

## **2020/2021 PERFORMANCE AGREEMENT**

Made and entered into by and between

**UMHLABUYALINGANA LOCAL MUNICIPALITY**

(Herein represented by **N.S Mthethwa** in his capacity as)

**“The Mayor”**

and

**N.P Gamede**

(ID No. 610322 0707 083)

(Hereinafter referred as the)

**“Municipal Manager”**

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## PERFORMANCE AGREEMENT

### ENTERED INTO AND BETWEEN:

The Municipality of uMhlabuyalingana herein represent by **Nkululeko Sydney Mthethwa** (full name) in his capacity as The Mayor hereinafter referred to as the Employer or Reporting Officer) and **Mrs. Nonhlanhla Patricia Gamede** (full name) Municipal Manager of the Municipality of uMhlabuyalingana (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(1) (a) 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(1) (b) 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 Sections 57(4A), 57(4B) and 57(5) of the Systems Act.
- 1.5 The parties wish to ensure that there is compliance with Sections 60 and 61 of the MFMA.

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## **2. PURPOSE OF THIS AGREEMENT**

The Purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 57(1) (b), 4(A), (4B) and (5) of the Systems Acts as well as the Contract of Employment entered into between the parties;
- 2.2 Comply with the provisions of Section 60 and 61 of the MFMA;
- 2.3 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.4 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.5 Monitor and measure performance against set targeted outputs;
- 2.6 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.7 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.8 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

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### **3. COMMENCEMENT AND DURATION**

- 3.1 This Agreement will commence on the **01<sup>st</sup> of July 2020** and will remain in force until **30 June 2021** whereafter 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.

### **4. PERFORMANCE OBJECTIVES**

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 The performance objectives and targets that must be met 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 Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting which amongst other things include targets on the following:
- Elimination of Unauthorised, Irregular, Fruitless and Wasteful expenditure
  - Records Management with a view to providing quality portfolio of evidence for all targets achieved
  - Steering the Municipality towards achieving unqualified audit opinion

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- 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.

## **5 PERFORMANCE MANAGEMENT SYSTEM**

- 5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Employer, management, and municipal staff of the Employer.
- 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.

## **6 THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS**

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
  - 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Leading Competencies (LCs) and Core Competencies.
  - 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

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6.2.3 KPA's covering the main areas of work will account for 80% and LCs and CCs will account 20% of the final assessment.

6.3 The Employee's assessment will be based on his/her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPAs, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
1. Municipal Transformation and Institutional Development	20%
2. Basic Service Delivery and Infrastructure Development	30%
3. Municipal Financial Viability and Management	15%
4. Cross Cutting Interventions	15%
5. Good Governance and Public Participation	10%
6. Social and Economic Development	10%
<b>Total</b>	<b>100%</b>

6.4 The LCs will make the other 20% of the Employee's assessment score. LC's that are deemed to be most critical for the Employee's specific job should be selected from the list below as agreed to between the Employer and Employee:

LEADING COMPETENCIES		
COMPETENCY		Weighting
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> </ul>	9
People Management	<ul style="list-style-type: none"> <li>Human Capital Planning and Development</li> <li>Diversity Management</li> <li>Employee Relations Management</li> </ul>	9
Program and Project Management	<ul style="list-style-type: none"> <li>Program and Project Planning and Implementation</li> <li>Service Delivery Management</li> </ul>	9
Financial Management	<ul style="list-style-type: none"> <li>Budget Planning and Execution</li> <li>Financial Strategy and Delivery</li> </ul>	9
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>	8
Governance Leadership	<ul style="list-style-type: none"> <li>Policy Formulation</li> <li>Risk and Compliance Management</li> <li>Cooperative Governance</li> </ul>	8
WEIGHTING LEADING COMPETENCIES		52
CORE COMPETENCIES		
COMPETENCY		Weighting
Moral Competence		8
Planning and Organising		8
Analysis and Innovation		8
Knowledge and Information Management		8
Communication		8
Results and Quality Focus		8
WEIGHTING CORE COMPETENCIES		48
Total Percentage Weighting		100 %



## **7. EVALUATING PERFORMANCE**

7.1 The Performance Plan (Annexure A) to this Agreement sets out-

7.1.1 The standards and procedures for evaluating Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 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.

7.3 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.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

7.5.1 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.

7.5.2 Assessment of the LC's and CCs

- (a) Each LC and CC should be assessed according to the extent to which the specified standards have been met as per applicable regulation.
- (b) An indicative rating on the five-point scale should be provided for each LC and CC.
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final LC and CC scores.

7.5.3 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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7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's, LC's and CC's:

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	<b>Outstanding Performance</b>	Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.	
4	<b>Performance significantly above expectations</b>	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	<b>Fully effective</b>	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.	
2	<b>Not fully effective</b>	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 indicate 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 Performance Plan.	
1	<b>Unacceptable Performance</b>	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 Performance Plan .The employee has failed to	

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
		demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	

7.7 For purpose of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established-

- 7.7.1 Executive Mayor / Mayor;
- 7.7.2 Chairperson of the Audit Committee;
- 7.7.3 Ward Committee Member (on a rotational basis), where applicable;
- 7.7.4 Member of the Mayoral Committee; and
- 7.7.5 Mayor and/ or Municipal Manager from another Municipality.

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

<b>First quarter</b>	: July – September	<b>October 2020</b>
<b>Second quarter</b>	: October – December	<b>January 2021</b>
<b>Third quarter</b>	: January – March	<b>April 2021</b>
<b>Fourth quarter</b>	: April – June	<b>July-September 2021</b>

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

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure 'A' from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A 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. DEVELOPMENTAL REQUIREMENTS**

The Personal Development Plan (PDP) for addressing development gaps is attached as Annexure A.

## **10. OBLIGATIONS OF THE EMPLOYER**

10.1 The Employer shall:

- 10.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2 Provide access to skills development and capacity building opportunities;
- 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 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
- 10.1.5 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.

## **11. CONSULTATION**

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others-

- 1.1.1 A direct effect on the performance of any of the Employee's functions;
- 1.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer;  
and
- 11.1.4 A substantial financial effect on the Employer.

11.2 The employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

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## **12 MANAGEMENT OF EVALUATION OUTCOMES**

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 In instances where there was poor performance resulting in the Municipality incurring unauthorized, irregular, fruitless and wasteful expenditure as per Auditor General's Report, the Employee shall not be eligible to receive performance bonus for that financial year.
- 12.3 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
- 12.4 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of least twelve months (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.
- 12.5 In the case of unacceptable performance, the Employer shall-
  - 12.5.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and
  - 12.5.2 After appropriate performance and 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 of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

## **13 DISPUTE RESOLUTION**

- 13.1 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 –
  - 13.1.1 The MEC for Local Government and the Province within thirty (30) days of receipt of a formal dispute from the Employee; or
  - 13.1.2 Any other person appointed by the MEC.
  - 13.1.3 In the event that the mediation process contemplated above fails, clause 15 of the Contract of Employment shall apply.

## 14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be available to the public by the Employer.
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Thus done and signed at Mamputzi on this the 31 day of July (Month) 2020 (Year)

AS WITNESSES:

1. SHANICE ST. JAMES
2. [Signature]

[Signature]  
The Municipal Manager

AS WITNESSES:

1. \_\_\_\_\_
2. \_\_\_\_\_

[Signature]  
The Mayor

## ANNUAL PERFORMANCE PLAN & PERSONAL DEVELOPMENT PLAN

The following annual management review on *Key Performance Areas (KPA)* and *Competency Framework* (Leading Competencies and Core Competencies) agreed to in each manager performance agreement has to be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KPA's, LC's and CC's in accordance with the five-point scale of (1-5).

RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

### DETAILS OF THE MANAGER

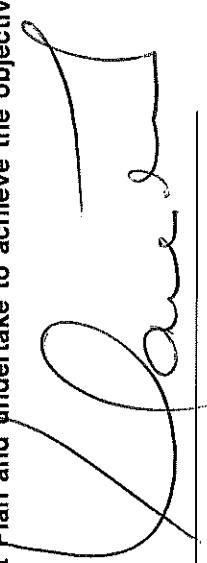
## MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

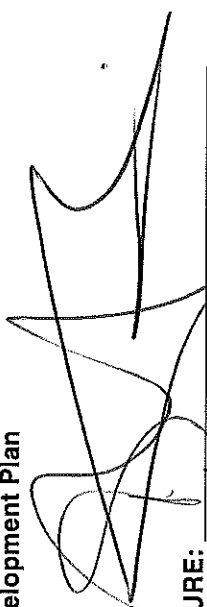
Period Under Review	01 July 2020 to 30 June 2021
Surname	Gamede
Name	Nonhlanhla Patricia
Municipality	UMhlabyalingana Municipality
Department	Municipal Manager
Race	African
Gender	Female
Employee Number	20001
Date Of Appointment	01 September 2018
Salary Package	





**AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:**

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.	
	
SIGNATURE:	
(Name of Manager: N.P Gamede	
Date: 30/07-2020	

I undertake to support Nonhlanhla Patricia Gamede (name of Manager) with the achievement of the above Performance and Development Plan	
	
SIGNATURE:	
Name of Manager: Nhlamileko Sylene	



MTID-05-2021-CORP 04	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Development and implementation of Employment Equity Plan and Policy	4	People from employment equity target groups employed in the three highest levels of management	Number	2 People appointed in three highest levels (Section Manager) from employment equity target groups by 31 December 2020	R0.00	N/A	N/A	N/A	2 Person from EE groups appointed	N/A	N/A	N/A	Good Governance	Advert, Appointment letters and Acceptance letters
MTID-05-2021-CORP 05	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Review and approval of retention strategy	5	Date by which Reviewed Retention Strategy is adopted by council	Date	30 June 2021 (Adoption of Reviewed Retention Strategy by council)	N/A	N/A	N/A	Table draft Retention Strategy to council for adoption	Table final reviewed Retention Strategy to council for adoption	Attraction and retention (Retention Strategy)	Building capable local government institution	Council Resolution and Reviewed Retention Strategy		
MTID-05-2021-CORP 06	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	6	Date by which Reviewed Human Resources Strategy is adopted by council	Date	31 December 2020 (Adoption of the reviewed Human Resources Strategy by council)	R0.00	N/A	Table Draft Human Resources Strategy to Council for adoption	Table Final Reviewed Human Resources Strategy to Council for adoption	Review of HR Strategy	Building capable local government institution	Draft HRS, Final HRS and council resolutions			
MTID-05-2021-CORP 07	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	7	Date by which Reviewed Human Resources Training Plan is adopted by council	Date	30 September 2020 (Adoption of Reviewed Human Resource Training Plan)	R0.00	N/A	Tabling of Reviewed HRTIP to Council for adoption	N/A	Review of Human Resources Training Plan	Building capable local government institution	Council Resolution & approved Human Resources Training Plan			

MTID-05-2021-CORP 08	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	Implementation of the Workplace skills plan	8	Percentage of municipality's payroll budget actually spent on implementing Workplace Skills Plan	Percentage	1 % of municipality's payroll budget actually spent on implementing Workplace Skills Plan by 30 June 2021	R0.00	EQS	0.25% of municipality's payroll budget actually spent on implementing Workplace Skills Plan	0.5% of municipality's payroll budget actually spent on implementing Workplace Skills Plan	0.75% of municipality's payroll budget actually spent on implementing Workplace Skills Plan	1% of municipality's payroll budget actually spent on implementing Workplace Skills Plan	Percentage of municipality's payroll budget actually spent on implementing Workplace Skills Plan	Building capable local government institution	1 % Expenditure Reports on training vote
MTID-05-2021-CORP 09	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	9	Date by which Skills audit completed and adopted by council	Date	31 March 2021 (Completion and adoption of Skills audit)	R0.00	EQS	Table Report to Manco on employees work profiles/job descriptions and personal development plans	Table to council Draft Skills Audit Report	Table Final Skills Audit Report to council for adoption	N/A	Conduct Skills Audit	Building capable local government institution	Manco minutes, Skills Audit Report and council resolution
MTID-05-2021-CORP 10	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	10	Date by which WSP is adopted by council and submitted to LGSETA	Date	30 April 2021 (Adoption and Submission of WSP to LGSETA)	R0.00	N/A	N/A	N/A	Table WSP to council for adoption and Submission of WSP LGSETA by 31 April 2021	Workplace Skills Plan	Building capable local government institution	Council resolution and Proof of Submission to LGSETA	
MTID-05-2021-CORP 11	Improved administrative and human resources management practices	Governance and Policy	To provide the optimal institutional structure to render effective and efficient services	To provide the optimal institutional structure to render effective and efficient services	11	Date by which PMS Framework and IPMS Policy is adopted by council	Date	31 July 2020 (Tabling and Adoption of PMS Framework and IPMS Policy)	R0.00	N/A	Table PMS Framework and IPMS Policy to council for adoption by 31 July 2020	N/A	N/A	PMS Framework	Building capable local government institution	Council resolution and PMS Framework and PMS Policy	
MTID-04-20/21 FI-01	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Submission of Mid-year (Sec 72) report to Council	12	Date by which Mid-Year (Sec 72) report is submitted to Council	Date	25 January 2021 (Submit Mid-Year (Sec 72) Report to council for adoption)	R0.00	N/A	N/A	N/A	25 January 2021 (Submission of Mid-Year (Sec 72) Report to Council for adoption)	n/a	S72 MID-Year Report	Building capable local government institutions.	Mid-Year (Sec 72) Report and Council Resolutions

MTID-04-20/21 FI-02	Improved administrative and human resources management practice	Governance and Policy	To ensure sound budgeting and compliance principles	Submission of Quarterly FS to council	13	Date and Number by which AFS, Quarterly Financial Statements are tabled to Council	Date, Number	31 August 2020 (Table AFS to council for adoption) and 3 20/21 Quarterly FS tabled to Council	R0.00	N/A	Table 2019/2020 AFS to council for adoption	Tabling of 2020/21 Quarter 1 FS to Council	Tabling of 2021 Quarter 2 FS to Council	Tabling of 20/21 Quarter 3 FS to Council	Quarterly Financial Statements/Financial Reporting	Building capable local government institutions.	AFS Quarterly Financial Statement and Council Resolutions
MTID-04-20/21 FI-03	Improved administrative and human resources management practice	Governance and Policy	To develop and maintain systems and procedures for effective and sound management of municipal finances	Submission of 2019/2020 AFS to Council and Auditor General	14	Date by which AFS are submitted to Council and AG	Date	Submit 2019/20 AFS to Council and AG by 31 August 2020	R0.00	N/A	Submission to AG by 31 August 2020	N/A	N/A	N/A	Financial Statements/Financial Reporting	Building capable local government institutions.	Council Resolution and acknowledgment of receipt from AG
MTID-03-20/21 MM 01	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Submission of quarterly performance reports to Council	15	Quarterly Performance Reports compiled and submitted to Council	Number	4 quarterly Performance Reports compiled and submitted to Council by 30 June 2021	R0.00	N/A	2019/20 Q4 performance report compiled and submitted to Council	Q1 performance report compiled and submitted to Council	Q2 performance report compiled and submitted to Council	Q3 performance report compiled and submitted to Council	Quarterly Performance Reports	Good Governance	Proof of submission and Extract of portfolio minutes
MTID-03-20/21 MM 02	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Submission of Annual performance reports to Council	16	Date by which 2019/2020 Annual Performance Report submitted to Council	Date	31 August 2020 (Submit 2019/2020 Annual Performance Report to Council)	R0.00	N/A	Submit 2019/2020 Annual Performance Report to Council by 31 August 2020	N/A	N/A	N/A	Annual Performance Report	Building capable Local Government Institution	2019/2020 Annual Performance Report and Council resolution

