

## **2021/2022 PERFORMANCE AGREEMENT**

Made and entered into by and between

**UMHLABUYALINGANA LOCAL MUNICIPALITY**

(Herein represented by **MRS N.P GAMEDE** in her capacity as)

**“The Municipal Manager”**

and

**N.P.E MYENI**

(ID No. 810720 5417 087)

(Hereinafter referred as the)

**“CHIEF FINANCIAL OFFICER”**

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## PERFORMANCE AGREEMENT

### ENTERED INTO AND BETWEEN:

The Municipality of uMhlabuyalingana herein represent by **Mrs. Nonhlanhla Patricia Gamede** (full name) in her capacity as The Municipal Manager hereinafter referred to as the Employer or Reporting Officer) and **Mr. Nkosinathi Phumulani Emmanuel Myeni** (full name) Employee 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.

## **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.

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

- 3.1 This Agreement will commence on the **01<sup>st</sup> of July 2021** and will remain in force until **30 June 2022** 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.

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	10%
2. Basic Service Delivery	5%
3. Municipal Financial Viability and Management	80%
4. Good Governance and Public Participation	5%
<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 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-

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- 7.7.1 Municipal Manager
- 7.7.2 Chairperson of the Audit Committee;
- 7.7.3 Ward Committee Member (on a rotational basis), where applicable;
- 7.7.4 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 2021</b>
<b>Second quarter</b>	:	October – December	<b>January 2022</b>
<b>Third quarter</b>	:	January – March	<b>April 2022</b>
<b>Fourth quarter</b>	:	April – June	<b>July-September 2022</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.

## **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.

## **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 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 Mangwane, on this the 16 day of July (Month) 2021 (Year)

AS WITNESSES:

1. Nozipho Mkhabela  
NM
2. NPB



NPB m

CHIEF FINANCIAL OFFICER

AS WITNESSES:

1. RK
2. SP



RK



SP

The Municipal Manager

MP

NPM

## 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

Period Under Review	01 July 2021 to 30 June 2022
Surname	Myeni
Name	Nkosinathi Phumulani Emmanuel
Municipality	Umlabuyalingana Municipality
Department	Finance
Race	African
Gender	Male
Employee Number	30005
Date Of Appointment	01 July 2017
Salary Package	

## **1. MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW**

## **2. PERSONAL DEVELOPMENT PLAN**

## AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:

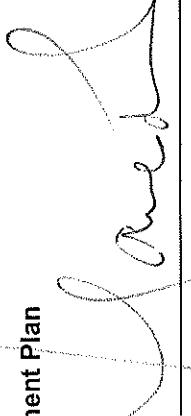
I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.



SIGNATURE: N.P.E Myeni

(Name of Manager: N.P.E Myeni

Date: 16/07/2021

I undertake to support Nkosinathi Phumulani Emmanuel (name of Manager) with the achievement of the above Performance and Development Plan	
	
SIGNATURE:	<u>N.P. Gamede</u>
Name of Municipal Manager:	<u>N.P. Gamede</u>
Date:	<u>16/07/2021</u>



**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 representation.

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 an 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.

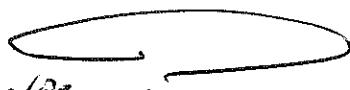
**13. SEXUAL HARASSMENT**

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.

I, Nkosinathi Pitumvula, Emmanuel Myeni (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.

  
\_\_\_\_\_  
Nkosinathi Pitumvula

SIGNATURE

16/07/21  
\_\_\_\_\_  
DATE



## **DISCLOSURE FORM FOR BENEFITS AND INTERESTS**

I, the undersigned (Surname and Initials): MYENI NKOSINATHI PHUMULANI EMMUEL

(Postal Address) : P O BOX 1187, ESIKHAWINI, 3887

(Residential Address) : THENGANI A KWANGWANASE, 3973 MANGUZI NEXT TO KOSI BAY HIGH SCHOOL

(Position Held) : CHIEF FINANCIAL OFFICER

(Name of Municipality) : UMHLABUYALINGANA LOCAL MUNICIPALITY

Tel: 035 592 0680 Fax: 035 592 0672

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
N/a	N/a	N/a	N/a
N/a	N/a	N/a	N/a

