



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mr Madoda Khathide (Full Name)

In his/her capacity as: *City Manager (Supervisor)*

AND

Mr Mbongeni Mathe (Full Name)

As the *GM: Community Services (A) (Jobholder)*

PERIOD OF AGREEMENT: 01 July 2020 to 30 June 2021

Following completion of this form, it must be forwarded to the Section:
Human Resource Management.

Signatures: Employee: *MM Mathe* Date: *03/08/20* Supervisor: *Madoda Khathide* Date: *07/08/2020*

1. PURPOSE

- ## 2. VALIDITY OF THE AGREEMENT

- ### 3. JOB DETAILS

Employee Number	:	
Management level	:	Level 2
Component	:	Community Services
Unit	:	Community Services
Location	:	Head Office – AS Chetty
Occupational classification	:	Senior Management – Section 56
Designation	:	General Manager: Community Services

Matthew

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4. JOB PURPOSE

The purpose of the GM: Community Services' job should be in line with the Municipality's priorities as identified in the *2020 – 2021 Service Delivery Budget and Implementation Plan*. The purpose of the GM: Community Services is to assist the City Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Community Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

The jobholder is the GM: Community Services and has the responsibility for Municipal Community Services. The incumbent will provide continuous Management and other relevant information to the City Manager in the Municipality's delivery of services.

5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ Health and Social Services: Environmental Health and HIV/AIDS
- ⇒ Risk Management: Traffic and Security, Fire Fighting Services
- ⇒ Development Services: The Art Gallery, Libraries, Parks and Recreation, Waste Management
- ⇒ Area Based Management

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

The Jobholder shall report to the Supervisor on all parts of this plan. He/She shall:

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance plan undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original plan is minimised.
- ⇒ Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- ⇒ Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance plan measures.



In turn the supervisor shall:

- ⇒ Meet to provide feedback on performance and to identify areas for development at least four times a year.
- ⇒ Create an enabling environment to facilitate effective performance by the Jobholder.
- ⇒ Facilitate access to skills development and capacity building opportunities.
- ⇒ Work collaboratively to solve problems and generate solutions to common problems within the municipality that may be impacting on the performance of the Jobholder.

7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK

Performance will be assessed according to the information contained in the Workplan.

- 7.1 The Key Performance Areas (KPA's) and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPA's within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPA's are outlined in the attached work plan. KPA's should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

NB: KPA's should preferably not exceed five (5).

Key Performance Areas (KPA's)	Weight
1. WORKPLAN 1: ABM	20%
2. WORKPLAN 2: PUBLIC SAFETY, ENFORCEMENT & DISASTER MANAGEMENT	20%
3. WORKPLAN 3: RECREATION & FACILITIES	20%
4. WORKPLAN 4: WASTE MANAGEMENT & RPIs	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
TOTAL	100%

NOTE: WEIGHTING OF KPA's MUST TOTAL 100%



- 7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached WORKPLAN as well as the CMCs marked here-under. At least **five (5)** CMCs, inclusive of any that may become prescribed from time to time, should be selected from the lists that are deemed to be critical for the Employee's specific job.

7.4

Core Managerial Competencies		Weight
1	Strategic Direction and Leadership	10%
2	People Management	10%
3	Programme and Project Management	10%
4	Financial Management	10%
5	Change Leadership	10%
6	Governance Leadership	10%
7	Moral Competence	10%
8	Planning & Organising	10%
9	Analysis & Innovation	5%
10	Knowledge & Information Management	5%
11	Communication	5%
12	Results & Quality Focus	5%
Total		100%

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

KPAs shall contribute 80% and CMCs 20% of the final assessment score.



12. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *The Mayor: Msunduzi Municipality*
- ⇒ If this mediation fails, the internal grievance rules will apply.

13. AMENDMENT OF AGREEMENT

Amendments to the agreement shall be in writing and can only be effected after discussion and agreement by both parties.

14. The following are annexures of this individual annual performance agreement for the 2020/21 financial year:

ANNEXURE A: CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS
ANNEXURE B: FINANCIAL DECLARATION FORM
ANNEXURE C: PERSONAL DEVELOPMENT PLAN
ANNEXURE D: INDIVIDUAL WORKPLAN

15. SIGNATURES OF PARTIES TO THE AGREEMENT

The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: *MBONKENI SYDNEY MATHE*

Signature: *[Signature]* Date: *03/08/2020*

AND

Name of Supervisor: *[Signature]*

Signature: Date:

SCHEDULE 2



Signatures: Employee: [Signature] Date: 08/08/2020 Supervisor: [Signature] Date: 07/08/2020

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—

(i) the provision of goods or services to the municipality; or

obtain a financial interest in any business of the municipality; or

5. Disclosure of benefits

(2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

(a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;

disclosure of which would violate a person's right to privacy; or

(3) This item does not derogate from a person's right of access to information in terms of national legislation.

A staff member of a municipality may not—

Page 10 of 24

Matthew

- ## 8. Rewards, gifts and favours

- ## 9. Council property

10. Payment of arrears

11. Participation in elections

12. Sexual harassment

13. Reporting duty of staff members

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Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

(1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.

(a) suspension without pay for no longer than three months; (b) demotion; (c) transfer to another post; (d) reduction in salary, allowances or other benefits; or (e) an appropriate fine.

