

" The City of Heritage "



ULUNDI MUNICIPALITY PERFORMANCE AGREEMENT

2023/2024

ENTERED INTO AND BETWEEN

Mr S. M. KHOMO

MUNICIPAL MANAGER (hereinafter referred to as the EMPLOYER)

AND

H. J. MHLONGO

DIRECTOR: FINANCIAL SERVICES

(hereinafter referred to as the EMPLOYEE)

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1. INTRODUCTION

- 1.1 The Municipal Manager of the Ulundi Local Municipality (the Employer) has purposed to enter into a contract of employment with the (the Employee) in terms of Section 57(1)(a) of the Municipal Systems Act, Act 32 of 2000, as amended (hereinafter referred to as the Systems Act).
- 1.2 Section 57(1)(b) of the Systems Act, read with the contract of employment between the two parties, requires 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 (the Employee), reporting to the Municipal Manager of the Municipality (the Employer), to a set of actions that will secure local government policy goals.
- 1.4 This performance agreement is concluded between the Employee, and the Municipal Manager of the Ulundi Local Municipality (the Employer).

2. PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to:

- 2.1 Comply with the provisions of Section 57 of the Systems Act and the Municipal Performance Regulations published in the *Government Gazette* dated 1 August 2006;
- 2.2 Specify objectives and targets defined and agreed with the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plan, the Service Delivery and Budget Implementation Plan and the Budget of the Municipality;
- 2.3 Specify accountabilities as set out in the Departmental Performance Plan for the 2021/2022 financial year, which forms an annexure to the performance agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the performance agreement as the basis for assessing whether the Employee has met the performance expectations applicable to his job;
- 2.6 In the event of outstanding performance, to appropriately reward the Employee; 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. PERFORMANCE MANAGEMENT SYSTEM

- 3.1 The Employee agrees to participate in the performance management system adopted by the Municipality.
- 3.2 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.
- 3.3 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.
- 3.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas reflected in the Departmental Performance Plan for the 2023/2024 financial year within the local government framework.

4. EMPLOYER OBLIGATIONS

- 4.1 The Employer shall endeavour to create a working environment that is conducive to the Employee being able to attain the standards of performance expected of him.
- 4.2 The Employer shall provide the Employee with such physical, financial and human resources as are reasonably required for him to perform his functions.
- 4.3 The Employer shall provide access to skills development and capacity building opportunities.
- 4.4 The Employer shall empower the Employee by way of a set of appropriate delegations to act and make relevant decisions in the course of his employment.
- 4.5 The Employer shall work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.
- 4.6 The Employer shall conduct the performance review in a fair and transparent manner.

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5. EMPLOYEE OBLIGATIONS

- 5.1 The Employee is obliged to perform his functions to the best of his abilities and shall as far as practically possible endeavour to meet the standards of performance as set out in the attached Departmental Performance Plan for the 2023/2024 financial year.
- 5.2 The Employee shall under all circumstances act in the best interests of the Ulundi Local Municipality.
- 5.3 The Employee shall co-operate with the Employer in conducting performance reviews.

6. CONSULTATION

- 6.1 The Employer agrees to consult the Employee timeously where the exercising of her powers will have amongst others:
 - 6.1.1 A direct effect on the performance of any of the Employee's functions;
 - 6.1.2 A commitment by the Employee to implement or to give effect to a decision made by the Employer: and
 - 6.1.3 A substantial financial effect on the Employee.
- 6.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-item 6.1 as soon as is practicable to enable the Employee to take the necessary action without delay.

7. COMMENCEMENT AND DURATION

- 7.1 Irrespective of the date of the signature of the agreement, this performance agreement and its annexure (the Departmental Performance Plan for the 2023/2024 financial year) will commence on 1 July 2023 and will remain in force until 30 June 2024. Thereafter a new annexure to this agreement will be concluded between the two parties for the following financial year.
- 7.2 The parties will review the provisions of this agreement during June each year. The parties will then conclude a new performance agreement that replaces the previous agreement by no later than 31 July of that year.
- 7.3 The agreement will terminate on the termination of the Employee's contract of employment for any reason.

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- 7.4 Nothing contained in this performance agreement in any way limits the right of the Employer to terminate the Employee's contract of employment with or without notice for any other breach by the Employee of his obligations to the Employer or for any other valid reason in law.
- 7.5 The content of the agreement may be revised at any time during the abovementioned period to determine the appropriateness of the matters agreed upon.
- 7.6 If at any time during the validity of the performance agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of the agreement are no longer appropriate, the content shall immediately be revised and then mutually agreed upon by the two parties.

