



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mr Madoda Khathide (Full Name)

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

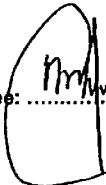

AND

Mr Mbongeni Mathe (Full Name)

As the *GM: Community Services (Jobholder)*

PERIOD OF AGREEMENT: 01 July 2021 to 30 June 2022

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

Signatures: Employee:  Date: *01/07/2021* Supervisor:  Date: *06/07/21*



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 2021 to 30 June 2022**.
- 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	:	8551590
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





4. JOB PURPOSE

The purpose of the GM: Community Services' job should be in line with the Municipality's priorities as identified in the 2021 – 2022 Service Delivery Budget and Implementation Plan. The purpose of the GM: Community Services is to assist the City Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Community Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

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

5. JOB FUNCTIONS

The key functions of the jobholder are to:

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

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

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



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: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	30%
2. WORKPLAN 2: BASIC SERVICE DELIVERY	30%
3. WORKPLAN 3: GOOD GOVERNANCE & PUBLIC PARTICIPATION	30%
4. WORKPLAN 4: COMPLIANCE	10%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%



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

7.4

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

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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





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 2020/2021	AUGUST/SEPTEMBER 2021
QUARTER 1 – 2021/2022 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2021
QUARTER 2 – 2021/2022 FINANCIAL YEAR	FEBRUARY 2022
QUARTER 3 – 2021/2022 FINANCIAL YEAR (ORAL)	APRIL/MAY 2022

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.





12. DISPUTE RESOLUTIONS

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

13. AMENDMENT OF AGREEMENT

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

14. The following are annexures of this individual annual performance agreement for the 2021/22 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**

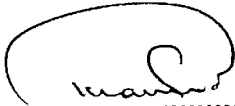
15. SIGNATURES OF PARTIES TO THE AGREEMENT

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

Name of Jobholder:**MBONGENI SYDNEY MATHE**.....

Signature:  Date: *01/07/2024*

AND

Name of Supervisor: 

Signature: Date: *06/07/21*



ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee *[Signature]* Date: 01/07/2021 Supervisor: *[Signature]* Date: 06/07/21

[Handwritten mark]



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



(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 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.





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.



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee:

Date: 01/07/2021

Supervisor:

Date:

06/07/21



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) M.S MATHE of

NO.3 SARAHLANE ASHBURTON (Postal address) and

NO.3 SARAHLANE ASHBURTON (Residential address)

employed as _____ 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
NOTE			

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
INTANDA CONSULTING	CONSULTING	None TO BE DISCLOSED ONCE OPERATIONAL

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
NOTE		



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
SIZANANI	TRAINING	CONSULTING	R60 000.00 PM

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
	HOME	

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

See information sheet: Note (6)

Description	Value	Source
	HOME	

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
HOUSE		ASHBURTON	R1,5 m

M.S.

RP

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2021/2022 FINANCIAL YEAR



SIGNATURE OF EMPLOYEE: [Signature]

DATE: 01/07/2021

PLACE: PIETERMARTIZBURG

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] 5/7/21

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____ (Block letters)

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

Street address of institution: _____

Date: _____

Place: _____

CONTENTS NOTED: MAYOR

DATE: _____

EX OFFICIO COMMISSIONER OF OATHS
MUNICIPALITY OF MSUNDUZI SERVICES MANAGER
CITY OF CROZE
333 CHURCH STREET, PIETERMARTIZBURG 3201

DATE:



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



consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

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

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

NOTE 7: Land and Property

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

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



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mr Madoda Khathide (Full Name)

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

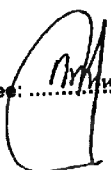
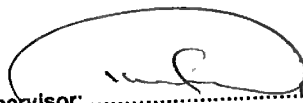
AND

Mr Mbongeni Mathe (Full Name)

As the GM: *Community Services (Jobholder)*

PERIOD OF AGREEMENT: 1 July 2021 to 30 June 2022

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

Signatures: Employee:  Date: *01/07/2021* Supervisor:  Date: *06/07/21*



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

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

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

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

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

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

M.S.

2



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

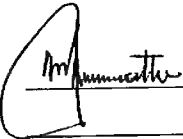
M.S.

