

# " The City of Heritage "



## ULUNDI MUNICIPALITY PERFORMANCE AGREEMENT

2018/2019

ENTERED INTO AND BETWEEN

**N.G. ZULU**

MUNICIPAL MANAGER (hereinafter referred to as the EMPLOYER)

AND

Mr R.M. MAZIBVU

**DIRECTOR: PLANNING & DEVELOPMENT SERVICES**

(hereinafter referred to as the EMPLOYEE)

## 1. INTRODUCTION

- 1.1 The Municipal Manager of the Ulundi Local Municipality (the Employer) has purposed to enter into a contract of employment with the (the Employee) in terms of Section 57(1)(a) of the Municipal Systems Act, Act 32 of 2000, as amended (hereinafter referred to as the Systems Act).
- 1.2 Section 57(1)(b) of the Systems Act, read with the contract of employment between the two parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the (the Employee), reporting to the Municipal Manager of the Municipality (the Employer), to a set of actions that will secure local government policy goals.
- 1.4 This performance agreement is concluded between the Employee, and the Municipal Manager of the Ulundi Local Municipality (the Employer).

## 2. PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to:

- 2.1 Comply with the provisions of Section 57 of the Systems Act and the Municipal Performance Regulations published in the *Government Gazette* dated 1 August 2006;
- 2.2 Specify objectives and targets defined and agreed with the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plan, the Service Delivery and Budget Implementation Plan and the Budget of the Municipality;
- 2.3 Specify accountabilities as set out in the Departmental Performance Plan for the 2018/201 financial year, which forms an annexure to the performance agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the performance agreement as the basis for assessing whether the Employee has met the performance expectations applicable to his job;
- 2.6 In the event of outstanding performance, to appropriately reward the Employee; and

- 2.7 Give effect to the Employer's commitment to a performance orientated relationship with the Employee in attaining equitable and improved service delivery.

### **3. PERFORMANCE MANAGEMENT SYSTEM**

- 3.1 The Employee agrees to participate in the performance management system adopted by the Municipality.
- 3.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 3.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 3.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas reflected in the Departmental Performance Plan for the 2018/2019 financial year within the local government framework.

### **4. EMPLOYER OBLIGATIONS**

- 4.1 The Employer shall endeavour to create a working environment that is conducive to the Employee being able to attain the standards of performance expected of him.
- 4.2 The Employer shall provide the Employee with such physical, financial and human resources as are reasonably required for him to perform his functions.
- 4.3 The Employer shall provide access to skills development and capacity building opportunities.
- 4.4 The Employer shall empower the Employee by way of a set of appropriate delegations to act and make relevant decisions in the course of his employment.
- 4.5 The Employer shall work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.

- 4.6 The Employer shall conduct the performance review in a fair and transparent manner.

## **5. EMPLOYEE OBLIGATIONS**

- 5.1 The Employee is obliged to perform his functions to the best of his abilities and shall as far as practically possible endeavour to meet the standards of performance as set out in the attached Departmental Performance Plan for the 2018/2019 financial year.
- 5.2 The Employee shall under all circumstances act in the best interests of the Ulundi Local Municipality.
- 5.3 The Employee shall co-operate with the Employer in conducting performance reviews.

## **6. CONSULTATION**

- 6.1 The Employer agrees to consult the Employee timeously where the exercising of her powers will have amongst others:
- 6.1.1 A direct effect on the performance of any of the Employee's functions;
- 6.1.2 A commitment by the Employee to implement or to give effect to a decision made by the Employer: and
- 6.1.3 A substantial financial effect on the Employee.
- 6.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-item 6.1 as soon as is practicable to enable the Employee to take the necessary action without delay.

## **7. COMMENCEMENT AND DURATION**

- 7.1 Irrespective of the date of the signature of the agreement, this performance agreement and its annexure (the Departmental Performance Plan for the 2018/2019 financial year) will commence on 1 July 2018 and will remain in force until 30 June 2019. Thereafter a new annexure to this agreement will be concluded between the two parties for the following financial year.