8. PERFORMANCE OBJECTIVES

- 8.1 The **Departmental Performance Plan** for the 2023/2024 financial year sets out:
- 8.1.1 The key performance areas for which the Employee is responsible.
- 8.1.2 The performance objectives and targets that must be met by the Employee.
- 8.1.3 The timeframes within which those performance objectives and targets must be met.
- 8.1.4 The performance objectives and targets reflected in the Performance Plan are set by the Employer in consultation with the Employee in compliance with legislative requirements and based on the Integrated Development Plan and the Budget of the Municipality and include key performance areas, objectives, targets, key performance indicators and weightings.
- 8.1.5 The key performance areas describe the main tasks to be done. The key performance indicators consist of the details of the evidence that must be provided to show that an objective has been achieved. The targets describe the timeframe in which the work must be achieved. The weightings reflect the relative importance of the objectives to each other.
- 8.2 The **Employee's** assessment will be based on his/her performance in terms of the output/outcomes (performance indicators) identified as the performance plan annexed into this agreement, which are linked to the Key Performance Areas, and will constitute 80% of the overall assessment results as per the weightings agreed into between the **Employer** and the **Employee**:

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Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	
Local Economic Development (LED)	
Municipal Transformation and Organisational Development	
Good Governance and Public Participation	
Financial Viability and Management	
Spatial and Environmental	
TOTAL	80%

8.3 The **Core Competencies** will make up the other 20% of the **Employee's** assessment score. In terms of Local Government: Regulations on appointment and conditions of employment of Senior Managers, Reg. 21 of 17 January 2016, the "Core Competencies" are competencies that cut across all levels of work in a municipality and enhance contextualised leadership that guarantees service delivery impact; and "Leading competencies" means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results. There is no hierarchical connotation to the structure and all competencies are essential to the role of a senior manager to influence high performance. All competencies must therefore, be considered as measurable and critical in assessing the level of a senior manager's performance and as listed as follows:

LEADING COMPETENCIES		
COMPETENCY		Weighting
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 	

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	Management	
Programme and Project Management	<ul style="list-style-type: none"> • Programme and Project Planning and Implementation • Service Delivery Management • Programme 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 	
Total Weighting Leading Competencies		
CORE COMPETENCIES		
COMPETENCY		Weighting
Moral Competence		
Planning and Organising		
Analysis and Innovation		
Knowledge and Information Management		
Communication		
Results and Quality Focus		
TOTAL PERCENTAGE WEIGHTING		20%

9. ASSESSMENT OF PERFORMANCE

9.1 Performance Reviews

The performance of the Employee in relation to his performance agreement shall be reviewed on the following basis:

First Quarter	July to September
Second Quarter	October to December
Third Quarter	January to March
Fourth Quarter	April to June

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- 9.1.1 The quarterly reviews for the first and third quarter may be undertaken verbally between the Employer representative and the Employee if performance is satisfactory.
- 9.1.2 The fourth quarter (annual) review will be undertaken by an evaluation panel. The evaluation panel will consist of the following persons:
- Municipal Manager of the Ulundi Municipality (Chairperson)
 - Chairperson of the Audit Committee
 - Member of the Executive Committee of the Ulundi Municipality
 - Municipal Manager from another Municipality
 - Performance Management Specialist
- 9.1.3 The Employer shall keep a record of the mid-year review and the annual assessment meetings.
- 9.1.4 Performance feedback will be based on both the Employer's and the Employee's assessment of the Employee's performance. Part of the review process is the development of an agreed assessment of the Employee's performance.
- 9.1.5 The Employer will be entitled to review and make reasonable changes to the provisions on the performance plan from time to time for operational reasons. The Employee will be fully consulted before any such change.
- 9.1.6 The Employer may amend the provisions on the performance plan 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.

9.2 Performance Rating Scale

Level	Terminology	Description	Rating
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 Performance Agreement and the Performance Plan and maintained this in all areas of responsibility throughout the year	130% - 150%+
4	Performance significantly	Performance is significantly higher than the standard expected in the job. This appraisal indicates that the	100% - 129%

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	above expectations	Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	90% - 100%
2	Performance 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 Performance Agreement and the Performance Plan	60% - 89%
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and the 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	Below 60%

9.3 Evaluation of Performance

The evaluation of performance consists of the following:

- 9.3.1 An assessment of the achievement of results as outlined in the Departmental Performance Plan (80%); and an assessment of the Leading and Core Competencies is (20%).
- 9.3.2 Each objective in the Departmental Performance Plan will be assessed according to the extent to which the specified standards or performance indicators have been met.
- 9.3.3 Each of the elements of the Core Management Criteria, which have been weighted equally, will be assessed according to the extent to which the strategic alignment standards have been met.
- 9.3.4 An indicative rating on the five point rating scale will be provided for each performance objective and / or managerial competency.
- 9.3.5 The applicable assessment rating calculator will then be used to add the scores and calculate a final KPA score.

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

10. MANAGEMENT OF EVALUATION OUTCOMES

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

10.2 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package will be paid to the Employee in recognition of outstanding performance to be constituted as follows:

10.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9% and a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

10.2.2 Should an employee incur unauthorised, irregular, fruitless and wasteful expenditure he/she will not receive a performance bonus for that particular financial year.

