



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mrs Nelisiwe Ngcobo (Full Name)

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


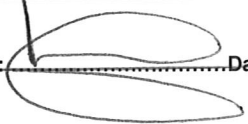
AND

Ms Boniwe Zulu (Full Name)

As the *GM: Community Services* (Jobholder)

PERIOD OF AGREEMENT: 01 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


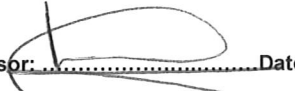
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council’s expectations of the employee’s performance agreement to which this document is attached and Non-Section 57 (1) of the 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 **01 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 : Community Services
 Unit : Community Services
 Location : Head Office – AS Chetty
 Occupational classification : Senior Management – Section 56
 Designation : General Manager: Community Services

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



4. JOB PURPOSE

The purpose of the GM: Community Services' 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 GM: Community Services is to assist the City Manager Acting 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 Acting in the Municipality's delivery of services.

5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ Area Based Management, HIV/AIDS and Social Services
- ⇒ Public Safety, Enforcement & Disaster Management: Traffic and Security, Fire Fighting Services
- ⇒ Recreation and Facilities: Libraries, Parks and Recreation,
- ⇒ Waste 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.

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



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) 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: ABM, HIV/AIDS and Social Services	20%
2. WORKPLAN 2: PUBLIC SAFETY, ENFORCEMENT & DISASTER MANAGEMENT	20%
3. WORKPLAN 3: RECREATION & FACILITIES	20%
4. WORKPLAN 4: WASTE MANAGEMENT	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

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



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.

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

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8. PERFORMANCE ASSESSMENT

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

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

Employees: KPAs shall contribute 80% and CMCs 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 KPAs 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

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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

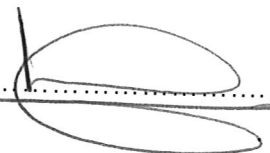
The contents of this document have been discussed and agreed with the Jobholder concerned.

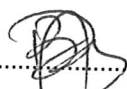

Name of Jobholder: ...**Boniwe Zulu**.....

Signature:  Date: 12/06/2019

AND

Name of Supervisor: ...**Mrs Nelisiwe M Ngcobo**.....

Signature:  Date: 12/06/2019

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

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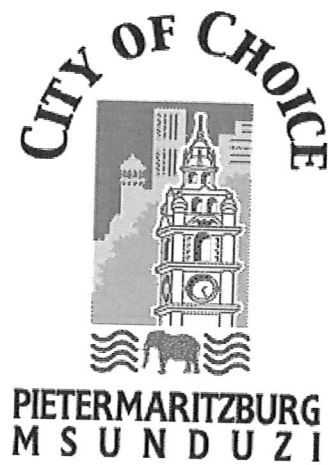


ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



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

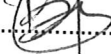
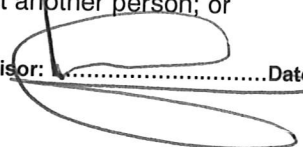
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (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

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



(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


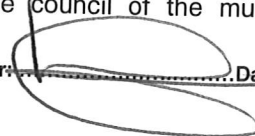
(d) declared to be privileged, confidential or secret in terms of any law.

(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


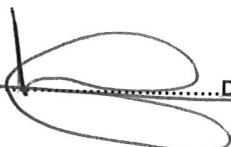
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

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.

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



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.

