

## 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

**Ms. N.V.F Msane**

(ID No. 760714 0868 089)

(Hereinafter referred as the)

**“DIRECTOR-CORPORATE SERVICES”**

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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 **Miss Nokuphiwa Vumani Fairhope Msane** (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.

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

The Purpose of this Agreement is to -

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

### **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

- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in Terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

## **5 PERFORMANCE MANAGEMENT SYSTEM**

- 5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Employer, management, and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.

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

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

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

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

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
1. Municipal Transformation and Institutional Development	85%
2. Cross Cutting Interventions	5%
3. Good Governance and Public Participation	5%
4. Municipal Financial Viability and Management	5%
<b>Total</b>	<b>100%</b>

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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.

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

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	<b>Outstanding Performance</b>	Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.	
4	<b>Performance significantly above expectations</b>	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	
3	<b>Fully effective</b>	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	
2	<b>Not fully effective</b>	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicate that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	
1	<b>Unacceptable Performance</b>	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan .The employee has failed to	

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

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

- 7.7.1 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.

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## **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.

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## **12 MANAGEMENT OF EVALUATION OUTCOMES**

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

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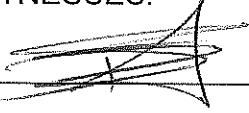
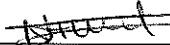
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#### **14. GENERAL**

- 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 Mangochi on this the 16 day of Oct (Month) 2021 (Year)

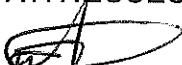
AS WITNESSES:

1. 
2. 



**Director Corporate Services**

AS WITNESSES:

1. 
2. 



**The Municipal Manager**

## 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 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

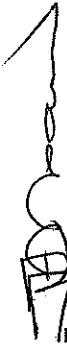
### DETAILS OF THE MANAGER

Period Under Review	01 July 2021 to 30 June 2022
Surname	Msane
Name	Nokuphiwa Yumanzi Fairhope Msane
Municipality	UMLHABUYALINGANA MUNICIPALITY
Department	Corporate Services
Race	African
Gender	Female
Employee Number	40001
Date Of Appointment	19 June 2017
Salary Package	

## **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.

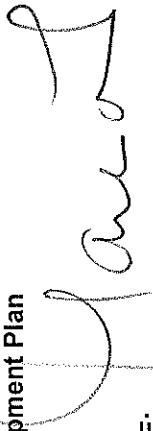


SIGNATURE:

(Name of Manager: N.V.F Msane

Date: 16/07/2021

I undertake to support Nokuphiwa Vumani Fairhope (name of Manager) with the achievement of the above Performance and Development Plan



SIGNATURE:

Name of Municipal Manager: N.P Gamede

Date: 16/07/2021



## DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials) MSANE NVF

(Postal Address) P.O. Box 328, NQUTU, 3135

(Residential Address) 17 NOLAZI CRESCENT, HILVIEW, 3500

(Position Held) DIRECTOR CORPORATE SERVICES

(Name of Municipality) UMHLABUYALINGANA MUNICIPALITY

Tel: Fax: (035) 592 0680

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
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

2. Interest in a trust

Name of trust	Amount of Remuneration/Income
[REDACTED]	[REDACTED]

3. Membership, directorships and partnerships

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
[REDACTED]	[REDACTED]	[REDACTED]

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

Name of Employer	Type of Work	Amount of remuneration/ Income
[REDACTED]	[REDACTED]	[REDACTED]

**CONFIDENTIAL**

**Council**

**Signature by Designate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**5. Consultancies, Retainerships and Relationships**

Name of Client	Nature	Type of business activity	Value of any benefits received
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**6. Subsidies, grants and sponsorships by any organisation**

Source of assistance	Descriptions of assistance	Value of assistance
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

**7. Gifts and Hospitality from a source rather than a family member**

Description	Value	Member
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

**8. Land and Property**

Description	Extent	Area	Value
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