10.3 In the case of unacceptable performance, the Employer shall:

10.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

10.3.2 After appropriate performance 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 on the grounds of unfitness or incapacity to carry out his duties.

11. CONSTRAINTS

The following constraints that could potentially impact on the performance of the Employee in the 2023/2024 financial year are acknowledged and recorded:

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12. DISPUTE RESOLUTION

- 12.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the objectives and performance targets established in terms of this agreement, the Employee may meet with the Employer with a view to resolving the issue. At the Employee's request the Employer will record the outcome of the meeting in writing.
- 12.2 In the event that the Employee remains dissatisfied with the outcome of that meeting, he may refer a formal dispute for mediation to the Mayor of the Ulundi Local Municipality which, rendered within 30 (thirty) days of receipt of the formal dispute, shall be final and binding on both parties.

13. GENERAL

- 13.1 The contents of this performance agreement must be made available to the public by the Employer in accordance with the Municipal Finance Management Act, Act 56 of 2003, and Section 46 of the Systems Act
- 13.2 This performance agreement is written in English; hence English shall be the language of all communication between the two parties. All correspondence between the parties to this agreement and all reports and other documentation shall be submitted in English.
- 13.3 The parties to this agreement record that this agreement constitutes the whole of the agreement and arrangements for the performance of the Employee for the 2023/2024 financial year.
- 13.4 No agreement varying, adding or deleting from or cancelling this agreement shall have any effect unless reduced to writing and signed by both parties.
- 13.5 Nothing in this agreement diminishes the obligations, duties or accountability of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

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14. SIGNATURE OF THE PARTIES

Signed at Ulundi on this 31 day of July 2023

AS WITNESSES

- 1. Dana
- 2. [Signature]

[Signature]
MR J.H. MHLONGO

Signed at Ulundi on this 31 day of July 2023

AS WITNESSES

- 1. [Signature]
- 2. [Signature]

[Signature]
Mr S. M. Khomo

EVALUATION OF PERFORMANCE

PART A: DEPARTMENTAL PERFORMANCE PLAN

Key Performance Areas	Maximum Score	Agreed Evaluation	Actual Score	Percentage of Maximum Score
TOTAL				

Contribution to Overall Performance Score (80%) _____

PART B: LEADING AND CORE COMPETENCIES

Competency	Weight	Agreed Evaluation	Percentage Score
Strategic Direction and Leadership			
People Management			
Program and Project Management			
Financial Management			
Change Leadership			
Governance Leadership			
Moral Competence			
Planning and Organising			
Analysis and Innovation			
Knowledge and information Management			
Communication			

Results and Quality Focus			
TOTAL			

Contribution to Overall Performance Score (20%) _____

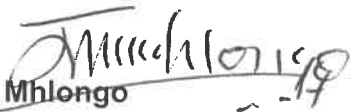
SUMMARY

Performance Area	Performance Score
Part A: Municipal Performance Plan	
Part B: Leading and Core Competencies	
TOTAL EVALUATION OF PERFORMANCE	

Signed:

Mr J.H. Mhlongo

Date: 31/07/2023



Signed:

Mr S. M. Khomo

Date: 31/07/2023



FINAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN FOR 2023/2024 FINANCIAL YEAR: FINANCE

IDP Reference	Project Number	National KPA / B2B Pillars	Strategic Objectives	Strategies	Key Performance Indicator	Unit of Measure	Baseline	Budget	Annual Target				Progress Report towards achievement of targets	Blockages / Challenges	Corrective Measures taken / to be taken and date of finalisation	Wards	POE Required
									SDBIP Quarter 1 1 July 2023 - 30 September 2023	SDBIP Quarter 2 1 October 2023 - 31 December 2023	SDBIP Quarter 3 1 January 2024 - 31 March 2024	SDBIP Quarter 4 1 April 2024 - 30 June 2024					
KZN266-FS-SO: 18	FS 1		To assist communities in addressing the ravages of poverty prevalent within the municipality	Identification of indigent households within communities and providing those households with a range of services and benefits at no cost.	% of consumer accounts with refuse rebates	Percentage	100%	R1 466 250	100% consumer accounts with refuse rebates by 30 June 2024	100% consumer accounts with refuse rebates by 31 December 2023	100% consumer accounts with refuse rebates by 31 March 2024	100% consumer accounts with refuse rebates by 30 June 2024				All 24 Wards	Billing Report
									Performance Target	Performance Target	Performance Target	Performance Target					
KZN266-FS-SO: 18	FS 1.1		To assist communities in addressing the ravages of poverty prevalent within the municipality	Identification of indigent households within communities and providing those households with a range of services and benefits at no cost.	% of consumer accounts with property rates rebates	Percentage	100%	R3 511 443	100% of consumer accounts with property rates rebates by 30 June 2024	100% of consumer accounts with property rates rebates by 31 December 2023	100% of consumer accounts with property rates rebates by 31 March 2024	100% of consumer accounts with property rates rebates by 30 June 2024			All 24 Wards	Billing Report	
KZN266-FS-SO 26	FS 2	KPA- LOCAL ECONOMIC DEVELOPMENT	To uplift communities and contribute to the alleviation of poverty by stimulating employment	Ensure that Bid Committees are inspired to give preference to previously disadvantaged individual owned companies when evaluating and adjudicating bids	Number of Bids awarded to previously disadvantaged individual owned companies	Number	5	n/a	5 Bids awarded to previously disadvantaged individual owned companies by 30 June 2024	n/a	2	5 Bids awarded to previously disadvantaged individual owned companies by 30 June 2024			All 24 Wards	Appointment letters	
KZN266-FS-SO 26	FS 2.1		To uplift communities and contribute to the alleviation of poverty by stimulating employment	Ensure that Bid Committees are inspired to give preference to previously disadvantaged individual owned companies when evaluating and adjudicating bids	Number of Quarterly Reports on the implementation of SCM Policy submitted to Council by 30 June 2024	Number	4	n/a	4 Quarterly Reports on the implementation of SCM Policy submitted to Council by 30 June 2024	1 Quarterly Report on the implementation of SCM Policy submitted to Council by 31 March 2023 (Q1)	1 Quarterly Report on the implementation of SCM Policy submitted to Council by 31 March 2023 (Q2)	1 Quarterly Report on the implementation of SCM Policy submitted to Council by 30 June 2024 (Q3)			All 24 Wards	SCM Quarterly Reports submitted to Council & Council Resolution	
KZN266-FS-SO 36	FS 3		To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Section 71 Financial Reports submitted to Treasury	Number	12	n/a	12 Section 71 Reports Submitted to Treasury within 10 working days of the next month by 30 June 2024	3 Section 71 Reports Submitted to Treasury within 10 working days of the next month by 31 December 2023	3 Section 71 Reports Submitted to Treasury within 10 working days of the next month by 31 March 2024	3 Section 71 Reports Submitted to Treasury within 10 working days of the next month by 30 June 2024			All 24 Wards	Proof of submission of data strings (Actual Creditors, Actual Debtors, and Actual)	
KZN266-FS-SO 36	FS 3.1		To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Quarterly Financial Reports submitted to Treasury	Number	4	n/a	4 Quarterly Financial Reports to be submitted to Treasury by 30 June 2024	1 Quarterly Financial Reports to be submitted to Treasury by 31 December 2023	1 Quarterly Financial Reports to be submitted to Treasury by 31 March 2024	1 Quarterly Financial Reports to be submitted to Treasury by 30 June 2024			All 24 Wards	Proof of submission to Treasury (Proof of Data strings submission)	
KZN266-FS-SO 36	FS 3.2		To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Section 72 Financial Report submitted to Treasury	Number	1	n/a	1 Section 72 Financial Report to be submitted to Treasury by 25 January 2024	n/a	1 Section 72 Financial Report to be submitted to Treasury by 25 January 2024	n/a			All 24 Wards	Proof of submission to Treasury (Proof of Data Strings submission) and Council resolution	

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KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION / B2B PILLAR 3: GOOD GOVERNANCE