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

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ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



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

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FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) B Zulu of
P.O. Box 959 Kokstad 4700 (Postal address) and
20 C Murray Street Kokstad (Residential address)
 employed as General Manager Community Services 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
<i>[Handwritten signature]</i>			

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
<i>[Handwritten signature]</i>		

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
<i>[Handwritten signature]</i>		

Council sanction confirmed:

Signature of Mayor: _____

Date: 12/06/2019

Signatures: Employee: *[Signature]* Date 12 / 06 / 2019 Supervisor: *[Signature]* Date 12 / 06 / 2019

[Handwritten initials]



4. Consultancies and retainerships

See information sheet: Note (4)

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

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
	<i>N/A</i>	

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

See information sheet: Note (6)

Description	Value	Source
	<i>N/A</i>	

7. Land and property

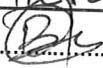
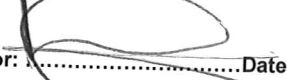
See information sheet: Note (7)

Description	Extent	Area	Value
	<i>N/A</i>		

SIGNATURE OF EMPLOYEE: 

DATE: 12 / 06 / 2019

PLACE: Pietermaritzburg

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

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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:

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____ **CERTIFIED A TRUE COPY (Block letters)**

Designation (rank): _____ Ex Officio Republic of South Africa

Street address of institution: _____

Date: 11 July 2019

Place: _____

CONTENTS NOTED: MAYOR _____

DATE: _____

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

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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)


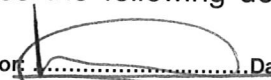
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- 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

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



consultancies and retainerships:

- The nature of the consultancy or retainerhip 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 Supervisor:  Date 12/06/2019



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mrs. Nelisiwe Ngcobo (Full Name)

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


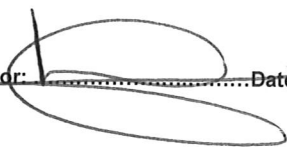
AND

Ms Boniwe Zulu (Full Name)

As the *GM: Community Services (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 Development.

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

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MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	Ms BONIWE ZULU
JOB TITLE:	GENERAL MANAGER
SUPERVISOR	CITY MANAGER
UNIT	COMMUNITY SERVICES
COMPONENT:	COMMUNITY SERVICES


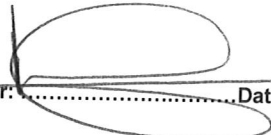
PURPOSE: To enable the Supervisor and the employee to identify skills development requirements and as a result agree on the steps taken to address those developmental gaps

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

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

6. Actions/Training interventions to address future progression


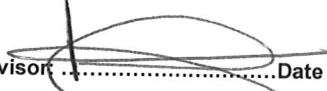
7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

Improve on the management of waste, landfill.
Finalise parking system
Fill critical vacancies

IMPACT ASSESSMENT


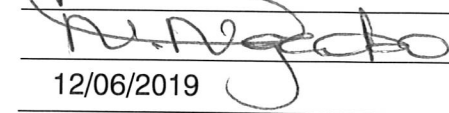
Impact of Development on work (After 3 – 6 Months)	
Employee	Supervisor/Manager


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

BZ



AGREED UPON:

Signature: 
Supervisor: 
Date: 12/06/2019

Signature: 
Incumbent: Boniwe Zulu
Date: 12/06/2019

Date of next review: _____

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



ANNEXURE D


**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



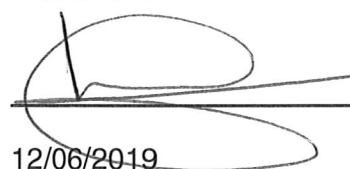
EMPLOYEE NUMBER:	0106820
SURNAME & INITIALS:	Ms. BONIWE ZULU
DESIGNATION:	GENERAL MANAGER
COMPONENT:	COMMUNITY SERVICES
UNIT:	COMMUNITY SERVICES
MANAGEMENT LEVEL:	LEVEL 2
OCCUPATIONAL CLASSIFICATION	SENIOR MANAGEMENT – SECTION 56
LOCATION:	AS CHETTY BUILDING

