



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mr Mxolisi Alexius Nkosi **(Full Name)**

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

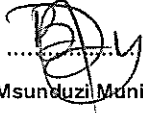
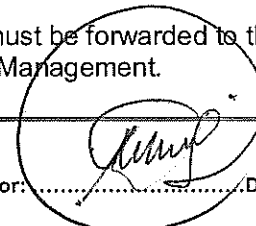
AND

Ms Boniwe Zulu **(Full Name)**

As the *DMM: Community Services* **(Jobholder)**

PERIOD OF AGREEMENT: 01 July 2015 to 30 June 2016

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

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE


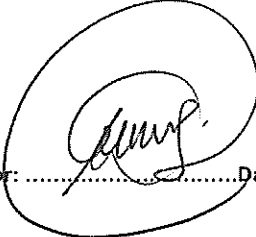
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the 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 2015 to 30 June 2016**.
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. JOB DETAILS

Employee Number	:	0106810
Management level	:	Level 2
Component	:	Community Services
Unit	:	Community Services
Location	:	Head Office – AS Chetty
Occupational classification	:	Senior Management – Section 56
Designation	:	Deputy Municipal Manager: Community Services

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015



4. JOB PURPOSE

The purpose of the DMM: Community Services' job should be in line with the Municipality's priorities as identified in the 2015 – 2016 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Community Services is to assist the Municipal 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 DMM: Community Services and has the responsibility for Municipal Community Services. The incumbent will provide continuous Management and other relevant information to the Municipal Manager in the Municipality's delivery of services.

5. JOB FUNCTIONS


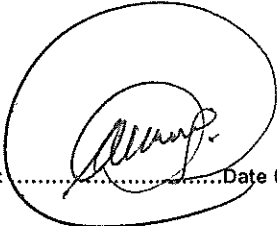
The key functions of the jobholder are to:

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

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

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

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015



In turn the supervisor shall:

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

7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK

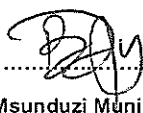
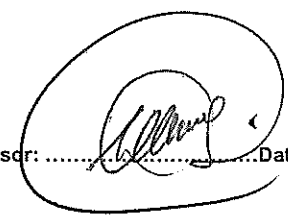
Performance will be assessed according to the information contained in the Workplan.

- 7.1 The Key Performance Areas (KPA's) 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 KPA's within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPA's are outlined in the attached work plan. KPA's should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

NB: KPA's should preferably not exceed five (5).

Key Performance Areas (KPA's)	Weight
1. WORKPLAN 1: ABM	20%
2. WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT	20%
3. WORKPLAN 3: COMMUNITY DEVELOPMENT & HEALTH & SOCIAL SERVICES	20%
4. WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
TOTAL	100%

NOTE: WEIGHTING OF KPA's MUST TOTAL 100%

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015



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


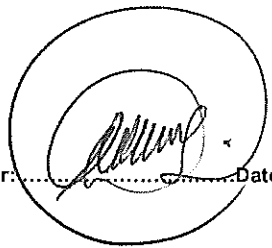
7.4

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

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015



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.


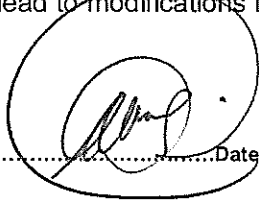
10. DEVELOPMENTAL REQUIREMENTS

- 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 2014/2015	AUGUST/SEPTEMBER 2015
QUARTER 1 – 2015/2016 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2015
QUARTER 2 – 2015/2016 FINANCIAL YEAR	FEBRUARY 2016
QUARTER 3 – 2015/2016 FINANCIAL YEAR (ORAL)	APRIL/MAY 2016

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.

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12. DISPUTE RESOLUTIONS

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

13. AMENDMENT OF AGREEMENT

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

- 14.** The following are annexures of this individual annual performance agreement for the 2015/16 financial year:

ANNEXURE A: CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS
ANNEXURE B: FINANCIAL DECLARATION FORM
ANNEXURE C: PERSONAL DEVELOPMENT PLAN
ANNEXURE D: INDIVIDUAL WORKPLAN

15. SIGNATURES OF PARTIES TO THE AGREEMENT

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

Name of Jobholder: *BONIWE Zulu*

Signature: *[Signature]* Date: 07 / 07 / 2015

AND

Name of Supervisor: *M. A. Nxosi*

Signature: *[Signature]* Date: 07 / 07 / 2015

Signatures: Employee: *[Signature]* Date 07 / 07 / 2015 Supervisor: *[Signature]* Date 07 / 07 / 2015

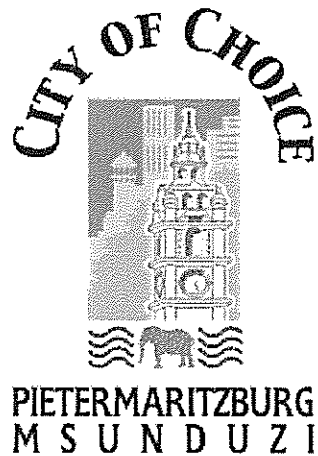


ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee: Date 07 / 07 / 2015 Supervisor: Date 07 / 07 / 2015



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

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- (b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.
- (2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—
- (a) be a party to a contract for—
 - (i) the provision of goods or services to the municipality; or
 - (ii) the performance of any work for the municipality otherwise than as a staff member; (b) obtain a financial interest in any business of the municipality; or
 - (c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

