



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

**PERFORMANCE ASSESSMENT SCHEDULE FOR THE 2020/2021  
FINANCIAL YEAR**

File Reference: 4.7  
Report Number: 1

Author: Mr. Indrasen Chetty  
Designation: Organizational Compliance, Performance &  
Knowledge Management (Acting)

OUT COMMITTEE

FOR NOTING/APPROVAL

1<sup>st</sup> Level: SMC: 19 MAY 2020  
2<sup>nd</sup> Level: PORTFOLIO COMMITTEES: N/A  
3<sup>rd</sup> Level: AUDIT COMMITTEE: N/A  
4<sup>th</sup> Level: EXCO: N/A  
5<sup>th</sup> Level: COUNCIL: N/A

**PERFORMANCE ASSESSMENT SCHEDULE FOR THE 2020/2021 FINANCIAL YEAR**

**DATE: 29 APRIL 2020**

**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 2020/2021 financial year.

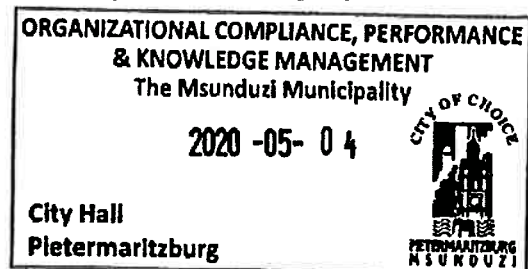
**2. DELEGATIONS**

- 2.1. N/A

**3. ANNEXURES**

- 3.1. ANNEXURE A: Annual performance assessment schedule – 19/20 financial year  
3.2. ANNEXURE B: Quarter 1 performance assessment schedule - 20/21 financial year  
3.3. ANNEXURE C: Quarter 2 performance assessment schedule - 20/21 financial year  
3.4. ANNEXURE D: Quarter 3 performance assessment schedule - 20/21 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 2019/2020

4.3. Municipal Systems Act

## 5. **BACKGROUND**

5.1. One of the Key Performance Indicators (KPI's) on the Operational Plan (OP) 2019/2020 FY for the Organizational Compliance, Performance & Knowledge Management Unit is as follows:

OCM 12 – An Individual Performance Assessment schedule developed and submitted to SMC for approval by the 31st of May 2020.

## 6. **MOTIVATION / DISCUSSION**

6.1. The following table represents the Months and Dates of Performance Assessments to be conducted in the 2020/2021 financial year.

<b>ASSESSMENT DESCRIPTION</b>	<b>MONTHS OF ASSESSMENTS</b>	<b>DATES</b>
Annual Performance assessments for the 2018/2019 financial year	Annual Performance assessments for the 2019/2020 financial year will take place in the last week of August 2020 and the first two weeks of September 2020	26 <sup>th</sup> & 28 <sup>th</sup> of August 2020
		1 <sup>st</sup> , 2 <sup>nd</sup> , 4 <sup>th</sup> , 8 <sup>th</sup> & 11 <sup>th</sup> of September 2020
Quarter 1 assessments for the 2019/2020 financial year	Quarter 1 assessments for the 2020/2021 financial year will take place in the last week of November 2020 and the first two weeks of December 2020	25 <sup>th</sup> & 27 <sup>th</sup> of November 2020
		1 <sup>st</sup> , 2 <sup>nd</sup> , 4 <sup>th</sup> , 8 <sup>th</sup> & 11 <sup>th</sup> of December 2020
Quarter 2 assessments for the 2019/2020 financial year	Quarter 2 assessments for the 2020/2021 financial year will take place in the last week of February 2021 and the first two weeks of March 2021	24 <sup>th</sup> & 26 <sup>th</sup> of February 2021
		2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 9 <sup>th</sup> & 12 <sup>th</sup> of March 2021
Quarter 3 assessments for the 2019/2020 financial	Quarter 3 assessments for the 2020/2021 financial year will take place in the last week of April 2021 and the first two weeks of May 2021	28 <sup>th</sup> & 30 <sup>th</sup> of April 2021
		4 <sup>th</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 11 <sup>th</sup> & 14 <sup>th</sup> of May 2021

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.