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: 12/06/2019

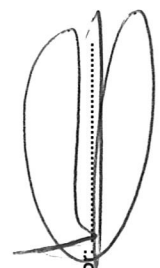
SUPERVISOR: _____ 

DATE: 12/06/2019

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

B2

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	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/	All community complaints forwarded to customer services and departments within 2 days of receipt of the 2019/2020	Community complaints received referred to customer services and departments within 2 days of receipt of the 30th of June 2020	Turnaround time Community complaints received referred to customer services and departments after receipt of the complaint/s by ABM	Community complaints received referred to customer services and departments within 2 days of receipt of the 30th of September 2019	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 2019	Community complaints referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 31st of March 2020	Community complaints received referred to customer services and departments within 2 days of receipt of the 30th of June 2020
E	E1	ABM 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Community Based Planning	all wards development plan will be reviewed.	39 x ward plans for Msunduzi Municipality reviewed and submitted to SMC by the 28th of February 2020	Number of ward plans for Msunduzi Municipality reviewed and submitted to SMC	14 x ward plans for Msunduzi Municipality reviewed and submitted to SMC by the 30th of September 2019	28 x ward plans for Msunduzi Municipality reviewed and submitted to SMC by the 31st of December 2019	39 x ward plans for Msunduzi Municipality reviewed and submitted to SMC by the 28th of February 2020	N/A
E	E2	ABM 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Effective mechanisms, processes and procedures for Community Participation	Strengthening formal linkage with LAC (Local Aids Council)	No strong structural/formal linkage with Local Aids Council	4 x OSS functionality reports for the 19/20 FY produced and submitted to LAC by the 30th of June 2020	Number of OSS functionality reports for the 19/20 FY produced and submitted to LAC	1 x OSS functionality reports for the 19/20 FY produced and submitted to LAC by the 30th of September 2019	2 x OSS functionality reports for the 19/20 FY produced and submitted to LAC by the 31st of December 2019	3 x OSS functionality reports for the 19/20 FY produced and submitted to LAC by the 31st of March 2019	4 x OSS functionality reports for the 19/20 FY produced and submitted to LAC by the 30th of June 2020
E	E3	ABM 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Implement the public participation policy	Public participation policy presented to all new 39 ward committees in 2019	1 x public participation policy presentations conducted in the 19/20 FY for each of the 39 ward committees of council by the 31st of March 2020	Number & Date public participation policy presentations conducted in the 19/20 FY for each of the 39 ward committees of council	N/A	N/A	1 x public participation policy presentations conducted in the 19/20 FY for each of the 39 ward committees of council by the 31st of March 2020	N/A



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

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E1	ABM 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Ward Audits	Existing ward audits	4 x quarterly ward audit reports for the 19/20 FY prepared and submitted to OMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of June 2020	Number of quarterly ward audit reports for the 19/20 FY prepared and submitted to OMC on Audits conducted in each of the 39 wards on Service Delivery Challenges	1 x quarterly ward audit reports for the 19/20 FY prepared and submitted to OMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of September 2019	2 x quarterly ward audit reports for the 19/20 FY prepared and submitted to OMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 31st of December 2019	3 x quarterly ward audit reports for the 19/20 FY prepared and submitted to OMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 31st of March 2020	4 x quarterly ward audit reports for the 19/20 FY prepared and submitted to OMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of June 2020
E	E1	ABM 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	War Rooms	Support Established war rooms	36 Established War Rooms	12 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of June 2020	Number of monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms	3 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of September 2019	6 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 31st of December 2019	9 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 31st of March 2020	12 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of June 2020
E	E2	ABM 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	HIV/ AIDS & SOCIAL SERVICES	Ward visits to be conducted to support HIV/AIDS groups	N/A	216 x Ward visits conducted in the 19/20 FY to support HIV/AIDS Groups by the 30th of June 2020	Number of Ward visits conducted in the 19/20 FY to support HIV/AIDS Groups	54 x Ward visits conducted in the 19/20 FY to support HIV/AIDS Groups by the 30th of September 2019	108 x Ward visits conducted in the 19/20 FY to support HIV/AIDS Groups by the 31st of December 2019	162 x Ward visits conducted in the 19/20 FY to support HIV/AIDS Groups by the 31st of March 2020	216 x Ward visits conducted in the 19/20 FY to support HIV/AIDS Groups by the 30th of June 2020
E	E2	ABM 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	HIV/ AIDS & SOCIAL SERVICES	HIV/AIDS and Social Support Programmes	N/A	420 x HIV/AIDS and Social support programmes in the 19/20 FY to be coordinated by the 30th of June 2020	Number of HIV/AIDS and Social support programmes in the 19/20 FY to be coordinated	105 x HIV/AIDS and Social support programmes in the 19/20 FY to be coordinated by the 30th of September 2019	210 x HIV/AIDS and Social support programmes in the 19/20 FY to be coordinated by the 31st of December 2019	315 x HIV/AIDS and Social support programmes in the 19/20 FY to be coordinated by the 31st of March 2020	420 x HIV/AIDS and Social support programmes in the 19/20 FY to be coordinated by the 30th of June 2020

