

**REPORT TO THE STRATEGIC MANAGEMENT COMMITTEE
&
AUDIT COMMITTEE**

**PERFORMANCE ASSESSMENT SCHEDULE FOR THE 2019/2020
FINANCIAL YEAR**

File Reference: 4.7
Report Number: 1

Author: Mr. Bonga Halimana
Designation: Performance Management Advisor (A)

OUT COMMITTEE

FOR NOTING/APPROVAL

1st Level: SMC: 16 APRIL 2019
2nd Level: PORTFOLIO COMMITTEES: N/A
3rd Level: AUDIT COMMITTEE: N/A
4th Level: EXCO: N/A
5th Level: COUNCIL: N/A

PERFORMANCE ASSESSMENT SCHEDULE FOR THE 2019/2020 FINANCIAL YEAR

DATE: 16 APRIL 2019

1. PURPOSE

- 1.1. The purpose of this report is to inform the Strategic Management Committee and the Audit Committee of the schedule for Performance Assessments of the City Manager, General Managers, Senior Managers and Managers in Strategic positions for the 2019/2020 financial year.

2. DELEGATIONS

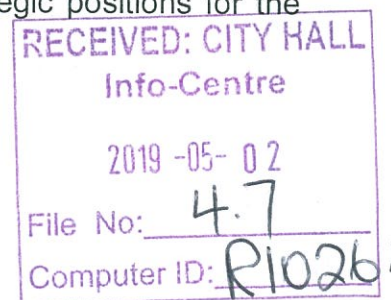
- 2.1. N/A

3. ANNEXURES

- 3.1. ANNEXURE A: Annual performance assessment schedule – 18/19 financial year
3.2. ANNEXURE B: Quarter 1 performance assessment schedule - 19/20 financial year
3.3. ANNEXURE C: Quarter 2 performance assessment schedule - 19/20 financial year
3.4. ANNEXURE D: Quarter 3 performance assessment schedule - 19/20 financial year

4. LEGISLATIVE PROVISIONS / POLICIES

- 4.1. Regulation 28(1) of the Local Government: Municipal Performance Regulations for Municipal Managers and managers directly accountable to Municipal Managers 2006



stipulates that the performance of the employee in relation to his or her performance agreement must be reviewed on a quarterly basis with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory.

4.2. Individual Performance Management Policy 2018/2019

4.3. Municipal Systems Act

5. BACKGROUND

5.1. One of the Key Performance Indicators (KPI's) on the Operational Plan (OP) 2018/2019 FY for the Organizational Compliance, Performance & Knowledge Management Unit is as follows:

PMS 13 – An Individual Performance Assessment schedule developed and submitted to SMC for approval by the 30th of May 2019.

6. MOTIVATION / DISCUSSION

6.1. The following table represents the Months and Dates of Performance Assessments to be conducted in the 2019/2020 financial year.

ASSESSMENT DESCRIPTION	MONTHS OF ASSESSMENTS	DATES
Annual Performance assessments for the 2018/2019 financial year	Annual Performance assessments for the 2018/2019 financial year will take place in the last week of August 2019 and the first two weeks of September 2019	28 th & 30 th of August 2019
		3 rd , 4 th , 6 th & 10 th , 11 th & 13 th of September 2019
Quarter 1 assessments for the 2019/2020 financial year	Quarter 1 assessments for the 2019/2020 financial year will take place in the last week of November 2019 and the first two weeks of December 2019	27 th & 29 th of November 2019,
		3 th , 4 th , 6 th , 10 th , 11 th & 13 th of December 2019
Quarter 2 assessments for the 2019/2020 financial year	Quarter 2 assessments for the 2019/2020 financial year will take place in the last week of February 2020 and the first two weeks of March 2020	26 th & 28 th of February 2020
		3 rd , 4 th , 6 th , 10 th , 11 th & 13 th of March 2020
Quarter 3 assessments for the 2019/2020 financial	Quarter 3 assessments for the 2019/2020 financial year will take place in the last week of April 2020 and the first two weeks of May 2020	28 th & 29 th of April 2020
		5 th , 6 th , 8 th , 12 th , 13 th & 15 th of May 2020

6.2. It is imperative that if these dates are accepted that Management should do everything possible to ensure the assessments do take place as planned as per the attached Annexures.

