



PERFORMANCE PLAN

For

Ms N.N.F. Buthelezi



Ukhahlamba-Isixhoseni Local Municipality

Social Development

01 July 2014 to 30 June 2015



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

Period Under Review	
Surname	Buthelezi
Name	NNF
Municipality	Ubuhlebezwe Municipality
Department	Social Development
Race	African
Gender	Female
Employee Number	0238
Date Of Appointment	03 September 2012
Salary Package	



PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
OUTCOME 9				DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT									
NATIONAL KPA				MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT									
SD01	To improve performance and functioning of the municipality	Submission of the performance reports to the office of the MM	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of the quarter	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of the quarter					Proof of submission & quarterly performance report
SD02	To improve performance and functioning of the municipality	Submission of the risk register reports to the office of the MM	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter					Proof of submission & quarterly updated risk register report
OUTCOME 9				IMPROVED ACCESS TO BASIC SERVICES									
NATIONAL KPA				BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT									



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD03	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of halls and sportfields	HALLS (peace initiative, carrisbrooke, hopewell, chibini, sheshe, nkumande, nkululeko, kwabhaca, mashakeni, fairview, bhobhobho, butateni skills centre, dabulamanzi, jolivet, kwampondo skills centre, nkawini, shiyabanye, springvale, highflats, koshange, thathani, mpiyamandla, mhlabashane, nokweja, mgodi skeyi, mazabekweni) and SPORTS FIELDS	HALLS (peace initiative, carrisbrooke, hopewell, chibini, sheshe, nkumande, nkululeko, kwabhaca, mashakeni, fairview, bhobhobho, butateni skills centre, dabulamanzi, jolivet, kwampondo skills centre, nkawini, shiyabanye, springvale, highflats, koshange, thathani, mpiyamandla, mhlabashane, nokweja, mgodi skeyi, mazabekweni) and SPORTS FIELDS	HALLS (peace initiative, carrisbrooke, hopewell, chibini, sheshe, nkumande, nkululeko, kwabhaca, mashakeni, fairview, bhobhobho, butateni skills centre, dabulamanzi, jolivet, kwampondo skills centre, nkawini, shiyabanye, springvale, highflats, koshange, thathani, mpiyamandla, mhlabashane, nokweja, mgodi skeyi, mazabekweni) and SPORTS FIELDS	HALLS (peace initiative, carrisbrooke, hopewell, chibini, sheshe, nkumande, nkululeko, kwabhaca, mashakeni, fairview, bhobhobho, butateni skills centre, dabulamanzi, jolivet, kwampondo skills centre, nkawini, shiyabanye, springvale, highflats, koshange, thathani, mpiyamandla, mhlabashane, nokweja, mgodi skeyi, mazabekweni) and SPORTS FIELDS	HALLS (peace initiative, carrisbrooke, hopewell, chibini, sheshe, nkumande, nkululeko, kwabhaca, mashakeni, fairview, bhobhobho, butateni skills centre, dabulamanzi, jolivet, kwampondo skills centre, nkawini, shiyabanye, springvale, highflats, koshange, thathani, mpiyamandla, mhlabashane, nokweja, mgodi skeyi, mazabekweni) and SPORTS FIELDS	HALLS (peace initiative, carrisbrooke, hopewell, chibini, sheshe, nkumande, nkululeko, kwabhaca, mashakeni, fairview, bhobhobho, butateni skills centre, dabulamanzi, jolivet, kwampondo skills centre, nkawini, shiyabanye, springvale, highflats, koshange, thathani, mpiyamandla, mhlabashane, nokweja, mgodi skeyi, mazabekweni) and SPORTS FIELDS					Dated photos before & after



