

" The City of Heritage "



ULUNDI MUNICIPALITY PERFORMANCE AGREEMENT

2020/2021

ENTERED INTO AND BETWEEN

N.G. ZULU

MUNICIPAL MANAGER (hereinafter referred to as the EMPLOYER)

AND

Z. G. DHLAMINI

DIRECTOR: CORPORATE SERVICES

(hereinafter referred to as the EMPLOYEE)

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1. INTRODUCTION

- 1.1 The Municipal Manager of the Ulundi Local Municipality (the Employer) has purposed to enter into a contract of employment with the (the Employee) in terms of Section 57(1)(a) of the Municipal Systems Act, Act 32 of 2000, as amended (hereinafter referred to as the Systems Act).
- 1.2 Section 57(1)(b) of the Systems Act, read with the contract of employment between the two parties, requires 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 (the Employee), reporting to the Municipal Manager of the Municipality (the Employer), to a set of actions that will secure local government policy goals.
- 1.4 This performance agreement is concluded between the Employee, and the Municipal Manager of the Ulundi Local Municipality (the Employer).

2. PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to:

- 2.1 Comply with the provisions of Section 57 of the Systems Act and the Municipal Performance Regulations published in the *Government Gazette* dated 1 August 2006;
- 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, the Service Delivery and Budget Implementation Plan and the Budget of the Municipality;
- 2.3 Specify accountabilities as set out in the Departmental Performance Plan for the 2018/2019 financial year, 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 job;

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- 2.6 In the event of outstanding performance, to appropriately reward the Employee; and
- 2.7 Give effect to the Employer's commitment to a performance orientated relationship with the Employee in attaining equitable and improved service delivery.

3. PERFORMANCE MANAGEMENT SYSTEM

- 3.1 The Employee agrees to participate in the performance management system adopted by the Municipality.
- 3.2 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.
- 3.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 3.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas reflected in the Departmental Performance Plan for the 2020/2021 financial year within the local government framework.

4. EMPLOYER OBLIGATIONS

- 4.1 The Employer shall endeavour to create a working environment that is conducive to the Employee being able to attain the standards of performance expected of him.
- 4.2 The Employer shall provide the Employee with such physical, financial and human resources as are reasonably required for him to perform his functions.
- 4.3 The Employer shall provide access to skills development and capacity building opportunities.
- 4.4 The Employer shall empower the Employee by way of a set of appropriate delegations to act and make relevant decisions in the course of his employment.

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- 4.5 The Employer shall work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.
- 4.6 The Employer shall conduct the performance review in a fair and transparent manner.

5. EMPLOYEE OBLIGATIONS

- 5.1 The Employee is obliged to perform his functions to the best of his abilities and shall as far as practically possible endeavour to meet the standards of performance as set out in the attached Departmental Performance Plan for the 2020/2021 financial year.
- 5.2 The Employee shall under all circumstances act in the best interests of the Ulundi Local Municipality.
- 5.3 The Employee shall co-operate with the Employer in conducting performance reviews.

6. CONSULTATION

- 6.1 The Employer agrees to consult the Employee timeously where the exercising of her powers will have amongst others:
- 6.1.1 A direct effect on the performance of any of the Employee's functions;
- 6.1.2 A commitment by the Employee to implement or to give effect to a decision made by the Employer: and
- 6.1.3 A substantial financial effect on the Employee.
- 6.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-item 6.1 as soon as is practicable to enable the Employee to take the necessary action without delay.

7. COMMENCEMENT AND DURATION

- 7.1 Irrespective of the date of the signature of the agreement, this performance agreement and its annexure (the Departmental Performance Plan for the

2020/2021 financial year will commence on 1 July 2020 and will remain in force until 30 June 2021. Thereafter a new annexure to this agreement will be concluded between the two parties for the following financial year.

- 7.2 The parties will review the provisions of this agreement during June each year. The parties will then conclude a new performance agreement that replaces the previous agreement by no later than 31 July of that year.
- 7.3 The agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 7.4 Nothing contained in this performance agreement in any way limits the right of the Employer to terminate the Employee's contract of employment with or without notice for any other breach by the Employee of his obligations to the Employer or for any other valid reason in law.
- 7.5 The content of the agreement may be revised at any time during the abovementioned period to determine the appropriateness of the matters agreed upon.
- 7.6 If at any time during the validity of the performance agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of the agreement are no longer appropriate, the content shall immediately be revised and then mutually agreed upon by the two parties.

8. PERFORMANCE OBJECTIVES

- 8.1 The **Departmental Performance Plan** for the 2020/2021 financial year sets out:
 - 8.1.1 The key performance areas for which the Employee is responsible.
 - 8.1.2 The performance objectives and targets that must be met by the Employee.
 - 8.1.3 The timeframes within which those performance objectives and targets must be met.
 - 8.1.4 The performance objectives and targets reflected in the Performance Plan are set by the Employer in consultation with the Employee in compliance with legislative requirements and based on the Integrated Development Plan and the Budget of the Municipality and include key

performance areas, objectives, targets, key performance indicators and weightings.