  
**SIGNATURE OF SENIOR MANAGER**

**DATE:** 07/07/2021

**PLACE:** MANGUZI

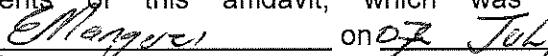
I CERTIFY THAT THIS DOCUMENT IS A TRUE PRODUCTION (COPY OR FAX) OF THE ORIGINAL COPY THAT I HAVE AUTHENTICATED. I FURTHER CERTIFY THAT, FROM MY KNOWLEDGE, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

  
MANAGER/HEAD/GENERAL  
MANAGER NUMBER 72199711  
HANDBEHIND/GENALTE  
MANGUZI  


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

**DEPONENT**

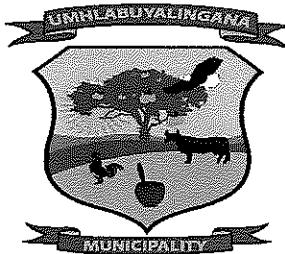
I certify that the deponent has acknowledged that he / she knows and understands the contents of this affidavit, which was signed and sworn to before me at

 on 07 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.

07 JUL 2021

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KWANGWINA RD 1973  
KWAZULU-NATAL



**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

A handwritten signature, likely belonging to a municipal official, is placed here.

## **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 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.

Dokupina V. F - Msane (Full Names and Surname)  
I 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.

J. Mbawu  
**SIGNATURE**

16/07/21  
**DATE**

DP / SBIP NO.	OUTCOME	KIN PGDS	OBJECTIVE	STRATEGY	NO	KEY PERFORMANCE INDICATORS/UNIT OF MEASURE	TOP LAYER TARGETS										APPROVED BY	RESPONSIBILITY	PORTFOLIO OF EVIDENCE/MEANS OF VERIFICATION
							ANNUAL BUDGET	ANNUAL TARGET	FUNDING SOURCE	Q1 Sept	Q2 Dec	Oct - Q3 Mar	Jun - Q4 Jun	Projected Target	Projected Target	Projected Target	Projected Target		
<b>NATIONAL KEY PERFORMANCE AREA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>																			
MTID-01-21/22-CORP-01	Improved administrative and human resources management practices	Governance and Policy	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	R0.00	N/A	N/A	N/A	N/A	N/A	N/A	1	Director Corporate Services/HR	Council Resolution & Approved Organogram			
MTID-01-21/22-CORP-02	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Filling of vacant posts	2	Number of Vacant positions filled	R0.00	N/A	N/A	N/A	N/A	N/A	N/A	9	Director Corporate Services/HR	Appointment and Acceptance letters			
MTID-02-21/22-CORP-03	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Implementation of Employment Equity Plan and Policy	3	Number of Employment Equity Reports submitted to Department of Labour	R0.00	N/A	N/A	N/A	N/A	N/A	N/A	1	HR	Acknowledgement of receipt from Dept. of Labour			

MTID-02-21/22-CORP-04	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Development and Implementation of Employment Equity Plan and Policy	4	Number of People from employment equity target groups employed in the three highest levels of management	2	R0.00	N/A	N/A	2	N/A	N/A	HR	Advert, Appointment letters and Acceptance letters
MTID-04-21/22-CORP-08	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced Staff across the staff establishment	Implementation of the Workplace skills plan	5	Percentage of municipality's payroll budget actually spent on implementing Workplace Skills Plan	1%		0.25%	0.50%	0.75%	1%	HR	1 % Expenditure Reports on training vote	
MTID-06-21/22-CORP-09	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	6	Number of Council approved WSP submitted to LGSETA	1	R0.00	N/A	N/A	N/A	N/A	1	HR	Council resolution and Proof of Submission to LGSETA
MTID-07-21/22-CORP-10	Improved administrative and human resources management practices	Governance and Policy		To ensure that the municipal PMS (CPMS/IPMS) Framework is reviewed and adopted as part of and aligned to the IDP processes	7	Number of Reviewed and Council approved PMS Framework and IPMS Policy	1	R0.00	N/A	N/A	N/A	N/A	100%	Director Corporate Services/CMS	Council resolution
<b>BOTTOM LAYER SDG9 TARGETS</b>															
MTID-03-21/22-CORP-05	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced Staff across the staff establishment	Review and approval of retention strategy	8	Reviewed and Council approved Retention Strategy	Reviewed and Council approved Retention Strategy		N/A	N/A	N/A	N/A	Table final reviewed Retention Strategy to council for adoption	Table draft Retention Strategy to council for adoption	Council Resolution and Reviewed Retention Strategy
<b>NATIONAL KEY PERFORMANCE AREA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>															