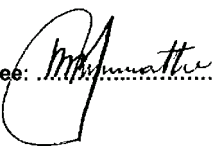
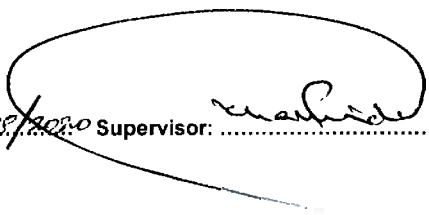


ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee:  Date: 03/08/2020 Supervisor:  Date: 02/08/2020



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) M.S MATHE of
No 3 SARAH LANE ASHBURTON, PMB
 _____ (Postal address) and
No 3, SARAH LANE , ASHBURTON _____ (Residential address)
 employed as GM Community Services (A) at the 23/12/2019
 Municipality hereby certify that the following information is complete and correct to the best of
 my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions)

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
N/A			

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
N/A		

3. Remunerated work outside the Municipality (As sanctioned by Council)

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
N/A		



Council sanction confirmed:

Signature of Mayor: _____

Date: _____

4. Consultancies and retainerships*See information sheet: Note (4)*

Name of client	Nature	Type of business activity	Value of benefits received
Intanda	Consulting	consulting	R60 000.00

5. Sponsorships*See information sheet: Note (5)*

Source of sponsorship	Description of sponsorship	Value of sponsorship

6. Gifts and hospitality from a source other than a family member*See information sheet: Note (6)*

Description	Value	Source

7. Land and property*See information sheet: Note (7)*

Description	Extent	Area	Value
House		Ashburton	R1,50 000.00
Car		Mercede's	R120,000.00



SIGNATURE OF EMPLOYEE: _____

DATE: 03/08/2020PLACE: PIETERMARITZBURG**OATH/AFFIRMATION**

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:
 - (i) Do you know and understand the contents of the declaration?
Answer YES
 - (ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer NO
 - (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer YES
2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

EX OFFICIO COMMISSIONER OF OATHS
HUMAN RESOURCES SUPPORT SERVICES MANAGER
SIFISO PETROS MZOBE
333 CHURCH STREET, PIETERMARITZBURG 3201

DATE: 3 Aug 2020**Commissioner of Oath /Justice of the Peace**Full first names and surname: Sifiso Mzobe (Block letters)Designation (rank): HRSSM Ex Officio Republic of South AfricaStreet address of institution: 333 Church Street
Pietermaritzburg 3201Date: 03/08/2020Place: A.S Chetty BuildingCONTENTS NOTED: MAYOR

DATE: _____

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consultancies and retainerships:

- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mr Madoda Khathide (Full Name)

In his/her capacity as: *City Manager (Supervisor)*

AND

Mr Mbongeni Mathe (Full Name)

As the *GM: Community Services (A) (Jobholder)*

PERIOD OF AGREEMENT: 1 July 2020 to 30 June 2021

Following completion of this form, it must be forwarded to the Section:
Human Resource Development.

Signatures: Employee Date: *03/08/20* Supervisor: Date:



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	MR MBONGENI MATHE
JOB TITLE:	GENERAL MANAGER
SUPERVISOR	CITY MANAGER
UNIT	COMMUNITY SERVICES
COMPONENT:	COMMUNITY SERVICES

PURPOSE: To enable the Supervisor and the employee to identify skills development requirements and as a result agree on the steps taken to address those developmental gaps

1. What are the competencies required for this job (refer to competency profile of job description)?

2. What competencies from the above list, does the job holder already possess?

3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)

4. Actions/Training interventions to address the gaps/needs



5. Indicate the competencies required for future career progression/development

minimum competence certificate

6. Actions/Training interventions to address future progression

bursaries' further my studies

7. Comments/Remarks of the Incumbent

I'm requesting the municipality to allow to finalise the municipal minimum competence certificate course and give me Opportunities to further my studies.

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

Impact of Development on work (After 3 – 6 Months)	
Employee	Supervisor/Manager



AGREED UPON:

Signature: _____
Supervisor: _____
Date: _____

Signature: _____
Incumbent: MBONGENI MATHE
Date: 04/08/2020

Date of next review: _____



ANNEXURE D

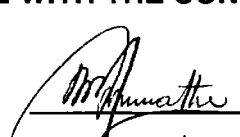
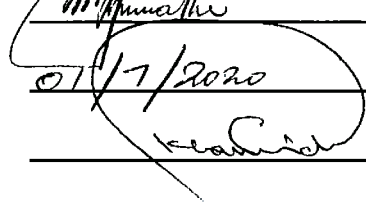
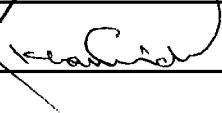
MSUNDUZI MUNICIPALITY PERFORMANCE WORKPLAN

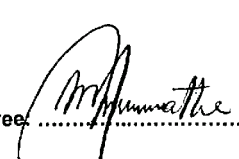


EMPLOYEE NUMBER:	
SURNAME & INITIALS:	MATHE, M
DESIGNATION:	GENERAL MANAGER
COMPONENT:	COMMUNITY SERVICES
UNIT:	COMMUNITY SERVICES
MANAGEMENT LEVEL:	LEVEL 2
OCCUPATIONAL CLASSIFICATION	SENIOR MANAGEMENT – SECTION 56
LOCATION:	AS CHETTY BUILDING

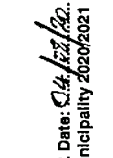
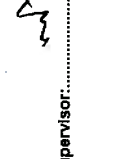
This performance workplan has been agreed between the parties hereunder and shall be revised and assessed during the 1st Quarter (Orally), 2nd Quarter (Written), 3rd Quarter (Orally) and Annual Quarter (Written)

Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)

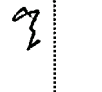
EMPLOYEE:	
DATE:	
SUPERVISOR:	
DATE:	

