



DR NKOSAZANA DLAMINI-ZUMA MUNICIPALITY

PERFORMANCE AGREEMENT

Made and entered into by and between

DR NKOSAZANA DLAMINI-ZUMA MUNICIPALITY

(represented by Nkosiyezwe Cyprian Vezi in his duly-authorized capacity as Municipal Manager of the municipality, hereinafter referred to as the Employer)

and

MISS ZINGISA MLATA

(SENIOR MANAGER: COMMUNITY AND SOCIAL SERVICES DEPARTMENT)

(hereinafter referred to as the Employee)

Financial year 01 July 2019 to 30 June 2020

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INTRODUCTION

1. (1) The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) – managers' employment contracts to be in writing - of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".

(2) Section 57(1)(b) of the Systems Act, read with the contract of employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. The employer must conclude a Performance Agreement within 60 days of assumption of duty and renew it annually within one month of the commencement of the beginning of the financial year.

(3) The parties will 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 the local government policy goals as defined in the municipality's IDP.

(4) The parties will ensure that there is compliance with the Municipal Systems Act Sections 57(4A) – MFMA responsibilities of the accounting officer regarded as being included in this performance agreement, 57(4B) – payment of bonuses, and 57(5) – performance objectives and targets to be practical, measureable and based on the KPIs set out in the IDP.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

2.1 comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the contract of employment entered into between the parties;

2.2 communicate to the Employee the Employer's performance expectations and accountabilities by specifying objectives and targets as defined in the IDP, SDBIP and budget of the municipality;

2.3 specify accountabilities as set out in the Performance Plan (in a format substantially compliant with Appendix "A");

2.4 monitor and measure performance against set targeted outputs;

2.5 appropriately reward the Employee in the event of outstanding performance; and

2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3 COMENCEMENT AND DURATION

3.1 This Agreement will commence on the **01 July 2019** and will remain in force in line with the Employment agreement until **30 June 2020** 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, if applicable.

3.2 The parties will review the provisions of this Agreement during June each year and will conclude a new Performance Agreement (and Performance Plan and Personal Development Plan) that replaces this Agreement at least once a year but not later than one month after the commencement of the new financial year, in line with the Employment Agreement.

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.

3.6 Any significant amendments/ deviations referred to in 3.4 and 3.5 above must take cognisance of, where relevant, the requirements of sections 34 (annual review and amendment of the integrated development plan) and 42 (community to be involved in setting performance indicators and targets) of the Systems Act, and must be done in terms of regulation 4 (5) (submission of employment contracts and performance agreements to the provincial and national ministers responsible for local government) of the Local Government: Municipal Performance Regulations for Municipal Managers and managers directly accountable to the Municipal Manager, 2006 ("the Regulations");

4 PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Appendix "A") sets out-

4.1.1 the performance objectives and targets that must be met by 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 Appendix "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 weightings.

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 itself, 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 standards that will be included in the performance management system as applicable to the Employee.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (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 Competency Framework Structure (CFS) respectively.

6.2.2 KPAs covering the main areas of work (KPAs) will account for 80% and CFSs will account for 20% of the final assessment.

6.2.3 Each area of assessment will be weighted and will contribute a specific part to the total score.

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 (Appendix "A"- objectives that are specific to the office of the Manager: ~~Corporate Support Services~~ ^{Community Social}) 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) - FOR THE KPAs PER ANNEXURE A		Weighting
Basic Service Delivery		16 %
Municipal Institutional Development and Transformation		0.0%
Social and Local Economic Development (LED)		32 %
Municipal Financial Viability and Management		10%
Good Governance and Public Participation		12.0%
Cross-cutting interventions		30%
Total		100%

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6.4 The Leading Competencies (LCs) and Core Competencies (CC's) set out in Annexure A of the Local Government : Competency Framework for Senior Managers (Government Gazette No. 37245 dated 17 January 2014), will make up the other 20% of the Employee's assessment score. There is no hierarchical connotation and all competencies are essential to the role of a senior manager. All competencies must therefore be included in the assessment and weighted equally as follows:

LEADING COMPETENCIES	Driving competency (of the leading competency)	WEIGHT
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	8.333%
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	8.333%
Programme and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation 	8.333%
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	8.333%
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	8.333%
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Co-operative Governance 	8.333%
CORE COMPETENCIES		
Moral Competence		8.333%
Planning and Organising		8.333%
Analysis and Innovation		8.333%
Knowledge and Information Management		8.333%
Communication		8.333%
Results and Quality Focus		8.333%
Total Percentage		100%

6.4 The employee specifically acknowledges that, in addition to the leading and core competencies, focus must also be placed upon the eight *Batho Pele* principles:

- Consultation
- Setting service standards
- Increasing access
- Ensuring courtesy
- Providing information
- Openness and transparency
- Redress
- Value for money

7. EVALUATING PERFORMANCE

7.1 The Performance Plan/scorecard (Appendix "A") to this Agreement sets out –

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

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

7.2 Despite the establishment of agreed 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 (in a format substantially compliant with Appendix "B") 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 (Annexure A):

(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 (including the KPA weighting factors) must then be used to add the scores and calculate a final KPA score.

(d) The outcome scores, arising from items 7.5.1 (a) to (c) above, for each national KPA on Annexure A, will then be weighted with the percentages agreed to in paragraph 6.3 above.

7.5.2 Assessment in terms of the Leading Competencies (LCs) and Core Competencies (CCs) as set out in the Competency Framework Structure for Senior Managers

(a) Each LC and CC should be assessed according to the extent to which the specified standards (achievement levels) have been met: **basic, competent, advanced and superior** (refer to Annexure A of the Local Government : Competency Framework for Senior Managers (Government Gazette No. 37245 dated 17 January 2014 for the standards set for each achievement level)).

(b) An indicative rating on the five-point scale should be provided for each CMC (**basic = 2 points, competent = 3 points, advanced = 4 points and superior = 5 points**).

(c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CFS score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for the KPA's (but not the CFSs):

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA 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 PA 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 indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA 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 PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

7.7 For purposes of evaluating the performance an evaluation panel constituted in terms of Regulation 27(4)(e) will be established.

8. SCHEDULE FOR PERFORMANCE REPORTING, MONITORING, EVALUATION AND REVIEW

8.1 The performance of the Employee in relation to his performance agreement shall be monitored and evaluated on or about the following dates with the stipulation that the reviews for the second and fourth quarter will be recorded in writing. Quarterly evaluations will be subject to an internal audit process being concluded. The first and third quarter reviews may be verbal if performance is satisfactory:

QUARTER	PERIOD	REVIEW TARGET DATE
First	July to September 2019	30 October 2019
Second	October to December 2019	30 January 2020 (as the basis for preparation of the 2019/20 mid-year

QUARTER	PERIOD	REVIEW TARGET DATE
		budget and performance assessment report)
Third	January to March 2020	31 April 2020
Fourth /Annual	April to June 2020	31 July 2020 (as a basis for preparation of the 2019/2020 Annual Performance Report)

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

8.3 The Employee is responsible for maintaining a Portfolio of Evidence, which must be made available at the informal and formal evaluation sessions, and for audit purposes

8.4 Performance scoring and feedback shall be based on the Employer's assessment of the Employee's performance against Actuals reported and evidence provided.

8.5 The Employer will be entitled to review and make reasonable changes to the provisions of Appendix "A" in line with Mid Year Assessment for operational reasons. The Employee will be fully consulted before any such change is made.

8.6 The Employer may amend the provisions of Appendix "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 developmental gaps is attached as Appendix "B".

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 delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms 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 –

11.1.1 a direct effect on the performance of any of the Employee's functions;

11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 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

12.1.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance

12.1.2 A performance bonus may be paid in terms of **section 32(2)** of the Local Government : Municipal Performance Regulations, 2006 and any other policy of Council,

12.2 In the case of unacceptable performance, the Employer must implement Procedures for dealing with substandard performance as prescribed in section 16 of the Local Government : Disciplinary Code and Procedures for Senior Managers which is attached hereto as Appendix C.

12.3.1 12.3.1 Negative audit outcomes i.e. disclaimed audit opinion, adverse audit opinion and qualified audit opinion shall be regarded as poor performance and the Municipal Council shall not authorise the payment of performance bonuses to an Employee (Senior Manager) in the event of a negative audit outcome.

12.3.1.2 As part of consequence management the Municipal Council shall not authorise the payment of performance bonuses to Senior Managers who will be found after an investigation by the Municipal Public Accounts Committee (MPAC) responsible for the Unauthorised, Irregular, Fruitless and Wasteful Expenditure.

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 salary increment in the agreement, must-

13.1.1 in the case of the Municipal Manager be mediated by the MEC for local government in the province, or any other person appointed by the MEC within thirty (30) days of receipt of a formal dispute from the employee; and

13.1.2 in the case of Managers directly accountable to the Municipal Manager, the Mayor, within thirty (30) days of receipt of a formal dispute from the Employee;

whose decision shall be final and binding on both parties.

13.2 Any disputes about the outcome of the employee's **performance evaluation**, must -

13.2.1 In the case of the Municipal Manager be mediated by the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC; and

13.2.2. In the case of Managers directly accountable to the Municipal Manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e), within thirty (30) days of receipt of a formal dispute from the employee;

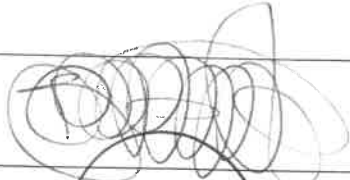
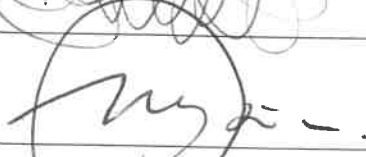


Whose decision shall be final and binding on both parties.

14. GENERAL

14.1 The contents of this agreement must be made available to the public by the Employer in terms of the MFMA - section 53 (3) (b).

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.

14.3 The performance assessment results of the manager must be submitted to the MEC responsible for local government in the relevant province as well as the National Minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Signed and accepted: Miss Z Miata	
Signed and accepted by Mr NC Vezi	
Date Performance Plan signed	11/07/2019
Witness Number One : Name and Signature	NQOBILE N. VAKALISA 
Witness Number Two : Name and Signature	Senale O. Memela 

APPENDIX B
(TO THE PERFORMANCE AGREEMENT)

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY: Dr Nkosazana Dlamini-Zuma Municipality

INCUMBENT: MISS Z MLATA
JOB TITLE: SENIOR MANAGER: COMMUNITY AND SOCIAL SERVICES
REPORT TO: MUNICIPAL MANAGER

1. What are the competencies required for this job (refer to competency profile of job description)?

LEADING COMPETENCIES	Driving competency (of the leading competency)
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Programme and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Co-operative Governance
CORE COMPETENCIES	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Results and Quality Focus	
Total Percentage	

2. What competencies from the above list, does the job holder already possess? a. PEOPLE MANAGEMENT, GOVERNANCE, LEADERSHIP PROGRAM & PROJECT MANAGEMENT SKILLS, FINANCIAL MANAGEMENT
3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.) a. THE COMPETENCY ASSESSMENT RESULTS DEPICTED A GAP IN KNOWLEDGE & UNDERSTANDING OF CHANGE MANAGEMENT
4. Actions/Training interventions to address the gaps/needs a. CPMD TRAINING
5. Indicate the competencies required for future career progression/development a. DEVELOPMENT IN CHANGE MANAGEMENT
6. Actions/Training interventions to address future progression a. CPMD TRAINING
7. Comments/Remarks of the Incumbent AN URGENT TRAINING TO BE WRITTEN ^{ARRANGED} BY HR
8. Comments/Remarks of the supervisor

Agreed upon:

Signature:

Supervisor: MR

NC VEZI

Signature:

Employee: MISS Z MLATA

EMPLOYEE NAME:	MISS ZINGISA MLATA		EMPLOYEE NUMBER:					
JOB TITLE :	SENIOR MANAGER: COMMUNITY AND SOCIAL SERVICES DEPARTMENT		DEPARTMENT:	COMMUNITY AND SOCIAL SERVICES				
EMEDIATE SUPERVISOR:	MUNICIPAL MANAGER: MR NC VEZI		FINANCIAL YEAR:	2019/20				
POSITION PURPOSE:								

2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT								
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE		
Municipal Institutional Development and Transformation Financial Viability	10	5	Number of fire and traffic vehicles procured	There is one municipal Fire vehicle and 5 Traffic vehicles	1 Fire Response vehicle, 1 Fire Skid Unit vehicle (double cab) and 1 Traffic vehicle (double cab) procured by 30 June 2020	Quarter 1: Approved Specification Copy of Advertisement Quarter 2: Appointment letter, Quarter 3: NA Quarter 4: Delivery Note		
	0	0	NA	NA	NA	NA		

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2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
	KPA	CSS 10	Number of sets of Self Contained Breathing Apparatus Procured	There are no Self Contained Breathing Apparatus Available	4 sets of Self Contained Breathing Apparatus Procured by 30 June 2020	Quarter 4. Delivery Note
		5				
		CSS 11	Number of multi-stakeholder roadblocks conducted	04 Multi-stakeholder roadblocks conducted in 2018/19	04 Multi-stakeholder roadblocks conducted by 30 June 2020	Q1-Q4 Attendance Registers Vehicle Checklist Form Dated photos
		CSS 2	Number of Disaster Management Advisory and Community Safety Forum Meetings Conducted	DMACSF in existence	4 DMACSF Meetings Conducted by 30 June 2020	Quarterly: Attendance Registers, Minutes of Meetings and dated Photos
Cross Cutting Interventions	30					

new

2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
	KPA		Number of disaster management sector plans reviewed	One	1 Disaster Management Sector Plan reviewed by 30 June 2020	Quarter 2: Report on proposed amendments Quarter 3 Draft Sector Plan signed by MM Council Resolution Quarter 4 Disaster Management Sector Council resolution Quarter 1: Approved Specification & Copy of Advertisement Appointment Letter Quarter 2: Delivery Note Quarter 3 & 4: NA
	KPI	CSS 3	5			
			Number of disaster relief material procured	Disaster Relief Material Procured Annually	Procurement of 1 disaster relief kit by 31 December 2019	
		CSS 4	5			

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2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
	KPA	KPI				
		CSS 5	Number of Integrated Community Safety Awareness Campaigns and Back to School Campaigns held	Awareness campaigns are annual programmes	5 ICSAC by 30 June 2020 (Integrated Community Safety Awareness Campaign & Back to School Campaign)	Quarter 1-2&4 Dated Photos Signed registers and Signed reports Quarter 3 : Back to School Report Campaign Dated Photos Signed registers and ICSAC Signed reports
		5				
		CSS 6	Number of sets of Heavy Duty Jaws of Life	No set of Heavy Duty Jaws of Life available	1 set of heavy duty Jaws of Life procured by 30 June 2020	Quarter 4. Delivery Note
		5				
		CSS 7	Number of fire-break kits procured	There are no fire beaters and Knapsacks	Procurement of 1 fire break kit by 31 March 2020	Quarter 1: Approved Specification, Copy of Advertisement Quarter 2: Appointment Letter Delivery Note Quarter 3: Distribution
		5				

NCJ

2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
	KPI					Register Quarter 4: NA
		CSS 8	Number of fire safety inspections conducted	60 fire inspections conducted in 2018/19	80 fire inspections conducted by 30 June 2020	Q1-Q4 Quarterly Compliance Letters Compliance Certificate
	4	CSS 9	Number of lightning conductors procured and installed	07 lightning conductors installed in 2018/19	25 lightning conductors procured and installed by 31 March 2020	Quarter 1: Approved Specification Copy of Advert Quarter 2: Appointment Letter Delivery Note Dated Photos of installed

NCW

2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
KPA	KPA	KPI				
Good governance and Public Participation						lightning conductors Quarter 3: Dated Photos of installed lightning conductors Quarter 4: NA
		CSS 12	Number of community outreach programmes conducted	Minimum information about library services	16 library community outreach programmes conducted by 30 June 2020	Quarterly: Attendance Registers, Dated Photos, Signed Reports
	12	2		Ongoing need to promote Sports, Arts and Culture Competitions	9 Sports, Arts and Culture Competitions Coordinated by 30 June 2020	Attendance Register and Signed reports
		CSS 16	Number of Sports, Arts and Culture Competitions Coordinated			
					2	

NGW

2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
	KPI	CSS 17	Number of Special groups forums coordinated	7 Forums Coordinated in 18/19	10 Forums Coordinated and 30 June 2020	Attendance Registers and reports
	2	CSS 18	Number of events coordinated (on commemoration)	Ongoing need to integrate the vulnerable groups and encourage a healthy lifestyle	Coordination of 13 campaigns/ events by 30 June 2020	Attendance Registers and Signed Reports
	2	CSS 25	Number of LED Forum meetings held	Forum to meet on biannual basis	2 LED forum meetings held by 30 June 2020	Quarter 2: Minutes, Attendance Register Quarter 4: Minutes, Attendance Register
	2	CSS 28	Number of Tourism Forum meetings held	Forum to meet on biannual basis	2 Tourism forum meetings held by 30 June 2020	Quarter 2: Minutes, Attendance Register Quarter 4: Minutes, Attendance Register

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2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
Basic Service Delivery	KPA 16	CSS 13	Number of computer trainings conducted	Shortage of Computer Skills within the community members	08 computer trainings conducted 30 June 2020	Quarterly: Attendance Registers, Dated Photos, Signed Reports
		CSS 15	Number of Crafters and Artists Supported with Equipment and Material	Ongoing need to support sport, arts and culture	8 Crafters supported with material & 7 Artists supported with equipment by 31 December 2019	Delivery Notes and Distribution Register
		CSS 24	Number of SMME & Co-op supported with non-agricultural material	706 Co-ops and SMMEs Registered within the Municipality	4 SMME & Co-op Projects supported with non-agricultural material by 30 June 2020	Quarter 1: Approved Specification Document, Copy of Advert Quarter 2: Appointment Letter/Purchase Order Delivery Note, Quarter 3 & 4: Signed Handover Form with list of beneficiaries

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2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
	KPA		KPI			& Handover Report
		CSS 27	Number of SMMEs supported with material and equipment through PPP	706 Co-ops and SMMEs Registered within the Municipality	2 SMMEs supported with material and equipment through PPP by 30 June 2020	Quarter 4: Signed Handover Form with list of beneficiaries & Handover Report

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2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
Social and Local Economic Development (LED)	KPA					
	KPI	CSS 14	Number of Crafters, Artists, Sport Coaches and Jockeys Trained	Ongoing need to train crafters, sport coaches and jockeys	1. Training of 10 Jockeys 2. Training of 10 Coaches 3. Training of 6 Artists 4. Training of 30 Crafters June 2020	Quarter 1 to 4. Attendance registers and Signed report
	32	4				
		CSS 19	Number of Community Tourism & Hospitality skills trainings conducted.	Lack of tourism and hospitality skills	2 Community Tourism & Hospitality Skills Trainings conducted by 30 June 2020	1. Signed Attendance Register 2. Signed Report 3. Photos
		CSS 20	Number of External Tourism shows and Exhibitions attended to market Southern Drakensberg	There are various tourism product offerings within the municipality that require promotion	2 (Tourism Indaba & Royal Show) External Tourism Shows and Exhibitions attended to Market Southern Drakensberg by 30 June 2020	1. Signed Attendance Register 2. Signed Reports 3. Photos
		4				

NCV

2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT

KPA	WEIGHTING KPA	KPI	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
			CSS 21	Number of Emerging Farmers trained	There are existing and functional co-operatives that need development on certain skills.	60 Emerging Farmers trained by 30 June 2020	Quarter 2: Training Attendance Register, Certificates and Training report.
		4	CSS 22	Number of SMMEs and Cooperatives members trained	There are existing and functional SMMEs and Cooperatives that need development on certain skills.	60 SMMEs & Cooperatives members Trained and Empowered with Skills by 30 June 2020	Quarter 2: Attendance Register, Training Report, Quarter 4: Attendance Register, Training Report

NCW

2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
	KPA	CSS 23	Number of Fashion Design & Modelling Training coordinated	Fashion Talent Show Exhibited annually at HGDM Summer Cup	1 Fashion Design & Modelling Training coordinated by 31 December 2019	Quarter 2: Signed Attendance Register, Signed Fashion Design & Modelling Report
	KPI	4				
		CSS 26	Number of SMMEs & Co-ops supported with material and equipment	706 Co-ops and SMMEs Registered within the Municipality	15 SMME & Co-ops supported with materials and equipment by 30 June 2020	Quarter 1: Approved Specification Document, Copy of Advert Quarter 2: Appointment letter/ Official Order Delivery Note, Quarter 3 & 4: Signed Handover Form with list of beneficiaries & Handover Report
		4				

NW

2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT							
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE	
	KPA	KPI	CSS 29	Number of tourism events coordinated	There is a need to preserve and promote rail tourism	2 Tourism Events coordinated (Aloe Festival & Duzi to Sani 4x4 Expeditions by 30 September 2019)	Quarter 1: Attendance register, Signed Report
Total	100	100	4				

NCU

CONFIRMATION

2019/20 DEPARTMENTAL SCORECARD COMMUNITY AND SOCIAL SERVICES DEPARTMENT						
KPA	WEIGHTING	IDP / SDBIP NO.	KEY PERFORMANCE INDICATOR	BASELINE	ANNUAL TARGET	PORTFOLIO OF EVIDENCE
	KPA	KPI				
Total	100	100				


 MISS Z MLATA

HOD: COMMUNITY & SOCIAL SERVICES DEPT

CONFIRMATION

DATE 11 | 07 | 2019

**CONFIDENTIAL
FINANCIAL DISCLOSURE FORM**

Appendix D (to the performance agreement)

I, the undersigned (surname and initials) MLATA Z

(Postal Address) DLAMINI RESIDENCE C/O FLAXTON FARM

IXOPO 3276

(Residential Address) P.O. BOX 05 SARNIA 3615

(Position held) SENIOR MANAGER: COMMUNITY SERVICES

Tel: 039 - 8831038 Fax: 039 -

Hereby certify that the following is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.)
See information sheet: note (1)

Number of shares/Extent of financial interest	Nature	Nominal Value	Name of Company/Entity
N/A			

2. Directorships and partnerships
See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration / Income
N/A		

CONFIDENTIAL

3. Remunerated work outside the Municipality

Must be sanctioned by Council, See information sheet: note (3)

Name of Employer	Type of Work	Amount of Remuneration / Income
	N/A	

Council resolution and date _____

4. Consultancies and retainerships

See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received
		N/A	

5. Sponsorships

See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance / sponsorship	Value of assistance / sponsorship
	N/A	

6. Gifts and hospitality from a source other than a family member

See information sheet: note (6)

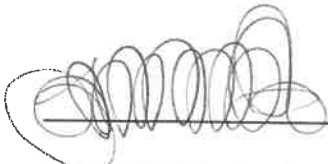
Description	Value	Source
	N/A	

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7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
A FREESTANDING HOUSE		FARNINGHAM RIDGE PINETOWN	± 1 million



SIGNATURE OF EMPLOYEE

DATE: 10/07/2019

PLACE: CREIGHTON

OATH / AFFIRMATION

1. I certify before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer YES

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer No

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer YES

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.



Amun Obisoedz Up
 Commissioner of Oath / Justice of the Peace

Full first names and surname

Petrus Berwalhous (Block letters)

Designation (rank) Warrant Officer Ex Officio Republic of South Africa

Street address of institution Watson Street Creighton

Date 2019-07-11 Place Creighton

[Signature]

CONTENTS NOTED : MUNICIPAL MANAGER

DATE: _____

