

## 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.V HLONGWANE**  
EXECUTIVE DIRECTOR: ECONOMIC DEVELOPMENT & PLANNING

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

**MR S.V HLONGWANE :EXECUTIVE DIRECTOR :**  
**ECONOMIC DEVELOPMENT & PLANNING**  
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.

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KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Spatial Planning & Environmental Management	40%
Basic Service Delivery	17%
Local Economic Development (LED)	26%
Municipal Financial Viability and Management	9%
Good Governance and Public Participation	4%
Municipal Transformation and Institutional Development	4%
<b>TOTAL</b>	<b>100%</b>

- 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)*

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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"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	15
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>	10
Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>	20
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	10
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	10
Governance & Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>	10
<b>Core competencies</b>		
Moral Competence		5
Planning and Organising		5
Analysis and Innovation		5
Knowledge and Information Management		5
Communication		5
<b>TOTAL WEIGHT</b>		<b>100%</b>

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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.

### 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.

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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.

## **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. 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: 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.

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13. **GENERAL**

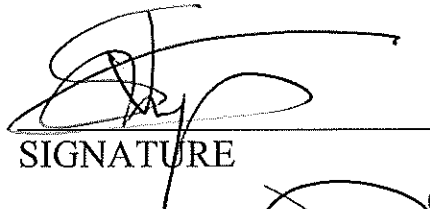
- 13.1 The contents of the performance agreement must be made available to the public by the employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Act.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the employee in terms 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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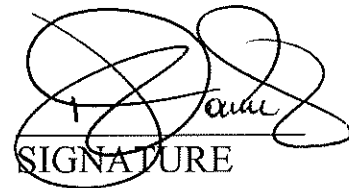
Thus, done and signed at **KwaDukuza** on this the 12<sup>th</sup> day of **June 2024**.

**EMPLOYEE :**

SIKHUMBYO HLONGWANE  
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SIGNATURE

WITNESS 1 : NTOVHLE MTHETHWA  
PRINT NAME

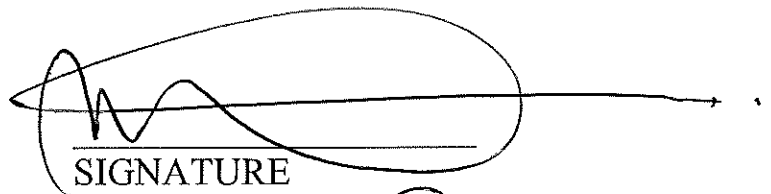
  
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WITNESS 2 : QINISILE MSWELI  
PRINT NAME

  
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**EMPLOYER : \_**

N.J. MDAKANE  
PRINT NAME

  
SIGNATURE

WITNESS 1 : Mpumelato R. Mkhaleh  
PRINT NAME

  
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WITNESS 2 : Pearl Mkhali  
PRINT NAME

  
SIGNATURE

## PERSONAL DEVELOPMENT PLAN

**MUNICIPALITY** : KwaDukuza Municipality  
**INCUMBENT** : Sikhumbuzo Vincent Hlongwane  
**SALARY** : \_\_\_\_\_  
**JOB TITLE** : Executive Director: Economic Development & Planning  
**REPORT TO** : Municipal Manager (Mr NJ Mdakane)

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

**Strategic Capability and Leadership, Programme & Project Management, Financial Management, People Management, conflict resolution, change management, Service Delivery Innovation, Client orientation and customer focus, Communication at all levels, Policy interpretation and implementation and Supply Chain Management.**

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

**I possess all required competencies in terms of the post.**

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

**None**

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

**None**

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

**None**

6. Actions/Training interventions to address future progression

**None**

7. Comments/Remarks of the Incumbent

**I would like council /municipality to support me in pursuing studies with focus on Programme Management /Executive Leadership offered by any business school in South Africa.**

8. Comments/Remarks of the supervisor

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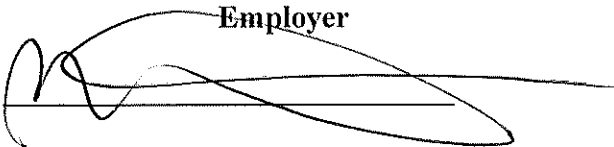
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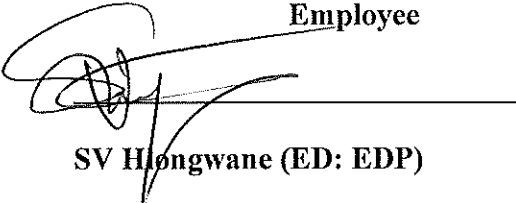
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Agreed upon

Signature :  Employer  
Supervisor : Municipal Manager  
Date : 30 June 2024

Signature :  Employee  
Incumbent : SV Hlongwane (ED: EDP)  
Date : 30 June 2024

Date of next review: 30 June 2025

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## FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) **Hlongwane, S.V.**, of Unit No.9, Fernwood Estate, Shelly Beach, PORT SHEPSTONE, 4240 (Residential & Postal address) employed as **Executive Director: Economic Development and Planning** 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
55	Preference Shares	R2 500	Sasol Inzalo
150	Preference Shares	R3 000	MTN Zakhele Futhi