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

MSUNDUZI MUNICIPALITY
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES
WEIGHT (%): 20%

NAME: MS BONIWE ZULU		WORKPLAN 2: PUBLIC SAFETY, ENFORCEMENT & DISASTER MANAGEMENT		DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES		WEIGHT (%): 20%						
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E3	PSDM 01	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Safety & Law Enforcement	Road safety, Alcohol, Drug and Substance abuse campaigns	156 Road Safety awareness sessions in 18/19 FY	156 x road safety awareness sessions conducted in the 19/20 FY by the 30th of June 2020	Number of road safety awareness sessions conducted in the 19/20 FY	39 x road safety awareness sessions conducted in the 19/20 FY by the 30th of September 2019	78 x road safety awareness sessions conducted in the 19/20 FY by the 31st of December 2019	117 x road safety awareness sessions conducted in the 19/20 FY by the 31st of March 2020	156 x road safety awareness sessions conducted in the 19/20 FY by the 30th of June 2020
E	E1	PSDM 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Safety & Law Enforcement	Fire arm audit	Fire arm audit conducted in Compliance with Fire Arms Controls Act in 18/19 FY	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 2020	Number of Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC	1 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 30th of September 2019	2 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 31st of December 2019	3 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 31st of March 2020	4 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 30th of June 2020
E	E1	PSDM 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Safety & Law Enforcement	Physical Fire arm verification	N/A	2 x Physical Fire arm verifications conducted on all arms and ammunition issued to Msunduzi Municipality staff by the 31st of March 2020	Number of Physical Fire arm verifications conducted on all arms and ammunition issued to Msunduzi Municipality staff	1 x Physical Fire arm verifications conducted on all arms and ammunition issued to Msunduzi Municipality staff by the 30th of September 2019	N/A	2 x Physical Fire arm verifications conducted on all arms and ammunition issued to Msunduzi Municipality staff by the 31st of March 2020	N/A
E	E1	PSDM 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Safety & Law Enforcement	Fire Arm Training for all municipal fire arm holders	Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders in 18/19 FY	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 30th of June 2020	Number of Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted	1 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 30th of November 2019	N/A	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 30th of June 2020	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 30th of June 2020

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

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU					DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES							
WORKPLAN 2: PUBLIC SAFETY, ENFORCEMENT & DISASTER MANAGEMENT												
WEIGHT (%): 20%												
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E1	PSDM 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Safety & Law Enforcement	Fire Arm Training for all municipal fire arm holders	N/A	1 x Report on the Construction and licensing, of the Msunduzi shooting range prepared and submitted to SMC by the 31st of January 2020	Date Report on the Construction and licensing, of the Msunduzi shooting range prepared and submitted to SMC	Construction of Shooting Range completed by the 30th of September 2019	NSRC Certificate issued to Msunduzi Municipality to operate the shooting range by the 30th of November 2019	1 x Report on the Construction and licensing, of the Msunduzi shooting range prepared and submitted to SMC by the 31st of January 2020	N/A
A	A1	PSDM 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	DISASTER MANAGEMENT	Implementation of the Approved Disaster management plan/strategy	Quarterly Disaster Management Advisory Forums in 18/19 FY	4 x quarterly Disaster Management Advisory Forums meetings facilitated by the 30th of June 2020	Number of quarterly Disaster Management Advisory Forums meetings facilitated	1 x quarterly Disaster Management Advisory Forums meetings facilitated by the 30th of September 2019	2 x quarterly Disaster Management Advisory Forums meetings facilitated by the 31st of December 2019	3 x quarterly Disaster Management Advisory Forums meetings facilitated by the 31st of March 2020	4 x quarterly Disaster Management Advisory Forums meetings facilitated by the 30th of June 2020
B	B1	PSDM 07	NKPA 2 - BASIC SERVICE DELIVERY	DISASTER MANAGEMENT	Implementation of the Approved Disaster management plan/strategy	Recommended turnaround time of 6 hours in 18/19 FY	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2020	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 Approved DM plan/strategy by the 30th of September 2019	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of December 2019	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of March 2020	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2020