- 7.2 The parties will review the provisions of this agreement during June each year. The parties will then conclude a new performance agreement that replaces the previous agreement by no later than 31 July of that year.
- 7.3 The agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 7.4 Nothing contained in this performance agreement in any way limits the right of the Employer to terminate the Employee's contract of employment with or without notice for any other breach by the Employee of his obligations to the Employer or for any other valid reason in law.
- 7.5 The content of the agreement may be revised at any time during the abovementioned period to determine the appropriateness of the matters agreed upon.
- 7.6 If at any time during the validity of the performance agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of the agreement are no longer appropriate, the content shall immediately be revised and then mutually agreed upon by the two parties.

## **8. PERFORMANCE OBJECTIVES**

- 8.1 The **Departmental Performance Plan** for the 2018/2019 financial year sets out:
- 8.1.1 The key performance areas for which the Employee is responsible.
- 8.1.2 The performance objectives and targets that must be met by the Employee.
- 8.1.3 The timeframes within which those performance objectives and targets must be met.
- 8.1.4 The performance objectives and targets reflected in the Performance Plan are set by the Employer in consultation with the Employee in compliance with legislative requirements and based on the Integrated Development Plan and the Budget of the Municipality and include key performance areas, objectives, targets, key performance indicators and weightings.
- 8.1.5 The key performance areas describe the main tasks to be done. The key performance indicators consist of the details of the evidence that must be provided to show that an objective has been achieved. The

targets describe the timeframe in which the work must be achieved. The weightings reflect the relative importance of the objectives to each other.

- 8.2 The **Employee's** assessment will be based on his/her performance in terms of the output/outcomes (performance indicators) identified as the performance plan annexed into this agreement, which are linked to the Key Performance Areas, and will constitute 80% of the overall assessment results as per the weightings agreed into between the **Employer** and the **Employee**:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	
Local Economic Development (LED)	
Municipal Transformation and Organisational Development	
Good Governance and Public Participation	
Financial Viability and Management	
Spatial and Environmental	
<b>TOTAL</b>	<b>80%</b>

- 8.3 The **Core Competencies** will make up the other 20% of the **Employee's** assessment score. In terms of Local Government: Regulations on appointment and conditions of employment of Senior Managers, Reg. 21 of 17 January 2016, the "Core Competencies" are competencies that cut across all levels of work in a municipality and enhance contextualised leadership that guarantees service delivery impact; and "Leading competencies" means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results. There is no hierarchical connotation to the structure and all competencies are essential to the role of a senior manager to influence high performance. All competencies must therefore, be considered as measurable and critical in assessing the level of a senior manager's performance and as listed as follows:

<b>LEADING COMPETENCIES</b>		
<b>COMPETENCY</b>		<b>Weighting</b>
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>	
Programme and Project Management	<ul style="list-style-type: none"> <li>• Programme and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Programme and Project Monitoring and Evaluation</li> </ul>	
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Co-operative Governance</li> </ul>	
Total Weighting Leading Competencies		
<b>CORE COMPETENCIES</b>		
<b>COMPETENCY</b>		<b>Weighting</b>
Moral Competence		
Planning and Organising		
Analysis and Innovation		
Knowledge and Information Management		
Communication		
Results and Quality Focus		
Total Weighting Core Competencies		
<b>TOTAL PERCENTAGE WEIGHTING</b>		<b>20%</b>

## 9. ASSESSMENT OF PERFORMANCE

### 9.1 Performance Reviews

The performance of the Employee in relation to his performance agreement shall be reviewed on the following basis:

First Quarter	July to September
Second Quarter	October to December
Third Quarter	January to March
Fourth Quarter	April to June

9.1.1 The quarterly reviews for the first and third quarter may be undertaken verbally between the Employer representative and the Employee if performance is satisfactory.

9.1.2 The fourth quarter (annual) review will be undertaken by an evaluation panel. The evaluation panel will consist of the following persons:

Municipal Manager of the Ulundi Municipality (Chairperson)  
Chairperson of the Audit Committee  
Member of the Executive Committee of the Ulundi Municipality  
Municipal Manager from another Municipality

9.1.3 The Employer shall keep a record of the mid-year review and the annual assessment meetings.

9.1.4 Performance feedback will be based on both the Employer's and the Employee's assessment of the Employee's performance.

9.1.5 The Employer will be entitled to review and make reasonable changes to the provisions on the performance plan from time to time for operational reasons. The Employee will be fully consulted before any such change.