2. **Directorships and Partnerships**

*See information sheet: Note (2)*

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

Council sanction confirmed:

Signature of Municipal Manager:

Date: 30 June 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
N/A			

5. Sponsorships

*See information sheet: Note (5)*

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

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

*See information sheet: Note (6)*

Description	Value	Source
N/A		

7. Land and property

*See information sheet: Note (7)*

Description	Extent	Area	Value
No.9 Fernwood Estate	422 square metres	Shelly Beach	R2 100 000.00
No.5 Sheffield Gardens	65 square metres	Salt Rock	R850 000.00

  
SIGNATURE OF EMPLOYEE

DATE: 30 June 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)

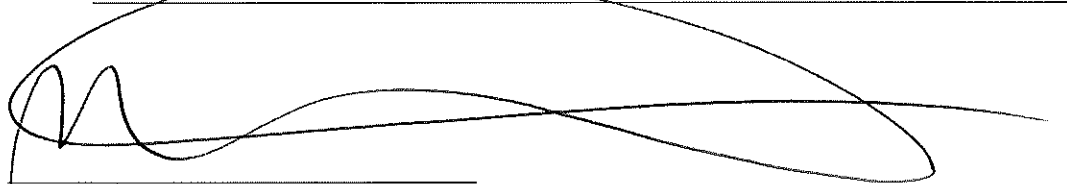
Full first names and surname: WILLIAM MTHANDENI MKHIZE (Block letters)

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

Street address of institution: 14 CHIEF ALBERT LUTHULI STREET

Date: 30/06/2024

Place: \_\_\_\_\_



CONTENTS NOTED: MUNICIPAL MANAGER

DATE: 30 June 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.

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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 favors**

(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**

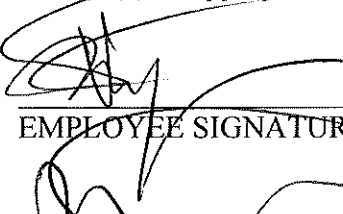
Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

**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

HLONGWANE S.V  
PRINT NAME

  
\_\_\_\_\_  
EMPLOYER SIGNATURE

MDAKANE N.J  
PRINT NAME

30 JUNE 2024

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# **PERFORMANCE PLAN**

**Entered into by and between**

**THE KWADUKUZA MUNICIPALITY**

**And**

**EXECUTIVE DIRECTOR: ECONOMIC DEVELOPMENT AND PLANNING**

**MR S.V HLONGWANE**

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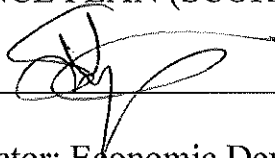
4. **Key Performance Objectives and Indicators, for the Municipal Manager**

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

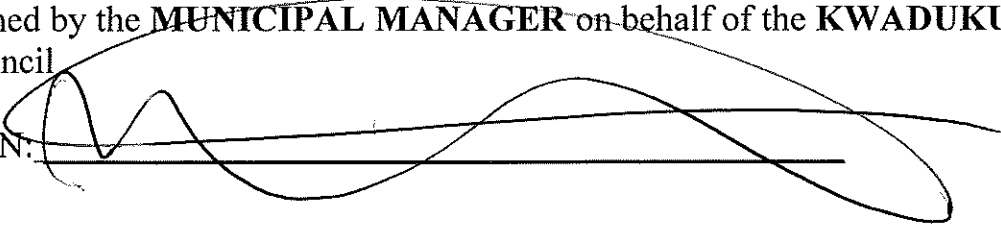


Job title: Executive Director: Economic Development and Planning

Date: 30 June 2024

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

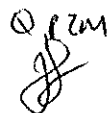
SIGN:



Date: 30 June 2024



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EXECUTIVE DIRECTOR: ECONOMIC DEVELOPMENT PLANNING 2024-2025 SCORECARD

