



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

As the *Performance Manager* (Full Name)

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


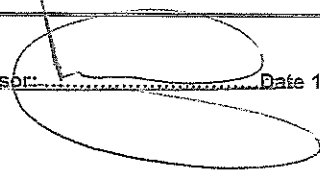
AND

Msunduzi Municipality (Full Name)

As the *SAF Community Services* (Jobholder)

PERIOD OF AGREEMENT: to

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

Signatures: Employee:  Date 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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 2018 to 30 June 2019**
- 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 : 0106810
 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 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



4. JOB PURPOSE

The purpose of the *Waste Management Services* job should be in line with the Municipality's priorities as identified in the *2018– 2019 Service Delivery Budget and Implementation Plan*. The purpose of the *Waste Management Services* is to assist the *City Manager* in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of *Municipal Waste Management 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 *Waste Management Services* and has the responsibility for *managing* *Waste Management Services*. The incumbent will provide continuous *Management* and other relevant information to the *City Manager* on the Municipality's delivery of services.

5. JOB FUNCTIONS


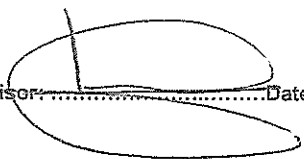
The key functions of the jobholder are to:

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

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

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

Signatures: Employee:  Date 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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


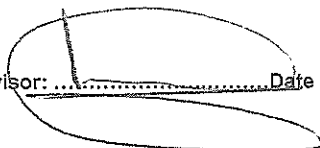
Performance will be assessed according to the information contained in the Workplan.

- 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	20%
2. WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT	20%
3. WORKPLAN 3: COMMUNITY DEVELOPMENT & HEALTH & SOCIAL SERVICES	20%
4. WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS	20%
5. WORKPLAN 5: FINANCIAL RECOVERY	20%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

Signatures: Employee:  Date 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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.


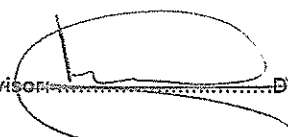
7.4

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 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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.

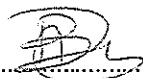
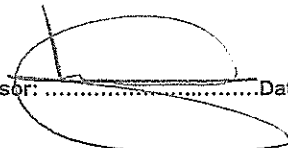
10. DEVELOPMENTAL REQUIREMENTS

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 2017/2018	AUGUST/SEPTEMBER 2017
QUARTER 1 – 2017/2018 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2017
QUARTER 2 – 2017/2018 FINANCIAL YEAR	FEBRUARY 2018
QUARTER 3 – 2017/2018 FINANCIAL YEAR (ORAL)	APRIL/MAY 2018

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 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



12. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by:
- ⇒ 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 2018/19 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: [Signature] Date: 07 / 07 / 2018

AND

Name of Supervisor: N. Ngedo (ACM)

Signature: [Signature] Date: 07 / 07 / 2018

Signatures: Employee: [Signature] Date 10 / 10 / 2018 Supervisor: [Signature] Date 10 / 10 / 2018

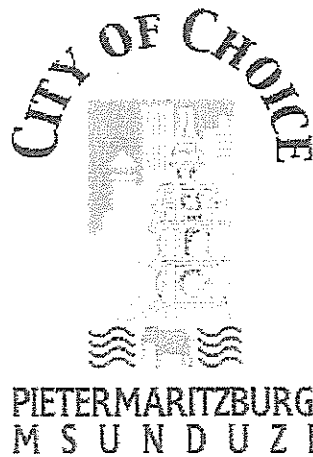



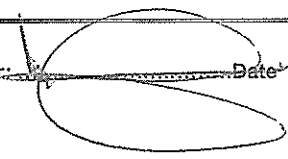
ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee:  Date 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



(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


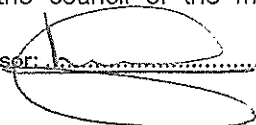
(d) declared to be privileged, confidential or secret in terms of any law.

