



**INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT**

**ENTERED INTO BY AND BETWEEN:**

**MSUNDUZI MUNICIPALITY**

**Herein represented by:**

*Mr Sizwe Hadebe (Full Name)*

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

**AND**

*Mr. Radhakrishnan Gounden (Full Name)*

*As the GM: Sustainable Development and City Entities Acting (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 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 **1 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 : 1702310

Management level : Level 2

Component : Sustainable Development and City Entities

Unit : Sustainable Development and City Entities

Location : Head Office – Gallwey

Occupational classification : Senior Management (Section 56)

Designation : (A) General Manager: Sustainable Development and City Entities

Signatures: Employee:  Date: 10 / 10 / 2018

Supervisor:  Date: 10 / 10 / 2018



#### 4. JOB PURPOSE

The purpose of the GM: Sustainable Development and City Entities' 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 GM: Sustainable Development and City Entities is to assist the City Manager Acting in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Sustainable Development and City Entities, 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: Sustainable Development and City Entities and has the responsibility for Municipal Sustainable Development and City Entities. 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:

- ⇒ Provide strategic leadership and management in the provision of:
- ⇒ Sustainable Development and City Entities and Growth: (SMME, Informal trade, Business attraction, retention, investment and Municipal Enterprises) – Development Management Compliance and Forward Planning. – Real Estate and Housing. – Environmental Management and Land Survey
- ⇒ Provide strategic support to the Municipal Manager
- ⇒ Executing statutory obligations and delegated powers
- ⇒ Effective management of Municipal Enterprises, Tourism, Satellite Markets
- ⇒ Diligent and proper execution of council resolutions
- ⇒ Fulfilling the role of Administrative Head for Development Services
- ⇒ Promoting customer satisfaction in accordance with Batho Pele Principles
- ⇒ Promoting and facilitating appropriate land development

#### 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.

Signatures: Employee: .....  ..... Date: 10 / 10 / 2018

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



- ⇒ Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance plan measures.

In turn the supervisor shall:

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

**7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK**

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

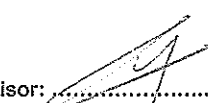
- 7.1 The Key Performance Areas (KPAs) and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPAs within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

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

Key Performance Areas (KPAs)	Weight
1. WORKPLAN 1: LOCAL SUSTAINABLE DEVELOPMENT AND CITY ENTITIES	25%
2. WORKPLAN 2: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	25%
3. WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS	40%
4. WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & FINANCIAL RECOVERY	10%
<b>TOTAL</b>	<b>100%</b>

**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

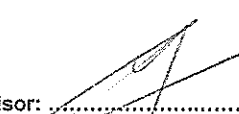
Core Managerial Competencies		Weight
1	Strategic Direction and Leadership	10%
2	People Management	10%
3	Programme and Project Management	10%
4	Financial Management	10%
5	Change Leadership	10%
6	Governance Leadership	10%
7	Moral Competence	10%
8	Planning & Organising	10%
9	Analysis & Innovation	5%
10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

**\* 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**

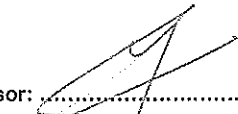
10.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

**11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT**

ANNUAL PERFORMANCE ASSESSMENT 2016/2017	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 1<sup>st</sup> and 3<sup>rd</sup> 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

JJ



**12. DISPUTE RESOLUTIONS**

⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *City Manager: 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 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**

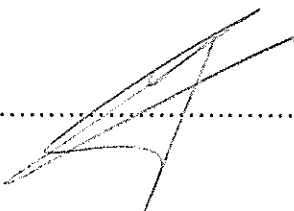
The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: .....

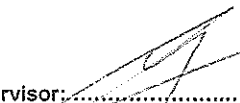
Signature:  Date: 07 / 07 / 2018

AND

Name of Supervisor: .....

Signature:  Date: 07 / 07 / 2018

Signatures: Employee:  Date: 10 / 10 / 2018

Supervisor:  Date: 10 / 10 / 2018

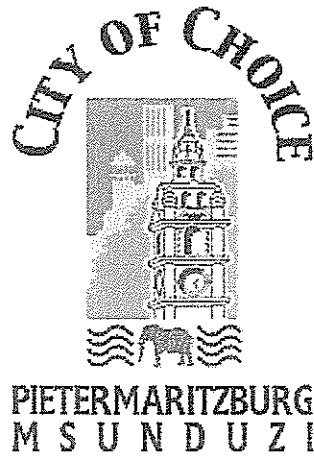



ANNEXURE A

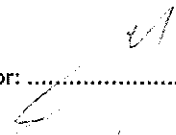
MSUNDUZI MUNICIPALITY

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

J1



(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

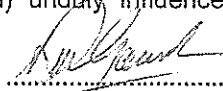
(d) declared to be privileged, confidential or secret in terms of any law.

