

2021/2022 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"

N.P

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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.

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 **01st 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

- 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	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%
Total	100%

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"> Impact and Influence Institutional Performance Management Strategic Planning and Management 	9
People Management	<ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management 	9
Program and Project Management	<ul style="list-style-type: none"> Program and Project Planning and Implementation Service Delivery Management 	9
Financial Management	<ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery 	9
Change Leadership	<ul style="list-style-type: none"> Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation 	8
Governance Leadership	<ul style="list-style-type: none"> Policy Formulation Risk and Compliance Management Cooperative Governance 	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 %



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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.

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	Outstanding Performance	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	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment 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	Unacceptable Performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and 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:

First quarter	: July – September	October 2021
Second quarter	: October – December	January 2022
Third quarter	: January – March	April 2022
Fourth quarter	: April – June	July-September 2022

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 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.


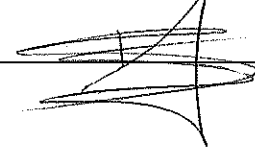
14. GENERAL

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 Mangrui on this the 16 day of 07 (Month) 21 (Year)


AS WITNESSES:

1. 
2. 


The Municipal Manager

AS WITNESSES:

1. 
2. 


The Mayor

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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).

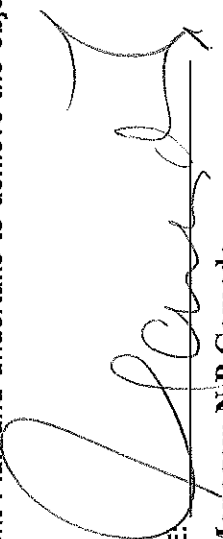
RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance


DETAILS OF THE MANAGER

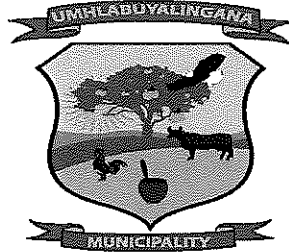
MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

Period Under Review	01 July 2021 to 30 June 2022
Surname	Gamede
Name	Nonhlanhla Patricia
Municipality	UMhlabuyalingana 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:

<p>I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.</p>
<p>SIGNATURE: </p>
<p>(Name of Manager: N.P Gamede</p>

<p>I undertake to support Nonhlanhla Patricia Gamede (name of Manager) with the achievement of the above Performance and Development Plan</p>
<p>SIGNATURE: </p>
<p>Name of Mayor: <u>NS Mthethwa</u></p>



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.

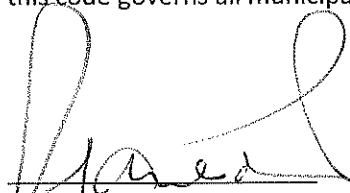
13. SEXUAL HARASSMENT

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.

I Ntshlanhla Patricia Gamede (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

16/07/21
DATE

REPORT ON THE IMPLEMENTATION OF THE 2017-2018 BUDGET												
IDP / SDBIP NO.	OBJECTIVE	STRATEGY	KEY PERFORMANCE INDICATORS/UNIT OF MEASURE	ANNUAL TARGET	ANNUAL BUDGET	FUNDING SOURCE	Q1 Jul - Sept	Q2 Oct - Dec	Q3 Jan - Mar	Q4 Apr - Jun	Responsibility	Portfolio of Evidence/Means of Verification
							Projected Target	Projected Target	Projected Target	Projected Target		
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT												
MTID-01-21/22 CORP-01	To attract and retain qualified and experienced staff across the staff establishment	Development and approval of the reviewed Organogram	1	Number of Reviewed and Council approved Organogram	1	R0.00	N/A	N/A	N/A	1	Corporate Services	Council Resolution & Approved Organogram
MTID-01-21/22 CORP-02	To attract and retain qualified and experienced staff across the staff establishment	Filling of all critical vacant posts	2	Number of Vacant positions filled	4	R0.00	N/A	4	N/A	N/A	Corporate Services	Adverts, Appointment Letters, Acceptance Letters
MTID-02-21/22 CORP-03	To attract and retain qualified and experienced staff across the staff establishment	Development and implementation of Employment Equity Plan and Policy	3	Number of Employment Equity Reports submitted to Department of Labour	1	R0.00	N/A	N/A	1	N/A	Corporate Services	Acknowledgement of receipt from Dept. of Labour
MTID-02-21/22 CORP-03	To attract and retain qualified and experienced staff across the staff establishment	Development and implementation of Employment Equity Plan and Policy	4	Number of People from employment equity target groups employed in the three highest levels of management	2	R0.00	N/A	2	N/A	N/A	Corporate Services	Advert, Appointment letters and Acceptance letters
MTID-04-21/22 CORP-08	To attract and retain qualified and experienced staff across the staff establishment	Implementation of the Workplace skills plan	5	Percentage of municipality's payroll budget actually spent on implementing Workplace Skills Plan	1%		0.25%	0.50%	0.75%	1.00%	Corporate Services	1 % Expenditure Reports on training vote
MTID-06-21/22 CORP-09	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	6	Number of Council approved WSP submitted to LGSETA	1	R0.00	N/A	N/A	N/A	1	Corporate Services	Council resolution and Proof of Submission to LGSETA
MTID-07-21/22 CORP-10	To provide the optimal institutional structure to render effective and efficient services	Conclusion of performance Agreements in terms of Section 54/56 of MSA	7	Number of Reviewed and Council approved PMS Framework and IPMS Policy	1	R0.00	N/A	N/A	N/A	1	Corporate Services	Council resolution and PMS Framework and PMS Policy