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
			(mahehle, ncakubana, ixopo lower, carrisbrooke, hopewell, chibini, nonkwenkwa na, mashakeni, sgedleni, sheshe, morningside, fairview, mariathal, seminar st marys, bhobhobho, sangcwaba. butateni, sqandulweni, madadiel, nkweletsheni, hlokozi, joliev, mpondo, st michaels, shiyabanye, hluthankungu, springvale, ntabane, sisisizwe, thuleshe, highflats, thathani,	(mahehle, ncakubana, ixopo lower, carrisbrooke, hopewell, chibini, nonkwenkwa na, mashakeni, sgedleni, sheshe, morningside, fairview, mariathal, seminar st marys, bhobhobho, sangcwaba. butateni, sqandulweni, madadiel, nkweletsheni, hlokozi, joliev, mpondo, st michaels, shiyabanye, hluthankungu, springvale, ntabane, sisisizwe, thuleshe, highflats, thathani,	(mahehle, ncakubana, ixopo lower, carrisbrooke, hopewell, chibini, nonkwenkwa na, mashakeni, sgedleni, sheshe, morningside, fairview, mariathal, seminar st marys, bhobhobho, sangcwaba. butateni, sqandulweni, madadiel, nkweletsheni, hlokozi, joliev, mpondo, st michaels, shiyabanye, hluthankungu, springvale, ntabane, sisisizwe, thuleshe, highflats, thathani,	(mahehle, ncakubana, ixopo lower, carrisbrooke, hopewell, chibini, nonkwenkwa na, mashakeni, sgedleni, sheshe, morningside, fairview, mariathal, seminar st marys, bhobhobho, sangcwaba. butateni, sqandulweni, madadiel, nkweletsheni, hlokozi, joliev, mpondo, st michaels, shiyabanye, hluthankungu, springvale, ntabane, sisisizwe, thuleshe, highflats, thathani,	(mahehle, ncakubana, ixopo lower, carrisbrooke, hopewell, chibini, nonkwenkwa na, mashakeni, sgedleni, sheshe, morningside, fairview, mariathal, seminar st marys, bhobhobho, sangcwaba. butateni, sqandulweni, madadiel, nkweletsheni, hlokozi, joliev, mpondo, st michaels, shiyabanye, hluthankungu, springvale, ntabane, sisisizwe, thuleshe, highflats, thathani,	(mahehle, ncakubana, ixopo lower, carrisbrooke, hopewell, chibini, nonkwenkwa na, mashakeni, sgedleni, sheshe, morningside, fairview, mariathal, seminar st marys, bhobhobho, sangcwaba. butateni, sqandulweni, madadiel, nkweletsheni, hlokozi, joliev, mpondo, st michaels, shiyabanye, hluthankungu, springvale, ntabane, sisisizwe, thuleshe, highflats, thathani,					



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
			mhlabashane , blackstore, buthathubun ye, mgodi skeyi, nokweja, kwadladla, st alois, top, mbingeleli, mary help, nodumehlezi, bombo, madungeni) maintained quarterly, by doing brush cutting and cleaning of facilities	mhlabashane , blackstore, buthathubun ye, mgodi skeyi, nokweja, kwadladla, st alois, top, mbingeleli, mary help, nodumehlezi, bombo, madungeni) maintained quarterly, by doing brush cutting and cleaning of facilities	mhlabashane , blackstore, buthathubun ye, mgodi skeyi, nokweja, kwadladla, st alois, top, mbingeleli, mary help, nodumehlezi, bombo, madungeni) maintained quarterly, by doing brush cutting and cleaning of facilities	mhlabashane , blackstore, buthathubun ye, mgodi skeyi, nokweja, kwadladla, st alois, top, mbingeleli, mary help, nodumehlezi, bombo, madungeni) maintained quarterly, by doing brush cutting and cleaning of facilities	mhlabashane , blackstore, buthathubun ye, mgodi skeyi, nokweja, kwadladla, st alois, top, mbingeleli, mary help, nodumehlezi, bombo, madungeni) maintained quarterly, by doing brush cutting and cleaning of facilities	mhlabashane , blackstore, buthathubun ye, mgodi skeyi, nokweja, kwadladla, st alois, top, mbingeleli, mary help, nodumehlezi, bombo, madungeni) maintained quarterly, by doing brush cutting and cleaning of facilities					
SD04	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic developme	Maintenance of verges, cemeteries, access points and public facilities	5 (five) access points (i.e. Cnr R56 & Centenary road, Cnr R56 & Margaret str, Cnr Centenary & Margaret str, Cnr R612 & Main str and Cnr R612 &	5 (five) access points (i.e. Cnr R56 & Centenary road, Cnr R56 & Margaret str, Cnr Centenary & Margaret str, Cnr R612 & Main str and Cnr R612 &	5 (five) access points (i.e. Cnr R56 & Centenary road, Cnr R56 & Margaret str, Cnr Centenary & Margaret str, Cnr R612 & Main str and Cnr R612 &	5 (five) access points (i.e. Cnr R56 & Centenary road, Cnr R56 & Margaret str, Cnr Centenary & Margaret str, Cnr R612 & Main str and Cnr R612 &	5 (five) access points (i.e. Cnr R56 & Centenary road, Cnr R56 & Margaret str, Cnr Centenary & Margaret str, Cnr R612 & Main str and Cnr R612 &	5 (five) access points (i.e. Cnr R56 & Centenary road, Cnr R56 & Margaret str, Cnr Centenary & Margaret str, Cnr R612 & Main str and Cnr R612 &					Reports to portfolio and signed minutes



