



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF RICHMOND,

AS REPRESENTED BY THE MUNICIPAL MANAGER

BHEKANI ERROL MSWANE

(HEREIN REFERRED TO AS THE EMPLOYER)

AND

VUSUMUZI WISEMAN SIBISI

THE DIRECTOR COMMUNITY SERVICES

(HEREIN REFERRED TO AS THE EMPLOYEE)

FOR THE FINANCIAL YEAR:

01 JULY 2024 - 30 JUNE 2025

B.E.
v.w.s T.M
V.W.S.
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PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The Municipality of Richmond herein represented by **Bhekani Errol Mswane** in his capacity as **The Municipal Manager** (hereinafter referred to as the **Employer**).

and

Vusumuzi Wiseman Sibisi Employee of the Municipality of Richmond (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 Systems Acts 32 of 2000 ("the System 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 the Contract of Employment concluded between the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the 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 Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 57(1)(b), 4(A), (4B) and (5) of the Systems Acts as well as the Contract of Employment entered into between the parties;

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- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 01 July 2024 and will remain in force until 30 June 2025 where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this 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 The content of this Agreement may be revised at anytime during the abovementioned period to determine the applicability of the matters agreed upon.

3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

4.1 The Employee Performance Plan (Annexure 12) sets out-

4.1.1 The performance objectives and targets that must be met 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 the performance plan (Annexure 12) are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting

4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 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; and the attainment of the Municipality of an Unqualified Audit Opinion.

4.5 In instances where the Municipality attains a negative audit outcome and the Employee is responsible for unauthorised, irregular, fruitless or wasteful expenditure, a performance bonus will not be paid to the Employee.

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5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Employer, management, and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.

6 The Employee agrees to participate in the Performance Management and Development System that the Employer adopts.

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competency Framework (CF) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.2.3 KPA's covering the main areas of work will account for 80% and the Competency Framework (CF) will account 20% of the final assessment.
- 6.3 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 10), 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.

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KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Basic Service Delivery	
Municipal Institutional Development and Transformation	
Local Economic Development (LED)	
Municipal Financial Viability and Management	
Good Governance and Public Participation	
Total	100%

6.4 The Competency Framework (CF) will make the other 20% of the Employee's assessment score. The Competency Framework as contained in the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers ,2014 must be used for this purpose. The Regulations state there is no hierarchical connotation to the structure and all competencies are essential to the role of a Senior Manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a Senior Manager's performance.

6.5 Competency framework structure

The competencies that appear in the competency framework are detailed below:

COMPETENCY FRAMEWORK FOR EMPLOYEE		
LEADING COMPETENCIES	DESCRIPTION	WEIGHT %
1. Strategic direction and Leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	
2. People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	
3. Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	
4. Change Leadership	<ul style="list-style-type: none"> • Change vision and strategy • Process Design and Improvement • Change impact monitoring and evaluation 	

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5. Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	
CORE COMPETENCIES		WEIGHT
1. Moral competencies		
2. Planning and organising		
3. Analysis and innovation		
4. Knowledge and Information Management		
5. Communication		
TOTAL		100%

7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure 10) to this Agreement sets out-

- 7.1.1 The standards and procedures for evaluating Employee's performance; and
- 7.1.2 The intervals for the evaluation of the Employee's performance.

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


7.3 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 and implementation must take place within set time frames.

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

7.5 The annual performance appraisal will involve:

7.5:1 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.


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- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the Competency Framework


- (a) Each Competency 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 competency.
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final competency score.

7.5.3 Overall Rating

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

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and the Competency Framework:

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.	
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 Performance Agreement and Performance Plan.	
2	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 indicate that the employee has achieved below fully effective results against	

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LEVEL	TERMINOLOGY	DESCRIPTION	RATING
		more than half the key performance criteria and indicators as specified in the Performance Agreement 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 Performance Agreement 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.	

7.7 For purpose of evaluating the performance of the Municipal Manager (Section 54 employees), an evaluation panel constituted by the following persons will be established-

- 7.7.1 Executive Mayor or Mayor;
- 7.7.2 Chairperson of the Performance and Audit Committee;
- 7.7.3 Member of the Mayoral or Executive Committee or; in respect of a plenary type Municipality, another member of a Council
- 7.7. 4 Mayor and/ or Municipal Manager from another Municipality and Member of a ward committee as nominated by the Executive Mayor or Mayor

7.8 For purposes of evaluating the annual performance of Managers directly accountable to the Municipal Manager (Section 56 employees), an evaluation panel constituted by the following persons will be established-

- 7.8.1 Municipal Manager;
- 7.7.2 Chairperson of the Performance and Audit Committee;
- 7.7.3 Member of the Mayoral or Executive Committee or; in respect of a plenary type Municipality, another member of Council
- 7.7. 4 Municipal Manager from another Municipality and

The Manager responsible for Human Resources of the Municipality must provide secretariat services to the Evaluation Panels referred to above.