GGPP-03-21/22 MM-05	Single Window of Coordination	Governance and Policy	To provide adequate customer care to uMhlabyalingana community	Revision of Communication Strategy	6	Number of Reviewed and Council approved Communication Strategy	1	R0.00	N/A	N/A	N/A	N/A	1	Communication Officer	Council resolution, Reviewed communication strategy
GGPP-03-21/22 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	Compile a credible 2022/23 IDP	7	Council approved 2022/23 IDP	Number of Council approved IDP	1	R0.00	N/A	N/A	N/A	N/A	IDP Manager	Council Resolution, approved 2021 Reviewed IDP
NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION															
CCI-03-21/22 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	8	Number of Risk assessments conducted	1	R0.00	N/A	N/A	N/A	N/A	1	Risk Manager	Risk Assessment reports, Risk Register
CCI-03-21/22 MM-4	Single window of coordination	Governance and Policy	To pro-actively identify and address potential risks that may affect the functioning of the organization	Review Business Continuity Plan	9	Number of Reviewed and Council approved Business Continuity Plan	1	N/A	N/A	N/A	N/A	N/A	1	Risk Manager	IT Steering Committee minutes, Council resolution, Reviewed Business Continuity Plan
BOTTOM LAYER SDBIPS TARGETS															
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT															
MTID-03-21/22 MM 02	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 Council	10	Council approved 2019/2020 Annual Performance Report	Table 2020/2021 Annual Performance Report to Council for approval by 31 August 2021	R0.00	N/A	Table 2018/2020 Annual Performance Report to Council by 31 August 2021	N/A	N/A	N/A	PMS	2019/2020 Annual Performance Report and Council resolution
MTID-03-21/22 MM 08	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	11	Number of Audit Steering Committee meetings held	Hold 4 Audit Steering Committee meetings by 30 June 2021			Hold 1 Audit Steering Committee Meeting	Hold 1 Audit Steering Committee Meeting	Hold 1 Audit Steering Committee Meeting	Hold 1 Audit Steering Committee Meeting	Internal Audit Manager	Minutes and attendance register