7. COMMENTS FROM THE RELEVANT DEPARTMENT OR COMPONENT OF THE MUNICIPALITY – SENIOR MANAGER: OFFICE OF THE CITY MANAGER

7.1. The reviewed IPMS policy 2019/2020 now includes a clause which reads as follows:

On an annual basis prior to the commencement of a new financial year, the OC, P & KM unit within the Office of the CM, will develop an annual assessment schedule with dates and times of assessments for the GMs, SMs and Senior Managers reporting directly to the CM for the Quarterly Assessments, Mid-Year Assessment and Annual Assessments for approval by the Strategic Management Committee.

7.2. In order to give effect to the above mentioned clause, this report together with the assessment schedule has been developed for approval by the SMC.

7.3. In instances where the approved dates clash with other commitments such as management and/or committees of Council, the onus is on the responsible Business unit to report same to the Office of the City Manager and thereafter liaise with the OC, P & KM unit to reschedule for other suitable dates within a period not exceeding 2 weeks later.

8. IMPLICATIONS

8.1. **FINANCIAL** – N/A

8.2. **LEGAL** – The report complies with all legislative requirements.

8.3. **COMMUNICATION** – N/A

8.4. **COMMUNITY** – N/A

8.5. **SERVICE DELIVERY** - Service delivery can be enhanced if the assessments are completed on time as the assessment results will also serve as an early warning signal in the event scoring at assessments are low.

9. RECOMMENDATIONS

IT IS RECOMMENDED THAT:

9.1. The Strategic Management Committee notes the report.

9.2. The Strategic Management Committee approves the proposed dates for the Annual Performance Assessments for the 2018/2019 financial year.

9.3. The Strategic Management Committee approves the proposed dates for Quarters 1, 2 & 3 Performance assessments for the 2019/2020 financial year.

9.4. That the Strategic Management Committee takes all reasonable steps to ensure that the assessments do take place as per planned dates.

9.5. In instances where the approved dates clash with other commitments such as management and/or committees of Council, the onus is on the responsible Business unit to report same to the Office of the City Manager and thereafter liaise with the OC, P & KM unit to reschedule for other suitable dates within a period not exceeding 2 weeks later.

9.6. The report is forwarded to the Audit Committee for noting.

9. RECOMMENDATIONS REPEATED


IT IS RECOMMENDED THAT:

- 9.1. The Strategic Management Committee notes the report.
- 9.2. The Strategic Management Committee approves the proposed dates for the Annual Performance Assessments for the 2018/2019 financial year.
- 9.3. The Strategic Management Committee approves the proposed dates for Quarters 1, 2 & 3 Performance assessments for the 2019/2020 financial year.
- 9.3. That the Strategic Management Committee takes all reasonable steps to ensure that the assessments do take place as per planned dates.
- 9.5. In instances where the approved dates clash with other commitments such as management and/or committees of Council, the onus is on the responsible Business unit to report same to the Office of the City Manager and thereafter liaise with the OC, P & KM unit to reschedule for other suitable dates within a period not exceeding 2 weeks later.
- 9.6. The report is forwarded to the Audit Committee for noting.

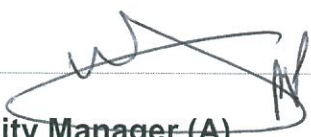
10. SUBMITTED BY:



Report Generator
Mr. Indrasen Chetty
Contact No. Ext. 033 392 2839
Manager: Organizational Compliance,
Performance & Knowledge
Management (Acting)



**Senior Manager: Office of the City
Manager**
Ms. Madeleine Jackson
Supported / Not Supported
Contact No. Ext 033 392 2660



City Manager (A)
Mrs. Nelisiwe Ngcobo
**Approved / not approved for
inclusion in Agenda**
Contact No. Ext. 2002