6.3 Due to the Covid-19 pandemic and the precautions recommended regarding the prohibition of meetings, all assessments will be conducted virtually.

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

7.1. The reviewed IPMS policy 2018/2019 now includes a clause which reads as follows:

*On an annual basis prior to the commencement of a new financial year, the PMS unit in the Office of the MM, will develop an annual assessment schedule with dates and times of assessments for the PMs, DMMs and Managers reporting directly to the MM 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.

**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:**

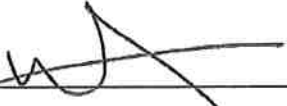
- 9.1. The Strategic Management Committee notes the report.
- 9.2. The Strategic Management Committee approves the proposed dates for the Annual Performance Assessments for the 2019/2020 financial year.
- 9.3. The Strategic Management Committee approves the proposed dates for Quarters 1, 2 & 3 Performance assessments for the 2020/2021 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. The report is forwarded to the Audit Committee for noting.

10. **SUBMITTED BY:**




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



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



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**City Manager**  
Mr. Madoda Khathide  
***Approved / not approved for  
inclusion in Agenda***  
Contact No. Ext. 2002 25105 12020



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

**PERFORMANCE ASSESSMENT SCHEDULE FOR THE 2020/2021 FINANCIAL YEAR**

**ANNEXURE A: ANNUAL 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>
1	26/8/2020	09:00 AM – 09:30 AM	<b>COMMUNITY SERVICES</b>	SENIOR MANAGER: PUBLIC SAFETY ENFORCEMENT & EMERGENCY SERVICES	To Be Confirmed By Business Unit
2	26/8/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: RECREATION AND FACILITIES	To Be Confirmed By Business Unit
3	26/8/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: AREA BASED MANAGEMENT	To Be Confirmed By Business Unit
4	26/8/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: WASTE MANAGEMENT	To Be Confirmed By Business Unit
5	28/8/2020	09:00 AM – 09:30 AM	<b>SUSTAINABLE DEVELOPMENT &amp; CITY ENTERPRISES</b>	SENIOR MANAGER: DEVELOPMENT SERVICES	To Be Confirmed By Business Unit
6	28/8/2020	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>	28/8/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: HUMAN SETTLEMENTS	To Be Confirmed By Business Unit
<u>8</u>	28/8/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: CITY ENTITIES	To Be Confirmed By Business Unit
<b>CORPORATE SERVICES</b>					
<u>9</u>	1/9/2020	09:00 AM – 09:30 AM		SENIOR MANAGER: LEGAL SERVICES	To Be Confirmed By Business Unit
<u>10</u>	1/9/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: SECRETARIAT AND AUXILIARY SERVICES	To Be Confirmed By Business Unit
<u>11</u>	1/9/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: ICT	To Be Confirmed By Business Unit
<u>12</u>	1/9/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: HUMAN RESOURCES	To Be Confirmed By Business Unit
<b>INFRASTRUCTURE SERVICES</b>					
<u>13</u>	2/9/2020	09:00 AM – 09:30 AM		SENIOR MANAGER: WATER & SANITATION	To Be Confirmed By Business Unit
<u>14</u>	2/9/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: ELECTRICITY	To Be Confirmed By Business Unit
<u>15</u>	2/9/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: ROADS AND TRANSPORTATION	To Be Confirmed By Business Unit
<u>16</u>	2/9/2020	11:15 AM - 11:45 AM		SENIOR 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>	4/9/2020	09:00 AM – 09:30 AM	<b>BUDGET &amp; TREASURY UNIT</b>	SENIOR MANAGER: BUDGET PLANNING, IMPLEMENTATION AND MONITORING	To Be Confirmed By Business Unit
<u>18</u>	4/9/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: EXPENDITURE MANAGEMENT	To Be Confirmed By Business Unit
<u>19</u>	4/9/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: REVENUE MANAGEMENT	To Be Confirmed By Business Unit
<u>20</u>	4/9/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT	To Be Confirmed By Business Unit
<u>21</u>	4/9/2020	12:00 PM – 12:30 PM		SENIOR MANAGER: ASSETS AND LIABILITIES	To Be Confirmed By Business Unit
<u>22</u>	4/9/2020	12:45 PM - 13: 15 PM		SENIOR MANAGER: SAP	To Be Confirmed By Business Unit
<u>23</u>	4/9/2020	13:30 PM - 14: 00 PM		SENIOR MANAGER: FINANCE GOVERNANCE & PERFORMANCE MONITORING	To Be Confirmed By Business Unit
<u>24</u>	8/9/2020	09:00 AM – 09:30 AM		<b>OFFICE OF THE CITY MANAGER</b>	SENIOR MANAGER: OFFICE OF THE CITY MANAGER
<u>25</u>	8/9/2020	09:45 AM – 10:15 AM	SENIOR MANAGER: POLITICAL SUPPORT		To Be Confirmed By Business Unit
<u>26</u>	8/9/2020	10:30 AM – 11:00 AM	CHIEF AUDIT EXECUTIVE		To Be Confirmed By Business Unit
<u>27</u>	8/9/2020	11:15 AM - 11:45 AM	SENIOR MANAGER: STRATEGIC PLANNING		To Be Confirmed By Business Unit



