



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mrs Nelisiwe Ngcobo (Full Name)

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

AND

Mrs Dudu Gambu (Full Name)

As the *CFO: Budget and Treasury (Jobholder)*

PERIOD OF AGREEMENT: 1 July 2019 to 30 June 2020

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

Signatures: Employee: Date: 12 / 06 / 2019

Supervisor: Date: 12 / 06 / 2019



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.
- 1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this plan, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2019 to 30 June 2020**
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. JOB DETAILS

Employee Number :
Management level : Level 2
Component : Budget and Treasury
Unit : Budget and Treasury
Location : Head Office – Professor Nyembezi Building
Occupational classification : Senior Management (Section 56)
Designation : Chief Financial Officer

Signatures: Employee..... Date: 12 / 06 / 2019

Supervisor: Date: 12 / 06 / 2019



4. JOB PURPOSE

The purpose of the Chief Financial Officer's job should be in line with the Municipality's priorities as identified in the 2019 – 2020 Service Delivery Budget and Implementation Plan. The purpose of the Chief Financial Officer is to assist the City Manager Acting in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Budget and Treasury, 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 Chief Financial Officer and has the responsibility for Municipal Budget and Treasury. 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:

- ⇒ Provides leadership in determining and implementation of organisational financial strategies
- ⇒ Ensures long term financial viability
- ⇒ Consolidates the overall financial plan
- ⇒ Maximises financial planning and risk management
- ⇒ Ensures effective and efficient financial oversight
- ⇒ Develops and implements cost management strategies through effective accounting controls and financial management techniques
- ⇒ Sets parameters for cash flow management and operations of the finance personnel
- ⇒ Ensures financial data integrity: accuracy and reliability
- ⇒ Ensures quality budget formulations and effective budget execution
- ⇒ Implementation of mSCOA
- ⇒ Implementation of SAP

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

- ⇒ Timously 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.

Signatures: Employee: Date: 12 / 06 / 2019

Supervisor: Date: 12 / 06 / 2019



- ⇒ 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 (KPAs) 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 KPAs within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPAs are outlined in the attached work plan. KPAs should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

NB: KPAs should preferably not exceed five (5).

Key Performance Areas (KPAs)	Weight
1. WORKPLAN 1: BUDGET PLANNING, IMPLEMENTATION & MONITORING	20%
2. WORKPLAN 2: REVENUE MANAGEMENT & RPI	20%
3. WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & EXPENDITURE MANAGEMENT	20%
4. WORKPLAN 4: ASSETS & LIABILITIES MANAGEMENT	10%
5. WORKPLAN 5:SAP IMPLEMENTATION & FINANCE GOVERNANCE & PERFORMANCE MANAGEMENT	20%
6. WORKPLAN 6: PERFORMANCE MANAGEMENT	10%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

Signatures: Employee: Date: 12 / 06 / 2019

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- 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 hereunder. 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.

Signatures: Employee: Date: 12 / 06 / 2019

Supervisor: Date: 12 / 06 / 2019



8. PERFORMANCE ASSESSMENT

The assessment of an Employee shall be based on his performance in relation to the KPs and CMs and performance indicators, as set out in this PERFORMANCE PLAN and attached WORKPLAN. The performance of the employee in respect of all individual KPs and all individual

KPs and CMs will be assessed using a 5-point rating scale, i.e.:

- ⇒ 5 = OUTSTANDING PERFORMANCE
- ⇒ 4 = PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS
- ⇒ 3 = FULLY EFFECTIVE
- ⇒ 2 = PERFORMANCE NOT FULLY EFFECTIVE
- ⇒ 1 = UNACCEPTABLE PERFORMANCE

The total KPs and the total CMs scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the above 5-point assessment scale.

Employees: KPs shall contribute 80% and CMs 20% of the final assessment

9. FEEDBACK

Performance feedback shall be in writing on the Second Quarter Review Form and Annual Review Form, based on the Employer's assessment of the Employee's performance in relation to the KPs and GAFs and standards outlined in this performance plan and taking into account the Employee's self-assessment.

10. DEVELOPMENTAL REQUIREMENTS

10.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

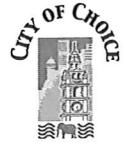
11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

ANNUAL PERFORMANCE ASSESSMENT 2018/2019	AUGUST/SEPTEMBER 2019
QUARTER 1 – 2019/2020 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2019
QUARTER 2 – 2019/2020 FINANCIAL YEAR	FEBRUARY 2020
QUARTER 3 – 2019/2020 FINANCIAL YEAR (ORAL)	APRIL/MAY 2020

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1st and 3rd Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

Signatures: Employee: Date: 12 / 06 / 2019

Supervisor: Date: 12 / 06 / 2019



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 2019/20 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: *Dudu D Gumbo*

Signature: *[Signature]* Date: 12/06/2019

AND

Name of Supervisor: *M. Ngeko*

Signature: *[Signature]* Date: 12/06/2019

Signatures: Employee: Date: 12 / 06 / 2019

Supervisor: Date: 12 / 06 / 2019

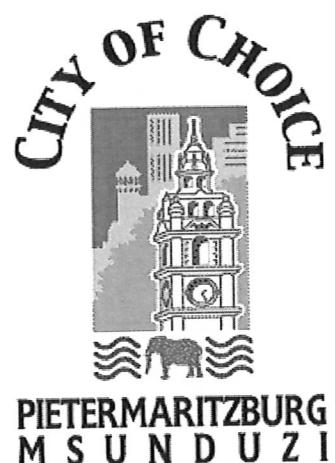


ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee: Date: 12 / 06 / 2019

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SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

In this Schedule “partner” means a person who permanently lives with another person in a manner as if married.

2. General conduct

A staff member of a municipality must at all times—

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner; (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the staff member's job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal gain

(1) A staff member of a municipality may not—

- (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or

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(b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

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

- (a) be a party to a contract for—
 - (i) the provision of goods or services to the municipality; or
 - (ii) the performance of any work for the municipality otherwise than as a staff member;
- (b) obtain a financial interest in any business of the municipality; or
- (c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

(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.

6. Unauthorised disclosure of information

(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.

(2) For the purpose of this item "privileged or confidential information" includes any information—

- (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
- (b) discussed in closed session by the council or a committee of the council; (c) disclosure of which would violate a person's right to privacy; or
- (d) declared to be privileged, confidential or secret in terms of any law.