MTD-03-2/22 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	12	Signed and council approved performance agreements for Section 54/56 managers	Sign 5 and submit 2021/2022 Section 54/56 managers Performance Agreements to council for approval	R0.00	Sign 5 and submit 2021/2022 Section 54/56 managers Performance Agreements to council for approval	N/A	N/A	N/A	PMS/MM	Council Resolution and ExCo resolution
MTD-03-2/22 MM-9	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with relevant legislation and policies	Hold departmental meetings	13	Number of departmental staff meetings held	Hold 12 departmental meetings by 30 June 2022	R0.00	Hold 3 departmental meetings	Hold 3 departmental meetings	Hold 3 departmental meetings	Hold 3 departmental meetings	MM	Minutes and attendance registers
MTD-03-2/22 MM-10	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with relevant legislation and policies	Coordination of management committees	14	Number of Manco meetings held	Hold 12 Manco meetings by 30 June 2022	R0.00	Hold 3 Manco meetings	Hold 3 Manco meetings	Hold 3 Manco meetings	Hold 3 Manco meetings	MM	Minutes and attendance registers
MTD-03-2/22 MM-11	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	15	Number of Individual Performance Agreements and Work Plans for Section Managers signed by MM	Sign 5 Individual Performance Agreements and Work Plans for Section Managers by 30 September 2022	R0.00	5 Individual Performance Agreements and Work Plans for Section Managers signed by MM	N/A	N/A	N/A	ALL	5 Signed Individual Performance Agreements and Work Plans
MTD-03-2/22 MM-12	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	16	Number of individual performance assessments conducted (Section Managers)	Conduct 4 individual performance assessments (Section Managers) by 30 June 2022	R0.00	Conduct individual Performance Assessment for Section Managers	Conduct individual Performance Assessment for Section Managers	Conduct individual Performance Assessment for Section Managers	Conduct individual Performance Assessment for Section Managers	MM	4 Assessment Reports
MTD-03-2/22 MM-13	Improved administrative and human resources management practices	Governance and Policy	To keep records and create institutional memory	Implementation of File Plan	17	Number of Reports produced on the implementation of the Manual filing system and electronic records management	Produce 4 Reports on implementation of the manual filing system and electronic records management reports by 30 June 2022	R0.00	1 report	1 report	1 report	1 report	Communication Officer	Reports

MTID-03-21/22 MM-14	Improved administrative and human resources management practice	Governance and Policy	To manage and enhance the performance of the municipality	Compilation of monthly performance reports	18	Number of monthly Organizational Performance Reports compiled and tabled to ExCo	Compile 12 monthly Organizational Performance Reports and table to ExCo by 30 June 2022	R0.00	N/A	Compile 3 Monthly Performance Reports compiled and submitted to ExCo	3 Consolidated Monthly Performance Reports compiled and submitted to ExCo	3 Consolidated Monthly Performance Reports compiled and submitted to ExCo	PMS	Monthly Performance reports, ExCo resolution
NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION														
GGPP-03-21/22 MM-01	Single Window of Coordination	Governance and Policy	Ensure Functional Performance Management System Implemented	Completion and submission of B2B reports and Support Plans	19	Number of B2B quarterly performance reports and support plans submitted to Provincial Cogta	Submit 4 B2B quarterly performance report and support plans to Provincial Cogta by 30 June 2022	R0.00	N/A	Submit 2020/2021 Q4 B2B report to Cogta	Submit 2021/2022 Q1 B2B report to Cogta	Submit 2021/2022 Q2 B2B report to Cogta	Communication Officer	Quarterly reports, Proof of submission
GGPP-03-21/22 MM-02	Single Window of Coordination	Governance and Policy	To strengthen partnership with various stakeholders through communicating municipal business	Communication with stakeholders using print and electronic media	20	Number of Radio slots broadcasted	4 radio slots broadcasted by 30 June 2022	??	N/A	1 radio slot broadcasted	1 radio slot broadcasted	1 radio slot broadcasted	Communication Officer	Invoices/Reports
GGPP-03-21/22 MM-03	Single Window of Coordination	Governance and Policy	To provide adequate customer care to uMhlabyalingana community	Revision, approval of Complaints Management policy	21	Reviewed and Council approved Complaints Management policy	Review and table Complaints Management policy to council for approval by 30 June 2022	R0.00	N/A	N/A	N/A	Table Reviewed Complaints Management policy to council for approval	Communication Officer	Complaints Management policy and Council resolution
GGPP-03-21/22 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	22	Reviewed and Council approved Batho Pele policy, procedure manual and Service delivery charter	Table Reviewed Batho Pele policy, procedure manual and Service delivery charter to council for approval by 30 June 2022	R0.00	N/A	N/A	N/A	Table Reviewed Batho Pele Policy, Service delivery charter to council for approval	Communication Officer	Batho Pele policy, Procedure manual, Service delivery charter and council resolution
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	23	Number of Municipal Public Accounts Committee reports tabled to council	4 Municipal Public Accounts Committee reports tabled to council by 30 June 2022	R0.00	N/A	Table 1 MPAC Report to Council	Table 1 MPAC Report to Council	Table 1 MPAC Report to Council	Internal Audit Manager	4 MPAC Reports and Council Resolution