- (1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.
- (2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

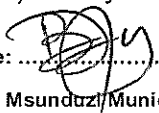
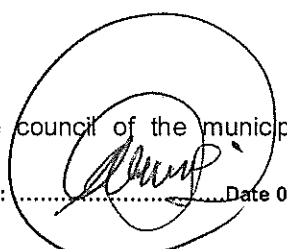
6. Unauthorised disclosure of information

- (1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.
- (2) For the purpose of this item "privileged or confidential information" includes any information—
- (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
 - (b) discussed in closed session by the council or a committee of the council; (c) disclosure of which would violate a person's right to privacy; or
 - (d) declared to be privileged, confidential or secret in terms of any law.
- (3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. Undue influence

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015



functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;

(b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or

(c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

8. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
- (b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or
- (d) doing or not doing anything within that staff member's powers or duties.

(2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

9. Council property

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

10. Payment of arrears

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

11. Participation in elections

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

12. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

13. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.

Signatures: Employee: Date 07 / 07 / 2015 Supervisor: Date 07 / 07 / 2015



14. Breaches of Code

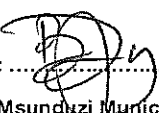
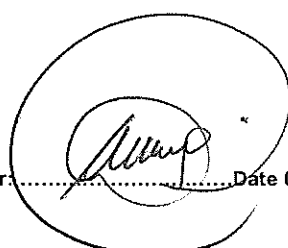
Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

14A. Disciplinary steps

(1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.

(2) Such other disciplinary steps may include—

- (a) suspension without pay for no longer than three months; (b) demotion;
- (c) transfer to another post;
- (d) reduction in salary, allowances or other benefits; or
- (e) an appropriate fine.

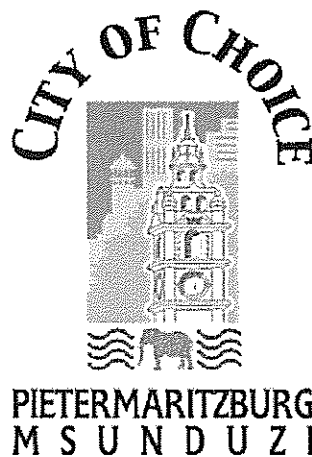
Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee: Date 07 / 07 / 2015 Supervisor: Date 07 / 07 / 2015



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Zulu B of
P.O. Box 959 Koksmo 4700
 _____ (Postal address) and
206 MURRAY STREET KOKSMO 4700
 _____ (Residential address)
 employed as DEPUTY MUNICIPAL MANAGER at the MSUNDUZI MUNICIPALITY
 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
N/A			

2. Directorships and Partnerships

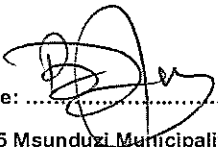
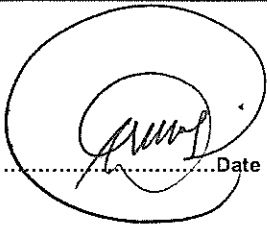
See information sheet: Note (2)

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

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
N/A		

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015



SIGNATURE OF EMPLOYEE: _____

[Handwritten Signature]

DATE: 07 / 07 / 2015

PLACE: PIETERMARITZBURG

OATH/AFFIRMATION

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

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

Answer YES

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

Answer no

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

Answer yes

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

COMMISSIONER OF OATH
LELANI VAN DEN BERG
P.O.Box 1078, Hilton
Admitted Attorney
Kwa Zulu Natal

[Handwritten Signature]

Commissioner of Oath / Justice of the Peace

Full first names and surname: Lelani van den Berg (Block letters)

Designation (rank): Legal Advisor Ex Officio Republic of South Africa

Street address of institution: _____

Date: 3 July 2015

Place: Pietermaritzburg

CONTENTS NOTED: MM MAYOR

DATE: _____

[Handwritten Signature]

Signatures: Employee: _____ Date 07 / 07 / 2015 Supervisor: _____ Date 07 / 07 / 2015



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
	N/A		

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
	N/A	

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

See information sheet: Note (6)

Description	Value	Source
	N/A	

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
	N/A		

Signatures: Employee: _____ Date 07 / 07 / 2015 Supervisor: _____ Date 07 / 07 / 2015



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council)

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

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainerships

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

Signatures: Employee: Date 07 / 07 / 2015 Supervisor: Date 07 / 07 / 2015



consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

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

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

NOTE 7: Land and Property

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

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

Signatures: Employee: Date 07 / 07 / 2015 Supervisor: Date 07 / 07 / 2015



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mr Mxolisi Alexis Nkosi (Full Name)

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

AND

Ms Boniwe Zulu (Full Name)

As the *DMM: Community Services* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2015 to 30 June 2016

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

Signatures: Employee: Date 07 / 07 / 2015 Supervisor: Date 07 / 07 / 2015



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	Ms BONIWE ZULU
JOB TITLE:	DEPUTY MUNICIPAL MANAGER
SUPERVISOR	MUNICIPAL 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)?

BACHELOR'S DEGREE

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

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

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

Signatures: Employee: Date 07 / 07 / 2015 Supervisor: Date 07 / 07 / 2015



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

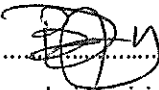
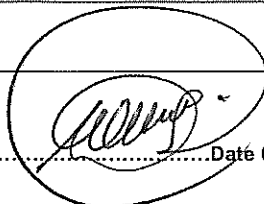
6. Actions/Training interventions to address future progression

7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2015/2016 FINANCIAL YEAR



AGREED UPON:

Signature:

A handwritten signature in black ink, appearing to be "M.A. Nkosi", enclosed within a large, hand-drawn oval.