MTID-05-21/22-CORP-09	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	9	Council approved Skills audit	Conduct Skills Audit by 31 March 2022	R0.00	EOS	Table Report to Manco on employees work profiles/job descriptions and personal development plans	Table to council Draft Skills Audit Report	Table Final Skills Audit Report to council for adoption	N/A	Manco minutes, Skills Audit Report and council resolution	
MTID-03-21/22-CORP-06	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	10	Reviewed and Council approved Human Resources Strategy	Reviewed Human Resources Strategy adopted by 31 March 2022	R0.00	N/A	N/A	Table Draft Human Resources Strategy to Council for adoption	Table Final Reviewed Human Resources Strategy to Council for adoption	Draft HRS, Final HRS and council resolutions	Draft HRS, Final HRS and council resolutions	
MTID-03-21/22-CORP-07	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	To develop workplace skills plan for efficient administration	11	Reviewed and Council approved Human Resources Training Plan	Reviewed Human Resources Training Plan adopted by 30 June 2022	R0.00	N/A	N/A	Table Draft Human Resources Strategy to Council for adoption	Table Final Reviewed Human Resources Strategy to Council for adoption	Council Resolution & approved Human Resources Training Plan	Council Resolution & approved Human Resources Training Plan	
MTID-08-21/22-CORP-11	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	To create and retain sufficient capacity for effective administration	12	Number of Monthly payroll reports compiled	12 monthly payroll reports by 30 June 2022	R0.00	N/A	3 monthly payroll reports by 30 Sept. 2021	3 monthly payroll reports by 30 Sept. 2021	3 monthly payroll reports by 30 March 2022	3 monthly payroll reports by 30 March 2022	12 Monthly payroll reports	
MTID-09-21/22-CORP-12	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Development and approval of HR Policies	13	Number of developed and Council approved Human Resource Policies and Standard Operating Procedures	1 Human Resource Policy (Security Policy) and Standard Operating Procedures developed and adopted by council by 30 June 2022	R100,000	N/A	Table Developed HR Policy and Standard Operating Procedure to council for adoption	N/A	Table Developed HR Policy and Standard Operating Procedure to council for adoption	Council resolution	Council resolution	
MTID-09-21/22-CORP-13	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Review and approval of HR Policies	14	Number of Reviewed and council approved Human Resource Policies	2 HR Policies (S&T and Callphone) reviewed and adopted by council by 30 June 2022	R100,000	EQS	N/A	Table reviewed HR Policy to Council for adoption	N/A	Table reviewed HR Policy to Council for adoption	Council resolution on reviewed HR policies	Council resolution on reviewed HR policies