ORG SCORECARD OPMS-No.	PROJECT NAME	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET		QUARTER 1 JULY -SEPTEMBER		QUARTER 2 OCT- DEC 2024		QUARTER 3 JAN - MARCH 2025		QUARTER 4 APRIL- JUNE 2025		WARD	PORTFOLIO EVIDENCE
INTERNAL REF			KPI NAME	ANNUAL ORIGINAL TARGET	ANNUAL TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION		SOURCE OF EVIDENCE
NATIONAL KEY PERFORMANCE AREA 1 : MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT (4 % WEIGHTING)															
EDP 01	Development Planning Turnaround Time approval	R0.00	The number of Development Assessment Committee meetings held	14	14 Development Assessment Committee meetings held by 30 June 2025	4	4 Development Assessment Committee meetings held by 30 Sep 2024.	3	3 Development Assessment Committee meetings held by 31 Dec 2024	3	3 Development Assessment Committee meetings held by 30 March 2025	4	4 Development Assessment Committee meetings held by 30 June 2025	N/A	Minutes of meetings. Attendances register.
EDP 02	Cascading of PMS	0.00	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 31 employees from Task Grade 19 to Task Grade 12 by 30 June 2025	10%	Performance plans for 7 employees from T19 to T16 submitted to the IPMS Office by the 30 September 2024.	10%	Performance plans for 24 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%)	N/A	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 : FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT ( 9% WEIGHTING )															
EDP 03	Management of CAPEX	R10 885,000	The percentage of expenditure on the Departmental Capital budget	90%	90% expenditure on Departmental Capex by 30 June 2025. (Total = R9 796 500)	20%	Q1 Expenditure on Capex (R1 959 300)	50%	Q2 Expenditure on Capex (R4 898 250)	60%	Q3 Expenditure on Capex (R5 877 900)	90%	Q4 Expenditure on Capex (R9 796 500)	N/A	Report from finance showing Capex Spend
EDP 04	Expenditure on Operational Budget	R35 926 748.00	The percentage of expenditure on the Departmental Operating Budget	90%	90% expenditure Departmental Operating Budget by 30 June 2025 (Total= R32 334 073)	15%	Q1 Expenditure on Opex (R4 850 110)	50%	Q2 Expenditure on Opex (R16 167 036)	75%	Q3 Expenditure on Opex (R24 250 554)	90%	Q4 Expenditure on Opex (R32 334 073)	N/A	Report from finance showing Opex Spend
EDP 05	SCM	R0.00	The turn around time of the Submission of the Departmental Procurement Plan to the SCM Unit within the specified timeframe.	10 days	Submission of the Departmental Procurement Plan to the SCM Unit within 10 days after the approval of the budget.	0	No Target	0	No Target	0	No Target	10 days	Submission of the Departmental Procurement Plan to the SCM Unit within 10 days of the approval of the budget.	N/A	e-mail submission to SCM unit of Procurement Plan
EDP 06	SCM	R0.00	The number of Progress Reports on the Departmental Procurement Plan submitted to SCM Unit/GG/Manco/Portfolio Committee.	4	4 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit/GG/Manco/ YSG Portfolio Committee by 30 June 2025.	1	1 progress report for Q4 of 2023/2024 submitted SCM Unit/GG/Manco/YSG Portfolio Committee.	1	1 progress report for Q1 of 2024/2025 submitted SCM Unit/GG/Manco/YSG Portfolio Committee.	1	1 progress report for Q2 of 2024/2025 submitted SCM Unit/GG/Manco/YSG Portfolio Committee.	1	1 progress report for Q3 of 2024/2025 submitted SCM Unit/GG/Manco/YSG Portfolio Committee.	N/A	Progress Report signed by ED and submitted to SCM Unit as well as GG or Manco or Portfolio Committee
EDP 07	Irregular Expenditure	R0.00	The percentage of irregular expenditure maintained.	0%	The department to maintain 0% irregular expenditure by 30 June 2025.	0%	Nil departmental irregular expenditure.	0%	Nil departmental irregular expenditure.	0%	Nil departmental irregular expenditure.	0%	Nil departmental irregular expenditure.	N/A	Spreadsheet from the Expenditure Office indicating departmental irregular expenditure.
NATIONAL KEY PERFORMANCE AREA 3 :SPATIAL PLANNING, ENVIRONMENTAL MANAGEMENT & SOCIAL SERVICES (CROSS CUTTING ISSUES) ( 40 % WEIGHTING )															
OPMS 42	SPLUMA applications	R0.00	The Percentage of SPLUMA applications (Rezoning/subdivision/ Scheme Amendments) processed within stipulated time	90%	90% of SPLUMA applications processed within 90 days from the closing date of advert by 30 June 2025	90%	90% of SPLUMA applications processed within 90 days from the closing date of advert by 30 Sept 2024	90%	90% of SPLUMA applications processed within 90 days from the closing date of advert by 31 Dec 2024	90%	90% of SPLUMA applications processed within 90 days from the closing date of advert by 31 March 2025	90%	90% of SPLUMA applications processed within 90 days from the closing date of advert by 30 June 2025	N/A	signed schedule showing applications processed and time taken and advert where applicable
OPMS 43	SPLUMA Implementation	R0.00	The Percentage of consent applications (i.e. relaxations ) processed within 60 days from closing date of advert or date of submission	90%	90% of consent applications processed within 60 days, from the closing date of advert or date of submission by 30 June 2025	90%	90% of consent applications processed within 60 days, from the closing date of advert or date of submission by 30 Sept 2024	90%	90% of consent applications processed within 60 days, from the closing date advert or date of submission by 31 Dec 2024	90%	90% of consent applications processed within 60 days, from the closing date of advert or date of submission by 31 March 2025	90%	90% of consent applications processed within 60 days, from the closing date of advert or date of submission by 30 June 2025	N/A	signed schedule showing applications processed and time taken. Decision notice / approval letter (i.e. RoD) as additional supporting document, if required.
OPMS 44	Building plans>500m <sup>2</sup>	R0.00	The Percentage of building plans more than 500m2 processed within 60 days of submission	95%	95% of building plans more than 500m2 processed within 60 days of submission.	95%	95% of building plans more than 500m2 processed within 60 days of submission by 30 Sept 2024.	95%	95% of building plans more than 500m2 processed within 60 days of submission by 31 Dec 2024	95%	95% of building plans more than 500m2 processed within 60 days of submission by 31 March 2025	95%	95% of building plans more than 500m2 processed within 60 days of submission by 30 June 2025	N/A	Date and time stamped data, Sequential List of building plans received, sequential list of building plans processed within 60days, letters to applicants
EDP : 08	Building Plans Approval	R0.00	The Percentage of building plans less than 500m2 processed within 30 days of submission	90%	90% of building plans less than 500m2 processed within 30 days of submission by 30 June 2025	90%	90% of building plans less than 500m2 processed within 30 days of submission by 30 Sept 2024	90%	90% of building plans less than 500m2 processed within 30 days of submission by 31 Dec 2024	90%	90% of building plans less than 500m2 processed within 30 days of submission by 31 March 2025	90%	90% of building plans less than 500m2 processed with 30 days of submission by 30 June 2025	N/A	Date and time stamped data, Sequential List of building plans received, sequential list of building plans processed within 30days letters to applicants