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8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance 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	: 01 July 2024 – 30 September 2024 (Verbal)
Second quarter	: 01 October 2024 – 31 December 2024
Third quarter	: 01 January 2025 – 31 March 2025 (Verbal)
Fourth quarter	: 01 April 2025 – 30 June 2025

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

8.3 Performance feedback must be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons on agreement between both parties.

8.5 The Employer may amend the provisions 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.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing development gaps forms part of the Performance Agreement. – Annexure 11

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:

- 10.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2 Provide access to skills development and capacity building opportunities;
- 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 On the request of the Employee delegates such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in term of this Agreement; and
- 10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

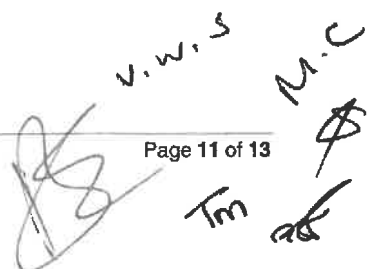
11. CONSULTATION

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

- i. A direct effect on the performance of any of the Employee's functions;
- ii. Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.4 A substantial financial effect on the Employer.

11.2 The employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

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12 MANAGEMENT OF EVALUATION OUTCOMES

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

12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance. In determining the performance bonus, the relevant percentage is based on the overall rating, calculated by using the applicable assessment –rating calculator; provided that –

- a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%

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


12.3.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and

12.3.2 After appropriate performance and counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, and performance does not improve, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the agreement must be mediated by –

- (a) In the case of the Municipal Manager, the MEC for Local Government in the Province within thirty (30) days of receipt of a formal dispute from the Employee; or any other person designated by the MEC; and
- (b) In the case of the Managers directly accountable to the Municipal Manager, a member of the Municipal Council, provided that such member was not part of the

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evaluation panel, within thirty days (30) of receipt of a formal dispute from the employee.

whose decision shall be final and binding on both parties.

14. GENERAL

14.1 The contents of the performance agreement must be made available to the public by the Employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Act.

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/ her employment contract, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

14.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for Local Government in the Province as well as the National Minister responsible for Local Government within fourteen days (14) after the conclusion of the assessment.

Thus done and signed at Richmond on this the 30th day of June (Month) 2024 (Year)

AS WITNESSES:

1. 


EMPLOYEE

2. 

AS WITNESSES:

1. 


EMPLOYER

2. 