MTID-09-21/22-CORP-14	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Review, approval of ICT Policies	15	Number of Reviewed and council approved ICT Policies	21 ICT Policies reviewed and adopted by council by 30 June 2022	R0.00	N/A	N/A	N/A	Table final reviewed ICT Policies to council for adoption	Council resolution
MTID-10-21/22-CORP-15	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	16	Number of individual performance agreements and work performance plans signed by Supervisors and Director	12 Individual (DD, Managers and Officers) performance agreements and work performance plans signed by Supervisors and Director by 30 September 2021	R0.00	N/A	N/A	N/A	Table draft reviewed ICT Policies to council for adoption	12 Signed Individual Performance Agreements and Performance Plans
MTID-10-21/22-CORP-16	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Implementation of Performance Management System	17	Number of individual performance assessments conducted by 30 June 2021	4 Individual performance assessments conducted by 30 June 2022	R0.00	N/A	Conduct Individual performance assessments by 30 September	Conduct Individual performance assessments	Assessment Reports	Conduct individual performance assessments
	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 Performance Reports compiled and tabled to Portfolio Committee	12 Monthly Performance Reports compiled and submitted to Portfolio Committee by 30 June 2022	R0.00	N/A	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by 30 September 2021	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by 31 December 2021	Monthly Performance reports and Extracts of minutes	3 Monthly Performance Reports compiled and submitted to Portfolio Committee by 31 March 2022

MTID-10-21/22-CO-17	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 PMS Unit and Portfolio Committee	19	Number of Quarterly Performance Reports compiled and tabled to portfolio committee	4 quarterly Performance Reports compiled and tabled to portfolio committee	R0.00	N/A	2020/21 Q4 performance report compiled and submitted to PMS Unit and Portfolio Committee by 30 June 2022	Q1 performance report compiled and submitted to PMS Unit and Portfolio Committee	Q2 performance report compiled and submitted to PMS Unit and Portfolio Committee	Q3 performance report compiled and submitted to PMS Unit and Portfolio Committee	Proof of submission and Extract of portfolio minutes
MTID-11-21/22-CORP-18	Improved administrative and human resources management practices	Governance and Policy	To ensure effective governance through regular meeting of Council	Holding of meetings by Council structures	20	Number of Council Meetings held	4 Ordinary Council Meetings by 30 June 2022	R0.00	N/A	1 Ordinary Council Meeting held by 30 September 2021	1 Ordinary Council Meeting held by 31 March 2022	1 Ordinary Council Meeting held by 31 December 2021	1 Ordinary Council Meeting held by 30 June 2022	Minutes and attendance registers
MTID-11-21/22-CORP-19	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	21	Number of EXCO Meetings held	12 EXCO Meetings held by 30 June 2022	R0.00	N/A	3 Ordinary EXCO meetings held by 30 September 2021	3 Ordinary EXCO meetings held by 31 December 2021	3 Ordinary EXCO meetings held by 31 March 2022	3 Ordinary EXCO meetings held by 30 June 2022	Minutes and attendance registers
MTID-11-21/22-CORP-20	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	22	Number of Portfolio Committee Meetings held	12 Portfolio Committee Meetings held by 30 June 2022	R0.00	N/A	3 Ordinary Corporate Portfolio meetings held by 30 September 2021	3 Ordinary Corporate Portfolio meetings held by 31 December 2021	3 Ordinary Corporate Portfolio meetings held by 31 March 2022	3 Ordinary Corporate Portfolio meetings held by 30 June 2022	Minutes and attendance register
MTID-11-21/22-CORP-21	Improved administrative and human resources management practices	Governance and Policy	To manage and enhance the performance of the municipality	Holding of meetings by Council structures	23	Number of Departmental meetings held	12 Departmental meetings held by 30 June 2022	R0.00	N/A	3 departmental meetings held by 30 September 2021	3 departmental meetings held by 31 December 2021	3 departmental meetings held by 31 March 2022	3 departmental meetings held by 30 June 2022	Signed Minutes and Attendance Registers
MTID-11-21/22-CORP-22	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	24	Number of Local Labour Forum Meetings held	12 Local Labour Forum Meetings held by 30 June 2022	R0.00	N/A	3 LLF meetings held	3 LLF meetings held	3 LLF meetings held	3 LLF meetings held	LLF Minutes and attendance registers

