

“ The City of Heritage ”



ULUNDI MUNICIPALITY PERFORMANCE AGREEMENT

2019/2020

ENTERED INTO AND BETWEEN

N.G. ZULU

MUNICIPAL MANAGER (hereinafter referred to as the EMPLOYER)

AND

MRS T. A. NTOMBELA

DIRECTOR: COMMUNITY SERVICES

(hereinafter referred to as the EMPLOYEE)

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 2019/2020 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;
- 2.6 In the event of outstanding performance, to appropriately reward the Employee; and

N.G.G.
MM
TKN
EPC
UBZ

- 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 2019/2020 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.
- 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.

N.G.G.
NCC
TAN
MM
ZPK
NBZ

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 2019/2020 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 2019/2020 financial year) will commence on 1 July 2019 and will remain in force until 30 June 2020. Thereafter a new annexure to this agreement will be concluded between the two parties for the following financial year.

N.G.G.
N.M.

TAN

N.M.
ZPK
DBZ

- 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 2019/2020 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 **Employee's** assessment will be based on his/her performance in terms of the output/outcomes (performance indicators) identified as the performance plan annexed into this agreement, which are linked to the Key Performance Areas, and will constitute 80% of the overall assessment results as per the weightings agreed into between the **Employer** and the **Employee**:

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:

N.G.G.

N.W.

TAN.

NUN

ZAC

UBZ

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%

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.

9.2 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.

N.G.G.
v.m.
T.K.N. *UM*
UPK.
DBZ

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.

11. CONSTRAINTS

The following constraints that could potentially impact on the performance of the Employee in the 2019/2020 financial year are acknowledged and recorded:

.....
.....
.....
.....
.....

N.G.G. ZAC
N.M. MM
T.A.V. DBZ

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 2019/2020 financial year.
- 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.

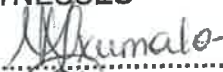

N.G.G.

*N.W.
T.A.N. ZAC.
M.M
DBZ*

14. SIGNATURE OF THE PARTIES

Signed at Ulundi on this 31ST day of JULY 2019

AS WITNESSES

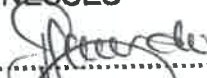

- 1. 
- 2. 



MRS T.A. NTOMBELA

Signed at Ulundi on this 31ST day of JULY 2019

AS WITNESSES

- 1. 
- 2. 



N.G. ZULU

EVALUATION OF PERFORMANCE

PART A: DEPARTMENTAL PERFORMANCE PLAN

	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			

Code	Activity	Objective	Number	Cost	Start Date	End Date	Description	Impact	Frequency	Notes
K21084-CS-2.11	Basic Service Delivery	To provide an effective implementation of an integrated waste management services within the Municipality	Number	R70 000.00			Number of black refuse bags supplied to households by 31 June 2020	4 500 black refuse bags supplied to households by 31 June 2020	4 500 black refuse bags supplied to households by 31 June 2020	Approved Distribution Forms
K21084-CS-2.12	Basic Service Delivery	To provide an effective implementation of an integrated waste management services within the Municipality	Number	R50 000.00			Number of black refuse bags supplied for clean up campaigns by 31 June 2020	500 black refuse bags supplied for clean up campaigns by 31 June 2020	500 black refuse bags supplied for clean up campaigns by 31 June 2020	Approved Distribution Forms
K21084-CS-2.13	Basic Service Delivery	To provide an effective implementation of an integrated waste management services within the Municipality	Number	R6 840 000.00			Number of Waste Removals from UThungulu landfill sites by 31 June 2020	12 Waste Removals from UThungulu landfill sites by 31 June 2020	12 Waste Removals from UThungulu landfill sites by 31 June 2020	Final of release of UThungulu/ King Cashewo Landfill sites
K21084-CS-2.14	Local Economic Development	To assist communities in addressing the range of poverty prevalent within the municipality	Rand Value	R2 000 000.00			Provision of food to persons who are in need (without competitor person to buy, Adult - R2500, Minor - R2000) by 30 June 2020	qualifying applications approved by 30 June 2020	qualifying applications approved by 30 June 2020	Approved application forms for food vouchers provided for 2019/2020 financial year
K21084-CS-2.15	Local Economic Development	To assist communities in addressing the range of poverty prevalent within the municipality	Rand Value	R50 000.00			Provision of food to persons who are in need (without competitor person to buy, Adult - R2500, Minor - R2000) by 30 June 2020	qualifying applications approved by 30 June 2020	qualifying applications approved by 30 June 2020	Approved application forms for food vouchers provided for 2019/2020 financial year
K21084-CS-2.16	Local Economic Development	To promote participation in sports by communities within the Municipality	Date	n/a			Zone play-offs in preparation for the Local Mayoral Cup (8 zones) held by 30 June 2020	n/a	n/a	Team Sheets, schedule of zone play-offs, pictures
K21084-CS-2.17	Local Economic Development	To promote participation in sports by communities within the Municipality	Date	n/a			Local Mayoral Cup Games held by 30 September 2019	n/a	n/a	Invitations, Team sheets, photos
K21084-CS-2.18	Local Economic Development	To promote participation in sports by communities within the Municipality	Date	n/a			Attendance of Squads to the District Mayoral Cup games by 30 September 2019	n/a	n/a	Invitations, Team sheets, photos
K21084-CS-2.19	Local Economic Development	To promote participation in sports by communities within the Municipality	Date	n/a			Attendance of Squads to the District Mayoral Cup games by 31 October 2019	n/a	n/a	Invitations, Team sheets, photos
K21084-CS-2.20	Local Economic Development	To promote participation in sports by communities within the Municipality	Date	n/a			Attendance of Squads to the District Mayoral Cup games by 30 September 2019	n/a	n/a	Invitations, Team sheets, photos
K21084-CS-2.21	Local Economic Development	To promote participation in sports by communities within the Municipality	Date	n/a			Attendance of Squads to the District Mayoral Cup games by 31 October 2019	n/a	n/a	Invitations, Team sheets, photos