MTID-03-2021 MM 03	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Submission of Annual performance reports to AG	17	Date by which 2019/2020 Annual Performance Report submitted to Auditor General	Date	31 August 2019 (Submit 2019/2020 Annual Performance Report to Auditor General)	R0.00	N/A	Submit Annual Performance Report to Auditor General by 31 August 2020	N/A	N/A	N/A	Annual Report	Building capable Local Government Institution	Proof of Submission
MTID-03-2021 MM 04	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Tabling of 2019/2020 Final Audited Annual report to Council	18	Date by which 2019/2020 Final Audited Annual report is tabled to council for adoption	Date	31 Jan 2021 (Table to council 2019/2020 Final Audited Annual report for adoption)	R0.00	N/A	N/A	N/A	Final Audited Annual report submitted to council by 31 Jan 2020	N/A	Annual Report	Building capable Local Government Institution	Council Resolution
MTID-03-2021 MM 05	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Tabling of Oversight Report to council	19	Date by which Oversight report is tabled to council for adoption	Date	31 March 2021 (Table Oversight report to council for adoption)	R0.00	N/A	N/A	N/A	Tabling of Oversight report to council	N/A	Annual Report	Building capable Local Government Institution	Oversight Report and Council Resolution
MTID-03-2021 MM 06	Improved administrative and human resources management practices	Governance and Policy	To ensure effective governance through regular meeting of Council structures	To develop and introduce an integrated information management system in compliance with section 75 of the MFMA	20	Audit Steering Committee meetings held	Number	4 Audit Steering Committee meetings by 30 June 2021			1 Audit Steering Committee Meeting	1 Audit Steering Committee Meeting	1 Audit Steering Committee Meeting	1 Audit Steering Committee Meeting	Audit Steering Committee meetings	Good Governance	Minutes and attendance register
MTID-03-2021 MM 07	Improved administrative and human resources management practices	Governance and Policy	To provide the optimal institutional structure to render effective and efficient services	Conclusion of performance agreements in terms of section 54/56 of MSA	21	Signed performance agreements for Section 54/56 managers	Number	5 signed 2020/2021 Performance Agreements for Section 54/56 managers	R0.00		Table to Council signed 20/21 Performance Agreements for Section 54 & 56 managers	N/A	N/A	N/A	Section 54 & 56 Performance Agreements	Building capable local government institution	Council Resolution and Exco resolution

MTD-03-2021 MM 08	Improved administrative and human resources management practices	Governance and Policy	To provide the optimal institutional structure to render effective and efficient services	Conclusion of performance agreements in terms of section 54/56 of MSA	22	Signed performance agreements for Section 54/56 managers submitted to Cogta	Number	5 signed 2020/2021 Performance Agreements for Section 54/56 managers submitted to Cogta	R0.00	N/A	Submit 5 signed 20/21 Performance Agreements for Section 54 & 56 managers to Cogta	N/A	N/A	Section 54 & 56 Performance Agreements	Building capable local government institution	Proof of submission/Acknowledgement
<b>NATIONAL KEY PERFORMANCE AREA: BASIC DELIVERY AND INFRASTRUCTURE DEVELOPMENT</b>																
BSDID-02-20/21- CS1	Improve access to basic service delivery	Infrastructure development	enhance waste management capacity	Management of waste	23	Fumigation of landfill sites	Number	4 (Fumigation of Landfill sites ( Manguzi and Mbazwana Landfill sites) quarterly basis by 30 June 2021)	R200 000	EQS	fumigation of Manguzi and Mbazwana Landfill sites	fumigation of Manguzi and Mbazwana Landfill sites	fumigation of Manguzi and Mbazwana Landfill sites	Waste Management	service delivery	fumigation certificates and 4 fumigation reports
BSDID-02-20/21- CS2	Improve access to basic service delivery	Infrastructure development	Increased Access to refuse removal	Management of waste	24	Percentage of households with basic refuse removal services	Percentage	2% of households with basic refuse removal services or better	R1 450 000	EQS	2% of households and business with access to waste removal	2% of households and business with access to waste removal	2% of households and business with access to waste removal	Waste Management	service delivery	Daily collection list/Itinerary/Site Supervisor
BSDID-02-20/21- CS3	Improve access to basic service delivery	Infrastructure development	enhance municipal waste management capacity	Management of waste	25	Awareness campaigns on waste management held	Number	4 Awareness campaigns on waste management conducted by 30 June 2021	R0.00	EQS	Hold awareness campaign on waste management	Hold awareness campaign on waste management	Hold awareness campaign on waste management	Waste management awareness campaigns	service delivery	Reports and Attendance registers
BSDID-02-20/21- CS4	Improve access to basic service delivery	Infrastructure development	Improve access to basic services	Provision of free basic services	26	Households earning less than R3 350 per month with access to basic free electricity	Number	520 households earning less than R3 350 per month with access to basic free electricity on a quarterly basis by 30 June 2021	R509 308.80	EQS	520 households earning less than R3 350 per month with access to basic free electricity on quarterly basis	520 households earning less than R3 350 per month with access to basic free electricity on quarterly basis	520 households earning less than R3 350 per month with access to basic free electricity on quarterly basis	Provision of free basic electricity	service delivery	Indigent Register/Eskom Billing report

BSDID-02-20/21- CS5	Improve access to basic service delivery	Infrastructure development	enhance KZN waste management capacity	Management of waste	27	Date by which Reviewed Waste management policies are adopted by council	Date	30 June 2021 (Adoption of Reviewed Waste management policy, integrated waste management plan)	R0.00	N/A	N/A	N/A	Table to council Draft Reviewed Waste Management policy and integrated Waste Management plan for adoption	Table to council Reviewed Waste Management policy and integrated Waste Management plan for adoption	Waste Management	service delivery	Waste Management policy, integrated waste management plan and council resolution
BSDID-02-20/21- CS6	Improve access to basic service delivery	Infrastructure development	Improve access to basic services	Review and approval of indigent policy	28	Date by which Reviewed Indigent policy is adopted by council	Date	30 June 2021 (Adoption of Reviewed Indigent policy)	R0.00	N/A	N/A	N/A	Table to council Draft Reviewed Indigent Policy for adoption	Table to council Reviewed Indigent Policy for adoption	Indigent policy review	service delivery	Reviewed Indigent Policy and Council resolution
BSDID-02-20/21- CS7	Improve access to basic service delivery	Infrastructure development	Improve access to basic services	Updating and Approval of Final Indigent register 2019/2020	29	Date by which Updated Indigent Register is approved by council	Date	30 June 2021 (Approval of Updated Indigent Register by council)	R0.00	N/A	N/A	N/A	Table to council Draft Updated Indigent Register for approval	Table to council the Updated Indigent Register for approval	Indigent register	service delivery	Updated Indigent register and Council Resolution
BSDID-02-20/21- CS08	Improved Access to Basic Services	Human and Community Development	Enhance safety and security	Review of Community Safety Plan	30	Date by which Reviewed Community Safety Plan is adopted by council	Date	30 June 2021 (Adoption of Community Safety Plan)	R0.00	N/A	N/A	N/A	Table to council Draft Reviewed Community Safety plan for adoption	Table to council Reviewed Community Safety Plan for adoption	Community Safety Plan	service delivery	Draft and Final Community Safety Plan and council resolution
BSDID-02-20/21- CS9	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	31	Vehicles Stopped and Checked	Number	18000 Vehicles Stopped and Checked by 30 June 2021	R0.00	N/A	4500 Vehicles Stopped & Checked	4500 Vehicles Stopped & Checked	4500 Vehicles Stopped & Checked	4500 Vehicles Stopped & Checked	Law Enforcement	service delivery	daily crime return