MTID-11-21/22-CORP-23	Improved administrative and human resources management practices	Governance and Policy	To ensure effective governance through regular meeting of Council	Holding of meetings by Council structures	25	Number of Health and Safety Committee meetings held	4 Health and Safety Committee meetings held by 30 June 2022	R0.00	N/A	Hold 1 Health and Safety Committee meetings	Hold 1 Health and Safety Committee meetings	Minutes, Attendance registers
MTID-11-21/22-CORP-24	Improved administrative and human resources management practices	Governance and Policy	To ensure effective governance through regular meeting of Council structures	Tabling of Health and safety reports	26	Number of Quarterly Health and safety reports tabled to ExCo and Council by 30 June 2022	4 Quarterly Health and safety reports tabled to ExCo and Council by 30 June 2022	R0.00	N/A	Table Quarterly Health and Safety report to ExCo and Council by 30 September 2021	Table Quarterly Health and Safety report to ExCo and Council by 31 March 2022	4 quarterly health and safety reports, ExCo and Council resolution
MTID-11-21/22-CORP-25	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 NFMA	27	Number of IT Steering Committee meetings held	4 IT Steering Committee meetings by 30 June 2022	R0.00	N/A	1 IT Steering Committee Meeting held by 31 December 2021	1 IT Steering Committee meetings held by 31 March 2022	Signed Terms of Reference, Minutes and attendance registers
MTID-12-21/22-CORP-26	Improved administrative and human resources management practices	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Development and implementation of Employment Equity Plan and Policy	28	(a) Reviewed and Council approved Employment Committee (b) Number of Employment Equity Committee (as a sub-committee of Local Labour Forum) meetings held	(a) Review of Employment Equity Committee by 30 Sep 2019 (b) 4 EE Committee meetings held by 30 June 2022	R0.00	N/A	(a) Review of Employment Equity Committee by 30 September 2021 (b) 1 EE Committee meeting	1 EE meeting held by 31 March 2022	(a) Council resolution on Reviewed EE Committee Extract of EE Committee minutes (b) Extract of EE Committee minutes
				To attract and retain qualified and experienced staff across the staff establishment	29	Number of EE Reports tabled to LLF	4 EE Committee reports tabled to LLF by 30 June 2022	R0.00	N/A	1 EE Committee Quarterly report tabled to LLF by 31 December 2021	1 EE Committee Quarterly report tabled to LLF by 31 March 2022	4 EE Committee Quarterly reports