N.G.G. 22.07
 T.K.W. 22.07
 N.M.

Code	Category	Description	Date	Value	Event Name	Details	Status	Photos	Invitations
KS58-C9-SD-12.2	Local Economic Development	To provide participation in sports activities within the Municipality	Date of establishment of Sporting Structures (League formation for sports codes) for establishment by 31 March 2022	n/a	None	n/a	n/a	Invitations, Attendance Register and Photos	
KS57-C9-SD-12.2	Local Economic Development	To provide participation in sports activities within the Municipality	Date of holding of Horse Riding Event held by 30 June 2020	R255 000.00	Horse Riding Event held by 30 June 2020	n/a	n/a	Invitations/posters and Photos	
KS8-C9-SD-12.1	Local Economic Development	To enhance and protect the cultural heritage of the communities within the Municipality	Date of staging the United Cultural Festival 2019	R132 000.00	United Cultural Festival held by 30 September 2019	n/a	n/a	Invitations/posters and Photos	
KS81-C9-SD-12.1	Local Economic Development	To enhance and protect the cultural heritage of the communities within the Municipality	Date of holding of "Operation Siga" held by 30 September 2019	R549 000.00	Operation "Siga" held by 30 September 2019	n/a	n/a	Invitations/posters and Photos	
KS82-C9-SD-12.2	Local Economic Development	To enhance and protect the cultural heritage of the communities within the Municipality	Date of staging Local Indigenous Games	R19 000.00	Local Indigenous Games event held by 30 June 2020	n/a	n/a	Invitations/posters and Photos	
KS71-C9-SD-12.2	Local Economic Development	To eradicate the incidence of infection and address the impact of the HIV/AIDS pandemic within the Municipality	Date of staging the World AIDS Day Commemoration	R68 000.00	World AIDS Day Commemoration held by 31 December 2019	n/a	World AIDS Day Commemoration held by 31 December 2019	Invitations/posters and Photos	
KS8-C9-SD-12.1	Local Economic Development	To ensure that the needs of the constituent special groups within the Municipality are addressed as a priority	Date of staging of Women's Day Celebration	R65 500.00	Women's Day Celebration held by 31 August 2019	n/a	n/a	Invitations, Attendance Register and Photos	
KS81-C9-SD-12.1	Local Economic Development	To ensure that the needs of the constituent special groups within the Municipality are addressed as a priority	Date of holding of Women's Day Summit	R59 000.00	Women's Day Summit held by 31 August 2019	n/a	n/a	Invitations, Attendance Register and Photos	
KS82-C9-SD-12.2	Local Economic Development	To ensure that the needs of the constituent special groups within the Municipality are addressed as a priority	Date of holding of Men's Day	R65 000.00	Men's Day held by 31 July 2019	n/a	n/a	Invitations, Attendance Register and Photos	
KS91-C9-SD-12.2	Local Economic Development	To ensure that the needs of the constituent special groups within the Municipality are addressed as a priority	Date of holding of "June 16 Celebration" Event	R57 500.00	"June 16 Celebration" Event held by 30 June 2020	n/a	"June 16 Celebration" Event held by 30 June 2020	Invitations/posters and Photos	
KS82-C9-SD-12.2	Local Economic Development	To ensure that the needs of the constituent special groups within the Municipality are addressed as a priority	Date of holding of "We a Gateway Chair" to Work	R159 000.00	"We a Gateway Chair" to Work held by 31 May 2020	n/a	"We a Gateway Chair" to Work event held by 31 May 2020	Invitations, Attendance Register and Photos	
KS93-C9-SD-12.2	Local Economic Development	To ensure that the needs of the constituent special groups within the Municipality are addressed as a priority	Date of holding of Youth Summit	R48 000.00	Youth Summit held by 30 June 2020	n/a	Youth Summit held by 30 June 2020	Invitations, Attendance Register and Photos	