GGPP-03-21/22 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	24	Number of Audit Committee Reports tabled to council	4 Audit Committee Reports tabled to council by 30 June 2022	R0.00	N/A	Tabled 1 Audit Committee Report to council	Tabled 1 Audit Committee Report to council	Tabled 1 Audit Committee Report to council	Tabled 1 Audit Committee Report to council	Internal Audit Manager	4 audit committee reports and council resolutions
GGPP-03-21/22 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	25	Number of Internal audit reports tabled to Audit Committee	4 Internal audit reports tabled to Audit Committee by 30 June 2022	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	Table 1 Internal audit reports to Audit Committee	Internal Audit Manager	Internal Audit Reports and AC minutes
GGPP-03-21/22 MM-10	Improved municipal Finance and Administrative Capability	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Coordination of Council Committees	25	Number of MPAC meetings held	Hold 4 MPAC meetings by 30 June 2022	R0.00	N/A	Hold 1 MPAC meeting	Hold 1 MPAC meeting	Hold 1 MPAC meeting	Hold 1 MPAC meeting	Internal Audit Manager	MPAC Minutes and attendance registers
GGPP-03-21/22 MM-11	Improved municipal Finance and Administrative Capability	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Coordination of Council Committees	27	Number of Audit Committee meetings held	Hold 4 Audit Committee meetings by 30 June 2022	???	EQS	Hold 1 Audit Committee meeting	Hold 1 Audit Committee meeting	Hold 1 Audit Committee meeting	Hold 1 Audit Committee meeting	Internal Audit Manager	AC Minutes and attendance registers
GGPP-03-21/22 MM-12	Single Window of Coordination	Governance and Policy	To promote participative, facilitative and accountable governance	Holding of Annual Report public participation meetings	28	Number of Annual Report Public Participation Meetings held	Hold 4 Annual Report Public Participation meetings by 30 June 2022	???	EQS	N/A	N/A	N/A	Hold 4 Annual Report Public Participation meetings	PMS	Reports, Attendance Registers
GGPP-03-21/22 MM-13	Single Window of Coordination	Governance and Policy	To develop a credible IDP in terms short medium-term guide for development and service delivery	Holding of consultative engagements in respect of IDP/Budget review	29	Number of IDP Forum meetings held	Hold 4 IDP Forum meetings by 30 June 2022	???	EQS	Hold 1 IDP Forum meeting	Hold 1 IDP Forum meeting	Hold 1 IDP Forum meeting	Hold 1 IDP Forum meeting	IDP Manager	Minutes and Attendance registers
GGPP-03-21/22 MM-14	Single Window of Coordination	Governance and Policy	To develop a credible IDP in terms short medium-term guide for development and service delivery	Holding of consultative engagements in respect of IDP/Budget review	30	Number of IDP/Budget review community consultation meetings held	Hold 4 IDP/Budget review community consultation meetings by 30 June 2022	???	EQS	N/A	N/A	N/A	Hold 4 IDP/Budget review community consultation meetings	IDP Manager	Reports and Attendance Registers