<b>NO</b>	<b>DATE</b>	<b>TIME</b>	<b>STRATEGIC BUSINESS UNIT</b>	<b>DESIGNATION</b>	<b>VENUE</b>
<u>28</u>	8/9/2020	12:00 PM – 12:30 PM		SENIOR MANAGER: PMU - IRPTN	To Be Confirmed By Business Unit
<u>29</u>	11/9/2020	08:00 AM – 09:00 AM	ANNUAL ASSESSMENTS 19 20 FY OF THE GMS, CFO & CITY MANAGER BY THE EVALUATION ASSESSMENT PANEL	GENERAL MANAGER: INFRASTRUCTURE SERVICES	To Be Confirmed By Business Unit
<u>30</u>	11/9/2020	09:10 AM – 10:10 AM		GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>31</u>	11/9/2020	10:20 AM - 11:20 AM		CHIEF FINANCIAL OFFICER	To Be Confirmed By Business Unit
<u>32</u>	11/9/2020	11:30 PM – 12:30 PM		GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>33</u>	11/9/2020	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>34</u>	11/9/2020	14:40 PM - 15: 40 PM		CITY MANAGER	To Be Confirmed By Business Unit



**ANNEXURE B: QUARTER 1 PERFORMANCE ASSESSMENT SCHEDULE 2020/2021 FY**

<b>NO</b>	<b>DATE</b>	<b>TIME</b>	<b>STRATEGIC BUSINESS UNIT</b>	<b>DESIGNATION</b>	<b>VENUE</b>
<u>1</u>	25/11/2020	09:00 AM – 09:30 AM	<b>COMMUNITY SERVICES</b>	SENIOR MANAGER: PUBLIC SAFETY ENFORCEMENT & EMERGENCY SERVICES	To Be Confirmed By Business Unit
<u>2</u>	25/11/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: RECREATION AND FACILITIES	To Be Confirmed By Business Unit
<u>3</u>	25/11/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: AREA BASED MANAGEMENT	To Be Confirmed By Business Unit
<u>4</u>	25/11/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: WASTE MANAGEMENT	To Be Confirmed By Business Unit
<u>5</u>	27/11/2020	09:00 AM – 09:30 AM	<b>SUSTAINABLE DEVELOPMENT &amp; CITY ENTERPRISES</b>	SENIOR MANAGER: DEVELOPMENT SERVICES	To Be Confirmed By Business Unit
<u>6</u>	27/11/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	To Be Confirmed By Business Unit
<u>7</u>	27/11/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: HUMAN SETTLEMENTS	To Be Confirmed By Business Unit
<u>8</u>	27/11/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: CITY ENTITIES	To Be Confirmed By Business Unit
<u>9</u>	1/12/2020	09:00 AM – 09:30 AM	<b>CORPORATE SERVICES</b>	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>	1/12/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: SECRETARIAT AND AUXILIARY SERVICES	To Be Confirmed By Business Unit
<u>11</u>	1/12/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: ICT	To Be Confirmed By Business Unit
<u>12</u>	1/12/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: HUMAN RESOURCES	To Be Confirmed By Business Unit