8.1.5 The key performance areas describe the main tasks to be done. The key performance indicators consist of the details of the evidence that must be provided to show that an objective has been achieved. The targets describe the timeframe in which the work must be achieved. The weightings reflect the relative importance of the objectives to each other.

8.2 The **Core Managerial Competencies** required by the Municipal Performance Regulations dated 1 August 2006 are outlined hereunder:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	
Local Economic Development (LED)	
Municipal Transformation and Organisational Development	
Good Governance and Public Participation	
Financial Viability and Management	
Spatial and Environmental	
TOTAL	80%

8.3 The **Core Competencies** will make up the other 20% of the **Employee's** assessment score. In terms of Local Government: Regulations on appointment and conditions of employment of Senior Managers, Reg. 21 of 17 January 2016, the "Core Competencies" are competencies that cut across all levels of work in a municipality and enhance contextualised leadership that guarantees service delivery impact; and "Leading competencies" means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results. There is no hierarchical 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 manager's performance and as listed as follows:

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LEADING COMPETENCIES		
COMPETENCY		Weighting
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	
Programme and Project Management	<ul style="list-style-type: none"> • Programme and Project Planning and Implementation • Service Delivery Management • Programme and Project Monitoring and Evaluation 	
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Co-operative Governance 	
Total Weighting Leading Competencies		
CORE COMPETENCIES		
COMPETENCY		Weighting
Moral Competence		
Planning and Organising		
Analysis and Innovation		
Knowledge and Information Management		
Communication		
Results and Quality Focus		
Total Weighting Core Competencies		
TOTAL PERCENTAGE WEIGHTING		20%

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9. ASSESSMENT OF PERFORMANCE

9.1 Performance Reviews

The performance of the Employee in relation to his performance agreement shall be reviewed on the following basis:

First Quarter	July to September
Second Quarter	October to December
Third Quarter	January to March
Fourth Quarter	April to June

9.1.1 The quarterly reviews for the first and third quarter may be undertaken verbally between the Employer representative and the Employee if performance is satisfactory.

9.1.2 The fourth quarter (annual) review will be undertaken by an evaluation panel. The evaluation panel will consist of the following persons:

Municipal Manager of the Ulundi Municipality (Chairperson)
Chairperson of the Audit Committee
Member of the Executive Committee of the Ulundi Municipality
Municipal Manager from another Municipality
Performance Management Specialist

9.1.3 The Employer shall keep a record of the mid-year review and the annual assessment meetings.

9.1.4 Performance feedback will be based on both the Employer's and the Employee's assessment of the Employee's performance. Part of the review process is the development of an agreed assessment of the Employee's performance.

9.1.5 The Employer will be entitled to review and make reasonable changes to the provisions on the performance plan from time to time for operational reasons. The Employee will be fully consulted before any such change.

9.1.6 The Employer may amend the provisions on the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

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9.2 Performance Rating Scale

Level	Terminology	Description	Rating
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 Performance Agreement and the Performance Plan and maintained this in all areas of responsibility throughout the year	130% - 150%+
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. This 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.	100% - 129%
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 Performance Agreement and Performance Plan.	90% - 100%
2	Performance 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 Performance Agreement and the Performance Plan	60% - 89%
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 Performance Agreement and the 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	Below 60%

9.3 Evaluation of Performance

The evaluation of performance consists of the following:

- 9.3.1 An assessment of the achievement of results as outlined in the Departmental Performance Plan (80%); and an assessment of the Leading and Core Competencies is (20%).

- 9.3.2 Each objective in the Departmental Performance Plan will be assessed according to the extent to which the specified standards or performance indicators have been met.
- 9.3.3 Each of the elements of the Core Management Criteria, which have been weighted equally, will be assessed according to the extent to which the strategic alignment standards have been met.
- 9.3.4 An indicative rating on the five point rating scale will be provided for each performance objective and / or managerial competency.
- 9.3.5 For each objective / competency an assessment score will be obtained by multiplying the weighting attached to the objective / competency by the rating on the five point rating scale.

10. MANAGEMENT OF EVALUATION OUTCOMES

- 10.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 10.2 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package will be paid to the Employee in recognition of outstanding performance to be constituted as follows:
 - 10.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9% and a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
 - 10.2.2 Should an employee incur unauthorised, irregular, fruitless and wasteful expenditure he/she will not receive a performance bonus for that particular financial year.
- 10.3 In the case of unacceptable performance, the Employer shall:
 - 10.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and
 - 10.3.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment on the grounds of unfitness or incapacity to carry out his duties.

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11. CONSTRAINTS

The following constraints that could potentially impact on the performance of the Employee in the 2020/2021 financial year are acknowledged and recorded:

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12. DISPUTE RESOLUTION

- 12.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the objectives and performance targets established in terms of this agreement, the Employee may meet with the Employer with a view to resolving the issue. At the Employee's request the Employer will record the outcome of the meeting in writing.
- 12.2 In the event that the Employee remains dissatisfied with the outcome of that meeting, he may refer a formal dispute for mediation to the Mayor of the Ulundi Local Municipality which, rendered within 30 (thirty) days of receipt of the formal dispute, shall be final and binding on both parties.

