



PERFORMANCE AGREEMENT

ENTERED BETWEEN:

KING SABATA DALINDYEBO LOCAL MUNICIPALITY

AS REPRESENTED BY ACTING MUNICIPAL MANAGER

ZOLISA HERMAN MDIKANE

AND

AYANDA MDLELENI

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE PERIOD

1 JULY 2015 - 30 JUNE 2016

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A handwritten signature in black ink, appearing to be 'Ayanda Mdleleni', located at the bottom right of the page, below the first signature.

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

King Sabata Dalindyebo Local Municipality herein represented by Mr Z.H. Mdikane in his capacity as Acting Municipal Manager (hereinafter referred to as the **Employer**)

AND

Mr Ayanda Mdleni, Director of Corporate Services of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

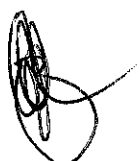



1. INTRODUCTION

- 1.1 The employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal System Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1) (b) of the Systems Act, read with Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Section 57(1) (a), 57(1) (b) and 57(5) of the Local Government Municipal System Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to-

- 2.1 comply with the provision of Section 57(1) (b), (4) (a), (4) (b) and 5 of the Act as well as the employment contract entered into between parties;
- 2.2 specify objectives and targets defined and agreed with employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation and the Budget of the municipality.
- 2.3 specify accountabilities as set out in a performance plan (annexure A) attached;
- 2.4 monitor and measure performance against set targeted output;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;

- 2.6 In the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This agreement will commence on 1 July 2015 and will remain in force until 30 June 2016 hereafter a new Performance Agreement and Performance Plan shall be concluded between the parties for the next financial year or portion thereof.
- 3.2 The parties will review the provision of Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 If at any time during the validity of this Agreement the work environment alters to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised by mutual agreement.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (annexure A) set out-
- 4.1.1 The performance objectives and targets that must be met by the Employee; and
- 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget (SDBIP) and Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objectives has been achieved
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan



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5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adapts or introduces for employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about specific performance standards that will be included in the performance management system as applicable to the Employee
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of Employee shall be assessed shall consist two components.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The Employee's assessment will be based on his/her performance in terms of the outputs / outcomes (performance indicators) identified as per attached performance plan (Annexure A), which are linked to the KPA's and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.
- 5.7 Key performance areas related to the functional areas of Employee must be subject to negotiation between the Employer and Employee.



KEY PERFORMANCE AREA	WEIGHTING 2015/16	INDIVIDUAL WEIGHTING
Basic Service Delivery And Infrastructure Development	40	
Local Economic Development	10	
Financial Viability And Management	15	
Good Governance And Public Participation	15	
Institutional Transformation And Organisational Development	15	
Spatial Planning and Social Development	5	

5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job must be selected from the list below as agreed to between the Employer and Employee.

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Strategic Capability and Leadership		
Programme and Project Management		
Financial Management	Compulsory	
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem solving Analysis		
People Management and Empowerment	Compulsory	
Client Orientation and Customer Focus	Compulsory	
Communication		
Honesty and Integrity		

CORE OCCUPATIONAL COMPETENCIES (COC)		
Competency in Self-Management		
Interpretation of and implementation within the legislative a national policy frameworks		
Knowledge of Performance Management and Reporting		
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualization, analysis and implementation		
Knowledge of more than one functional municipal field/ discipline		
Skills in Mediation		
Skills in Governance		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality		

6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement set out-


6.1.1 The standard and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to implementation must take place within set time frames.

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer IDP.


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6.5 The annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan

- a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- b) An indicative rating on the five-point scale should be provided for each KPA
- c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CCRs

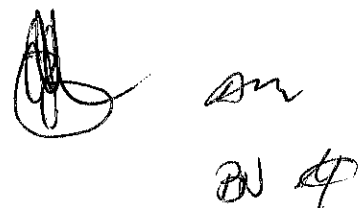
- a) Each CCR should be assessed according to the extent to which the specified standards have been met
- b) An indicative rating on the five-point scale should be provided for each CCR
- c) The rating should be multiplied by weighting given to each CCR during the contracting process, to provide a score.
- d) The applicable assessment rating calculator (refer to paragraph 6.5.1 below) must then be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating

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

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

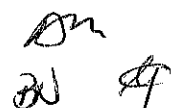
Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.

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4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable Performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.7 For purposes of evaluating the performance of the **Employee**, an evaluation panel constituted by the following persons will be established:

- 6.7.1 Municipal Manager
- 6.7.2 Chairperson of the performance audit committee or audit committee in the absence of a performance audit committee;
- 6.7.3 Another member of council; and
- 6.7.4 Municipal manager from another municipality

6.8 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panel

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to this Agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	30 September 2015
Second quarter	:	15 December 2015
Third quarter	:	31 March 2016
Fourth quarter	:	31 July 2016

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

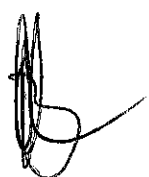
7.3 Performance feedback shall be based on the **Employer's** assessment of the Employee's performance.