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

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

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	PSDM 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	DISASTER MANAGEMENT	Disaster management Review of Disaster Management Plan as per the national disaster management centre	Organs of state obligated to develop a disaster management plan into the Disaster Management Act, 2002	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by Council by the 31st of March 2020	Date Reviewed Disaster Management Plan submitted to SMC for approval by Council	N/A	N/A	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by Council by the 31st of March 2020	N/A
E	E3	PSDM 09	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	DISASTER MANAGEMENT	Awareness Campaigns	(8) Number of awareness campaigns in 18/19 FY	24 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public	Number of Disaster awareness Campaigns (1 campaign per high risk areas, 1 public	6 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public	12 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public	18 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public	24 x Disaster awareness Campaigns (1 campaign per high risk areas, 1 public
E	E3	PSDM 10	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	FIRE & RESCUE	Major Hazards Premises Visitations by PSDM	46 x Major Hazard Visitations Conducted in 18/19 FY	46 x Major Hazard Visitations conducted in the 19/20 FY by the 30th of June 2020	Number Major Hazard Visitations conducted in the 19/20 FY	10 x Major Hazard Visitations conducted in the 19/20 FY by the 30th of September 2019	22 x Major Hazard Visitations conducted in the 19/20 FY by the 31st of December 2019	34 x Major Hazard Visitations conducted in the 19/20 FY by the 31st of March 2020	46 x Major Hazard Visitations conducted in the 19/20 FY by the 30th of June 2020
E	E3	PSDM 11	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	FIRE & RESCUE	Fire & Rescue fire prevention inspections	800 x fire prevention inspections conducted in 18/19 FY	800 x fire prevention inspections conducted in the 19/20 FY by the 30th of June 2020	Number of fire prevention inspections conducted in the 19/20FY	210 x fire inspections conducted in the 19/20FY by the 30th of September 2019	400 x fire inspections conducted in the 19/20FY by the 31st of December 2019	590 x fire inspections conducted in the 19/20FY by the 31st of March 2020	800 x fire inspections conducted in the 19/20FY by the 30th of June 2020
B	B1	PSDM 12	NKPA 2 - BASIC SERVICE DELIVERY	FIRE & RESCUE	Purchase Airport fire engine from King Shaka International Airport	1x airport fire engine purchased in 18/19 FY	1 x fire engine for the Msunduzi Airport purchased in the 19/20 FY by the 31st of May 2020	Date fire engine for the Msunduzi Airport purchased in the 19/20 FY	N/A	Report submitted to NAC for approval of purchase for a fire truck Engine by the 31st of December 2019	N/A	1 x fire engine for the Msunduzi Airport purchased in the 19/20 FY by the 31st of May 2020