(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 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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


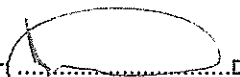
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

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 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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 10 / 10 / 2018

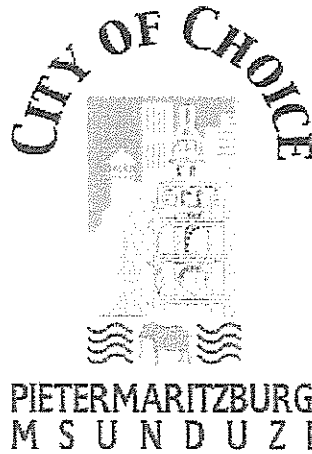
Supervisor: .....Date 10 / 10 / 2018


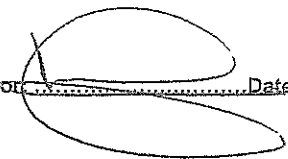


ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee:  Date 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



**FINANCIAL DISCLOSURE
FORM**

I, the undersigned (surname and initials) Boniwe Zulu of
200 MURRAY STREET
Ekurhuleni 14700 (Postal address) and
 _____ (Residential address)

employed as GENERAL MANAGER at the Ngweni
 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
Nil			

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
Nil		

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
Nil		

Signatures: Employee: [Signature] Date 10 / 10 / 2018 Supervisor: [Signature] Date 10 / 10 / 2018



Council sanction confirmed:

Signature of Mayor: _____

Date: _____

4. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
		<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>	

Signatures: Employee: *[Signature]* Date 10 / 10 / 2018 Supervisor: *[Signature]* Date 10 / 10 / 2018



SIGNATURE OF EMPLOYEE: [Signature]

DATE: 07 / 07 / 2018

PLACE: PIETERMARITZBURG

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer YES

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer NO

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer YES

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

[Signature]

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____ (Block letters)

Designation (rank): _____ EX OFFICIO COMMISSIONER OF OATHS
HUMAN RESOURCES SUPERVISOR OFFICE OF THE MUNICIPAL MANAGER
City of Choice, Pietermaritzburg, South Africa

Street address of institution: _____ SIFISO PETROS MZOBE
333 CHURCH STREET, PIETERMARITZBURG 3201

Date: _____ DATE: 12/10/2018

Place: _____

CONTENTS NOTED: MAYOR _____

DATE: _____

Signatures: Employee: [Signature] Date 10 / 10 / 2018 Supervisor: [Signature] Date 10 / 10 / 2018



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)

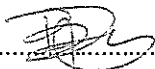

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- 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 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mrs. Mafurwe Mphahlele (Full Name)

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



AND

M. Mphahlele (Full Name)

As the *HR Manager Acting* Services (Jobholder)

PERIOD OF AGREEMENT: 1 July 2018 to 30 June 2019

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

Signatures: Employee:  Date 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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)?

BACHELORS DEGREE OR EQUIVALENT

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

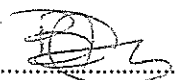

ALL

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

NONE

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

REFRESHING COURSE ON POLICY AND LOCAL GOVERNMENT MANAGEMENT

Signatures: Employee:  Date 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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

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6. Actions/Training interventions to address future progression

[Handwritten scribbles]

7. Comments/Remarks of the Incumbent

NONE

8. Comments/Remarks of the supervisor

[Blank lines]


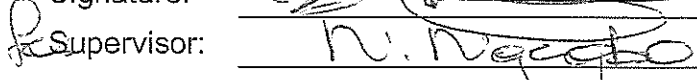
IMPACT ASSESSMENT


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

Signatures: Employee: *[Signature]* Date 10 / 10 / 2018 Supervisor: *[Signature]* Date 10 / 10 / 2018

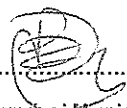
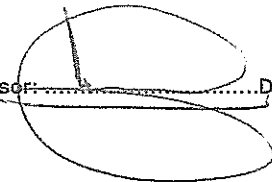


AGREED UPON:

Signature: 
Supervisor: 
Date: 07 / 07 / 2018

Signature: 
Incumbent: BONNIE TULU
Date: 07 / 07 / 2018

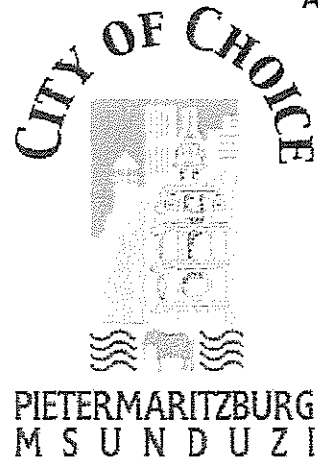
Date of next review: _____

Signatures: Employee:  Date 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018



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: 