9.1.6 The Employer may amend the provisions on the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

### 9.3 Evaluation of Performance

The evaluation of performance consists of the following:

- 9.3.1 An assessment of the achievement of results as outlined in the Departmental Performance Plan (80%); and an assessment of the Leading and Core Competencies is (20%).
- 9.3.2 Each objective in the Departmental Performance Plan will be assessed according to the extent to which the specified standards or performance indicators have been met.
- 9.3.3 Each of the elements of the Core Management Criteria, which have been weighted equally, will be assessed according to the extent to which the strategic alignment standards have been met.
- 9.3.4 An indicative rating on the five point rating scale will be provided for each performance objective and / or managerial competency.
- 9.3.5 The applicable assessment rating calculator will then be used to add the scores and calculate a final KPA score.
- 9.3.6 An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

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## 10. MANAGEMENT OF EVALUATION OUTCOMES

- 10.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 10.2 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package will be paid to the Employee in recognition of outstanding performance to be constituted as follows:
  - 10.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9% and a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 10.3 In the case of unacceptable performance, the Employer shall:
  - 10.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

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10.3.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment on the grounds of unfitness or incapacity to carry out his duties.

## 11. CONSTRAINTS

The following constraints that could potentially impact on the performance of the Employee in the 2018/2019 financial year are acknowledged and recorded:

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## 12. DISPUTE RESOLUTION

12.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the objectives and performance targets established in terms of this agreement, the Employee may meet with the Employer with a view to resolving the issue. At the Employee's request the Employer will record the outcome of the meeting in writing.

12.2 In the event that the Employee remains dissatisfied with the outcome of that meeting, he may refer a formal dispute for mediation to the Mayor of the Ulundi Local Municipality which, rendered within 30 (thirty) days of receipt of the formal dispute, shall be final and binding on both parties.

## 13. GENERAL

13.1 The contents of this performance agreement must be made available to the public by the Employer in accordance with the Municipal Finance Management Act, Act 56 of 2003, and Section 46 of the Systems Act

13.2 This performance agreement is written in English; hence English shall be the language of all communication between the two parties. All correspondence between the parties to this agreement and all reports and other documentation shall be submitted in English.

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*K.A.M*

- 13.3 The parties to this agreement record that this agreement constitutes the whole of the agreement and arrangements for the performance of the Employee for the 2018/2019 financial year.
- 13.4 No agreement varying, adding or deleting from or cancelling this agreement shall have any effect unless reduced to writing and signed by both parties.
- 13.5 Nothing in this agreement diminishes the obligations, duties or accountability of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

R.M. N.G.G.  
2018 N.M. DGZ  
(A.H.)

**14. SIGNATURE OF THE PARTIES**

Signed at Ulundi on this 30<sup>TH</sup> day of JULY 2018

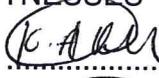
AS WITNESSES

- 1.  .....
- 2.  .....

  
.....  
**MR.R.M. MAZIBUKO**

Signed at Ulundi on this 30<sup>TH</sup> day of JULY 2018

AS WITNESSES

- 1.  .....
- 2.  .....

  
.....  
**N.G. ZULU**

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## EVALUATION OF PERFORMANCE

### PART A: DEPARTMENTAL PERFORMANCE PLAN

Key Performance Areas	Maximum Score	Agreed Evaluation	Actual Score	Percentage of Maximum Score
<b>TOTAL</b>				

Contribution to Overall Performance Score (80%) \_\_\_\_\_

**PART B: LEADING AND CORE COMPETENCIES**

Competency	Weight	Agreed Evaluation	Percentage Score
Strategic Direction and Leadership			
People Management			
Program and Project Management			
Financial Management			
Change Leadership			
Governance Leadership			
Moral Competence			
Planning and Organising			
Analysis and Innovation			
Knowledge and information Management			
Communication			
Results and Quality Focus			
<b>TOTAL</b>			

Contribution to Overall Performance Score (20%) \_\_\_\_\_

**SUMMARY**

Performance Area	Performance Score
Part A: Municipal Performance Plan	
Part B: Leading and Core Competencies	
<b>TOTAL EVALUATION OF PERFORMANCE</b>	

Signed:



**Mr R.M. Mazibuko**

Date: 30/07/2018

Signed:



**N.G. Zulu**

Date: 30/07/2018

IDP Reference	Project Number	Service delivery Objectives (National IDP)	Objectives	Strategy	Key Performance Indicator	Unit of Measure	Baseline	Budget	Annual Target	SQRP Quarter 1 (1 July 2018 - 30 September 2018)			SQRP Quarter 2 (1 October 2018 - 31 December 2018)			SQRP Quarter 3 (1 January 2019 - 31 March 2019)			SQRP Quarter 4 (1 April 2019 - 30 June 2019)			Wards	POE Required
										Performance Target	Actual Performance	Budget Spent	Performance Target	Actual Performance	Budget Spent	Performance Target	Actual Performance	Budget Spent	Performance Target	Actual Performance	Budget Spent		
KZN266-DPL-SO 5.1	DPL 1	Basic Service Delivery	To ensure availability of Council Owned land for residential, commercial and industrial development	Identifications and reservation of land for residential, commercial and industrial development in accordance with the provisions of the Spatial Development Framework	Date of identification of land for sale/leasable and processing	Date	na	na	Identification of sites for sale/leasable by 30 September 2018	na	na	Submission of applications to the Portfolio Committee and EXCO by 31 December 2018	na	na	na	Processing of signed applications through Council/Albany by 30 June 2019	na	na	na	na	na	Map showing serviced land and copy of valuation reports, Council resolution, Council resolution, advert, lease agreements, Proof of Access to Abattoirs	
KZN266-DPL-SO 2	DPL 2	Basic Service Delivery	To ensure availability of Council Owned land for residential, commercial and industrial development	Promotion of a spirit of co-operation with traditional leadership to facilitate access to Council Owned land for residential, commercial and industrial development	Date of engagements with 9 Traditional Councils to discuss White-Wall Scheme proposals	Number	0	na	Engagements with 9 Traditional Councils to discuss White-Wall Scheme proposals by 30 June 2019	na	na	Holding of 5 Traditional Councils by 31 March 2019	na	na	Holding of Meetings at Traditional Councils by 30 June 2019	na	na	na	na	na	Agenda, Minutes & Attendance Registers		
KZN266-DPL-SO 3	DPL 3	Basic Service Delivery	To ensure availability of Council Owned land for residential, commercial and industrial development	Service commercial and industrial sites in Ulundi Townships with approved investors in order to attract potential investors	Number of Engagements with Technical Services and the Zulu and Zulu Local Government to service land by 30 June 2019	Number	0	na	1 letter by 31 December 2018	na	na	1 letter by 31 December 2018	na	na	1 letter by 30 June 2019	na	na	na	na	na	Correspondence & proof of submission and Agenda, Minutes & Attendance Register		
KZN266-DPL-SO 1	DPL 4	Local Economic Development	To address the demand for housing in the Ulundi Municipal Area	Identification and reservation of land for housing projects in the Ulundi Municipal Area	Date of Review of a Human Settlement Plan	Date	na	R300,000.00	Prepare Project Inspection Report by 30 September 2018	na	na	Prepare 1st Draft Human Settlement Plan by 31 December 2018	na	na	Finalise Draft Human Settlement Plan by 30 June 2019	na	na	na	na	na	Copy of Project Inspection Report, Copy of 1st Draft Human Settlement Plan, Copy of Final Draft Human Settlement Plan, Human Draft and Spatial Plan and Council Resolutions		
KZN266-DPL-SO 2	DPL 4.1	Local Economic Development	To address the demand for housing in the Ulundi Municipal Area	Reservation of land for housing projects in the Ulundi Municipal Area	Number of Housing Forum Meetings convened	Number	0	na	1 Quarterly Housing Forum Meeting convened by 30 June 2019	na	na	1 Quarterly Housing Forum Meeting convened by 31 March 2019	na	na	1 Quarterly Housing Forum Meeting convened by 30 June 2019	na	na	na	na	na	Agenda, Minutes & Attendance Registers		
KZN266-DPL-SO 21.1.2	DPL 5	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Departmental Meetings chaired by Head of Department	Number	0	na	12 Monthly Departmental Meetings chaired by Head of Department by 30 June 2019	na	na	3 Monthly Departmental Meetings chaired by HOD by 31 March 2018	na	na	3 Monthly Departmental Meetings chaired by HOD by 30 June 2019	na	na	na	na	na	Agenda, Minutes and Attendance Registers		
KZN266-FS-SO 21.1.2.1	DPL 5.1	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of MANCO Meetings attended by Head of Department / Acting HOD	Number	0	na	12 Monthly MANCO meetings attended by Head of Department / Acting HOD by 30 June 2019	na	na	3 Monthly MANCO meetings attended by HOD / Acting HOD by 31 March 2019	na	na	3 Monthly MANCO meetings attended by HOD / Acting HOD by 30 June 2019	na	na	na	na	na	Attendance Registers		
KZN266-FS-SO 21.1.2.2	DPL 5.2	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Monthly MANCO Meetings attended by Head of Department / Acting HOD	Number	0	na	12 Monthly Extended MANCO meetings attended by Head of Department / Acting HOD by 30 June 2019	na	na	3 Monthly Extended MANCO meetings attended by HOD / Acting HOD by 31 March 2019	na	na	3 Monthly Extended MANCO meetings attended by HOD / Acting HOD by 30 June 2019	na	na	na	na	na	Attendance Registers		
KZN266-FS-SO 21.1.2.3	DPL 5.3	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Planning & Development Portfolio Committee Meetings attended by Head of Department / Acting HOD	Number	na	na	17 Planning & Development Portfolio Committee Meetings attended by Head of Department / Acting HOD by 30 June 2019	na	na	3 Planning & Development Portfolio Committee Meetings attended by HOD / Acting HOD by 31 March 2019	na	na	3 Planning & Development Portfolio Committee Meetings attended by HOD / Acting HOD by 31 March 2019	na	na	na	na	na	Attendance Register / Letter of Apology endorsed by the Chairperson of the Portfolio Committee		