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

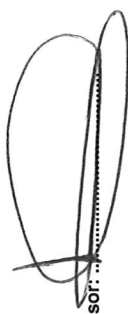
MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU			DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES									
WORKPLAN 2: PUBLIC SAFETY, ENFORCEMENT & DISASTER MANAGEMENT			WEIGHT (%): 20%									
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E3	PSDM 13	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	FIRE & RESCUE	Fire & Rescue Public awareness presentations facilitated by PSDM	60 x Fire & Rescue public awareness presentations conducted in 18/19 FY	60 x Fire & Rescue public awareness presentations conducted in the 19/20FY by the 30th of June 2020	Number of Fire & Rescue public awareness presentations conducted in the 19/20FY	18 x Fire & Rescue public awareness presentations conducted in the 19/20FY by the 30th of September 2019	30 x Fire & Rescue public awareness presentations conducted in the 19/20FY by the 31st of December 2019	42 x Fire & Rescue public awareness presentations conducted in the 19/20FY by the 31st of March 2020	60 x Fire & Rescue public awareness presentations conducted in the 19/20FY by the 30th of June 2020

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

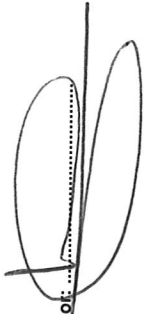
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	B1	R & F 01	NKPA 2 - BASIC SERVICE DELIVERY	Grass Cutting - Municipal Wards	Grass cutting on verges, open spaces and parks	3 cuts in 29 wards per grass cutting season	Grass cut once per month in 29 wards a season (September - May 2020) as per grass cutting schedule by the 31st of May 2020	Number of times Grass cut in 29 wards a season (September 2019 - May 2020) as per grass cutting schedule	Grass cut once per month in 29 wards a season (September 2019 - May 2020) as per grass cutting schedule by the 30th of September 2019	Grass cut once per month in 29 wards a season (September 2019 - May 2020) as per grass cutting schedule by the 31st of December 2019	Grass cut once per month in 29 wards a season (September 2019 - May 2020) as per grass cutting schedule by the 31st of March 2020	Grass cut once per month in 29 wards a season (September 2019 - May 2020) as per grass cutting schedule by the 30th of June 2020
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	10 islands and 10 main entrances	10 islands and 11 main entrances into CBD maintained monthly as per maintenance schedule by the 30th of June 2020	Number of islands and main entrances into CBD maintained monthly as per maintenance schedule	10 islands and 11 main entrances into CBD maintained monthly as per maintenance schedule by the 30th of September 2019	10 islands and 11 main entrances into CBD maintained monthly as per maintenance schedule by the 31st of December 2019	10 islands and 11 main entrances into CBD maintained monthly as per maintenance schedule by the 31st of March 2020	10 islands and 11 main entrances into CBD maintained monthly as per maintenance schedule by the 30th of June 2020
B	B1	R & F 03	NKPA 2 - BASIC SERVICE DELIVERY	Grass Cutting - Municipal Libraries	Grass cutting at municipal libraries	Grass cut at 11 libraries every month as per the grass cutting schedule	Grass cut at 11 libraries every month as per the grass cutting schedule by the 30th of June 2020	Number and times Grass cut at libraries as per the grass cutting schedule	Grass cut at 11 libraries every month as per the grass cutting schedule by the 30th of September 2019	Grass cut at 11 libraries every month as per the grass cutting schedule by the 31st of December 2019	Grass cut at 11 libraries every month as per the grass cutting schedule by the 31st of March 2020	Grass cut at 11 libraries every month as per the grass cutting schedule by the 30th of June 2020
B	B1	R & F 04	NKPA 2 - BASIC SERVICE DELIVERY	LIBRARIES	Purchase of Library Books	7 500 Books Purchased by June 2020	5000 x Books purchased as per book buying policy from Provincial Arts and Culture by the 31st of May 2020	Number of Books purchased as per book buying policy from Provincial Arts and Culture	250 x Books purchased as per book buying policy from Provincial Arts and Culture by the 30th of September 2019	1000 x Books purchased as per book buying policy from Provincial Arts and Culture by the 31st of December 2019	3000 x Books purchased as per book buying policy from Provincial Arts and Culture by the 31st of March 2020	5000 x Books purchased as per book buying policy from Provincial Arts and Culture by the 31st of May 2020
B	B1	R & F 05	NKPA 2 - BASIC SERVICE DELIVERY	LIBRARIES	Purchase of 100 Brush cutters and 9 Slashers	NIL	50 x new Brush Cutters purchased & delivered in the 19/20 FY by the 31st of January 2020	Number of new Brush Cutters purchased & delivered in the 19/20 FY	Bid Evaluation by the 30th of September 2019	Order placed with Supplier by the 31st of December 2019	50 x new Brush Cutters purchased & delivered in the 19/20 FY by the 31st of January 2020	N/A