MTID-12-27	Improved administrative and human resources management practices	Human Resources Development:	To attract and retain qualified and experienced staff across the staff establishment	Implementation of the Workplace skills plan	30	(a) Reviewed and Council approved Training Committee (b) Number of Training Committee (as a sub-committee of Local Labour Forum) meetings held by 30 June 2022	R0.00	N/A	(a) Review of Training Committee by 30 September 2020 (b) 4 Training Committee meetings held by 30 June 2022	1 Training Committee meeting (as a sub-committee of Local Labour Forum)	1 Training Committee meeting (as a sub-committee of Local Labour Forum)	1 Training Committee meeting (as a sub-committee of Local Labour Forum)	1 Training Committee meeting (as a sub-committee of Local Labour Forum)	(a) Council Resolution on reviewed Training Committee (b) Extract or LLF minutes and 4 quarterly reports and attendance registers
MTID-13-28	Improved administrative and human resources management practices	Governance and Policy	To establish an efficient and productive administration	Monitoring of leave utilisation and absenteeism	31	Number of Leave analysis reports compiled	R0.00	N/A	3 leave analysis reports compiled by 30 September 2021	3 leave analysis reports compiled by 30 June 2022	3 leave analysis reports compiled by 31 Dec 2021	3 leave analysis reports compiled by 31 March 2022	3 leave analysis reports compiled by 30 June 2022	12 monthly leave analysis reports
MTID-13-29	Improved administrative and human resources management practices	Governance and Policy	To establish an efficient and productive administration	Monitoring of leave utilisation and absenteeism	32	Number of Staff attendance analysis reports compiled	R0.00	N/A	3 Staff attendance analysis reports compiled by 30 September 2021	12 Staff attendance analysis reports compiled by 30 June 2022	3 Staff attendance analysis reports compiled by 31 December 2021	3 Staff attendance analysis reports compiled by 31 March 2022	3 Staff attendance analysis reports compiled by 30 June 2022	12 monthly attendance analysis reports
MTID-14-30	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	Implementation of the Workplace skills plan	33	Number of induction programmes conducted to newly appointed staff	R0.00	N/A	1 induction programme rolled out to newly appointed staff by 31 Dec 2021	N/A	Induction programme rolled out to newly appointed staff by 31 December 2021	N/A	N/A	Induction Report & Proof of Attendance
MTID-14-31	Improved administrative and human resources management practices	Human Resources Development	To attract and retain qualified and experienced staff across the staff establishment	Implementation of the Workplace skills plan	34	Number of Training and capacity building programmes for Councillors and staff conducted	R400,000	EQS	Conduct 1 training and capacity building programme for Councillors and staff by 30 September 2021	Conduct 1 training and capacity building programme for Councillors and staff by 31 March 2022	Conduct 1 training and capacity building programme for Councillors and staff by 30 June 2022	Conduct 1 training and capacity building programme for Councillors and staff by 31 March 2022	Conduct 1 training and capacity building programme for Councillors and staff by 30 June 2022	Proof of attendance, Certificates & or statement of results
MTID-14-32	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Conduct workshops on HR Policies	35	Number of Workshops on Developed and Reviewed HR Policies conducted	R0.00	N/A	2 workshops on developed and reviewed HR Policies conducted by 30 June 2022	Workshop on developed and reviewed HR Policies conducted by 31 March 2022	Conduct 1 workshop on developed and reviewed HR policies by 30 June 2022	N/A	Conduct 1 workshop on developed and reviewed HR policies by 30 June 2022	Report and Attendance registers

MTID-15-21/22-CORP-33	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Development and introduction of an integrated information management system in compliance with section 75 of the MFMA.	36	Percentage of Compliance to Section 75 of the Municipal Finance Management Act and Reports	100% Quarterly Compliance to Section 75 of the Municipal Finance Management Act and Reports by 30 June 2022	R150,000	EQS	100% compliance to Section 75 of MFMA for Q1	100% compliance to Section 75 of MFMA for Q2	100% compliance to Section 75 of MFMA for Q3	100% compliance to Section 75 of MFMA for Q4	Screen Shots, Compliance report
MTID-15-21/22-CORP-34	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Review, approval of IT Governance Framework	37	Reviewed and Council approved IT Governance framework	Reviewed IT Governance framework adopted by council by 30 June 2022	R0.00	N/A	N/A	N/A	Table Draft IT Governance Framework to council for adoption	Table Final IT Governance Framework to council for adoption	Council Resolution, IT governance framework
MTID-16-21/22-CORP-35	Improved administrative and human resources management practices	Governance and Policy	To administer the affairs of the municipality in accordance with the relevant legislations and policies	Development and approval of Municipal Calendar	38	Council approved 2021/2022 Municipal Calendar	Municipal Calendar compiled and adopted by 30 June 2022	R0.00	N/A	N/A	N/A	Table 2021/2023 Municipal Calendar to council for adoption	Table 2021/2023 Municipal Calendar and approved 2021/22 Municipal calendar	