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INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2021/2022 FINANCIAL YEAR



AGREED UPON:

Signature: 
Supervisor: _____
Date: 01/07/2021

Signature: _____
Incumbent: _____
Date: _____

Date of next review: _____



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



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

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

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

EMPLOYEE: MBOUKANI SYDNEY MATHE

DATE: 01/07/2021

SUPERVISOR: _____

DATE: _____

Signatures: Employee: Date: 01/07/2021 Supervisor: Date: 06/07/21

MSUNDUZI MUNICIPALITY
 DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES (A)
 WEIGHT: 30%

INDEX	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUD	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E 01	PSDM 01	MPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Public Safety & Law Enforcement	Need survey, Analysis, Drive and Submissions above campaigns	1377 Road Safety awareness campaigns conducted	179 x road safety awareness sessions conducted in the 21/72 FY	158 x road safety awareness sessions conducted in the 21/72 FY by the 30th of September 2022	Number of road safety awareness sessions conducted in the 21/72 FY	65 x road safety awareness sessions conducted in the 21/72 FY by the 31st of December 2021	124 x road safety awareness sessions conducted in the 21/72 FY by the 30th of June 2022	134 x road safety awareness sessions conducted in the 21/72 FY by the 30th of June 2022	154 x road safety awareness sessions conducted in the 21/72 FY by the 30th of June 2022
E 02	PSDM 02	MPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Public Safety & Law Enforcement	Fire arm audit	4 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC	4 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC	4 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 30th of June 2022	Number of Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted	2 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 31st of December 2021	3 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 31st of March 2022	3 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 31st of March 2022	4 x Quarterly Reports on the fire arm verification conducted in Compliance with Fire Arms Controls Act submitted to SMC by the 30th of June 2022
E 03	PSDM 03	MPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Public Safety & Law Enforcement	Physical Fire arm verification	NI Conducted	2 x Physical Fire arm verifications conducted on all arms and ammunition issued to Msunduzi Municipality staff by	2 x Physical Fire arm verifications conducted on all arms and ammunition issued to Msunduzi Municipality staff by the 30th June 2022	Number of Physical Fire arm verifications conducted on all arms and ammunition issued to Msunduzi Municipality staff	N/A	2 x Physical Fire arm verifications conducted on all arms and ammunition issued to Msunduzi Municipality staff by the 31st of December 2020	N/A	2 x Physical Fire arm verifications conducted on all arms and ammunition issued to Msunduzi Municipality staff by the 30th June 2022
E 04	PSDM 04	MPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Public Safety & Law Enforcement	Fire Arm Training for all municipal fire arm holders	NI Conducted	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 31st of January 2022	Number of Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted	N/A	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 31st of January 2022	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 31st of January 2022	2 x Fire Arm Training / Fire Arm Refresher Courses for all municipal fire arm holders conducted by the 31st of January 2022


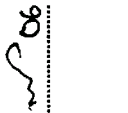
Signature: Employee:
 Date:
 Signature: Supervisor:
 Date: 06/07/21
 Msunduzi Municipality 2021/2022

INDEX	IOP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUID	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
02	PEZM 05	MPA 1 - MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT	DISASTER MANAGEMENT	Implementation of the Approved Disaster Management plan/strategy	4 x quarterly Disaster Management Advisory Forums meetings facilitated	4 x Disaster Management Advisory Forums meetings facilitated by the 31st of May 2021	4 x Disaster Management Advisory Forums meetings facilitated by the 31st of May 2021	Number of Disaster Management Advisory Forums meetings facilitated	1 x Disaster Management Advisory Forums meetings facilitated by the 31st of August 2021	2 x Disaster Management Advisory Forums meetings facilitated by the 31st of December 2021	3 x Disaster Management Advisory Forums meetings facilitated by the 31st of February 2022	4 x Disaster Management Advisory Forums meetings facilitated by the 31st of May 2022
03	PEZM 06	MPA 3 - MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT	DISASTER MANAGEMENT	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	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2021	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2021	Average turn around time	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of September 2021	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of December 2021	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of March 2022	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2022
04	PEZM 07	MPA 1 - MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT	DISASTER MANAGEMENT	Disaster management Review of Disaster Management Sector Plan in per the National Disaster Management Centre	Reviewed Disaster Management Sector Plan prepared and submitted to SMC for approval in 21/22 FY	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by the 31st of December 2020	Reviewed Disaster Management Plan prepared and submitted to SMC for approval by the 31st of December 2020	Date of Submission	Reviewed Disaster Management Sector Plan prepared and submitted to SMC for approval	Reviewed Disaster Management Sector Plan prepared and submitted to Full Council for approval by the 31st of December 2021	Reviewed Disaster Management Sector Plan prepared and submitted to SMC for approval by the 31st of December 2021	Reviewed Disaster Management Sector Plan prepared and submitted to SMC for approval by the 31st of December 2021
05	PEZM 08	MPA 1 - MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT	DISASTER MANAGEMENT	Awareness Campaigns	24 x Disaster Campaigns (1 campaign per high risk areas) conducted in 2021/2022	24 x Disaster awareness Campaigns (1 campaign per high risk areas, 2 public education campaign) conducted by the 30th of June 2021	24 x Disaster awareness Campaigns (1 campaign per high risk areas, 2 public education campaign) conducted by the 30th of June 2021	Number of awareness	4 x Disaster awareness Campaigns (1 campaign per high risk areas, 3 public education campaign) conducted by the 30th of September 2021	12 x Disaster awareness Campaigns (1 campaign per high risk areas, 3 public education campaign) conducted by the 31st of December 2021	18 x Disaster awareness Campaigns (1 campaign per high risk areas, 3 public education campaign) conducted by the 31st of March 2022	24 x Disaster awareness Campaigns (1 campaign per high risk areas, 3 public education campaign) conducted by the 30th of June 2022