BSDID-02-20/21- CS10	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	32	Alcohol operations conducted	Number	12 alcohol operations conducted by 30 June 2021	R0.00	N/A	3 alcohol operations conducted	3 alcohol operations conducted	3 alcohol operations conducted	3 alcohol operations conducted	3 alcohol operations conducted	Alcohol operations	service delivery	Daily crime return and reports and attendance register
BSDID-02-20/21- CS11	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	33	Vehicles screened for speed	Number of Vehicles	9000 Vehicles screened for speed by 30 June 2021	R0.00	N/A	2250 vehicles screened for speed	2250 vehicles screened for speed	2250 vehicles screened for speed	2250 vehicles screened for speed	2250 vehicles screened for speed	Vehicle screened for speed	service delivery	Daily crime return
BSDID-02-20/21- CS12	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	34	Multi-Disciplinary Roadblocks conducted	Number	24 Multi-Disciplinary Roadblocks conducted by 30 June 2021	R0.00	N/A	6 Multi-Disciplinary Road Blocks conducted	6 Multi-Disciplinary Road Blocks conducted	6 Multi-Disciplinary Road Blocks conducted	6 Multi-Disciplinary Road Blocks conducted	6 Multi-Disciplinary Road Blocks conducted	Multi-Disciplinary Road Blocks	service delivery	Attendance register and reports
BSDID-02-20/21- CS13	Improved Access to Basic Services	Human and Community Development	To promote road safety	Provision of protection services	35	Direct Charges issued for Drunken/Speed Driving	Number	60 Direct Charges issued for Drunken/Speed Driving by 30 June 2021	R0.00	N/A	15 Direct Charges issued for Drunken/Speed Drivers	15 Direct Charges issued for Drunken/Speed Drivers	15 Direct Charges issued for Drunken/Speed Drivers	15 Direct Charges issued for Drunken/Speed Drivers	15 Direct Charges issued for Drunken/Speed Drivers	Direct Charge Drunken/Speed Drivers	service delivery	Direct Charge forms
BSDID-02-20/21- CS14	Improved Access to Basic Services	Human and Community Development	To promote road safety	Conduct routine roadside roadblocks	36	Routine road side roadblocks conducted	Number	720 routine roadside roadblocks by 30 June 2021	R0.00	N/A	180 routine roadside roadblocks conducted	180 routine roadside roadblocks conducted	180 routine roadside roadblocks conducted	180 routine roadside roadblocks conducted	180 routine roadside roadblocks conducted	Routine roadside roadblocks	service delivery	Monthly/daily crime return
BSDID-02-20/21- CS15	Improved Access to Basic Services	Human and Community Development	To promote road safety	Conduct Speed operations	37	Speed operations conducted	Number	240 speed operations conducted by 30 June 2021	R0.00	N/A	60 speed operations conducted	60 speed operations conducted	60 speed operations conducted	60 speed operations conducted	60 speed operations conducted	Speed operations	service delivery	Monthly crime return
BSDID-02-20/21- CS16	Improved Access to Basic Services	Human and Community Development	To promote road safety	Hold road safety awareness campaigns	38	Road safety awareness campaigns held	Number	24 road safety awareness campaign held by 30 June 2021	R200 000	EQS	Hold 6 road safety awareness campaigns	Hold 6 road safety awareness campaigns	Hold 6 road safety awareness campaigns	Hold 6 road safety awareness campaigns	Hold 6 road safety awareness campaigns	Road safety education	service delivery	Reports and attendance register



BSDID-02-20/21- CS24	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	46	Promotion conducted on library services	Number	4 library services promotions conducted at 3 libraries by 30 June 2021	R160 000	EQS	Conduct 1 Library Services Promotion (Literacy week)	Conduct Library Services Promotions (December holiday programme)	Conduct Library Services Promotions (World book day)	Promotion of Library Services	service delivery	Reports and Attendance Registers
BSDID-02-20/21- CS25	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	47	Audio visuals circulated	Number	480 audio visuals circulated by 30 June 2021	R0.00	N/A	120 Audio Visuals circulated	120 Audio Visuals circulated	120 Audio Visuals circulated	Audio visuals	service delivery	System Generated Report
BSDID-02-20/21- CS26	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	48	Books circulated	Number	12 950 books circulated by 30 June 2021	R0.00	N/A	3 200 Books circulated	3 200 Books circulated	3 200 Books circulated	Circulation of books	service delivery	System Generated Report
BSDID-02-20/21- CS27	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	49	Library Users with access to internet	Number	720 library users with access to internet by 30 June 2021	R0.00	N/A	180 library users with access to internet	180 library users with access to internet	180 library users with access to internet	Access to internet	service delivery	Daily signed register
BSDID-02-20/21- CS28	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	50	Books exchanged	Number	10 book exchange by 30 June 2021	R0.00	N/A	2 Book Exchange	2 Book Exchange	3 Book Exchange	Books exchange	service delivery	List of books exchanged
BSDID-02-20/21- CS29	Improved Access to Basic Services	Human resource development	To enhance skills development and life-long learning	Provision of library services	51	People trained on basic computer skills	Number	360 people trained on basic computer skills by 30 June 2021	R0.00	N/A	90 people trained on Basic Computer Skills	90 people trained on Basic Computer Skills	90 people trained on Basic Computer Skills	Basic Computer training	service delivery	Daily signed register
BSDID-01-20/21-TS1	Improved Access to Basic Services	Strategic Infrastructure	To provide and improve access to community/public facilities to minimum standards	Construction of the multi-purpose/community centre	52	Completion of Multi-purpose centre constructed/completed (Manguzi)	Area	Completion of 1500m <sup>2</sup> of Manguzi Multi-purpose by 30 June 2021	R9 000 000	EQS	N/A	Site establishment	Completion of external works	Completion of 1500m <sup>2</sup> of Manguzi Multi-purpose centre	Service Delivery	Progress Reports and Engineers Works Completion Certificate

BSDID-01-20/21-TS2	Improved Access to Basic Services	Strategic Infrastructure	To provide and facilitate vehicular movement in Umhlabyalini	Construction of roads (Mbazwane-Kwabila multipurpose black top road)	53	Completion of (Mbazwane-Kwabila multipurpose black top road)	Number of kilometers	0,9 km (Mbazwane-Kwabila multipurpose black top road completed by 31 Dec 2020)	R3 500 000	MIG	75% of layerworks completed	100% of 0,9 Kilometers of road construction completed	N/A	N/A	Construction of Mbazwane-Kwabila multipurpose black top road	Service Delivery	Project Progress Reports and Engineers Works Completion Certificate
BSDID-01-20/21-TS3	Improved Access to Basic Services	Strategic Infrastructure	To provide and facilitate vehicular movement in Umhlabyalini	Construction of gravel road (Mazengwenya)	54	Completion of tarred road (Mazengwenya gravel road)	Number of kilometers	2km (Mazengwenya gravel road completed by 30 June 2021)	R5 000 000	MIG	(a) Facilitate and Coordinate the Advertising,ap pointment of contractor (b) site establishment	50% of all layerworks completed	75% of all Kilometers of road construction completed	100% of 2 Kilometers of road construction completed	Construction of Mazengwenya a gravel road	Service Delivery	Copy of Adverts, Copy of Appointment Letters, Project Progress, Completion certificates
BSDID-01-20/21-TS4	Improved Access to Basic Services	Strategic Infrastructure	To provide and facilitate vehicular movement in Umhlabyalini	Construction of road (Ekuthukuzeni-Masondo gravel road Phase 2)	55	Completion of road (Ekuthukuzeni-Masondo gravel road Phase 2)	Number of kilometers	3km (Ekuthukuzeni-Masondo gravel road Phase 2 completed by 30 June 2021)	R6 000 000,00	MIG	Facilitate and Coordinate the Advertising and appointment of consultant with finance department	50% of layerworks completed	100% of 3 Kilometers of road construction completed	100% of 3 Kilometers of road construction completed	Construction of Ekuthukuzeni-Masondo gravel road Phase 2	Service delivery	Copy of Adverts, Copy of Appointment Letters, Project Progress Reports and Engineers Works Completion Certificate
BSDID-01-20/21-TS5	Improved Access to Basic Services	Strategic Infrastructure	To provide and facilitate vehicular movement in Umhlabyalini	Construction of road (Kwashodi Gravel road)	56	Completion of road (Kwashodi Gravel road)	Number of kilometers	3km (Kwashodi Gravel road completed by 30 June 2021)	5 5 000 000	MIG	Facilitate and Coordinate the Advertising and appointment of consultant with finance department	50% of layerworks completed	100% of 3 Kilometers of road construction completed	100% of 3 Kilometers of road construction completed	Construction of Kwashodi Gravel road	Service delivery	Copy of Adverts, Copy of Appointment Letters, Project Progress Reports and Engineers Works Completion Certificate