Signatures: Employee  Date: 01/07/2020 Supervisor:  Date: 07/08/2020

MSUNDUZI MUNICIPALITY														
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)														
WEIGHT (%): 20%														
NAME: MR MBONGENI MATHE														
WORKPLAN 1: ABM														
INDEX	IDP REFERENCE	SOBIP REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E E2	ABM 01	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Complaints referral/	Implementation	N/A	N/A	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s for	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of June 2021	Turnaround time for Community complaints received referred to customer services and departments of receipt of the complaint/s by ABM	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of September 2020	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 31st of December 2020	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 31st of March 2021	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of June 2021
E E1	ABM 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Community Based Planning	Planning	N/A	N/A	1 Ward Plan produced for 39 identified wards in Msunduzi Municipality in the 2018/2019	39 x ward plans for Msunduzi Municipality reviewed and submitted to SMC by the 30th of June 2021	Number of ward plans for Msunduzi Municipality reviewed and submitted to SMC	10 x ward plans for Msunduzi Municipality reviewed and submitted to SMC by the 30th of September 2020	20 x ward plans for Msunduzi Municipality reviewed and submitted to SMC by the 31st of December 2020	30 x ward plans for Msunduzi Municipality reviewed and submitted to SMC by the 31st of March 2021	39 x ward plans for Msunduzi Municipality reviewed and submitted to SMC by the 30th of June 2021
E E2	ABM 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Effective mechanisms, processes and procedures for Community Participation	Strengthening formal linkage with Local Aids Council (LAC) & District Task Team (DTT)	Monitoring	Quarterly	Quarterly	4 x OSS functionality quarterly reports for the 20/21 FY produced and submitted to The Office of the Mayor and District Council in the 2018/2019 FY	4 x OSS functionality quarterly reports for the 20/21 FY produced and submitted to the Office of the Mayor and District Council by the 30th of June 2021	Number of OSS functionality quarterly reports for the 20/21 FY produced and submitted to the Office of the Mayor and District Council	1 x OSS functionality reports for the 20/21 FY produced and submitted to The Office of the Mayor and District Council by the 30th of September 2020	2 x OSS functionality reports for the 20/21 FY produced and submitted to The Office of the Mayor and District Council by the 31st of December 2020	3 x OSS functionality reports for the 20/21 FY produced and submitted to The Office of the Mayor and District Council by the 31st of March 2021	4 x OSS functionality quarterly reports for the 20/21 FY produced and submitted to the Office of the Mayor and District Council by the 30th of June 2021
E E3	ABM 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Implement the public participation policy	Implementation	N/A	N/A	1 x public participation policy presentations conducted in the 18/19 FY for each of the 39 ward committees of council	1 x public participation policy presentations conducted in the 20/21 FY for each of the 39 ward committees of council by the 31st of March 2021	Date public participation policy presentations conducted in the 20/21 FY for each of the 39 ward committees of council	N/A	N/A	1 x public participation policy presentations conducted in the 20/21 FY for each of the 39 ward committees of council by the 31st of March 2021	1 x public participation policy presentations conducted in the 20/21 FY for each of the 39 ward committees of council by the 31st of March 2021
E E1	ABM 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Ward Audits	Monitoring	N/A	N/A	4 x quarterly ward audit reports for the 18/19 FY prepared and submitted to OMC on Audits conducted in each of the 39 wards on Service Delivery Challenges in the 2018/2019 FY	4 x quarterly ward audit reports for the 20/21 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of June 2021	Number of quarterly ward audit reports for the 20/21 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges	1 x quarterly ward audit reports for the 20/21 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of September 2020	2 x quarterly ward audit reports for the 20/21 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 31st of December 2020	3 x quarterly ward audit reports for the 20/21 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 31st of March 2021	4 x quarterly ward audit reports for the 20/21 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of June 2021

Signature:  Date: 04/08/2021
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MSUNDUZI MUNICIPALITY														
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DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)														
WORKPLAN 1: ABM														
WEIGHT (%): 20%														
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E1	ABM 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	HIV/ AIDS & SOCIAL SERVICES	HIV/AIDS TEN (10) DAYS COUNSELLING COURSE PROJECT FOR OFFICIALS & COMMUNITIES	HIV/AIDS Counselling Course Training conducted in the 18/19 FY	Implementation	N/A	11 x Ten Days Counselling Course Training conducted in the 18/19 FY	11 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule in the 20/21 FY by the 30th June 2021	Number of Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule in the 20/21 FY	3 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule by the 30th of September 2020	6 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule by the 31st of December 2020	8 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule by the 31st of March 2021	11 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule in the 20/21 FY by the 30th June 2021
E3	ABM 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	HIV/ AIDS & SOCIAL SERVICES	Ward visits to be conducted to support HIV/AIDS groups	217 Ward visits to be conducted in the 18/19 FY to support HIV & AIDS Support Groups	Implementation	N/A	120 x Ward visits conducted in the 20/21 FY to support HIV&AIDS Groups by the 30th of June 2021	120 x Ward visits conducted in the 20/21 FY to support HIV&AIDS Groups by the 30th of June 2021	Number of Ward visits conducted in the 20/21 FY to support HIV&AIDS Groups	30 x Ward visits conducted in the 20/21 FY to support HIV/AIDS Groups by the 30th of September 2020	60 x Ward visits conducted in the 20/21 FY to support HIV/AIDS Groups by the 31st of December 2020	90 x visits conducted in the 20/21 FY to support HIV/AIDS Groups by the 31st of March 2021	120 x Ward visits conducted in the 20/21 FY to support HIV&AIDS Groups by the 30th of June 2021
E3	ABM 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	HIV/ AIDS & SOCIAL SERVICES	HIV/AIDS and Social Support Programmes	420 Social Support programs conducted in 2018/2019	Implementation	N/A	300 x HIV/AIDS and Social support programmes in the 20/21 FY to be coordinated by the 30th of June 2021	300 x HIV/AIDS and Social support programmes in the 20/21 FY to be coordinated by the 30th of June 2021	Number of HIV/AIDS and Social support programmes in the 20/21 FY to be coordinated	75 x HIV/AIDS and Social support programmes in the 20/21 FY to be coordinated by the 30th of September 2020	150 x HIV/AIDS and Social support programmes in the 20/21 FY to be coordinated by the 31st of December 2020	225 x HIV/AIDS and Social support programmes in the 20/21 FY to be coordinated by the 31st of March 2021	300 x HIV/AIDS and Social support programmes in the 20/21 FY to be coordinated by the 30th of June 2021
E3	ABM 09	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Halls	Review Msunduzi Halls Maintenance Plan	N/A	Planning	N/A	Msunduzi Halls Maintenance plan reviewed and submitted to SMC for onward transmission to Full Council for Approval by the 30th of November 2020	Msunduzi Halls Maintenance plan reviewed and submitted to SMC for onward transmission to Full Council for Approval by the 30th of November 2020	Date Msunduzi Halls Maintenance plan reviewed and submitted to SMC for onward transmission to Full Council for Approval	Draft Msunduzi Halls Maintenance plan reviewed and presented to Community Services Portfolio Committee by the 30th of September 2020	Msunduzi Halls Maintenance plan reviewed and submitted to SMC for onward transmission to Full Council for Approval by the 30th of November 2020	N/A	Msunduzi Halls Maintenance plan reviewed and submitted to SMC for onward transmission to Full Council for Approval by the 30th of November 2020