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ORG SCORECARD OPMS-No.	PROJECT NAME	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET		QUARTER 1 JULY -SEPTEMBER		QUARTER 2 OCT- DEC 2024		QUARTER 3 JAN - MARCH 2025		QUARTER 4 APRIL- JUNE 2025		WARD	PORTFOLIO EVIDENCE
INTERNAL REF			KPI NAME	ANNUAL ORIGINAL TARGET	ANNUAL TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION		SOURCE OF EVIDENCE
OPMS 45	Environment Management	R0.00	The Number of Environmental Awareness Programmes conducted	10	10 Environmental Management Community awareness programmes conducted by 30 June 2025.	3	3 Environmental Management Community awareness programme conducted by 30 September 2024	2	2 Environmental Management Community awareness programme conducted by 31 December 2024	2	2 Environmental Management Community awareness programmes conducted by 31 March 2025	3	3 Environmental Management Community awareness programme conducted by 30 June 2025	Various wards	Proof of each environmental awareness programme in each quarter including photos, attendance registers, invitations, posters, council resolutions where applicable, etc
EDP 09	Occupancy Certificates Approval	R0.00	The Percentage of Occupation Certificates processed within 14 days from the date of request	90%	90% of Occupation certificate application processed within 14 days from date of request.	90%	90% of Occupation certificate application processed within 14 days from date of request by 30 September 2023.	90%	90% of Occupation certificate application processed within 14 days from date of request by 31 December 2023.	90%	90% of Occupation certificate application processed within 14 days from date of request by 31 March 2024.	90%	90% of Occupation certificate application processed within 14 days from date of request by 30 June 2024.	N/A	Application receipts, Emails, referral letter/notes and copies of Temp or Full Occupation Certificates
EDP 10	Business Licence Inspections	R0.00	The percentage of business licence application comments processed within 14 days from date of request by building control.	90%	90% of business licence application comments processed within 14 days from date of request by building control by 30 June 2025	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14 days from date of request.	N/A	Application receipts, Emails, referral letter/notes and copies of approval/ referrals
EDP 11	Business Licence Comments	R0.00	The percentage of Business licence application comments processed within 14 days from date of request by development control.	90%	90% of Business licence application comments processed within 14 days from date of request by development control.	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14days from date of request.	N/A	Application receipts, Emails, referral letter/notes and copies of approval/ referrals
EDP 12	Maintain building plans referral rate at 85% or less	R0.00	The Percentage reduction/ maintenance of building plans referral rate to improve business processes related to building plan assessment	85%	85 % or less Maintenance of building plan referral rate by 30 June 2025	85%	Maintain building plans referral rate at 85% or less by September 2024	85%	Maintain building plans referral rate at 85% or less by December 2024	85%	Maintain building plans referral rate at 85% or less by March 2025.	85%	Maintain building plans referral rate at 85% or less by June 2025.	N/A	Date and time stamped data, Schedule showing sequential List of plans received and processed indicating the referral rate, letters to applicants
EDP 13	Site Development Plans	R0.00	The Percentage of Site Development Plan (SDP) Applications processed within 60 days from date of submission	90%	90% of SDP Applications processed within 60 days from date of submission	90%	90% of SDP Applications processed within 60 days from date of submission	90%	90% of SDP Applications processed within 60 days from date of submission	90%	90% of SDP Applications processed within 60 days from date of submission	90%	90% of SDP Applications processed within 60 days from date of submission	N/A	Date and time stamped data, Schedule showing sequential List of SDP received, processed within 60days, letters to applicants
EDP 14	Enforcement of Economic Development and Planning Bylaws and Legislation.	R0.00	The Number of Joint integrated Blitz enforcement operations conducted by the target date	12	12 Blitz Enforcement Operations conducted by 30 June 2025	3	3 Blitz Enforcement Operations conducted by 30 Sept 2024.	3	3 Blitz Enforcement Operations conducted by 31 Dec 2024.	3	3 Blitz Enforcement Operation conducted by 31 March 2025.	3	3 Blitz Enforcement Operations conducted by 30 June 2025	N/A	Enforcement notices, attendance register, photos, reports to Portfolio Committee, etc.