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KZN206F-FS-SO DPL 5.4 21.1.2.4	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Monthly EXCO Meetings attended by the Head of Department / Acting HOD	4	NA	13 Monthly EXCO meetings attended by the Head of Department / Acting HOD by 30 June 2019	4 Quarterly Council Meetings attended by the Head of Department / Acting HOD by 30 June 2019	3 Monthly EXCO Meetings attended by the Head of Department / Acting HOD by 31 March 2018	3 Monthly EXCO Meetings attended by the Head of Department / Acting HOD by 30 June 2019	Attendance Registers
KZN206F-FS-SO DPL 5.5 21.1.2.5	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Quarterly Council Meetings attended by the Head of Department / Acting HOD	4	NA	4 Quarterly Council Meetings attended by the Head of Department / Acting HOD by 30 June 2019	1 Quarterly Council Meeting attended by the Head of Department / Acting HOD by 31 March 2018	1 Quarterly Council Meeting attended by the Head of Department / Acting HOD by 30 June 2019	Attendance Registers	
KZN206F-FS-SO DPL 5.6 21.1.2.6	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Quarterly Audit & Performance Committee Meetings attended by the Head of Department / Acting HOD	4	NA	4 Quarterly Audit & Performance Committee Meetings attended by the Head of Department / Acting HOD by 30 June 2019	1 Quarterly Audit & Performance Committee Meeting attended by the Head of Department / Acting HOD by 31 March 2018	1 Quarterly Audit & Performance Committee Meeting attended by the Head of Department / Acting HOD by 30 June 2019	Attendance Registers	
KZN206F-FS-SO DPL 5.7 21.1.2.7	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Quarterly MPAC Meetings attended by the Head of Department / Acting HOD	4	NA	4 Quarterly MPAC Meetings attended by the Head of Department / Acting HOD by 30 June 2019	1 Quarterly MPAC Meeting attended by the Head of Department / Acting HOD by 31 March 2018	1 Quarterly MPAC Meeting attended by the Head of Department / Acting HOD by 30 June 2019	Attendance Registers	
KZN206F-FS-SO DPL 5.8 21.1.2.8	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Quarterly Back-to-Basics reports submitted by the 7th of each month to the Municipal Manager	4	NA	4 Quarterly Back-to-Basics reports submitted by the 7th of each month to the Municipal Manager by 30 June 2019	1 Quarterly Back-to-Basics report submitted by the 7th of each month to MM by 31 March 2018	1 Quarterly Back-to-Basics report submitted by the 7th of each month to MM by 30 June 2019	Quarterly Back-to-Basics Report & Proof of date of submission to MM	
KZN206F-FS-SO DPL 5.9 21.1.2.9	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Quarterly Portfolio Meetings attended by the Head of Department	4	NA	4 Quarterly Portfolio Meetings attended by the Head of Department by 30 June 2019	1 Quarterly Portfolio Meeting attended by the Head of Department by 31 March 2018	1 Quarterly Portfolio Meeting attended by the Head of Department by 30 June 2019	Attendance Registers	
KZN206F-FS-SO DPL 5.10 21.1.2.10	Good Governance and Public Participation	To promote good governance, accountability and transparency	Promotion of effective communication with internal and external stakeholders	Number of Budget Steering Committee Meetings attended by the Head of Department / Acting HOD	0	NA	12 Budget Steering Committee Meetings attended by the Head of Department / Acting HOD by 30 June 2019	3 Budget Steering Committee Meetings attended by the Head of Department / Acting HOD by 31 March 2018	3 Budget Steering Committee Meetings attended by the Head of Department / Acting HOD by 30 June 2019	Attendance Register	
KZN206F-FS-SO DPL 6 21.1.7	Good Governance and Public Participation	To promote good governance, accountability and transparency	Management of risk within the structures and operations of the Municipality	Number of Monthly Risk Register Progress Reports submitted by the 14th of each month to the Head of Department to Risk Management Unit	4	NA	4 Quarterly Risk Register Reports submitted by the 14th of each month to the Head of Department by 30 June 2019	1 Quarterly Risk Register Report submitted by the 14th of each month to HOD by 31 March 2018	1 Quarterly Risk Register Report submitted by the 14th of each month to HOD by 30 June 2019	Quarterly Risk Register Progress Reports submitted & Proof of date of submission to Risk Management Unit	
KZN206F-FS-SO DPL 6.1 SO 21.1.7.1	Good Governance and Public Participation	To promote good governance, accountability and transparency	Management of risk within the structures and operations of the Municipality	Number of Quarterly Assessments of Service Providers submitted by the Head of Municipal Manager by the 7th after the end of each quarter	1	NA	Number of Quarterly Assessments of Service Providers submitted by the Head of Municipal Manager by the 7th after the end of each quarter by 30 June 2019	1 Quarterly Assessment of Service Providers submitted by HOD by the 7th after the end of each quarter (30 June 2018)	1 Quarterly Assessment of Service Providers submitted by HOD by the 7th after the end of each quarter (30 June 2019)	Assessment of the Service Provider, signed by the HOD and Proof of submission to the Municipal Manager	