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

7. Undue influence

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or

Signatures: Employee: Date: 12 / 06 / 2019 Supervisor: Date: 12 / 06 / 2019



functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;

- (b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
- (c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

8. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
- (b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or
- (d) doing or not doing anything within that staff member's powers or duties.
- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

9. Council property

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

10. Payment of arrears

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

11. Participation in elections

A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

12. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

13. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.

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14. Breaches of Code

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.

14A. Disciplinary steps

- (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.
- (2) Such other disciplinary steps may include—
 - (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.

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Supervisor: Date: 12 / 06 / 2019

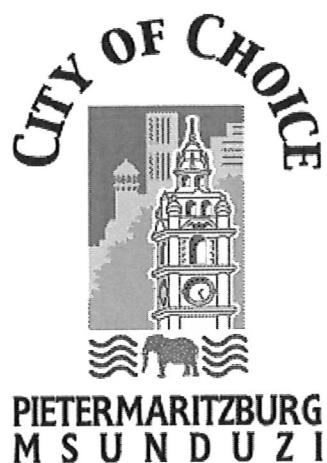
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ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee: Date: 12 / 06 / 2019

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Supervisor: Date: 12 / 06 / 2019

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FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) DN Gamba of
6 goodwood Place Lester Park
Pietermaritzburg (Postal address) and
SAME as above (Residential address)
employed as CFO Acting at the Msunduzi

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
<u>N/A</u>			

2. Directorships and Partnerships

See information sheet: Note (2)

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

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
<u>N/A</u>		

Signatures: Employee: Date: 12 / 06 / 2019

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Supervisor: Date: 12 / 06 / 2019

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INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2019/2020 FINANCIAL YEAR



Council sanction confirmed:

Signature of Municipal Manager: _____

Date: _____

4. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
N/A			

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
N/A		

6. Gifts and hospitality from a source other than a family member

See information sheet: Note (6)

Description	Value	Source
As per gift Registry		

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
6 goodwood Place			R1.2 m

Signatures: Employee: Date: 12 / 06 / 2019 Supervisor: Date: 12 / 06 / 2019

SIGNATURE OF EMPLOYEE: 

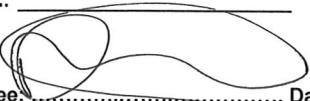
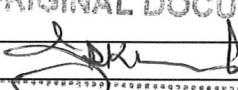
DATE: 12/06/2019

PLACE: _____

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.


Commissioner of Oath /Justice of the PeaceFull first names and surname: Zodwa Khumalo (Block letters)Designation (rank): HR Manager Ex Officio Republic of South AfricaStreet address of institution: 341 Church Street Pietermaritzburg, CERTIFIED A TRUE COPY OF THE ORIGINAL DOCUMENTDate: 9/7/2019Place: Pietermaritzburg**CONTENTS NOTED: MAYOR**DATE: 

ZODWA KHUMALO
 COMMISSIONER OF OATHS EX OFFICIO
 HR SUPPORT SERVICES MANAGER
 MSUNDUZI MUNICIPALITY, PMBURG
DATE : 9/7/2019

Signatures: Employee: Date: 12 / 06 / 2019

Supervisor: Date: 12 / 06 / 2019



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

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

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainerships

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

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Supervisor: Date: 12 / 06 / 2019



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.

Signatures: Employee: Date: 12 / 06 / 2019

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ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mrs Nelisiwe Ngcobo (Full Name)

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

AND

Mrs Dudu Gambu (Full Name)

As the *CFO: Budget and Treasury (Jobholder)*

PERIOD OF DEVELOPMENT: 1 July 2019 to 30 June 2020

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

Signatures: Employee: Date: 12 / 06 / 2019

Supervisor: Date: 12 / 06 / 2019



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	DUDU NDLOVU
JOB TITLE:	CHIEF FINANCIAL OFFICER: BUDGET AND TREASURY
SUPERVISOR	MUNICIPAL MANAGER
UNIT	BUDGET AND TREASURY
COMPONENT:	BUDGET AND TREASURY

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?

*Masters of Business Administration
Post Graduate Diploma in Business Management
MFMP etc*

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

LHB Degree

6. Actions/Training interventions to address future progression

*Register For first Semester of January
2020*

7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

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AGREED UPON:

Signature:

A handwritten signature in black ink, appearing to read "Mr. Ngcobo".

Supervisor:

12/06/2019

Date:

Signature:

A handwritten signature in black ink, appearing to read "Dudu N Gamae".

Incumbent:

12/06/2019

Date:

Date of next review:

Signatures: Employee: Date: 12 / 06 / 2019

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ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER: GAMBU D
SURNAME & INITIALS: CHIEF FINANCIAL OFFICER
DESIGNATION: BUDGET AND TREASURY
COMPONENT: BUDGET AND TREASURY
UNIT: LEVEL 2
MANAGEMENT LEVEL: SENIOR MANAGEMENT (SECTION 56)
OCCUPATIONAL CLASSIFICATION: PROFESSOR NYEMBEZI BUILDING
LOCATION:

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:

12/06/2019

SUPERVISOR:

DATE:

12/06/2019

Signatures: Employee: Date: 12 / 06 / 2019

Supervisor: Date: 12 / 06 / 2019

NAME: MRS DUDU GAMBU		DESIGNATION: CHIEF FINANCIAL OFFICER		WEIGHT (%): 20%		MSUNDUZI MUNICIPALITY	
WORKPLAN 1: BUDGET PLANNING, IMPLEMENTATION & MONITORING							
INDEX	IDP REFERENCE	OP & RPI REFERENCE	PROGRAMME	NATIONAL KEY PERFORMANCE AREA	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	MEASURE
D	D3	B & T01	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Final Draft budget submitted to SMC by the 28th of February 2019 due to the National Elections and unavailability of Councillors during the Months of April and May 2019	Date Final Draft budget for 2020/21 FY & two outer years prepared & submitted to SMC by the 31st of March 2020
D	D3	B & T02	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Uploading of draft Budget data strings onto the NT portal for the 18/19 FY	Date Uploading of Budget data strings onto the NT portal for the 2020/21 FY completed by the 30th of June 2020
D	D3	B & T03	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Summary of the approved budget and tariff of charges for the 2019/2020 FY advertised by the 30th of June 2019	Date Summary of the approved budget and tariff of charges for the 2020/21 FY advertised by the 30th of June 2020
D	D3	B & T04	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	7 x S71 reports produced and submitted to SMC by the 30th of June 2020	3 x S71 reports produced and submitted to SMC by the 30th of September 2019
D	D3	B & T05	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	4 x Quarterly reports on Section 52(d) produced and submitted to SMC by the 30th of April 2020	1 x Quarterly report on Number of Quarterly reports on Section 52(d) produced and submitted to SMC by the 31st of July 2019
D	D3	B & T06	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	Section 72 (mid-year) budget performance report for the 19/20 FY prepared and submitted to Full Council by the 25th of January 2020	Date Section 72 (mid-year) budget performance report for the 19/20 FY prepared and submitted to Full Council by the 25th of January 2020

Signatures: Employee: Date: 12/06/2019 Supervisor: Date: 12/06/2019 Municipality 2019/2020
Date: 12/06/2019

NAME: MRS DUDU GAMBU			DESIGNATION: CHIEF FINANCIAL OFFICER			MSUNDUZI MUNICIPALITY		
WORKPLAN 1: BUDGET PLANNING, IMPLEMENTATION & MONITORING						WEIGHT (%) : 20%		
INDEX	IDP REFERENCE	OP & RPI REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	ANNUAL TARGET / STATUS QUO	OUTPUT	MEASURE
D	D3	B & T 07	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	12 x Monthly monitoring of grants reports prepared and submitted to SMC by the 30th of June 2020 during the 2018/19 FY	12 x Monthly monitoring of grants reports prepared and submitted to SMC by the 30th of September 2019	Number of Monthly monitoring of grants reports prepared and submitted to SMC
D	D3	B & T 08	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	7 x Section 66 reports produced and submitted to SMC in the 18/19 FY	12 x Monthly S66 reports produced and submitted to SMC by the 30th of September 2019	Number of Monthly S66 reports produced and submitted to SMC
D	D3	B & T 09	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Strengthen Governance	Ensure Compliance to IMFMA and Treasury regulations	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures by the 28th of February 2020	% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures	N/A
D	D3	B & T 10	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Full implementation of mSCOA in terms of mSCOA regulation as from 1 July 2017	Quarterly reports uploaded into LG Data Base in pipe delimited format directly from SAP system in the 18/19 FY	12 x monthly data strings reports produced & uploaded for the 19/20 FY onto the LG Data Base by the 30th of June 2020	Number of monthly data strings reports produced & uploaded for the 19/20 FY onto the LG Data Base by the 30th of September 2019
D	D3	RPI 09	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP in 2017/2018	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020	% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of September 2019	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of December 2019

WORKPLAN 1: BUDGET PLANNING, IMPLEMENTATION & MONITORING				DESIGNATION: CHIEF FINANCIAL OFFICER				WEIGHT (%) : 20%			
INDEX		IDP REFERENCE		PROGRAMME		PROJECT		MEASURE			
D	D1	RPI 10	OP & RPI REFERENCE	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Annual Output	Annual Target / Status quo	Quarter 1	Quarter 2	Quarter 3	Annual
D	D3	RPI 11	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT		Financial viability in terms of debt coverage	9:25 achieved in 2017/2018	9:78 Financial viability in terms of debt coverage achieved by the 30th of June 2020 (Ratio: Total operating revenue received minus operating grants divided by debt service payments i.e.. Interests plus redemption))	9:78 Financial viability in terms of debt coverage achieved by the 31st of December 2019 (Ratio: Total operating revenue received minus operating grants divided by debt service payments i.e.. Interests plus redemption))	9:78 Financial viability in terms of debt coverage achieved by the 31st of December 2019 (Ratio: Total operating revenue received minus operating grants divided by debt service payments i.e.. Interests plus redemption))	9:78 Financial viability in terms of debt coverage achieved by the 31st of March 2020 (Ratio: Total operating revenue received minus operating grants divided by debt service payments i.e.. Interests plus redemption))	9.78 Financial viability in terms of debt coverage achieved by the 31st of March 2020 (Ratio: Total operating revenue received minus operating grants divided by debt service payments i.e.. Interests plus redemption))
D	D3	RPI 12	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT		Financial viability in terms of cost coverage	2:74 achieved in 2017/2018	3:43 Financial viability in terms of cost coverage achieved by the 30th of June 2020 (Ratio: Available cash plus investments divided by monthly fixed operating expenditure)	3:43 Financial viability in terms of cost coverage achieved by the 31st of December 2019 (Ratio: Available cash plus investments divided by monthly fixed operating expenditure)	3:43 Financial viability in terms of cost coverage achieved by the 31st of December 2019 (Ratio: Available cash plus investments divided by monthly fixed operating expenditure)	3:43 Financial viability in terms of cost coverage achieved by the 31st of March 2020 (Ratio: Available cash plus investments divided by monthly fixed operating expenditure)	3.43 Financial viability in terms of cost coverage achieved by the 31st of March 2020 (Ratio: Available cash plus investments divided by monthly fixed operating expenditure)
D	D3				Financial viability in terms of outstanding service debtors to revenue	0:159 achieved in 2017/2018	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 30th of June 2020 (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 31st of September 2019 (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 31st of December 2019 (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 31st of March 2020 (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 31st of June 2020 (Ratio: Outstanding service debtors divided by annual revenue actually received for services)