EDP 15	Enforcement of Economic Development and Planning Bylaws and Legislation.	R0.00	The Number of inspections conducted in commercial/Industrial areas in terms of the Problem Building Bylaw.	8	8 inspections conducted in commercial/Industrial areas in term of the Problem Building Bylaw by 30 June 2025	2	2 inspections conducted in commercial/Industrial areas in term of the Problem Building Bylaw by 30 September 2024.	2	2 inspections conducted in commercial/Industrial areas in term of the Problem Building Bylaw by 31 Dec 2024.	2	2 inspections conducted in commercial/Industrial areas in term of the Problem Building Bylaw by 31 March 2025.	2	2 inspections conducted in commercial/Industrial areas in term of the Problem Building Bylaw by 30 June 2025.	N/A	Enforcement notices, inspection reports, copy of Notice of intended prosecution, Letters to owners, court papers/summons, photos, etc.
EDP 16	Enforcement of Economic Development and Planning Bylaws and Legislation.	R0.00	The Number of inspections conducted in residential areas in terms of the Problem Building Bylaw.	12	12 inspections conducted in residential areas in terms of the Problem Buildings Bylaw by 30 June 2025.	3	3 inspections conducted in residential areas in term of the Problem Building Bylaw by 30 September 2024.	3	3 inspections conducted in residential areas in term of the Problem Building Bylaw by 31 Dec 2024.	3	3 inspections conducted in residential areas in term of the Problem Building Bylaw by 31 March 2025.	3	3 inspections conducted in residential areas in term of the Problem Building Bylaw by 30 June 2025.	N/A	Enforcement notices, inspection reports, copy of Notice of intended prosecution, Letters to owners, court papers/summons, photos, etc.
EDP 17	Enforcement of Economic Development and Planning Bylaws and Legislation.	R0.00	The Number of buildings subjected to the Problem Buildings Bylaw.	8	8 Buildings identified and subjected to the Problem Buildings Bylaw by 30 June 2025	8	Identified 8 building as a problem as per the problem bylaw and serve the necessary notices by 30 September 2024.	8	Serve second notice to all 8 properties, gather evidence and respond to any representation by the owners by 31 Dec 2024.	8	Advise owners of all 8 building of intention to declare the building as a problem building as per the problem bylaw by 31 March 2025.	8	Declare 8 buildings a problem building in terms of the Problem Buildings bylaw by 30 June 2025.	N/A	Enforcement notices, inspection reports, Reports to Portfolio Committee, Letters to owners, court papers/summons, photos, etc.
EDP 18	Enforcement of Economic Development and Planning Bylaws and Legislation.	R0.00	The Number of Gated Estates visited to undertake By- Law enforcement operations	8	8 Gated Estates visited to undertake By-Law enforcement operations by 30 June 2025	2	2 Gated Estate visited to undertake enforcement operations by 30 September 2024.	2	2 Gated Estate visited to undertake enforcement operations by 31 Dec 2024.	2	2 Gated Estate visited to undertake By- Law enforcement operations by 31 March 2025.	2	2 gated estate visited to undertake By- Law enforcement operations by 30 June 2025.	N/A	Enforcement notices, attendance register, photos, reports to Portfolio Committee, etc.
EDP 19	Implementation of the Illegal Rate Category in terms of the Council's Rates Policy.	R0.00	The Number of properties implemented with the Illegal Rate Coding.	24	24 Properties implemented with Illegal Rate Coding by 30 June 2025.	6	6 Properties implemented with the Illegal Rate Coding by 30 September 2024.	6	6 Properties implemented with the Illegal Rate Coding by 31 Dec 2024.	6	6 Properties implemented with the Illegal Rate Coding by 31 March 2025.	6	6 Properties implemented with the Illegal Rate Coding by 30 June 2025.	N/A	list of Properties Implemented with Rate Coding, Memos to Finance BU, Reports to Portfolio Committee.
EDP 20	Environment Management	R0.00	The Number of environmental compliance inspections organised with sector departments	6	6 environmental compliance inspections undertaken by 30 June 2025	2	2 environmental compliance inspection undertaken by 30 Sep 2024	1	1 environmental compliance inspection undertaken by 31 Dec 2024	1	1 environmental compliance inspection undertaken by 31 March 2025	2	2 environmental compliance inspection undertaken by 30 June 2025	N/A	compliance inspection/ audit report including attendance register
EDP 21	Climate Change	R0.00	The Number of climate change project funding proposal submitted to funders	1	1 Climate Change proposal developed and submitted to potential funders/partners by 30 June 2025	0	Project Identification and brief concepts note by 30 September 2024	0	Draft Climate Change project funding proposal developed by 31 December 2024	0	Approval of final climate change proposal developed for submission by 31 March 2025	1	Submission of climate change funding proposal to funders by 30 June 2025	N/A	report & Council resolution, Project proposal submitted, correspondence from funders