## **2. Interest in a trust**

Name of trust	Amount of Remuneration/Income
N/a	N/a
N/a	N/a

### **3. Membership, directorships and partnerships**

Name of corporate entity, partnership or other business organization	Type of business	Amount of Remuneration/ Income
REDACTED	REDACTED	REDACTED

**A. Remunerated work outside the Municipality (must be sanctioned by Council.)**

Name of Employer	Type of Work	Amount of Compensation or Income
Blacked Out Text	Blacked Out Text	Blacked Out Text

**CONFIDENTIAL**  
Council  
Signature by Designate: \_\_\_\_\_ Date: \_\_\_\_\_

5. Consultancies, Retainerships and Relationships			
Name of Client	Nature	Type of business activity	Value of any benefits received
N/a	N/a	N/a	N/a
N/a	N/a	N/a	N/a

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

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

8. Land and Property		
Description	Extent	Value

NPG

# CHAPTER 11 OF GERMANY

DATE: 01/07/2021

PLACE: MANGUAI

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

DEPONENT

*NPE m*

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 EMARAZI on 21 JULY 2021.

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.

REGISTRY
2021-07-21
EMARAZI THE STATION COMMANDER SAFETY & SECURITY
<i>B.P. 2027607 B. B. NGUBANE</i>

IDP / SUBIP NO.	OUTCOME 9	KZN PDS	OBJECTIVE	STRATEGY NO	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL BUDGET	FUNDING SOURCE	Q1 Jul - Sept Projected Target	Q2 Oct - Dec Projected Target	Q3 Jan - Mar Projected Target	Q4 Apr - Jun Projected Target	Portfolio of Evidence	Meaning of Verification	
													Project	Year	
<b>TOP LAYER TARGETS</b>															
MFTD-04-21/22 F1-01	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	Number of Council approved Mid-Year (Sec 72) report	1	1	Inhouse	N/A	N/A	N/A	N/A	N/A	Finance	Mid-Year (Sec 72) Report and Council Resolution
MFV&M-04-21/22 F1-01	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	2	Council approved Adjustment budget	1	Inhouse	N/A	N/A	N/A	N/A	N/A	Finance	Council resolution
MFV&M-04-21/22 F1-02	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	3	number of Council approved Annual budget	1	Inhouse	N/A	N/A	N/A	N/A	100%	Finance	Process Plan and Council Resolutions on draft Budget and Final Budget 2022-2023
MFV&M-04-21/22 F1-03	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	4	Number of Unauthorized, irregular or fruitless and wasteful expenditure Reports tabled to council	4	Inhouse	N/A	1	1	1	1	Finance	4 Unauthorized, irregular or fruitless and wasteful expenditure Reports and council resolutions

MFVAM-04-21/22 F1-04	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	5	Percentage of Budgeted Revenue Collected	95%	R0.00	N/A	20%	40%	60%	80%	95%	Finance	Proof of revenue collected
MFVAM-04-21/22 F1-05	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	6	Number Council adopted Revenue Enhancement Strategy	1	Inhouse	N/A	N/A	N/A	N/A	1	Finance	Revenue enhancement strategy and Council Resolutions	
<b>NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>																
<b>GGPP-04-21/22 F1-1</b>																
GGPP-04-21/22 F1-1	To improve Municipal Finance and Administrative Capability	Governance and Policy	To be fully compliant with the regulations	Submission of Quarterly SCM reports to Council	7	Number of Quarterly SCM reports submitted to Council	4	N/A	1	1	1	1	1	1	Finance	4 SCM reports and Council Resolutions
<b>BOTTOM LAYER SDBIPS TARGETS</b>																
<b>NATIONAL KEY PERFORMANCE AREA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>																
MTID-04-21/22 F1-02	Improved Governance and human resources management practice	Governance and Policy	To ensure sound budgeting and compliance principles	Submission of Quarterly AFS to council	8	2020/21 AFS and 2021 Interim Financial Statements tabled to Council	R200,000	N/A	Tabling of 2021/22 Q1 Interim FS to Council for adoption	Tabling of 2021/22 Q2 Interim FS to Council	Tabling of 2021/22 Q3 Interim FS to Council	Tabling of 2021/22 Q4 Interim FS to Council	N/A	2020/2021 AFS, Interim Financial Statement and Council Resolutions		
MTID-04-21/22 F1-03	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 2020/2021 AFS to Auditor General	9	AFS submitted to Auditor General	R450,000	N/A	Submission of AFS to Auditor General by 31 October 2021	N/A	N/A	N/A	N/A	Acknowledgment of receipt from Auditor General		