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	nt		Margaret str) to Ixopo Town maintained by cutting grass and beautification by 30-Jun-15	Margaret str) to Ixopo Town maintained by cutting grass and beautification by 30-Jun-15	Margaret str) to Ixopo Town maintained by cutting grass and beautification by 30-Sep-14	Margaret str) to Ixopo Town maintained by cutting grass and beautification by 31-Dec-14	Margaret str) to Ixopo Town maintained by cutting grass and beautification by 31-Mar-15	Margaret str) to Ixopo Town maintained by cutting grass and beautification by 30-Jun-15					
SD05	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Collection of waste from households	1346 households composed of the ratepayers and indigent people from Fairview, with access to refuse removal	1346 households composed of the ratepayers and indigent people from Fairview, with access to refuse removal	1346 households composed of the ratepayers and indigent people from Fairview, with access to refuse removal	1346 households composed of the ratepayers and indigent people from Fairview, with access to refuse removal	1346 households composed of the ratepayers and indigent people from Fairview, with access to refuse removal	1346 households composed of the ratepayers and indigent people from Fairview, with access to refuse removal					dated photos whilst collecting refuse
SD06	To ensure safety and security of the community	Maintain law and order	Conduct 4 quarterly roadblocks by 30-Jun-15	Conduct 4 quarterly roadblocks by 30-Jun-15	Conduct 4 quarterly roadblocks by 30-Jun-15	Conduct 1 quarterly roadblocks by 30-Sep-14	Conduct 1 quarterly roadblocks conducted by 31-Mar-15	Conduct 1 quarterly roadblocks conducted by 30-Jun-15					Tickets and dated photos



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD07	To ensure safety and security of the community	Disaster Risk Management	Conduct 4 fire safety awareness campaigns by 30- Jun-15(ward 4; ward 5; ward 6; ward 8) by 30- Jun-15	Conduct 4 fire safety awareness campaigns by 30- Jun-15(ward 4; ward 5; ward 6; ward 8)	1 fire safety awareness campaign conducted by 30-sep-14 (ward 4)	1 fire safety awareness campaign conducted by 31-Dec-14 (ward 5)	1 fire safety awareness campaign conducted by 31-Mar-15 (ward 6)	1 fire safety awareness campaign conducted by 30-Jun-15 (ward 8)					Letter signed by the the head of the institutio n visited.
SD08	To ensure safety and security of the community	Disaster Risk Management	Disaster Risk Management Plan Reviewed by 30- Jun-15	Disaster Risk Management Plan Reviewed by 30- Jun-15	n/a	n/a	n/a	Disaster Risk Management Plan Reviewed by 30- Jun-15					Disaster Risk Mngement Plan and Council Resoluti on
SD09	To ensure safety and security of the community	Disaster Risk Management	4 qarterlyDisa ster Management Advisory Forum meetings held by 30th June 2015	4 qarterly Disaster Management Advisory Forum meetings held by 30th June 2015	1 quartely Disaster Management Advisory Forum meeting held by 30- Sep- 14	1 quartely Disaster Management Advisory Forum meeting held by 31- Dec- 14	1 quartely Disaster Management Advisory Forum meeting held by 31- Mar- 15	1 quartely Disaster Management Advisory Forum meeting held by 30- Jun- 15					Attenda nce register



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD10	To ensure safety and security of the community	Disaster Risk Management	Conduct scheduled firebreaks at three areas, i.e. little flower to insenarator, behind Mariathal two rooms & behind Ixopo high school by 30-sep-14 and 30-Jun-15	Conduct scheduled firebreaks at three areas, i.e. little flower to insenarator, behind Mariathal two rooms & behind Ixopo high school by 30-sep-14 and 30-Jun-15	Conduct scheduled firebreaks at three areas, i.e. little flower to insenarator, behind Mariathal two rooms & behind Ixopo high school by 30-sep-14	n/a	n/a	Conduct scheduled firebreaks at three areas, i.e. little flower to insenarator, behind Mariathal two rooms & behind Ixopo high school by 30-Jun-15					Pictures (before and after)
SD11	To ensure safety and security of the community	Disaster Risk Management	Conduct 60 (45 businesses & 15 public institutions) Fire inspection in buildings within Ubuhlebezwe by 30-Jun-15	Conduct 60 (45 businesses & 15 public institutions) Fire inspection in buildings within Ubuhlebezwe by 30-Jun-15	60 fire Inspections (45 businesses, 15 public Institutions) conducted by 30-sep-14	60 fire Inspections (45 businesses, 15 public Institutions) conducted by 31-Dec-14	60 fire Inspections (45 businesses, 15 public Institutions) conducted by 31-Mar-15.	60 fire Inspections (45 businesses, 15 public Institutions) conducted by 30-Jun-15.					Fire Inspection reports