INDEX	IDP REFERENCE	SOBIF REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	BASELINE / STATUS Quo	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	01	R & F 01	NKPA 2 - BASIC SERVICE DELIVERY	Grass Cutting - Municipal Wards	Grass cutting on verges, open spaces and parks	3 cuts in 29 wards per grass cutting season	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2021 - May 2022)	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2021 - May 2022) by the 31st of May 2022	Number of Wards that have Grass cut once per month as per grass cutting schedule	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2021 - May 2022) by the 31st of December 2021	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2021 - May 2022) by the 31st of March 2022	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2021 - May 2022) by the 31st of May 2022	Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2021 - May 2022) by the 31st of May 2022
B	01	R & F 02	NKPA 2 - BASIC SERVICE DELIVERY	Grass Cutting - City Entrances and Islands	Grass cutting of city entrances and landscaping of Islands	10 Islands and 10 main entrances	10 Islands and 10 main entrances into the CBD maintained monthly as per maintenance schedule	10 Islands and 10 main entrances into the CBD maintained monthly as per maintenance schedule by the 30 June 2022	Number of Islands and main entrances into the CBD maintained monthly as per maintenance schedule	10 Islands and 10 main entrances into CBD maintained monthly as per maintenance schedule by the 31st of December 2021	10 Islands and 10 main entrances into CBD maintained monthly as per maintenance schedule by the 31st of March 2022	10 Islands and 10 main entrances into the CBD maintained monthly as per maintenance schedule by the 30 June 2022	10 Islands and 10 main entrances into the CBD maintained monthly as per maintenance schedule by the 30 June 2022
B	02	R & F 03	NKPA 2 - BASIC SERVICE DELIVERY	Construction of Copeville Library	Construction of Copeville Library	12 Libraries	1 x Construction of Copeville Library	1 x Construction of Copeville Library completed by June 2022	Date Construction completed	N/A	N/A	Construction of the Copeville Library to commence by the 31st March 2022	Construction of the Copeville Library to be completed by the 30th June 2022
B	01	R & F 04	NKPA 2 - BASIC SERVICE DELIVERY	Purchase of equipment at Parks	Purchase of chain saws and brushcutters	NIL	4x chain saws; and 20 x brushcutters purchased and delivered	Purchase and delivery of Paris equipment (4x chain saws; and 20 x brushcutters) by the 31st of August 2021	number of equipment purchased	N/A	N/A	N/A	4 x chain saws; and 20 brushcutters purchased and delivered by 31 August 2021
B	01	R & F 05	NKPA 2 - BASIC SERVICE DELIVERY	Purchase of vehicles at Parks	Purchase new trucks	NIL	2 x Trucks purchased and delivered	2 x Trucks purchased and delivered by June 2022	Number of Trucks purchased and delivered	N/A	N/A	N/A	2 x Trucks purchased and delivered by the 30 of June 2022
B	01	R & F 06	NKPA 2 - BASIC SERVICE DELIVERY	Purchase of vehicles and machinery at Parks	Purchase new vehicles and machinery	NIL	2 x Tractors purchased and delivered	2 x tractors purchased and delivered by 31 March 2022	Number of Tractors	N/A	N/A	2 x Tractors purchased and delivered by 31 March 2022	2 x Tractors purchased and delivered by 31 March 2022