**REPORT TO THE STRATEGIC MANAGEMENT COMMITTEE
&
AUDIT COMMITTEE**

PERFORMANCE ASSESSMENT SCHEDULE FOR THE 2019/2020 FINANCIAL YEAR

ANNEXURE A: ANNUAL PERFORMANCE ASSESSMENT SCHEDULE 2018/2019 FY

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>1</u>	28/8/2019	09:00 AM – 09:30 AM	COMMUNITY SERVICES	SENIOR MANAGER: PUBLIC SAFETY ENFORCEMENT & DISASTER MANAGEMENT	To Be Confirmed By Business Unit
<u>2</u>	28/8/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: RECREATION AND FACILITIES	To Be Confirmed By Business Unit
<u>3</u>	28/8/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: AREA BASED MANAGEMENT	To Be Confirmed By Business Unit
<u>4</u>	28/8/2019	11:15 AM - 11:45 AM		SENIOR MANAGER: WASTE MANAGEMENT	To Be Confirmed By Business Unit
<u>5</u>	30/8/2019	09:00 AM – 09:30 AM	SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	SENIOR MANAGER: DEVELOPMENT SERVICES	To Be Confirmed By Business Unit
<u>6</u>	30/8/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>7</u>	30/8/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: HUMAN SETTLEMENTS	To Be Confirmed By Business Unit
<u>8</u>	30/8/2019	11:15 AM - 11:45 AM		SENIOR MANAGER: CITY ENTITIES	To Be Confirmed By Business Unit
<u>9</u>	3/9/2019	09:00 AM – 09:30 AM	CORPORATE SERVICES	SENIOR MANAGER: LEGAL SERVICES	To Be Confirmed By Business Unit
<u>10</u>	3/9/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: SOUND GOVERNANCE AND AUXILIARY SERVICES	To Be Confirmed By Business Unit
<u>11</u>	3/9/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: ICT	To Be Confirmed By Business Unit
<u>12</u>	3/9/2019	11:15 AM - 11:45 AM		SENIOR MANAGER: HUMAN RESOURCES	To Be Confirmed By Business Unit
<u>13</u>	4/9/2019	09:00 AM – 09:30 AM	INFRASTRUCTURE SERVICES	SENIOR MANAGER: WATER & SANITATION	To Be Confirmed By Business Unit
<u>14</u>	4/9/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: ELECTRICITY	To Be Confirmed By Business Unit
<u>15</u>	4/9/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: ROADS AND TRANSPORTATION	To Be Confirmed By Business Unit
<u>16</u>	4/9/2019	11:15 AM - 11:45 AM		PROGRAMME MANAGER: PROJECT MANAGEMENT OFFICE	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>17</u>	4/9/2019	12:00 PM – 12:30 PM		MANAGER: MECHANICAL WORKSHOPS	To Be Confirmed By Business Unit
<u>18</u>	6/9/2019	09:00 AM – 09:30 AM	BUDGET & TREASURY UNIT	SENIOR MANAGER: BUDGET PLANNING & IMPLEMENTATION	To Be Confirmed By Business Unit