N.G.G:
Handwritten initials: N.G.G, JAC, N.M, J.B, T.A, P.M

N.G.G. - TAN
 N.G.G. - TAN
 TAN - DBC

Code	Local Economic Development	Description	Date	Amount	Activity	Frequency	Other Info	Reporting	Invitation
K27086-05-S0-1224	CS 9.4	To ensure that the implementation of youth educational programmes that focus on youth matters	Number	0	10288 000.00 Youth Educational Programme Event held by 31 January 2020	n/a	n/a	3 Career Guidance Events held by 30 June 2020	Invitations, Attendance Register and Photos
K27086-05-S0-1225	CS 9.5	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R400 000.00 Career Guidance Events held by 31 March 2020	n/a	n/a	3 Career Guidance Events held by 30 June 2020	Invitations, Attendance Register and Photos
K27086-05-S0-1226	CS 9.6	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R21 500.00 Children's Holiday Programme held by 30 June 2020	n/a	n/a	Children's Holiday Programme held by 30 June 2020	Invitations, Attendance Register and Photos
K27086-05-S0-1227	CS 9.7	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R122 500.00 Library Week Event held by 31 March 2020	n/a	n/a	Library Week Event held by 31 March 2020	Invitations, Attendance Register and Photos
K27086-05-S0-1228	CS 9.8	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R114 000.00 Library Week event held by 30 September 2019	n/a	n/a	Library Week event held by 30 September 2019	Invitations, Attendance Register and Photos
K27086-05-S0-1229	CS 9.9	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R180 000.00 Quality of Life Forum Meetings held by 30 June 2020	n/a	1 Quality of Life Forum Meetings held by 30 June 2020	1 Quality of Life Forum Meetings held by 30 June 2020	Invitations, Attendance Register and Photos
K27086-05-S0-1230	CS 9.10	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R88 000.00 15 days of activism against Women's and Children's event held by 30 November 2019	n/a	15 days of activism against Women's and Children's event held by 30 November 2019	n/a	Invitations, Attendance Register and Photos
K27086-05-S0-1231	CS 9.12	To ensure that the implementation of projects and programmes that focus on youth matters	Number	0	R100 000.00 1 ID Campaigns held by 30 June 2020	n/a	1 ID Campaigns held by 30 June 2020	1 ID Campaigns held by 30 June 2020	Invitations, Attendance Register and Photos
K27086-05-S0-1232	CS 9.13	To ensure that the implementation of projects and programmes that focus on youth matters	Number	0	R100 000.00 1 Youth Council Programme held by 30 September 2019	n/a	1 Youth Council Programme held by 31 March 2020	1 Youth Council Programme held by 30 June 2020	Invitations, Attendance Register and Photos
K27086-05-S0-1233	CS 10	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R211 000.00 Disability Event held by 31 December 2019	n/a	Disability Event held by 31 December 2019	n/a	Invitations, Attendance Register and Photos, Certificate of Appreciation
K27086-05-S0-1234	CS 10.1	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R55 000.00 Visit to Landroon Club (Ward 12 & 16) by 30 June 2020	n/a	Visit to Landroon Club in Ward 12 and Ward 16 by 30 June 2020	Visit to Landroon Club in Ward 12 and Ward 16 by 30 June 2020	Invitations, Attendance Register and Photos
K27086-05-S0-1235	CS 10.2	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R180 000.00 Golden Games Event held by 31 September 2019	n/a	Golden Games Event held by 31 September 2019	n/a	Invitations, Attendance Register and Photos, Certificate of Appreciation
K27086-05-S0-1236	CS 10.3	To ensure that the implementation of projects and programmes that focus on youth matters	Date	n/a	R124 000.00 Cancer/Ablation Awareness held by 30 October 2019	n/a	Cancer/Ablation Awareness held by 30 October 2019	n/a	Invitations, Attendance Register and Photos
K27086-05-S001.12.1	CS 11	To promote good governance and transparency	Number	0	n/a	n/a	3 Departmental Meetings chaired by HOJ held by 30 September 2019	1 Departmental Meeting held by 30 June 2020	Invitations, Attendance Register and Photos