Signatures: Employees:  Date: 01/07/2022
 Supervisor:  Date: 06/07/2022

INDEX	IDP REFERENCE	SOP# REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	BASELINE / STATUS QUO	ANNUAL OUTPUT / TARGET	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	B2	B & F 07	WMPA 2 - BASIC SERVICE DELIVERY	Purchase of vehicles and machinery in Parks	Purchase new vehicles and machinery	NIL	4 x Slasher mowers purchased and delivered	4 x Slasher mowers purchased by the 30th of March 2022	Number of Slasher mowers purchased and delivered	4 x Slasher mowers purchased and delivered by 31 August 2021	N/A	N/A	4 x slasher mowers purchased and delivered by 31 March 2022
B	B2	B & F 08	NKPA 2 - BASIC SERVICE DELIVERY	Upgrade of Parks Headquarter Admin Block	Upgrade of Parks Headquarter Admin Block	NIL	Upgrade of Parks Headquarter Admin Block	Upgrade of Parks Headquarter Admin Block by 30 June 2022	Date Upgrade completed	N/A	N/A	N/A	Upgrade of Parks Headquarter Admin Block by 30 June 2022
B	B2	B & F 09	NKPA 2 - BASIC SERVICE DELIVERY	Job creation	EPWP	NIL	439 EPWP jobs created	439 EPWP jobs created by the 30th of June 2022	439 EPWP jobs	N/A	N/A	N/A	439 EPWP jobs created by the 30th of June 2022
B	B2	B & F 10	NKPA 2 - BASIC SERVICE DELIVERY	Job creation	EPWP	NIL	4 x Quarterly Reports on the implementation of the EPWP Program	4 x Quarterly Reports on the implementation of the EPWP Program by the 30th of June 2022	Number of reports	1 x Quarterly Reports on the implementation of the EPWP Program by the 30th of September 2021	4 x Quarterly Reports on the implementation of the EPWP Program by the 31st of December 2021	4 x Quarterly Reports on the implementation of the EPWP Program by the 31st of March 2022	4 x Quarterly Reports on the implementation of the EPWP Program by the 30th of June 2022
		WM 01	NKPA 2 - BASIC SERVICE DELIVERY	OUTSOURCED INFRASTRUCTURE CAP PROJECTS	Construction of roads within landfill site.	Planning	Landfill roads rehabilitated	5km of roads upgraded at the Landfill Site by the 30th of June 2022	Kilometres of road rehabilitated	N/A	N/A	N/A	5km of roads upgraded at the Landfill Site by the 30th of June 2022
		WM02	NKPA 2 - BASIC SERVICE DELIVERY	PPE-MACHINERY & EQUIP.-ALL OR EXCL. NENSA-ACQUISITION	Replacement of airconditioners required for waste management offices	Planning	Airconditioners replaced	2 x Airconditioners Purchased and replaced for Waste Management offices by the 31st of June 2022	Number of Airconditioners replaced	Purchase order for 2 x Airconditioners created by the 31 September 2021	N/A	N/A	2 x Airconditioners Purchased and replaced for Waste Management offices by the 31st of June 2022
B	B1	WM 01	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	SMME's Refuse Collection	Informal & Formal areas with no dedicated Refuse collection	Refuse collection completed once a week for all households within Msunduzi Municipality for the 18/20 FY	Refuse collection completed once a week for all households within Msunduzi Municipality for the 30th of June 2022	Refuse collection once a week	Refuse collection completed once a week for all households within Msunduzi Municipality for the 21/22 FY by the 30th of September 2021	Refuse collection completed once a week for all households within Msunduzi Municipality for the 21/22 FY by the 31st of December 2021	Refuse collection completed once a week for all households within Msunduzi Municipality for the 21/22 FY by the 31st of March 2022	Refuse collection completed once a week for all households within Msunduzi Municipality for the 30th of June 2022

Signatures: Employee:  Date: 21/07/21
 Supervisor:  Date: 06/07/21
 Msunduzi Municipality 2021/2022