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ORG SCORECARD OPMS-No.	PROJECT NAME	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET		QUARTER 1 JULY -SEPTEMBER		QUARTER 2 OCT- DEC 2024		QUARTER 3 JAN - MARCH 2025		QUARTER 4 APRIL- JUNE 2025		WARD	PORTFOLIO EVIDENCE
INTERNAL REF			KPI NAME	ANNUAL ORIGINAL TARGET	ANNUAL TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION	ORIGINAL TARGET	TARGET DESCRIPTION		SOURCE OF EVIDENCE
EDP 22	Outdoor Advertising Application Approval	R0.00	The Percentage of Permanent Outdoor Advertising applications processed within stipulated time from the date of submission	90%	90% of Permanent applications processed within 30 days from the date of submission, by 30 June 2025	90%	90% of Permanent Outdoor Advertising applications processed within 30 days from the date of submission.	90%	90% of Permanent Outdoor Advertising applications processed within 30 days from the date of submission.	90%	90% of Permanent Outdoor Advertising applications processed within 30 days from the date of submission.	90%	90% of Permanent Outdoor Advertising applications processed within 30 days from the date of submission.	N/A	Signed schedule showing applications processed and time taken. Register for application submission, Referral or approval letters
EDP 23	Encroachment Applications	R0.00	The Percentage of Encroachment applications processed within 60 days from date of submission	90%	90% of Encroachment Applications processed within 60 days from date of submission	90%	90% of Encroachment Applications processed within 60 days from date of submission	90%	90% of Encroachment Applications processed within 60 days from date of submission	90%	90% of Encroachment Applications processed within 60 days from date of submission	90%	90% of Encroachment Applications processed within 60 days from date of submission	N/A	Encroachment Agreements, Signed Schedule showing encroachment applications and time taken to process, Town planning reports, application register.
EDP 24	Implementation of Corporate GIS - Revenue Enhancement	R0.00	The Number of areas assessed and handed over to Finance Business Unit (FBU) for review of property valuation by target date.	12	12 areas assessed and handed over to Finance BU for review of property valuation by 30 June 2025	3	3 areas assessed and handed over to Finance BU for review of property valuation by 30 September 2024	3	3 areas assessed and handed over to Finance BU for review of property valuation by 31st December 2024	3	3 areas assessed and handed over to Finance BU for further valuation by 30 March 2025	3	3 areas assessed and handed over to Finance BU for review of property valuation by 30 June 2025	N/A	Signed template showing list of prioritised areas, progress report and maps