MTID-04-21/22 F1-04	Improved administrative and human resources management practice	Governance and Policy	To provide the optimal institutional structure to render effective and efficient services	To monitor operating budget expenditure	10	Percentage of Operating Budget spent	100 % of Operating budget spent by 30 June 2022	R227,504,605	EQS	25% Operating budget spent by 30 September 2021	50% Operating budget spent by 31 December 2021
MTID-04-21/22 F1-05	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Capital budget	11	Percentage of Capital budget spent	100 % of Capital budget spent by 30 June 2022	R87 664,741	MIG, EQS, INEP	25% Capital budget spent by 30 September 2021	50% Capital budget spent by 31 December 2021
MTID-04-21/22 F1-06	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	12	Individual Performance Agreements and Work Plans for Section Managers signed by CFO	3 Individual Performance Agreements and Work Plans for Section Managers signed by CFO by 30 September 2021	R0.00	N/A	4 Individual Performance Agreements and Work Plans for old Managers signed by CFO	N/A
MTID-04-21/22 F1-07	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	13	Individual performance assessments conducted (Section Managers)	4 Individual performance assessments conducted (Section Managers) by 30 June 2022	Inhouse	N/A	Conduct Individual Performance Assessment for DD and Section Managers by 30 September 2021	Conduct Individual Performance Assessment for Section Managers by 31 December 2021
MTID-04-21/22 F1-08	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Compilation of monthly performance reports	14	Monthly Performance Reports compiled and submitted to Portfolio Committee	12 Monthly Performance Reports compiled and submitted to Portfolio Committee by 30 June 2022	Inhouse	N/A	Q4 3 Monthly Performance Reports compiled and submitted to Portfolio Committee by 30 September 2021	Q2 3 Monthly Performance Reports compiled and submitted to Portfolio Committee by 31 December 2021

MTID-04-21/22 Fi-09	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 MM and Portfolio Committee	'15	Quarterly Performance Reports compiled and submitted to PMS Unit and portfolio committee	4 quarterly Performance Reports compiled and submitted to PMS Unit and portfolio committee by 30 June 2022	Inhouse	N/A	2020/21 Q4 performance report	Q1 performance report	Q2 performance report	Q3 performance report	4 Proof of submission and Extract of portfolio minutes
MTID-04-21/21 Fi-10	Improved administrative and human resources management practice	Governance and Policy	To ensure sound budgeting and compliance principles	Submission of section 71 reports to Major and Treasury	'16	Section 71 reports submitted to Provincial Treasury within 10 working days after the end of each month	Section 71 reports submitted to Provincial Treasury within 10 working days after the end of each month by 30 June 2022	Inhouse	N/A	Q4 3 Monthly Section 71 Reports submitted to Provincial Treasury by 30 September 2021	Q2 3 Monthly Section 71 Reports submitted to Provincial Treasury by 31 March 2022	Q3 3 Monthly Section 71 Reports submitted to Provincial Treasury by 30 June 2022	12 Section 71 Reports and Proof of submission/Data strings	
MTID-04-21/22 Fi-11	Improved administrative and human resources management practice	Governance and Policy	To ensure sound budgeting and compliance principles	Submission of section 52 reports to Council	'17	Section 52 reports compiled and submitted to Council	4 Section 52 reports compiled and submitted to Council by 30 June 2022	Inhouse	N/A	Q4 Section 52 Report submitted to council (Q2 Report) by 30 September 2021	Q2 Section 52 Report submitted to council (Q1 Report) by 31 December 2021	Q3 Section 52 Report submitted to council (Q2 Report) by 31 March 2022	4 Section 52 Reports and Council resolutions	
MTID-04-21/22 Fi-12	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Holding of meetings by Council structures	'18	Departmental meetings held	12 Departmental meetings held by 30 June 2022	Inhouse	N/A	Q4 3 Monthly Departmental meetings held by 30 September 2021	Q2 3 Monthly Departmental meetings held by 31 December 2021	Q3 3 Monthly Departmental meetings held by 30 June 2022	12 Signed Minutes and Attendance Registers	
MTID-04-21/22 Fi-13	Improved Administrative and Human Resources Management practices	Governance and Policy	To ensure effective governance through regular meeting of Council structures	Holding of meetings by Council structures	'19	FIMs Portfolio meetings held	12 FIMs Portfolio meetings held by 30 June 2022	Inhouse	N/A	Q4 3 FIMs Portfolio Committee meeting held by 30 September 2021	Q2 3 FIMs Portfolio Committee meeting held by 31 December 2021	Q3 3 FIMs Portfolio Committee meeting held by 30 June 2022	12 Signed Minutes and Attendance Registers	