Signatures: Employee:  Date: 09/10/2020
 Supervisor:  Date: 09/10/2020
 Msunduzi Municipality 2020/2021

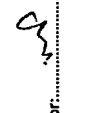
MSUNDUZI MUNICIPALITY														
NAME: MR MBONGENI MATHE					DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)									
WORKPLAN 2: PUBLIC SAFETY, ENFORCEMENT & DISASTER MANAGEMENT					WEIGHT (%): 20%									
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E3	PSDM 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Public Safety & Law Enforcement	Road safety, Alcohol, Drug and Substance abuse campaigns	Implementation	N/A	168 Road Safety awareness campaigns conducted	156 x road safety awareness sessions conducted in the 20/21 FY by the 30th of June 2021	Number of road safety awareness sessions conducted in the 20/21 FY	39 x road safety awareness sessions conducted in the 20/21 FY by the 30th of September 2020	78 x road safety awareness sessions conducted in the 20/21 FY by the 31st of December 2020	117 x road safety awareness sessions conducted in the 20/21 FY by the 31st of March 2021	156 x road safety awareness sessions conducted in the 20/21 FY by the 30th of June 2021
E	E1	PSDM 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Public Safety & Law Enforcement	Fire arm audit	Monitoring	N/A	4 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC	4 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 30th of June 2021	Number of Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted	1 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 30th of September 2020	2 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 31st of December 2020	3 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 31st of March 2021	4 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 30th of June 2021
E	E1	PSDM 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Public Safety & Law Enforcement	Physical Fire arm verification	Implementation	N/A	Nil Conducted	2 x Physical Fire arm verifications conducted on all arms and ammunition Issued to Msunduzi Municipality staff by the 30th June 2021	Number of Physical Fire arm verifications conducted on all arms and ammunition Issued to Msunduzi Municipality staff	N/A	2 x Physical Fire arm verifications conducted on all arms and ammunition Issued to Msunduzi Municipality staff by the 31st of December 2020	2 x Physical Fire arm verifications conducted on all arms and ammunition Issued to Msunduzi Municipality staff by the 31st of January 2021	2 x Physical Fire arm verifications conducted on all arms and ammunition Issued to Msunduzi Municipality staff by the 30th June 2021
E	E1	PSDM 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Public Safety & Law Enforcement	Fire Arm Training for all municipal fire arm holders	Implementation	N/A	Nil Conducted	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 31st of January 2021	Number of Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted	N/A	N/A	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 31st of January 2021	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 31st of January 2021
E	E1	PSDM 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	DISASTER MANAGEMENT	Implementation of the Approved Disaster management plan/strategy	Planning	N/A	4 x quarterly Disaster Management Advisory Forums meetings facilitated	4 x Disaster Management Advisory Forums meetings facilitated by the 31st of May 2021	Number of Disaster Management Advisory Forums meetings facilitated	1 x Disaster Management Advisory Forums meetings facilitated by the 31st of August 2020	2 x Disaster Management Advisory Forums meetings facilitated by the 31st of November 2020	3 x Disaster Management Advisory Forums meetings facilitated by the 28th of February 2021	4 x Disaster Management Advisory Forums meetings facilitated by the 31st of May 2021

Signature:  Date: 04/08/2021 Supervisor:
 Date: 04/08/2021 Msunduzi Municipality 2020/2021