NAME: MRS DU DU GAMBU				DESIGNATION: CHIEF FINANCIAL OFFICER			
WORKPLAN 2: REVENUE MANAGEMENT & RPI				WEIGHT (%) : 20%			
INDEX	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PERFORMANCE MEASURE		ANNUAL	
				ANNUAL TARGET / OUTPUT QUD		QUARTER 1	
D	D1	REV 01	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Adoption of Revenue related policies	Compliance	Date Credit Control, Tariffs, Indigent, Rates and Debt Write off policies reviewed and submitted to SMC by the 31st of May 2019 for approval by Council for the 2020/2021 FY	N/A
D	D3	REV 02	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Reports	12 x monthly debtors age analysis reports submitted to SMC in the 18/19 FY	Number of monthly debtors age analysis reports submitted to SMC by the 30th of June 2020
D	D1	REV 03	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	90% current debt collected in the 18/19FY	% of Monthly collection rate of current debt by the 30th of September 2019
D	D1	REV 04	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	10% arrear debt collected in the 18/19 FY	% of Monthly collection rate of arrear debt by the 30th of September 2019
D	D1	REV 05	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Billing management	Accurate Billing	85% electricity and water meters read in the 18/19 FY	% of all electricity and water meters read on a monthly basis by the 30th of June 2020
D	D3	REV 06	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Billing management	Reports	Disconnection vs. Reconnection report submitted monthly to smc in 18/19 FY	Number of monthly reports on disconnection vs. reconnection rates submitted to SMC by the 30th of June 2020

MSUNDUZI MUNICIPALITY						
NAME: MRS DUDU GAMBU			DESIGNATION: CHIEF FINANCIAL OFFICER			
WORKPLAN 2: REVENUE MANAGEMENT & RPI			WEIGHT (%) / 20%			
INDEX	IDP REFERENCE	OP & RPI REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	MEASURE
D	D1	REV 07	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Data cleansing quarterly reports submitted to SMC for 18/19 FY	Data cleansing	ANNUAL TARGET / OUTPUT Q1-Q3
D	D3	REV 08	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial Reporting	rental stock	4 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted to SMC by the 30th of September 2019 By the 30th of June 2020
D	D3	REV 09	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Enhancement Strategy	Implement the Revenue Enhancement Strategy already in place is being reviewed	4 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter by the 31st of July 2019
B	B3	RPI 08	NKPA 2 - BASIC SERVICE DELIVERY	Improved access to Free Basic Services	Number of households earning less than R3500 per month (application based) with access to free basic services in 2018/2019 based with access to free basic services	6000 households Number of households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of June 2020

INDEX		OP REFERENCE		PROGRAMME		PROJECT		PERFORMANCE MEASURE		ANNUAL TARGET / STATUS QUO		QUARTER 1		QUARTER 2		QUARTER 3		ANNUAL	
DESIGNATION: CHIEF FINANCIAL OFFICER																			
NAME: MRS DUDU GAMBU		WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & EXPENDITURE MANAGEMENT		WEIGHT (%) : 20%															
D	D2	SCM 01	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	SCM Policy Review	SCM Policy 18/19 approved by SMC on 28/2/19	Supply chain management Policy 2019/20 reviewed and submitted to SMC for approval by Council by the 25th of February 2020	Date Supply chain management Policy 2019/20 reviewed and submitted to SMC for approval by Council	N/A	Consultation with relevant stakeholders and contributions made towards the revision of the SCM Policy by the 31st of December 2019	Supply chain management Policy 2019/20 reviewed and submitted to SMC for approval by Council by the 25th of February 2019	N/A	N/A						
D	D2	SCM 02	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Procurement plan submission	Procurement plan approved by SMC on 30/06/2019	2020/2021 financial year Procurement Plan prepared and submitted to SMC by the 30th of June 2020	Date 2020/2021 financial year Procurement Plan prepared and submitted to SMC	N/A	3 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 30th of June 2020	2020/2021 financial year Procurement Plan prepared and submitted to SMC by the 30th of June 2020	N/A	4 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 30th of June 2020	4 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 30th of June 2020	4 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 30th of June 2020	4 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 30th of June 2020	4 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 30th of June 2020	4 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 30th of June 2020	
D	D2	SCM 03	NK Policy 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Procurement Plan implementation	4 x quarterly reports produced and submitted to SMC on the implementation of the 18/19 FY approved procurement plan	4 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 30th of June 2020	Number of quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan	1 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 30th of December 2019	2 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 31st of December 2019	2 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 31st of December 2019	2 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 31st of December 2019	3 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 31st of December 2019	3 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 31st of December 2019	3 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 31st of December 2019	3 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 31st of December 2019	3 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 31st of December 2019	3 x quarterly reports produced and submitted to SMC on the implementation of the 19/20 FY approved procurement plan by the 31st of December 2019	
D	D2	SCM 04	NK Policy 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monthly Reports	12 x Tenders awarded/ deviations and inventory management report prepared and submitted towards a consolidated Financial services monthly report to OMC	12 x Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	Number of reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	6 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	9 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	12 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	12 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	12 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	12 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	12 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	12 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	12 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	12 x reports on Tenders awarded, deviations and inventory management for the 19/20 FY prepared and submitted towards a consolidated Budget and Treasury Business Unit monthly report to OMC by the 30th of September 2019	