**NATIONAL KEY PERFORMANCE AREA 4 : LOCAL ECONOMIC & SOCIAL DEVELOPMENT ( 26 % WEIGHTING )**

OPMS 46	JOB creation- LED initiatives	R0.00	The number of jobs created through municipality's local economic development initiatives. (NKPI)	120	120 Jobs created through LED initiatives by 30 June 2025	30	30 jobs created through municipality's local economic development initiatives.	30	30 jobs created through municipality's local economic development initiatives.	30	30 jobs created through municipality's local economic development initiatives.	30	30 jobs created through municipality's local economic development initiatives.	ALL	(Beneficiary List) Sequential list from opportunities facilitated by LED unit from both private and public sector, recruitment process, agreements
OPMS 47	SMME Development	R0.00	The Number of Business sessions conducted	20	20 business sessions conducted by 30 June 2025	5	5 business sessions conducted by 30 September 2023	5	5 business sessions conducted by 31 December 2023	5	5 business sessions conducted by 31 March 2024	5	5 business sessions conducted by 30 June 2024	ALL	Attendance registers , report on support provided containing & photos
EDP 25	Average time taken to finalise business licence applications	R0.00	The Percentage of business licence applications comments processed within 14 days	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14 days from date of request.	90%	90% of business licence application comments processed within 14 days from date of request.	N/A	Application of business licences. Spreadsheet showing whether licences were finalised within 30 days or not.
EDP 26	Cooperatives Development	R0.00	The Number of cooperatives supported	30	30 Cooperatives supported by 30 June 2025	6	6 cooperatives supported by 30 Sept 2023	6	6 cooperatives supported by 31 Dec 2023	8	8 cooperatives supported by 31 March 2024	10	10 cooperatives supported by 30 June 2024	ALL	List of cooperatives, report on support provided, photos,
EDP 27	Informal Economy	R0.00	The Number of Informal Traders Permit Issued	400	400 Informal Traders Permit issued by 30 June 2025 (a)No of New informal traders permits issued (b)No of Informal Traders Permits renewed & Issued (c) No of Seasonal informal traders permits issued	0	Preparations and mobilising for compliance by 30 September 2024.	370	370 Informal Traders Permit issued (a)No of New informal traders permits issued (b)No of Informal Traders Permits renewed & issued (c)No of Seasonal informal traders permits issued	30	30 Informal Traders Permit issued by 31 March 2025 . (a)No of New informal traders permits issued (b) No of Seasonal informal traders permits issued	0	No target	ALL	Notices to informal traders. , sequential list of approved permit holders, applications forms and receipts ,
EDP 28	Informal Economy	R0.00	The Number of informal trading inspections conducted by target date.	20	20 Informal trading inspections conducted by 30 June 2025	5	5 informal trading inspections conducted by 30 September 2023	5	5 informal trading inspections conducted 31 December 2023.	5	5 informal trading inspections conducted 31 March 2024.	5	5 informal trading inspections conducted by 30 June 2024.	N/A	Notices issued. Photos progress report to Portfolio committee.
EDP 29	Informal traders facilities	R2 000 000.00	The Number of informal facilities upgraded by target date	2	2 Informal Traders Facilities upgraded by 30 June 2025	1	Completion certificate for Salt Rock Informal trader facility	1	Completion certificate for Hawkins informal trader facility	0	No target	0	No target	N/A	Completion certificates
EDP 30	Integrated Youth outreach programmes	R0.00	The Number of Integrated youth outreach programmes conducted	8	8 Integrated youth outreach programmes conducted by 30 June 2025	2	2 integrated youth outreach programmes conducted	2	2 integrated youth outreach programmes conducted	2	2 integrated youth outreach programmes conducted	2	2 integrated youth outreach programmes conducted	N/A	Attendance registers and report with support provided
EDP 31	Youth forums	R0.00	The Number of youth forums initiatives supported	10	Number of youth forums initiatives supported	2	2 youth forums initiatives supported	3	3 youth forums initiatives supported	3	3 youth forums initiatives supported	2	2 youth forums initiatives supported	N/A	Attendance register with photos dated and report with nature of support provided

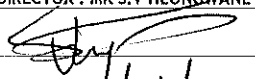
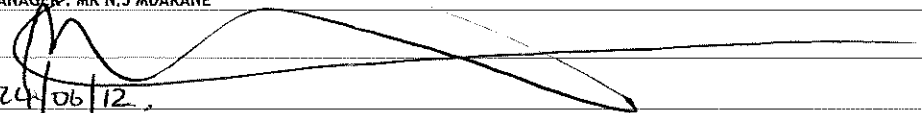
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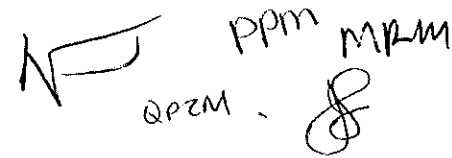
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OPMS 48	Tertiary assistance programme	R800 000.00	The percentage implementation of the tertiary assistance programme that benefits 100 youth.	100	100% implementation of the tertiary assistance programme that benefits 100 youth by 30 June 2025	10%	Submit proposal & Plans to stakeholders	10%	Advertise for Financial assistance	60%	Selection process -20% and awarding of 100 qualifying beneficiaries -40%	20%	Close out report to council	N/A	Email of Proposals/Plan submitted , Advert ,List of qualifying beneficiaries, letters and close out report to council
EDP 32	Tertiary applications	R0.00	The Number of youth assisted with tertiary applications	300	300 youth assisted with tertiary applications by youth officer by 30 June 2025	40	40 youth assisted with tertiary applications by youth officer	60	60 youth assisted with tertiary applications by youth officer	100	100 youth assisted with tertiary applications by youth officer	100	100 youth assisted with tertiary applications by youth officer	N/A	Attendance registers and sample of screen shots of applications
EDP 33	Creative Arts	R0.00	The Number of creative arts programmes supported	5	Number of creative arts programme supported by 30 June 2025	2	2 creative arts programmes supported	1	1 creative arts programmes supported	1	1 creative arts programmes supported	1	1 creative arts programmes supported	N/A	Poster ,Dated pictures and Report
EDP 34	Assessment of service providers.	R0.00	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 by 30 June 2025.	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.	N/A	E-mail to Contracts Manager/Manco resolution/E-mail of Manco item to Manco secretariat.

