

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 S.C VIRAMUTHU
EXECUTIVE DIRECTOR: COMMUNITY SAFETY

FOR THE

FINANCIAL YEAR: 1 JULY 2024 – 30 JUNE 2025

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MEM
QPM
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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

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


and

**MR S.C 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 Act 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.

 **Mr N. J Mdakane**
Accounting Officer
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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.

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 July 2024** and will remain in force until **30 June 2025**. 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.

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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.

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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 (KPA's) (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 (KPA's) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPA's 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.

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KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Spatial Planning & Environmental Management	46%
Basic Service Delivery	7%
Local Economic Development (LED)	6%
Municipal Financial Viability and Management	27%
Good Governance and Public Participation	8%
Municipal Transformation and Institutional Development	6%
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)

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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 	15
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 	15
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	15
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	10
Governance & Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	10
Core competencies		
Moral Competence		5
Planning and Organising		5
Analysis and Innovation		5
Knowledge and Information Management		5
Communication		5
TOTAL WEIGHT		100%

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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.

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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.

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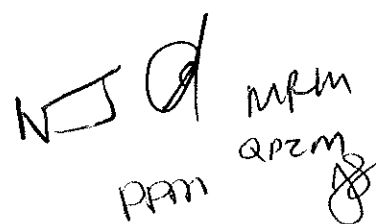
- A circled 'd' with a diagonal line through it.
- Initials 'NJ'.
- Initials 'MRM'.
- Initials 'APM'.
- Initials 'QPM'.
- A stylized signature.

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.



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- (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.1g

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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.

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- 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.

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10.1 The Employer agrees to consult the Employee timeously were the exercising of the powers will have amongst others:

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

- 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


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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

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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.

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Thus, done and signed at **KwaDukuza** on this the 12 day of **June 2024**.

EMPLOYEE :

Succilian -C. Vramuthu

PRINT NAME



SIGNATURE

WITNESS 1 : Mpumehle R Mahlahle

PRINT NAME



SIGNATURE

WITNESS 2 : QINISILE MSWELI

PRINT NAME

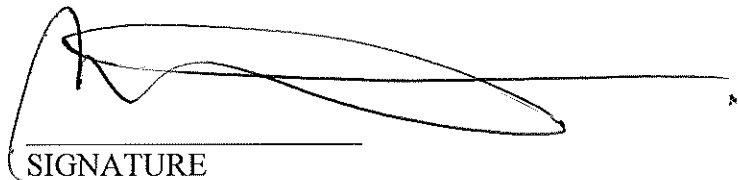


SIGNATURE

EMPLOYER :_

N.J. MDAKANE.

PRINT NAME



SIGNATURE

WITNESS 1 : JUDY SEWOLAR

PRINT NAME



SIGNATURE

WITNESS 2 : Pearl Mbiti

PRINT NAME



SIGNATURE

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PERSONAL DEVELOPMENT PLAN

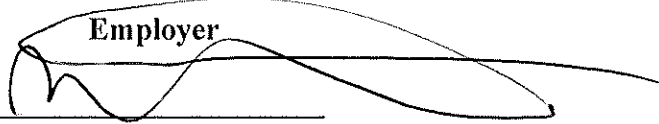
MUNICIPALITY : KWADUKUZA MUNICIPALITY
INCUMBENT : MR SC VIRAMUTHU
SALARY : R _____
JOB TITLE : EXECUTIVE DIRECTOR : COMMUNITY SAFETY
REPORT TO : MUNICIPAL MANAGER

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 2024/2025 , 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,
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**


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Agreed upon

Signature :  Employer

Supervisor : Municipal Manager

Date : 30 June 2024

Signature :  Employee

Incumbent : S.C VIRAMUTHU

Date : 30 June 2024

Date of next review: 30 June 2025

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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 : _____


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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: 30/06/2024

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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

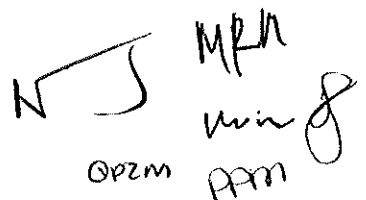
See information sheet: Note (7)

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: 30.06.2024.