<u>13</u>	2/12/2020	09:00 AM – 09:30 AM	INFRASTRUCTURE SERVICES	SENIOR MANAGER: WATER & SANITATION	To Be Confirmed By Business Unit
<u>14</u>	2/12/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: ELECTRICITY	To Be Confirmed By Business Unit
<u>15</u>	2/12/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: ROADS AND TRANSPORTATION	To Be Confirmed By Business Unit
<u>16</u>	2/12/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: PROJECT MANAGEMENT OFFICE	To Be Confirmed By Business Unit
<u>17</u>	4/12/2020	09:00 AM – 09:30 AM	BUDGET & TREASURY UNIT	SENIOR MANAGER: BUDGET PLANNING, IMPLEMENTATION AND MONITORING	To Be Confirmed By Business Unit
<u>18</u>	4/12/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: EXPENDITURE MANAGEMENT	To Be Confirmed By Business Unit
<u>19</u>	4/12/2020	10:30 AM – 11:00 AM		SENIOR MANAGER: REVENUE 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>	4/12/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT	To Be Confirmed By Business Unit
<u>21</u>	4/12/2020	12:00 PM – 12:30 PM		SENIOR MANAGER: ASSETS AND LIABILITIES	To Be Confirmed By Business Unit
<u>22</u>	4/12/2020	12:45 PM - 13: 15 PM		SENIOR MANAGER: SAP	To Be Confirmed By Business Unit
<u>23</u>	4/12/2020	13:30 PM - 14: 00 PM		SENIOR MANAGER: FINANCE GOVERNANCE & PERFORMANCE MONITORING	To Be Confirmed By Business Unit
<u>24</u>	8/12/2020	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>	8/12/2020	09:45 AM – 10:15 AM		SENIOR MANAGER: POLITICAL SUPPORT	To Be Confirmed By Business Unit
<u>26</u>	8/12/2020	10:30 AM – 11:00 AM		CHIEF AUDIT EXECUTIVE	To Be Confirmed By Business Unit
<u>27</u>	8/12/2020	11:15 AM - 11:45 AM		SENIOR MANAGER: STRATEGIC PLANNING	To Be Confirmed By Business Unit
<u>28</u>	8/12/2020	12:00 PM – 12:30 PM		SENIOR MANAGER: PMU - IRPTN	To Be Confirmed By Business Unit
<u>29</u>	11/12/2020	08:00 AM – 09:00 AM		Q1 20 21 ASSESSMENTS OF THE GMS, CFO & CITY MANAGER BY THE	GENERAL MANAGER: INFRASTRUCTURE SERVICES

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>30</u>	11/12/2020	09:10 AM – 10:10 AM	<b>EVALUATION ASSESSMENT PANEL</b>	GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>31</u>	11/12/2020	10:20 AM - 11:20 AM		CHIEF FINANCIAL OFFICER	To Be Confirmed By Business Unit
<u>32</u>	11/12/2020	11:30 PM – 12:30 PM		GENERAL MANAGER:SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>33</u>	11/12/2020	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>34</u>	11/12/2020	14:40 PM - 15: 40 PM		CITY MANAGER	To Be Confirmed By Business Unit