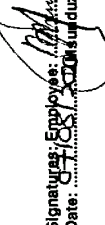
MSUNDUZI MUNICIPALITY														
NAME: MR MBONGENI MATHE			DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)											
WORKPLAN 2: PUBLIC SAFETY, ENFORCEMENT & DISASTER MANAGEMENT			WEIGHT (%): 20%											
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS quo	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E1	PSDM 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	DISASTER MANAGEMENT	Implementation of the Approved Disaster management plan/strategy	Implementation	N/A	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy	24 Hours turn around time to respond to disaster related incidents reported according to the plan/strategy by the 30th of June 2021	Average turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy	24 Hours turn around time to respond to disaster related incidents reported according to the plan/strategy by the 30th September 2020	24 Hours turn around time to respond to disaster related incidents reported according to the plan/strategy by the 31st December 2020	24 Hours turn around time to respond to disaster related incidents reported according to the plan/strategy by the 31st March 2021	24 Hours turn around time to respond to disaster related incidents reported according to the plan/strategy by the 30th of June 2021
E	E1	PSDM 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	DISASTER MANAGEMENT	Disaster management Review of Disaster Management Plan as per the national disaster management centre	Planning	N/A	Reviewed Disaster Management Plan prepared and submitted to SMC in 18/19 FY	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by Council by the 31st of December 2020	Date Reviewed Disaster Management Plan prepared and submitted to SMC for approval by Council	N/A	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by Council by the 31st of December 2020	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by Council by the 31st of December 2020	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by Council by the 31st of December 2020
E	E3	PSDM 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	DISASTER MANAGEMENT	Awareness Campaigns	Implementation	N/A	12 x Disaster awareness Campaigns (1 campaign per high risk areas) conducted in 2018/2019	24 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public education campaign) conducted by the 30th of June 2021	Number of Disaster awareness Campaigns (1 campaign per high risk areas, 1 public education campaign) conducted	6 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public education campaign) conducted by the 30th of September 2020	12 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public education campaign) conducted by the 31st of December 2020	18 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public education campaign) conducted by the 31st of March 2021	24 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public education campaign) conducted by the 30th of June 2021
E	E3	PSDM 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	FIRE & RESCUE	Fire & Rescue fire prevention inspections	Monitoring	N/A	814 fire prevention inspections conducted by the 30th of June 2021	800 x fire prevention inspections conducted by the 30th of June 2021	Number of fire prevention inspections conducted	210 x fire inspections conducted by the 30th of September 2020	400 x fire inspections conducted by the 31st of December 2020	590 x fire inspections conducted by the 31st of March 2021	800 x fire inspections conducted by the 30th of June 2021

Signature:  Date: 04/08/2021
 Date: 04/08/2021 Supervisor:
 Date: 04/08/2021 Msunduzi Municipality 2020/2021

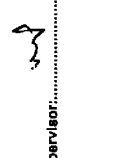
MSUNDUZI MUNICIPALITY														
NAME: MR MBONGENI MATHE														
WORKPLAN 3: RECREATION & FACILITIES														
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)														
WEIGHT (%): 20%														
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	B1	R & F 01	NKPA 2 - BASIC SERVICE DELIVERY	Grass Cutting - Municipal Wards	Grass cutting on verges, open spaces and parks	Implementation	N/A	3 cuts in 29 wards per grass cutting season	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2020 - May 2021) by the 31st of May 2021	Number of Wards that have Grass cut once per month as per grass cutting schedule (September 2020 - May 2021) by the 31st of May 2021	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2020 - May 2021) by the 31st of September 2020	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2020 - May 2021) by the 31st of December 2020	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2020 - May 2021) by the 31st of March 2021	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2020 - May 2021) by the 31st of May 2021
B	B1	R & F 02	NKPA 2 - BASIC SERVICE DELIVERY	Grass Cutting - Islands and Gardens	Grass cutting and landscaping of islands, municipal gardens and main entrances	Implementation	N/A	10 Islands and 10 main entrances	10 Islands and 11 main entrances into the CBD maintained monthly as per maintenance schedule by the 30 June 2021	Number of Islands and main entrances into the CBD maintained monthly as per maintenance schedule	10 Islands and 11 main entrances into the CBD maintained monthly as per maintenance schedule by the 30th of September 2020	10 Islands and 11 main entrances into the CBD maintained monthly as per maintenance schedule by the 31st of December 2020	10 Islands and 11 main entrances into the CBD maintained monthly as per maintenance schedule by the 31st of March 2021	10 Islands and 11 main entrances into the CBD maintained monthly as per maintenance schedule by the 30 June 2021
B	B2	R & F 03	NKPA 2 - BASIC SERVICE DELIVERY	Purchase of library material at Libraries	Purchase of Library Material	Implementation	N/A	35 279 Books	3000 x Library Books purchased as per book buying policy and received by the 31st of May 2021	Number of Library Books purchased as per book buying policy and received	N/A	1270 x Number of Library Books purchased as per book buying policy and received by the 31st of December 2020	2565 x Number of Library Books purchased as per book buying policy and received by the 31st of March 2021	3000 x Library Books purchased as per book buying policy and received by the 31st of May 2021
B	B1	R & F 04	NKPA 2 - BASIC SERVICE DELIVERY	Modification at Parks Changerooms	Purchase of modified containers/park homes (changerooms/toilet facilities)	Planning	N/A	NIL	2 x modified containers/park homes (changerooms/toilet facilities) purchased and delivered by the 31st of December 2020	Number of modified containers/park homes (changerooms/toilet facilities) purchased and delivered	N/A	2 x modified containers/park homes (changerooms/toilet facilities) purchased and delivered by the 31st of December 2020	N/A	2 x modified containers/park homes (changerooms/toilet facilities) purchased and delivered by the 31st of December 2020
B	B1	R & F 05	NKPA 2 - BASIC SERVICE DELIVERY	Purchase of equipment at Parks	Purchase new Machinery and Equipment	Planning	N/A	NIL	50 x Brush Cutters purchased and delivered by the 31st of August 2020	Number of Brush Cutters purchased and delivered	50 x Brush Cutters purchased and delivered by the 31st of August 2020	N/A	N/A	50 x Brush Cutters purchased and delivered by the 31st of August 2020
B	B1	R & F 06	NKPA 2 - BASIC SERVICE DELIVERY	Fencing and upgrading Phase 1: Ethembeni Cemetery	Development of Ethembeni Cemetery	Implementation	N/A	NIL	370m Fencing of Ethembeni Cemetery (Phase1) Ward 37 completed by the 30th of September 2020	m Fencing of Ethembeni Cemetery (Phase1) Ward 37 completed	370m Fencing of Ethembeni Cemetery (Phase1) Ward 37 completed by the 30th of September 2020	N/A	N/A	370m Fencing of Ethembeni Cemetery (Phase1) Ward 37 completed by the 30th of September 2020
B	B2	R & F 07	NKPA 2 - BASIC SERVICE DELIVERY	Fencing and upgrading Phase 2: Ethembeni Cemetery	Development of Ethembeni Cemetery	Implementation	N/A	NIL	600m Fencing of Ethembeni Cemetery Ward 37 (Phase2: Block A&B) completed by the 30th of September 2020	m Fencing of Ethembeni Cemetery Ward 37 (Phase2: Block A&B) completed	600m Fencing of Ethembeni Cemetery Ward 37 (Phase2: Block A&B) completed by the 30th of September 2020	N/A	N/A	600m Fencing of Ethembeni Cemetery Ward 37 (Phase2: Block A&B) completed by the 30th of September 2020