Supervisor:

M.A. Nkosi

Date:

07 / 07 / 2015

Signature:

A handwritten signature in black ink, appearing to be "Boniwe Zulu", enclosed within a large, hand-drawn oval.


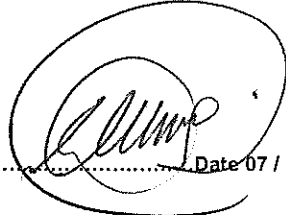
Incumbent:

Boniwe Zulu

Date:

07 / 07 / 2015

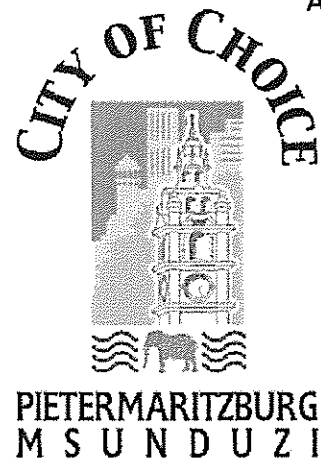
Date of next review: _____

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015



ANNEXURE D

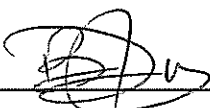
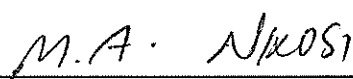
**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**

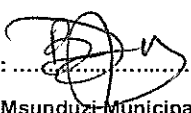
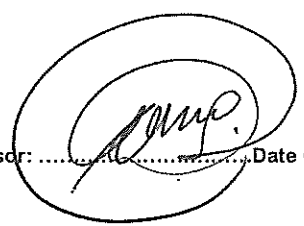


EMPLOYEE NUMBER:	0106820
SURNAME & INITIALS:	Ms. BONIWE ZULU
DESIGNATION:	DEPUTY MUNICIPAL MANAGER
COMPONENT:	COMMUNITY SERVICES
UNIT:	COMMUNITY SERVICES
MANAGEMENT LEVEL:	LEVEL 2
OCCUPATIONAL CLASSIFICATION	SENIOR MANAGEMENT – SECTION 56
LOCATION:	AS CHETTY BUILDING

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

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

EMPLOYEE:	
DATE:	07 / 07 / 2015
SUPERVISOR:	
DATE:	07 / 07 / 2015

Signatures: Employee:  Date 07 / 07 / 2015 Supervisor:  Date 07 / 07 / 2015

MSUNDUZI MUNICIPALITY

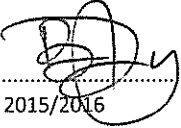
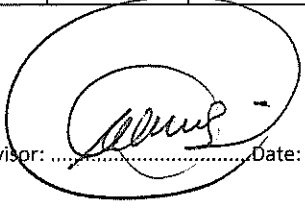
NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 1: ABM

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	ABM 01	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Complaints referral/	All community complaints forwarded to customer services and departments within 2 days in 2014/2015	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 2016	Turnaround time for Community complaints received referred to customer services and departments	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of September 2015	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by the 31st of December 2015	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 31st of March 2016	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 2016
E	E1	ABM 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Community Based Planning	7 wards do not have ward plans	7 ward plans for wards, 1,2,3,5,6,18,25 developed and submitted to SMC by the 29th of February 2016	Number of ward plans developed and submitted to SMC by the 29th of February 2016	3 ward plans developed and submitted to SMC by the 30th of September 2015	6 ward plans developed and submitted to SMC by the 31st of December 2015	7 ward plans for wards, 1,2,3,5,6,18,25 developed and submitted to SMC by the 29th of February 2016	N/A
E	E2	ABM 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Conduct IDP/ Budget needs surveys	1 Survey conducted	1 x IDP/ Budget needs Izimbizo Survey conducted in each of the 5 Zones of Council by the 31st of December 2015	Number of IDP/ Budget needs Izimbizo Surveys conducted in each of the 5 Zones of Council	N/A	1 x IDP/ Budget needs Izimbizo Survey conducted in each of the 5 Zones of Council by the 31st of December 2015	N/A	N/A

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY

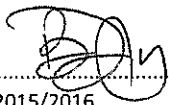
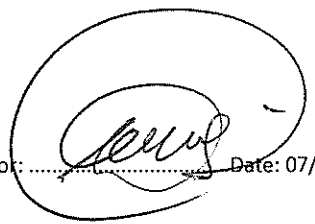
NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 1: ABM

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASLINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	ABM 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Effective mechanisms, processes and procedures for Community Participation	Establish formal linkage with LAC (Local Aids Council)	No structural/for mal linkage with Local Aids Council	12 x OSS functionality reports produced and submitted to LAC by the 30th of June 2016	Number of OSS functionality reports submitted to Local Aids Council (LAC)	3 x OSS functionality reports produced and submitted to LAC by the 30th of September 2015	6 x OSS functionality reports produced and submitted to LAC by the 31st of December 2015	9 x OSS functionality reports produced and submitted to LAC by the 31st of March 2016	12 x OSS functionality reports produced and submitted to LAC by the 30th of June 2016
E	E3	ABM 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Implement the public participation policy	Public participation policy presented to all new 37 ward committees in 2017	1 x public participation policy presentation conducted for each of the new 37 ward committees of council by the 30th of June 2016	Number of public participation policy presentation conducted for each of the new 37 ward committees of council by the 30th of June 2016	N/A	N/A	N/A	1 x public participation policy presentation conducted for each of the new 37 ward committees of council by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY

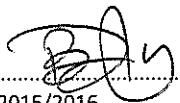
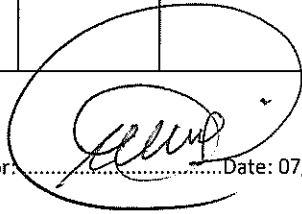
NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 1: ABM

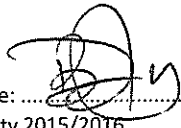

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	ABM 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Ward Audits	Existing ward audits	4 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by the 30th of June 2016	Number of quarterly ward audit reports prepared and submitted to SMC	1 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by the 30th of September 2015	2 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by the 31st of December 2015	3 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by the 31st of March 2016	4 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by the 30th of June 2016
E	E1	ABM 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Effective mechanisms, processes and procedures for Community Participation	Institutionalization of Participation	SDBIP	1 x ABM Report on the presentation of the SDBIP 2015/2016 to each of the 37 wards (ward based SDBIP) of Council prepared and submitted to OMC by the 31st of May 2016	Number of Report sent to OMC	Initial consultation with ward committee by the 30th of September 2015	consultation with Business Unit by the 31st of December 2015	Monitor consultation between ward committees and Business Units by the 31st of March 2016	1 x ABM Report on the presentation of the SDBIP 2015/2016 to each of the 37 wards (ward based SDBIP) of Council prepared and submitted to OMC by the 31st of May 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 1: ABM									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	ABM 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	War Rooms	Support Established war rooms	32 Established War Rooms	12 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of June 2016	Number of monthly reports produced and submitted to OMC on the functioning of OSS and established war rooms	3 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of September 2015	6 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 31st of December 2015	9 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 31st of March 2016	12 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY

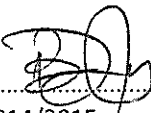

NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F2	PSDM 01	NKPA 6 - CROSS CUTTING	Disaster Management	Awareness Campaigns	(5) Number of awareness campaigns	5 x Disaster awareness Campaigns (1 campaign per zone) conducted by the 30th of June 2016	Number of disaster awareness campaigns conducted	N/A	N/A	3 x Disaster awareness Campaigns (1 campaign per zone) completed by the 30th of April 2016	5 x Disaster awareness Campaigns (1 campaign per zone) completed by the 30th of June 2016
F	F2	PSDM 02	NKPA 6 - CROSS CUTTING	Disaster Management	Approval of DM Plan	Draft DM PLAN	Disaster management plan reviewed and submitted to SMC by the 30th of June 2016 for approval by Council	Date Disaster management plan reviewed and submitted to SMC for approval by Council	N/A	N/A	N/A	Disaster management plan reviewed and submitted to SMC by the 30th of June 2016 for approval by Council

Signatures: Employee:  Date: 27/07/2015 Supervisor:  Date: 27/07/2015

Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY

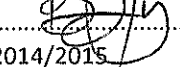
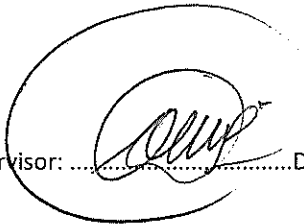
NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F2	PSDM 03	NKPA 6 - CROSS CUTTING	Disaster Management	Implementation of the Approved Disaster management plan/strategy	Currently there is no set standard for turnaround times	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by 30th June 2016	Turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy	24Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of September 2015	24Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of December 2015	24Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of March 2016	24Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by 30th June 2016
F	F2	PSDM 04	NKPA 6 - CROSS CUTTING	Disaster Management	Implementation of the Approved Disaster management plan/strategy	No Relief/Response Committees in place.	37 Disaster Relief/Response Committees Trained by PSDM in 5 municipal zones according to the Approved DM plan/strategy by the 30th June 2016	Number of Disaster Relief/Response Committees trained by PSDM in 5 municipal zones according to the Approved DM plan/strategy	N/A	N/A	N/A	37 Disaster Relief/Response Committees trained by PSDM in 5 municipal zones according to the Approved DM plan/strategy by the 30th June 2016