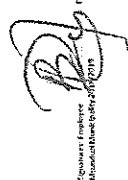
DATE: 07 / 07 / 2018

SUPERVISOR: 

DATE: 07 / 07 / 2018

Signatures: Employee:  Date 10 / 10 / 2018 Supervisor:  Date 10 / 10 / 2018

Ward	Ward Name	Ward Number	Ward Description	Ward Status	Ward Type	Ward Focus	Ward Objectives	Ward Activities	Ward Progress	Ward Challenges	Ward Solutions	Ward Impact
E2	ABR 01	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS
E1	ABR 02	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS
E2	ABR 03	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS
E3	ABR 04	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS
E1	ABR 05	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS
E1	ABR 06	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS
E2	ABR 07	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS
E2	ABR 08	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS
E2	ABR 09	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS	2 - BACK TO BASICS


 Date: 18/11/2019
 Prepared by: [Name]
 Approved by: [Name]

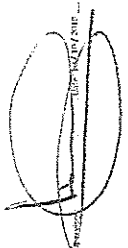
NO.	OBJECTIVE	STRATEGY	ACTIVITY	PERFORMANCE AREA	PROGRAMME	PROJECT	STATUS / STATUS QTR	MINUTE TARGET / OUTPUT	PERFORMANCE MEASUREMENT	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E3	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	PS, ES & E 01	NRPA 6 - CROSS CUTTING	TRAFFIC MANAGEMENT	Road Safety, Alcohol, Drug and Substance abuse campaign	168 Road safety awareness sessions	68 road safety awareness sessions conducted by the 30th of June 2019	Number of road safety awareness sessions conducted	68 x Number of road safety awareness sessions conducted by the 31st of December 2018	42 x Number of road safety awareness sessions conducted by the 30th of September 2018	66 x Number of road safety awareness sessions conducted by the 31st of December 2018	126 x Number of road safety awareness sessions conducted by the 31st of March 2019	168 x Number of road safety awareness sessions conducted by the 30th of June 2019
A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	PS, ES & E 02	NRPA 6 - CROSS CUTTING	SECURITY AUDIT	Fire Arm Audit	Fire arm audit conducted in Compliance with Fire Arms Controls Act	4 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 30th of June 2019	Number of Fire Arm Audits Conducted in Compliance with Fire Arms Controls Act	2 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 31st of December 2018	1 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 30th of September 2018	2 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 31st of December 2018	3 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 31st of March 2019	4 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 30th of June 2019
A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	PS, ES & E 03	NRPA 6 - CROSS CUTTING	SECURITY TRAINING	Fire Arm Training for all municipal firearm holders	Fire Arm Training for all municipal firearm holders	2 x Fire Arm Training for all municipal firearm holders conducted by the 30th of June 2019	Number of Fire Arm Refresher Course for all municipal fire arm holders conducted the 30th of September 2018	N/A	1 x Fire Arm Training for all municipal fire arm holders conducted by the 30th of September 2018	N/A	N/A	2 x Fire Arm Training for all municipal fire arm holders conducted by the 30th of June 2019
A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	PS, ES & E 04	NRPA 6 - CROSS CUTTING	DISASTER MANAGEMENT	Implementation of the Approved Disaster management plan/strategy	Implementation of the Approved Disaster management plan/strategy	4 x quarterly Disaster Management Advisory Forums by the 30th of June 2018	Number of quarterly Disaster Management Advisory Forums facilitated by the 30th of September 2018	2 x quarterly Disaster Management Advisory Forums facilitated by the 31st of December 2018	1 x quarterly Disaster Management Advisory Forums facilitated by the 30th of September 2018	2 x quarterly Disaster Management Advisory Forums facilitated by the 31st of December 2018	3 x quarterly Disaster Management Advisory Forums facilitated by the 31st of March 2019	4 x quarterly Disaster Management Advisory Forums facilitated by the 30th of June 2019
E3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	PS, ES & E 05	NRPA 6 - CROSS CUTTING	DISASTER MANAGEMENT	Implementation of the Approved Disaster management plan/strategy	Implementation of the Approved Disaster management 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 June 2019	Turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of September 2018	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of December 2018	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of September 2018	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of December 2018	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of March 2019	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2019
A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	PS, ES & E 06	NRPA 6 - CROSS CUTTING	DISASTER MANAGEMENT	Disaster management Review of Disaster Management Plan as per the national disaster management centre	Disaster management Review of Disaster Management Plan as per the national disaster management centre	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by the 31st of December 2018	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by the 30th of September 2018	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by the 30th of September 2018	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by the 30th of September 2018	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by the 30th of September 2018	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by the 30th of September 2018	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by the 30th of September 2018
E3	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	PS, ES & E 07	NRPA 6 - CROSS CUTTING	DISASTER MANAGEMENT	Awareness Campaigns	Awareness Campaigns	12 x Disaster awareness Campaigns (4 campaign per high risk areas) conducted by the 30th of June 2019	Number of Disaster awareness Campaigns (1 campaign per high risk areas) conducted	6 x Disaster awareness Campaigns (1 campaign per high risk areas) conducted by the 31st of December 2018	3 x Disaster awareness Campaigns (1 campaign per high risk areas) conducted by the 30th of September 2018	6 x Disaster awareness Campaigns (1 campaign per high risk areas) conducted by the 31st of December 2018	9 x Disaster awareness Campaigns (1 campaign per high risk areas) conducted by the 31st of March 2019	12 x Disaster awareness Campaigns (1 campaign per high risk areas) conducted by the 30th of June 2019
E3	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	PS, ES & E 08	NRPA 6 - CROSS CUTTING	Fire & Rescue	Major Hazards Premises Visitation by PSDM	Major Hazards Premises Visitation by PSDM	46 x Major Hazard Premises Visitation conducted by the 30th of June 2019	Number of Major hazard Visitation conducted	22 Major Hazard Visitation conducted by the second quarter 18/19	10 Major Hazard Visitation conducted by the 30th of September 2018	34 Major Hazard Visitation conducted by the third quarter 18/19	46 Major Hazard Visitation conducted by the fourth quarter 18/19	
E3	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	PS, ES & E 09	NRPA 6 - CROSS CUTTING	Fire & Rescue	Fire & Rescue fire prevention Inspections	Fire & Rescue fire prevention Inspections	200 x fire prevention Inspections conducted by the 30th of June 2019	Number of the prevention Inspections conducted	100 fire Inspections conducted by the second quarter 18/19	210 fire Inspections conducted by the 30th of September 2018	390 fire Inspections conducted by the third quarter 18/19	600 fire Inspections conducted by the fourth quarter 18/19	