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD12	To ensure safety and security of the community	Disaster Risk Management	12 monthly inspections for 14 scheduled fire hydrants conducted by 30-Jun-15. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside)	12 monthly inspections for 14 scheduled fire hydrants conducted by 30-Jun-15. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside)	3 monthly inspections for 14 scheduled fire hydrants conducted by 30-sep-14 (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside)	3 monthly inspections for 14 fire hydrants conducted by 31-Dec-14. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside)	3 monthly inspections for 14 fire hydrants conducted by 31-Mar-15. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside)	3 monthly inspections for 14 fire hydrants conducted by 30-June-15. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside)					Inspection reports
OUTCOME 9				COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED									
NATIONAL KPA				SOCIAL AND LOCAL ECONOMIC DEVELOPMENT									
SD13	To improve sustainable economic growth and development	Training of SMMEs & Cooperatives	Training of 12 cooperatives and SMME's by 31-Dec-14	Training of 12 cooperatives and SMME's by 31-Dec-14	n/a	Training of 12 cooperatives and SMME's by 31-Dec-14	n/a	n/a					Attendance registers



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD14	To improve sustainable economic growth and development	Processing of hawkers permits	Processing 503 hawkers permits in Ixopo and Highflats by 31-Mar-15	Processing 520 hawkers permits in Ixopo and Highflats by 31-Mar-15	n/a	n/a	Processing 520 hawkers permits in Ixopo and Highflats by 31-Mar-15	n/a					Permits processed with dates
SD15	To improve sustainable economic growth and development	Implementation of LED projects	Implement 4 LED projects by 30-Jun-15	Implement 4 LED projects by 30-Jun-15	n/a	Implement 2 LED projects by 31-Dec-14	n/a	Implement 2 LED projects by 30-Jun-15					Reports to portfolio & signed minutes
SD16	To improve sustainable economic growth and development	Implementation of an agricultural plan	Lobby finance for 1 project towards the implementation of the Ubhlebezwe agricultural plan by 30-June-15	Lobby finance for 1 project towards the implementation of the Ubhlebezwe agricultural plan by 30-June-15	n/a	Lobby finance for 1 project towards the implementation of the Ubhlebezwe agricultural plan by 30-June-15	n/a	n/a					Reports to portfolio & signed minutes
SD17	To improve sustainable economic growth and development	Processing of business licenses	Process business licenses within 21 days of receipt of application	Process business licenses within 21 days of receipt of application	Process business licenses within 21 days of receipt of application	Process business licenses within 21 days of receipt of application	Process business licenses within 21 days of receipt of application	Process business licenses within 21 days of receipt of application					Business licenses register with dates



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD18	To improve sustainable economic growth and development	Holding of LED forum meetings	2 LED Forum meetings held by 30-Jun-15	2 LED Forum meetings held by 30-Jun-15	n/a	1 LED Forum meeting held by 31-Dec-14	n/a	1 LED Forum meeting held by 30-Jun-15					Minutes and attendance registers
SD19	To improve sustainable economic growth and development	Job creation through LED projects	Creating 40 jobs through LED projects by 30-Jun-15	Creating 40 jobs through LED projects by 30-Jun-15	n/a	n/a	n/a	Creating 40 jobs through LED projects by 30-Jun-15					Signed report with names of the people
SD20	To improve sustainable economic growth and development	Conducting tourism awareness	Tourism awareness campaign conducted by 30-Sep-14	Tourism awareness campaign conducted by 30-Sep-14	Tourism awareness campaign conducted by 30-Sep-14	n/a	n/a	n/a					Dated photos
SD21	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Development of a youth development strategy	Youth Development Strategy developed by March 2015.	Youth Development Strategy developed by March 2015.	n/a	n/a	Youth Development Strategy developed by March 2015.	n/a					Youth Development Strategy & Council Resolution



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD22	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Development of a youth development strategy	Implementation of one Youth Programme emanating from the adopted Youth Development Strategy by 30-Jun-15	Implementation of one Youth Programme emanating from the adopted Youth Development Strategy by 30-Jun-15	n/a	n/a	n/a	Implementation of one Youth Programme emanating from the adopted Youth Development Strategy by 30-Jun-15					Signed report with dated photos
SD23	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Awarding of external bursaries	External bursaries awarded by 30- Jan-15	External bursaries awarded by 30- Jan-15	n/a	n/a	External bursaries awarded by 30- Jan-15	n/a					Signed report with the names of recipients and expenditure report
SD24	To promote culture of learning and enhance social development (illiteracy,	Conducting the back to school campaign	Back to school campaign conducted by 30-Jan-15	Back to school campaign conducted by 30-Jan-15	n/a	n/a	Back to school campaign conducted by 30-Jan-15	n/a					Signed attendance register and a signed report