FS 3.3 SO 38 KZN266-FS- SO 45	FS 4 KZN266-FS- SO 45	FS 4.1 KZN266-FS- SO 45	FS 5 KZN266-FS- SO 48	FS 5.1 KZN266-FS- SO 48	FS 6 KZN266-FS- SO 50	FS 6.1 KZN266-FS- SO 50	FS 7 KZN266-FS- SO 53	FS 8 KZN266-FS- SO 54
<p>To promote good governance, accountability and transparency</p> <p>Promotion of effective communication with internal and external stakeholders</p>	<p>To promote good governance, accountability and transparency</p> <p>Management of risk within the structures and operations of the Municipality</p>	<p>To promote good governance, accountability and transparency</p> <p>Management of risk within the structures and operations of the Municipality</p>	<p>To ensure that the municipality performs its core functions effectively and efficiently in line with MSCOA Regulations</p> <p>Prioritisation of the municipal core functions to realise the municipality's goals</p>	<p>To ensure that the municipality performs its core functions effectively and efficiently in line with MSCOA Regulations</p> <p>Prioritisation of the municipal core functions to realise the municipality's goals</p>	<p>To ensure that the municipality performs its core functions effectively and efficiently in line with MSCOA Regulations</p> <p>Identification, prioritisation, acquisition and maintenance of municipal assets</p>	<p>To ensure that the municipality performs its core functions effectively and efficiently in line with MSCOA Regulations</p> <p>Identification, prioritisation, acquisition and maintenance of municipal assets</p>	<p>To ensure that the municipality remains Financially viable.</p> <p>Development and implementation of measures to expand revenue base</p>	<p>To ensure that the municipality remains Financially viable.</p> <p>Development and implementation of measures to reduce the level of customer debt owed to the Municipality</p>
<p>Number</p> <p>4</p>	<p>Number</p> <p>12</p>	<p>Number</p> <p>4</p>	<p>Number</p> <p>4</p>	<p>Number</p> <p>4</p>	<p>Number</p> <p>2</p>	<p>Number</p> <p>12</p>	<p>Date</p> <p>31/05/2024</p>	<p>Rand Value</p> <p>1 545 432,00</p>
<p>Number of Quarterly Coga Circular 88 Templates submitted by Department to the office of the Municipal Manager</p>	<p>Number of Monthly Risk Register Progress Reports submitted by the 14th of each month by Head of Department to Risk Management Unit</p>	<p>Number of Quarterly Assessments of the Performance of Service Providers submitted by Head of Department to the Municipal Manager after the end of each quarter</p>	<p>Number of Quarterly Report-backs on the implementation of Mscoa submitted to Council by Head of Department to Council</p>	<p>Number of Mscoa Steering Committees Meetings convened by Head of Department</p>	<p>Number of Verification of Investment Property Register conducted</p>	<p>Number of Monthly scheduled inspection of assets to confirm their location done</p>	<p>Date of Review and adoption by Council of the Revenue Enhancement Strategy</p>	<p>Reduction of debt owed by customers who have signed Acknowledgement Of Debt</p>
<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>R1 545 432,00</p>
<p>4 Quarterly Coga Circular 88 Templates submitted by Department to the office of the Municipal Manager by 30 June 2024</p>	<p>12 Monthly Risk Register Progress Reports submitted by the 14th of each month by Head of Department by 30 June 2024</p>	<p>4 Quarterly Assessments of the Performance of Service Providers submitted by Head of Department to the Municipal Manager by 30 June 2024</p>	<p>4 Quarterly Report-backs on the implementation of Mscoa submitted to Council by Head of Department by 30 June 2024</p>	<p>4 Quarterly MsCOA Steering Committee Meetings convened by Head of Department by 30 June 2024</p>	<p>2 Investment Property Register Verification to be done by 30 June 2024</p>	<p>12 Monthly scheduled inspection of Assets to confirm their location to be done by 30 June 2024</p>	<p>Date of Review and adoption by Council of the Revenue Enhancement Strategy by 31 May 2024</p>	<p>Reduction of Debt amounting to R1 545 432,00 owed by customers on a quarterly basis by 30 June 2024</p>
<p>1 Quarterly Coga Circular 88 Template submitted by Department to the office of the Municipal Manager by 31 March 2024</p>	<p>3 Monthly Risk Register Progress Report submitted by the 14th of each month by HOD by 31 March 2024</p>	<p>1 Quarterly Assessment of the Performance of Service Providers submitted by HOD to the MM for Q1 ending (30 September 2022)</p>	<p>1 Quarterly Report-back on the implementation of Mscoa submitted to Council by HOD by 31 December 2023</p>	<p>1 Quarterly mSCOA Steering Committee Meeting convened by HOD by 31 December 2023</p>	<p>1 Quarterly Investment Property Register Verification done by 31 December 2023</p>	<p>3 Monthly scheduled inspection of Assets to confirm their location done by 31 December 2023</p>	<p>n/a</p>	<p>Reduction of Debt owed by customers by R386 358,00 by 31 December 2023</p>
<p>1 Quarterly Coga Circular 88 Template submitted by the office of the Municipal Manager by 30 June 2024</p>	<p>3 Monthly Risk Register Progress Report submitted by the 14th of each month by HOD by 30 June 2024</p>	<p>1 Quarterly Assessment of the Performance of Service Providers submitted by HOD to the MM for Q1 ending (30 September 2022)</p>	<p>1 Quarterly Report-back on the implementation of Mscoa submitted to Council by HOD by 31 December 2023</p>	<p>1 Quarterly mSCOA Steering Committee Meeting convened by HOD by 31 December 2023</p>	<p>1 Quarterly Investment Property Register Verification done by 30 June 2024</p>	<p>3 Monthly scheduled inspection of Assets to confirm their location done by 30 June 2024</p>	<p>Review and adoption by Council of the Revenue Enhancement Strategy by 31 May 2024</p>	<p>Reduction of Debt owed by customers by R386 358,00 by 30 June 2024</p>
<p>1 to 24</p>	<p>All 24 Wards</p>	<p>All 24 Wards</p>	<p>All 24 Wards</p>	<p>All 24 Wards</p>	<p>All 24 Wards</p>	<p>All 24 Wards</p>	<p>All 24 Wards</p>	<p>All 24 Wards</p>
<p>COGTA Circular 88 Template & Proof of date of submission to the office of the Municipal Manager</p>	<p>Monthly Risk Register Progress Reports submitted & Proof of date of submission to Risk Management Unit</p>	<p>Assessment of the Performance of Service Provider within Finance Departments signed by the HOD and Proof of submission to the Municipal Manager</p>	<p>Quarterly Report & Council Resolution</p>	<p>Agenda, Attendance Register and Minutes of meeting</p>	<p>Property Register</p>	<p>Acknowledgement signed off by HOD where assets were inspected and CFO</p>	<p>Council Resolution</p>	<p>Acknowledgement Of Debt Report. List of paid accounts</p>