Signatures: Employee  Date: 24/09/2021
 Supervisor:  Date: 24/09/2021
 Msunduzi Municipality

MSUNDUZI MUNICIPALITY											
NAME: MR MBONGENI MATHE											
WORKPLAN 3: RECREATION & FACILITIES											
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)											
WEIGHT (%): 20%											
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	ANNUAL
B1	R & F 08	NKPA 2 - BASIC SERVICE DELIVERY	Fencing at Bisley Valley Nature Reserve	Purchase of 3 vehicles (4 x 4)	Fencing Bisley Valley Nature Reserve	Implementation	N/A	NIL	5000m Fencing of Bisley Valley Nature Reserve Ward 24 completed by the 30th of June 2021	m Fencing of Bisley Valley Nature Reserve Ward 24 completed	5000m Fencing of Bisley Valley Nature Reserve Ward 24 completed by the 30th of June 2021
B2	R & F 09	NKPA 2 - BASIC SERVICE DELIVERY	Purchase of 3 vehicles (4 x 4)	Purchase of 3 vehicles (4 x 4) for Bisley Nature Reserve, Conservation and Ethembeni Cemetery	Purchase of 3 vehicles (4 x 4) for Bisley Nature Reserve, Conservation and Ethembeni Cemetery	Planning	N/A	NIL	3 x vehicles purchased for Bisley Nature Reserve, Conservation and Ethembeni Cemetery by the 30th of June 2021	Number of vehicles purchased for Bisley Nature Reserve, Conservation and Ethembeni Cemetery	3 x vehicles purchased for Bisley Nature Reserve, Conservation and Ethembeni Cemetery by the 30th of June 2021
B2	R & F 10	NKPA 2 - BASIC SERVICE DELIVERY	Implementation of EPWP and reporting to National Department of Public Works	Implementation of EPWP and reporting to National Department of Public Works	Implementation of EPWP and reporting to National Department of Public Works	Monitoring	Monthly	NIL	100% Implementation and monitoring of EPWP in accordance to the EPWP strategy by the 30th of June 2021	100% Implementation and monitoring of EPWP in accordance to the EPWP strategy by the 31st of December 2020	100% Implementation and monitoring of EPWP in accordance to the EPWP strategy by the 31st of March 2021
B1	R & F 11	NKPA 2 - BASIC SERVICE DELIVERY	Fencing and upgrading Phase 1: Ethembeni Cemetery	Fencing and upgrading Phase 1: Ethembeni Cemetery	Development of Ethembeni Cemetery	Implementation	N/A	NIL	600m of Ethembeni Cemetery roads in ward 37 upgraded from gravel to tar/paving by the 30th of June 2021	m of Ethembeni Cemetery roads in ward 37 upgraded from gravel to tar/paving	600m of Ethembeni Cemetery roads in ward 37 upgraded from gravel to tar/paving by the 30th of June 2021