RICHMOND LOCAL MUNICIPALITY 2024/2025 SDRP

IPA	IDP Ref	Dept. Code	Objective	Strategy Focus Area	Project/ Programme/ Measurable Output	Activity	Key Performance Indicator	Budget	Demand	Baseline	Isotology	Performance Target (ANNUAL)	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Ward Information	Responsible Department	POE		
<p>COMMUNITY SERVICES</p> <p>DISASTER MANAGEMENT</p>																					
CROSS CUTTING ISSUES	COM01	COMM	To implement disaster management programmes	Promote health and safety and provide disaster relief through awareness campaigns	Reviewed Disaster Management Policy and Disaster Management Plan	Review of disaster policies and aligning them with disaster management legislations	Date of reviewing the disaster Management policy and Plan	R 0	30-Jun-25	30-Jun-24	0	30-Jun-25	N/A	N/A	N/A	30-Jun-25	Institutional	Community Services	Council Resolution approving the Policy and Plan		
	COM02	COMM			Disaster Management programmes implemented	Issuing of invitations and brochures	Number of awareness Campaigns to be done in each ward	R 20004	7	7	0	7	0	N/A	N/A	N/A	N/A	Ward based (1,2,3,4,5,6,7)	Community Services	Attendance Register, proof of payment for procured goods and services/ Invitations	
	COM03	COMM			Reduced turn around time in responding to disaster incident	Responding to disaster incidents reported	Number of hours taken to respond to disaster incidents	R 0	5	5	0	5	0	5 hours to respond to disaster incidents	5	5	5	5	Institutional	Community Services	Copy of signed incident report indicating time taken to disaster incidents
	COM04	COMM			Disaster Advisory Forum Meetings Convened	Constitution of the Disaster Advisory Forum capable sending invites and booking of venue	Number of Meetings convened	R 0	4	4	0	4	0	4	1	1	1	1	Institutional	Community Services	Agenda, attendance register and minutes
<p>LIBRARY SERVICES</p>																					
CROSS CUTTING ISSUES	COM5	COMM	To promote the use of libraries, facilities and dissemination of information	Improves opportunities for better livelihood and improved knowledge	Enhancing library educational programmes	Visiting of the other libraries, encouraging reading, inviting schools to visit the libraries, conducting outreach programs	Number of library programmes conducted in the communities	R 0	12	12	0	12	3	3	3	3	Institutional	Community Services	Library Report signed by Manager/Library Services		
	COM6	COMM			To update library book stocks of all municipal libraries and collection of new books	To update library book stocks of all municipal libraries and collection of new books	Number of book exchanges	R 0	6	6	0	6	0	12	3	3	3	Institutional	Community Services	Receipts of books exchange signed by Arts and Culture HOD	
	COM7	COMM			Monitoring of the Arts and Culture Grant spending received by municipality for books	Conducting meeting with the Budget Unit to get updates of budget spending	Number of expenditure reports submitted	R 0	4	4	0	4	0	4	1	1	1	1	Institutional	Community Services	Expenditure report signed by the SAH, Community Services or the CFO
<p>PROTECTION SERVICES</p>																					
CROSS CUTTING ISSUES	COM8	COMM	To enhance and promote National Road Traffic Act 93/96	To enhance and promote National Road Traffic Act 93/96	Invitation for state/province enforcement Campaign, promotional goods, issuing of traffic fines, Road blocks, impounding of vehicles	Number of roadblocks conducted	R 0	40	40	0	0	40	10	10	10	10	Institutional	Community Services	Quarterly Road Block report indicating traffic fines issued on the date and road block plan		
	COM9	COMM	To enhance and educate the community through road safety education awareness programmes and visiting of schools	To enhance and educate the community through road safety education awareness programmes and visiting of schools	Notifying of schools and presentational, educational material	Number of road safety education awareness programmes conducted	R 0	20	20	0	0	0	2	2	2	2	Institutional	Community Services	Attendance Register of schools/ Photos, letter of appreciation		
<p>SOCIAL SERVICES</p>																					
COM10	COMM		Ensure functional OSS team (IT)	Ensure functional OSS team (IT)	Functional Operation Sukumo Sabhe	Completion of the Agenda, sending invites and booking of venue	Number of quarterly OSS Local task team Meetings	R 0	4	4	0	4	1	1	1	1	Institutional (Open to all ward)	Community Services	Agenda, minutes and attendance registers		
COM11	COMM		To ensure the implementation of Operation Sukumo Sabhe	Coordinate Operation	Operation MBO campaigns implemented	Completion of the Agenda, sending invites and booking of venue	Number of Quarterly Operation MBO campaigns	R 0	4	4	0	2	N/A	N/A	1	1	Institutional (Open to all ward)	Community Services	Attendance register and Programme of the day		