BSDID-01-20/21-TS6	Improved Access to Basic Services	Strategic Infrastructure	To provide and facilitate vehicular movement in Umthabuyalini gana	Construction of road (Ward 5 Gravel road)	57	Completion of road (Ward 5 Gravel road)	Number of kilometers	3km (Ward 5 Gravel road completed by 30 June 2021)	R6 000 000,00	MIG	Facilitate and Coordinate the Advertising and appointment of consultant with finance department	(a) Facilitate and Coordinate the Advertising,ap pointment of contractor (b) site establishment	50% of layerworks completed	100% of 3 Kilometers of road construction completed	Construction of Ward 5 Gravel road	Service delivery	Copy of Adverts, Copy of Appointment Letters, Project Progress Reports and Engineers Works Completion Certificate
BSDID-01-20/21-TS7	Improved Access to Basic Services	Strategic Infrastructure	To provide and facilitate vehicular movement in Umthabuyalini gana	Construction of road (Tribal to Umthabuyalini gana Multipurpose Black top)	58	Completion of road Tribal to Umthabuyalini gana Multipurpose Black top)	Number of kilometers	1km (Tribal to Umthabuyalini gana Multipurpose Black top road completed by 30 June 2021)	R7 000 000,00	MIG	Facilitate and Coordinate the Advertising and appointment of consultant with finance department	(a) Facilitate and Coordinate the Advertising,ap pointment of contractor (b) site establishment	50% of layerworks completed	100% of 1 Kilometer of road construction completed	Construction of Tribal to Umthabuyalini gana Multipurpose Black top	Service delivery	Copy of Adverts, Copy of Appointment Letters, Project Progress Reports and Engineers Works Completion Certificate
BSDID-01-20/21-TS8	Improved Access to Basic Services	Strategic Infrastructure	To facilitate the provision of reliable source of energy to uMthabuyaling ana municipality	Electrification of households (Manguzi electrification)	59	Completion of Manguzi electrification project	Number of households electrified	300 (Households electrified at Manguzi by 31 Dec 2020)	R9 607 527,27	INEP	Stringing of MV and LV lines	(a) Installation of transformers, meters, (b) Electrical outage and completion of project	N/A	N/A	Manguzi electrification	Service Delivery	Project Progress Reports and Engineers close-out report
BSDID-01-20/21-TS9	Improved Access to Basic Services	Strategic Infrastructure	To facilitate the provision of reliable source of energy to uMthabuyaling ana municipality	Electrification of households (Mamula-Jikjela electrification)	60	Completion of Mamula-Jikjela electrification project	Number of households electrified	500 (Households electrified at Mamula-Jikjela by 30 June 2021)	R1 392 472,10	INEP	Stringing of MV and LV lines	Stringing of MV and LV lines	Stringing of MV and LV lines	(a) Installation of transformers, meters, (b) Electrical outage and completion of project	Mamula-Jikjela Electrification	Service Delivery	Project Progress Reports and Engineers close-out report

BSDID-01-20/21-TS10	Improved Access to Basic Services	Strategic Infrastructure	To facilitate the provision of reliable source of energy to uMhlabyalingana municipality	Electrification of households (Ward 7 electrification)	61	Completion of Ward 7 electrification project	Number of households electrified	185 (Households electrified at Ward 7 by 30 June 2021)	R5 000 000,00	INEP	Facilitate and Coordinate the Advertising and appointment of contractor with finance department	Site establishment and plantation of poles	Stringing of MV and LV lines	(a) Installation of transformers, meters, (b) Electrical outage and completion of project	Ward 7 Electrification	Service Delivery	Advert, Appointment letter, Project Progress Reports and Engineers close-out report
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																	
MFV&M-04-20/21 FI-01	To improve Municipal Finance and Administrative Capability	Governance and Policy	To develop and maintain systems and procedures for effective and sound management of municipal finances	Preparation and Submission of adjustment budget to council	62	Date by which Adjustment budget is submitted to Council for approval	Date	28 February 2021 (Submission of Adjustment Budget to Council for approval)	R0.00	N/A	N/A	N/A	Submit 20/21 Adjustment Budget to Council for approval	N/A	Budget Adjustment 2020/2021	Sound financial management	Council resolution
MFV&M-04-20/21 FI-02	To improve Municipal Finance and Administrative Capability	Governance and Policy	To develop and maintain systems and procedures for effective and sound management of municipal finances	Approval of annual budget	63	Council approved 2021/22 Annual budget	Date	30 May 2021 (2021/22 Annual budget to be approved by Council)	R0.00	Approval of annual budget	Tabling of Council of budget process plan by 31 August 2020	N/A	Tabling of 2021-2022 Draft Budget to Council	Tabling of 2021/2022 Final Budget to Council by 30 May 2021	Annual Budget for 2021/2022	Sound financial management	Process Plan and Council resolution, Council Resolutions on draft Budget and Final Budget 2021-2022
MFV&M-04-20/21 FI-03	To improve Municipal Finance and Administrative Capability	Governance and Policy	To develop and maintain systems and procedures for effective and sound management of municipal finances	Comply with financial reporting requirements as outlined in the MFMA	64	Unauthorised, Irregular or fruitless and waste expenditure Reports submitted to council	Number	4 Unauthorised, Irregular or fruitless and waste expenditure Reports submitted to council by 30 June 2021	R0.00	N/A	Submit 1 report on Unauthorised, Irregular or fruitless and waste expenditure to council	Submit 1 report on Unauthorised, Irregular or fruitless and waste expenditure to council	Submit 1 report on Unauthorised, Irregular or fruitless and waste expenditure to council	Submit 1 report on Unauthorised, Irregular or fruitless and waste expenditure to council	Unauthorised, Irregular or fruitless and waste expenditure	Sound financial management	Unauthorised, Irregular or fruitless and waste expenditure Reports and council resolutions
MFV&M-04-20/21 FI-04	To improve Municipal Finance and Administrative Capability	Governance and Policy	To improve revenue and all possible revenue streams applicable to KZN271	Implementation of revenue enhancement strategy	65	Percentage of Budgeted Revenue Collected	Percentage	95% of budgeted revenue collected by 30 June 2020	R0.00	N/A	20% of revenue collected	40% of revenue collected	60% of revenue collected	95% of revenue collected	Revenue Collection	Sound financial management	Proof of revenue collected