Signatures: Employee:  Date: 07/08/2020
 Supervisor:  Date: 07/08/2020
 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MR MBONGENI MATHE														
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)														
WORKPLAN 4: WASTE MANAGEMENT & RPIs														
WEIGHT (%): 20%														
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	B1	RPI 07	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	SMME's Refuse Collection	Implementation	N/A	NIL	Number of Households with access to free basic refuse collection service (Munduzi Households vs Households provided with free basic refuse removal) by the 31st of June 2021.	Number of Households with access to free basic refuse removal	Number of Households with access to free basic refuse collection service (Munduzi Households vs Households provided with free basic refuse removal) by the 30th of September 2020	Number of Households with access to free basic refuse collection service (Munduzi Households vs Households provided with free basic refuse removal) by the 31st of December 2020	Number of Households with access to free basic refuse collection service (Munduzi Households vs Households provided with free basic refuse removal) by the 31st of March 2021	Number of Households with access to free basic refuse collection service (Munduzi Households vs Households provided with free basic refuse removal) by the 31st of June 2021
B	B1	RPI 08 & WM 05	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	SMME's Refuse Collection	Implementation	N/A	NIL	1 x Weekly Refuse Removal provided per month for Munduzi Households as per Refuse Collection Schedule by the 30th of June 2021	Number of Weekly Refuse Removal provided per month for Munduzi Households as per Refuse Collection Schedule	1 x Weekly Refuse Removal provided per month for Munduzi Households as per Refuse Collection Schedule by the 30th of September 2020	1 x Weekly Refuse Removal provided per month for Munduzi Households as per Refuse Collection Schedule by the 31st of December 2020	1 x Weekly Refuse Removal provided per month for Munduzi Households as per Refuse Collection Schedule by the 28th of February 2021	1 x Weekly Refuse Removal provided per month for Munduzi Households as per Refuse Collection Schedule by the 30th of June 2021
B	B1	WM 01	NKPA 2 - BASIC SERVICE DELIVERY	Percentage of households with access to basic refuse collection.	Procurement of Bulk refuse collection containers	Planning	N/A	N/A	20 x Bulk Steel (25m3) Refuse Collection Containers purchased by the 30th of June 2021	Number of Bulk Steel (25m3) Refuse Collection Containers purchased	1x Monthly Progress Report on the purchase of Bulk Steel (25m3) Refuse Collection Containers by the 30th of September 2020	4 x Monthly Progress Report on the purchase of Bulk Steel (25m3) Refuse Collection Containers by the 31st of December 2020	7 x Monthly Progress Report on the purchase of Bulk Steel (25m3) Refuse Collection Containers by the 31st of March 2021	20 x Bulk Steel (25m3) Refuse Collection Containers purchased by the 30th of June 2021
B	B1	WM 02	NKPA 2 - BASIC SERVICE DELIVERY	Percentage of Households with Access to Free basic Refuse collection service	SMME's Refuse Collection	Planning	N/A	N/A	10 x Bulk Steel (8m3) Refuse Collection Containers purchased by the 30th of June 2021	Number of Bulk Steel (8m3) Refuse Collection Containers purchased	1x Monthly Progress Report on the purchase of Bulk Steel (8m3) Refuse Collection Containers prepared and submitted to SMC for onward transmission to council by the 30th of September 2020	4 x Monthly Progress Report on the purchase of Bulk Steel (8m3) Refuse Collection Containers prepared and submitted to SMC for onward transmission to council by the 31st of December 2020	7 x Monthly Progress Report on the purchase of Bulk Steel (8m3) Refuse Collection Containers prepared and submitted to SMC for onward transmission to council by the 31st of March 2021	10 x Bulk Steel (8m3) Refuse Collection Containers purchased by the 30th of June 2021
B	B1	WM 03	NKPA 2 - BASIC SERVICE DELIVERY	New England Landfill Compliance to the Landfill Operational Licence	Maintaining Compliance to the Landfill Operations	Planning	N/A	N/A	100 x Concrete Street Litter bins purchased by the 30th of June 2021	Number of Concrete Street Litter bins purchased	1x Monthly Progress Report on the purchase of Concrete Street Litter bins prepared and submitted to SMC for onward transmission to council by the 30th of September 202	4 x Monthly Progress Report on the purchase of Concrete Street Litter bins prepared and submitted to SMC for onward transmission to council by the 31st of December 2020	7 x Monthly Progress Report on the purchase of Concrete Street Litter bins prepared and submitted to SMC for onward transmission to council by the 28th of February 2021	100 x Concrete Street Litter bins purchased by the 30th of June 2021
B	B1	WM 04	NKPA 2 - BASIC SERVICE DELIVERY	New England Landfill Compliance to the Landfill Operational Licence	Maintaining Compliance to the Landfill Operations	Planning	N/A	N/A	26 x Bulk Steel (15m3) Refuse Collection Containers purchased by the 30th of June 2021	Number of Bulk Steel (15m3) Refuse Collection Containers purchased	1 x Monthly Progress Report on the purchase of Bulk Steel (8m3) Refuse Collection Containers prepared and submitted to SMC for onward transmission to council by the 30th of September 2020	4 x Monthly Progress Report on the purchase of Bulk Steel (8m3) Refuse Collection Containers prepared and submitted to SMC for onward transmission to council by the 31st of December 2020	7 x Monthly Progress Report on the purchase of Bulk Steel (8m3) Refuse Collection Containers prepared and submitted to SMC for onward transmission to council by the 28th of February 2021	26 x Bulk Steel (15m3) Refuse Collection Containers purchased by the 30th of June 2021

Signature:  Date: 03/09/2021
 Signature:  Supervisor:
 Date: 03/09/2021

MSUNDUZI MUNICIPALITY												
NAME: MR MBONGENI MATHE												
WORKPLAN 5: PERFORMANCE MANAGEMENT												
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)												
WEIGHT (%): 20%												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	IDP	N/A	Submission towards Development of the Municipal IDP 21/22 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2021	Date Submission towards Development of the Municipal IDP 21/22 FY as per stipulated timeframes by the IDP unit completed	N/A	N/A	Submission towards Development of the Draft Municipal IDP 21/22 FY as per stipulated timeframes by the IDP unit completed by the 31st of March 2021	Submission towards Development of the Municipal IDP 21/22 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SDBIP & OP	N/A	Submission towards the Development of the Municipal SDBIP 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2021	Date Submission towards the Development of the Municipal SDBIP 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SDBIP 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Budget	N/A	Submission towards Development of the Municipal Budget 21/22 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2021	Date Submission towards Development of the Municipal Budget 21/22 FY as per stipulated timeframes by the Budget & Treasury unit completed	N/A	N/A	Submission towards Development of the Draft Municipal Budget 21/22 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 31st of March 2021	Submission towards Development of the Municipal Budget 21/22 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Performance Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2020	Date Submission towards Development of the Municipal Annual Performance Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission towards Development of the Municipal Annual Performance Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2020	N/A	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2021	Submission towards Development of the Municipal Annual Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission towards Development of the Municipal Annual Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2021	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Performance Agreement 20/21 FY	Signed Performance Agreement 19/20 in place	Submission of a signed performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2020	Date Submission of a signed performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission of a signed performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2020	N/A	N/A	N/A