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KZN266-FS-SO 54	FS 8.1	To ensure that the municipality remains financially viable.	Development and implementation of measures to reduce the level of customer debt owed to the Municipality.	Reduction of debt owed by customers through implementation of Debt and Credit Control Policy.	Rand Value	2 500 000,00	R2 500 000,00	Reduction of Debt amounting to R2 500 000,00 owed by customers on quarterly basis by 30 June 2024	Reduction of Debt owed by customers by R625 000,00 by 30 September 2022	Reduction of Debt owed by customers by R625 000,00 by 31 December 2023	Reduction of Debt owed by customers by R625 000,00 by 31 March 2024	Reduction of Debt owed by customers by R625 000,00 by 30 June 2024	All 24 Wards	Age Analysis
KZN266-FS-SO 55	FS 9	To ensure that the municipality remains financially viable	To effectively and efficiently manage the Municipality's Cash Flow	Number of Monthly Creditors' Reconciliation reflecting the amount paid prepared & submitted to the Municipal Manager by 30 June 2024	Number	12	n/a	12 Monthly Creditors' Reconciliation reflecting the amount paid prepared & submitted to the Municipal Manager by 30 June 2024	3 Monthly Creditors' Reconciliation reflecting the amount paid prepared & submitted to the MM by 30 September 2022	3 Monthly Creditors' Reconciliation reflecting the amount paid prepared & submitted to the MM by 31 December 2023	3 Monthly Creditors' Reconciliation reflecting the amount paid prepared & submitted to the MM by 31 March 2024	3 Monthly Creditors' Reconciliation reflecting the amount paid prepared & submitted to the MM by 30 June 2024	All 24 Wards	Monthly Creditors Reconciliation Report signed by the Chief Financial Officer & Proof of Submission to the MM
KZN266-FS-SO 55	FS 9.1	To ensure that the municipality remains financially viable	To effectively and efficiently manage the Municipality's Cash Flow	Number of Monthly payments of councillor allowances	Number	12	R17 614 528,00	12 Monthly Payments of R17 614 528,00 for Councillor Allowances made by 30 June 2024	3 Monthly Payments of R4 403 632,00 for Councillor Allowances made by 30 September 2022	3 Monthly Payments of R4 403 632,00 for Councillor Allowances made by 31 December 2023	3 Monthly Payments of R4 403 632,00 for Councillor Allowances made by 31 March 2024	3 Monthly Payments of R4 403 632,00 for Councillor Allowances made by 30 June 2024	All 24 Wards	Bank-it Report
KZN266-FS-SO 55	FS 9.2	To ensure that the municipality remains financially viable	To effectively and efficiently manage the Municipality's Cash Flow	Number of Monthly payments of employees salaries made	Number	12	R66 973 456,00	12 Monthly Payments of R66 973 456,00 for employee salaries made by 30 June 2024	3 Monthly Payments of R21 743 364,00 for employee salaries made by 30 September 2022	3 Monthly Payments of R21 743 364,00 for employee salaries made by 31 December 2023	3 Monthly Payments of R21 743 364,00 for employee salaries made by 31 March 2024	3 Monthly Payments of R21 743 364,00 for employee salaries made by 30 June 2024	All 24 Wards	Bank-it Report
KZN266-FS-SO 55	FS 9.3	To ensure that the municipality remains financially viable	To effectively and efficiently manage the Municipality's Cash Flow	Number of Monthly salary, deductions and contributions paid over by the due date	Number	12	R84 288 848,00	12 Monthly Payments of R84 288 848,00 for Salary Deductions and Contributions paid by the due date by 30 June 2024	3 Monthly Payments of R21 072 212,00 for Salary Deductions and Contributions paid by the due date by 30 September 2022	12 Monthly Payments of R21 072 212,00 for Salary Deductions and Contributions paid by the due date by 31 December 2023	3 Monthly Payments of R21 072 212,00 for Salary Deductions and Contributions paid by the due date by 31 March 2024	3 Monthly Payments of R21 072 212,00 for Salary Deductions and Contributions paid by the due date by 30 June 2024	All 24 Wards	Bank-it Report
KZN266-FS-SO 55	FS 9.4	To ensure that the municipality remains financially viable	To effectively and efficiently manage the Municipality's Cash Flow	Amount collected on the budgeted revenue for the Directorate in respect of the 2022/2023 financial year	Rand Value	363 195 330,37	R363 195 330,37	Collection of R363 195 330,37 on the budgeted revenue for the Directorate by 30 June 2024	Collection of R88 298 833,00 on the budgeted revenue for the Directorate by 30 September 2022	Collection of R88 298 833,00 on the budgeted revenue for the Directorate by 31 December 2023	Collection of R88 298 833,00 on the budgeted revenue for the Directorate by 31 March 2024	Collection of R88 298 833,00 on the budgeted revenue for the Directorate by 30 June 2024	All 24 Wards	Service Charges Collection Reports
KZN266-FS-SO 55	FS 9.5	To ensure that the municipality remains financially viable	To effectively and efficiently manage the Municipality's Cash Flow	Containment of expenditure incurred by the Directorate for 2023/2024 financial year within budgetary limits	Rand Value	9 687 478,20	R9 687 478,20	Containment of operational expenditure incurred by the Directorate for the financial year 2022/2023 within budgetary limits of R9 687 478,20 by 30 June 2024	Containment of operational expenditure budget within budgetary limits of R2 421 870,00 by 30 September 2022	Containment of operational expenditure budget within budgetary limits of R2 421 870,00 by 31 March 2024	Containment of operational expenditure budget within budgetary limits of R2 421 870,00 by 31 March 2024	Containment of operational expenditure budget within budgetary limits of R2 421 870,00 by 30 June 2024	All 24 Wards	Income & Expenditure Report
KZN266-FS-SO 56	FS 10	Ensure the maintenance of sound financial practices	Establishment and regular review of internal control procedures and controls	Date of Review and Adoption by Council of Financial Policies and procedures	Date	29/05/2024	n/a	Approved Financial Policies and Procedures by 31 May 2024	n/a	n/a	n/a	Approved Financial Policies and Procedures by 31 May 2024	All 24 Wards	Council Resolution
KZN266-FS-SO 58	FS 11	Ensure the maintenance of sound financial practices	To work towards obtaining a Clean Audit Report from the Auditor-General	Date of submission for audit purposes of the Annual Financial Statements for the 2022/2023 financial year to the Auditor-General	Date	31/08/2023	n/a	Submission of the Annual Financial Statements for the 2022/2023 financial year to the Auditor-General by 31 August 2023	Submission of the Annual Financial Statements for the 2021/2022 financial year to the Auditor-General by 31 August 2022	Submission of the Annual Financial Statements for the 2020/2021 financial year to the Auditor-General by 31 August 2021	Submission of the Annual Financial Statements for the 2019/2020 financial year to the Auditor-General by 31 August 2020	n/a	All 24 Wards	Proof of submission to Auditor-General