MFV&M-04-20/21 FI-05	To improve Municipal Finance and Administrative Capability	Governance and Policy	To improve revenue and all possible revenue streams applicable to KZN271	Adoption of revenue enhancement strategy	66	Date by which Revenue Enhancement Strategy is approved by Council	Date	30 June 2021 (Council approved Revenue Enhancement Strategy by 30 June 2021)	R0.00	N/A	N/A	N/A	Tabling of the Draft Revenue Enhancement Strategy to Council	Tabling of the Final Revenue Enhancement Strategy to Council for approval	Revenue Enhancement Strategy	Sound financial management	Revenue enhancement strategy and Council Resolution
MFV&M-04-20/21 FI-06	To improve Municipal Finance and Administrative Capability	Governance and Policy	To improve revenue and all possible revenue streams applicable to KZN271	Approval of Supplementary Valuation Roll by Council	67	Date by which Supplementary Valuation Roll is approved by Council	Date	30 June 2021 (Supplementary Valuation Roll approved by Council)	R0.00	N/A	N/A	N/A	Develop a Draft Supplementary Valuation Roll	Submit Supplementary Valuation Roll to Council for approval	Supplementary Valuation Roll	Sound financial management	Council Resolution and Approved SVR
MFV&M-04-20/21 FI-07	To improve Municipal Finance and Administrative Capability	Governance and Policy	To develop and maintain systems and procedures for effective and sound management of municipal finances	Maintenance of GRAP compliant fixed assets register	68	Updated GRAP compliant Fixed Asset Register	Date	Update GRAP compliant Fixed Asset Register by 31 August 2020	R0.00	N/A	Update GRAP compliant Fixed Asset Register	Update Fixed Asset Register	GRAP compliant Fixed Asset Register	Maintain and Updating of Fixed Asset Register	Sound financial management	GRAP compliant Fixed Assets Register and 3 quarterly reports	
NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION																	

GGPF-02-20/21 CS1	Single window of coordination	Human resource development	To enhance programmes for special groups, arts and culture and heritage	Coordination of youth programmes	69	Youth programmes implemented	Number	4 Youth Programmes coordinated and implemented (a) Teenage pregnancy (b) Youth Festive season beach monitoring (c) Registration Assistance programme (d) Career EXPo by 30 June 2020	R730 000	EQS	Teenage pregnancy programme	Youth Festive season beach monitoring	Registration Assistance programme	Career EXPo	Youth Programmes	service delivery	Reports and attendance registers
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GGPP-02-2021 CS2	Single window of coordination	Human resource development	To enhance programmes for special groups, arts and culture and heritage	Coordination of arts and culture programmes	70	Arts and Culture program coordinated	Number	(a) 2 Reed dance events supported (Nongoma and Ingwavuma events) (b) 3 traditional cultural activities (c) 1 traditional cultural activities	R270 000	EQS	2 Reed dance events supported	3 traditional cultural activities supported	1 traditional cultural activity supported	N/A	Arts and Culture Programmes	service delivery	Reports and participant attendance register
GGPP-02-2021 CS3	Governance and Policy	human and community development	enhance health of communities and citizens	Hold LAC Meetings	71	LAC Meetings held	Number	4 LAC Meetings held by 30 June 2021	R10 000	EQS	1 LAC meeting held	1 LAC meeting held	1 LAC meeting held	1 LAC meeting	HIV/AIDS Programmes	service delivery	Minutes and attendance registers
GGPP-02-2021 CS4	Governance and Policy	deepen democracy through a refine ward committee model	to promote participative, facilitative and accountable governance	Holding of ward committee meetings	72	Ward committee meetings held	Number	216 ward committee meetings held by 30 June 2021	R2 592 000	EQS	54 ward committee meetings held	54 ward committee meetings held	54 ward committee meetings held	54 ward committee meetings held	Ward Committees	service delivery	Attendance registers and minutes
GGPP-04-2021 FI-1	To improve Municipal Finance and Administrative Capability	Governance and Policy	To be fully compliant with the regulations	Submission of Quarterly SCM reports to Council	73	Quarterly SCM reports submitted to Council	Number	4 Quarterly SCM reports submitted to Council by 30 June 2021	R0.00	4	Q 4 (2019/20) SCM Report submitted to council	Q1 SCM Report submitted to council	Q 2 SCM Report submitted to council	Q 3 SCM Report submitted to council	SCM Reports	Good Governance	Council resolution and 4 SCM reports

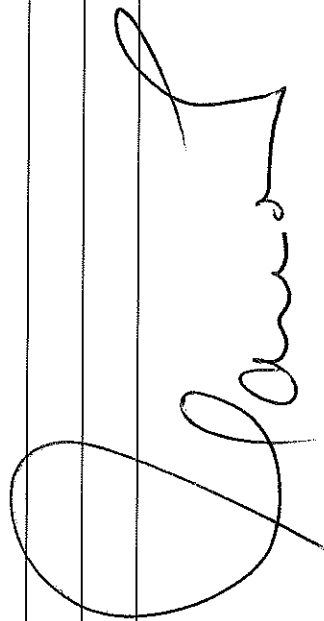
GGPP-03-20/21 MM-01	Single Window of Co-ordination	Governance and Policy	Ensure Functional Performance Management System and Support Plans implemented	Compilation and submission of B2B reports and Support Plans	74	B2B quarterly performance report and support plans submitted to Provincial Cogta	Number	4 B2B quarterly performance report and support plans submitted to Provincial Cogta by 30 June 2021	R0.00	N/A	Submit 2019/2020 Q4 B2B report to Cogta	Submit 2020/2021 Q1 B2B report to Cogta	Submit 2020/2021 Q2 B2B report to Cogta	Submit 2020/2021 Q3 B2B report to Cogta	Back to Basics	Good governance	Quarterly reports, Proof of submission
GGPP-03-20/21 MM-02	Single Window of Co-ordination	Governance and Policy	To strengthen partnership with various stakeholders through communicating municipal business	Communication with stakeholders using print and electronic media	75	Radio slots broadcasted	Number	4 radio slots broadcasted by 30 June 2020	??	N/A	1 radio slot broadcasted	1 radio slot broadcasted	1 radio slot broadcasted	1 radio slot broadcasted	Radio Slots	Putting people first	Invoices/Reports
GGPP-03-20/21 MM-03	Single Window of Coordination	Governance and Policy	To provide adequate customer care to uMhlabyalingana community	Revision, approval of Complaints Management policy	76	Date by which Reviewed Complaints Management policy is adopted by council	Date	30 June 2021 (Table Reviewed Complaints Management policy to council for adoption)	R0.00	N/A	N/A	N/A	N/A	Table Reviewed Complaints Management policy to council for adoption	Customer care Policy	Putting people first	Complaints Management policy and Council resolution
GGPP-03-20/21 MM-04	Single Window of Coordination	Governance and Policy	To provide adequate customer care to uMhlabyalingana community	Review Batho Pele Policy, Procedure Manual and Service delivery charter	77	Date by which Reviewed Batho Pele policy, procedure manual and Service delivery charter is adopted by council	Date	30 June 2021 (Table Reviewed Batho Pele policy, procedure manual and Service delivery charter to council for adoption)	R0.00	N/A	N/A	N/A	N/A	Table Draft Reviewed Batho Pele Policy, and Service delivery charter to council for adoption	Batho Pele policy, Procedure manual and Service delivery charter	Good Governance	Batho Pele policy, Procedure manual, Service delivery charter and council resolution
GGPP-03-20/21 MM-05	Single Window of Coordination	Governance and Policy	To provide adequate customer care to uMhlabyalingana community	Revision of Communication Strategy	78	Date by which Reviewed Communication Strategy is adopted by council	Date	30 June 2021 (Table Reviewed Communication Strategy to council for adoption)	R0.00	N/A	N/A	N/A	Table final Reviewed Communication Strategy to council for adoption	Table final Reviewed Communication Strategy to council for adoption	Communication Strategy	Putting people first	Council resolution, Reviewed communication strategy