INDEX	IDP REFERENCE	SOBR REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	ISSUE / STATUS	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E 02	1 - BACK TO BASICS	ASB 01	HPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Community Based Planning	N/A	N/A	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of June 2022	50 x word plans for Municipal Municipality reviewed and submitted to SMC by the 30th of June 2022	Turnaround time	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of March 2022	50 x word plans for Municipal Municipality reviewed and submitted to SMC by the 31st March 2022	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of June 2022	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of June 2022
E 03	2 - BACK TO BASICS	ASB 02	HPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Community Based Planning	N/A	N/A	1. Ward Plan produced for 39 identified wards in the 2021/2022	50 x word plans for Municipal Municipality reviewed and submitted to SMC by the 30th of June 2022	Number of ward plans	39 x word plans for Municipal Municipality reviewed and submitted to SMC by the 31st Dec 2021	39 x word plans for Municipal Municipality reviewed and submitted to SMC by the 31st Dec 2021	39 x word plans for Municipal Municipality reviewed and submitted to SMC by the 30th of June 2022	39 x word plans for Municipal Municipality reviewed and submitted to SMC by the 30th of June 2022
E 04	2 - BACK TO BASICS	ASB 03	HPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Effective mechanisms, processes and procedures for Community Participation	Strengthen & formalise local level Council (LLC) & District Test Team	N/A	N/A	4 x OSS functionality quarterly reports for the 2021/22 FY produced and submitted to the Office of the Mayor and District Council by the 30th of June 2022	4 x OSS functionality quarterly reports for the 2021/22 FY produced and submitted to the Office of the Mayor and District Council by the 30th of June 2022	Number of OSS functionality quarterly reports	2 x OSS functionality quarterly reports for the 2021/22 FY produced and submitted to the Office of the Mayor and District Council by the 31st Dec 2021	2 x OSS functionality quarterly reports for the 2021/22 FY produced and submitted to the Office of the Mayor and District Council by the 31st Dec 2021	2 x OSS functionality quarterly reports for the 2021/22 FY produced and submitted to the Office of the Mayor and District Council by the 31st Dec 2021	4 x OSS functionality quarterly reports for the 2021/22 FY produced and submitted to the Office of the Mayor and District Council by the 30th of June 2022
E 05	2 - BACK TO BASICS	ASB 04	HPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Implement the public participation policy	N/A	N/A	1 x public participation policy presentations conducted in the 2021/22 FY for each of the 39 ward committees of council by the 30th of June 2022	1 x public participation policy presentations conducted in the 2021/22 FY for each of the 39 ward committees of council by the 30th of June 2022	Date policy presentations conducted	1 x public participation policy presentations conducted in the 2021/22 FY for each of the 39 ward committees of council by the 31st of Dec 2021	1 x public participation policy presentations conducted in the 2021/22 FY for each of the 39 ward committees of council by the 31st of Dec 2021	1 x public participation policy presentations conducted in the 2021/22 FY for each of the 39 ward committees of council by the 30th of June 2022	1 x public participation policy presentations conducted in the 2021/22 FY for each of the 39 ward committees of council by the 30th of June 2022
E 06	2 - BACK TO BASICS	ASB 05	HPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Ward audits	N/A	N/A	4 x quarterly ward audit reports for the 2021/22 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of June 2022	4 x quarterly ward audit reports for the 2021/22 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of June 2022	Number of quarterly ward audit reports	4 x quarterly ward audit reports for the 2021/22 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 31st of Dec 2021	4 x quarterly ward audit reports for the 2021/22 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 31st of Dec 2021	4 x quarterly ward audit reports for the 2021/22 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of June 2022	4 x quarterly ward audit reports for the 2021/22 FY prepared and submitted to SMC on Audits conducted in each of the 39 wards on Service Delivery Challenges by the 30th of June 2022
E 07	2 - BACK TO BASICS	ASB 06	HPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	HW/ AIDS & SOCIAL SERVICES	HW/AIDS Counselling Course	N/A	N/A	11 x Ten Days HIV/AIDS Counselling Course Training conducted in the 2021/22 FY	8 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule in the 2021/22 FY by the 30th of June 2021	Number of Trainings	8 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule in the 2021/22 FY by the 31st of Dec 2021	8 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule in the 2021/22 FY by the 31st of Dec 2021	8 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule in the 2021/22 FY by the 30th of June 2022	8 x Ten Days HIV/AIDS Counselling Course Training conducted as per Training Schedule in the 2021/22 FY by the 30th of June 2022
E 08	2 - BACK TO BASICS	ASB 07	HPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	HW/ AIDS & SOCIAL SERVICES	Ward visits	N/A	N/A	217 Ward visits to be conducted in the 2021/2022	130 x Ward visits conducted in the 2021/22 FY to be coordinated by the 30th of June 2022	Number of Ward visits	60 x Ward visits conducted in the 2021/22 FY to be coordinated by the 31st of Dec 2021	60 x Ward visits conducted in the 2021/22 FY to be coordinated by the 31st of Dec 2021	60 x Ward visits conducted in the 2021/22 FY to be coordinated by the 30th of June 2022	60 x Ward visits conducted in the 2021/22 FY to be coordinated by the 30th of June 2022
E 09	2 - BACK TO BASICS	ASB 08	HPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	HW/ AIDS & SOCIAL SERVICES	HW/AIDS Social Support	N/A	N/A	420 Social Support programs conducted in the 2021/2022	150 x HIV/AIDS and Social support programs in the 2021/22 FY to be coordinated by the 30th of June 2022	Number of HIV/AIDS and Social support programs	150 x HIV/AIDS and Social support programs in the 2021/22 FY to be coordinated by the 31st of Dec 2021	150 x HIV/AIDS and Social support programs in the 2021/22 FY to be coordinated by the 31st of Dec 2021	150 x HIV/AIDS and Social support programs in the 2021/22 FY to be coordinated by the 30th of June 2022	150 x HIV/AIDS and Social support programs in the 2021/22 FY to be coordinated by the 30th of June 2022
E 10	2 - BACK TO BASICS	ASB 09	HPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	HW/ AIDS & SOCIAL SERVICES	HW/AIDS Social Support	N/A	N/A	150 x Social Support programs conducted in the 2021/2022	150 x Social Support programs in the 2021/22 FY to be coordinated by the 30th of June 2022	Number of Social Support programs	150 x Social Support programs in the 2021/22 FY to be coordinated by the 31st of Dec 2021	150 x Social Support programs in the 2021/22 FY to be coordinated by the 31st of Dec 2021	150 x Social Support programs in the 2021/22 FY to be coordinated by the 30th of June 2022	150 x Social Support programs in the 2021/22 FY to be coordinated by the 30th of June 2022