<u>19</u>	6/9/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: EXPENDITURE MANAGEMENT	To Be Confirmed By Business Unit
<u>20</u>	6/9/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: REVENUE MANAGEMENT	To Be Confirmed By Business Unit
<u>21</u>	6/9/2019	11:15 AM - 11:45 AM		SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT	To Be Confirmed By Business Unit
<u>22</u>	6/9/2019	12:00 PM – 12:30 PM		SENIOR MANAGER: ASSETS AND LIABILITIES	To Be Confirmed By Business Unit
<u>23</u>	6/9/2019	12:45 PM - 13: 15 PM		SENIOR MANAGER: FINANCE GOVERNANCE & PERFORMANCE MONITORING	To Be Confirmed By Business Unit
<u>24</u>	10/9/2019	09:00 AM – 09:30 AM	OFFICE OF THE CITY MANAGER	SENIOR MANAGER: OFFICE OF THE CITY MANAGER	To Be Confirmed By Business Unit
<u>25</u>	10/9/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: POLITICAL SUPPORT	To Be Confirmed By Business Unit
<u>26</u>	10/9/2019	10:30 AM – 11:00 AM		CHIEF AUDIT EXECUTIVE	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>27</u>	10/9/2019	11:15 AM - 11:45 AM		SENIOR MANAGER: STRATEGIC PLANNING	To Be Confirmed By Business Unit
<u>28</u>	10/9/2019	12:00 PM – 12:30 PM		SENIOR MANAGER: PMU - IRPTN	To Be Confirmed By Business Unit
<u>29</u>	11/9/2019	08:00 AM – 09:00 AM	PRE ASSESSMENTS OF THE GMs, CFO & CITY MANAGER	GENERAL MANAGER: INFRASTRUCTURE SERVICES	To Be Confirmed By Business Unit
<u>30</u>	11/9/2019	09:10 AM – 10:10 AM		GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>31</u>	11/9/2019	10:20 AM - 11:20 AM		GENERAL MANAGER: BUDGET & TREASURY	To Be Confirmed By Business Unit
<u>32</u>	11/9/2019	11:30 PM – 12:30 PM		GENERAL MANAGER:SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>33</u>	11/9/2019	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>34</u>	11/9/2019	14:40 PM - 15: 40 PM		CITY MANAGER (A)	To Be Confirmed By Business Unit
<u>35</u>	13/9/2019	08:00 AM – 09:00 AM		ANNUAL ASSESSMENTS 18 19 FY OF THE GMs, CFO & CITY MANAGER BY THE EVALUATION ASSESSMENT PANEL	GENERAL MANAGER: INFRASTRUCTURE SERVICES
<u>36</u>	13/9/2019	09:10 AM – 10:10 AM	GENERAL MANAGER: COMMUNITY SERVICES		To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>37</u>	13/9/2019	10:20 AM - 11:20 AM		GENERAL MANAGER: BUDGET & TREASURY	To Be Confirmed By Business Unit
<u>38</u>	13/9/2019	11:30 PM – 12:30 PM		GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>39</u>	13/9/2019	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>40</u>	13/9/2019	14:40 PM - 15: 40 PM		CITY MANAGER	To Be Confirmed By Business Unit