MTID-04-21/22 FI-14	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Update Contract register	20	Contract register	1 contract register by 30 June 2022	Inhouse	N/A	Updated contract register by 30 September 2021	Updated contract register by 31 December 2021	Updated contract register by 31 March 2022	2020/21 contract register by 30 June 2022	3 Updated Contract registers and 1 Contract register
			To keep records and create institutional memory	Implementation of File Plan	21	Manual filing system and electronic records implementation reports	4 implementation of the manual filing system and electronic records management reports by 30 June 2022	Inhouse	N/A	1 report on implementation of the manual filing system and electronic records management reports by 30 September 2021	1 report on implementation of the manual filing system and electronic records management reports by 31 December 2021	1 report on implementation of the manual filing system and electronic records management reports by 31 March 2022	1 report on implementation of the manual filing system and electronic records management reports by 30 June 2022	4 Reports on implementation of the manual filing system and electronic records management
MTID-04-21/22 FI-15	Improved administrative and human resources management practices	Governance and Policy	To improve revenue and all possible revenue streams applicable to KZN271	Approval of Supplementary Roll by Council	22	Approved Supplementary Valuation Roll	Approved Supplementary Valuation Roll approved by 30 June 2022	Inhouse	N/A	General Valuation	Supplemental Valuation Roll by 31 March 2022	Supplemental Valuation Roll through General Valuation	Supplemental Valuation Roll to Council for approval by 30 June 2022	Council Resolution and Approved SVR
			To develop and maintain systems and procedures for effective and sound management of municipal finances	Assets verification	23	4 asset verification exception reports	4 asset verification exception reports	Inhouse	N/A	Q1 report on verification of assets by 31 September 2021	Q2 report on verification of assets by 31 December 2021	Q3 report on verification of assets by 31 March 2022	Q4 report on verification of assets by 30 June 2022	4 signed exception reports
<b>NATIONAL KEY PERFORMANCE AREA: MUNICIPAL FINANCIAL VIABILITY</b>														
MFV&M-04-21/22 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 Roll by Council	22	Approved Supplementary Valuation Roll	Approved Supplementary Valuation Roll approved by 30 June 2022	Inhouse	N/A	General Valuation	Supplemental Valuation Roll by 31 March 2022	Supplemental Valuation Roll through General Valuation	Supplemental Valuation Roll to Council for approval by 30 June 2022	Council Resolution and Approved SVR
MFV&M-04-21/22 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	Assets verification	23	4 asset verification exception reports	4 asset verification exception reports	Inhouse	N/A	Q1 report on verification of assets by 31 September 2021	Q2 report on verification of assets by 31 December 2021	Q3 report on verification of assets by 31 March 2022	Q4 report on verification of assets by 30 June 2022	4 signed exception reports
MFV&M-04-21/22 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	24	GRAP compliant Fixed Asset Register	1 GRAP compliant Fixed Asset Register by 30 June 2022	Inhouse	EQS	Update GRAP compliant Fixed Asset Register by 30 September 2021	Update GRAP compliant Fixed Asset Register by 31 December 2021	Update GRAP compliant Fixed Asset Register by 31 March 2022	Update GRAP compliant Fixed Asset Register by 30 June 2022	Updated GRAP compliant Fixed Assets Register and 4 quarterly reports