GGPP-03-21/22 MM-15	Single Window of Coordination	Governance and Policy	To develop a credible IDP in terms short medium-term guide for development and service delivery	Holding of consultative engagements in respect of IDP	31	Number of IDP review community consultation meetings held	Hold 4 IDP review community consultation meetings by 30 June 2022	???	EQS	N/A	Hold 4 IDP review community consultation meetings	N/A	N/A	IDP Manager	Reports and Attendance Registers
GGPP-03-21/22 MM-16	Single Window of Coordination	Governance and Policy	To provide adequate customer care to uMhlathiyavalligana community	Monitoring of service delivery improvement plan	32	Number of Service delivery improvement implementation plan reports tabled to council	Table 4 Service Delivery Improvement implementation plan reports to council by 30 June 2022	R0.00	N/A	Table Service Delivery Improvement implementation plan report to council	Table Service Delivery Improvement implementation plan report to council	Table Service Delivery Improvement implementation plan report to council	Table Service Delivery Improvement implementation plan report to council	Communication Officer	4 Implementation Reports, Council resolution
GGPP-03-21/22 MM-17	Single window of co-ordination	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Approval of compliance checklist by Council	33	Number of Compliance checklists tabled to Council for approval	Table 4 Compliance checklists to Council for approval by 30 June 2022	R0.00	N/A	Table Compliance Checklist to council for approval	Table Compliance Checklist to council for approval	Table Compliance Checklist to council for approval	Table Compliance Checklist to council for approval	Risk Manager	Compliance Checklist, Council resolutions
GGPP-03-21/22 MM-18	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	34	Number of Newsletters published	Publish 2 newsletters by 30 June 2022	???	EOS	N/A	Publish 1 newsletter	Publish 1 newsletter	Publish 1 newsletter	Communication Officer	Newsletter
GGPP-03-21/22 MM-19	Single Window of Co-ordination	Governance and Policy	To strengthen partnership with various stakeholders through communicating municipal business	Complaints management	35	Percentage of Departmental Complaints resolved within 25 days	Resolve 100% of Departmental Complaints within 25 days	N/A	N/A	Resolve 100% of departmental complaints within 25 Days	Resolve 100% of departmental complaints within 25 Days	Resolve 100% of departmental complaints within 25 Days	Resolve 100% of departmental complaints within 25 Days	Communication Officer	Signed Complaints Reports and Responses
GGPP-03-21/22 MM-20	Single Window of Coordination	Governance and Policy	To develop a credible IDP in terms short medium-term guide for development and service delivery	Council approval of 2022/2023 IDP/budget/OPMS process plan	36	Council approved 2021/22 IDP/budget/OPMS Process Plan	Table 2021/2022 IDP/budget/OPMS Process Plan to council for approval by 31 August 2022	R0.00	N/A	Table 2021/22 IDP/Budget/OPMS Process Plan to Council for approval	N/A	N/A	N/A	IDP Manager, PMS	Council Resolution and Reviewed IDP/Budget/OPMS Process Plan
GGPP-03-21/22 MM-21	Single Window of Co-ordination	Governance and Policy	To Obtain and sustain improved and clean Audit Opinion	Design and implement a credible action plan on 2019-2020 AG findings	37	Percentage of AG Findings/Queries resolved on 2019/20 AG findings	100% of 2019/20 AG findings resolved by 30 June 2022	R0.00	N/A	N/A	N/A	N/A	50%	Internal Audit Manager	Updated Action Plan and Progress Reports

GGPP-03-21/22 MM-22	Single window of co-ordination	Governance and Policy	Development Of a Credible IDP	Revision of a Credible Integrated Development Plan	38	Annual Strategic Planning Session held	Hold Annual Strategic Planning Session by 30 June 2021	???	EQS	N/A	N/A	N/A	Hold Strategic Planning	Strategic Manager	Reports, Attendance register
NATIONAL KEY PERFORMANCE AREA- GOOD GOVERNANCE AND PUBLIC PARTICIPATION															
CCI-03-21/22 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	39	Number of Risk Management Implementation Plan reports tabled to ExCo and council	Table 4 Risk Management Implementation Plan Reports to EXCO and Council by 30 June 2022	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 Manager	Resolutions
CCI-03-21/22 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 organization	Preparation of updated Risk Management Implementation Plan	40	RMC approved Updated Risk Management Implementation Plan	Table Updated Risk Management Implementation Plan to Risk Management Committee for approval by 30 September 2022	R0.00	N/A	Table RMP to RMC for approval	N/A	N/A	N/A	Risk Manager	Risk Management Implementation Plan and RMC minutes
CCI-03-21/22 MM-5	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	41	Number of Updated Risk registers tabled to Audit Committee, EXCO and Council	Table 4 Updated Risk Registers to Audit Committee, ExCo and Council by 30 June 2022	R0.00	N/A	Table 1 Risk register to Audit Committee, ExCo and Council	Table 1 Risk register to Audit Committee, ExCo and Council	Table 1 Risk register to Audit Committee, ExCo and Council	Table 1 Risk register to Audit Committee, ExCo and Council	Risk Manager	Risk Registers, ExCo and Council Resolutions, AC minutes
CCI-03-21/22 MM-6	single window of coordination	Governance and Policy	To implement and maintain compliant, effective and efficient risk management system and processes	To ensure effective risk management	42	Number of Updated Risk Registers tabled to RMC	Table 4 Updated Risk Registers to RMC by 30 June 2022	R0.00	N/A	Updated risk register submitted to RMC	Updated risk register submitted to RMC	Updated risk register submitted to RMC	Updated risk register submitted to RMC	Risk Manager	4 Updated Risk Registers and RMC Minutes

Approved