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KZN066-DPL- SO24.1.2.6	DPL 10.6	Spacial and Environmental	Promotion of integrated and coordinated spatial development within the municipality	Obtain funding to finalize the Urban Planning Scheme and prepare well-being Planning Scheme for the whole Municipal Area	Understand Land Audit Mungamphobe by 30 June 2019	Advertisement by 30 September 2018	Advertisement of CBD Master Plan by 30 June 2019	Appointment of Service Provider by 31 December 2018	Preparation of Draft Action Plan by 31 March 2019	Preparation of Draft Steering Committee by 30 June 2019	13	Advert, Appointment Letter, Copy of Draft Action Plan, and Agenda, Minutes & Attendance Registers
KZN066-DPL- SO24.1.2.7	DPL 10.7	Spacial and Environmental	Promotion of integrated and coordinated spatial development within the municipality	Obtain funding to finalize the Urban Planning Scheme and prepare well-being Planning Scheme for the whole Municipal Area	Development of CBD Master Plan by 30 June 2019	Advertisement by 30 September 2018	Appointment of Service Provider by 31 December 2018	Preparation of Draft Action Plan by 31 March 2019	Preparation of Draft Steering Committee by 30 June 2019	12	Advert, Appointment Letter, Copy of Draft Action Plan, and Agenda, Minutes & Attendance Registers	
KZN066-DPL- SO24.1.2.8	DPL 10.8	Spacial and Environmental	Promotion of integrated and coordinated spatial development within the municipality	Obtain funding to finalize the Urban Planning Scheme and prepare well-being Planning Scheme for the whole Municipal Area	Appointment of a Service Provider to Manage Outdoor Advertising by 30 June 2018	Advertisement by 30 September 2018	Appointment of Service Provider by 31 December 2018	Preparation of Draft Action Plan by 31 March 2019	Preparation of Draft Steering Committee by 30 June 2019	ALZA Waards	Advert, Appointment Letter, Copy of Draft Action Plan, and Agenda, Minutes & Attendance Registers	
KZN066-DPL- SO 25.1.1	DPL 11	Spacial and Environmental	To ensure that the Municipality's strategic and projects take cognizance of environmental sensitive areas and promote the environmental assets	Development and implementation of a Strategic Environmental Assessment for the Municipality	Application for funding to prepare Strategic Environmental Assessment by 30 June 2019	Application for funding to prepare Strategic Environmental Assessment by 30 September 2018	Follow-up on Application for funding to prepare Strategic Environmental Assessment by 31 December 2018	Application for funding to prepare Strategic Environmental Assessment by 31 March 2019	Follow-up on Application for funding to prepare Strategic Environmental Assessment by 30 June 2019		Copy of application and proof of submission and proof of follow-ups made	
KZN066-DPL- SO 25.1.2	DPL 12	Spacial and Environmental	Promotion of integrated and coordinated spatial development within the municipality	Ensure that due consideration is given to the impact on the environment caused by projects planned and implemented within the municipal area	12 Monthly inspections done within 4 days of receiving inspection form (buildings under construction) by 30 June 2019	1 Monthly inspections done within 4 days of receiving inspection form (buildings under construction) by 30 September 2018	3 Monthly inspections done within 4 days of receiving inspection form (buildings under construction) by 31 December 2018	3 Monthly inspections done within 4 days of receiving inspection form (buildings under construction) by 31 March 2019	3 Monthly inspections done within 4 days of receiving inspection form (buildings under construction) by 30 June 2019		Copy of Inspection Form & Summary Report on inspection done and time taken to perform it from date of receiving request	
KZN066-DPL- SO 25.1.2.1	DPL 12.1	Spacial and Environmental	Promotion of integrated and coordinated spatial development within the municipality	Ensure that due consideration is given to the impact on the environment caused by projects planned and implemented within the municipal area	% of Building Plans approved within 60 days of meeting all requirements by 30 June 2019	100% of Building Plans approved within 60 days of meeting all requirements by 30 September 2018	100% of Building Plans approved within 60 days of meeting all requirements by 31 December 2018	100% of Building Plans approved within 60 days of meeting all requirements by 31 March 2019	100% of Building Plans approved within 60 days of meeting all requirements by 30 June 2019		Building Plan Register, Letter of Approval / Disapproval Letter	
KZN066-DPL- SO23.1.3	DPL 13	Municipal Financial Viability & Management	To ensure that the municipality remains financially viable	To effectively and efficiently manage the municipality's cash flow	Collection of budgeted Revenue for the financial year amounting to R859 445 00	Collection of budgeted Revenue for the financial year amounting to R1 138 000 000	Collection of budgeted Revenue for the financial year amounting to R24 000 000 by 31 December 2018	Collection of budgeted Revenue for the financial year amounting to R24 000 000 by 31 March 2019	Collection of budgeted Revenue for the financial year amounting to R24 000 000 by 30 June 2019		Income and expenditure report	
KZN066-DPL- SO23.1.3.1	DPL 13.1	Municipal Financial Viability & Management	To ensure that the municipality remains financially viable	To effectively and efficiently manage the municipality's cash flow	Collection of budgeted operational expenditure within budgetary limits of R7 223 923 00	Collection of budgeted operational expenditure within budgetary limits of R6 384 000 000 by 31 September 2018	Collection of budgeted operational expenditure within budgetary limits of R6 384 000 000 by 31 December 2018	Collection of budgeted operational expenditure within budgetary limits of R6 384 000 000 by 31 March 2019	Collection of budgeted operational expenditure within budgetary limits of R6 384 000 000 by 30 June 2019		Income and expenditure report	