Signature:  Date: 24/08/2021
 Signature:  Date:
 Supervisor:
 Office: Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY												
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)												
WEIGHT (%): 20%												
WORKPLAN 5: PERFORMANCE MANAGEMENT												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Mid-year Revised Performance Agreement 20/21 FY	Signed Mid-year Revised Performance Agreement 19/20 FY	Submission of a signed mid-year revised performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2021	Date Submission of a signed mid-year revised performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission of a signed mid-year revised performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2021	N/A
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2020	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2021	Number of Monthly Sectional Meetings (Branch, Staff & Manco) conducted	3 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of September 2020	6 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of December 2020	9 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of March 2021	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	POE submission for Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2020	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 30th of June 2021	Number of Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes	3 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 30th of September 2020	6 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 31st of December 2020	9 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 31st of March 2021	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 30th of June 2021
F	F1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDBIP / Operational Plan 20/21 FY Monthly submissions	Monthly & Quarterly	8 x SDBIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2021	Number of SDBIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees	2 x SDBIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of September 2020	4 x SDBIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2020	6 x SDBIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2021	8 x SDBIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2021
F	F1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDBIP / Operational Plan 20/21 FY Quarterly submissions	Monthly & Quarterly	4 x SDBIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2021	Number of SDBIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees	1 x SDBIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of September 2020	2 x SDBIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2020	3 x SDBIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2021	4 x SDBIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2021

Signature:  Date: 01/08/2020
 Supervisor:  Date: 04/08/2020
 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY												
NAME: MR MBONGENI MATHE												
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)												
WORKPLAN 5: PERFORMANCE MANAGEMENT												
WEIGHT (%): 20%												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) monthly submissions - National COGTA	N/A	12 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 30th of June 2021	Number of Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA	3 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 30th of September 2020	6 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 31st of December 2020	9 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 31st of March 2021	12 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 30th of June 2021
B	B1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) quarterly submissions - KZN COGTA	N/A	4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 30th of June 2021	Number of Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA	1 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 30th of September 2020	2 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 31st of December 2020	3 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 31st of March 2021	4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 30th of June 2021
D	D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Legislative Compliance Checklist (MFMA Schedule of deadlines) monthly reports	Monthly	12 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2021	Number of Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC	3 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of September 2020	6 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 31st of December 2020	9 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 31st of March 2021	12 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2021
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Performance Assessments	NIL	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 30th of June 2020	Number of Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 30th of September 2020	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 31st of December 2020	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 31st of March 2021	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings	Response to AG queries	N/A	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2021	% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2020	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2020	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2021	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2021

Signatures:  The Date: 04 Feb 2021
 Date: 04 Feb 2021
 Supervisor:

MSUNDUZI MUNICIPALITY												
NAME: MR MBONGENI MATHE												
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)												
WORKPLAN 5: PERFORMANCE MANAGEMENT												
WEIGHT (%): 20%												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS Quo	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Services Charter	N/A	100% Implementation of the Customer Services Charter as per the business units Implementation plan by the 30th of June 2021	% Implementation of the Customer Services Charter as per the business units Implementation plan	100% Implementation of the Customer Services Charter as per the business units Implementation plan by the 30th of September 2020	100% Implementation of the Customer Services Charter as per the business units Implementation plan by the 31st of December 2020	100% Implementation of the Customer Services Charter as per the business units Implementation plan by the 31st of March 2021	100% Implementation of the Customer Services Charter as per the business units Implementation plan by the 30th of June 2021
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Batho Pele Principles belief sets	N/A	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2021	% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of September 2020	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 31st of December 2020	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 31st of March 2021	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2021
D	D1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Increasing Institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2021	% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of September 2020	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of December 2020	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of March 2021	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2021
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing Institutional capacity	Risk Management	N/A	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2021	% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of September 2020	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of December 2020	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of March 2021	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing Institutional capacity	Interns	Monthly	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of June 2021	% Monitoring and Mentoring of interns as per approved Internship Policy	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of September 2020	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 31st of December 2020	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of March 2021	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of June 2021
D	D1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Implementation of the Financial Recovery Plan	Monthly	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2021	% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of September 2020	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 31st of December 2020	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 31st of March 2021	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2021
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Workplace Skills plan	Monthly	100% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2021	% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items)	100% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items) by the 30th of September 2020	100% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items) by the 31st of December 2020	100% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items) by the 31st of March 2021	100% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2021

Signatures: Employee:  Date: 02/06/2021
 Supervisor:  Date: 02/06/2021
 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY												
NAME: MR MBONGENI MATHE												
WORKPLAN 5: PERFORMANCE MANAGEMENT												
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)												
WEIGHT (%): 20%												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	Consequence management - abuse of council vehicles	Monthly	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of June 2021.	% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of September 2020	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 31st of December 2020	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 31st of March 2021	100% implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of June 2021
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to Internal Audit	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific Information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to the AG	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific Information reported on in the Annual Performance Report 19/20 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Service Providers	Assessment of service providers	Bi- Annually	100% Submission of all requested Information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2021	% Submission of all requested Information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers	100% Submission of all requested Information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 30th of July 2020	N/A	100% Submission of all requested Information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2021	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Ah hoc performance reports	Ad hoc	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2021	% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of September 2020	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 31st of December 2020	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 31st of March 2021	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2021

Signatures: Employee:  Date: 22/06/2021
 Supervisor:  Date: 22/06/2021
 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY												
NAME: MR MBONGENI MATHE				DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)								
WORKPLAN 5: PERFORMANCE MANAGEMENT												
WEIGHT (%): 20%												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
C	C2	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Increasing Institutional capacity	LED Initiatives	N/A	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of June 2021	% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP)	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of September 2020	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 31st of December 2020	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 31st of March 2021	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of June 2021

Signature:  Date: 04/08/20
 Signature:  Date: 04/08/20
 Employee: Msunduzi Municipality 2020/2021
 Supervisor: