF 22	Stop and Search	RO	The number of vehicles stopped and checked by target date.	10,000	10 000 vehicles stopped and checked by 30 June 2026	2500	2500 vehicles stopped and checked by 30 Sept 2025	2500	2500 vehicles stopped and checked by 31 March 2025	2500	2500 vehicles stopped and checked by 31 March 2026.	2500	2500 vehicles stopped and checked by 30 June 2026.	All wards	Enatis system report
CSF 23	Learners Licence	RO	The number of applicants Booked and Tested for Learner's License by target date.	6000	6000 applicants booked and tested for learner's license by 30 June 2026	1500	1500 applicants booked and tested for learner's licence by 30 Sept 2025	1500	1500 applicants booked and tested for learner's licence by 31 December 2025	1500	1500 applicants booked and tested for learner's licence by 31 March 2026	1500	1500 applicants booked and tested for learner's licence by 30 June 2026.	All wards	Enatis system report
CSF 24	Learners Licence	RO	The number of Learner's Licence Issued/passed by target date.	3400	3400 learner's license issued/passed by 30 June 2026	850	850 learner's licences issued by 30 Sept 2025	850	850 learner's licences issued by 31 December 2025	850	850 learner's licences issued by 31 March 2026.	850	850 learner's licences issued by 30 June 2026.	All wards	Enatis system report
CSF 25	PrDP	RO	The number of (Professional Driving Permit) PrDP Issued by target date.	2800	2800 PrDP issued by 30 June 2026	700	700 PrDP issued by 30 Sep 2025	700	700 PrDP issued by 31 December 2025	700	700 PrDP issued by 31 March 2026.	700	700 PrDP issued by 30 June 2026.	All wards	Enatis system report
CSF 26	Drivers License	RO	The number of Driver's License renewed by target date.	11000	11 000 driver's license renewed by 30 June 2026	2750	2750 drivers license renewed by 30 Sept 2025	2750	2750 drivers license renewed by 31 December 2025	2750	2750 drivers license renewed by 31 March 2026.	2750	2750 drivers license renewed by 30 June 2026.	All wards	Enatis system report
CSF 27	Drivers License	RO	The number of applicants Tested for Driver's Licence test by target date.	586	586 applicants tested for driver's licence test by 30 June 2026	146	146 applicants tested for driver's licence test by 30 September 2025	147	147 applicants tested for driver's licence test by 31 December 2025	147	147 applicants tested for driver's licence test by 31 March 2026.	146	146 applicants tested for driver's licence test by 30 June 2026.	All wards	Enatis system report
CSF 28	Drivers License	RO	The number of Temporary Driver's License issued by target date.	7200	7200 temporary driver's license issued by 30 June 2026	1800	1800 temporary driver's license issued by 30 Sept 2025	1800	1800 temporary driver's license issued by 31 December 2025	1800	1800 temporary driver's license issued by 31 Dec 2026.	1800	1800 temporary driver's license issued by 30 June 2026.	All wards	Enatis system report
CSF 29	Road Worthiness Test	RO	The number of Vehicles Tested for Roadworthiness by target date.	12	12 vehicles tested for roadworthiness by 30 June 2026	3	3 vehicles tested for roadworthiness by 30 Sept 2025	3	3 vehicles tested for roadworthiness by 31 December 2025	3	3 vehicles tested for roadworthiness by 31 March 2026.	3	3 vehicles tested for roadworthiness by 30 June 2026.	All wards	Enatis system report



 J.S. NJ

ORG SCORECARD OPMS-No.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	Q1 TARGET	TARGET DESCRIPTION	Q2 TARGET	TARGET DESCRIPTION	Q3 TARGET	TARGET DESCRIPTION	Q4 April TARGET	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)
CSF 30	Fire Inspections	R0	The number of fire compliance inspections conducted by target date.	18	18 fire compliance inspections conducted by 30 June 2026	4	4 fire compliance inspections conducted by 30 September 2025	5	5 fire compliance inspections conducted by 31 December 2025	5	5 fire compliance inspections conducted by 31 March 2026.	4	4 fire compliance inspections conducted by 30 June 2026.	All wards	Fire safety inspection reports with a list of high risk occupancies and sensitive land use inspected.
CSF 31	Business Licence inspections.	R0	The number of business licence inspections conducted by target date.	170	170 business licence inspections conducted by 30 June 2026	42	42 business licence inspections conducted by 30 September 2025	43	43 business licence inspections conducted by 31 December 2025	42	42 business licence inspections conducted by 31 March 2026.	43	43 business licence inspections conducted by 30 June 2026.	All wards	List of inspections done with area and date
CSF 32	Disaster Awareness campaigns	R0	The number of wards visited for Disaster awareness campaigns by target date.	8	8 wards visited for Disaster Awareness campaigns by 30 June 2026.	2	2 wards visited for Disaster Awareness campaigns by 30 September 2025.	2	2 wards visited for Disaster Awareness campaigns 31 December 2025.	2	2 wards visited for Disaster Awareness campaigns 31 March 2026.	2	2 wards visited for Disaster Awareness campaigns 30 June 2026.	All wards	photos, signed List of campaigns planned and conducted, attendance registers with day and date

NATIONAL KPA -KEY PERFORMANCE AREA 5: LOCAL ECONOMIC DEVELOPMENT NATIONAL (weighting=5%)

CSF 33	Job creation	R0	The number of Jobs maintained through provision of security services per quarter	44	44 Jobs maintained through security services by 30 June 2026	44	44 jobs maintained through provision of security services by 30 Sept 2025	44	44 jobs maintained through provision of security services by 31 December 2025	44	44 Jobs maintained through provision of security services by 31 March 2026	44	44 jobs maintained through provision of security services by 30 June 2026.	Internal	List/Register of employed security guards
CSF 34	Service provider Assessment.	R0	The number of Service Provider Assessments reports submitted to Manco & SCM contract's manager on all service providers within the department.	8	8 Service Provider Assessments reports submitted to Manco/GG(4) & SCM Contract's Manager(4) on all service providers within the department by 30 June 2026.	2	Q1 of 2025/2026 Service Provider Assessments reports submitted to Manco/GG(1) & SCM Contract's Manager(1).	2	Q2 of 2025/2026 Service Provider Assessments reports submitted to Manco/GG(1) & SCM Contract's Manager(1).	2	Q2 of 2025/2026 Service Provider Assessments reports submitted to Manco/GG(1) & SCM Contract's Manager(1).	2	Q3 of 2025/2026 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager 30 June 2026.	Internal	E-mail to Contracts Manager/Manco resolution/E-mail of Manco item to Manco secretariat.

NATIONAL KEY PERFORMANCE AREA 6: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT (weighting=10%)

CSF 34	fire hydrants inspections	R0	The number of Fire hydrants inspected by target date.	100	100 fire hydrants inspections conducted by 30 June 2026	25	25 fire hydrants inspected by 30 September 2025	25	25 fire hydrants inspected by 31 December 2025	25	25 fire hydrants inspected by 31 March 2026.	25	25 fire hydrants inspected by 30 June 2026.	All wards	-Fire reports -Inspection reports
CSF 35	Fire & Emergency Services	R0	The number of Fire plans scrutinized by target date.	120	120 Fire building plans scrutinised by 30 June 2026	30	30 fire plans scrutinised by 30 September 2025	30	30 fire plans scrutinised by 31 December 2025	30	30 fire plans scrutinised by 31 March 2026	30	30 fire plans scrutinised by 30 June 2026.	All wards	-Plans report -Assessment forms
CSF 36	Marine Safety - Assessment of launch site operations- to ensure compliance with approved SLA	R0	The number of assessment of launch site operations performed by target date.	66	65 assessment of launch site operations performed by 30 June 2026	16	16 assessment of launch site operations performed by 30 September 2025	17	17 assessment of launch site operations performed by 31 December 2025	17	17 assessment of launch site operations performed by 31 March 2026	16	16 assessment of launch site operations performed by 30 June 2026.	All wards	-Monthly reports -Assessment form
CSF 37	Jet Ski	R1,200,000	The number of Jet Ski purchased by target date	100%	100% (2 Jet skis) procurement of Jet Skies by target 30 June 2026	30%	1. TSC=10% 2. Tender advert=10% 3. TEC=10%	20%	1.TAC=10% 2. Appointment letter=10%	0	No target	50%	Delivery of 2 jetski's by 30 June 2026	Internal	1. TSC 2. Tender advert 3. TEC 4.TAC 5. Appointment letter 6. Delivery note

Executive Director Community Services: S.C Viramuthu

Signature: 

Date: 26-06-2025

Municipal Manager: N.J Mdakane

Signature: 

Date: 26-06-2025

*M.P.M.
Q.P.M.
J.S.*