Signatures: Employee:  Date: 23/07/2015 Supervisor:  Date: 23/07/2015

Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY

NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F2	PSDM 05	NKPA 6 - CROSS CUTTING	Fire & Rescue	Fire & Rescue Public awareness presentations facilitated by PSDM	N/A (New KPI)	50 Fire & Rescue public awareness presentations conducted by the 30th of June 2016	Number of Fire & Rescue public awareness presentations conducted	15 Fire & Rescue public awareness presentations conducted by the 30th of September 2015	25 Fire & Rescue public awareness presentations conducted by the 31st of December 2015	35 Fire & Rescue public awareness presentations conducted by the 31st of March 2016	50 Fire & Rescue public awareness presentations conducted by the 30th of June 2016
F	F2	PSDM 06	NKPA 6 - CROSS CUTTING	Fire & Rescue	Major Hazards Visitations by PSDM	24 Major Hazard Visitations conducted by the 30th of June 2014	24 Major Hazard Visitations conducted by the 30th of June 2016	Number of Major hazard Visitations conducted	6 Major Hazard Visitations conducted by the 30th of September 2015	12 Major Hazard Visitations conducted by the 31st of December 2015	18 Major Hazard Visitations conducted by the 31st of March 2016	24 Major Hazard Visitations conducted by the 30th of June 2016
F	F2	PSDM 07	NKPA 6 - CROSS CUTTING	Fire & Rescue	Fire & Rescue fire inspections	800 fire inspections conducted by the 30 th of June 2014	800 fire inspections conducted by the 30 th of June 2016	Number of fire inspections conducted	210 fire inspections conducted by the 30th of September 2015	400 fire inspections conducted by the 31st of December 2015	590 fire inspections conducted by the 31st of March 2016	800 fire inspections conducted by the 30th of June 2015
F	F2	PSDM 08	NKPA 6 - CROSS CUTTING	Public Safety & Law Enforcement	Road safety, Alcohol, Drug and Substance abuse campaigns	120 Road Safety awareness sessions	120 road safety awareness sessions conducted by the 30th of June 2016	Number of road safety awareness sessions conducted	30 road safety awareness sessions conducted by PSDM before 30th September 2015	60 road safety awareness sessions conducted by PSDM before the 31st December 2015	90 road safety awareness sessions conducted by PSDM before the 31st March 2016	120 road safety awareness sessions conducted by the 30th of June 2016

Signatures: Employee:  Date: 27/07/2015 Supervisor:  Date: 27/07/2015

Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY

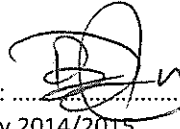

NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

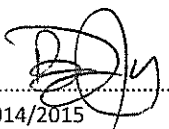

WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT

WEIGHT (%): 20%

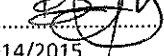
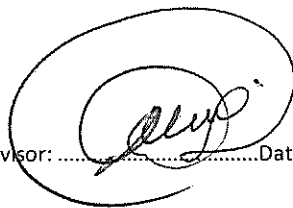
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F2	PSDM 09	NKPA 6 - CROSS CUTTING	Public Safety & Law Enforcement	Fire arm audit	Fire arm audit conducted in Compliance with Fire Arms Controls Act	4 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 30th of June 2016	Number of Fire Arm Audits Conducted	1 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 30th of September 2015	2 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 31st December	3 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 31st March 2016	4 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 30th June 2016
F	F2	PSDM 10	NKPA 6 - CROSS CUTTING	Public Safety & Law Enforcement	Fire Arm Training for all municipal fire arm holders	Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders	2 x Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders conducted by the 30th of June 2016	Number of Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders conducted	N/A	1 x Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders conducted by the 30th of November 2015	N/A	2 x Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders conducted by the 30th of June 2016

Signatures: Employee:  Date: 27/07/2015 Supervisor:  Date: 27/07/2015
Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 3: COMMUNITY DEVELOPMENT & HEALTH & SOCIAL SERVICES									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B1	COM DEV 01	NKPA 2 - BASIC SERVICE DELIVERY	Grass cutting	Maintenance of verges, open spaces and parks	3 cuts in 37 wards per grass cutting season (September 2015 to May 2016)	Grass cut in 37 wards three times a season. (September 2015 to May 2016) by the 30th of May 2016	Number of cuts per ward per season	Grass cut in 37 wards three times a season by the 30th of September 2015	Grass cut in 37 wards three times a season by the 31st of December 2015	Grass cut in 37 wards three times a season by the 31st of March 2016	Grass cut in 37 wards three times a season by the 31st of May 2016
B	B1	COM DEV 02	NKPA 2 - BASIC SERVICE DELIVERY	Landscaping and beatification	Maintenance and landscaping of islands, municipal gardens and main entrances	21 islands and 19 main arterial entrances	21 islands and 19 main entrances of Council Buildings maintained monthly by the 30th of June 2016	Number of islands and main entrances of Council Buildings maintained monthly	21 islands and 19 main entrances of Council Buildings maintained monthly by the 30th of September 2015	21 islands and 19 main entrances of Council Buildings maintained monthly by the 31st of December 2015	21 islands and 19 main entrances of Council Buildings maintained monthly by the 31st of March 2016	21 islands and 19 main entrances of Council Buildings maintained monthly by the 30th of June 2016
B	B1	COM DEV 03	NKPA 2 - BASIC SERVICE DELIVERY	Libraries	Maintenance and landscaping of council grounds and gardens at libraries and halls	9 Libraries maintained every month	11 libraries maintained every month by 30th of June 2016	Number of libraries maintained	11 libraries maintained every month by the 30th of September 2015	11 libraries maintained every month by the 31st of December 2015	11 libraries & 36 operational halls maintained every month by the 31st of March 2016	11 libraries & 36 operational halls maintained every month by 30th of June 2016
B	B1	COM DEV 04	NKPA 2 - BASIC SERVICE DELIVERY	Halls	Maintenance and landscaping of council grounds and gardens at libraries and halls	9 Libraries maintained every month	36 operational halls maintained every month by 30th of June 2016	Number of operational halls maintained every month	36 operational halls maintained every month by the 30th of September 2015	36 operational halls maintained every month by the 31st of December 2015	36 operational halls maintained every month by the 31st of March 2016	36 operational halls maintained every month by 30th of June 2016

Signatures: Employee:  Date: 27/07/2015 Supervisor:  Date: 27/07/2015
Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 3: COMMUNITY DEVELOPMENT & HEALTH & SOCIAL SERVICES									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B2	COM DEV 05	NKPA 2 - BASIC SERVICE DELIVERY	Upgrading of library facilities	Maintenance of 8 libraries	8 Libraries maintained	8 Libraries Renovated & maintained as per approved Maintenance Plan by the 30th of April 2016	Number of Libraries Renovated & maintained as per approved Maintenance Plan	3 Libraries Renovated & maintained as per approved Maintenance Plan by the 30th of September 2015	5 libraries Renovated & maintained as per approved Maintenance Plan by the 30th of November 2015	N/A	8 Libraries Renovated & maintained as per approved Maintenance Plan by the 30th of April 2016
B	B3	COM DEV 06	NKPA 2 - BASIC SERVICE DELIVERY	Access to library services	Acquisition of books	Shortage of African Books	750 library books purchased by the 30th of June 2016	Number of books purchased	200 books purchased by the 31st of July 2015	350 books purchased by the 31st of December 2015	550 books purchased by the 31st of March 2016	750 library books purchased by the 30th of June 2016
B	B1	COM DEV 07	NKPA 2 - BASIC SERVICE DELIVERY	waste collection to Vulindlela	determine extent of proposed refuse collection services to Vulindlela	nil services	Development and submission of a plan to extend refuse collection to Vulindlela to SMC by the 31st of October 2015 for Council Approval	Date plan to extend refuse collection to Vulindlela	feasibility study by the 30th of September 2015	Development and submission of a plan to extend refuse collection to Vulindlela to SMC by the 31st of December 2015 for Council Approval	N/A	N/A
B	B1	COM DEV 08	NKPA 2 - BASIC SERVICE DELIVERY	Kwa-Pata recycling Centre Imbali	Recycling Centre Imbali	nil services	Recycling centre constructed in Kwa-Pata (Imbali) by the 30th of June 2016	Date Recycling centre construction completed	Tender phase completed by the 30th of September 2015	Fencing completed by the 31st of December 2015	Bays completed by the 31st of March 2016	Recycling centre constructed in Kwa-Pata (Imbali) by the 30th of June 2016

Signatures: Employee:  Date: 27/07/2015 Supervisor:  Date: 27/07/2015
Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY

NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 3: COMMUNITY DEVELOPMENT & HEALTH & SOCIAL SERVICES

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B1	COM DEV 09	NKPA 2 - BASIC SERVICE DELIVERY	Supply of 1.5m3 Refuse containers to business	Purchase of 1.5m3 Refuse containers to business	Insufficient refuse containers for businesses	10 x 15m3 refuse containers purchased by the 31st of December 2015	Number & Size of refuse containers purchased	5 x 15m3 refuse containers purchased by the 30th of September 2015	10 x 15m3 refuse containers purchased by the 31st of December 2015	N/A	N/A
B	B1	COM DEV 10	NKPA 2 - BASIC SERVICE DELIVERY	Supply of 1.75m3 Refuse Bins for paying customers	Purchase of 1.75m3 Refuse Bins for paying customers	insufficient refuse bins for paying customers	46 x 1.75m3 refuse bins purchased by the 31st of March 2015	Number & Size of refuse bins purchased	15 x 1.75m3 refuse bins purchased by the 30th of September 2015	30 x 1.75m3 refuse bins purchased by the 31st of December 2015	46 x 1.75m3 refuse bins purchased by the 31st of March 2015	N/A
B	B1	COM DEV 11	NKPA 2 - BASIC SERVICE DELIVERY	Community outreach programme	Arts Exhibitions	24 x Art exhibitions held by the 30th of June 2014	24 x Art exhibitions held by the 30th of June 2015	Number of art exhibitions held	6 x Art exhibitions held by the 31st of September 2015	12 x Art exhibitions held by the 31st of December 2015	18 x Art exhibitions held by the 31st of March 2016	24 x Art exhibitions held by the 30th of June 2016
F	F2	H&SS 01	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Vector control	6,000	11000 sites baited and/or treated for Vector Control according to the vector control site schedule by the 30th of June 2016	Number of sites baited and/or treated for Vector Control according to the vector control site schedule	2750 sites baited and/or treated for Vector Control according to the vector control site schedule by the 30th of September 2015	5500 sites baited and/or treated for Vector Control according to the vector control site schedule by the 31st of December 2015	8250 sites baited and/or treated for Vector Control according to the vector control site schedule by the 31st of March 2016	11000 sites baited and/or treated for Vector Control according to the vector control site schedule by the 30th of June 2016
F	F2	H&SS 02	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Food sampling	480	480 Food samples and 480 Food swabs taken & analyzed according to the food sampling plan by the 30th of June 2016	Number of Food samples and Food swabs taken & analyzed according to the food sampling plan	120 Food samples and 120 Food swabs taken & analyzed according to the food sampling plan by the 30th of September 2015	240 Food samples and 240 Food swabs taken & analyzed according to the food sampling plan by the 31st of December 2015	360 Food samples and 360 Food swabs taken & analyzed according to the food sampling plan by the 31st of March 2016	480 Food samples and 480 Food swabs taken & analyzed according to the food sampling plan by the 30th of June 2016

Signatures: Employee:  Date: 27/07/2015 Supervisor:  Date: 27/07/2015

Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY

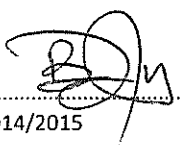

NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 3: COMMUNITY DEVELOPMENT & HEALTH & SOCIAL SERVICES

WEIGHT (%): 20%

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F	F2	H&SS 03	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Water quality control	1250	1250 water samples taken & analyzed for Water Quality Control according to the water sampling plan by the 30th of June 2016	Number of water samples taken & analyzed for Water Quality Control according to the water sampling plan	315 water samples taken & analyzed for Water Quality Control according to the water sampling plan by the 30th of September 2015	630 water samples taken & analyzed for Water Quality Control according to the water sampling plan by the 31st of December 2015	945 water samples taken & analyzed for Water Quality Control according to the water sampling plan by the 31st of March 2016	1250 water samples taken & analyzed for Water Quality Control according to the water sampling plan by the 30th of June 2016
F	F2	H&SS 04	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Environmental Health Inspections	9000	12 000 (businesses & residential) premises inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 30th of June 2016	Number of (businesses & residential) premises inspected annually for Environmental Health compliance according to the compliance inspection schedule	3000 premises (businesses & residential) inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 30th of September 2015	6000 premises (businesses & residential) inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 31st of December 2015	9000 premises (businesses & residential) inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 31st of March 2016	12 000 premises (businesses & residential) inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 30th of June 2016

Signatures: Employee:  Date: 27/07/2015 Supervisor:  Date: 27/07/2015

Msunduzi Municipality 2014/2015

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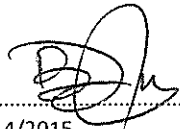

NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 3: COMMUNITY DEVELOPMENT & HEALTH & SOCIAL SERVICES

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B3	H&SS 05	NKPA 2 - BASIC SERVICE DELIVERY	HIV/AIDS	Ward Visits	N/A (New KPI)	180 ward visits conducted to support community care givers who provide home based care to those infected or affected by HIV/AIDS by the 30th of June 2016	Number of ward visits conducted to support community care givers who provide home based care to those infected or affected by HIV/AIDS	49 ward visits conducted to support community care givers who provide home based care to those infected or affected by HIV/AIDS by the 30th of September 2015	98 ward visits conducted to support community care givers who provide home based care to those infected or affected by HIV/AIDS by the 31st of December 2015	136 ward visits conducted to support community care givers who provide home based care to those infected or affected by HIV/AIDS by the 31st of March 2016	180 ward visits conducted to support community care givers who provide home based care to those infected or affected by HIV/AIDS by the 30th of June 2016
B	B3	H&SS 06	NKPA 2 - BASIC SERVICE DELIVERY	HIV/AIDS	Coordination of HIV/AIDS & Social Support Programmes	400	420 HIV/AIDS and social support programmes co-ordinated at schools, creches and within communities to provide support on preventative, curative and rehabilitation aspects in dealing with HIV/AIDS by the 30th of June 2016	Number of HIV/AIDS and social support programmes co-ordinated at schools, creches and within communities to provide support on preventative, curative and rehabilitation aspects in dealing with HIV/AIDS	114 HIV/AIDS and social support programmes co-ordinated at schools, creches and within communities to provide support on preventative, curative and rehabilitation aspects in dealing with HIV/AIDS by the 30th of September 2015	219 HIV/AIDS and social support programmes co-ordinated at schools, creches and within communities to provide support on preventative, curative and rehabilitation aspects in dealing with HIV/AIDS by the 31st of December 2015	324 HIV/AIDS and social support programmes co-ordinated at schools, creches and within communities to provide support on preventative, curative and rehabilitation aspects in dealing with HIV/AIDS by the 31st of March 2016	420 HIV/AIDS and social support programmes co-ordinated at schools, creches and within communities to provide support on preventative, curative and rehabilitation aspects in dealing with HIV/AIDS by the 30th of June 2016

Signatures: Employee:  Date: 27/02/2015 Supervisor:  Date: 27/02/2015
Msunduzi Municipality 2014/2015

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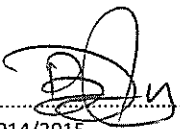
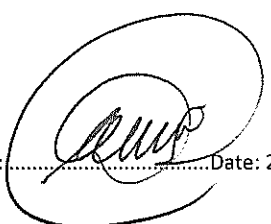
NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B1	RPI 05	NKPA 2 - BASIC SERVICE DELIVERY	IMPROVED ACCESS TO BASIC SERVICES	Improved access to basic services	N/A	120 000 households with access to refuse removal at least once per week	Number of households with access to refuse removal at least once per week	120 000 households with access to refuse removal at least once per week	120 000 households with access to refuse removal at least once per week	120 000 households with access to refuse removal at least once per week	120 000 households with access to refuse removal at least once per week
							100%		100%	100%	100%	100%
B	B1	B2B 11	NKPA 2 - BASIC SERVICE DELIVERY	1 - PUTTING PEOPLE FIRST	N/A	N/A	120 000 households with access to refuse removal at least once a week	Number of households have access to refuse removal	120 000 households with access to refuse removal at least once a week	120 000 households with access to refuse removal at least once a week	120 000 households with access to refuse removal at least once a week	120 000 households with access to refuse removal at least once a week
B	B1	B2B 12	NKPA 2 - BASIC SERVICE DELIVERY	1 - PUTTING PEOPLE FIRST	N/A	N/A	Weekly collection of households (domestic and business)	The frequency of collection of refuse in the municipality	Weekly collection of households (domestic and business)	Weekly collection of households (domestic and business)	Weekly collection of households (domestic and business)	Weekly collection of households (domestic and business)
C	C1	B2B 13	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	1 - PUTTING PEOPLE FIRST	N/A	N/A	1074	Number of jobs created through EPWP and CWP	1074	1074	1074	1074
C	C1	B2B 14	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	1 - PUTTING PEOPLE FIRST	N/A	N/A	13 919 040	Total Rand Value of EPWP jobs	3 479 760	3 479 760	3 479 760	3 479 760

Signatures: Employee:  Date: 23/07/2015 Supervisor:  Date: 23/07/2015
Msunduzi Municipality 2014/2015

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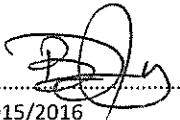
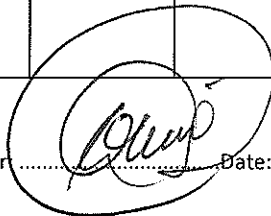
NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 5: PERFORMANCE MANAGEMENT

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASLINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards Development of the Municipal IDP	N/A	As per internal notification		N/A	N/A	As per internal notification	N/A
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards the Development of the Municipal SDBIP	N/A	As per internal notification		N/A	N/A	N/A	As per internal notification
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	1-Nov-15		N/A	1-Nov-15	N/A	N/A
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement	Performance agreement in place for 14/15 FY	7-Jul-15		7-Jul-15	N/A	N/A	N/A

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY

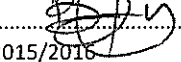
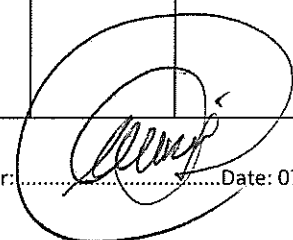
NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

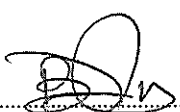
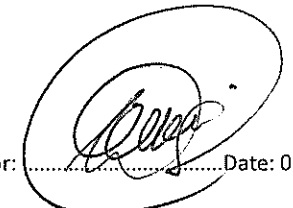
WORKPLAN 5: PERFORMANCE MANAGEMENT

WEIGHT (%): 20%

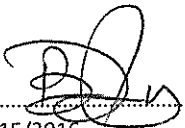
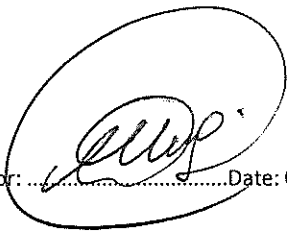
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	Monthly		Monthly	Monthly	Monthly	Monthly
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly section/unit Reports to OMC	N/A	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of SDBIP/ Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines		Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly SOCA reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
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A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Back to Basics monthly and quarterly reports to PMS unit for onwards Transmission	Monthly & Quarterly	Monthly/Quarterly (PMS unit) as per stipulated deadlines		Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Legislative Compliance Checklist monthly reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Publication of documentation on the municipal websites as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines		Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines

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Msunduzi Municipality 2015/2016

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A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	Annually as per stipulated deadlines		Annually	N/A	N/A	N/A
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Annual Assessment 14/15 FY End SEPT '15		End SEPT '15	N/A	N/A	N/A
		N/A					Q1 Assessment 15/16 FY End Dec '15		N/A	End Dec '15		N/A
		N/A					Q2 Assessment 15/16 FY End Feb '16		N/A	N/A	End Feb '16	N/A
		N/A					Q3 Assessment 15/16 FY End May '16		N/A	N/A	N/A	End May '16

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY

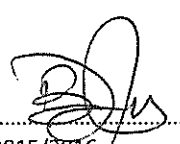
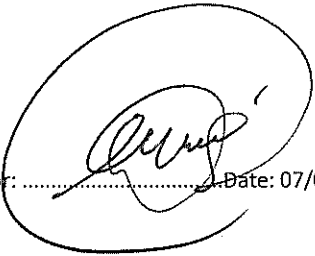
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WORKPLAN 5: PERFORMANCE MANAGEMENT

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A	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG Queries	Response to AG queries	N/A	Within the required time frames	Annually	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditure of grant funding	N/A	Within the timeframes contained in business plan/ projected cashflow expenditure	Monthly	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Budgeting and Expenditure Monitoring	Monthly Report with explanations for budget overruns & under expenditure	N/A	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month

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Msunduzi Municipality 2015/2016

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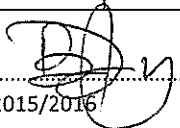
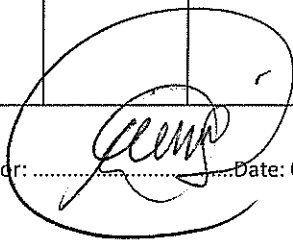
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WEIGHT (%): 20%

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A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Services Charter	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan	% Implementation	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Batho Pele Principles belief sets	N/A	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	% Implementation	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing Institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	% monitoring	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
 Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY


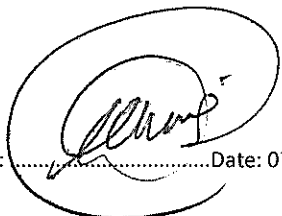
NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 5: PERFORMANCE MANAGEMENT

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Internal Audit queries	N/A	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Risk Management	N/A	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Stipulated timeframes as per approved Risk Management Action Plan	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

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