(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.

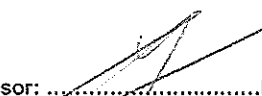
**12. Sexual harassment**

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

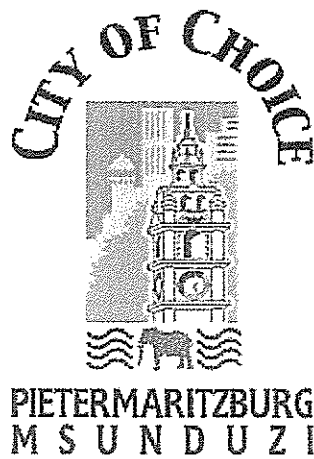
JF




ANNEXURE B

# MSUNDUZI MUNICIPALITY

## FINANCIAL DISCLOSURE FORM



Signatures: Employee:  Date: 10 / 10 / 2018

Supervisor:  Date: 10 / 10 / 2018

J.J



**FINANCIAL DISCLOSURE  
FORM**

I, the undersigned (surname and initials) R M Gounden of  
P O Box 5826  
Cumhurst 3235 (Postal address) and  
8 Escombe Road PMB (Residential address)  
 employed as (M) GM: SD & CE 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
100%			
My wife operates as Thai Massage business.			
I do not receive any income from this			

**2. Directorships and Partnerships**

See information sheet: Note (2)

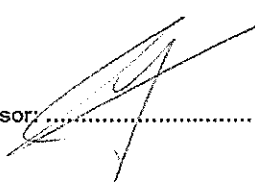
Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income

**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

Signatures: Employee:  Date: 10 / 10 / 2018

Supervisor:  Date: 10 / 10 / 2018



Council sanction confirmed:

Signature of Municipal Manager: \_\_\_\_\_

Date: 07 / 07 / 2018

**4. Consultancies and retainerships**

*See information sheet: Note (4)*

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

**5. Sponsorships**

*See information sheet: Note (5)*

Source of sponsorship	Description of sponsorship	Value of sponsorship

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

*See information sheet: Note (6)*

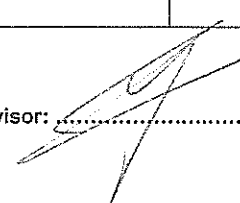
Description	Value	Source

**7. Land and property**

*See information sheet: Note (7)*

Description	Extent	Area	Value

Signatures: Employee:  Date: 10 / 10 / 2018  
 ©Copyright 2018 Msunduzi Municipality.

Supervisor:  Date: 10 / 10 / 2018  
 J. J.  
 Page 15 of 24



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

JANINE KERRY-ANNE ISAACS  
Suite 4, 1st Floor, 21A Cascades Crescent  
Montrose, Pietermaritzburg  
Commissioner of Oaths  
Practising Attorney  
Republic of South Africa

Full first names and surname: Janine Kerry-Anne Isaacs (Block letters)  
 Designation (rank): Practising Attorney Ex Officio Republic of South Africa  
 Street address of institution: Site 4, 1<sup>st</sup> Floor, 21A Cascades Crescent, Montrose Pietermaritzburg  
 Date: 23 July 2018  
 Place: Pietermaritzburg

CONTENTS NOTED: MAYOR \_\_\_\_\_

DATE: \_\_\_\_\_

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

Supervisor: [Signature] Date: 10 / 10 / 2018 JJ

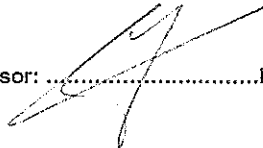


INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2017/2018 FINANCIAL YEAR



.....

Signatures: Employee:  ..... Date: 10 / 10 / 2018  
©Copyright 2018 Msunduzi Municipality.

Supervisor:  ..... Date: 10 / 10 / 2018  
J.F  
Page 17 of 24



## 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

J.I



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.

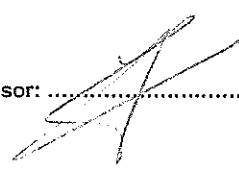
Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

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  
 ©Copyright 2018 Msunduzi Municipality.