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KZN2066-DPL- SO 23.1.3.2	DPL 132	<b>Municipal Financial Viability and Management</b>	To ensure that the municipality remains financially viable.	To effectively and efficiently manage the Municipality's Cash Flow	Number of Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Department by Head of Budget Steering Committee	12	na	17 Monthly Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Budget Steering Committee by Head of Department by 30 June 2019	3 Monthly Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Budget Steering Committee by Head of Department by 31 December 2018	3 Monthly Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Budget Steering Committee by Head of Department by 31 March 2019	3 Monthly Progress Reports on the Implementation of the Approved Financial Recovery Plan submitted to the Municipal Manager by 30 June 2019	Useful of Action Plan on the Implementation of the Approved Financial Recovery Plan submitted by CO to the Budget & Steering Committee
KZN2066-DPL- SO 23.2.3	DPL 14	<b>Municipal Financial Viability and Management</b>	To ensure the maintenance of sound financial practices	To work towards obtaining a Clean Audit Report from the Auditor-General	Number of Progress Reports on AG Action Plan submitted to the Municipal Manager	6	na	6 Progress Reports on AG Action Plan submitted to the Municipal Manager by 30 June 2019	na	3 Progress Reports on the AG Action Plan submitted to the Municipal Manager by 21 March 2019	3 Progress Reports on the AG Action Plan submitted to the Municipal Manager by 30 June 2019	Progress Reports and Proof of submission

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PERSONAL DEVELOPMENT PLAN

MUNICIPALITY: ULUNDI  
INCUMBENT: R-M. MALIBUKO  
SALARY: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_  
REPORT TO: \_\_\_\_\_

<p>1. What are the competencies required for this job (refer to competency profile of job description)?</p> <p><u>NQF 7</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>2. What competencies from the above list, does the job holder already possess?</p> <p><u>NQF 8</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)</p> <p><u>N/A</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4. Actions/Training interventions to address the gaps/needs</p> <p><u>N/A</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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<p>5. Indicate the competencies required for future career progression/development</p> <p>_____</p> <p>_____ N/A _____</p> <p>_____</p> <p>_____</p>
<p>6. Actions/Training interventions to address future progression</p> <p>_____</p> <p>_____ N/A _____</p> <p>_____</p> <p>_____</p>
<p>7. Comments/Remarks of the Incumbent</p> <p>_____ NONE _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>8. Comments/Remarks of the supervisor</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Agreed upon

Signature: 

Supervisor: N.G. ZULLI

Date: 30/07/2018

Signature: 

Incumbent: R. W. MPA 21 BOK

Date: 30/07/2018

Date of next review: 1/07/2019

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**DISCLOSURE FORM FOR BENEFITS AND INTERESTS**

I, the undersigned (Surname and Initials) MAZIBUKO K.M  
 (Postal Address) BOX 400  
VLUNDI  
 (Residential Address) M R H A Z A N G E AREA  
 (Position Held) DIRECTOR : PLANNING & DEVELOPMENT  
 (Name of Municipality) VLUNDI  
 Tel: 0835517333 Fax: \_\_\_\_\_  
 hereby certify that the following information is complete and correct to the best of my knowledge:

**1. Shares, securities and other financial interests (Not bank accounts with financial institutions.)**

Number of shares/Extent of financial interest	Nature	Nominal Value	Name of Company/Entity
	N/A		

**2. Interest in a trust**

Name of trust	Amount of Remuneration/ Income
N/A	

**3. Membership, directorships and partnerships**

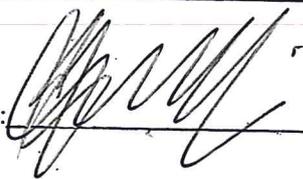
Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
	N/A	

**4. Remunerated work outside the Municipality (Must be sanctioned by Council.)**

Name of Employer	Type of Work	Amount of remuneration/ Income
	N/A	

**CONFIDENTIAL**

Council

Signature by Mayor or Designate:  Date: 30/07/2018

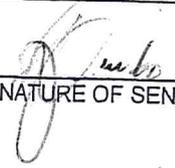
**5. Consultancies, Retainerships and Relationships**

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

6. Subsidies, grants and sponsorships by any organisation		
Source of assistance	Descriptions of assistance	Value of assistance
N/A		

7. Gifts and Hospitality from a source rather than a family member		
Description	Value	Member
N/A		

8. Land and Property			
Description	Extent	Area	Value
House		Pretoria	± R 800.000-00
House	N/A	Mkhegane	± R 200.000-00

  
 SIGNATURE OF SENIOR MANAGER

DATE: 30/07/2018

PLACE: U/LUNDI

## 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—

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- (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.

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#### **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.

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## **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.

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