NAME: MIBI BONGENI MATHE WORKPLAN 3: NDFAS	INDEX	IDP REFERENCE	SDFP REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	3	BACK TO BASICS	FROM 13		NOPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	FIRE & RESCUE	Major Hazard Visitation Presentations by PSDM	48 Major Hazard Visitation Presentations by 30th of June 2021	48 x Major Hazard Visitation Presentations conducted in the 31/12/21 FY	48 x Major Hazard Visitation Presentations conducted by the 31st of June 2022	Number of visitations	13 Major Hazard Visitation Presentations conducted by the 31st of September 2021	14 Major Hazard Visitation Presentations conducted by the 31st of December 2021	48 Major Hazard Visitation Presentations conducted by the 31st of March 2022	48 Major Hazard Visitation Presentations conducted by the 31st of June 2022
F	4	BACK TO BASICS	FROM 11		NOPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	FIRE & RESCUE	Fire & Rescue prevention inspections	600 Fire inspections conducted by the 30th of June 2021	600 x fire prevention inspections conducted in the 31/12/21 FY	600 x fire prevention inspections conducted in the 31/12/21 FY by the 30th of June 2022	Number of inspections	130 x fire inspections conducted by the 31st of August 2021	130 x fire inspections conducted by the 31st of December 2021	430 x fire inspections conducted by the 31st of March 2022	600 x fire inspections conducted by the 30th of June 2022
G	5	BACK TO BASICS	FROM 13		NOPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	FIRE & RESCUE	Fire & Rescue public awareness presentations facilitated by PSDM	130 Fire & Rescue public awareness presentations conducted by the 30th of June 2021	130 x Fire & Rescue public awareness presentations conducted in the 31/12/21 FY	130 x Fire & Rescue public awareness presentations conducted in the 31/12/21 FY by the 30th of June 2022	Number of awareness sessions	30 x Fire & Rescue public awareness presentations conducted by the 31st of August 2021	48 x Fire & Rescue public awareness presentations conducted by the 31st of December 2021	90 x Fire & Rescue public awareness presentations conducted by the 31st of March 2022	130 x Fire & Rescue public awareness presentations conducted by the 30th of June 2022

Signature:  Date: 20/06/2022
 Supervisor:  Date: 20/06/2022
 Msuruduzi Municipality 2021/2022

MSUNDUZI MUNICIPALITY												
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES												
WEIGHT: 10%												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MFPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	IDP	N/A	Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2022	Date Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed	N/A	N/A	Submission towards Development of the Draft Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 31st of March 2022	Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MFPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SDRP & OP	N/A	Submission towards the Development of the Municipal SDRP 22/23 FY as per stipulated timeframes by the OC, P & IM unit completed by the 15th of June 2022	Date Submission towards the Development of the Municipal SDRP 22/23 FY as per stipulated timeframes by the OC, P & IM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SDRP 22/23 FY as per stipulated timeframes by the OC, P & IM unit completed by the 15th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MFPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Budget	N/A	Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2022	Date Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed	N/A	N/A	Submission towards Development of the Draft Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 31st of March 2022	Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MFPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & IM unit completed by the 31st of July 2021	Date Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & IM unit completed	Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & IM unit completed by the 31st of July 2021	N/A	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MFPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & IM unit completed by the 15th of January 2022	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & IM unit completed	N/A	N/A	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & IM unit completed by the 15th of January 2022	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MFPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Performance Agreement 20/21 FY	Signed Performance Agreement 19/20 In place	Submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & IM unit completed by the 10th of August 2021	Date Submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & IM unit completed	Submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & IM unit completed by the 10th of August 2021	N/A	N/A	N/A

Signatures Employee Date
 Signatures Supervisor Date 06/07/21
 Masjuduzi Municipality 2021/2022

MSUNDUZI MUNICIPALITY
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES
WEIGHT [%]: 10%

NAME: MR MIBONGENI MATHE
WORKPLAN 5: COMPLIANCE

		Planning and Agreements	Signed Mid-year Revised Performance Agreement 20/21 FY	Signed Mid-year Revised Performance Agreement 21/22 FY	Date Submission of a signed mid-year revised performance agreement for the 21/22 FY as per stipulated timeframe by the OC, P & IM unit completed	N/A	N/A	Submission of a signed mid-year revised performance agreement for the 21/22 FY as per stipulated timeframe by the OC, P & IM unit completed by the 28th of February 2022	N/A
A	A2	NIPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monthly Sectional Meetings (Branch, Staff & Mando) as per City Managers Minutes dated 24th of June 2020	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2022	Number of Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of September 2021	3 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 31st of December 2021	6 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 31st of March 2022	9 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 31st of March 2022	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2022
E	E1	NIPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	N/A	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2022	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2022	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2022	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2022	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2022
A	A1	NIPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	POE submission for Monthly Sectional Meetings (Branch, Staff & Mando) as per City Managers Minutes dated 24th of June 2020	Monthly & Quarterly	Number of Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2022	Number of Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of September 2021	Number of Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of December 2021	Number of Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of March 2022	Number of Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2022
F	F1	NIPA 6 - CROSS CUTTING	SOBIP / Operational Plan 20/21 FY Monthly submissions	Monthly & Quarterly	8 x SOBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022	2 x SOBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of September 2021	4 x SOBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2021	6 x SOBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2022	8 x SOBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022
F	F1	NIPA 6 - CROSS CUTTING	SOBIP / Operational Plan 20/21 FY Quarterly submissions	Monthly & Quarterly	4 x SOBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022	1 x SOBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of September 2021	2 x SOBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2021	3 x SOBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2022	4 x SOBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & IM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022

NAME: MR MBONGENI MATHE
 WORKPLAN 5: COMPLIANCE
 DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES
 WEIGHT: 10%

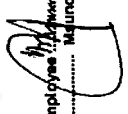
Item	Activity	Frequency	Reporting	Key Performance Indicators	Timeline	Notes
B1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY NMPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) submissions - National COGTA	12 x Monthly B2B submissions prepared and submitted as per stipulated timelines to the OC, P & IM unit for onwards transmission to National COGTA by the 30th of June 2022.	12 x Monthly B2B submissions prepared and submitted as per stipulated timelines to the OC, P & IM unit for onwards transmission to National COGTA by the 30th of June 2022.	
B2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY NMPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) quarterly submissions - ICN COGTA	4 x Quarterly B2B submissions prepared and submitted as per stipulated timelines to the OC, P & IM unit for onwards transmission to ICN COGTA by the 30th of June 2022.	4 x Quarterly B2B submissions prepared and submitted as per stipulated timelines to the OC, P & IM unit for onwards transmission to ICN COGTA by the 30th of June 2022.	
D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY NMPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Legislative Compliance Checklist (MPMA Schedule of deadlines) monthly reports	12 x Monthly progress reports on the Legislative Compliance Checklist (MPMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2022.	12 x Monthly progress reports on the Legislative Compliance Checklist (MPMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2022.	
A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY NMPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Performance Assessments	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of June 2022.	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of June 2022.	
A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY NMPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings	Response to AG queries	100% Submission of Responses to the Auditor General Queries within specified timelines as per the AG Queries Tracking tool by the 30th of June 2022.	100% Submission of Responses to the Auditor General Queries within specified timelines as per the AG Queries Tracking tool by the 30th of June 2022.	