MFV&M-04-21/22 F1-08	To improve Municipal Finance and Administrative Capability	Governance and Policy	To develop and maintain systems and procedures and sound management of municipal finances	Revision and council adoption of Finance Policies	25	Reviewed financial policies submitted to council	Reviewed financial policies by 30 June 2022	In-house	N/A	N/A	Submit reviewed Budget related policies to portfolio committee by 31 March 2022	Extract of portfolio minutes and Council Resolution
MFV&M-04-21/22 F1-09	To improve Municipal Finance and Administrative Capability	Governance and Policy	To develop and maintain systems and procedures and sound management of municipal finances	Monitoring of financial ratios (Capital management)	26	Capital expenditure ratios calculated	4 Capital expenditure ratios calculated by 30 June 2022	Inhouse	N/A	1 Capital Expenditure Ratio	1 Capital Expenditure Ratio Calculated by 31 December 2021	4 Capital Expenditure Ratio reports
MFV&M-04-21/22 F1-10	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	Monitoring of financial ratios (Debt Management)	27	Debt Coverage ratios calculated	4 Debt Coverage ratios calculated by 30 June 2022	Inhouse	N/A	1 Capital expenditure to total Coverage Ratio	1 Capital Debt Coverage Ratio Calculated by 31 December 2021	4 Capital Debt Coverage Ratio reports
MFV&M-04-21/22 F1-11	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	Monitoring of financial ratios (Cash Flow management)	28	Capital Cost Coverage ratios calculated	4 Capital Cost Coverage ratios calculated by 30 June 2022	Inhouse	N/A	1 Capital Cost Coverage Ratio	1 Capital Cost Coverage Ratio Calculated by 31 December 2021	4 Capital Cost Coverage Ratio reports
MFV&M-04-21/22 F1-12	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	Monitoring of financial ratios (Capital management)	29	Capital Outstanding Service ratios calculated	4 Capital Outstanding Service ratios calculated by 30 June 2022	Inhouse	N/A	1 Capital Outstanding Service Ratio	1 Capital Outstanding Service Ratio Calculated by 31 December 2021	4 Capital Outstanding Service Ratio Reports

MFV&M-04-21/22 Fi-14	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 of municipal financial reconciliation	30	Grant reconciliations prepared monthly	12 Grant reconciliation prepared by 30 June 2022	Inhouse	N/A	3 Monthly Grants Reconciliation prepared by 30 September 2021	3 Monthly Grants Reconciliation prepared by 31 December 2021	3 Monthly Grants Reconciliation prepared by 30 June 2022	3 Monthly Grants Reconciliation prepared by 31 March 2022	3 Monthly Grants Reconciliation prepared by 30 June 2022	12 Signed Grants Reconciliation
MFV&M-04-21/22 Fi-15	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 of municipal financial reconciliation	31	VAT Reconciliation and Returns prepared and submitted to SARS	12 VAT Reconciliations and Returns prepared and submitted to SARS by 30 June 2022	Inhouse	N/A	Q4 3 Monthly VAT submitted to SARS, support schedule and reconciliation by 30 September 2021	Q1 3 Monthly VAT submitted to SARS, support schedule and reconciliation by 31 December 2021	Q2 3 Monthly VAT submitted to SARS, support schedule and reconciliation by 30 June 2022	Q3 3 Monthly VAT submitted to SARS, support schedule and reconciliation by 31 March 2022	Q4 3 Monthly VAT submitted to SARS, support schedule and reconciliation by 30 June 2022	12 Signed VAT Reconciliations and Returns submitted to SARS
MFV&M-04-21/22 Fi-16	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 of municipal financial reconciliation	32	Bank Reconciliations and Bank Investment Registers prepared	12 Bank Reconciliations and Bank Investment Registers prepared by 30 June 2022	Inhouse	N/A	3 Monthly Cash and Cash Equivalent by 30 September 2021	3 Monthly Cash and Cash Equivalent by 31 December 2021	3 Monthly Cash and Cash Equivalent by 30 June 2022	3 Monthly Cash and Cash Equivalent by 31 March 2022	3 Monthly Cash and Cash Equivalent by 30 June 2022	12 Signed Bank Investments and Petty Cash Reconciliations and Investment Registers plus cashbook
MFV&M-04-21/22 Fi-17	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 of municipal financial reconciliation	33	Salaries Reconciliation prepared	12 Salary Reconciliations prepared by 30 June 2022	Inhouse	N/A	3 Monthly salaries reconciliation by 30 September 2021	3 Monthly salaries reconciliation by 31 December 2021	3 Monthly salaries reconciliation by 30 June 2022	3 Monthly salaries reconciliation by 31 March 2022	3 Monthly salaries reconciliation by 30 June 2022	12 Signed Salaries Reconciliation
MFV&M-04-21/22 Fi-18	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 of municipal financial reconciliation	34	Creditors Reconciliation prepared	12 Creditors Reconciliations prepared by 30 June 2022	Inhouse	N/A	3 Monthly creditors reconciliation by 30 September 2021	3 Monthly creditors reconciliation by 31 December 2021	3 Monthly creditors reconciliation by 30 June 2022	3 Monthly creditors reconciliation by 31 March 2022	3 Monthly creditors reconciliation by 30 June 2022	12 Creditors Reconciliation