**NATNOAL KEY PERFORMANCE 5 : BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT (17% WEIGHTING)**

OPMS 51	Construction of new houses	R0.00	The Number of new houses constructed as per DOH business plan	100	100 new houses constructed by 30 June 2025	25	25 new houses constructed	25	25 new houses constructed	25	25 new houses constructed	25	25 new houses constructed	All wards	Sequential list of houses with house numbers, Practical Completion or Completion Certificates, practical Completion or Completion Certificate signed by contractor.
OPMS 52	Allocation of houses to qualifying beneficiaries	R0.00	The Number of houses handed over to beneficiaries	100	100 houses handed over to beneficiaries by 30 June 2025	25	25 houses handed over to beneficiaries.	25	25 houses handed over to beneficiaries.	25	25 handed over to beneficiaries.	25	25 handed over to beneficiaries.	All wards	sequential list of all houses, Handover certificates, sales agreement, happy letters signed by KDM ,
OPMS 53	Sites serviced and ready for housing development.	R0.00	The Number of sites serviced	300	300 sites serviced by 30 June 2025	100	100 sites serviced.	55	55 sites serviced.	55	55 sites serviced.	90	90 sites services	All wards	Engineers signed certificate. Ward Information.
OPMS 54	Enhanced Extended Discount Benefit Scheme (EEDBS)	R0.00	The Number of Enhanced Extended Discount Benefit Scheme (EEDBS) units transferred as per the business plan with Dept of Human Settlements (DOHS)	10	10 EEDBS units transferred as per business plan with DOHS by 30 June 2025	0	No target	5	5 EEDBS units transferred.	0	No target	5	5 EEDBS units transferred.	All wards	Master List of Enhanced Extended Discount Benefit Scheme units, list of units transferred showing ID numbers and names of beneficiaries with Lot numbers,
EDP : 35	Steve Biko Housing Retaining Walls and Access Roads(Ward 13)	R2 000 000	The percentage completion of Steve Biko Housing retaining walls and access roads completed.	100%	100 % completion of Steve Biko Housing Retaining Walls and Access Roads(Ward 13) by target date 31 March 2025	50%	Foundations - 15 % , Drainage upgrade - 15 % - and installation of pre-cast retaining blocks -20%	25%	installation of pre-cast retaining blocks- 25%	25%	Completion certificate- 25%	0	No target	Ward 13	Progress to ESY with photos & Completion certificate
EDP 36	Lloyds Housing Retaining Walls and Access Roads(Ward 14)	R5 400 000	The percentage Completion of Lloyds Housing Retaining Walls and Access Roads(Ward 14)	100%	100% Completion of Lloyds Housing Retaining Walls and Access Roads(Ward 14) by 30 June 2025	25%	Foundations - 10 % . Drainage - 5 % . installation of pre-cast retaining blocks -10%	25%	installation of pre-cast retaining blocks -25%	25%	installation of pre-cast retaining blocks-25%	25%	Completion certificate-25%	Ward 14	Progress report to ESY of work completed Completion certificate
EDP: 37	Etete Housing Retaining Walls and Access Roads(Ward 7)	R2 000 000	The percentage completion of Etete Housing Retaining Walls and Access Roads	100%	100% completion of Etete Housing retaining walls and access roads 30 June 2025	0	No target	25%	Foundations - 10 % . Drainage - 5 % . installation of pre-cast retaining blocks -10%	50%	installation of pre-cast retaining blocks-50%	25%	Completion certificate & Close out report - 25%	Ward 7 & 20	Progress report to ESY of work completed Completion certificate
EDP 38	Ablution facility (VIP)	R1 700 000	The Number of ablution facilities (VIP) completed	100%	97 Units of Ablution facilities (VIP) completed by 30 June 2025	0	No target	0	No target	0	No target	97	Completion certificate of 97 Ablution facilities	Ward 4,9,11,10,14,15,23&26	Completion certificates and close out report with number of units completed per ward.
EDP 39	Renovations of compounds	R2 000 000	The Percentage renovations of compounds completed by target date	100%	100% renovations of compounds completed by 30 June 2025.	25%	Appointment of service provider-10% & Site establishment -15%	50%	Installation of sewer pipe line-30% and renovations of existing ablution facilities -20%	25%	Completion certificate & Close out report -25%	0	No target	Ward 15	Appointment letter, Progress report to ESY, Completion certificate and close out report.

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NATIONAL KEY PERFORMANCE AREA 6 : GOOD GOVERNANCE & PUBLICATION ( 4 % WEGHTING )															
EDP 40	Governance	R0.00	The turnaround time to upload completed Performance Information onto the Electronic Performance Management System.	10	Upload completed Performance Information onto the Electronic Performance Management System by the 10th of the month following quarter end.	10	Upload completed Performance Information by the 10th of October 2024 , for Q1.	10	Upload completed Performance Information by the 5th of January 2024 for Q2	10	Upload completed Performance Information by the 10th of April 2025 for Q3.	10	Upload completed Performance Information by the10th of July 2025 for Q4 and Annual.		Verification by the PME Champions per department.
EDP 41	Compliance with C88 of the MFMA, 56 of 2003.	R0.00	The Number of quarterly responses to the Circular 88 National Indicators to the PME Unit	4	1 quarterly response 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	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	N/A	Quarterly response on Circular 88 National Indicators to PME signed and dated by the ED.
EXECUTIVE DIRECTOR: MR S.V HLONGWANE						MUNICIPAL MANAGER : MR N.J MDAKANE									
SIGNATURE 						SIGNATURE 									
DATE : 2024/06/12						DATE: 2024/06/12									

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