Signatures Employee *M. Mathe* Date *06/07/21* Supervisor.....
 Dets Msunduzi Municipality 2021/2022

MSUNDUZI MUNICIPALITY										
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES										
WEIGHT: 10%										
A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NIPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - POE submissions	Response to AG queries	N/A	100% submission of Portfolios of Evidence in Responses to Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	% Submission of Portfolios of Evidence in Responses to Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Portfolios of Evidence in Responses to Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of September 2021	100% Submission of Portfolios of Evidence in Responses to Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% Submission of Portfolios of Evidence in Responses to Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	AG findings - POE submissions received	Response to AG queries	N/A	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of September 2021	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Internal Audit findings	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of September 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Internal Audit findings - POE submissions	Response to IA queries	N/A	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022	% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of September 2021	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2021	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Internal Audit findings - POE submissions received	Response to IA queries	N/A	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022	% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2021	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2022	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022
D	D2	4 - FINANCIAL SUSTAINABILITY	Sectional Budgets	Expenditure of business units/job units sectional budget	N/A	100% Expenditure of business units/job units sectional budget (Budget vs Actual) by the 30th of June 2022	% Expenditure of business units/job units sectional budget (Budget vs Actual)	100% Expenditure of business units/job units sectional budget (Budget vs Actual) by the 31st of September 2021	100% Expenditure of business units/job units sectional budget (Budget vs Actual) by the 31st of March 2022	100% Expenditure of business units/job units sectional budget (Budget vs Actual) by the 30th of June 2022
D	D2	4 - FINANCIAL SUSTAINABILITY	Grant Funding	Expenditure of grant funding	N/A	100% Expenditure of grant funding (Budget vs Actual) by the 30th of June 2022	% Expenditure of grant funding (Budget vs Actual)	100% Expenditure of grant funding (Budget vs Actual) by the 31st of September 2021	100% Expenditure of grant funding (Budget vs Actual) by the 31st of March 2022	100% Expenditure of grant funding (Budget vs Actual) by the 30th of June 2022

Signatures Employee Date 20/06/2022
 Signatures Supervisor Date 20/06/2022
 Msunduzi Municipality 24/1/2022

Code	Strategic Objective	Key Performance Indicator	Target	Current Status	Responsible Party	Frequency	Report	Notes
A A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2022	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of March 2022	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of March 2022	Monthly	Internal	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2022
A A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2022	N/A	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per Batho Pele Monitoring tool by the 31st of December 2021	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per Batho Pele Monitoring tool by the 31st of March 2022	Monthly	Internal	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2022
D D1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2022	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of December 2021	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of March 2022	Monthly	Internal	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2022
E E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2022	N/A	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of December 2021	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of March 2022	Monthly	Internal	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2022
A A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of June 2022	Monthly	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 31st of March 2022	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 31st of March 2022	Monthly	Internal	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of June 2022
D D1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within year control by the 30th of June 2022	Monthly	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within year control by the 31st of December 2021	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within year control by the 31st of March 2022	Monthly	Internal	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within year control by the 30th of June 2022
A A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2022	Monthly	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 31st of December 2021	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 31st of March 2022	Monthly	Internal	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2022
E E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via BW COP by the 30th of June 2022	Monthly	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via BW COP by the 31st of December 2021	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via BW COP by the 31st of March 2022	Monthly	Internal	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via BW COP by the 30th of June 2022

Signature:  Supervisor
 Date: 06/07/21
 Msunduzi Municipality 2021/2022

MSUNDUZI MUNICIPALITY
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES

NAME: MR. MBONGENI MATHE		WEIGHT: 10%	
WORKPLAN 5: COMPLIANCE			
A	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Submission of Portfolios of Evidence to Internal Audit
A3	INFA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Ad hoc	100% Submission of the Portfolio of Evidence for the Business Units specific information reported on in the Annual Performance Report 20/21 FY to Internal Audit for Audit purposes by the 10th of August 2022
A	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Submission of Portfolios of Evidence to the AG
A3	INFA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Ad hoc	100% Submission of the Portfolio of Evidence for the Business Units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests
A	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Service Providers	Assessment of service providers
A3	INFA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Bi-Annually	100% Submission of all requested information (Template & POE) to the OC, P & IM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2022
A	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Ad hoc
A3	INFA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Ad hoc	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2022
C	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Increasing institutional capacity	LED initiatives
C2	INFA 3 - LOCAL ECONOMIC DEVELOPMENT	N/A	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CMWP) by the 30th of June 2022

Signatures Employee:  Date: 08/07/21
 Supervisor:  Date: 08/07/21
 Msunduzi Municipality 2021/2022