KZN06-CS- S021.1.2.2	CS 11.1	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of effective communication with internal and external stakeholders	0	n/a	3 Macro Meetings attended by HOD / Acting HOD by 30 June 2020	3 Macro Meetings attended by HOD / Acting HOD by 31 March 2020	3 Macro Meetings attended by HOD / Acting HOD by 30 June 2020	Attendance Register
KZN06-CS- S021.1.2.3	CS 11.2	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of effective communication with internal and external stakeholders	0	n/a	3 Extended Macro meetings attended by HOD / Acting HOD by 30 June 2020	3 Extended Macro meetings attended by HOD / Acting HOD by 30 June 2020	3 Extended Macro meetings attended by HOD / Acting HOD by 30 June 2020	Attendance Register
KZN06-CS- S021.1.2.4	CS 11.3	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of effective communication with internal and external stakeholders	0	n/a	3 Community Services Portfolio Committee Meetings attended by HOD / Acting HOD by 30 June 2020	3 Community Services Portfolio Committee Meetings attended by 31 March 2020	3 Community Services Portfolio Committee Meetings attended by 30 June 2020	Attendance Register
KZN06-CS- S021.1.2.5	CS 11.4	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Budget & Steering Committee Meetings attended by the Head of Department / Acting HOD	0	n/a	3 Budget & Steering Committee Meetings attended by the Head of Department / Acting HOD by 31 December 2019	3 Budget & Steering Committee Meetings attended by 31 March 2020	3 Budget & Steering Committee Meetings attended by the Head of Department / Acting HOD by 31 December 2019	Attendance Register
KZN06-CS- S021.1.2.6	CS 11.5	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of EXCO meetings attended by the Head of Department / Acting HOD	0	n/a	3 EXCO meetings attended by HOD / Acting HOD by 31 December 2019	3 EXCO meetings attended by HOD / Acting HOD by 31 December 2020	3 EXCO meetings attended by HOD / Acting HOD by 30 June 2020	Attendance Register
KZN06-CS- S021.1.2.7	CS 11.6	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Council Meetings attended by the Head of Department / Acting HOD	0	n/a	1 Council Meeting attended by HOD / Acting HOD by 31 December 2019	1 Council Meeting attended by HOD / Acting HOD by 31 March 2020	1 Council Meeting attended by HOD / Acting HOD by 30 June 2020	Attendance Register
KZN06-CS- S021.1.2.8	CS 11.7	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Quarterly Audit & Performance Committee Meetings attended by the Head of Department	0	n/a	1 Quarterly Audit & Performance Committee Meeting attended by HOD / Acting HOD by 31 March 2020	1 Quarterly Audit & Performance Committee Meeting attended by HOD / Acting HOD by 31 March 2020	1 Quarterly Audit & Performance Committee Meeting attended by HOD / Acting HOD by 30 June 2020	Attendance Register
KZN06-CS- S021.1.2.9	CS 11.8	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Quarterly MPAC Meetings attended by the Head of Department / Acting HOD	0	n/a	1 Quarterly MPAC Meeting attended by HOD / Acting HOD by 31 December 2019	1 Quarterly MPAC Meeting attended by HOD / Acting HOD by 31 March 2020	1 Quarterly MPAC Meeting attended by HOD / Acting HOD by 30 June 2020	Attendance Register
KZN06-CS- S021.1.2.10	CS 11.9	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Quarterly BSB Reports submitted by Department to Municipal Manager	0	n/a	1 Quarterly BSB Report submitted by Department to Municipal Manager by 31 December 2019	1 Quarterly BSB Report submitted by Department to Municipal Manager by 31 March 2020	1 Quarterly BSB Report submitted by Department to Municipal Manager by 30 June 2020	Proof of date of submission to Municipal Manager
KZN06-CS- S021.1.2.12	CS 11.11	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Budget Steering Committee Meetings attended by the Head of Department / Acting HOD	0	n/a	3 Budget Steering Committee Meetings attended by the Head of Department / Acting HOD by 30 September 2019	3 Budget Steering Committee Meetings attended by the Head of Department / Acting HOD by 31 December 2019	3 Budget Steering Committee Meetings attended by the Head of Department / Acting HOD by 30 June 2020	Attendance Register
KZN06-CS- S021.1.7	CS 11.2	Good Governance and Public Participation	To promote good governance, accountability and transparency	Management of risk with the structures and operations of the Municipality	Number of Quarterly Risk Register Progress Reports submitted by HOD to Head of Department	0	n/a	1 Quarterly Risk Register Progress Report submitted by HOD by 31 December 2019	1 Quarterly Risk Register Progress Report submitted by HOD by 31 March 2020	1 Quarterly Risk Register Progress Report submitted by HOD by 30 June 2020	Proof of date of submission to Head of Department / Management Unit

N.d.b. N.W. 28x NM
TAN
BZ