Signature

Date: 29/07/2019

NO	REF ID	ORGANIZATION	CP NUMBER	INITIAL AREA	PROGRAMME	PROJECT	STATUS / COMMENTS	NEEDY TARGET GROUP	PERFORMANCE MEASUREMENT	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	P4, E5 & E 10	HRIPA 6 - CROSS CUTTING	FIRE & RESCUE	Re-establishment of 4x4 fire engine	Old fire engine	4 x fire engine refurbished in accordance to SANS 10090:2003 standard by 30th of May 2019	Number of fire engines refurbished in accordance to SANS 10090:2003 standard	N/A	Awarding of the tender for manufacturing of fire engine by the 31st of December 2018	N/A	4 x fire engine refurbished in accordance to SANS 10090:2003 standard by 30th of May 2019
E	E3	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	P4, E5 & E 11	HRIPA 6 - CROSS CUTTING	FIRE & RESCUE	Fire & Rescue Public awareness presentations facilitated by PSDM	65 presentations facilitated as pre-booked by schools and other institutions - assisted by Ops Firefighters due to vacant posts of Pub Ed Officers.	Number of Fire & Rescue public awareness presentations conducted by the 30th of September 2018	30 Fire & Rescue public awareness presentations conducted by the end of second quarter 18/19	18 Fire & Rescue public awareness presentations conducted by the 30th of September 2018	42 Fire & Rescue public awareness presentations conducted by the end of third quarter 18/19	60 Fire & Rescue public awareness presentations conducted by the end of fourth quarter 18/19	

