

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

MS P. S MNTAKA
EXECUTIVE DIRECTOR: CORPORATE SERVICES

FOR THE

FINANCIAL YEAR: 1 JULY 2024 – 30 JUNE 2025

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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

MS P. S MNTAKA, EXECUTIVE DIRECTOR: CORPORATE SERVICES 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.

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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.

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.
- 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 (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.

| KEY PERFORMANCE AREAS (KPA'S) | WEIGHTING |
|--|-------------|
| Spatial Planning & Environmental Management | 0% |
| Basic Service Delivery | 0% |
| Local Economic Development (LED) | 09% |
| Municipal Financial Viability and Management | 29% |
| Good Governance and Public Participation | 19% |
| Municipal Transformation and Institutional Development | 43% |
| 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.

Competency Framework Structure (Competency Descriptions attached as Annexure B)

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 | 20 |
| 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 | 5 |
| Financial Management | <ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring | 5 |
| 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 | | 10 |
| Planning and Organising | | 10 |
| Analysis and Innovation | | 10 |
| Knowledge and Information Management | | 5 |
| Communication | | 5 |
| TOTAL WEIGHT | | 100% |

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.

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- (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.

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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.
- (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.
- 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 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:

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Municipal Regulations for Municipal Managers & Managers Directly Accountable to Municipal Managers, 2006, within 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.

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

EMPLOYEE :

Pamella S. Mtaka

PRINT NAME



SIGNATURE

WITNESS 1 : Ayanda P. Miya

PRINT NAME



SIGNATURE

WITNESS 2 : Buyisile Nsibanyoni

PRINT NAME

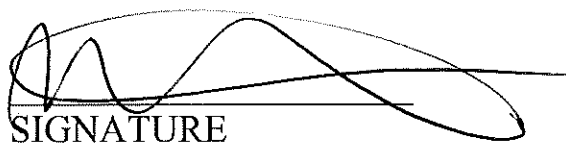


SIGNATURE

EMPLOYER: _

N.J MDAKANE

PRINT NAME



SIGNATURE

WITNESS 1 : QINISILE MSWELI

PRINT NAME



SIGNATURE

WITNESS 2 : Mpumehle P. Makhahle

PRINT NAME



SIGNATURE

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY : KWADUKUZA
INCUMBENT : P. S MNTAKA
SALARY : _____
JOB TITLE : EXECUTIVE DIRECTOR: CORPORATE SERVICES
REPORT TO : MUNICIPAL MANAGER

1. What are the competencies required for this job (refer to competency profile of job description)?
 - Strategic Direction & Leadership
 - People Management
 - Programme Management
 - Project Management
 - Financial Management
 - Change Management
 - Governance Leadership
2. What competencies from the above list, does the job holder already possess?
 - Strategic Direction & Leadership
 - People Management
 - Programme Management
 - Project Management
 - Governance Leadership
3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)
 - Financial Management
 - Change Management
 - Knowledge & Information Management
4. Actions/Training interventions to address the gaps/needs
 - Training on Financial Management, Change Management, Knowledge & Information Management
5. Indicate the competencies required for future career progression/development
 - N/A

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6. Actions/Training interventions to address future progression

- N/A

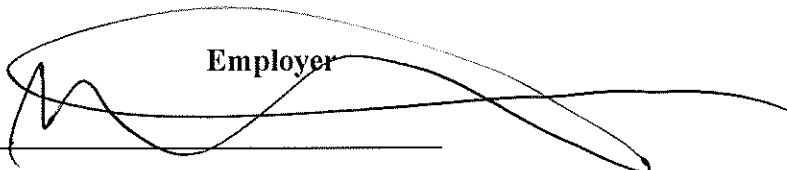
7. Comments/Remarks of the Incumbent

- As per Cogta's Senior Managers Assessment report

8. Comments/Remarks of the supervisor

Agreed upon

Signature :

Employer


Supervisor :

Municipal Manager

Date :

30/06/2024

Signature :

Employee



Incumbent :

P. S Mntaka

Date :