7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

7.5 The **Employer** may amend the provisions Annexure "A" of the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing development gaps forms part of Annexure A



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9 OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall:-

- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 On the request of the **Employee** delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of the Agreement; and
- 9.1.5 Make available to the **Employee** such resources as the **Employee** may reasonably require from time to time assisting him meet the performance objectives and targets established in terms of this agreement.

10. CONSULTATION

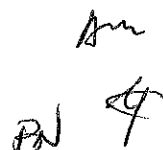
10.1 The **Employer** agrees to consult the Employee timeously where the exercising of the powers will have amongst others-

- 10.1.1 A direct effect on the performance of any of the Employee's functions;
- 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 a substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11 MANAGEMENT OF EVALUATION OUTCOMES

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



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

11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%;

11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%;

11.3 In the case of unacceptable performance, the Employer shall-

11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his/ her performance; and

11.3.2 After appropriate performance counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the Employment Agreement of the employee on grounds of unfitness or incapacity to carry out his/ her duties.

12 DESPUTE RESOLUTION

12.1 Any dispute about the nature of this performance agreement, whether it relates to key responsibilities, priorities, method of assessment and/or any other matter provided for, shall be mediated by a member of the municipal council, provided that such member was not part of evaluation panel provided for in sub-regulation 27(4) (e) of the Municipal performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee. The decision of the mediator shall be final and binding on both parties.

13. General



13.1 The content of this agreement must be made available to the public by the Employer, Accordance with the Local Government Municipal Finance Management Act, 2003 and Section 46 of the Local Government Municipal Systems Act 32, 2000.

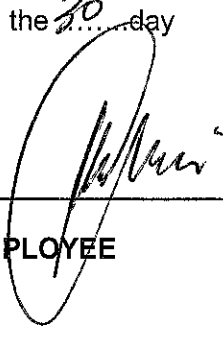
13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employer** in terms of his/her contract of employment, or the effects of existing or new Or new circulars, policies, directives or other instruments.




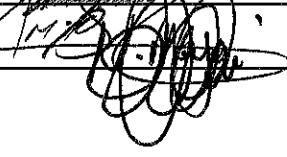
Thus done and signed at 7 Meata on the 20th day of June 2015


AS WITNESSES:

1. 
2. 


EMPLOYEE

AS WITNESS:

1. 
2. 


EMPLOYER

HR

(SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN – JULY 2014 – JUNE 2015)

KEY PERFORMANCE AREA		Institutional Transformation and Organizational Development 2017									
IDP OBJECTIVE		To improve organizational capacity and institutional performance through skills development and change management by 2017									
KPI	BASELINE	Q1	Q2	Q3	Q4	BUDGET	MEASUREMENT SOURCE / POE	ACHIEVED / NOT ACHIEVED	COMMENT / REASON FOR DEVIATION		
Number of posts filled on 2014/15	Number of posts filled on 2013/14 HR Recruitment Plan	Review HR Plan 2014/15 Fill Vacant posts as per HR Plan	Fill Vacant posts as per HR Plan	Fill identified and submitted critical posts	Fill identified and submitted critical posts	R3 000 000.00	Advert, Master List, Memorandums, Shortlisting Report, Selection Report and Appointment letter/ Contract of employment Input register	ACHIEVED PARTLY ACHIEVED	188 Posts were filled in 2014/15 financial year although 119 of those are from the previous financial year 2013/14, only 69 of are from the current year financial year.		
No. of vacated posts filled	Terminations schedule	All vacated posts filled	All vacated posts filled	All vacated posts filled	All vacated posts filled		Appointment letter/ Contract of employment Input register	PARTLY ACHIEVED	Due to moratorium on filling of posts.		

HR Recruitment Plan for 2015/16 developed.				HR Plan 2015/2016 to be developed and submitted	Copy of a Reviewed HR Plan for 2015/16	PARTLY ACHIEVED	2015/16 Draft HR Plan in place, to be submitted in the Municipal Managers Office for approval.
Integrated HRD Strategy developed	Various policies in place.	Bench marking and Complete a feasibility study report	Integrated HRD Strategy document development	Submit to council for approval	Attendance Registers, Report Draft plan	NOT ACHIEVED	It was put on hold due to financial constraints as the Section was due to visit other municipality to benchmark
WSP Reviewed and implemented	WSP 2013/14	Identification of training needs for 15/16	Identification of training needs for 15/16	Submission of WSP 2015/16	Attendance registers, LGSETA quarterly reports, expenditure report, departmental training needs	ACHIEVED	WSP submitted to LGSETA. Funds were not 100% utilized due to delay in procurement processes
Number interventions as per WSP	WSP 2013/14 in place Skills development policy in place	4 interventions as per the WSP implemented	4 interventions as per the WSP implemented	4 interventions as per the WSP implemented	Attendance registers, Copy of Certificates WSP	PARTIALLY ACHIEVED	Delays in sourcing training providers in Supply Chain Management