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	skills, talent, education)												
SD25	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Library services awareness campaign	4 Library services awareness campaign conducted by 30-Jun-15	4 Library services awareness campaign conducted by 30-Jun-15	1 Library services awareness campaign conducted by 30-Sep-14	1 Library services awareness campaign conducted by 31-Dec-14	1 Library services awareness campaign conducted by 31-Mar-15	1 Library services awareness campaign conducted by 30-Jun-15					Dated pictures
SD26	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Training of HIV support groups	Training of 12 HIV Support Groups in Food Security by 30-Jun-15	Training of 12 HIV Support Groups in Food Security by 30-Jun-15	n/a	n/a	n/a	Training of 12 HIV Support Groups in Food Security by 30-Jun-15					Attendance registers



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD27	To improve sustainable economic growth and development	Implementation of an income generation programme	Implement an income generation programme for 6 HIV/SUPPORT GROUP (mini agricultural tunnels) by 30-Jun-15	Implement an income generation programme for 6 HIV/SUPPORT GROUP (mini agricultural tunnels) by 30-Jun-15	n/a	n/a	n/a	Implement an income generation programme for 6 HIV/SUPPORT GROUP (mini agricultural tunnels) by 30-Jun-15					Attendance register / programme and Portfolio signed report
SD28	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Commemoration of a world aids day	Commemoration of World Aids Day by 31-Dec-14	Commemoration of World Aids Day by 31-Dec-14	n/a	Commemoration of World Aids Day by 31-Dec-14	n/a	n/a					Programme/ signed report to portfolio / photos
SD29	To promote culture of learning and enhance social development (illiteracy, skills,	Conducting the HIV awareness campaigns	2 HIV Awareness Campaigns conducted at Ixopo prison by 31-Dec-14 & 31-Mar-15	2 HIV Awareness Campaigns conducted at Ixopo prison by 31-Dec-14 & 31-Mar-15		1 HIV Awareness Campaign conducted at Ixopo prison by 31-Dec-14	1 HIV Awareness Campaign conducted at Ixopo prison by 31-Mar-15	n/a					Attendance register / programme and Portfolio signed report/photos



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	talent, education)												
SD30	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Training of ward aids committee members	Training of 120 Ward Aids Committee members on HIV/ TB by 31-Sep-14	Training of 120 Ward Aids Committee members on HIV/ TB by 31-Sep-14	Training of 120 Ward Aids Committee members on HIV/ TB by 31-Sep-14	n/a	n/a	n/a					Attendance registers / signed report to portfolio committee/photos
SD31	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Coordination of child protection week and childrens forum launch	Coordinate a Child Protection week and the launch of Children's forum by 30-Jun-15	Coordinate a Child Protection week and the launch of Children's forum by 30-Jun-15	n/a	n/a	n/a	Coordinate a Child Protection week and the launch of Children's forum by 30-Jun-15					Attendance register / programme and Portfolio signed report/photos



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD32	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Commemoration of a national disability day	Commemorate National Disability Day for 180 disabled people by 31-Dec-14	Commemorate National Disability Day for 180 disabled people by 31-Dec-14	n/a	Commemorate National Disability Day for 180 disabled people by 31-Dec-14	n/a	n/a					Attendance register / programme and Portfolio signed report/photos
SD33	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Commemoration of a national mens month celebration	Commemorate a National Mens Month Celebration by 31-Sep-14	Commemorate a National Mens Month Celebration by 31-Sep-14	Commemorate a National Mens Month Celebration by 31-Sep-14	n/a	n/a	n/a					Attendance register / programme and Portfolio signed report/photos
SD34	To promote culture of learning and enhance social development (illiteracy,	Commemoration of a womens day celebration and womens sector launch	Commemorate a Women's Day Celebration and launch of Women's sector by 31-Aug-14	Commemorate a Women's Day Celebration and launch of Women's sector by 31-Aug-14	Commemorate a Women's Day Celebration and launch of Women's sector by 31-Aug-14	n/a	n/a	n/a					Attendance register / programme and Portfolio signed report/photos