NAME: MRS DUDU GAMBU				DESIGNATION: CHIEF FINANCIAL OFFICER				WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & EXPENDITURE MANAGEMENT				MSUNDUZI MUNICIPALITY					
INDEX		IDP REFERENCE		OP REFERENCE		PROGRAMME		NATIONAL KEY PERFORMANCE AREA		PERFORMANCE AREA		DESIGNATION: CHIEF FINANCIAL OFFICER		WEIGHT (%) 1: 20%			
D		D2		SCM 05		Supply Chain Management		Monthly Reports		BASELINE / STATUS QUO		ANNUAL OUTPUT / PROJECT		MEASURE PERFORMANCE		ANNUAL	
D	D2	SCM 06	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monthly Reports	12 x contract management monthly reports prepared and submitted to SMC 18/19FY by the 30th of June 2020	12 x contract management monthly reports for the 19/20 FY prepared and submitted to SMC by the 30th of September 2019	Number of contract management monthly reports for the 19/20 FY prepared and submitted to SMC	3 x contract management monthly reports for the 19/20 FY prepared and submitted to SMC by the 30th of September 2019	6 x contract management monthly reports for the 19/20 FY prepared and submitted to SMC by the 31st of December 2019	9 x contract management monthly reports for the 19/20 FY prepared and submitted to SMC by the 31st of March 2020	9 x contract management monthly reports for the 19/20 FY prepared and submitted to SMC by the 31st of March 2020	12 x contract management monthly reports for the 19/20 FY prepared and submitted to SMC by the 30th of June 2020	12 x contract management monthly reports for the 19/20 FY prepared and submitted to SMC by the 30th of June 2020			
D	D2	SCM 07	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monitoring of irregular expenditure	Prepared and submitted irregular expenditure report as and when identified in the 18/19 FY	4 x quarterly reports on Irregular Expenditure in the 19/20 FY prepared and submitted to SMC by the 30th of September 2019 (as and when identified)	Number of quarterly reports on Irregular Expenditure in the 19/20 FY prepared and submitted to SMC by the 30th of December 2019 (as and when identified)	2 x quarterly reports on Irregular Expenditure in the 19/20 FY prepared and submitted to SMC by the 31st of December 2019 (as and when identified)	3 x quarterly reports on Irregular Expenditure in the 19/20 FY prepared and submitted to SMC by the 31st of March 2020 (as and when identified)	4 x quarterly reports on Irregular Expenditure in the 19/20 FY prepared and submitted to SMC by the 30th of June 2020 (as and when identified)	4 x quarterly reports on Irregular Expenditure in the 19/20 FY prepared and submitted to SMC by the 30th of June 2020 (as and when identified)	4 x quarterly reports on Irregular Expenditure in the 19/20 FY prepared and submitted to SMC by the 30th of June 2020 (as and when identified)				
D	D2	SCM 08	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monitoring of tender award timeframe	NIL	Average of 90 days taken to award tenders as per the approved procurement plan	Average days taken to award tenders as per the approved procurement plan by the 30th of September 2019	Average of 90 days taken to award tenders as per the approved procurement plan by the 31st of December 2019	Average of 90 days taken to award tenders as per the approved procurement plan by the 31st of March 2020	Average of 90 days taken to award tenders as per the approved procurement plan by the 31st of December 2019	Average of 90 days taken to award tenders as per the approved procurement plan by the 31st of March 2020	Average of 90 days taken to award tenders as per the approved procurement plan by the 31st of March 2020				
D	D2	EXP 01	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Monitoring of tender award timeframe	NIL	4 x quarterly reports produced and submitted to SMC on the Average of 90 days taken to award tenders as per the approved procurement plan per the 30th of June 2020	1 x quarterly reports produced and submitted to SMC on the Average of 90 days taken to award tenders as per the approved procurement plan per the 30th of September 2019	2 x quarterly reports produced and submitted to SMC on the Average of 90 days taken to award tenders as per the approved procurement plan per the 30th of December 2019	3 x quarterly reports produced and submitted to SMC on the Average of 90 days taken to award tenders as per the approved procurement plan by the 31st of December 2019	4 x quarterly reports produced and submitted to SMC on the Average of 90 days taken to award tenders as per the approved procurement plan by the 31st of March 2020	4 x quarterly reports produced and submitted to SMC on the Average of 90 days taken to award tenders as per the approved procurement plan by the 31st of March 2020	4 x quarterly reports produced and submitted to SMC on the Average of 90 days taken to award tenders as per the approved procurement plan by the 31st of March 2020				
D	D2	EXP 02	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Fruitless and wasteful expenditure reports submitted to SMC for 2018/19	12 x monthly reports on Fruitless and Wasteful expenditure for 19/20 FY prepared submitted to SMC by the 30th of June 2020	Number of monthly reports on Fruitless and Wasteful Expenditure for 19/20 FY prepared submitted to SMC by the 30th of September 2019	6 x monthly reports on Fruitless and Wasteful Expenditure for 19/20 FY prepared submitted to SMC by the 31st of December 2019	9 x monthly reports on Fruitless and Wasteful Expenditure for 19/20 FY prepared submitted to SMC by the 30th of June 2020	12 x monthly reports on Fruitless and Wasteful Expenditure for 19/20 FY prepared submitted to SMC by the 30th of June 2020	9 x monthly reports on Fruitless and Wasteful Expenditure for 19/20 FY prepared submitted to SMC by the 30th of June 2020	12 x monthly reports on Fruitless and Wasteful Expenditure for 19/20 FY prepared submitted to SMC by the 30th of June 2020	12 x monthly reports on Fruitless and Wasteful Expenditure for 19/20 FY prepared submitted to SMC by the 30th of June 2020				

Signatures: Employee: Date: 12/06/2019 Supervisor:
Date: 12/06/2019 Msunduzi Municipality 2019/2020

NAME: MRS DUDU GAMBU				DESIGNATION: CHIEF FINANCIAL OFFICER				MSUNDUZI MUNICIPALITY					
WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & EXPENDITURE MANAGEMENT				WEIGHT (%): 20%									
INDEX	IDP REFERENCE	OP REFERENCE	PROGRAMME	PERFORMANCE KEY AREA	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET /	OUTPUT	MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D D2	EXP 02	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Monthly reports on suppliers not paid within 30 days for 2018/19	Monthly reports on suppliers not paid within 30 days for 19/20 FY prepared submitted to SMC by the 30th of June 2020	12 x Monthly reports on suppliers not paid within 30 days for 19/20 FY prepared submitted to SMC by the 31st of March 2020	3 x Monthly reports on suppliers not paid within 30 days for 19/20 FY prepared submitted to SMC by the 30th of September 2019	6 x Monthly reports on suppliers not paid within 30 days for 19/20 FY prepared submitted to SMC by the 31st of December 2019	9 x Monthly reports on suppliers not paid within 30 days for 19/20 FY prepared submitted to SMC by the 31st of March 2020	12 x Monthly reports on suppliers not paid within 30 days for 19/20 FY prepared submitted to SMC by the 30th of June 2020			
D D2	EXP 03	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Payment of council creditors within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers for 18/19 FY department	Payment of council creditors within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers for 18/19 FY department	100% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2020	100% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of September 2019	100% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 31st of December 2019	100% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2020	100% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 31st of September 2019	100% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 31st of December 2019	100% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2020	
D A2	EXP 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Expenditure Management	Annual Review of Procedures Manual (Payment of Creditors & Payroll Manual)	Annual Review of Procedures Manual (Payment of Creditors & Payroll Manual)	Procedures are reviewed once a year.	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual)	Date Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval by the 30th of June 2020	N/A	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval by the 31st of March 2020	N/A	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval by the 30th of June 2020	