GGPP-03-20/21 MM-06	Improved municipal Finance and Administrative Capability	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Table Municipal Public Accounts Committee reports to Council	79	Municipal Public Accounts Committee reports tabled to council	Number	4 Municipal Public Accounts Committee reports tabled to council by 30 June 2021	R0.00	N/A	Table 1 MPAC Report to Council	Table 1 MPAC Report to Council	Table 1 MPAC Report to Council	Governance and oversight (MPAC)	Good Governance	4 MPAC Reports and Council Resolution
GGPP-03-20/21 MM-07	Improved municipal Finance and Administrative Capability	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Submission of Audit Committee Reports to Council	80	Audit Committee Reports tabled to council	Number	4 Audit Committee Reports tabled to council by 30 June 2021	R0.00	N/A	Table 1 Audit Committee Report to council	Table 1 Audit Committee Report to council	Table 1 Audit Committee Report to council	Governance and oversight (Audit Committee Reports)	Good Governance	4 audit committee reports and council resolutions
GGPP-03-20/21 MM-08	Improved municipal Finance and Administrative Capability	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Submission of Internal Audit Report to Audit Committee	81	Internal audit reports tabled to Audit Committee	Number	4 Internal audit reports tabled to Audit Committee by 30 June 2021	R0.00	N/A	Table 1 Internal audit reports to Audit Committee	Table 1 Internal audit reports to Audit Committee	Table 1 Internal audit reports to Audit Committee	Governance and oversight (Internal Audit Reports)	Good governance	Internal Audit Reports and AC minutes
GGPP-03-20/21 MM-09	Single Window of Coordination	Governance and Policy	To develop a credible IDP in terms of short medium-term guide for development and service delivery	Complete a credible 2020/21 IDP	82	Date by which 2021/22 IDP is tabled to council for approval	Date	2019-06-30 (Table 2021/22 IDP to council for approval)	R0.00	N/A	N/A	Table Draft 2020/21 IDP to council for approval	Table Final 2020/21 IDP to council for approval	IDP planning and revision	Good governance	Council Resolution, approved 20/21 Reviewed IDP

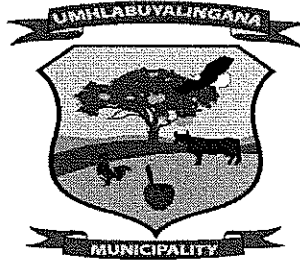
CCI-02-20/21-CS1	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabuyalini gaza	Review of Disaster Management Plan	83	Date by which Reviewed Disaster Management Plan is approved by council	Date	30 June 2021 (Approval of Reviewed Disaster Management Plan)	R0.00	N/A	Conduct Risk Assessment	Conduct Risk Assessment	Conduct Risk Assessment and table to council draft Disaster Management Plan for approval	Table to council Reviewed Disaster Management Plan for approval	Disaster Management Plan	service delivery	Risk assessment reports, Reviewed Disaster Management Plan and council resolutions
CCI-02-20/21-CS2	Single Window of Coordination	Environmental Sustainability	To prevent and reduce the impact of disasters in Umhlabuyalini gaza	Conduct risk reduction awareness campaigns	84	Risk reduction awareness campaigns conducted	Number	24 risk reduction awareness campaigns conducted by 30 June 2021	R0.00	N/A	06 monthly risk reduction awareness campaigns conducted	06 monthly risk reduction awareness campaigns conducted	06 monthly risk reduction awareness campaigns conducted	06 monthly risk reduction awareness campaigns conducted	Disaster risk reduction awareness campaigns	service delivery	Reports and attendance registers
CCI-03-20/21-MM-1	Single window of co-ordination	Governance and Policy	To implement and maintain compliant, effective and efficient risk management system and processes	To ensure effective risk management	85	Risk assessments conducted	Number	2 risk assessments conducted by 30 June 2021	R0.00	N/A	N/A	N/A	Conduct Risk Assessment	Conduct Risk Assessment	Risk management	Good governance	Risk Assessment reports, Risk Register
CCI-03-20/21-MM-2	Single window of co-ordination	Governance and Policy	To implement and maintain compliant, effective and efficient risk management system and processes	To ensure effective risk management	86	Risk Management Implementation Plan reports tabled to ExCo and council	Number	4 Risk Management Implementation Plan Reports tabled to EXCO and Council by 30 June 2021	R0.00	N/A	Table Risk Management Implementation Plan Report to ExCo and Council	Table Risk Management Implementation Plan Report to ExCo and Council	Table Risk Management Implementation Plan Report to ExCo and Council	Table Risk Management Implementation Plan Report to ExCo and Council	Risk management	Good governance	Resolutions

CCI-03-20/21 MM-3	Single window of co-ordination	Governance and Policy	To pro-actively identify and address potential risks that may affect the functionality of the organisation	Preparation of updated Risk Management Implementation Plan	87	Date by which Updated Risk Management Implementation Plan is approved by Risk Management Committee	Date	30 September 2020 (Table Updated Risk Management Implementation Plan to Risk Management Committee for approval)	R0.00	N/A	Table RMP to RMC for approval	N/A	N/A	N/A	Risk Management Implementation Plan	Good Governance	Risk Management Implementation Plan and RMC minutes
CCI-03-20/21 MM-4	Single window of coordination	Governance and Policy	To pro-actively identify and address potential risks that may affect the functioning of the organisation	Review Business Continuity Plan	88	Date by which Reviewed Business Continuity Plan is tabled to council for approval	Date	30 June 2021 (Table Reviewed Business Continuity Plan to council for approval)	???	???	N/A	Table Draft Review Business Continuity Plan to IT Steering Committee	Tabling of Reviewed Business Continuity Plan to Council	Business Continuity Plan	Good Governance	IT Steering Committee minutes, Council resolution, Reviewed Business Continuity Plan	
CCI-01-20/21- TS1	Differentiated Approach to Municipal Financing, Planning & Support	Spatial Equity	To promote development of efficient and sustainable settlement pattern	Revision and approval of Spatial Development framework (SDF)	89	Date by which Reviewed Spatial Development framework (SDF) is approved by council	Date	30-Jun-21	R700 000	???	Table SDF Process Plan to council for adoption	Table SDF Inception Report to council for adoption	Table Draft Reviewed SDF Review to council for adoption	Table final Reviewed SDF to council for adoption	Review Spatial Development Framework (SDF)		Inception Report, Draft reviewed SDF, Final Reviewed SDF
CCI-01-20/21- TS2	Differentiated Approach to Municipal Financing, Planning & Support	Spatial Equity	To promote development of efficient and sustainable settlement pattern	Revision and approval of Spatial Development framework (SDF)	90	Reports on Land-Use Applications submitted to council	Number	4 Reports on Land-Use Applications submitted to council by 30 June 2021	R0 00	N/A	Table 1 Report on Land Use Applications to council	Table 1 Report on Land Use Applications to council	Table 1 Report on Land Use Applications to council	Table 1 Report on Land Use Applications to council	Review Spatial Development Framework (SDF)		Reports, Council resolutions
NATIONAL KEY PERFORMANCE AREA: SOCIAL AND ECONOMIC DEVELOPMENT																	

SED-01-20/21 TS1	Creation of a conducive and enabling environment for economic growth and development.	Inclusive Economic Growth	To create job opportunities through Expanded Public Works Programme-EPWP	Creation of job opportunities	91	Work opportunities created/maintained through EPWP	Number	100 job opportunities created/maintained through EPWP by 30 June 2021	R0	N/A	Create/maintain n 100 job opportunities through EPWP	Create/maintain n 100 job opportunities through EPWP	Create/maintain n 100 job opportunities through EPWP	Job creation through EPWP	Building capable local government institutions	EPWP Employees data
SED-01-20/21 TS2	Creation of a conducive and enabling environment for economic growth and development.	Inclusive Economic Growth	To create job opportunities through Expanded Public Works Programme-EPWP	Creation of job opportunities	92	Work opportunities created/maintained through CWP	Number	100 job opportunities created/maintained through CWP by 30 June 2021	R0	N/A	Create/maintain n 100 job opportunities through CWP	Create/maintain n 100 job opportunities through CWP	Create/maintain n 100 job opportunities through CWP	Job creation through EPWP	Building capable local government institutions	CWP Employees data
SED-01-20/21 TS3	Single Window of Coordination	Inclusive Economic Growth	To create an environment conducive for investment and economic growth	Review LED Strategy	93	Date by which Reviewed LED Strategy is adopted	Date	2020-06-30 (Table LED Strategy to council for adoption)	R0.00	N/A	N/A	Table Draft Revised LED Strategy to council for adoption	Table Final Reviewed LED Strategy to council for adoption	LED Strategy review	Building capable local government institutions	LED Strategy and council resolution



Annexure D



**CODE OF CONDUCT**  
**FOR**  
**UMHLABUYALINGANA MUNICIPAL EMPLOYEES**

**1. INTRODUCTION**

UMhlabuyalingana Municipality adopts the code of conduct as legislated in the Local Government Municipal Systems Act, 32 of 2000, Schedule 2.