ANNEXURE B: QUARTER 1 PERFORMANCE ASSESSMENT SCHEDULE 2019/2020 FY

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>1</u>	27/11/2019	09:00 AM – 09:30 AM	COMMUNITY SERVICES	SENIOR MANAGER: PUBLIC SAFETY ENFORCEMENT & DISASTER MANAGEMENT	To Be Confirmed By Business Unit
<u>2</u>	27/11/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: RECREATION AND FACILITIES	To Be Confirmed By Business Unit
<u>3</u>	27/11/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: AREA BASED MANAGEMENT	To Be Confirmed By Business Unit
<u>4</u>	27/11/2019	11:15 AM – 11:45 AM		SENIOR MANAGER: WASTE MANAGEMENT	To Be Confirmed By Business Unit
<u>5</u>	29/11/2019	09:00 AM – 09:30 AM	SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	SENIOR MANAGER: DEVELOPMENT SERVICES	To Be Confirmed By Business Unit
<u>6</u>	29/11/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	To Be Confirmed By Business Unit
<u>7</u>	29/11/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: HUMAN SETTLEMENTS	To Be Confirmed By Business Unit
<u>8</u>	29/11/2019	11:15 AM – 11:45 AM		SENIOR MANAGER: CITY ENTITIES	To Be Confirmed By Business Unit
<u>9</u>	3/12/2019	09:00 AM – 09:30 AM	CORPORATE SERVICES	SENIOR MANAGER: LEGAL SERVICES	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>10</u>	3/12/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: SOUND GOVERNANCE AND AUXILLIARY SERVICES	To Be Confirmed By Business Unit
<u>11</u>	3/12/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: ICT	To Be Confirmed By Business Unit
<u>12</u>	3/12/2019	11:15 AM - 11:45 AM		SENIOR MANAGER: HUMAN RESOURCES	To Be Confirmed By Business Unit
<u>13</u>	4/12/2019	09:00 AM – 09:30 AM	INFRASTRUCTURE SERVICES	SENIOR MANAGER: WATER & SANITATION	To Be Confirmed By Business Unit
<u>14</u>	4/12/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: ELECTRICITY	To Be Confirmed By Business Unit
<u>15</u>	4/12/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: ROADS AND TRANSPORTATION	To Be Confirmed By Business Unit
<u>16</u>	4/12/2019	11:15 AM - 11:45 AM		PROGRAMME MANAGER: PROJECT MANAGEMENT OFFICE	To Be Confirmed By Business Unit
<u>17</u>	4/12/2019	12:00 PM – 12:30 PM		MANAGER: MECHANICAL WORKSHOPS	To Be Confirmed By Business Unit
<u>18</u>	6/12/2019	09:00 AM – 09:30 AM	BUDGET & TREASURY UNIT	SENIOR MANAGER: BUDGET PLANNING & IMPLEMENTATION	To Be Confirmed By Business Unit
<u>19</u>	6/12/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: EXPENDITURE MANAGEMENT	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>20</u>	6/12/2019	10:30 AM – 11:00 AM		SENIOR MANAGER: REVENUE MANAGEMENT	To Be Confirmed By Business Unit
<u>21</u>	6/12/2019	11:15 AM - 11:45 AM		SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT	To Be Confirmed By Business Unit
<u>22</u>	6/12/2019	12:00 PM – 12:30 PM		SENIOR MANAGER: ASSETS AND LIABILITIES	To Be Confirmed By Business Unit
<u>23</u>	6/12/2019	12:45 PM - 13: 15 PM		SENIOR MANAGER: FINANCE GOVERNANCE & PERFORMANCE MONITORING	To Be Confirmed By Business Unit
<u>24</u>	10/12/2019	09:00 AM – 09:30 AM	OFFICE OF THE CITY MANAGER	SENIOR MANAGER: OFFICE OF THE CITY MANAGER	To Be Confirmed By Business Unit
<u>25</u>	10/12/2019	09:45 AM – 10:15 AM		SENIOR MANAGER: POLITICAL SUPPORT	To Be Confirmed By Business Unit
<u>26</u>	10/12/2019	10:30 AM – 11:00 AM		CHIEF AUDIT EXECUTIVE	To Be Confirmed By Business Unit
<u>27</u>	10/12/2019	11:15 AM - 11:45 AM		SENIOR MANAGER: STRATEGIC PLANNING	To Be Confirmed By Business Unit
<u>28</u>	10/12/2019	12:00 PM – 12:30 PM		SENIOR MANAGER: PMU - IRPTN	To Be Confirmed By Business Unit
<u>29</u>	11/12/2019	08:00 AM – 09:00 AM	PRE ASSESSMENTS OF THE GM's, CFO & CITY MANAGER	GENERAL MANAGER: INFRASTRUCTURE SERVICES	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>30</u>	11/12/2019	09:10 AM – 10:10 AM		GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>31</u>	11/12/2019	10:20 AM - 11:20 AM		GENERAL MANAGER: BUDGET & TREASURY	To Be Confirmed By Business Unit
<u>32</u>	11/12/2019	11:30 PM – 12:30 PM		GENERAL MANAGER:SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>33</u>	11/12/2019	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>34</u>	11/12/2019	14:40 PM - 15: 40 PM		CITY MANAGER (A)	To Be Confirmed By Business Unit
<u>35</u>	13/12/2019	08:00 AM – 09:00 AM	Q1 19 20 ASSESSMENTS OF THE GMs, CFO & CITY MANAGER BY THE EVALUATION ASSESSMENT PANEL	GENERAL MANAGER: INFRASTRUCTURE SERVICES	To Be Confirmed By Business Unit
<u>36</u>	13/12/2019	09:10 AM – 10:10 AM		GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>37</u>	13/12/2019	10:20 AM - 11:20 AM		GENERAL MANAGER: BUDGET & TREASURY	To Be Confirmed By Business Unit
<u>38</u>	13/12/2019	11:30 PM – 12:30 PM		GENERAL MANAGER:SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>39</u>	13/12/2019	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>40</u>	13/12/2019	14:40 PM - 15: 40 PM		CITY MANAGER	To Be Confirmed By Business Unit

ANNEXURE C: QUARTER 2 PERFORMANCE ASSESSMENT SCHEDULE 2019/2020 FY

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>1</u>	26/2/2020	09:00 AM – 09:30 AM	COMMUNITY SERVICES	SENIOR MANAGER: PUBLIC SAFETY ENFORCEMENT & DISASTER MANAGEMENT	To Be Confirmed By Business Unit
<u>2</u>	26/2/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: RECREATION AND FACILITIES	To Be Confirmed By Business Unit
<u>3</u>	26/2/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: AREA BASED MANAGEMENT	To Be Confirmed By Business Unit
<u>4</u>	26/2/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: WASTE MANAGEMENT	To Be Confirmed By Business Unit
<u>5</u>	28/2/2020	09:00 AM – 09:30 AM	SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	SENIOR MANAGER: DEVELOPMENT SERVICES	To Be Confirmed By Business Unit
<u>6</u>	28/2/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	To Be Confirmed By Business Unit
<u>7</u>	28/2/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: HUMAN SETTLEMENTS	To Be Confirmed By Business Unit
<u>8</u>	28/2/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: CITY ENTITIES	To Be Confirmed By Business Unit
<u>9</u>	3/3/2020	09:00 AM – 09:30 AM	CORPORATE SERVICES	SENIOR MANAGER: LEGAL SERVICES	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>10</u>	3/3/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: SOUND GOVERNANCE AND AUXILLIARY SERVICES	To Be Confirmed By Business Unit
<u>11</u>	3/3/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: ICT	To Be Confirmed By Business Unit
<u>12</u>	3/3/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: HUMAN RESOURCES	To Be Confirmed By Business Unit
<u>13</u>	4/3/2020	09:00 AM – 09:30 AM	INFRASTRUCTURE SERVICES	SENIOR MANAGER: WATER & SANITATION	To Be Confirmed By Business Unit
<u>14</u>	4/3/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: ELECTRICITY	To Be Confirmed By Business Unit
<u>15</u>	4/3/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: ROADS AND TRANSPORTATION	To Be Confirmed By Business Unit
<u>16</u>	4/3/2020	11:15 AM - 11:45 AM		PROGRAMME MANAGER: PROJECT MANAGEMENT OFFICE	To Be Confirmed By Business Unit
<u>17</u>	4/3/2020	12:00 PM – 12:30 PM		MANAGER: MECHANICAL WORKSHOPS	To Be Confirmed By Business Unit
<u>18</u>	6/3/2020	09:00 AM – 09:30 AM		BUDGET & TREASURY UNIT	SENIOR MANAGER: BUDGET PLANNING & IMPLEMENTATION
<u>19</u>	6/3/2020	09:45 AM – 10:15 AM	SENIOR MANAGER: EXPENDITURE MANAGEMENT		To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>20</u>	6/3/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: REVENUE MANAGEMENT	To Be Confirmed By Business Unit
<u>21</u>	6/3/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT	To Be Confirmed By Business Unit
<u>22</u>	6/3/2020	12:00 PM – 12:30 PM		SENIOR MANAGER: ASSETS AND LIABILITIES	To Be Confirmed By Business Unit
<u>23</u>	6/3/2020	12:45 PM - 13: 15 PM		SENIOR MANAGER: FINANCE GOVERNANCE & PERFORMANCE MONITORING	To Be Confirmed By Business Unit
<u>24</u>	10/3/2020	09:00 AM – 09:30 AM	OFFICE OF THE CITY MANAGER	SENIOR MANAGER: OFFICE OF THE CITY MANAGER	To Be Confirmed By Business Unit
<u>25</u>	10/3/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: POLITICAL SUPPORT	To Be Confirmed By Business Unit
<u>26</u>	10/3/2020	10:30 AM – 11:00 AM		CHIEF AUDIT EXECUTIVE	To Be Confirmed By Business Unit
<u>27</u>	10/3/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: STRATEGIC PLANNING	To Be Confirmed By Business Unit
<u>28</u>	10/3/2020	12:00 PM – 12:30 PM		SENIOR MANAGER: PMU - IRPTN	To Be Confirmed By Business Unit
<u>29</u>	11/3/2020	08:00 AM – 09:00 AM	PRE ASSESSMENTS OF THE GMs, CFO & CITY MANAGER	GENERAL MANAGER: INFRASTRUCTURE SERVICES	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>30</u>	11/3/2020	09:10 AM – 10:10 AM		GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>31</u>	11/3/2020	10:20 AM - 11:20 AM		GENERAL MANAGER: BUDGET & TREASURY	To Be Confirmed By Business Unit
<u>32</u>	11/3/2020	11:30 PM – 12:30 PM		GENERAL MANAGER:SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>33</u>	11/3/2020	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>34</u>	11/3/2020	14:40 PM - 15: 40 PM		CITY MANAGER (A)	To Be Confirmed By Business Unit
<u>35</u>	13/3/2020	08:00 AM – 09:00 AM		GENERAL MANAGER: INFRASTRUCTURE SERVICES	To Be Confirmed By Business Unit
<u>36</u>	13/3/2020	09:10 AM – 10:10 AM		GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>37</u>	13/3/2020	10:20 AM - 11:20 AM		GENERAL MANAGER: BUDGET & TREASURY	To Be Confirmed By Business Unit
<u>38</u>	13/3/2020	11:30 PM – 12:30 PM		GENERAL MANAGER:SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>39</u>	13/3/2020	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>40</u>	13/3/2020	14:40 PM - 15: 40 PM		CITY MANAGER	To Be Confirmed By Business Unit