NAME: MRS DUDU GAMBU		DESIGNATION: CHIEF FINANCIAL OFFICER		WEIGHT (%): 10%	
WORKPLAN 4: ASSETS & LIABILITIES MANAGEMENT		PERFORMANCE AREA			
INDEX	IDP REFERENCE	OP REFERENCE	PROGRAMME	PROJECT	
			ANNUAL TARGET / STATUS QUO	ANNUAL OUTPUT	PERFORMANCE MEASURE
			Policy review	Asset Policy review during 2018/19	Date Asset management Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2020
A	A2	A & LM01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Asset management Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2020
A	A2	A & LM02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Review Useful Lives of Assets at year end.	1 x report prepared and submitted to SMC on the review of all Council assets' useful lives by the 30th of June 2020
A	A2	A & LM03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Valuation of Investment Properties	1 x report prepared and submitted to SMC on the valuation of all Council Investment Property Assets at year end by the 30th of June 2020
A	A2	A & LM04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assess rehabilitation costs of Land fill site at year end.	1 x report prepared and submitted to SMC on the assessment of the cost to rehabilitate the Land fill site at year end by the 30th of June 2020
A	A2	A & LM05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Undertake asset count	1 x report prepared and submitted to SMC on the verification of all Council assets at year end by the 30th of June 2020

Signatures: Employee: Date: 12/06/2019 Supervisor:
Date: 12/06/2019 Msunduzi Municipality 2019/2020

NAME: MRS DUDU GAMBU		DESIGNATION: CHIEF FINANCIAL OFFICER		WORKPLAN 4: ASSETS & LIABILITIES MANAGEMENT		PERFORMANCE MEASURE		ANNUAL		
INDEX	IDP REFERENCE	IDP REFERENCE	OP REFERENCE	PROGRAMME	PROJECT	ANNUAL OUTPUT / STATUS QUO	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3
A	A2	A & LM06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Assess Impairment of Assets at year end.	Report prepared and submitted to SMC on the 100% assessment of all Council assets assessed for impairment at year end by the 30th of June 2020	Date report prepared and submitted to SMC on the 100% assessment of all Council assets assessed for impairment at year end by the 30th of June 2020	N/A	N/A	1 x report prepared and submitted to SMC on the 100% assessment of all Council assets assessed for impairment at year end by the 30th of June 2020
A	A2	A & LM07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	Monthly reports prepared and submitted to OMC on depreciation journals processed monthly	Number of monthly reports prepared and submitted to OMC on depreciation processed monthly	6 x monthly reports prepared and submitted to OMC on depreciation processed monthly by the 31st of December 2019	6 x monthly reports prepared and submitted to OMC on depreciation processed monthly by the 31st of December 2019	9 x monthly reports prepared and submitted to OMC on depreciation processed monthly by the 31st of March 2020
A	A2	A & LM08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	Monthly reports prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed at month end by the 30th of June 2020	Number of monthly reports prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed at month end by the 30th of September 2019	6 x monthly reports prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed by the end of the Month by the 31st of December 2019	9 x monthly reports prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed by the end of the Month by the 31st of March 2020	12 x monthly reports prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed by the end of the Month by the 30th of June 2020
A	A2	A & LM09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Submit monthly reports on insurance claims submitted to OMC for 2019/20	Monthly reports on insurance claims submitted to the Operational Management Committee by the 30th of June 2020	Number of Monthly reports on the management of insurance claims submitted to the Operational Management Committee by the 30th of September 2019	6 x Monthly reports on the management of insurance claims submitted to the Operational Management Committee by the end of the Month by the 31st of December 2019	9 x Monthly reports on the management of insurance claims submitted to the Operational Management Committee by the end of the Month by the 31st of March 2020	12 x Monthly reports on the management of insurance claims submitted to the Operational Management Committee by the 30th of June 2020
A	A2	A & LM10	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Expenditure Management	Annual Review of Policies and Procedures.	Msunduzi Municipality Insurance Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2020	Date Councils Insurance Policy reviewed and submitted to SMC for approval by Council	N/A	N/A	Msunduzi Municipality Insurance Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2020

Signatures: Employee: Date: 12/06/2019 Supervisor: Date: 12/06/2019 Msunduzi Municipality 2019/2020
Date: 12/06/2019

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	A & LM11	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Vehicle corporate branding	Branding of Council vehicles and plant	Not all municipal vehicles are branded	50 x Council vehicles and plant to be branded by the 30th of June 2020	Number of Council Vehicles & plant branded	N/A	N/A	N/A	50 x Council vehicles and plant to be branded by the 30th of June 2020
A	A2	A & LM12	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	New Plant and Vehicles purchased	New Plant and Vehicles purchased	New Plant and Vehicles purchased	20 x Council vehicles and plant to be Purchased by 30 June 2020	Number of Council vehicles and plant to be Purchased	N/A	N/A	N/A	20 x Council vehicles and plant to be Purchased by 30 June 2020