**ANNEXURE C: QUARTER 2 PERFORMANCE ASSESSMENT SCHEDULE 2020/2021 FY**

<b>NO</b>	<b>DATE</b>	<b>TIME</b>	<b>STRATEGIC BUSINESS UNIT</b>	<b>DESIGNATION</b>	<b>VENUE</b>
<b>1</b>	24/2/2021	09:00 AM – 09:30 AM	<b>COMMUNITY SERVICES</b>	SENIOR MANAGER: PUBLIC SAFETY ENFORCEMENT & EMERGENCY SERVICES	To Be Confirmed By Business Unit
<b>2</b>	24/2/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: RECREATION AND FACILITIES	To Be Confirmed By Business Unit
<b>3</b>	24/2/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: AREA BASED MANAGEMENT	To Be Confirmed By Business Unit
<b>4</b>	24/2/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: WASTE MANAGEMENT	To Be Confirmed By Business Unit
<b>5</b>	26/2/2021	09:00 AM – 09:30 AM	<b>SUSTAINABLE DEVELOPMENT &amp; CITY ENTERPRISES</b>	SENIOR MANAGER: DEVELOPMENT SERVICES	To Be Confirmed By Business Unit
<b>6</b>	26/2/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	To Be Confirmed By Business Unit
<b>7</b>	26/2/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: HUMAN SETTLEMENTS	To Be Confirmed By Business Unit
<b>8</b>	26/2/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: CITY ENTITIES	To Be Confirmed By Business Unit
<b>9</b>	2/3/2021	09:00 AM – 09:30 AM	<b>CORPORATE SERVICES</b>	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>	2/3/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: SECRETARIAT AND AUXILIARY SERVICES	To Be Confirmed By Business Unit
<u>11</u>	2/3/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: ICT	To Be Confirmed By Business Unit
<u>12</u>	2/3/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: HUMAN RESOURCES	To Be Confirmed By Business Unit
<u>13</u>	3/3/2021	09:00 AM – 09:30 AM	INFRASTRUCTURE SERVICES	SENIOR MANAGER: WATER & SANITATION	To Be Confirmed By Business Unit
<u>14</u>	3/3/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: ELECTRICITY	To Be Confirmed By Business Unit
<u>15</u>	3/3/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: ROADS AND TRANSPORTATION	To Be Confirmed By Business Unit
<u>16</u>	3/3/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: PROJECT MANAGEMENT OFFICE	To Be Confirmed By Business Unit
<u>17</u>	5/3/2021	09:00 AM – 09:30 AM	BUDGET & TREASURY UNIT	SENIOR MANAGER: BUDGET PLANNING, IMPLEMENTATION AND MONITORING	To Be Confirmed By Business Unit
<u>18</u>	5/3/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: EXPENDITURE MANAGEMENT	To Be Confirmed By Business Unit
<u>19</u>	5/3/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: REVENUE 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>	5/3/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT	To Be Confirmed By Business Unit
<u>21</u>	5/3/2021	12:00 PM – 12:30 PM		SENIOR MANAGER: ASSETS AND LIABILITIES	To Be Confirmed By Business Unit
<u>22</u>	5/3/2021	12:45 PM - 13: 15 PM		SENIOR MANAGER: SAP	To Be Confirmed By Business Unit
<u>23</u>	5/3/2021	13:30 PM - 14: 00 PM		SENIOR MANAGER: FINANCE GOVERNANCE & PERFORMANCE MONITORING	To Be Confirmed By Business Unit
<u>24</u>	9/3/2021	09:00 AM – 09:30 AM		SENIOR MANAGER: OFFICE OF THE CITY MANAGER	To Be Confirmed By Business Unit
<u>25</u>	9/3/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: POLITICAL SUPPORT	To Be Confirmed By Business Unit
<u>26</u>	9/3/2021	10:30 AM – 11:00 AM		CHIEF AUDIT EXECUTIVE	To Be Confirmed By Business Unit
<u>27</u>	9/3/2021	11:15 AM - 11:45 AM	OFFICE OF THE CITY MANAGER	SENIOR MANAGER: STRATEGIC PLANNING	To Be Confirmed By Business Unit
<u>28</u>	9/3/2021	12:00 PM – 12:30 PM		SENIOR MANAGER: PMU - IRPTN	To Be Confirmed By Business Unit
<u>29</u>	12/3/2021	08:00 AM – 09:00 AM	Q2 20 21 ASSESSMENTS OF THE GMs, CFO & CITY MANAGER BY THE	GENERAL MANAGER: INFRASTRUCTURE SERVICES	To Be Confirmed By Business Unit