Supervisor:  Date: 10 / 10 / 2018  
 J.I  
 Page 19 of 24



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

*Mr Sizwe Hadebe (Full Name)*

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

AND

*Mr. Radhakrishnan Gounden (Full Name)*

As the *GM: Sustainable Development and City Entities (Jobholder)*

PERIOD OF DEVELOPMENT: 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

J7



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	RAYMOND NGCOBO
JOB TITLE:	GENERAL MANAGER: SUSTAINABLE DEVELOPMENT AND CITY ENTITIES
SUPERVISOR	CITY MANAGER
UNIT	SUSTAINABLE DEVELOPMENT AND CITY ENTITIES
COMPONENT:	SUSTAINABLE DEVELOPMENT AND CITY ENTITIES

**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

---

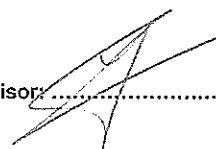


---



---

Signatures: Employee:  Date: 10 / 10 / 2018

Supervisor:  Date: 10 / 10 / 2018

J.I



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

---



---



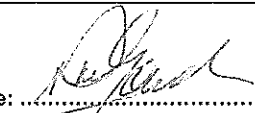
---



---

**IMPACT ASSESSMENT**

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

Signatures: Employee:  Date: 10 / 10 / 2018

Supervisor:  Date: 10 / 10 / 2018

J.J

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2017/2018 FINANCIAL YEAR



**AGREED UPON:**

Signature: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Date: : 07 / 07 / 2018

Signature: \_\_\_\_\_  
Incumbent: \_\_\_\_\_  
Date: : 07 / 07 / 2018

Date of next review: \_\_\_\_\_

Signatures: Employee: \_\_\_\_\_ Date: 10 / 10 / 2018

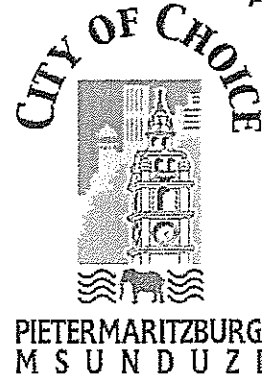
Supervisor: \_\_\_\_\_ Date: 10 / 10 / 2018

J.I



ANNEXURE D

**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**



**EMPLOYEE NUMBER:** 1702310  
**SURNAME & INITIALS:** GOUNDEN R. M  
**DESIGNATION:** (A) GENERAL MANAGER  
**COMPONENT:** SUSTAINABLE DEVELOPMENT AND CITY ENTITIES  
**UNIT:** SUSTAINABLE DEVELOPMENT AND CITY ENTITIES  
**MANAGEMENT LEVEL:** LEVEL 2  
**OCCUPATIONAL CLASSIFICATION:** SENIOR MANAGEMENT (SECTION 56)  
**LOCATION:** HEAD OFFICE – GALLWEY

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)**

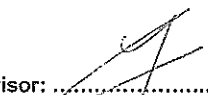
**EMPLOYEE:** \_\_\_\_\_ 

**DATE:** : 07 / 07 / 2018

**SUPERVISOR:** \_\_\_\_\_ 

**DATE:** : 07 / 07 / 2018

Signatures: Employee: \_\_\_\_\_  Date: 10 / 10 / 2018

Supervisor: \_\_\_\_\_  Date: 10 / 10 / 2018

J.F



INDEX	DESCRIPTION	OBJECTIVES	INDICATORS	STATUS	START DATE	END DATE	RESOURCES	IMPACTS	REMARKS	PROGRESS	COMMENTS	DATE
02	2 - GROWING THE REGIONAL ECONOMY	021	LOCAL ECONOMIC DEVELOPMENT	Highly prioritized development Partnership Grant (HPDG)	When Network Strategy and Planning	1.2 km of Air Puridge Road Upgrade completed by the 30th of September 2018	1.2 km of Air Puridge Road Upgrade completed by the 30th of September 2018	Completed and Closed out	1.2 km of Air Puridge Road Upgrade completed by the 30th of September 2018	100%	100%	01/06/2019
03	3 - GROWING THE REGIONAL ECONOMY	022	LOCAL ECONOMIC DEVELOPMENT	Highly prioritized development Partnership Grant (HPDG)	Urban Network Strategy and Planning	50% of road works constructed on Promenade 1 by the 30th June 2019	50% of road works constructed on Promenade 1 by the 30th June 2019	20% of road works and bridge constructed	50% of road works constructed on Promenade 1 by the 31st March 2019	100%	100%	01/06/2019
04	4 - GROWING THE REGIONAL ECONOMY	023	LOCAL ECONOMIC DEVELOPMENT	Highly prioritized development Partnership Grant (HPDG)	Urban Network Strategy and Planning	20% of road works and bridge constructed for Promenade 2 by the 30th June 2019	20% of road works and bridge constructed for Promenade 2 by the 30th June 2019	20% of road works and bridge constructed	Submission of Detailed Design Report to National Treasury for approval by the 31st of January 2019	100%	100%	01/06/2019
05	5 - GROWING THE REGIONAL ECONOMY	024	CROSS CUTTING	Engendering the environment for the optimal health of the Community	1 x Air Quality Management Station purchased by the 30th of June 2019	1 x Air Quality Management Station purchased by the 30th of June 2019	1 x Air Quality Management Station purchased by the 30th of June 2019	1 x Air Quality Management Station purchased by the 30th of June 2019	1 x Air Quality Management Station purchased by the 30th of June 2019	100%	100%	01/06/2019