Signatures: Employee: Date:
Date: 12/06/2019 Msunduzi Municipality 2019/2020

Date: 12/06/2019 Supervisor: _____
Municipality 2019/2020

NAME: MRS DUDU GAMBU WORKPLAN 5: SAP IMPLEMENTATION & PERFORMANCE MANAGEMENT										DESIGNATION: CHIEF FINANCIAL OFFICER		MSUNDUZI MUNICIPALITY	
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTERLY REPORTS	WEIGHT (%) : 20%			
										QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	SAP 01	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Implementation of the SAP ERP System (DuziSAP 220)	Application Development and Support Service	4 x Quarterly Reports on the acquisition and implementation of the financial management system prepared and submitted to SMC in the 18/29 FY	4 x Quarterly Reports on the Implementation of the SAP ERP system prepared and submitted to SMC by the 30th of June 2020	Number of Quarterly Reports on the Implementation of the SAP ERP system prepared and submitted to SMC by the 30th of September 2019	1 x Quarterly Reports on the Implementation of the SAP ERP system prepared and submitted to SMC by the 30th of December 2019	3 x Quarterly Reports on the Implementation of the SAP ERP system prepared and submitted to SMC by the 31st of March 2020	4 x Quarterly Reports on the Implementation of the SAP ERP system prepared and submitted to SMC by the 30th of June 2020		
D	D3	SAP 02	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Application Development and Support Service	SAP ERP System Support and Maintenance	None	12 x Monthly reports on Support and Maintenance of the SAP ERP System submitted to OMC by the 30th of June 2020	Number of Monthly Reports on Support and Maintenance of the SAP ERP System submitted to OMC	3 x Monthly Report submitted to OMC on Support and Maintenance of Sap ERP system by the 30th of September 2019	6 x Monthly Report submitted to OMC on Support and Maintenance of Sap ERP system by the 31st of December 2019	9 x Monthly Report submitted to OMC on Support and Maintenance of Sap ERP system by the 31st of March 2020	12 x Monthly reports on Support and Maintenance of the SAP ERP System submitted to OMC by the 30th of June 2020	
D	D3	SAP 03	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Application Development and Support Service	SAP ERP System Patch Maintenance and Management.	None	4 x Monthly Reports prepared and submitted to OMC on the progress of the implementation of SAP ERP system patches by the 31st of January 2020	Number of Monthly Reports prepared and submitted to OMC on the progress of the implementation of SAP ERP system patches	N/A	3 x Monthly Reports prepared and submitted to OMC on the progress of the implementation of SAP ERP system patches by the 30th of December 2019	4 x Monthly Reports prepared and submitted to OMC on the progress of the implementation of SAP ERP system patches by the 31st of January 2020	N/A	
D	D3	SAP 04	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Application Development and Support Service	Internal Audit Finding Tracking Tool on SAP ERP System.	None	12 x Monthly Reports on the review and update of the internal audit findings on SAP ERP system submitted to SMC by the 30th of June 2020	Number of Monthly Reports on the review and update of the internal audit findings on SAP ERP system submitted to SMC by the 30th of September 2019	3 x Monthly Reports on the review and update of the internal audit findings on SAP ERP system submitted to SMC by the 31st of December 2019	6 x Monthly Reports on the review and update of the internal audit findings on SAP ERP system submitted to SMC by the 30th of March 2020	9 x Monthly Reports on the review and update of the internal audit findings on SAP ERP system submitted to SMC by the 30th of June 2020	12 x Monthly Reports on the review and update of the internal audit findings on SAP ERP system submitted to SMC by the 30th of June 2020	
D	D3	SAP 05	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Application Development and Support Service	External Audit Finding Tracking Tool on SAP ERP System.	None	12 x Monthly Reports on the review and update of the external audit findings on SAP ERP system submitted to SMC by the 30th of June 2020	Number of Monthly Reports on the review and update of the external audit findings on SAP ERP system submitted to SMC by the 30th of September 2019	3 x Monthly Report submitted to SMC on the implementation of External Audit Findings on SAP ERP system by the 30th of December 2019	6 x Monthly Report submitted to SMC on the implementation of External Audit Findings on SAP ERP system by the 31st of March 2020	9 x Monthly Report submitted to SMC on the implementation of External Audit Findings on SAP ERP system by the 30th of December 2019	12 x Monthly Reports on the review and update of the external audit findings on SAP ERP system submitted to SMC by the 30th of June 2020	

Signatures: Employee: Date:
Date: 12/06/2019 Msunduzi Municipality 2019/2020

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INDEX		IDP REFERENCE		OP REFERENCE														QUARTER 1		QUARTER 2		QUARTER 3		ANNUAL	
D	D3	FG & PM 01	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting and auditing	Preparation of Msunduzi Municipality annual financial statements	Msunduzi Municipality Annual Financial Statements 17 / 18 submitted to the AG on the 31st of August 2018	Msunduzi Municipality Annual financial statements for the 18/19 FY prepared and submitted to the AG by the 31st of August 2019	Date Msunduzi Municipality Annual financial statements for the 18/19 FY prepared and submitted to the AG by the 31st of August 2019	Msunduzi Municipality Annual financial statements for the 18/19 FY prepared and submitted to the AG by the 31st of August 2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
D	D3	FG & PM 02	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting and auditing	Preparation of Msunduzi Municipality consolidated annual financial statements	Nil	Msunduzi Municipality Consolidated Annual financial statements for the 18/19 FY prepared and submitted to the AG by the 30th of September 2019	Date Msunduzi Municipality Consolidated Annual financial statements for the 18/19 FY prepared and submitted to the AG by the 30th of September 2019	Msunduzi Municipality Consolidated Annual financial statements for the 18/19 FY prepared and submitted to the AG by the 30th of September 2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
D	D3	FG & PM 03	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting and auditing	Preparation of interim financial statements	Nil	Interim financial statements for the 18/19 FY prepared and submitted to internal audit by the 31st of March 2020	Date Interim financial statements for the 18/19 FY prepared and submitted to internal audit	Interim financial statements for the 18/19 FY prepared and submitted to internal audit by the 31st of March 2020	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
D	D3	FG & PM 04	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Cash flow reports	12 x Monthly Cash flow reports prepared and submitted to SMC in 18/19 FY	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	6 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	6 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019	9 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of March 2020	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	12 x Monthly Cash flow reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019		
D	D3	FG & PM 05	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	VAT Returns	Nil	12 x Monthly VAT returns for the 19/20 FY prepared and submitted to SARS by the 30th of June 2020	Number of Monthly VAT returns for the 19/20 FY prepared and submitted to SARS by the 30th of September 2019	3 x Monthly VAT returns for the 19/20 FY prepared and submitted to SARS by the 30th of September 2019	6 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 30th of September 2019	9 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 31st of March 2020	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 30th of June 2020	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 30th of September 2019	9 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 31st of March 2020	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 30th of June 2020	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 30th of September 2019	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 31st of December 2019	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 30th of June 2020	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 30th of September 2019	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 31st of December 2019	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 30th of June 2020	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 30th of September 2019	12 x Monthly VAT returns for the 19 / 20 FY prepared and submitted to SARS by the 31st of December 2019		
D	D3	FG & PM 06	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Loans register	Nil	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	Number of Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	3 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of December 2019	6 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	9 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	9 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	12 x Monthly loans register reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019		