ESSENTIAL SERVICES
ESSENTIAL SERVICES
ESSENTIAL SERVICES



PROJECT	DESCRIPTION	LOCATION	STATUS	PROGRAM	PROJECT	SAFETY / VISUAL QUA	AMBIENT VISUAL QUA	PERFORMANCE MEASUR	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B1	2 - BACK TO BASICS	R & F 01	IRPA 2 - BASIC SERVICE DELIVERY	Grass Cutting - Municipal Wards	Grass cutting on verges, open spaces and parks	3 cuts in 20 wards per grass cutting season	Grass cut once per month in 20 wards a season as per grass cutting schedule (September 2018 - May 2019)	Number of Wards that have Grass cut once per month as per grass cutting schedule	Grass cut in 20 Wards as per grass cutting schedule by the 30th of September 2018	Grass cut in 20 Wards as per grass cutting schedule by the 31st of December 2018	Grass cut in 20 Wards as per grass cutting schedule by the 31st of March 2019	Grass cut in 20 Wards as per grass cutting schedule by the 31st of May 2019
B1	2 - BACK TO BASICS	R & F 02	IRPA 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 10 main entrances into CBD maintained monthly by the 30th of September 2018	Number of Islands and main entrances into the CBD maintained monthly	10 Islands and 10 main entrances into CBD maintained monthly by the 30th of September 2018	10 Islands and 10 main entrances into CBD maintained monthly by the 31st of December 2018	10 Islands and 10 main entrances into CBD maintained monthly by the 31st of March 2019	10 Islands and 10 main entrances into CBD maintained monthly by the 30th of June 2019
B1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	R & F 03	IRPA 2 - BASIC SERVICE DELIVERY	Grass Cutting - 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 2019	Number of Libraries that have Grass cut 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 September 2018	Grass cut at 11 Libraries every month as per the grass cutting schedule by the 31st of December 2018	Grass cut at 11 Libraries every month as per the grass cutting schedule by the 31st of March 2019	Grass cut at 11 Libraries every month as per the grass cutting schedule by the 30th of June 2019
B2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	R & F 04	IRPA 2 - BASIC SERVICE DELIVERY	Grass Cutting - Libraries	Purchase of Library Material	35 279 Books	3000 x Library Books purchased and received by 30 April 2019	Number of Library Books purchased and received	N/A	1287 Library Books purchased and received by the 31st of December 2018	2374 Library Books purchased and received by the 31st of March 2019	3000 x Library Books purchased and received and received by 30 April 2019
B1	2 - BACK TO BASICS	R & F 05	IRPA 2 - BASIC SERVICE DELIVERY	Parks & Recreation	Purchase of recycled containers for a (hangar/warehouse) facilities	NIL	2 x recycled containers (hangar/warehouse facilities) purchased and delivered by the 30th of June 2018	Number of Containers Purchased	N/A	2 x recycled containers (hangar/warehouse facilities) purchased and received by the 30th of June 2018	N/A	2 x recycled containers (hangar/warehouse facilities) purchased and received by the 30th of June 2019
B1	2 - BACK TO BASICS	R & F 06	IRPA 2 - BASIC SERVICE DELIVERY	Parks & Recreation	Purchase new machinery and Equipment	NIL	Grass mowing machinery and Equipment (push mowers and cutting machines, equipment) by the 30th of June 2019	Number of Grass Mowers and Cutting Machines purchased	N/A	Grass mowing machinery and Equipment (push mowers and cutting machines, equipment) by the 31st of December 2018	N/A	Grass mowing machinery and Equipment (push mowers and cutting machines, equipment) by 30 June 2019
B1	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	R & F 07	IRPA 2 - BASIC SERVICE DELIVERY	Parks & Recreation	Development of Cemetery	NIL	Development of Phase 1 - Conducting of full Environmental Impact Studies - of the New Cemetery in Lemontsville by the 30th of June 2019	Date of Phase 1 - Conducting of full Environmental Impact Studies - of the New Cemetery in Lemontsville developed	N/A	N/A	First Draft of the Environmental Impact Assessment Studies developed and submitted by the 31st of March 2019	Development of Phase 1 - Conducting of full Environmental Impact Studies - of the New Cemetery in Lemontsville by the 30th of June 2019
B1	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	R & F 08	IRPA 2 - BASIC SERVICE DELIVERY	Upgrading Swimming Pools	Upgrading Alex, Olympic, Berg St, Eastwood and Pillich Swimming Pools with Electronic Turnstiles	NIL	Install Electronic Turnstiles in Alex, Olympic, Berg St, Eastwood and Pillich Swimming Pools by the 30th of June 2019	Number of new Electronic Turnstiles installed	N/A	Grass mowing machinery and Equipment (push mowers and cutting machines, equipment) by the 31st of December 2018	Install new Electronic Turnstiles in Alex, Olympic, Piddock, Berg St and Eastwood Swimming Pools by the 31st of March 2019	Install new Electronic Turnstiles in Alex, Olympic, Piddock, Berg St and Eastwood Swimming Pools by the 30th of June 2019