MFV&M-04-21/22 F1-21	To improve Municipal Finance and Administrative Capability	Governance and Policy	Improved implementation of policies and by-laws	Compliance with the SCM policies	35	Invoices paid within 30 days of receipt	12 monthly invoices paid within 30 days of receipt by 30 June 2022	Inhouse	N/A	3 monthly invoices paid within 30 days of receipt by 31 December 2021	3 100% monthly invoices paid within 30 days of receipt by 30 June 2022
2	To improve Municipal Finance and Administrative Capability	Governance and Policy	To improve revenue and all possible revenue streams applicable to KZN271	Preparation of municipal financial reconciliation	36	Debtors Reconciliation prepared	12 Debtors Reconciliation prepared by 30 June 2022	Inhouse	N/A	3 Monthly Debtors reconciliation by 31 December 2021	3 Monthly Debtors reconciliation by 30 June 2022
MFV&M-04-21/22 F1-20	To improve Municipal Finance and Administrative Capability	Governance and Policy	To improve revenue and all possible revenue streams applicable to KZN271	Generation of billing reports	37	Billing reports generated	12 Billing reports generated by 30 June 2022	Inhouse	N/A	3 Monthly Billing reports generated by 31 December 2021	3 Monthly Billing reports generated by 30 June 2022
MFV&M-04-21/22 F1-20	To improve Municipal Finance and Administrative Capability	Governance and Policy	To improve revenue and all possible revenue streams applicable to KZN271	Preparation of municipal financial reconciliation	38	Inventory reports prepared	12 monthly inventory reconciliation Reports	Inhouse	N/A	3 Monthly inventory recon by 30 September 2021	3 Monthly inventory recon by 31 March 2022
MFV&M-04-21/22 F1-20	To improve Municipal Finance and Administrative Capability	Governance and Policy	To improve revenue and all possible revenue streams applicable to KZN271	Preparation of municipal financial reconciliation	39	Petty cash reports prepared	12 petty cash reconciliation	Inhouse	N/A	3 Monthly petty cash reconciliation by 30 September 2021	3 Monthly petty cash reconciliation by 31 March 2022
MFV&M-04-21/22 F1-14	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 of municipal financial reconciliation	40	Commitments prepare on Municipal projects	12 monthly reports on Municipal projects	Inhouse	N/A	3 Monthly commitment reports on Municipal projects by 30 September 2021	3 Monthly commitment reports on Municipal projects by 31 December 2021

MFV&M-04-21/22 Fi-14	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 of municipal financial reconciliation	41	Capital Projects Retention register	12 Month Retention Registers	Inhouse	n/a	3 Monthly retention registers by 30 September 2021	3 Monthly retention registers by 31 November 2021	3 Monthly retention registers by 31 March 2022	3 Monthly retention registers by 30 June 2022	12 Retention Registers
MFV&M-04-21/22 Fi-14	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 of municipal financial reconciliation	42	Municipal working in progress reports	12 monthly report on WIP	Inhouse	N/A	3 Monthly WIP by 30 September 2021	3 Monthly WIP by 31 December 2021	3 Monthly WIP by 31 March 2022	3 Monthly WIP by 30 June 2022	12 signed WIP reports
<b>NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>														
GGPP-04-21/22 Fi-02	To improve Municipal Finance and Administrative Capability	Governance and Policy	Comply with MFMA, SCM regulations and Related regulations	Implementation of departmental procurement plans by SCM Unit	43	SCM reports produced on implementation of procurement plan submitted to Manco	4 SCM reports produced on implementation of Procurement Plan and submitted to Manco by 30 June 2022	Inhouse	N/A	Q1 SCM report on implementation of Procurement Plan and submitted to MANCO by 30 September 2021	Q2 SCM report on implementation of Procurement Plan and submitted to MANCO by 31 December 2021	Q3 SCM report on implementation of Procurement Plan and submitted to MANCO by 30 June 2022	Q4 SCM report on implementation of Procurement Plan and submitted to MANCO by 30 June 2022	4 Reports on the implementation of procurement plan and Manco Minutes
GGPP-04-21/22 Fi-03	To improve Municipal Finance and Administrative Capability	Governance and Policy	Comply with MFMA, SCM regulations and Related regulations	Implementation of departmental procurement plans by SCM Unit	44	Reports on Bids awarded from the value of R100 000 submitted to council	4 Reports on Bids awarded from the value of R100 000 submitted to council	Inhouse	N/A	Q4.1 Reports on Bids awarded from the value of R100 000 submitted to council	Q2.1 Reports on Bids awarded from the value of R100 000 submitted to council	Q3.1 Reports on Bids awarded from the value of R100 000 submitted to council	Q4.1 Reports on Bids awarded from the value of R100 000 submitted to council	4 Reports and Council resolutions
GGPP-04-21/22 Fi-04			Comply with MFMA, SCM regulations and Related regulations	Implementation of departmental procurement plans by SCM Unit	45	SCM deviation reports submitted to council	4 SCM deviation reports submitted to council by 30 June 2022	Inhouse	N/A	Q4.1 SCM deviation reports submitted to council by 30 September 2021	Q2.1 SCM deviation reports submitted to council by 31 December 2021	Q3.1 SCM deviation reports submitted to council by 31 March 2022	Q4.1 SCM deviation reports submitted to council by 30 June 2022	4 Deviations reports and council resolutions

GGPP-04-21/22 F1-05	To improve Municipal Finance and Administrative Capability	Governance and Policy	Comply with MFMA, SCM regulations and Related regulations	46	Approved Procurement Plan	1 Procurement by 30 June 2021	Inhouse	N/A	N/A	N/A	Council resolution and prior of submission, Approved Procurement plan for 2021/2022
GGPP-04-20/21 F1-06	Single Window of Co-ordination	Governance and Policy	To strengthen partnership with various stakeholders through communicating municipal business	47	Departmental Complaints management	4 Departmental Complaints resolved within 25 days	Inhouse	N/A	4	4	4 Signed Complaint Reports
GGPP-04-21/22 F1-07	Single Window of Co-ordination	Governance and Policy	To obtain and sustain improved and clean Audit Opinion	48	Design and implement a credible action plan on 2019-2020 AG findings	Quarterly reviews of the A.G Action Plan by 30 June 2022	Inhouse	N/A	1 update AGIA Action plan submitted to Council by 30 September 2021	1 update AGIA Action plan submitted to Council by 31 December 2021	1 update AGIA Action plan submitted to Council by 30 June 2022
<b>NATIONAL KEY PERFORMANCE AREA: CROSS CUTTING INTERVENTIONS</b>											
CCI-04-21/22 F1-1	single window of coordination	Governance and Policy	To implement and maintain compliant, effective and efficient risk management system and processes	49	To ensure effective risk management	4 Signed Updated Risk Registers submitted to RMU	Inhouse	N/A	Signed Updated risk register submitted to Risk Management Unit by 30 September 2021	Signed Updated risk register submitted to Risk Management Unit by 31 December 2021	4 Signed Updated Risk Registers and Acknowledgement or receipts by Risk Management unit