MTID-17-21/22-CORP-36	Governance and Policy	To keep records and create institutional memory	Implementation of File Plan	39	Number of in-house Records Management Inspections and disposal of records conducted	R0.00	N/A	N/A	Facilitate disposal of records	Conduct in-house records management Inspection	N/A	Disposal authority, Destruction certificate and inspection report
MTID-18-21/22-CORP-37	Governance and Policy	To keep records and create institutional memory	Implementation of File Plan	40	Number of Records Management and File Plan workshops conducted	R0.00	N/A	N/A	Conduct workshop on Records Management and File Plan	N/A	N/A	Report and Attendance register
MTID-17-21/22-CORP-37	Governance and Policy	To keep records and create institutional memory	Review, approval and implementation of records management policy and procedure	41	Reviewed and council approved Records management policy	R0.00	N/A	N/A	Table Reviewed Draft Records Management Policy to council for adoption	Table Final Reviewed Records Management Policy to council for adoption	Council resolution, Records Management policy and procedure	
MTID-18-21/22-CORP-38	Governance and Policy	To provide legal advise and ensure resolution of legal matters against and/or on behalf of the municipality	Monitoring of legal services provided	42	Number of Quarterly Reports on legal services compiled by 30 June 2022	R600,000	EQS	1 report on legal services by 31 September 2021	1 report on legal services by 31 December 2021	1 report on legal services by 30 June 2022	1 report on legal services by 30 June 2022	4 Reports on legal services
MTID-19-21/22-CORP-39	Governance and Policy	To attract and retain qualified and experienced staff across the staff establishment	Implementation of the Employee Assistance Programme	43	Number of Employee Assistance programmes implemented	R190,000	N/A	N/A	Organise Wellness Day event	1 Quarterly report on Employees Assistance Programme by 30 June 2022	EAP Reports	EAP reports
CORP-1-21/22	Improved administrative and human resources management practices	Governance and Policy	To prevent and reduce the impact of disasters in uMhlabuyalingana	44	Number of OHS Inspections conducted	R0.00	4 OHS Inspections conducted by 30 June 2022	Conduct 1 safety inspection by 31 December 2021	Conduct 1 safety inspection by 31 March 2022	Conduct 1 safety inspection by 30 June 2022	OHS inspection reports	

NATIONAL KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION					
GGPP-01-21/22 CORP-01		GGPP-02-21/22 CORP-2		GGPP-03-21/22 CORP-3	
CC1-Q2-21/22 CORP-03	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	45
				Registers submitted to Risk Management Unit by 30 June 2022	Number of Updated Risk Registers submitted to Risk Management Unit
				4 Updated Risk Registers submitted to Risk Management Unit by 30 June 2022	R0.00
				Management Unit by 30 September 2021	4
				Management Unit by 31 December 2021	Updated risk register submitted to Risk Management Unit by 30 June 2022
				Management Unit by 31 March 2022	Updated risk register submitted to Risk Management Unit by 30 June 2022
				Management Unit by 30 June 2022	Updated risk register submitted to Risk Management Unit by 30 June 2022
NATIONAL KEY PERFORMANCE AREA: MUNICIPAL FINANCIAL VIABILITY					
MFV&M-01-21/22 CORP-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	Comply with financial reporting requirements as outlined in the MFMA	49
				Irregular or fruitless and waste expenditure Reports submitted to portfolio committee	Number of Unauthorized, Irregular or fruitless and waste expenditure Reports submitted to portfolio committee by 30 June 2022
				Reports submitted to portfolio committee by 30 June 2022	R0.00
				Committee by 31 December 2021	N/A
				Committee by 31 March 2022	Submit 1 report on Unauthorized, Irregular or fruitless and waste expenditure portfolio committee by 31 March 2022
				Committee by 30 September 2021	Submit 1 report on Unauthorized, Irregular or fruitless and waste expenditure portfolio committee by 30 June 2022
				Committee by 30 June 2022	Submit 1 report on Unauthorized, Irregular or fruitless and waste expenditure portfolio committee by 30 June 2022
				Committee by 30 June 2022	Unauthorised, irregular or fruitless and waste and wasteful expenditure Reports and Council resolutions