<b>NO</b>	<b>DATE</b>	<b>TIME</b>	<b>STRATEGIC BUSINESS UNIT</b>	<b>DESIGNATION</b>	<b>VENUE</b>
<u>30</u>	12/3/2021	09:10 AM – 10:10 AM	EVALUATION ASSESSMENT PANEL	GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>31</u>	12/3/2021	10:20 AM - 11:20 AM		CHIEF FINANCIAL OFFICER	To Be Confirmed By Business Unit
<u>32</u>	12/3/2021	11:30 PM – 12:30 PM		GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>33</u>	12/3/2021	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>34</u>	12/3/2021	14:40 PM - 15: 40 PM		CITY MANAGER	To Be Confirmed By Business Unit

**ANNEXURE D: QUARTER 3 PERFORMANCE ASSESSMENT SCHEDULE 2020/2021 FY**

<u>NO</u>	<u>DATE</u>	<u>TIME</u>	<u>STRATEGIC BUSINESS UNIT</u>	<u>DESIGNATION</u>	<u>VENUE</u>
<u>1</u>	28/4/2021	09:00 AM – 09:30 AM	<b>COMMUNITY SERVICES</b>	SENIOR MANAGER: PUBLIC SAFETY ENFORCEMENT & EMERGENCY SERVICES	To Be Confirmed By Business Unit
<u>2</u>	28/4/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: RECREATION AND FACILITIES	To Be Confirmed By Business Unit
<u>3</u>	28/4/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: AREA BASED MANAGEMENT	To Be Confirmed By Business Unit
<u>4</u>	28/4/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: WASTE MANAGEMENT	To Be Confirmed By Business Unit
<u>5</u>	30/4/2021	09:00 AM – 09:30 AM	<b>SUSTAINABLE DEVELOPMENT &amp; CITY ENTERPRISES</b>	SENIOR MANAGER: DEVELOPMENT SERVICES	To Be Confirmed By Business Unit
<u>6</u>	30/4/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	To Be Confirmed By Business Unit
<u>7</u>	30/4/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: HUMAN SETTLEMENTS	To Be Confirmed By Business Unit
<u>8</u>	30/4/2021	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>	4/5/2021	09:00 AM – 09:30 AM	<b>CORPORATE SERVICES</b>	SENIOR MANAGER: LEGAL SERVICES	To Be Confirmed By Business Unit
<u>10</u>	4/5/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: SECRETARIAT AND AUXILIARY SERVICES	To Be Confirmed By Business Unit
<u>11</u>	4/5/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: ICT	To Be Confirmed By Business Unit
<u>12</u>	4/5/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: HUMAN RESOURCES	To Be Confirmed By Business Unit
<u>13</u>	5/5/2021	09:00 AM – 09:30 AM	<b>INFRASTRUCTURE SERVICES</b>	SENIOR MANAGER: WATER & SANITATION	To Be Confirmed By Business Unit
<u>14</u>	5/5/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: ELECTRICITY	To Be Confirmed By Business Unit
<u>15</u>	5/5/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: ROADS AND TRANSPORTATION	To Be Confirmed By Business Unit
<u>16</u>	5/5/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: PROJECT MANAGEMENT OFFICE	To Be Confirmed By Business Unit
<u>17</u>	7/5/2021	09:00 AM – 09:30 AM	<b>BUDGET &amp; TREASURY UNIT</b>	SENIOR MANAGER: BUDGET PLANNING, IMPLEMENTATION & MONITORING	To Be Confirmed By Business Unit
<u>18</u>	7/5/2021	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>19</u>	7/5/2021	10:30 AM – 11:00 AM		SENIOR MANAGER: REVENUE MANAGEMENT	To Be Confirmed By Business Unit
<u>20</u>	7/5/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT	To Be Confirmed By Business Unit
<u>21</u>	7/5/2021	12:00 PM – 12:30 PM		SENIOR MANAGER: ASSETS AND LIABILITIES	To Be Confirmed By Business Unit
<u>22</u>	7/5/2021	12:45 PM - 13: 15 PM		SENIOR MANAGER: SAP	To Be Confirmed By Business Unit
<u>23</u>	7/5/2021	13:30 PM - 14: 00 PM		SENIOR MANAGER: FINANCE GOVERNANCE & PERFORMANCE MONITORING	To Be Confirmed By Business Unit
<u>24</u>	11/5/2021	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>	11/5/2021	09:45 AM – 10:15 AM		SENIOR MANAGER: POLITICAL SUPPORT	To Be Confirmed By Business Unit
<u>26</u>	11/5/2021	10:30 AM – 11:00 AM		CHIEF AUDIT EXECUTIVE	To Be Confirmed By Business Unit
<u>27</u>	11/5/2021	11:15 AM - 11:45 AM		SENIOR MANAGER: STRATEGIC PLANNING	To Be Confirmed By Business Unit
<u>28</u>	11/5/2021	12:00 PM – 12:30 PM		SENIOR MANAGER: PMU - IRPTN	To Be Confirmed By Business Unit