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	skills, talent, education)												
SD35	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Coordination of the local golden games selection	Coordinate Local Golden Games Selections for elderly people by 31-Sep-14	Coordinate Local Golden Games Selections for elderly people by 31-Sep-14	Coordinate Local Golden Games Selections for elderly people by 31-Sep-14	n/a	n/a	n/a					Attendance register / programme and Portfolio signed report/photos
SD36	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Execution of promotional and marketing programme	Executing a Promotional and Marketing Programme for performing artists (12 groups) by 31-Sep-14	Executing a Promotional and Marketing Programme for performing artists (12 groups) by 31-Sep-14	Executing a Promotional and Marketing Programme for performing artists (12 groups) by 31-Sep-14	n/a	n/a	n/a					Attendance register / programme and Portfolio signed report/photos



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD37	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Coordination of the world heritage day celebration and arts & culture programme	Coordinate a World Heritage Day Celebration and Art and Culture Programme by 31-Sep14	Coordinate a World Heritage Day Celebration and Art and Culture Programme by 31-Sep14	Coordinate a World Heritage Day Celebration and Art and Culture Programme by 31-Sep14	n/a	n/a	n/a					Attendance register / programme and Portfolio signed report/photos
SD38	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	coordination of a moral regeneration programme	Coordinate a Moral Regeneration Programme (Umgidi wezintombi zaseBuhlebe zwe) by 31-Sep-14	Coordinate a Moral Regeneration Programme (Umgidi wezintombi zaseBuhlebe zwe) by 31-Sep-14	Coordinate a Moral Regeneration Programme (Umgidi wezintombi zaseBuhlebe zwe) by 31-Sep-14	n/a	n/a	n/a					Attendance register / programme and Portfolio signed report/photos
SD39	To promote culture of learning and enhance social development (illiteracy,	Commemmoration of umkhosi womhlanga	Commemoration of Umkhosi womhlanga for 65 maidens by 31-Sep-14	Commemoration of Umkhosi womhlanga for 65 maidens by 31-Sep-14	Commemoration of Umkhosi womhlanga for 65 maidens by 31-Sep-14	n/a	n/a	n/a					Attendance register / programme and Portfolio signed report/photos



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	skills, talent, education)												
SD40	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Provision of equipment for selected performing artists	Provision of Equipment to support the selected performing artists in 2013/2014 by 30-Jun-15	Provision of Equipment to support the selected performing artists in 2013/2014 by 30-Jun-15	n/a	n/a	n/a	Provision of Equipment to support the selected performing artists in 2013/2014 by 30-Jun-15					Expenditure report/ dated photos
SD41	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Commemoration of the activist programme	Commemoration of 16 days of Activism (Fight against children and women abuse) by 31-Dec-14	Commemoration of 16 days of Activism (Fight against children and women abuse) by 31-Dec-14	n/a	Commemoration of 16 days of Activism (Fight against children and women abuse) by 31-Dec-14	n/a	n/a					Attendance register / programme and Portfolio signed report/photos



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD42	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic and environmental sustainability.	Integrated Waste Management Plan	Arbor Day commemoration by planting 10 trees within Ubuhlebezwe by 30-Sep-14.	Arbor Day commemoration by planting 10 trees within Ubuhlebezwe by 30-Sep-14.	Arbor Day commemoration by planting 10 trees within Ubuhlebezwe by 30-Sep-14.	n/a	n/a	n/a					Dated Pictures
SD43	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic and environmental sustainability.	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability.	4 LED projects reflected in the municipal spatial plans by 30-Jun-15.	4 LED projects reflected in the municipal spatial plans by 30-Jun-15.	n/a	n/a	n/a	4 LED projects reflected in the municipal spatial plans by 30-Jun-15.					Map, Proof of submission to IPD Department.



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	y.												
SD44	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Coordination of a moral regeneration and HIV awareness campaign	Coordinate a Moral Regeneration and HIV Awareness Campaigns for farm dwellers by 31-Dec-14	Coordinate a Moral Regeneration and HIV Awareness Campaigns for farm dwellers by 31-Dec-14	n/a	Coordinate a Moral Regeneration and HIV Awareness Campaigns for farm dwellers by 31-Dec-14	n/a	n/a					Attendance register / programme and Portfolio signed report/photos
OUTCOME 9				DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM									
NATIONAL KPA				GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
SD45	To promote accountability to the citizens of Ubuhlebezwe	Holding of centralised ward committee meetings	Coordinate a sitting of 1 centralised ward committees by 30-Jun-15	Coordinate a sitting of 1 centralised ward committees by 30-Jun-15	n/a	n/a	n/a	Coordinate a sitting of 1 centralised ward committees by 30-Jun-15					Attendance register, agenda
SD46	To promote accountability to the citizens of Ubuhlebezwe	Implementation of ward support programme	Ward support programme implemented by 30-Jun-15	Ward support programme implemented by 30-Jun-15	n/a	n/a	n/a	Ward support programme implemented by 30-Jun-15					ward support programme, report to portfolio & signed minutes