COM12	COMM	Humiliation events implemented to commemorate Nelson Mandela Day	Organise transport, invite the community, host awareness	Number of Humiliation Events in Nelson Mandela Day	R 0	4	0	1	N/A	N/A	Word based (1,2,3,4,5,6,7)	Community Services	Attendance register and Programme of the day
COM13	COMM	HIV/AIDS awareness campaign	Organise transport, invite the community, host awareness	Date of commemoration of World AIDS day	R 0	31-Dec-24	0	N/A	N/A	N/A	Institutional (Open to all ward)	Community Services	Attendance register and Programme of the day
COM14	COMM	Coordinate and hold local council Meetings	Compilation of the Agenda, sending agenda to meeting of venue	Number of Quarterly Local Council Meetings	R 0	4	0	4	1	1	Institutional (Open to all ward)	Community Services	Attendee minutes and attendance registers
COM15	COMM	To coordinate health awareness campaigns	Organise transport, invite the community, host awareness	Number of Quarterly Health Awareness Campaigns	R 0	4	0	4	1	1	Institutional (Open to all ward)	Community Services	Attendance register and Programme of the day
COM16	COMM	To promote a healthy lifestyle and the well-being of citizens	Coordinate / support programmes for vulnerable group to address social ill	Number of programmes conducted		4	New Indicator	1	1	1	Institutional (Open to all ward)	Community Services	Attendance register and Programme of the day
COM17	COMM	Empowerment of people with disabilities, women, senior citizen	Specific programmes / educational programmes for all vulnerable groups	Number of campaigns conducted		4	New Indicator	4	1	1	Institutional (Open to all ward)	Community Services	Attendance register and Programme of the day
COM18	COMM	Improve healthy lifestyle for elderly people with disabilities and children	Coordinate educational support to children / FWD	Number of campaigns conducted	R 50 000	4	New Indicator	4	1	1	Institutional (Open to all ward)	Community Services	Attendance register and Programme of the day
COM19	COMM	Conduct GBV awareness campaign	Coordinate campaign to be conducted / educational programmes	Number of Awareness Campaigns conducted		4	New Indicator	4	1	1	Institutional (Open to all ward)	Community Services	Attendance register and Programme of the day
CROSS CUTTING ISSUES													
LOCAL GOVERNMENT SERVICES													
COM20	COMM	To promote sports, arts and recreation throughout the Richmond Local Municipality	Local Golden Games for senior citizens	Date of local games	R 0	30-Sep-24	0	30-Sep-24	N/A	N/A	Institutional (Open to all ward)	Community Services	Attendance Register, Records of planning meeting
COM21	COMM		Promotion of a healthy lifestyle through attending of District Golden Games for senior citizens	Date of attending District golden games	R 0	30-Sep-24	0	30-Sep-24	N/A	N/A	Institutional (Open to all ward)	Community Services	Attendance registers, report and pictures
COM22	COMM	To promote sports, arts and recreation throughout the Richmond Local Municipality	Development of local youth in sports	Date of attending SAAGA games	R 288,294,000	30-Sep-24	0	30-Sep-24	N/A	N/A	Institutional (Open to all ward)	Community Services	Attendance register, report and pictures
COM23	COMM	To promote sports, arts and recreation throughout the Richmond Local Municipality	Hosting of Arts and Culture events	Number of Arts and Culture programmes conducted	R 181,409,000	2	0	2	1	N/A	Institutional (Open to all ward)	Community Services	Attendance Register, Records of planning meeting
COM24	COMM	To provide reasonable assistance on the effectiveness of internal audit and performance management	Lifted Youth through conducting educational programmes	Number of educational programmes done	R 75,000	2	2	N/A	N/A	1	Institutional (Open to all ward)	Community Services	Attendance register, planning records
COM25	COMM		A platform created for young artists to showcase their talent through hosting the Annual Arts Festival	Date of hosting Annual Arts Festival	R 0	31-Dec-24	0	N/A	31-Dec-24	N/A	Institutional (Open to all ward)	Community Services	Register of participants, report to HOD
COM26	COMM		A structured Youth Month Programme organised	Date of conducting event	R 4,000	30-Jun-25	0	30-Jun-25	N/A	N/A	Institutional (Open to all ward)	Community Services	Attendance register, planning records
INTERNAL AUDIT, RISK AND PERFORMANCE MANAGEMENT													
IAP 01	BFO	Quarterly Progress Reports submitted to the staff action plan	Development and management of an audit action plan to improve on the audit opinion received	Number of audit action plan submitted to Internal Audit	R 0	4	0	4	1	1	Institutional	Corporate Services	Updated audit action plan
IAP 02	BFO	To provide reasonable assistance on the effectiveness of internal audit and performance management	Reduction of risk to the municipality's risk appetite through internal controls and governance	Number of quarterly risk register report updated and submitted to the risk unit	R 0	4	0	4	1	1	Institutional	Corporate Services	Updated Quarterly Risk Register
IAP 03	BFO	Quarterly Performance Reports and not achieved targets submitted to FMS Unit	Monitoring of organisational performance through quarterly 30BP reports	Number of quarterly Performance Reports submitted to FMS Unit	R 0	4	0	4	1	1	Institutional	Corporate Services	Quarterly PMS/DBIP Report signed by HOD

CROSS-CUTTING ISSUES
INTERNAL AUDIT, RISK AND PERFORMANCE MANAGEMENT
LOCAL GOVERNMENT SERVICES
SOCIAL SERVICES, SPORTS AND RECREATION
GOOD GOVERNANCE AND PUBLIC PARTICIPATION
YOUTH DEVELOPMENT