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

MSUNDUZI MUNICIPALITY												
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES												
WEIGHT (%): 20%												
NAME: MS BONIWE ZULU	WORKPLAN 3: RECREATION & FACILITIES											
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS quo	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	B1	R & F 06	NKPA 2 - BASIC SERVICE DELIVERY	PARKS	Purchase new machinery	NIL	100% of new machinery (Triking mower and Amazon mower) purchased & delivered in the 19/20 FY by the 31st of January 2020	% of new machinery (Triking mower and Amazon mower) purchased & delivered in the 19/20 FY	Bid Evaluation by the 30th of September 2019	Order placed with Supplier by the 31st of December 2019	100% of new machinery (Triking mower and Amazon mower) purchased & delivered in the 19/20 FY by the 31st of January 2020	N/A
B	B1	R & F 07	NKPA 2 - BASIC SERVICE DELIVERY	PARKS	Purchase new machinery	NIL	9 x new Slasher Mowers purchased & delivered in the 19/20 FY by the 31st of January 2020	Number of new Slasher Mowers purchased & delivered in the 19/20 FY	Bid Evaluation by the 30th of September 2019	Order placed with Supplier by the 31st of December 2019	9 x new Slasher Mowers purchased & delivered in the 19/20 FY by the 31st of January 2020	N/A



INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	B1	WM 01 / RPI 07	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	SMME's Refuse Collection	Informal & Formal areas with no dedicated Refuse collection	Refuse collection completed once a week for all households within Msunduzi Municipality for the 19/20 FY by the 30th of June 2020	Refuse collection completed once a week for all households within Msunduzi Municipality for the 19/20 FY	Refuse collection completed once a week for all households within Msunduzi Municipality for the 19/20 FY by the 30th of September 2019	Refuse collection completed once a week for all households within Msunduzi Municipality for the 19/20 FY by the 31st of December 2019	Refuse collection completed once a week for all households within Msunduzi Municipality for the 19/20 FY by the 31st of March 2020	Refuse collection completed once a week for all households within Msunduzi Municipality for the 19/20 FY by the 30th of June 2020
B	B1	WM 02	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	SMME's Refuse Collection	Refuse collection once a week	Appointment of service providers for the Refuse collection in wards 1 to 9 & 39 completed by the 31st of December 2019	Date Appointment of service providers for the Refuse collection in wards 1 to 9 & 39 completed	Bid Evaluation report for the Appointment of service providers for the Refuse collection in wards 1 to 9 & 39 completed by the 30th of September 2019	Appointment of service providers for the Refuse collection in wards 1 to 9 & 39 completed by the 31st of December 2019	N/A	N/A
B	B1	WM 03	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	Repairs completed on skip bins	100% Repairs completed on 24 skip bins (various sizes) by the 30th of June 2018	7 x 25m3 garden site containers purchased and delivered by the 29th of February 2020	Number of 25m3 garden site containers purchased and delivered	Bid Evaluation report for the Appointment of a service provider completed by the 30th of September 2019	Appointment of a service provider completed by the 31st of December 2019	7 x 25m3 garden site containers purchased and delivered by the 29th of February 2020	N/A
B	B1	WM 04	NKPA 2 - BASIC SERVICE DELIVERY	Landfill Site	Compliance with Landfill site License	License has not been complied with in the 18/19 FY	100% compliance with the Landfill Site License maintained for the 19/20 FY by the 30th of June 2020	100% compliance with the Landfill Site License maintained for the 19/20 FY by the 30th of June 2020	100% compliance with the Landfill Site License maintained for the 19/20 FY by the 30th of September 2019	100% compliance with the Landfill Site License maintained for the 19/20 FY by the 31st of December 2019	100% compliance with the Landfill Site License maintained for the 19/20 FY by the 31st of March 2020	100% compliance with the Landfill Site License maintained for the 19/20 FY by the 30th of June 2020