MSUNDUZI MUNICIPALITY											
NAME: MRS DUDU GAMBУ WORKPLAN 5(SA) IMPLEMENTATION & PERFORMANCE MANAGEMENT			DESIGNATION: CHIEF FINANCIAL OFFICER			WEIGHT (%) : 20%					
INDEX	IDP REFERENCE	OP REFERENCE	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	FG & PM 07	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Review of financial delegations	Nil	1 x reviewed financial delegations report prepared and submitted to SMC by 31st December 2019	Date reviewed financial delegations report prepared and submitted to SMC	N/A	1 x reviewed financial delegations report prepared and submitted to SMC by 31st December 2019	N/A
D	D3	FG & PM 08	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Review of policies (Cash management, reserves and funding, borrowings policy)	Nil	3 x Reviewed policies (Cash management, Reserves and funding, Borrowings policy) completed and submitted to Council for approval by the 31st of May 2020	Number and date Reviewed policies (Cash management, Reserves and funding, Borrowings policy) completed and submitted to Council for approval		3 x Reviewed policies (Cash management, Reserves and funding, Borrowings policy) completed and submitted to Council for approval by the 31st of May 2020	
D	D3	FG & PM 09	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Development and submission of the draft VAT policy	Nil	Development and submission of the draft VAT policy to SMC by 30th June 2020 for onwards transmission to Council for approval	Date of Development and submission of the draft VAT policy to SMC	N/A	Development and submission of the draft VAT policy to SMC by 30th June 2020 for onwards transmission to Council for approval	N/A
D	D3	FG & PM 10	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Monthly ratios report	Nil	12 x Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	Number of Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC	6 x Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	12 x Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	12 x Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020
D	D3	FG & PM 11	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG action plan monitoring	Nil		11 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 30th of June 2020	Number of monthly AG audit action plan progress reports prepared and submitted to SMC	6 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 30th of September 2019	11 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 30th of June 2020	11 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 30th of June 2020
D	D3	FG & PM 12	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Development and submission of an AG action plan	Nil	1 x AG audit action plan for 2018/19 FY prepared and submitted to SMC within 60 days after receiving signed AG reports by the 28th of February 2020	Date AG audit action plan for 2018/19 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	N/A	1 x AG audit action plan for 2018/19 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	N/A

NAME: MRS DUDU GAMBU		DESIGNATION: CHIEF FINANCIAL OFFICER		WORKPLAN 6: PERFORMANCE MANAGEMENT		MSUNDUZI MUNICIPALITY	
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE STATUS / QUOTE	PERFORMANCE MEASURE
						ANNUAL TARGET / QUOTE	QUARTER 1
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	NIKPA 1 - MUNICIPAL Planning and Agreements	Submission towards Development of the Municipal IDP	N/A	As per internal notification
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	NIKPA 1 - MUNICIPAL Planning and Agreements	Submission towards the Development of the Municipal SDBIP 20/21 FY	N/A	As per internal notification
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	NIKPA 1 - MUNICIPAL Planning and Agreements	Submission of section budgets	N/A	As per internal notification
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	NIKPA 1 - MUNICIPAL Planning and Agreements	Submission of Signed Performance Agreement	12-Jun-19	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	NIKPA 1 - MUNICIPAL Monitoring and Reporting	Convene Section Performance Monitoring Meetings	Monthly	Monthly (OMC)
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	NIKPA 1 - MUNICIPAL Monitoring and Reporting	Submission of monthly section/unit Reports to OMC	N/A	Monthly (OMC)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	NIKPA 1 - MUNICIPAL Monitoring and Reporting	Submission of SDBIP/Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC)

NAME: MRS DUDU GAMBU		DESIGNATION: CHIEF FINANCIAL OFFICER		MSUNDUZI MUNICIPALITY					
				WEIGHT (%) : 10%					
WORKPLAN 6: PERFORMANCE MANAGEMENT									
2 - BACK TO BASICS									
A	A3	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Submission of back to basics monthly and quarterly reports to PMS unit for onwards Transmission to CoGTA	Monthly & Quarterly (PMS unit) as per stipulated deadlines	N/A				
A	A3	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Submission of Legislative Compliance Checklist monthly reports to OMC	Monthly (OMC) as per stipulated deadlines	Monthly (OMC)				
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Submission towards MFMA Schedule of deadlines Monthly Reporting template	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines				
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Submission towards Municipal Annual Performance Report	Annually as per stipulated deadlines	Annually				
A	A3	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	N/A				
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Assessments	Q1 Assessment 19/20 N/A	End SEPT '19				
A	A3	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessment meetings register & Assessment Forms	Q1 Assessment 19/20 N/A	End Dec '19				
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Assessments	All Quarters and Annual Assessments completed	N/A				
A	A3	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessment meetings register & Assessment Forms	Q2 Assessment 19/20 N/A	End Feb '20				
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Assessments	All Quarters and Annual Assessments completed	N/A				
A	A3	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessment meetings register & Assessment Forms	Q3 Assessment 19/20 N/A	End May '20				

Signatures: Employee: Date: 12/06/2019 Supervisor:
Date: 12/06/2019 Msunduzi Municipality 2019/2020

NAME: MRS DUDU GAMBУ		DESIGNATION: CHIEF FINANCIAL OFFICER		MUNDUDZI MUNICIPALITY	
WORKPLAN 6: PERFORMANCE MANAGEMENT				WEIGHT (%) : 10%	
		Response to AG queries	N/A	Within the required time frames	Annually
A	D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT		
D	D3	4 - FINANCIAL SUSTAINABILITY & FINANCIAL MANAGEMENT	Grant Funding	N/A Expenditure of grant funding	Within the timeframes contained in business plan/ projected cashflow expenditure
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL & ORGANIZATIONAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Implementation of the Customer Services Charter	% Implementation of the Customer Services Charter as per the business units implementation plan
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL & ORGANIZATIONAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Implementation of the Batho Pele Principles belief sets	% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan
A	A2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring of Fraud & Corruption	% monitoring within sub-units and relevant action taken against offenders
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit queries	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Risk Management	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes

NAME: MRS DUDU GAMBU		DESIGNATION: CHIEF FINANCIAL OFFICER		MSUNDUZI MUNICIPALITY	
		WORKPLAN 6: PERFORMANCE MANAGEMENT		WEIGHT (%): 10%	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	EPWP Business Plan N/A	100% Implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	N/A	100% Monitoring and Mentoring of Interns as per approved Internship Policy
					100% Implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes
					100% Monitoring and Mentoring of Interns as per approved Internship Policy

Signatures: Employee: Date: 12/06/2019 Supervisor:
Date: 12/06/2019 Msunduzi Municipality 2019/2020

visor.