13. GENERAL

- 13.1 The contents of this performance agreement must be made available to the public by the Employer in accordance with the Municipal Finance Management Act, Act 56 of 2003, and Section 46 of the Systems Act
- 13.2 This performance agreement is written in English; hence English shall be the language of all communication between the two parties. All correspondence between the parties to this agreement and all reports and other documentation shall be submitted in English.
- 13.3 The parties to this agreement record that this agreement constitutes the whole of the agreement and arrangements for the performance of the Employee for the 2020/2021 financial year.

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13.4 No agreement varying, adding or deleting from or cancelling this agreement shall have any effect unless reduced to writing and signed by both parties.

13.5 Nothing in this agreement diminishes the obligations, duties or accountability of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

14. SIGNATURE OF THE PARTIES

Signed at Ulundi on this 31ST day of JULY..... 2020



AS WITNESSES


- 1. 
- 2. 


.....
MR Z.G. DHLAMINI

Signed at Ulundi on this 31ST day of JULY..... 2020

AS WITNESSES

- 1. 
- 2. 


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EVALUATION OF PERFORMANCE

PART A: DEPARTMENTAL PERFORMANCE PLAN


Weighting	Maximum Score	Agreed Evaluation	Actual Score	Percentage of Maximum Score
TOTAL				

Contribution to Overall Performance Score (80%) _____

PART B: LEADING AND CORE COMPETENCIES

Competency	Weight	Agreed Evaluation	Percentage Score
Strategic Direction and Leadership			
People Management			
Program and Project Management			
Financial Management			
Change Leadership			
Governance Leadership			
Moral Competence			
Planning and Organising			
Analysis and Innovation			
Knowledge and information Management			
Communication			
Results and Quality Focus			
TOTAL			

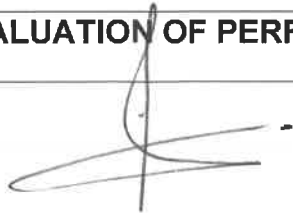
Contribution to Overall Performance Score (20%) _____

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SUMMARY

Performance Area	Performance Score
Part A: Departmental Performance Plan	
Part B: Leading and Core Competencies	
TOTAL EVALUATION OF PERFORMANCE	

Signed:



Mr Z.G. Dhlamini

Date: 31/07/2020

Signed:



Mr N.G. Zulu

Date: 31/07/2020

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY: ULUNDI
INCUMBENT: ZWELIHLE GODFREY DHHAMINI
SALARY: _____
JOB TITLE: DIRECTOR CORPORATE
REPORT TO: MUNICIPAL MANAGER

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

DEGREE AND COURSES ON MANAGEMENT

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

MASTER OF LAWS DEGREE

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

CONSTANT IMPROVEMENT ON MANAGEMENT
DUE TO CHANGES IN THE FIELD

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

ATTEND COURSES ON MANAGEMENT

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

CONSTANT IMPROVEMENT ON MANAGEMENT
SKILLS.

6. Actions/Training interventions to address future progression

ATTEND TRAINING ON MANAGEMENT.

7. Comments/Remarks of the Incumbent

WORK PRACTICE ENVIRONMENT CHANGES
RAPIDLY with technology upgrades therefore
training to keep up with changes is
necessary.

8. Comments/Remarks of the supervisor

Agreed upon

Signature: N.G. ZULU

Supervisor: [Signature]

Date: 31/07/2020

Signature: [Signature]

Incumbent: Z.S. DASHAMINI

Date: 31/07/2020

Date of next review: 01/07/2021

DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials) DHLAMINI Z.G.
 (Postal Address) BOX 8461 ULUNDI 3838
 (Residential Address) A 692 WOMBE STREET ULUNDI 3838
 (Position Held) DIRECTOR CORPORATE SERVICES
 (Name of Municipality) ULUNDI
 Tel: 083 403 3907 Fax: _____
 hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares, securities and other financial interests (Not bank accounts with financial institutions.)

Number of shares/Extent of financial interest	Nature	Nominal Value	Name of Company/Entity
50%	WAREHOUSES	R100 000 -	MALANDELA ESTABLISHMENTS PTY LTD
100%	PROPERTY	R10	VUMAZWELI PTY LTD

2. Interest in a trust


Name of trust	Amount of Remuneration/ Income
N/A	

3. Membership, directorships and partnerships

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
		N/A

4. Remunerated work outside the Municipality (Must be sanctioned by Council.)

Name of Employer	Type of Work	Amount of remuneration/ Income
	N/A	

CONFIDENTIAL
 Council
 Signature by Mayor or Designate:  Date: 31/07/2020

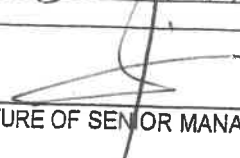
5. Consultancies, Retainerships and Relationships

Name of Client	Nature	Type of business activity	Value of any benefits received
	N/A		