Approved: _____ Date: 19/12/2018


Approved: _____ Date: 19/12/2018

Approved: _____ Date: 19/12/2018

DATE	DESCRIPTION	CLASSIFICATION	STATUS	PROGRESS	PROVISIONAL COST	ACTUAL COST	REMARKS	DATE OF COMPLETION	DATE OF TENDER	STATUS	REMARKS
01	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	HRPA 2 - BASIC SERVICE DELIVERY	UPGRADING SWIMMING POOLS	UPGRADING BUCHANAN SWIMMING POOL	NIL		Full Upgrade of Buchanan Swimming Pool completed by the 30th of June 2019		Awarding of the tender by the 31st of December 2018	N/A	Date of completion of Full Upgrade of Buchanan Swimming Pool completed
01	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	HRPA 2 - BASIC SERVICE DELIVERY	Parks & Recreation	Fencing Bixby Valley Nature Reserve	NIL		Fencing of Bixby Valley Nature Reserve completed by the 30th of June 2019		Awarding of the tender by the 31st of December 2018	N/A	Date of completion of fencing of Bixby Valley Nature Reserve completed

Signature: _____
 Date: 10/10/2018

NO. URUT	KETERANGAN	INDIKATOR	SAJARAN	PROGRAM	PROJEK	STATUS / KEMUNDURAN	ALASAN	PERSENTASE	QUANTIA 1	QUANTIA 2	QUANTIA 3	QUANTIA 4
0	02	4 - FINANCIAL SUSTAINABILITY	011	Financial Recovery	Capital Expenditure	100% expenditure on Capex	100% expenditure on Capex by the 30th of June 2019	3	25 % Capex spending by the 30th of September 2018	50 % Capex spending by the 31st of December 2018	75% Capex spending by the 31st of March 2019	100% Capex spending by the 30th of June 2019
				Financial Recovery	Irregular Expenditure	Nil	4 x Quarterly investigation reports on irregular expenditure by the 30th of June 2019	Number of Quarterly investigation reports on irregular expenditure.	1 x Quarterly investigation reports on irregular expenditure by the 30th of September 2018	2 x Quarterly investigation reports on irregular expenditure by the 31st of December 2018	3 x Quarterly investigation reports on irregular expenditure by the 31st of March 2019	4 x Quarterly investigation reports on irregular expenditure by the 30th of June 2019
				Financial Recovery	Maintenance Plans	Nil	Develop and Implement a Maintenance plan to indicate exactly where funding will be spent, e.g. community halls; ward 6,7,19, 23 and 25 halls will be refurbished at the per hall. Same for road maintenance, etc by the	Develop and Implement a Maintenance plan to indicate exactly where funding will be spent, e.g. community halls; ward 6,7,19, 23 and 25 halls will be refurbished at the per hall. Same for road maintenance, etc by the	Develop and Implement a Maintenance plan to indicate exactly where funding will be spent, e.g. community halls; ward 6,7,19, 23 and 25 halls will be refurbished at the per hall. Same for road maintenance, etc by the	Develop and Implement a Maintenance plan to indicate exactly where funding will be spent, e.g. community halls; ward 6,7,19, 23 and 25 halls will be refurbished at the per hall. Same for road maintenance, etc by the	Develop and Implement a Maintenance plan to indicate exactly where funding will be spent, e.g. community halls; ward 6,7,19, 23 and 25 halls will be refurbished at the per hall. Same for road maintenance, etc by the	Develop and Implement a Maintenance plan to indicate exactly where funding will be spent, e.g. community halls; ward 6,7,19, 23 and 25 halls will be refurbished at the per hall. Same for road maintenance, etc by the
				Financial Recovery	Internal Audit Recommendations	Nil	100% Implementation of Internal audit recommendations	Percentage of Internal audit recommendations	25% Implementation of Internal audit recommendations by the 30th of September 2018	50% Implementation of Internal audit recommendations by the 31st of December 2018	75% Implementation of Internal audit recommendations by the 31st of March 2019	100% Implementation of Internal audit recommendations by the 30th of June 2019


 26/07/2019
 *Quality Engineer
 Yayasan Masyarakat Sahabat