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD47	To promote accountability to the citizens of Ubuhlebezwe	Holding of ward committee visits	Public Participation Officer to visit ward committees quarterly as per the approved schedule of meetings	Public Participation Officer to visit ward committees quarterly as per the approved schedule of meetings (4 quarterly visits)	Public Participation Officer to visit ward committees quarterly as per the approved schedule of meetings (1 quarterly visit)	Public Participation Officer to visit ward committees quarterly as per the approved schedule of meetings (1 quarterly visit)	Public Participation Officer to visit ward committees quarterly as per the approved schedule of meetings (1 quarterly visit)	Public Participation Officer to visit ward committees quarterly as per the approved schedule of meetings (1 quarterly visit)					Attendance register
SD48	To improve the performance and functioning of the municipality	Training of ward committees	Train ward committees on module 3 (three) of the Ward Committee Training by 31-Mar-15	Train ward committees on module 3 (three) of the Ward Committee Training by 31-Mar-15	n/a	n/a	Train ward committees on module 3 (three) of the Ward Committee Training by 31-Mar-15	n/a					Signed attendance register
SD49	To promote accountability to the citizens of Ubuhlebezwe	Attending & coordinating IDP roadshows	2 IDP public participation meetings coordinated by Nov-14 & Apr-15	2 IDP public participation meetings coordinated by Nov-14 & Apr-15	n/a	1 IDP public participation meetings coordinated by Nov-14	n/a	1 IDP public participation meetings coordinated by Apr-15					Signed attendance registers
SD50	To improve the performance and functioning of the municipality	Holding of quarterly departmental meetings	Holding of 4 quarterly departmental meetings by 30-Jun-15	Holding of 4 quarterly departmental meetings by 30-Jun-15	Holding of 1 quarterly departmental meeting by 30-Sep-14	Holding of 1 quarterly departmental meeting by 31-Dec-14	Holding of 1 quarterly departmental meeting by 31-Mar-15	Holding of 1 quarterly departmental meetings by 30-Jun-15					Signed attendance register & signed minutes



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD51	To promote accountability to the citizens of Ubuhlebezwe	Attending public participation meetings	2 public participation meetings attended by Nov-14 and Apr-15	2 public participation meetings attended by Nov-14 and Apr-15	n/a	1 public participation meeting attended by Nov-14	n/a	1 public participation meeting attended by Apr-15					Signed attendance register
SD52	To improve the performance and functioning of the municipality	Attending council committee meetings	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)					Signed attendance register and signed minutes
OUTCOME 9				IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY									
NATIONAL KPA				FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT									
SD53	To invest in the development of the municipal area to enhance revenue	Processed hawkers permits	Processing 503 hawkers permits in Ixopo and Hihgflats by 31 Mar-15	Processing 503 hawkers permits in Ixopo and Hihgflats by 31 Mar-15	n/a	n/a	Processing 503 hawkers permits in Ixopo and Hihgflats by 31 Mar-15	n/a					OPEX



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD54	To invest in the development of the municipal area to enhance revenue	Processed business permits	Processing 50 formal business permits by 30- Jun-15	Processing 50 formal business permits by 30- Jun-15	n/a	n/a	n/a	Processing 50 formal business permits by 30- Jun-15					OPEX
SD55	To invest in the development of the municipal area to enhance revenue	An increase of revenue within the existing revenue streams	R100 000 revenue generated through traffic fines by 31-Jun-15	R100 000 revenue generated through traffic fines by 31-Jun-15	R25 000 revenue generated through traffic fines by 30-sep-14	R25 000 revenue generated through traffic fines by 31-Dec-14	R25 000 revenue generated through traffic fines by 31-Mar-14	R25 000 revenue generated through traffic fines by 30-Jun-15					OPEX
SD56	To invest in the development of the municipal area to enhance revenue	An increase of revenue within the existing revenue streams	R 600 000 Revenue generated through learner's licensing by 30 June 2015	R 600 000 Revenue generated through learner's licensing by 30 June 2014	R150 000 revenue generated through learner's licensing by 30-sep-14	R150 000 revenue generated through learner's licensing by 31-Dec-13	R150 000 revenue generated through learner's licensing by 31-Mar-14	R25 000 revenue generated through traffic fines by 30-Jun-15					E-Natis
SD57	To invest in the development of the municipal area to enhance revenue	An increase of revenue within the existing revenue streams	R204 000 revenue generated through vehicle testing by 30- Jun-15	R204 000 revenue generated through vehicle testing by 30- Jun-15	R51 000 revenue generated through vehicle testing by 30- sep-14	R51 000 revenue generated through vehicle testing by 31- Dec-14	R51 000 revenue generated through vehicle testing by 31- Mar-15	R51 000 revenue generated through vehicle testing by 30-Jun-15					E-Natis