3/06/2024

Date of next review: 30 June 2025

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FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Mntaka P. S. of Unit 5, San Barnadino, 10 Seaward Estate, Ballito, Durban 4000 (Residential address)
employed as **Executive Director: Corporate Services** 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 |
|---|--------|---------------|---------------------------|
| N/A | N/A | N/A | N/A |

2. **Directorships and Partnerships**

See information sheet: Note (2)

| Name of Corporate entity, partnership or firm | Type of business | Amount of Remuneration or Income |
|---|------------------|----------------------------------|
| Nimble Pty (Ltd) | Consultancy | N/A |

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 |
|------------------|--------------|----------------------------------|
| N/A | N/A | N/A |

Council sanction confirmed :

Signature of Municipal Manager :

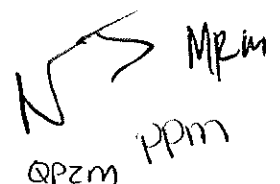


Date : 30/06/2024

4. **Consultancies and retainerships**

See information sheet: Note (4)

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



5. Sponsorships

See information sheet: Note (5)

| Source of sponsorship | Description of sponsorship | Value of sponsorship |
|-----------------------|----------------------------|----------------------|
| N/A | N/A | N/A |

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

See information sheet: Note (6)

| Description | Value | Source |
|-------------|-------|--------|
| N/A | N/A | N/A |

7. Land and property

See information sheet: Note (7)

| Description | Extent | Area | Value |
|-------------------|-------------|------------|--------------|
| Unit No. 7 Azalea | 3 Bed Rooms | Lady Smith | R700 000.00 |
| 19 Calvary | 3 Bed Rooms | Lady Smith | R 900 000.00 |



SIGNATURE OF EMPLOYEE

DATE: 30/06/2024

PLACE: KwaDukuza

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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.


Commissioner of Oath / ~~Justice of the Peace~~ **WILLIAM MTHANDENI MKHIZE**
HR ADMINISTRATION OFFICER
KWADUKUZA MUNICIPALITY
COMMISSIONER OF OATHS
(EX-OFFICIO)
Full first names and surname: William Mthandeni Mkhize (Block letters)
Designation (rank): EX OFFICIO **TEL: 031 263 7251 45**
CELL: 083 562 9638
Street address of institution: 14 CHIEF ALBERT LUTHULI STREET
KWADUKUZA
Date: 10-06-2024
Place: _____


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 1):

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.

Handwritten notes and signatures at the bottom right of the page, including a large stylized signature, the word "PPM", and the word "MP".

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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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

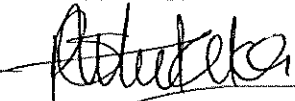
Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act

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

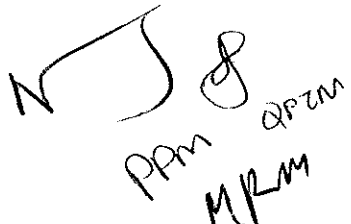
MNTAKA P.S
PRINT NAME



EMPLOYER SIGNATURE

MDAKANE N.J
PRINT NAME

DATE: 30/06/2024



PERFORMANCE PLAN

Entered into by and between

THE KWADUKUZA MUNICIPALITY

And

EXECUTIVE DIRECTOR: CORPORATE SERVICES

MS P. S MNTAKA

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 (KPA's) 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.

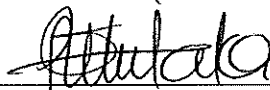
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N. J. S. QPZM
PPM

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: Corporate Services

Date: 3/06/2024

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

SIGN: 