ANNEXURE D: QUARTER 3 PERFORMANCE ASSESSMENT SCHEDULE 2019/2020 FY

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>1</u>	28/4/2020	09:00 AM – 09:30 AM	COMMUNITY SERVICES	SENIOR MANAGER: PUBLIC SAFETY ENFORCEMENT & DISASTER MANAGEMENT	To Be Confirmed By Business Unit
<u>2</u>	28/4/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: RECREATION AND FACILITIES	To Be Confirmed By Business Unit
<u>3</u>	28/4/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: AREA BASED MANAGEMENT	To Be Confirmed By Business Unit
<u>4</u>	28/4/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: WASTE MANAGEMENT	To Be Confirmed By Business Unit
<u>5</u>	29/4/2020	09:00 AM – 09:30 AM	SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	SENIOR MANAGER: DEVELOPMENT SERVICES	To Be Confirmed By Business Unit
<u>6</u>	29/4/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	To Be Confirmed By Business Unit
<u>7</u>	29/4/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: HUMAN SETTLEMENTS	To Be Confirmed By Business Unit
<u>8</u>	29/4/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: CITY ENTITIES	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>9</u>	5/5/2020	09:00 AM – 09:30 AM	CORPORATE SERVICES	SENIOR MANAGER: LEGAL SERVICES	To Be Confirmed By Business Unit
<u>10</u>	5/5/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: SOUND GOVERNANCE AND AUXILIARY SERVICES	To Be Confirmed By Business Unit
<u>11</u>	5/5/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: ICT	To Be Confirmed By Business Unit
<u>12</u>	5/5/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: HUMAN RESOURCES	To Be Confirmed By Business Unit
<u>13</u>	6/5/2020	09:00 AM – 09:30 AM	INFRASTRUCTURE SERVICES	SENIOR MANAGER: WATER & SANITATION	To Be Confirmed By Business Unit
<u>14</u>	6/5/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: ELECTRICITY	To Be Confirmed By Business Unit
<u>15</u>	6/5/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: ROADS AND TRANSPORTATION	To Be Confirmed By Business Unit
<u>16</u>	6/5/2020	11:15 AM - 11:45 AM		PROGRAMME MANAGER: PROJECT MANAGEMENT OFFICE	To Be Confirmed By Business Unit
<u>17</u>	6/5/2020	12:00 PM – 12:30 PM		MANAGER: MECHANICAL WORKSHOPS	To Be Confirmed By Business Unit
<u>18</u>	8/5/2020	09:00 AM – 09:30 AM	BUDGET & TREASURY UNIT	SENIOR MANAGER: BUDGET PLANNING & IMPLEMENTATION	To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>19</u>	8/5/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: EXPENDITURE MANAGEMENT	To Be Confirmed By Business Unit
<u>20</u>	8/5/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: REVENUE MANAGEMENT	To Be Confirmed By Business Unit
<u>21</u>	8/5/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT	To Be Confirmed By Business Unit
<u>22</u>	8/5/2020	12:00 PM – 12:30 PM		SENIOR MANAGER: ASSETS AND LIABILITIES	To Be Confirmed By Business Unit
<u>23</u>	8/5/2020	12:45 PM - 13: 15 PM		SENIOR MANAGER: FINANCE GOVERNANCE & PERFORMANCE MONITORING	To Be Confirmed By Business Unit
<u>24</u>	12/5/2020	09:00 AM – 09:30 AM		OFFICE OF THE CITY MANAGER	SENIOR MANAGER: OFFICE OF THE CITY MANAGER
<u>25</u>	12/5/2020	09:45 AM – 10:15 AM	SENIOR MANAGER: POLITICAL SUPPORT		To Be Confirmed By Business Unit
<u>26</u>	12/5/2020	10:30 AM – 11:00 AM	CHIEF AUDIT EXECUTIVE		To Be Confirmed By Business Unit
<u>27</u>	12/5/2020	11:15 AM - 11:45 AM	SENIOR MANAGER: STRATEGIC PLANNING		To Be Confirmed By Business Unit
<u>28</u>	12/5/2020	12:00 PM – 12:30 PM	SENIOR MANAGER: PMU - IRPTN		To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>29</u>	13/5/2020	08:00 AM – 09:00 AM	PRE ASSESSMENTS OF THE GMs, CFO & CITY MANAGER	GENERAL MANAGER: INFRASTRUCTURE SERVICES	To Be Confirmed By Business Unit
<u>30</u>	13/5/2020	09:10 AM – 10:10 AM		GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>31</u>	13/5/2020	10:20 AM - 11:20 AM		GENERAL MANAGER: BUDGET & TREASURY	To Be Confirmed By Business Unit
<u>32</u>	13/5/2020	11:30 PM – 12:30 PM		GENERAL MANAGER:SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>33</u>	13/5/2020	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>34</u>	13/5/2020	14:40 PM - 15: 40 PM		CITY MANAGER (A)	To Be Confirmed By Business Unit
<u>35</u>	15/5/2020	08:00 AM – 09:00 AM		Q3 19 20 ASSESSMENTS OF THE GMs, CFO & CITY MANAGER BY THE EVALUATION ASSESSMENT PANEL	GENERAL MANAGER: INFRASTRUCTURE SERVICES
<u>36</u>	15/5/2020	09:10 AM – 10:10 AM	GENERAL MANAGER: COMMUNITY SERVICES		To Be Confirmed By Business Unit
<u>37</u>	15/5/2020	10:20 AM - 11:20 AM	GENERAL MANAGER: BUDGET & TREASURY		To Be Confirmed By Business Unit
<u>38</u>	15/5/2020	11:30 PM – 12:30 PM	GENERAL MANAGER:SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES		To Be Confirmed By Business Unit

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>39</u>	15/5/2020	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>40</u>	15/5/2020	14:40 PM - 15: 40 PM		CITY MANAGER	To Be Confirmed By Business Unit