6. Subsidies, grants and sponsorships by any organisation		
Source of assistance	Descriptions of assistance	Value of assistance
	N/A	

7. Gifts and Hospitality from a source rather than a family member		
Description	Value	Member
	N/A	

8. Land and Property			
Description	Extent	Area	Value
Inyayama ruzi	1.6 ha	UKUMDI	?
House	6 rooms	UKUMDI	R400-000


SIGNATURE OF SENIOR MANAGER

DATE: 31/07/2020

PLACE: UKUMDI

IDP Reference	Project Number	Service delivery Objective (SDF)	Objectives	Strategy	Key Performance Indicator	Unit of measure	Baseline	Budget	Annual Target	QUARTER 2 (1 July 2020 - 30 September 2020)		QUARTER 3 (1 October 2020 - 31 March 2021)		QUARTER 4 (1 April 2021 - 30 June 2021)	
										Actual Performance Target	Actual Budget Spent	Performance Target	Actual Budget Spent	Performance Target	Actual Budget Spent
KZN066-CMS-SO 8.1	CMS 1	Local Economic Development	To enhance and protect the cultural heritage of the communities within the municipality	Development & implementation of cultural heritage activities that will promote the cultural heritage of the municipality	Date of holding of Commemoration of Anglo-Zulu War (King Cetshwayo Legacy) held by 30 April 2021	Date	n/a	323 032.50	Anglo-Zulu War Commemoration (King Cetshwayo Legacy) held by 30 April 2021	n/a	n/a	Anglo-Zulu War Commemoration (King Cetshwayo Legacy) held by 30 April 2021	n/a	n/a	n/a
KZN066-CMS-SO 8.1.1	CMS 1.1	Local Economic Development	To enhance and protect the cultural heritage of the communities within the municipality	Development & implementation of cultural activities that will promote the cultural heritage of the municipality	Date of holding of Princess Magogo Musical Symposium held by 31 December 2020	Date	n/a	163 375.50	Princess Magogo Musical Symposium held by 31 December 2020	n/a	n/a	Princess Magogo Musical Symposium held by 31 December 2020	n/a	n/a	n/a
KZN066-CMS-SO 10.2	CMS 2	Local Economic Development	To assist communities in addressing the various of poverty prevalent within the Municipality	Identification of indigent households with a range of services and benefits at no cost	Date of review and adoption of Indigent Register for the Municipality for implementation in the 2021/2022 financial year	Date	28/05/2019	n/a	Reviewed and adopted Indigent Register for the Municipality for implementation in the 2021/2022 financial year by 30 June 2021	n/a	n/a	Confirmation of date of Indigent Register by 30 June 2021	Approval of Indigent Register by 30 June 2021	Approval of Indigent Register by 30 June 2021	Approval of Indigent Register by 30 June 2021
KZN066-CMS-SO 10.2.1	CMS 2.1	Local Economic Development	To assist communities in addressing the various of poverty prevalent within the Municipality	Identification of indigent households with a range of services and benefits at no cost	Date of Purchase and Installation of an Electronic Indigent Verification System	Date	n/a	253 522.00	Date of installation and implementation of an Electronic Indigent Verification System by 30 June 2021	n/a	n/a	Installation of software and training of users by 31 March 2021	Implementation of Electronic Indigent Verification System by 30 June 2021	Implementation of Electronic Indigent Verification System by 30 June 2021	Implementation of Electronic Indigent Verification System by 30 June 2021
KZN066-CMS-SO 10.2.2	CMS 2.2	Local Economic Development	To assist communities in addressing the various of poverty prevalent within the Municipality	Provision of services to persons who are in need through Mayoral Grant-in-aid	Provision of assistance to persons who are in need through Mayoral Grant-in-aid by 30 June 2021	Number	R217 447.21	150 000.00	Provision of assistance to persons who are in need through Mayoral Grant-in-aid by 30 June 2021	n/a	n/a	Provision of assistance to persons who are in need through Mayoral Grant-in-aid by 30 June 2021	Provision of assistance to persons who are in need through Mayoral Grant-in-aid by 30 June 2021	Provision of assistance to persons who are in need through Mayoral Grant-in-aid by 30 June 2021	Provision of assistance to persons who are in need through Mayoral Grant-in-aid by 30 June 2021
KZN066-CMS-SO 14.1	CMS 3	Local Economic Development	To uplift communities and address the various of poverty prevalent within the Municipality	Stimulate the local economy within the Municipality through the implementation of initiatives that stimulate job creation	Number of Business Incubation Programs per Node Point to be conducted through SAMES Workshops and training by 30 June 2021	Number	4	R312 500.00	1 Training conducted by 30 September 2020	1 Training conducted by 30 September 2020	1 Training conducted by 30 September 2020	1 Training conducted by 30 September 2020	1 Training conducted by 30 September 2020	1 Training conducted by 30 September 2020	1 Training conducted by 30 September 2020
KZN066-CMS-SO 14.1.1	CMS 3.1	Local Economic Development	To uplift communities and address the various of poverty prevalent within the Municipality	Stimulate the local economy within the Municipality through the implementation of initiatives that stimulate job creation	Number of work opportunities created through LED initiatives including capital projects	Number	217	n/a	Creation of 128 work opportunities created through LED initiatives including capital projects by 30 September 2020	Creation of 38 work opportunities created through LED initiatives including capital projects by 30 September 2020	Creation of 38 work opportunities created through LED initiatives including capital projects by 30 September 2020	Creation of 38 work opportunities created through LED initiatives including capital projects by 30 September 2020	Creation of 38 work opportunities created through LED initiatives including capital projects by 30 September 2020	Creation of 38 work opportunities created through LED initiatives including capital projects by 30 September 2020	Creation of 38 work opportunities created through LED initiatives including capital projects by 30 September 2020
KZN066-CMS-SO 14.1.2	CMS 3.2	Local Economic Development	To uplift communities and address the various of poverty prevalent within the Municipality	Stimulate the local economy within the Municipality through the implementation of initiatives that stimulate job creation	% on expenditure on the budget for implementation of LED Projects	%	86%	14.00	100% of expenditure on the budget for implementation of LED Projects by 30 June 2021	100% of expenditure on the budget for implementation of LED Projects by 30 June 2021	100% of expenditure on the budget for implementation of LED Projects by 30 June 2021	100% of expenditure on the budget for implementation of LED Projects by 30 June 2021	100% of expenditure on the budget for implementation of LED Projects by 30 June 2021	100% of expenditure on the budget for implementation of LED Projects by 30 June 2021	100% of expenditure on the budget for implementation of LED Projects by 30 June 2021
KZN066-CMS-SO 14.2	CMS 4	Local Economic Development	To uplift communities and address the various of poverty prevalent within the Municipality	Agreement with the factor to assist in the implementation of food security programmes by food security communities with regard to food security	Number of meetings attended to obtain progress on the implementation of food security programmes by Sector Departments by 30 September 2020	Number	4	n/a	4 meetings attended to obtain progress on the implementation of food security programmes by Sector Departments by 30 September 2020	4 meetings attended to obtain progress on the implementation of food security programmes by Sector Departments by 30 September 2020	4 meetings attended to obtain progress on the implementation of food security programmes by Sector Departments by 30 September 2020	4 meetings attended to obtain progress on the implementation of food security programmes by Sector Departments by 30 September 2020	4 meetings attended to obtain progress on the implementation of food security programmes by Sector Departments by 30 September 2020	4 meetings attended to obtain progress on the implementation of food security programmes by Sector Departments by 30 September 2020	4 meetings attended to obtain progress on the implementation of food security programmes by Sector Departments by 30 September 2020
KZN066-CMS-SO 15.1	CMS 5	Local Economic Development	To engage the economy of the municipality by marketing the unique attributes of the area to attract visitors, both domestically and internationally.	Promotion and marketing of tourism related activities and facilities within the Municipal Area	Date of conducting a workshop for learners studying towards tourism by 30 September 2020	Date	0	n/a	Conduct a workshop for learners studying towards tourism by 30 September 2020	Conduct a workshop for learners studying towards tourism by 30 September 2020	Conduct a workshop for learners studying towards tourism by 30 September 2020	Conduct a workshop for learners studying towards tourism by 30 September 2020	Conduct a workshop for learners studying towards tourism by 30 September 2020	Conduct a workshop for learners studying towards tourism by 30 September 2020	Conduct a workshop for learners studying towards tourism by 30 September 2020