Customer Service and Batho Pele revitalization programme implemented.	Draft Customer Care policy	Review Customer care policy		Facilitate training on Batho Pele 20	Submit Customer Care policy to council Facilitate training on Batho Pele 40		Draft Policy Memo of listed candidates to attend Attendance Registers or Attendance certificates	PARTIALLY ACHIEVED	; the other challenge was moratorium due to financial constraints faced by the municipality. 82 employees trained on Batho Pele and Customer Care Management
IDP OBJECTIVE Promote institutional transformation programme by 2017									
Staff placement process successfully implemented.	Placement policy in place Approved structure in place Placement Committees in place	LLF engagements	LLF engagements	LLF engagements	Issuing of placement Letters Receive and register Objections if any	R60 000.00	LLF Resolution Placement Letters Populated Organizational structure	PARTIALLY ACHIEVED	Placement letters in progress to be issued to employees in first quarter of 2015-2016. Resolution only taken in June 2015.

Compliance with Employment Equity Legislation	Employment Equity report 2013/2014	EE Committee establishment	Municipal workforce profile assessment	Development of Employee Equity Plan	Submission of EE Plan Council		Copy of Reviewed EE Plan Notices Assessment reports Notices, Attendance registers, Terms of reference, Appointment letters	PARTIALLY ACHIEVED	The Employment Equity Committee wanted training by Department of Labour before finalising the EE plan though training was provided by the municipality
No. of Corporate Services department policies reviewed	11 draft policies in existence	Refine departmental policies	Consultation with Departments	Submission to corporate service Committee	Submission to council Departmental strategic planning		Copies of policies submitted to Council Attendance registers Invitations Agendae	ACHIEVED	
Development and promulgation of outstanding by-laws facilitated.	10 by-laws promulgated	Work-shopping and consultation	Work-shopping and consultation	submit to Council	Facilitate Promulgation of existing bylaws		Copy of bylaws submitted to council.	NOT ACHIEVED	Departments still not submitting by-laws
Litigation policy developed	Draft litigation policy	Refine litigation policy	Consultation with Departments	Submission to corporate service Committee	Submission to council		Draft policy	PARTIALLY ACHIEVED	Waiting for Councils approval

Legal support provided to Municipal Department.	Legal register	Provision of Legal support	Provision of Legal support	Provision of Legal support	Provision of Legal support	Provision of Legal support	Legal Register Memo Report	ACHIEVED	
Development of delegation Document from Municipal Manager to HoD's Facilitated	Delegation document from Council to Mayor, MM and CFO exists	Facilitate reviewal of delegation document for MM and CFO	Facilitate development of HoDs delegations	Consultation processes	Submit to council for approval	Memorandum forwarded to MM's Office	NOT ACHIEVED	Reluctance on previous MM's to delegate	
IDP Objective									
To improve access to information through information and knowledge management systems by 2017.									
No. of municipal departments using approved file plan	Approved File plan available	Usage of file plan by 2 departments	4 departments	7 departments, Urban Renewal and Mqanduli	Monitor usage of file plan	R200 000.00	7 departments using approved file plan with correct ref numbers.	PARTIALLY ACHIEVED	Out of 7 departments, 4 departments are using the file plan i.e. Corporate Services, Public Safety, Infrastructure and PSED.
No. of satellite registries fitted with shelves, counters, security doors and general upgrading	Each department has its own records.	Develop Specification for Registries	Engage service provider.	Establish 1 Satellite registry	Establish 1 Satellite registry	Establish 1 Satellite registry	Specification register	NOT ACHIEVED	Lack of Space

Automated document management system installed	EDMS acquired Successful implementation in SCM	Installation and Configuration of The document management Platform 1 department	Installation and Configuration of The document management Platform 1 department	Installation and Configuration of The document management Platform 1 department	Installation and Configuration of The document management Platform 1 department	R 800 000	Project Closeout report	PARTIALLY ACHIEVED	Awaiting authorisation from Director Corporate Services
ICT access controls document developed	Processes in place	Documenting ICT access controls	Internal consultation	Present Review and Finalize Controls Documentation.	Submit the plan to the MM	R 200 000	ICT Access Controls Documentation Attendance register Memo Project Closeout report	NOT ACHIEVED	
ICT Master systems plan developed.	Draft ICT Master systems document in place	Develop Terms of Reference Appoint external service provider through SCM processes	Development of master Systems plan & IT Governance framework	Consultation with internal department	Submit the plan to the council	R 1 500 000. R 3 000 000.00	Project Closeout report	PARTIALLY ACHIEVED	Awaiting adjudication to complete and award tender for the development of MSP
Information Security Strategy Developed	Draft Security strategy document in place	Develop Terms of reference Appoint external service	Develop Information Security strategy	Submit the Security Strategy for Approval.			Project Closeout report	NOT ACHIEVED	