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KZN266-FS-SO 58	FS 11.1	Ensure the maintenance of sound financial practices	To work towards obtaining a Clean Audit Report from the Auditor-General	Number of Monthly Progress Reports on AG Action Plan submitted to the Municipal Manager	Number	12	n/a	n/a	12 Monthly Progress Reports on AG Action Plan submitted to the Municipal Manager by 30 June 2024	3 Monthly Progress Reports on AG Action Plan submitted to the Municipal Manager by 30 September 2022	3 Monthly Progress Reports on AG Action Plan submitted to the Municipal Manager by 31 December 2023	3 Monthly Progress Reports on AG Action Plan submitted to the Municipal Manager by 31 March 2024	3 Monthly Progress Reports on AG Action Plan submitted to the Municipal Manager by 30 June 2024	All 24 Wards	Progress Reports and Proof of submission
KZN266-FS-SO 59	FS 12	Alignment of the operating and capital budget with the priorities reflected in the IDP	Ensuring that there is synergy between the strategic planning and financial planning functions within the Municipality	Date of the Adjustment Budget approval by Council	Date	28/02/2024	n/a	n/a	Adjustment Budget approved by Council by 28 February 2024	n/a	n/a	Adjustment Budget approved by Council by 28 February 2024	n/a	All 24 Wards	Council Resolution and proof of submission
KZN266-FS-SO 59	FS 12.1	Alignment of the operating and capital budget with the priorities reflected in the IDP	Ensuring that there is synergy between the strategic planning and financial planning functions within the Municipality	Date of the Draft Operating and Capital Budget for 2023/2024 Financial Year is approved by Council	Date	31/03/2024	n/a	n/a	Draft Operating and Capital Budget for 2024/2025 Financial Year approved by Council by 31 March 2024	n/a	n/a	Draft Operating and Capital Budget for 2024/2025 Financial Year approved by Council by 31 March 2024	n/a	All 24 Wards	Council Resolution and proof of submission (Date sittings)
KZN266-FS-SO 59	FS 12.2	Alignment of the operating and capital budget with the priorities reflected in the IDP	Ensuring that there is synergy between the strategic planning and financial planning functions within the Municipality	Number of Stakeholder Engagements conducted on the Budget prior to approval	Number	24	n/a	n/a	24 Wards consulted on the Annual Budget prior to the approval by 30 April 2024	n/a	n/a	24 Wards consulted on the Annual Budget prior to the approval by 30 April 2024	n/a	All 24 Wards	Public Notice/Advert, Attendance Registers
KZN266-FS-SO 59	FS 12.3	Alignment of the operating and capital budget with the priorities reflected in the IDP	Ensuring that there is synergy between the strategic planning and financial planning functions within the Municipality	Date of the Final Operating and Capital Budget of the Municipality for 2024/2025 is approved by Council	Date	31/05/2024	n/a	n/a	Final Operating and Capital Budget of the Municipality for 2023/2024 approved by Council by 31 May 2024	n/a	n/a	Final Operating and Capital Budget of the Municipality for 2023/2024 approved by Council by 31 May 2023	n/a	All 24 Wards	Council Resolution and proof of submission
KZN266-FS-SO 58	FS 12.4	Alignment of the operating and capital budget with the priorities reflected in the IDP	Ensuring that there is synergy between the strategic planning and financial planning functions within the Municipality	Date of approval of the Budget Process Plan for 2024/2025 Financial Year is approved by Council	Date	31/08/2024	n/a	n/a	Approval by Council of the Budget Process Plan for 2023/2024 Financial Year by 31 August 2022	Approval by Council of the Budget Process Plan for 2023/2024 Financial Year by 31 August 2022	n/a	Approval by Council of the Budget Process Plan for 2023/2024 Financial Year by 31 August 2022	n/a	All 24 Wards	Council Resolution and proof of submission

SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

In this Schedule "partner" means a person who permanently lives with another person in a manner as if married.

2. General conduct

A staff member of a municipality must at all times—

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) 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
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the staff member'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;
- (e) participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal gain

(1) A staff member of a municipality may not—

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

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—

- (a) be a party to a contract for—
 - (i) the provision of goods or services to the municipality; or
 - (ii) the performance of any work for the municipality otherwise than as a staff member;
- (b) obtain a financial interest in any business of the municipality; or
- (c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

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

6. Unauthorised disclosure of information

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

- (2) For the purpose of this item "privileged or confidential information" includes any information—
- (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
 - (b) discussed in closed session by the council or a committee of the council;
 - (c) disclosure of which would violate a person's right to privacy; or
 - (d) declared to be privileged, confidential or secret in terms of any law.

(3) This item does not derogate from a person's right of access to information in terms of national legislation.

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12. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

13. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.

14. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

14A. Disciplinary steps

(1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.

(2) Such other disciplinary steps may include—

- (a) suspension without pay for no longer than three months;
- (b) demotion;
- (c) transfer to another post;
- (d) reduction in salary, allowances or other benefits; or
- (e) an appropriate fine.


PERSONAL DEVELOPMENT PLAN

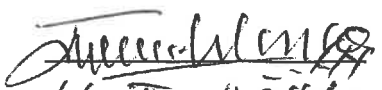
MUNICIPALITY: Uluweto
INCUMBENT: J. H. MHLONGO
SALARY: _____
JOB TITLE: CHIEF FINANCIAL OFFICER
REPORT TO: MUNICIPAL MANAGER

<p>1. What are the competencies required for this job (refer to competency profile of job description)?</p> <p>_____</p> <p>_____ <u>NQF 7</u> _____</p> <p>_____</p> <p>_____</p>
<p>2. What competencies from the above list, does the job holder already possess?</p> <p>_____</p> <p>_____ <u>NQF 8</u> _____</p> <p>_____</p> <p>_____</p>
<p>3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)</p> <p>_____</p> <p>_____ <u>N/A</u> _____</p> <p>_____</p> <p>_____</p>
<p>4. Actions/Training interventions to address the gaps/needs</p> <p>_____</p> <p>_____ <u>N/A</u> _____</p> <p>_____</p> <p>_____</p>

<p>5. Indicate the competencies required for future career progression/development</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">N/A</p> <p>_____</p>
<p>6. Actions/Training interventions to address future progression</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">N/A</p> <p>_____</p>
<p>7. Comments/Remarks of the Incumbent</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">N/A</p> <p>_____</p>
<p>8. Comments/Remarks of the supervisor</p> <p>_____</p> <p style="text-align: center;">N/A</p> <p>_____</p> <p>_____</p>

Agreed upon

Signature: 
 Supervisor: S. M. Khomo
 Date: 21/07/2023

Signature: 
 Incumbent: H. J. Ntshong
 Date: 31/07/2023

Date of next review: 01/07/2024

DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials) MITLONGO J. H
 (Postal Address) P.O. BOX 1880
ULLURDI
 (Residential Address) C-552 NDOBAMBA CRESCENT, ULLURDI
 (Position Held) CHIEF FINANCIAL OFFICER
 (Name of Municipality) ULLURDI
 Tel: 035 874 5100 Fax: N/A
 hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares, securities and other financial interests (Not bank accounts with financial institutions.)

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

2. Interest in a trust

Name of trust	Amount of Remuneration/ Income
	N/A

3. Membership, directorships and partnerships

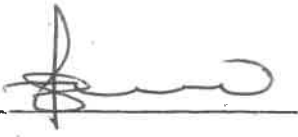
Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
	N/A	

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

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

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Council

Signature by Mayor or Designate:  Date: 31/07/2023

5. Consultancies, Retainerships and Relationships

Name of Client	Nature	Type of business activity	Value of any benefits received