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Item	Local Economic Development	To stimulate development of small businesses and co-operatives as a vehicle to increase employment levels	Identify sources of funding for the development and co-ordination of small businesses and co-operatives	Number of Informal Trader Meetings held with the municipality	Number	Date	Number of Informal Trader Meetings held with the municipality	1 Informal Trader Meeting held with the municipality by 30 June 2021	1 Informal Trader Meeting held with the municipality by 30 June 2021	1 Informal Trader Meeting held with the municipality by 30 June 2021
KZN2066-CMS-SD 18.1	CMS 6	To stimulate development of small businesses and co-operatives as a vehicle to increase employment levels	Identify sources of funding for the development and co-ordination of small businesses and co-operatives	4	n/a	n/a	1 Informal Trader Meeting held with the municipality by 30 June 2021	1 Informal Trader Meeting held with the municipality by 30 June 2021	1 Informal Trader Meeting held with the municipality by 30 June 2021	
KZN2066-CMS-SD 17.1	CMS 7	To ensure that all positions within the Municipality are aligned to the DP	Review, approve and implement the Municipality's Organogram for 2021/2022 financial year	24/05/2020	n/a	n/a	Review and approval of the Organogram for implementation in the financial year by 30 June 2021	Consultation with Council on the Organogram by 31 March 2021	Council approval and adoption of the Organogram by 30 June 2021	
KZN2066-CMS-SD 17.2	CMS 8	To ensure that all positions within the Organogram of the Municipality are aligned to the DP	Compliance with Treasury Regulations regarding the safety budget for the Municipality	12	n/a	n/a	12 monthly submissions to Finance Department on Active & Inactive employees to be paid based on approved salary budget by 30 June 2021	3 monthly submissions to Finance Department on Active & Inactive employees to be paid based on approved salary budget by 31 March 2021	3 monthly submissions to Finance Department on Active & Inactive employees to be paid based on approved salary budget by 30 June 2021	
KZN2066-CMS-SD 17.3	CMS 9	To ensure that all positions within the Organogram of the Municipality are aligned to the DP	Evaluated best job descriptions to be implemented for each position in the Organogram	n/a	R851 059.44	n/a	2 reports submitted to Municipal Manager on the implementation of Job Evaluation Outcomes by 30 June 2021	n/a	1 report submitted to MANCO on the implementation of Job Evaluation Outcome by 30 June 2021	
KZN2066-CMS-SD 18.1	CMS 10	To develop capacity within the Municipality for effective service delivery	Assess and Review Staff Development needs and address identified gaps	Nil	n/a	n/a	Municipal Skills Development Plan submitted to Council for approval	n/a	Municipal Skills Audit Report submitted to Council for approval by 30 June 2020	
KZN2066-CMS-SD 18.2	CMS 11	To develop capacity within the Municipality for effective service delivery	Review and implement the recruitment and retention strategies	24/05/2020	n/a	n/a	Review and approval of Recruitment & Retention Strategy by 30 June 2021	Submission of Draft to Local Labour Forum by 31 March 2021	Final approval by Council by 30 June 2021	
KZN2066-CMS-SD 18.3	CMS 12	To develop capacity within the Municipality for effective service delivery	Reduction in the Municipality's dependency on ongoing skills transfer	23/04/2019	n/a	n/a	Submission to MANCO of a Close-out report reflecting the number of employees trained and acknowledged skills transferred by 30 June 2021	n/a	Submission to MANCO of a Close-out report reflecting the number of employees trained and acknowledged skills transferred by 30 June 2021	
KZN2066-CMS-SD 18.4	CMS 13	To develop capacity within the Municipality for effective service delivery	Ensure compliance with the Skills Development Act by implementing the Workplace Skills Plan	94%	n/a	n/a	95% - 100% of Workplace Skills Plan budget spent by 30 June 2021	70% - 75% of Workplace Skills Plan budget spent by 31 March 2021	95% - 100% of Workplace Skills Plan budget spent by 30 June 2021	
KZN2066-CMS-SD 18.4.1	CMS 13.1	To develop capacity within the Municipality for effective service delivery	Ensure compliance with the Skills Development Act by implementing the Workplace Skills Plan	11	R635 940.00	n/a	10 staff members who attended training against Skills Development Plan (NCF rated / short courses) by 30 June 2021	20 staff members who attended training against Skills Development Plan (NCF rated / short courses) by 31 March 2021	20 staff members who attended training against Skills Development Plan (NCF rated / short courses) by 30 June 2021	
KZN2066-CMS-SD 18.1	CMS 14	To transform the Municipality by implementing the Employment Equity principles	Implementation of the Employment Equity Act by addressing particular issues of gender and disability	29/11/2018	n/a	n/a	Employment Equity Report submitted to Department of Labour by 30 January 2021	n/a	n/a	
KZN2066-CMS-SD 20.1.1	CMS 15	To promote good governance, accountability and transparency	Regular review, development of new policies, procedure and implementation of by-laws in line with local government regulations and legislations	n/a	600 000.00	n/a	Installation and implementation of an Electronic Records Management System by 31 June 2021	Installation of software and training of users by Dec 2020	Implementation of Electronic Records Management by Jan 2021	

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Code	Activity	Objectives	Number	Frequency	Responsible	Reporting Period	Actual Performance	Remarks
KZN266-CMS-SD 20.12.10	Good governance and public participation	Promotion of effective communication with internal and external stakeholders	7	n/a	3 Local Labour Forum Meetings attended by HOD / Deputy by 31 March 2021	3 Local Labour Forum Meetings attended by HOD / Deputy by 31 March 2021	3 Local Labour Forum Meetings attended by HOD / Deputy by 31 March 2021	3 Local Labour Forum Meetings attended by HOD / Deputy by 31 March 2021
KZN266-CMS-SD 20.12.11	Good governance and public participation	Promotion of effective communication with internal and external stakeholders	3	n/a	1 Quarterly Audit & Performance Committee Meeting / Acting HOD by 31 December 2020	1 Quarterly Audit & Performance Committee Meeting / Acting HOD by 31 December 2020	1 Quarterly Audit & Performance Committee Meeting / Acting HOD by 31 December 2020	1 Quarterly Audit & Performance Committee Meeting / Acting HOD by 31 December 2020
KZN266-CMS-SD 20.12.12	Good governance and public participation	Promotion of effective communication with internal and external stakeholders	0	n/a	1 Budget Steering Committee Meeting / Acting HOD by 31 September 2020	1 Budget Steering Committee Meeting / Acting HOD by 31 September 2020	1 Budget Steering Committee Meeting / Acting HOD by 31 September 2020	1 Budget Steering Committee Meeting / Acting HOD by 31 September 2020
KZN266-CMS-SD 20.12.13	Good governance and public participation	Promotion of effective communication with internal and external stakeholders	12	n/a	3 Monthly EXCO meetings attended by Head of Department / Acting HOD by 30 June 2021	3 Monthly EXCO meetings attended by Head of Department / Acting HOD by 30 June 2021	3 Monthly EXCO meetings attended by Head of Department / Acting HOD by 30 June 2021	3 Monthly EXCO meetings attended by Head of Department / Acting HOD by 30 June 2021
KZN266-CMS-SD 20.12.14	Good governance and public participation	Promotion of effective communication with internal and external stakeholders	10	n/a	4 Quarterly Council Meetings / Acting HOD by 30 June 2021	4 Quarterly Council Meetings / Acting HOD by 30 June 2021	4 Quarterly Council Meetings / Acting HOD by 30 June 2021	4 Quarterly Council Meetings / Acting HOD by 30 June 2021
KZN266-CMS-SD 20.12.15	Good governance and public participation	Promotion of effective communication with internal and external stakeholders	4	n/a	1 Quarterly MPAC Meeting / Acting HOD by 30 June 2021	1 Quarterly MPAC Meeting / Acting HOD by 30 June 2021	1 Quarterly MPAC Meeting / Acting HOD by 30 June 2021	1 Quarterly MPAC Meeting / Acting HOD by 30 June 2021
KZN266-CMS-SD 20.12.16	Good governance and public participation	Promotion of effective communication with internal and external stakeholders	2	n/a	1 Quarterly Back-to-Backs reports submitted by the 7th of each month to the Municipal Manager by 30 June 2021	1 Quarterly Back-to-Backs reports submitted by the 7th of each month to the Municipal Manager by 30 June 2021	1 Quarterly Back-to-Backs reports submitted by the 7th of each month to the Municipal Manager by 30 June 2021	1 Quarterly Back-to-Backs reports submitted by the 7th of each month to the Municipal Manager by 30 June 2021
KZN266-CMS-SD 20.12.17	Good governance and public participation	Promotion of effective communication with internal and external stakeholders	n/a	n/a	4 Quarterly (GR) Meetings / Acting HOD by 30 June 2021	4 Quarterly (GR) Meetings / Acting HOD by 30 June 2021	4 Quarterly (GR) Meetings / Acting HOD by 30 June 2021	4 Quarterly (GR) Meetings / Acting HOD by 30 June 2021
KZN266-CMS-SD 20.13	Good governance and public participation	Strengthening the oversight functions of Council to effectively and efficiently undertake monitoring and evaluation	12	n/a	3 Monthly EXCO meetings convened and provision of secretariat held by 30 September 2020	3 Monthly EXCO meetings convened and provision of secretariat held by 30 September 2020	3 Monthly EXCO meetings convened and provision of secretariat held by 30 September 2020	3 Monthly EXCO meetings convened and provision of secretariat held by 30 September 2020
KZN266-CMS-SD 20.13.1	Good governance and public participation	Strengthening the oversight functions of Council to effectively and efficiently undertake monitoring and evaluation	72	n/a	18 Monthly Portfolio meetings convened and provision of secretariat for all 6 Departmental Portfolio Committees by 30 June 2021	18 Monthly Portfolio meetings convened and provision of secretariat for all 6 Departmental Portfolio Committees by 30 June 2021	18 Monthly Portfolio meetings convened and provision of secretariat for all 6 Departmental Portfolio Committees by 30 June 2021	18 Monthly Portfolio meetings convened and provision of secretariat for all 6 Departmental Portfolio Committees by 30 June 2021
KZN266-CMS-SD 20.13.2	Good governance and public participation	Strengthening the oversight functions of Council to effectively and efficiently undertake monitoring and evaluation	14	n/a	4 Quarterly Council meetings convened and provision of secretariat by 30 June 2021	4 Quarterly Council meetings convened and provision of secretariat by 30 June 2021	4 Quarterly Council meetings convened and provision of secretariat by 30 June 2021	4 Quarterly Council meetings convened and provision of secretariat by 30 June 2021