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD58	To invest in the development of the municipal area to enhance revenue	An increase of revenue within the existing revenue streams	R 840 000 Revenue generated through driver's licensing by 30 June 2015	R 840 000 Revenue generated through driver's licensing by 30 June 2015	R210 000 of revenue generated through driver's licensing by 30-sep-14	R210 000 of revenue generated through driver's licensing by 31-Dec-14	R210 000 of revenue generated through driver's licensing by 31-Mar-15	R210 000 of revenue generated through driver's licensing by 30-Jun-15					E-Natis



1. EVALUATION ON THE CORE MANAGEMENT CRITERIA (CMC)

CMC's are based on the eleven core competencies - every Manager should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: *(NOTE: Weight should be taken from the signed performance agreement for the year under review)*

CORE MANAGEMENT CRITERIA (CMC)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Strategic Capability & Leadership				
2. Programme & Project Management	25			
3. Financial Management (Compulsory)	15			
4. Change Management				
5. Knowledge Management				
6. Service Delivery Innovation	15			
7. Problem Solving & Analysis				
8. People Management & Empowerment (Compulsory)	15			
9. Client Orientation & Customer Focus (Compulsory)	10			
10. Communication				
11. Honesty & Integrity				
TOTAL	100%			



2. EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)

COC's are based on the eleven core competencies - every Manager should be assessed against all those COC's that are applicable to her/his job.

(NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE OCCUPATIONAL COMPETENCY	WEIGHT %	MILESTONES / COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Competence in Self Management				
2. Interpretation of and implementation within the legislation and national policy framework				
3. Knowledge of developmental local government				
4. Knowledge of Performance Management & Reporting				
5. Knowledge of global & South African specific political, social and economic contexts				
6. Competency on policy conceptualisation, analysis and implementation				
7. Knowledge of more than one functional municipal fields/discipline				
8. Skills in mediation				
9. Skills in governance				
10. Competence as required by other national line sector departments				



11. Exceptional and dynamic creativity to improve the functioning of the municipality				
12. Advanced influencing skills				
13. Partnership and Stakeholder Relations	5			
14. Supply Chain Management	15			
TOTAL	100%			



3. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS
CPDM	Training	December 2012	Registered	None	N/A



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4. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's score (20%)

The tables below should be completed by the summarized total of each panel member (*NOTE: Weight should be taken from the signed performance agreement for the year under review*)

KPA	Weight	Rating	Score
1. Basic Service Delivery	30%		
2. Municipal Institutional Development and Transformation	10%		
3. Social and Local Economic Development	30%		
4. Municipal Financial Viability	10%		
5. Good Governance and Public Participation	20%		
Total	%		
x 80%			%



Core Management Competencies	Weight	Rating	Score
1. Strategic Capability & Leadership	%		
2. Programme & Project Management	25%		
3. Financial Management (Compulsory)	15%		
4. Change Management	%		
5. Knowledge Management	%		
6. Service Delivery Innovation	15%		
7. Problem Solving & Analysis	%		
8. People Management & Empowerment (Compulsory)	15%		
9. Client Orientation & Customer Focus (Compulsory)	10%		
10. Communication	%		
11. Honesty & Integrity	%		
Total	%		
x 20%			



Core Occupational Competencies	Weight	Rating	Score
1. Competence in Self Management	%		
2. Interpretation of and implementation within the legislation and national policy framework	%		
3. Knowledge of developmental local government	%		
4. Knowledge of Performance Management & Reporting	%		
5. Knowledge of global & South African specific political, social and economic contexts	%		
6. Competency on policy conceptualisation, analysis and implementation	%		
7. Knowledge of more than one functional municipal fields/discipline	%		
8. Skills in mediation	%		
9. Skills in governance	%		
10. Competence as required by other national line sector departments	%		
11. Exceptional and dynamic creativity to improve the functioning of the municipality	%		
12. Advanced influencing skills			
13. Partnership and Stakeholder Relations	5%		
14. Supply Chain Management	15%		
Total	0%		
x 20%			



KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

SIGNATURE OF THE EMPLOYEE:

Director Social Developments : _____

Signed in : _____ on ____ of _____ 20____

SIGNATURE OF EMPLOYER:

Municipal Manager : _____

Signed in : _____ on ____ of _____ 20____