Project ID	Project Name	Project Description	Project Status	Project Location	Project Start Date	Project End Date	Project Budget (R)	Project Progress (%)	Project Risks	Project Benefits	Project Impact	Project Evaluation
D B2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	CE 01	NRPA 3 - LOCAL ECONOMIC DEVELOPMENT	FMB MARKET	Collar Neon Fans	N/A	N/A	12 x installation of collar neon fans at the Maunabo Market completed by the 31st of January 2019	Number of fans installed	Appointment of Contractor for installation of 12 x fans in the Market collars by the 30th of September 2018	9 x installation of collar neon fans at the Maunabo Market completed by the 31st of January 2019	N/A
B B2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	CE 02	NRPA 3 - LOCAL ECONOMIC DEVELOPMENT	Airport Fence	None	None	2.5 km fencing installed at the FMB Airport by the 30th of June 2019	Number of km of fencing installed	0.5 km fencing installed at the FMB Airport by the 30th of September 2018	2.5 km fencing installed at the FMB Airport by the 31st of December 2018	5 x installation of collar neon fans at the Maunabo Market completed by the 31st of January 2019	N/A
C C2	5 - GROWING THE REGIONAL ECONOMY	CE 13	NRPA 3 - LOCAL ECONOMIC DEVELOPMENT	Community Outreach Programme	Art Exhibitions	6 Art Exhibitions	7 Maunabo Art Exhibitions held by the 30th of June 2019	Number of exhibitions held	N/A	3 x Maunabo Art Exhibitions held by the 31st of December 2018	5 x Maunabo Art Exhibitions held by the 31st of January 2019	N/A
C C2	5 - GROWING THE REGIONAL ECONOMY	T3	NRPA 3 - LOCAL ECONOMIC DEVELOPMENT	TOURISM EVENTS	Marketing the city	Participated in seven events	100% Participation by Maunabo Tourism as per approved Maunabo Events Calendar by the 30th June 2019	% Participation by Maunabo Tourism	100% Participation by Maunabo Tourism as per approved Maunabo Events Calendar by the 30th of September 2018	N/A	N/A	100% Participation by Maunabo Tourism as per approved Maunabo Events Calendar by the 30th of June 2019
A A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	T4	NRPA 3 - LOCAL ECONOMIC DEVELOPMENT	TOURISM MENTORSHIP PROGRAMME	Workshops for tourism businesses	One workshop held in 2017-2018	2 x training workshops for tourism businesses facilitated by 31 March 2019 (for who)	Number of training workshops facilitated for existing tourism businesses	1 x training workshops facilitated for existing tourism businesses 30th of September 2018	2 x training workshops facilitated for existing tourism businesses by 31st March 2019	2 x training workshops facilitated for existing tourism businesses by 31st March 2019	N/A
A A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	T5	NRPA 3 - LOCAL ECONOMIC DEVELOPMENT	Tourism Sector Programme	Tourism Forum	Three sector events held	2 x quarterly Maunabo tourism sector meetings by the 31st May 2019	Number of tourism sector meetings held	N/A	N/A	N/A	N/A
F F2	6 - SERVING AS A PROVINCIAL CAPITAL	CE 10	NRPA 6 - CROSS CUTTING	Crime, Djava, Sub Station and Airport Monitoring through CCTV Camera	24 hour crime watch through CCTV cameras in areas with CCTV coverage	169 CCTV Cameras installed	169 x CCTV Cameras to be monitored 24 hours in all areas with CCTV coverage by the 30th of June 2018	Number of CCTV Cameras monitored 24 hours in all areas with CCTV coverage	169 CCTV Cameras to be monitored 24 hours in all areas with CCTV coverage by the 30th September 2018	169 CCTV Cameras to be monitored 24 hours in all areas with CCTV coverage by the 31st March 2019	169 CCTV Cameras to be monitored 24 hours in all areas with CCTV coverage by the 30th of June 2018	169 CCTV Cameras to be monitored 24 hours in all areas with CCTV coverage by the 30th of June 2019
C C3	5 - GROWING THE REGIONAL ECONOMY	CE 16	NRPA 3 - LOCAL ECONOMIC DEVELOPMENT	Forestry Management	100% Forestry Management	N/A	100% Forestry Maunabo Management as per approved Forestry Business Plan by the 30th of June 2019	% of the Plantation managed	100% Forestry Maunabo Management as per approved Forestry Business Plan by 30th September 2018	100% Management of Maunabo Forestry as per approved Forestry Business Plan by 31st December 2018	100% Management of Maunabo Forestry as per approved Forestry Business Plan by the 31st March 2019	100% Forestry Maunabo Management as per approved Forestry Business Plan by the 30th of June 2019