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Item No	Category	Objective	Activity	Number	Frequency	Start Date	End Date	Cost	Responsible Party	Progress	Remarks
KZN066-CMS-SO 20.1.3.3	Good governance and public participation	To promote good governance, accountability and transparency	Strengthening the oversight structures of monitoring and evaluation	Number of MFAC Quarterly meetings convened by 30 June 2021	4	n/a	n/a	n/a	1 MFAC Quarterly meeting convened by 30 June 2021	1 MFAC Quarterly meeting convened by 30 June 2021	
KZN066-CMS-SO 20.1.3.4	Good governance and public participation	To promote good governance, accountability and transparency	Strengthening the oversight structures of monitoring and evaluation	Number of Reports submitted to Council on the implementation of Council Resolutions	8	n/a	n/a	n/a	3 Report submitted to Council on the implementation of Council Resolutions by 30 June 2021	3 Report submitted to Council on the implementation of Council Resolutions by 30 June 2021	
KZN066-CMS-SO 20.1.4	Good governance and public participation	To promote good governance, accountability and transparency	Strengthening the oversight structures of monitoring and evaluation	Number of Councilors & 2 Traditional Leaders who attended training (NCF rated / short courses) against the Skills Development Plan	15	n/a	n/a	n/a	10 Councilors & 2 Traditional Leaders who attended training (NCF rated / short courses) against the Skills Development Plan by 31 October 2020	10 Councilors & 2 Traditional Leaders who attended training (NCF rated / short courses) against the Skills Development Plan by 31 March 2021	
KZN066-CMS-SO 20.1.6	Good Governance and Public Participation	To promote good governance, accountability and transparency	Management of risk within the structures and operations of the Municipality	Number of Quarterly Risk Register Progress Reports submitted by the 14th month by Head of Department to Risk Management Unit	10	n/a	n/a	n/a	3 Monthly Risk Register Progress Report submitted by the 14th of each month by HOD by 31 December 2020	3 Monthly Risk Register Progress Report submitted by the 14th of each month by HOD by 31 March 2021	
KZN066-CMS-SO 20.1.6.1	Good Governance and Public Participation	To promote good governance, accountability and transparency	Management of risk within the structures and operations of the Municipality	Number of Assessments of the Performance of Service Providers submitted by Head of Department to the Municipal Manager	4	n/a	n/a	n/a	1 Assessment of the Performance of Service Providers submitted by HOD to the Municipal Manager by 31 December 2020	1 Assessment of the Performance of Service Providers submitted by HOD to the Municipal Manager by 31 March 2021	
KZN066-CMS-SO 20.2.1	Good governance and public participation	Focusing the primary focus on addressing the needs of communities within the Municipality	Strengthening of public participation mechanisms in compliance with appropriate local government legislation and regulations	Date of review, adoption of the Public Participation Strategy	24/05/2020	n/a	n/a	n/a	n/a	n/a	
KZN066-CMS-SO 20.2.1.1	Good governance and public participation	Focusing the primary focus on addressing the needs of communities within the Municipality	Strengthening of public participation mechanisms in compliance with appropriate local government legislation and regulations	Number of monthly payments of stipends of R1000.00 per meeting attended per Ward Committee Member	12	2 800 000.00	n/a	n/a	3 monthly payments of stipends of R1000.00 per meeting attended per Ward Committee Member by 30 September 2020	3 monthly payments of stipends of R1000.00 per meeting attended per Ward Committee Member by 31 March 2021	
KZN066-CMS-SO 20.2.1.2	Good governance and public participation	Focusing the primary focus on addressing the needs of communities within the Municipality	Strengthening of public participation mechanisms in compliance with appropriate local government legislation and regulations	Number of Quarterly Functionality Reports submitted to Council	3	n/a	n/a	n/a	1 Ward Committee Functionality Reports submitted to Council by 30 September 2020 (4th)	1 Ward Committee Functionality Reports submitted to Council by 31 March 2021 (3rd)	
KZN066-CMS-SO 20.2.1.3	Good governance and public participation	Focusing the primary focus on addressing the needs of communities within the Municipality	Strengthening of public participation mechanisms in compliance with appropriate local government legislation and regulations	Date of holding People's event	0	R 500 000.00	n/a	n/a	n/a	n/a	
KZN066-CMS-SO 20.2.2	Good governance and public participation	Focusing the primary focus on addressing the needs of communities within the Municipality	To ensure the inclusion of a customer's approach to the municipal administration	Number of Recorded & processed Customer complaints/Complaints Register	0	n/a	n/a	n/a	3 monthly Recorded & processed Customer complaints/Complaints Register by 31 September 2020	3 monthly Recorded & processed Customer complaints/Complaints Register by 31 March 2021	