PLACE: KwaDuzeni


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OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

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

Answer yes

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

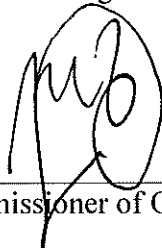
Answer no

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

Answer yes

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true".

The signature/mark of the deponent is affixed to the declaration in my presence.



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

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

TEL: 032 437 5145

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 WUTHU' STREET

Date: 30/06/2024

Place: Kwa Dukuza

CONTENTS NOTED: Municipal Manager

DATE: 30/06/2024

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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:

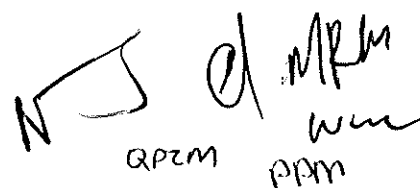
- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

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.


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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.

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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.

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- PPM (with a checkmark-like symbol)
- MPM
- QPM

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.

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- (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.

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- A large handwritten "N" with a box-like shape next to it.
- Handwritten initials "MKM" above a signature.
- Handwritten initials "PPM" below the signature.
- Handwritten initials "QPZM" to the right of the signature.

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.

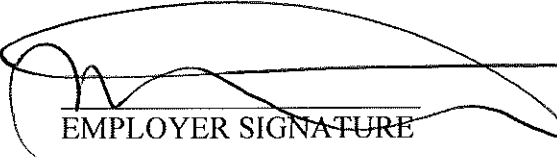
(2) Such other disciplinary steps may include –

- (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

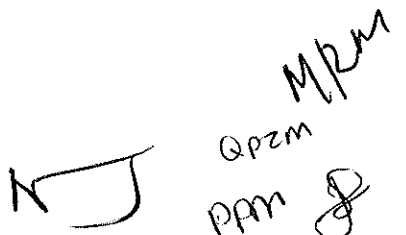
VIRAMUTHU S.C
PRINT NAME



EMPLOYER SIGNATURE

MDAKANE N.J
PRINT NAME

30 JUNE 2024


NJ
QPM
PAM

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.


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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  S.C. Vindurani


Job title: Executive Director: COMMUNITY SAFETY

Date: 30 June 2024

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

SIGN: 

Date: 30 June 2024


MPM
PPM
OPZM

COMMUNITY SAFETY SCORECARD 2024 - 2025 FINANCIAL YEAR

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 KEY PERFORMANCE AREA 1 : MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT (Weighting 6%)															
CSF 01	Demolition and construction of Salt Rock offices-Phase 1 (multi year project)	R3 000 000.00	Demolition and construction of Salt Rock offices-Phase 1 by target date	100%	100% Demolition and construction of Salt Rock offices-Phase 1 by 30 June 2025	10%	TSC approval	20%	TEC approval	50%	1.TAC Approval (10%) 2. Appointment Letter (10%)	100%	1. Site establishment 2. Demolition of building and construction works	Internal	1.TSC minutes 2.TEC Minutes 3. TAC minutes 4. Appointment letter 5.Site antilestablishment 6. Municipal Services
CSF 02	Cascading of PMS	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 30 June 2025	10%	Performance plans for Community Safety employees from T19 to T16 submitted to the IPMS Office by the 30 September 2024.	10%	Performance plans for Community Safety employees from T15 to T12 submitted to the IPMS Office by the 31 December 2024.	40%	1)Email to HR requesting reviews from T19 to T16 by 31 January 2025 (20%) 2) Adjusted scorecards for T19 to T16 submitted to IPMS office by 31 March 2025 (20%)	40%	1)Email to HR requesting reviews from T15 to T12 by 30 April 2025 (20%) 2) Adjusted scorecards for T15 to T12 submitted to IPMS office by 30 June 2025 (20%)		1) List of employees from T19 to T12 that have submitted the performance plans 2)E-mail sent to HR requesting reviews to be conducted for T19 to T12
NATIONAL KEY PERFORMANCE AREA 2: GOOD GOVERNANCE & PUBLIC PARTICIPATION (weighting 8%)															
CSF 03	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 2024, 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 2025 for Q3.	10	Upload completed Performance Information by the 10th of July 2025, for Q4 and Annual.		Verification by the PME Champions per department.
CSF 04	Governance	R0	The percentage of AG findings resolved in the AG action plan for the 2022/2023 financial year.	1	100% of AG findings resolved in the AG action plan for the 2022/2023 financial year, by 30 June 2025.	25%	AG Findings for 2022/2023 resolved.	50%	AG Findings for 2022/2023 resolved.	75%	AG Findings for 2022/2023 resolved.	100%	AG Findings for 2022/2023 resolved.		list of AG findings contained in the AG action plan; quarterly % resolution of AG findings resolved in the AG action plan
CSF 05	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 2025.	1	Quarter 4 of 2023/2024 response to Circular 88 National Indicators submitted to PME by 5 July 2024.	1	Quarter 1 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 5 October.	1	Quarter 2 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 5 January.	1	Quarter 3 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 5 April.		e-mail from PME sent to departments. Response from departments to PME with completed C88 information
NATIONAL KEY PERFORMANCE AREA 3: FINANCIAL MANAGEMENT AND VIABILITY (weighting 27%)															
CSF 06	Revenue from Traffic Licenses.	R0	Rand Revenue collected from all traffic licenses issued	R5 100 000.00	R5 100 000 collected from all traffic licenses issued by 30 June 2025	R1 275 000.00	R1 275 000 collected from all traffic licenses issued .	R1 275 000.00	R1 275 000 collected from all traffic licenses issued .	R1 275 000.00	R1 275 000 collected from all traffic licenses issued .	R1 275 000.00	R1 275 000 collected from all traffic licenses issued .	All wards	Report from Law Enforcement Administration
CSF 07	Revenue from Fines.	R0	Rand value revenue collected from outstanding fines and other traffic offences	R2 000 000	R2 000 000 revenue collected from outstanding fines, as at 30 June 2024; and other traffic offences by 30 June 2025	R500 000.00	R500 000 revenue collected from outstanding fines and other traffic offences	R500 000.00	R500 000 revenue collected from outstanding fines and other traffic offences	R500 000.00	R500 000 revenue collected from outstanding fines and other traffic offences	R500 000.00	R500 000 revenue collected from outstanding fines and other traffic offences	All wards	Financial reports
CSF 08	Revenue enhancement	R0	Rand Revenue collected from all motor vehicles licenses issued	R6 000 000	R6 000 000.00 revenue collected from all motor vehicle licenses issued by 30 June 2025	R1 500 000.00	R1 500 000.00 revenue collected from all motor vehicle licences issued by 30 Sept 2024	R1 500 000.00	R1 500 000.00 revenue collected from all motor vehicle licences issued by 31 December 2024	R1 500 000.00	R1 500 000.00 revenue collected from all motor vehicle licences issued by 31 March 2025	R1 500 000.00	R1 500 000.00 revenue collected from all motor vehicle licences issued by 30 June 2025	All wards	Financial reports
CSF 09	Management of CAPEX	R19 166 000	The percentage expenditure on Departmental Capital budget	90%	90% expenditure on Departmental Capex by 30 June 2025 (Total = R17 249 400)	20	20% expenditure on CAPEX (R3 449 880)	45%	45% expenditure on CAPEX(R 7 762 230)	60%	60% expenditure on CAPEX (48 974 617.98)	90%	90% expenditure on CAPEX (81 624 363.30)	Internal	1) Report from finance showing Capex Spend
CSF 10	Management of OPEX	R163 764 539	The percentage expenditure Departmental Operating Budget	90%	90% expenditure Departmental Operating Budget by 30 June 2025 (Total = R147 388 085.10)	23	22.5% (R36 847 021.27) expenditure on OPEX As per SDBIP	45%	45% (R73 694 042.55) expenditure on OPEX As per SDBIP	75%	75% (R110 541 063.82) expenditure on OPEX As per SDBIP	90%	90% (147 388 085.10) expenditure on OPEX As per SDBIP	Internal	1) Report from finance showing Opex Spend

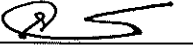

NS
Q.P.2M
APM
MDM

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 11	Management of Overtime. Make sure each quarterly spend is added as this is a cumulative target.	R17 522 956	The percentage of overtime kept within the allocated budget	100%	The percentage of overtime kept within the allocated budget by 30 June 2025	20%	Q1 estimated overtime amount in rands = R303 123	50%	Q1 estimated overtime amount in rands = R8 761 478	80%	Q1 estimated overtime amount in rands = R14 018 364.80	100%	Q1 estimated overtime amount in rands = R17 522 956	Internal	Overtime Report from Budget Office.
CSF 12	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 10 days of the approval of the budget.	Internal	e-mail submission to SCM unit of Procurement Plan
CSF 13	SCM - Procurement Plan	R0	The number of Progress Reports on the Departmental Procurement Plan submitted to SCM Unit/GG/Manco/Portfolio Committee.	400%	4 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit/GG/Manco/Portfolio Committee by 30 June 2025.	1	1 progress report for Q4 of 2023/2024 submitted SCM Unit/GG/Manco/Portfolio Committee.	100%	1 progress report for Q1 of 2024/2025 submitted SCM Unit/GG/Manco/Portfolio Committee.	100%	1 progress report for Q2 of 2024/2025 submitted SCM Unit/GG/Manco/Portfolio Committee.	100%	1 progress report for Q3 of 2024/2025 submitted SCM Unit/GG/Manco/Portfolio Committee.	Internal	Progress Report signed by ED and submitted to SCM Unit as well as GG or Manco or Portfolio Committee
CSF 14	Irregular expenditure	R0	The percentage reduction of Irregular Expenditure in comparison to 2023/2024 Financial Year End Irregular Expenditure.	70%	70% reduction of Irregular expenditure, in comparison to the 2023/2024 Financial Year End Irregular Expenditure, by 30 June 2025.	20%	Reduction of Irregular expenditure in comparison to the 2023/2024	30%	Reduction of irregular expenditure in comparison to the 2023/2024	50%	Reduction of Irregular expenditure in comparison to the 2023/2024	70%	Reduction of Irregular expenditure in comparison to the 2023/2024		Spreadsheet from the Expenditure Office indicating departmental Irregular expenditure.

NATIONAL KEY PERFORMANCE AREA 4: SPATIAL PLANNING, ENVIRONMENTAL MANAGEMENT & SOCIAL SERVICES (CROSS CUTTING ISSUES) (weighting 46%)

OPMS 39	Traffic Control and Law enforcement	R0	The number of multi-disciplinary law enforcement operations conducted.	135	135 multi-disciplinary law enforcement operations conducted by 30 June 2025	30	Multi-disciplinary law enforcement operations	37	Multi-disciplinary law enforcement operations	38	Multi-disciplinary law enforcement operations	30	Multi-disciplinary law enforcement operations	All wards	multi-disciplinary law enforcement operations report.
OPMS 40	Outreach Programmes.	R0	The number of outreach programmes conducted on fire safety, social crime and road safety campaigns.	30	30 outreach programmes conducted on fire safety, social crime prevention and road safety by 30 June 2025: - 10 Fire Outreach programmes. 10 Social Crime Prevention Outreach programmes. 10 Road Safety programmes.	6	i) 2 wards visited for fire safety. ii) 2 wards visited for Social Crime Prevention. iii) 2 Road Safety programme.	9	i) 3 wards visited for fire safety. ii) 3 wards visited for Social Crime Prevention. iii) 3 Road Safety programme.	6	i) 2 wards visited for fire safety. ii) 2 wards visited for Social Crime Prevention. iii) 3 Road Safety programme.	9	i) 3 wards visited for fire safety. ii) 3 wards visited for Social Crime Prevention. iii) 3 Road Safety programme.	Various Wards	photos, signed List of campaigns planned and conducted, attendance registers with day and date
OPMS 41	Fire Fleet (2 Fire trucks)	R5 000 000	The number of Fire Trucks Delivered.	2	2 Fire Trucks delivered by 31 December 2024.	0	No target	2	Fire Trucks delivered	0	No target	0	No target	N/A	Delivery Note. Photos with date and signature.
CSF 15	Law Enforcement	R0	The number of warrant of arrest roadblocks performed	40	40 warrant of arrest roadblocks performed by 30 June 2025	10	10 warrant of arrest roadblocks performed by 30 September 2024	10	10 warrant of arrest roadblocks performed by 31 December 2024	10	10 warrant of arrest roadblocks performed by 31 March 2025	10	10 warrant of arrest roadblocks performed by 30 June 2025	All wards	Inspection form, MS portfolio report
CSF 16	Stop and Search	R0	The number of vehicles stopped and checked	8000	8000 vehicles stopped and checked by 30 June 2025	2000	2000 vehicles stopped and checked by 30 Sept 2024	2000	2000 vehicles stopped and checked by 31 March 2024	2000	2000 vehicles stopped and checked by 31 March 2025	2000	2000 vehicles stopped and checked by 30 June 2025	All wards	Enatis system report
CSF 17	Learners Licence	R0	The number of applicants Booked and Tested for Learner's Licence	4500	4500 applicants booked and tested for learner's licence by 30 June 2025	1125	1125 applicants booked and tested for learner's licence by 30 Sept 2024	1125	1125 applicants booked and tested for learner's licence by 31 December 2024	1125	1125 applicants booked and tested for learner's licence by 31 March 2025	1125	1125 applicants booked and tested for learner's licence by 30 June 2025	All wards	Enatis system report
CSF 18	Learners Licence	R0	The number of Learner's Licence issued/passed	2100	2100 learner's licence issued/passed by 30 June 2025	525	525 learner's licences issued by 30 Sept 2024	525	525 learner's licences issued by 31 December 2024	525	525 learner's licences issued by 31 March 2025	525	525 learner's licences issued by 30 June 2025	All wards	Enatis system report
CSF 19	PrDP	R0	The number of (Professional Driving Permit) PrDP issued	2500	2500 PrDP Issued by 30 June 2025	625	625 PrDP issued by 30 Sep 2024	625	625 PrDP issued by 31 December 2024	625	625 PrDP issued by 31 March 2025	625	625 PrDP issued by 30 June 2025	All wards	Enatis system report

NIS
OPM
PAN
MRM

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 20	Drivers License	R0	The number of Driver's License renewed	9100	9100 driver's license renewed by 30 June 2025	2275	2275 drivers license renewed by 30 Sept 2024	2275	2275 drivers license renewed by 31 December 2024	2275	2275 drivers license renewed by 31 March 2025	2275	2275 drivers license renewed by 30 June 2025	All wards	Enatis system report
CSF 21	Drivers License	R0	The number of applicants Tested for Driver's Licence test	586	586 applicants tested for driver's licence test by 30 June 2025	146	146 applicants tested for driver's licence test by 30 Sept 2023	147	147 applicants tested for driver's licence test by 31 December 2024	147	147 applicants tested for driver's licence test by 31 March 2025	146	146 applicants tested for driver's licence test by 30 June 2025	All wards	Enatis system report
CSF 22	Drivers License	R0	The number of Temporary Driver's License issued	6000	6000 temporary driver's license issued by 30 June 2025	1500	1500 temporary driver's license issued by 30 Sept 2024	1500	1500 temporary driver's license issued by 31 December 2024	1500	1500 temporary driver's license issued by 31 Dec 2025	1500	1500 temporary driver's license issued by 30 June 2025	All wards	Enatis system report
CSF 23	Road Worthiness Test	R0	The number of Vehicles Tested for Roadworthiness	120	120 vehicles tested for roadworthiness by 30 June 2025	30	30 vehicles tested for roadworthiness by 30 Sept 2024	30	30 vehicles tested for roadworthiness by 31 December 2024	30	30 vehicles tested for roadworthiness by 31 March 2025	30	30 vehicles tested for roadworthiness by 30 June 2025	All wards	Enatis system report
CSF 24	Fire Inspections	R0	The number of fire compliance inspections conducted	72	72 fire compliance inspections conducted by 30 June 2025	18	18 fire compliance inspections conducted by 30 September 2024	18	18 fire compliance inspections conducted by 31 December 2024	18	18 fire compliance inspections conducted by 31 March 2025	18	18 fire compliance inspections conducted by 30 June 2025	All wards	Fire safety inspection reports with a list of high risk occupancies and sensitive land use inspected.
CSF 25	Business Licence inspections.	R0	The number of business licence inspections conducted	140	140 business licence inspections conducted by 30 June 2025	35	35 business licence inspections conducted by 30 September 2024	35	35 business licence inspections conducted by 31 December 2024	35	35 business licence inspections conducted by 31 March 2025	35	35 business licence inspections conducted by 30 June 2025	All wards	List of inspections done with area and date
CSF 26	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 2024.	2	2 wards visited for Disaster Awareness campaigns by 30 September 2024.	2	2 wards visited for Disaster Awareness campaigns 31 December 2024.	2	2 wards visited for Disaster Awareness campaigns 31 March 2025.	2	2 wards visited for Disaster Awareness campaigns 30 June 2025.	All wards	photos, signed List of campaigns planned and conducted, attendance registers with day and date
CSF 27	Disaster Management	R0	The number of Disaster Incidents responded to within 24 hours	0	The number of disaster incidents responded to within 24 hours	0	The number of disaster incidents responded to within 24 hours per Quarter	0	The number of disaster incidents responded to within 24 hours per Quarter	0	The number of disaster incidents responded to within 24 hours per Quarter	0	The number of disaster incidents responded to within 24 hours per Quarter	All wards	-Monthly reports
NATIONAL KEY PERFORMANCE AREA 5: LOCAL ECONOMIC DEVELOPMENT (weighting 6%)															
CSF 28	Job creation	R0	The number of Jobs maintained through provision of security services per quarter	160	160 Jobs maintained through security services by 30 June 2025	160	160 Jobs maintained through provision of security services by 30 Sept 2024	160	160 Jobs maintained through provision of security services by 31 December 2024	160	160 Jobs maintained through provision of security services by 31 March 2025	160	160 Jobs maintained through provision of security services by 30 June 2025		List/Register of employed security guards
CSF 29	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.	4	4 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager on all service providers within the department	1	Q4 of 2023/2024 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager.	1	Q1 of 2024/2025 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager.	1	Q2 of 2024/2025 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager.	1	Q3 of 2024/2025 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager.		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 7%)															
CSF 30	fire hydrants inspections	R0	The number of Fire hydrants inspected by target date.	90	90 fire hydrants inspections conducted by 30 June 2025		22 fire hydrants inspected by 30 September 2024		23 fire hydrants inspected by 31 December 2024		22 fire hydrants inspected by 31 March 2025		23 fire hydrants inspected by 30 June 2025	All wards	-Fire reports inspection reports
CSF 31	Fire & Emergency Services	R0	The number of Fire plans scrutinized	80	80 Fire building plans scrutinised by 30 June 2025	20	20 fire plans scrutinised by 30 September 2024	20	20 fire plans scrutinised by 31 December 2024	20	20 fire plans scrutinised by 31 March 2025	20	20 fire plans scrutinised by 30 June 2025	All wards	-Plans report Assessment forms
CSF 32	Marine Safety - Assessment of launch site operations- to ensure compliance with approved SLA	R0	The number of assessment of launch site operations performed	56	56 assessment of launch site operations performed by 30 June 2025	14	14 assessment of launch site operations performed by 30 September 2024	14	14 assessment of launch site operations performed by 31 December 2024	14	14 assessment of launch site operations performed by 31 March 2025	14	14 assessment of launch site operations performed by 30 June 2025	All wards	-Monthly reports Assessment form
Executive Director Community Services: S.C Viramuthu						Municipal Manager: N.J Mdakane									
Signature: 						Signature: 									
Date: 30.06.2024						Date: 30 June 2024									

NJ
AM
MPM
QPM