Date: 30/06/2024

MPM
PPM
QPM
J
N

EXECUTIVE DIRECTOR: 2024/2025 CORPORATE SERVICES SCORECARD

| STRATEGIC OBJECTIVE | ORG SCORECARD OPMS-No. | NAME OF PROJECT | ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL | KEY PERFORMANCE INDICATOR | ANNUAL TARGET | ANNUAL TARGET DESCRIPTION | QUARTER 1 JULY - SEPTEMBER | Q1 TARGET | QUARTER 2 OCTOBER - DECEMBER | Q2 TARGET | QUARTER 3 JANUARY - MARCH | Q3 TARGET | QUARTER 4 APRIL - JUNE | Q4 TARGET | PORTFOLIO OF EVIDENCE | PERSON RESPONSIBLE |
|---|------------------------|-----------------------------------|---|---|---------------|--|--|-----------|--|-----------|---|-----------|--|-----------|--|---------------------------------------|
| DEVELOPMENT OBJECTIVE 1 : MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT (Weighting 43%) | | | | | | | | | | | | | | | | |
| Municipal Transformation and Institutional Development | OPMS: 01 | Recruitment & Selection | | R0 The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan (NKP) Highest Three levels :- 1) Top Management MM, ED, and Directors (Task Grade 19 -26) 2) Senior Management (Task Grade 16 - 18) 3) Professionals (Task Grade 14 -15) | | 4 4 people employed from employment equity target groups in the three highest levels of management by 30 June 2025 | 1 person people employed from employment equity target groups in the three highest levels of management | | 1 1 person people employed from employment equity target groups in the three highest levels of management | | 1 1 person people employed from employment equity target groups in the three highest levels of management | | 1 1 person people employed from employment equity target groups in the three highest levels of management | | 1 List of signed appointments for all appointments made in the quarter, List of appointments of the concerned group. List of signed appointments from HR -signed by Director HR, appointment letters with salary section blocked. | Director IIR |
| Municipal Transformation and Institutional Development | CS: 01 | Workplace Skills Development Plan | | R0 The number of reports on trainings provided for Councillors and staff conducted, submitted to Finance & Local Public Administration Portfolio Committee (FLPA) by target date. | | 4 4 reports on trainings provided for Councillors and staff conducted, submitted to FLPA by 30 June 2025. | 1 report on trainings provided for Councillors and staff conducted, submitted to FLPA for Q4 of 2023/2024 | | 1 1 report on trainings provided for Councillors and staff conducted, submitted to FLPA for Q1 of 2024/2025 | | 1 1 report on trainings provided for Councillors and staff conducted, submitted to FLPA for Q2 of 2024/2025 | | 1 1 report on trainings provided for Councillors and staff conducted, submitted to FLPA for Q3 of 2024/2025 | | 1 Finance & Local Public Administration Portfolio Committee (FLPA) Committee Resolution. Copies of quarterly Reports. | Director IIR |
| Municipal Transformation and Institutional Development | OPMS: 02 | Recruitment & Selection | | R0 The percentage of employment of women candidates from all levels by target date | 50% | Ensure 50% employment of women candidates from all levels by 30 June 2025 | Ensure 50% employment of women candidates from all levels | 50% | Ensure 50% employment of women candidates from all levels | 50% | Ensure 50% employment of women candidates from all levels | 50% | Ensure 50% employment of women candidates from all levels | 50% | List of signed appointments from HR showing workings, appointment letters with salary blocked out. | Director IIR |
| Municipal Transformation and Institutional Development | OPMS: 03 | Recruitment & Selection | | R0 The percentage of employment of youth candidates from all levels by target date. | 50% | Ensure 50% employment of youth candidates from all levels by 30 June 2025 | Ensure 50% employment of youth candidates from all levels | 50% | Ensure 50% employment of youth candidates from all levels | 50% | Ensure 50% employment of youth candidates from all levels | 50% | Ensure 50% employment of youth candidates from all levels | 50% | List of signed appointments from HR showing workings, appointment letters with salary blocked out. | Director HR |