Established ICT Steering Committee	Draft terms of reference	provider through supply chain processes	Consultation	Consultation	Appointment and induction of Steering Committee	Minutes registers	PARTIALLY ACHIEVED	Draft ToR for the steering committee been done, awaiting for members to be designated.
Functional, updated, compliant and accessible KSD website	New website in place	Section 52 report uploaded in the website	Section 52 (d) and Midyear reports uploaded in the website	Section 52 (d) and adjustment budget reports uploaded in the website	Section 52 (d) and annual reports uploaded in the website	Screen shorts of the website	PARTIALLY ACHIEVED	Website developed,
IDP Objective								
To improve the quality of work-life and promote a safe, healthy and conducive work environment.								
OHS compliance programme for Municipal buildings and work places implemented	All municipal buildings are compliant in terms of Fire Extinguishers.	Conduct OHS compliance assessment	Fire Extinguishers reporting	Fire Extinguishers reporting	Fire Extinguishers reporting	Minutes of meetings Memo Attendance registers Physical inspection reports	ACHIEVED	
						R 300 000		

Integrated Wellness strategy aligned to SALGA generic strategy reviewed	2010 Integrated Wellness Strategy	Research and benchmark	Strategy document development; Internal consultation	Council approval and implementation	Monitor implementation	R 300 000	Approved SLA Fire extinguishers Certificates of service	Reviewed document	NOT ACHIEVED	Still collecting information to bench mark. Intending to visit Ugu Municipality in the next financial year
Employee Wellness Programme implemented	Physical, spiritual and financial wellness programmes held in 2012/13. EAP programmes took place in 2012/13.	Cancer Week awareness campaigns	HIV/AIDS awareness campaigns towards World Aids Day	Wellness Week	Candle Light Programme		Attendance Register Reports Notices Programmes of event. Invitations	ACHIEVED	ACHIEVED	
	SAIMSA Games - Namibia	SAIMSA Games in Eastern Cape, East	SAIMSA Games	Two Tournaments	Two Tournaments		Invitation, Memo, fixtures and reports	ACHIEVED	ACHIEVED	

Leave reports generated monthly.	PAYDAY Leave Management System	Reconcile and generate monthly leave reports	Reconcile and generate monthly leave reports	Reconcile and generate monthly leave reports	Reconcile and generate monthly leave reports	Leave reports	ACHIEVED	
No of Local Labour Forum meetings held	Number of meetings held in 2013/14	3	3	3	3	Copy of Agendae and Minutes	ACHIEVED	
No. of Labour Relations workshops held for LLF employees, management and councilors	Number of workshops	0	0	1	3	Copy of Memo and attendance register	ACHIEVED LLF NOT ACHIEVED	Labour Relations Workshops not LLF Postponed by SALGBC waiting for the new dates.
No. of employees with signed code of conduct in their personal files	Code of conduct	New employee sign code of conduct	New employee sign code of conduct	New employee sign code of conduct	All existing with signed code of conduct	Attendance Registers Notices Signed code of conduct	PARTIALLY ACHIEVED	Only Managers, General Managers, Ass Managers, and New staff have signed waiting for LLF consultation for the existing staff.
Interests Disclosure system for	Form for disclosure in place	Introduction of system to existing	Implementation	Implementation	Implementation	Workshop Registers	PARTIALLY ACHIEVED	Only Managers, General

officials implemented		officials (workshops)							Managers, Ass Managers, and New staff have signed waiting for LLF consultation for the existing staff.
No. of disciplinary cases, appeals and grievances finalized	HR Policy, Collective agreement	Facilitate all submitted disciplinary cases, appeals and grievances	Facilitate all submitted disciplinary cases, appeals and grievances	Facilitate all submitted disciplinary cases, appeals and grievances	Facilitate all submitted disciplinary cases, appeals and grievances	Facilitate all submitted disciplinary cases, appeals and grievances	Facilitate all submitted disciplinary cases, appeals and grievances	Facilitate all submitted disciplinary cases, appeals and grievances	Invitation Reports Appointment letters Attendance register
									ACHIEVED

DIRECTOR: CORPORATE SERVICES

DATE