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

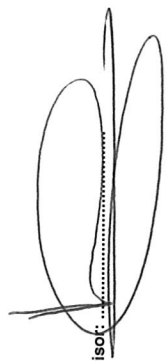
MSUNDUZI MUNICIPALITY DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES WEIGHT (%): 20%												
NAME: MS BONIWE ZULU WORKPLAN 5: PERFORMANCE MANAGEMENT												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAM ME	PROJECT	BASELINE STATUS / QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE 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 Agreements	Submission towards Development of the Municipal IDP	N/A	As per internal notification	N/A	N/A	N/A	As per internal notification	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards the Development of the Municipal SDBIP 20/21 FY	N/A	As per internal notification	N/A	N/A	N/A	N/A	As per internal notification
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	As per internal notification	N/A	N/A	As per internal notification	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement	Performance agreement in place for 19/20 FY	12-Jun-19	N/A	12-Jul-19	N/A	28-Feb-20	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	Monthly	N/A	Monthly	Monthly	Monthly	Monthly
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly section/unit Reports to OMC	N/A	Monthly (OMC) as per stipulated deadlines	N/A	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of SDBIP/Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines	N/A	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)
A	A3	2 - BACK TO BASICS	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Back to Basics monthly and quarterly reports to PMS unit for onwards Transmission to CoGTA	Monthly & Quarterly	Monthly/Quarterly (PMS unit) as per stipulated deadlines	N/A	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Legislative Compliance Checklist monthly reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines	N/A	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards MFMA Schedule of deadlines Monthly Reporting template	Submission towards MFMA Schedule of deadlines Monthly Reporting template	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	N/A	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines

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

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A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	Annually as per stipulated deadlines	N/A	Annually	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Annual Assessment 18/19 FY End SEPT '19	N/A	End SEPT '19	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Q1 Assessment 19/20 FY End Dec '19	N/A	End Dec '19	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Q2 Assessment 19/20 FY End Feb '20	N/A	N/A	N/A	End Feb '20	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Q3 Assessment 19/20 FY End May '20	N/A	N/A	N/A	N/A	End May '20
A	D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG Queries	Response to AG queries	N/A	Within the required time frames	Annually	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames
D	D3	4 - FINANCIAL SUSTAINABILITY	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditure of grant funding	N/A	Within the timeframes contained in business plan/ projected cashflow expenditure	Monthly	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Charter	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan	% Implementation	100% 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	100% 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
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 the business units implementation plan	% Implementation	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan

Signatures: Employee: Date: 12/06/2019 Supervisor:
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A	A2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	% monitoring	100% 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	100% 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
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Internal Audit queries	N/A	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	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	Increasing institutional capacity	Risk Management	N/A	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Stipulated timeframes as per approved Risk Management Action Plan	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	EPWP Business Plan	N/A	100% Implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes	100% Implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes	100% Implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes	100% Implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes	100% Implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes	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	Increasing institutional capacity	N/A	N/A	100% Monitoring and Mentoring of interns as per approved Internship Policy	100% Monitoring and Mentoring of interns as per approved Internship Policy	100% Monitoring and Mentoring of interns as per approved Internship Policy	100% Monitoring and Mentoring of interns as per approved Internship Policy	100% Monitoring and Mentoring of interns as per approved Internship Policy	100% Monitoring and Mentoring of interns as per approved Internship Policy



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