| Municipal Transformation and Institutional Development | OPMS: 04 | Workplace Skills Development Plan | R3 000 000 | The percentage of a municipality's budget actually spent on implementing its workplace skills plan (WSP)(NKP) | 90% | 90% (R2 700 000) of a municipality's training budget spent on implementation of WSP by 30 June 2025. | 20% (R540 000) of a municipality's training budget actually spent on implementing its workplace skills plan. | 20% | 30% (R810 000) of a municipality's training budget actually spent on implementing its workplace skills plan. | 30% | 70% (R1 890 000) of a municipality's training budget actually spent on implementing its workplace skills plan. | 70% | 90% (R2 700 000) of a municipality's training budget actually spent on implementing its workplace skills plan. | 90% | Copy of Munsoft screen print showing expenditure and list of service providers paid. | Director IIR |
| Municipal Transformation and Institutional Development | CS: 02 | IT Strategy Report | | R0 The number of IT strategy implementation reports submitted to ITSC by target date. | | 4 4 IT Strategy implementation reports submitted to ITSC by 30 June 2025 | IT strategy implementation report submitted to ITSC for Q4 of 2023/2024 | | 1 IT strategy implementation report submitted to ITSC for Q1 of 2024/2025 | | 1 IT strategy implementation report submitted to ITSC Q2 of 2024/2025 | | 1 IT strategy implementation report submitted to ITSC Q3 of 2024/2025 | | 1 Agenda Minutes, ITSC resolution | Director ICT |
| To Improve municipal employee performance | CS: 03 | Cascading of PMS | | R0 The percentage implementation of cascading of the Individual Performance Management System for KDM employees from Task Grade 19 to Task Grade 12. | 90% | 90% Implementation of the cascading of the Individual Performance Management System (IPMS) for 122/136 employees from Task Grade 19 to Task Grade 12 by 30 June 2025 | Performance plans for 61 employees from T19- T12 submitted to the IPMS Office by the 30 September 2024. | 10% | Performance plans for 61 employees from T19- T12 submitted to the IPMS Office by the 31 December 2024 | 10% | 1) Conducting of Individual Performance Mid-Term Reviews by 28 February 2025 (15%) 2) Collection of adjusted Individual performance plans by IPMS Office by 31 March 2025. (15%) | 30% | 1) Conducting of Individual Performance Mid-Term Reviews (20%) 2) Collection of adjusted individual performance plans by IPMS Office by 30 June 2025. (20%) | 40% | 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) Minutes and attendance registers of all Mid-Term Reviews conducted. 3) Signed list of KDM employees from T19 to T12 submitted adjusted Individual performance plans. | Director IIR |
| To Improve municipal employee performance | CS: 04 | Cascading of PMS | | R0 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 09 employees from Task Grade 19 to Task Grade 12 by 30 June 2025 | Performance plans for 4 employees from T19 to T16 submitted to the IPMS Office by the 30 September 2024. | 10% | Performance plans for 5 employees from T15 to T12 submitted to the IPMS Office by the 31 December 2024. | 10% | 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%) | 40% | 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-T12 | Executive Director Corporate Services |
| To Improve staff performance and productivity | CS: 05 | KDM Staff Empowerment Programmes | | R0 The number of KDM staff empowerment programmes rolled out by target date | 12 | 12 KDM Human Resource empowerment programmes rolled out by 30 June 2024 | 3 Human Resource empowerment programmes rolled out | 3 | 3 Human Resource empowerment programmes rolled out | 3 | 3 Human Resource empowerment programmes rolled out | 3 | 3 Human Resource empowerment programmes rolled out | 3 | Notice of the programme and Attendance registers | Director HR |
| DEVELOPMENT OBJECTIVE NO 3: FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT (Weighting 29%) | | | | | | | | | | | | | | | | |
| To Improve expenditure on Capital Budget | CS: 06 | CAPEX | R9 330 000 | The percentage of expenditure on Departmental Capital budget by target date | 90% | 90% expenditure on Departmental Capex by 30 June 2025. (Total= R8 397 000) | Q1 spend expenditure on Capex (R1 679 400) | 20% | Q2 expenditure on Capex (R4 198 500) | 50% | Q3 expenditure on Capex (R5 038 200) | 60% | Q4 expenditure on Capex (R8 397 000) | 90% | Report from finance showing Capex Spend | Executive Director Corporate Services |
| To Improve expenditure on Operational Budget | CS: 07 | OPEX | R78 428 362 | The percentage of expenditure on Departmental Operating Budget by target date | 90% | 90% expenditure Departmental Operating Budget by 30 June 2025 (Total =R70 585 525) | Q1 expenditure on Opex (R11 764 254) | 15% | Q2 expenditure on Opex (R35 292 762) | 50% | Q3 expenditure on Opex (R47 057 016) | 75% | Q4 expenditure on Opex (R70 585 525) | 90% | Report from finance showing Opex Spend | Executive Director Corporate Services |

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|--|-------|--|----------|---|----------|---|---|----------|--|----------|--|----------|--|----------|---|---------------------------------------|
| To Improve expenditure on Operational Budget | CS:08 | Overtime | R450 934 | The amount of budget spent on overtime to be within the allocated budget for the year by target date. | R450 934 | Corporate Services Department Overtime Expenditure kept within the allocated budget of (R450 934) by 30 June 2025 | Overtime expenditure kept within the budget of R450 934 | R450 934 | Overtime kept within the allocated budget of R450 934 | R450 934 | Overtime kept within the allocated budget of R450 934 | R450 934 | Overtime kept within the allocated budget of R450 934 | R450 934 | Financial Reports from Finance showing spend on overtime. | Executive Director Corporate Services |
| To Improve expenditure on Operational Budget | CS:09 | Procurement Plan | R0 | Submission of the Departmental Procurement Plan to the SCM Unit within the specified timeframe. | 7 | Submission of the Departmental Procurement Plan to the SCM Unit within 7 days after the approval of the budget. | No target | N/A | No target | N/A | No target | N/A | Procurement Plan for 2025/2026 submitted to SCM by 07 June 2025 | 7 | E-mail submission to SCM and the departmental procurement plan to be attached. | Executive Director Corporate Services |
| To Improve expenditure on Operational Budget | CS:10 | Procurement Plan | R0 | The number of Progress reports on the Implementation of procurement plan. Stamped/signed off by SCM | 4 | 4 Progress reports on the Implementation of procurement plan. Stamped/signed off by SCM | 1 Progress report on the Implementation of procurement plan stamped/signed off by SCM for Q4 of 2023/2024 | 1 | 1 Progress report on the Implementation of procurement plan stamped/signed off by SCM for Q1 for Q1 of 2024/2025 | 1 | 1 Progress report on the Implementation of procurement plan stamped/signed off by SCM for Q2 for 2024/2025 | 1 | 1 Progress report on the Implementation of procurement plan stamped/signed off by SCM for Q3 for 2024/2025 | 1 | Stamped/signed verification from the SCM that the progress report on the procurement plan has been verified by the SCM unit. | Executive Director Corporate Services |
| To Improve expenditure on Operational Budget | CS:11 | Expenditure Management (Irregular expenditure) | R0 | The percentage reduction of Irregular expenditure in the Corporate Services Directorate, when compared to the 2023/2024 financial year. | 70% | 70% of irregular expenditure to be reduced from the previous (2023/2024) year end of June Irregular expenditure. | 20% of Irregular expenditure to be reduced from previous year | 20% | 30% of Irregular expenditure to be reduced from previous year | 30% | 50% of Irregular expenditure to be reduced from previous year | 50% | 70% of Irregular expenditure to be reduced from previous year | 70% | 1) A spreadsheet comparing 2023/2024 financial year total Irregular expenditure and the Irregular expenditure as at the end of each quarter. 2) A spreadsheet with the MPAC Resolution for the affected previous years | Executive Director Corporate Services |

DEVELOPMENT OBJECTIVE 4: LOCAL ECONOMIC DEVELOPMENT (Weighting 9%)