<b>NO</b>	<b>DATE</b>	<b>TIME</b>	<b>STRATEGIC BUSINESS UNIT</b>	<b>DESIGNATION</b>	<b>VENUE</b>
<u>29</u>	14/5/2021	08:00 AM – 09:00 AM	<b>Q3 20 21 ASSESSMENTS OF THE GMs, CFO &amp; CITY MANAGER BY THE EVALUATION ASSESSMENT PANEL</b>	GENERAL MANAGER: INFRASTRUCTURE SERVICES	To Be Confirmed By Business Unit
<u>30</u>	14/5/2021	09:10 AM – 10:10 AM		GENERAL MANAGER: COMMUNITY SERVICES	To Be Confirmed By Business Unit
<u>31</u>	14/5/2021	10:20 AM - 11:20 AM		CHIEF FINANCIAL OFFICER	To Be Confirmed By Business Unit
<u>32</u>	14/5/2021	11:30 PM – 12:30 PM		GENERAL MANAGER:SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES	To Be Confirmed By Business Unit
<u>33</u>	14/5/2021	13:30 PM - 14: 30 PM		GENERAL MANAGER: CORPORATE SERVICES	To Be Confirmed By Business Unit
<u>34</u>	14/5/2021	14:40 PM - 15: 40 PM		CITY MANAGER	To Be Confirmed By Business Unit

**CORPORATE SERVICES BUSINESS UNIT**

**EXTRACT FROM THE UNCONFIRMED MINUTES OF THE FULL COUNCIL MEETING HELD VIA MICROSOFT TEAMS ON WEDNESDAY, 29 JULY 2020 AT 09H00.**

**PERFORMANCE ASSESSMENT SCHEDULE FOR THE 2020/2021 FINANCIAL YEAR (4.7)**

Report dated 29 April 2020 by the Acting Manager: Organizational Compliance, Performance and Knowledge Management.

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It was

**RESOLVED**

- (a) That the report on the Performance Assessment Schedule for the 2020/2021 Financial Year be NOTED.
- (b) That the proposed dates for the Annual Performance Assessment for the 2019/2020 financial year be APPROVED.
- (c) That the proposed dates for Quarters 1, 2 & 3 Performance Assessments for the 2020/2021 financial year be APPROVED.
- (d) That the report be forwarded to the Audit Committee for noting.

*CERTIFIED A TRUE COPY*

*Nokwanda Mbanjwa*

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**For GENERAL MANAGER: CORPORATE SERVICES**

03 August 2020

Municipal Manager's Representative: Mr S Dubazana (Tel.033-392763)  
Enquiries: Committee Officer: Nokwanda Mbanjwa (Tel: 033-3922775)  
Email: [nokwanda.mbanjwa@msunduzi.gov.za](mailto:nokwanda.mbanjwa@msunduzi.gov.za)