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K2026- CMS-50 22.1.3.4	CMS 23.4 Municipal Financial Viability and Management	To ensure that the municipality remains financially viable.	To effectively and efficiently manage the Municipality's Cash Flow	Number of Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted by Head of Department to the Budget Steering Committee	Number	0	12 Monthly Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Budget Steering Committee by Head of Department by 30 June 2021	3 Monthly Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Budget Steering Committee by Head of Department by 31 December 2020	3 Monthly Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Budget Steering Committee by Head of Department by 31 March 2021	3 Monthly Progress Reports on the AG Action Plan monitored by Municipal Manager by 30 June 2021
							3 Monthly Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Budget Steering Committee by Head of Department by 30 June 2021	3 Monthly Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Budget Steering Committee by Head of Department by 31 March 2021	3 Progress Reports on the AG Action Plan monitored by Municipal Manager by 30 June 2021	
K2026- CMS-50 22.2.3	CMS 24 Municipal Financial Viability and Management	To ensure the maintenance of sound financial practices	To work towards obtaining a clear audit report from the Auditor General	Number of progress reports on the AG Action Plan monitored by Municipal Manager submitted to the Municipal Manager	Number	0	Progress Reports on the AG Action Plan monitored by Municipal Manager submitted to the Municipal Manager by 30 June 2021	n/a	n/a	

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