**2. PURPOSE**

To promote ethical conduct, practices and standards within the municipality and also to ensure that municipal employees subscribes and comply with relevant legislations.

**3. SCOPE OF APPLICATION**

This code is applicable to all persons employed by UMhlabuyalingana Municipality.

**4. LEGISLATIVE MANDATES**

1. Labour Relations Act, 66 of 1995
2. Local Government Municipal Systems Act, 32 of 2000 (Schedule 2)
3. Constitution of the Republic of South Africa, Act 108

## **5. PRINCIPLES OF CONDUCT**

### **5.1 Definitions:**

- In this Section “partner” means a person who permanently lives with another person in a manner as if married.

### **5.2 General conduct**

the Employee must at all times:

- 5.2.1 loyally execute the lawful policies of the Executive Authority of the Municipality;
- 5.2.2 perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- 5.2.3 act in such a way that the spirit, purport and objects of section 50 of the Municipal Systems Act are promoted;
- 5.2.4 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
- 5.2.5 act impartially and treat all people, including other employees, equally without favor or prejudice.

(Section 50 of the Local Government Municipal Systems Act stipulates that local public administration is governed by the democratic values and principles embodied in Section 195 (1) of the Constitution)

### **Democratic values and principles as per the Constitution of the Republic of South Africa**

- A high standard of professional ethics must be promoted and maintained
- Efficient, economic and effective use of resources must be promoted
- Public administration must be development –orientated
- Services must be provided impartially, fairly. Equitably and without bias
- People’s needs must be responded to, and the public must be encouraged to participate in policy making
- Public administration must be accountable
- Transparency must be fostered by providing the public with timely, accessible and accurate information
- Good human resource management and career development practices, to maximize human potential must be cultivated



- Public administration must be broadly representative of the South African people with employment and personnel management practices based on ability, objectivity, fairness and the need to redress the imbalance of the past to achieve broad presentation.

### 5.3 Commitment to serving the public interest.

#### 5.3.1 The Employee is a public servant in a developmental local system, and must accordingly:

- (a) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (b) promote and seek to implement the basic values and principles of public administration described in section 195(1) of the Constitution;
- (c) obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the Employee'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;
- (d) participate in the overall performance management system for the municipality, as well as the Employee'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.

### 5.4 Personal gain

#### 5.4.1 The Employee may not:

- 5.4.1.1 use the position or privileges of a Employee, or confidential information obtained as a Employee for private gain or to improperly benefit another person, or
- 5.4.1.2 take a decision on behalf of the municipality concerning a matter in which the Employee or the Employee's spouse, partner or business associate, has a direct or indirect personal or private business interest.

#### 5.4.2 except with the prior consent of the council of a municipality, the Employee may not:

- 5.4.2.1 be a party to a contract for:

- 5.4.2.1.1 the provision of goods or services to the municipality, or
- 5.4.2.1.2 the performances of any work for the municipality otherwise than as a Employee;
- 5.4.2.2 obtain a financial interest in any business of the municipality, or
- 5.4.2.3 be engaged in any business, trade or profession other than the work of the municipality. Prior consent must be obtained from the Municipal Manager, if the matter has to happen.

## **6. DISCLOSURE OF BENEFITS**

The Employee must disclose in writing full particulars of the benefit to the Employee, her spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality.

This item does not apply to a benefit which the Employee or a spouse, partner, business associate or close family member has or acquires in common with all other residents of the municipality.

## **7. UNAUTHORIZED DISCLOSURE OF INFORMATION**

The Employee may not without permission disclose any privileged or confidential information obtained as the Employee of the Municipality to an unauthorized person.

For the purpose of this item “privileged or confidential information” includes any information:

- determined by the Executive Authority of the municipality to be privileged or confidential;
- discussed in closed session by the Council or a committee of the Council;
- disclosure of which would violate a person’s right to privacy, or
- declared to be privileged, confidential or secret in terms of any law.

This item does not derogate from a person’s right to access to information in terms of national legislation.

**8. UNDUE INFLUENCE**

The Employee may not:

- unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councilor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter, or
- be involved in a business venture with a councilor without the prior written consent of the council of the municipality.

**9. REWARDS, GIFTS AND FAVOURS**

9.1 The Employee may not request, solicit or accept any reward, gift or favor for:

- 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;
- making a representation to the council, or any structure or functionary of the council;
- disclosing any privileged or confidential information, or
- doing or not doing anything within that Employee's powers or duties.

9.2 The Employee must without delay report to his Supervisor any offer, which if accepted by the Employee, would constitute a breach of sub-clause (14.1).

**10. COUNCIL PROPERTY**

The Employee may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which he has no right.

**11. PAYMENT OR ARREARS**

The Employee 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 the Employee's salary after this period.

**12. PARTICIPATION IN ELECTIONS**

The Employee may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

**13. SEXUAL HARASSMENT**

The Employee may not embark on any action amounting to sexual harassment.

**14. REPORTING DUTY**

Whenever the Employee has reasonable grounds for believing that there has been a breach of this Code of Conduct by any other municipal employee, reporting to her or not, the Employee must without delay report the matter to the Municipal Manager or the Speaker.

Ms NP CAMELO (Full Names and Surname)  
agree that I have read and understood the code of conduct for UMhlabuyalingana Municipality as it is stipulated in the Local Government <Municipal Systems Act, 32 of 2000. I understand that this code governs all municipal employees.

  
SIGNATURE

30-07-2020  
DATE





## DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials) GAMBOE NP  
(Postal Address) N/A  
(Residential Address) NO 6 Princess Margaret Lodge  
(Position Held) Municipal Manager  
(Name of Municipality) UM Mthabuyalingana  
Tel: \_\_\_\_\_ 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
		<u>N/A</u>	

2. Interest in a trust	
Name of trust	Amount of Remuneration/Income
	<u>N/A</u>

3. Membership, directorships and partnerships		
Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
	<u>N/A</u>	

4. Remunerated work outside the Municipality (Must be sanctioned by Council.)		
Name of Employer	Type of Work	Amount of remuneration/ Income
	<u>N/A</u>	

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
① 6 Princess Margaret		hadysonah	± R 1 m
② 33 Parotane Drive Inkweni		Inkweni	+ R 1 m

SIGNATURE OF MUNICIPAL MANAGER

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_

I undertake to advise the Mayor if there is any change in the nature or detail of my financial interests as stated above.

DEPONENT

Ms NP GAMES

I certify that the deponent has acknowledged that he / she knows and understands the contents of this affidavit, which was signed and sworn to before me at EMANGUZI on 2020/08/04 at 14:00

After provisions of the regulation contained in Government Gazette No. R1258 published in the Government Gazette No. 3619 dated 21 July 1972 and Government No., 1648 dated 19 August 1977, had been duly complied with.

~~CAPT~~  
~~THUKES BONA~~ JULIUS MKHOSBE  
 OPS SMANGUZI  
 CAPTAIN,