| | | | | | | | | | | | | | | | | |
|---------------------------------|-------|------------------------------|----|---|---|---|---|---|---|---|---|---|---|---|--|---------------------------------------|
| To ensure financial management. | CS:12 | Payment of Creditors | R0 | Timeframe within which departments are to authorize payments and send to SCM. | 3 | Ensure that all payments are authorised and sent to SCM within 3 days of an undisputed Invoice. | Department to ensure that all payments are authorised and sent to SCM within 3 days of an undisputed Invoice. | 3 | Department to ensure that all payments are authorised and sent to SCM within 3 days of an undisputed Invoice. | 3 | Department to ensure that all payments are authorised and sent to SCM within 3 days of an undisputed Invoice. | 3 | Department to ensure that all payments are authorised and sent to SCM within 3 days of an undisputed Invoice. | 3 | Signed GRV's, DCR's and Invoices reflecting date of receipt and submission to SCM. | Executive Director Corporate Services |
| To ensure financial management. | CS:13 | Service Provider Assessments | R0 | Number of Service Provider Assessments reports submitted to Manco & SCM contract's manager on all service providers within the department by target date. | 4 | 4 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager on all service providers within the department by 30 June 2025 | 1 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager on all service providers within the department for Q4 of 2023/2024 | 1 | 1 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager on all service providers within the department for Q1 of 2024/2025 | 1 | 1 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager on all service providers within the department for Q2 of 2024/2025 | 1 | 1 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager on all service providers within the department for Q3 of 2024/2025 | 1 | e-mail to Contracts Manager or Manco resolution and Manco Item. | Executive Director Corporate Services |

DEVELOPMENT OBJECTIVE 5 : GOOD GOVERNANCE AND PUBLIC PARTICIPATION (Weighting 19%)

| | | | | | | | | | | | | | | | | |
|---|-------|--|----|--|----|---|--|----|--|-----|--|----|---|-----|--|---------------------------------------|
| To ensure compliance with the laws and regulations | CS:14 | Submission of Council Resolutions | R0 | The number of Council resolution register to Submitted to council by target date. | 2 | 2 council resolution register submitted to council by 30 June 2025. | Q3 & Q4 of 2023/2024 Council Resolution Register submitted to Council | 1 | No Target | N/A | Q1 & Q2 of 2024/2025 Council Resolution Register submitted to Council | 1 | No Target | N/A | Copy of Item and Council resolution | Director Admin & Properties |
| To ensure compliance of OHS within the workplace | CS:15 | Health & Safety Reports | R0 | The number of Health & Safety reports submitted to FLPA/OHS | 4 | 4 Health & Safety reports submitted to FLPA/OHS by 30 June 2025 | 1 Health & Safety report submitted to FLPA/OHS | 1 | 1 Health & Safety report submitted to FLPA/OHS | 1 | Health & Safety report submitted to FLPA/OHS | 1 | Health & Safety report submitted to FLPA/OHS | 1 | FLPA /OHS Resolution | Director IIR |
| To ensure clean audit is received by the municipality | CS:16 | Performance Information submission dates | R0 | Timeframe within which the Departmental Performance Information is submitted to PME. | 10 | Requested Performance Information submitted to PM&E on the 10th of the month following quarter end. | Requested Performance Information submitted to PM&E on the 10th of October 2024 | 10 | Requested Performance Information submitted to PM&E on the 10th of January 2025 | 10 | Requested Performance Information submitted to PM&E on the 5th of April 2025 | 10 | Requested Performance information submitted to PM&E on the 10th of July 2025 | 10 | e-mail sent to PME. | Executive Director Corporate Services |
| To ensure compliance with the laws and regulations | CS:17 | C88 | R0 | The number of quarterly responses to the Circular 88 National Indicators to the PME Unit by target date. | 10 | 4 quarterly responses to the Circular 88 National Indicators to the PME Unit by 30 June 2025. | Quarter 4 of 2023/2024 response to Circular 88 National Indicators submitted to PME by 10 July 2024. | 10 | Quarter 1 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 10 October 2024 | 10 | Quarter 2 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 10 January 2025 | 10 | Quarter 3 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 10 April 2025. | 10 | e-mail response from SC business unit to PME with completed C88 Information. | Executive Director Corporate Services |

EXECUTIVE DIRECTOR : CORPORATE SERVICES : Ms P.S MTAKA

SIGNATURE:

DATE: 12/06/2024

MUNICIPAL MANAGER : MB N.J MDAKANE

SIGNATURE:

DATE: 12/06/2024

MRM
PPM
QPM