



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 Nomonde Mnukwa-Gwabeni (Full Name)

As the *DMM: Community Services* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2013 to 30 June 2014

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

Signatures: Employee: Date 12 / 07 / 2013 Supervisor: Date 12 / 07 / 2013



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

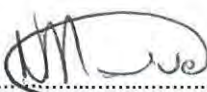
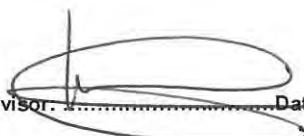
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.
- 1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this plan, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2013 to 30 June 2014, or when the employee's term of contract employment comes to an end, whichever is sooner.**
- 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	:	Nil
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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



4. JOB PURPOSE

The purpose of the **DMM: Community Services** job should be in line with the Municipality's priorities as identified in the *2013 – 2014 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

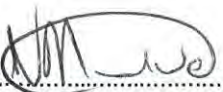
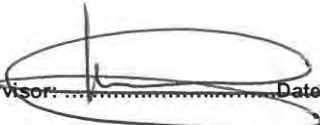
The key functions of the jobholder are to:

- ⇒ 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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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. Public Protection Services	30%
2. Area Based Management	15%
3. Community Development	30%
4. Health Services	15%
5. Performance Management	10%
TOTAL	100%

NOTE: WEIGHTING OF KPA's MUST TOTAL 100%

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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.

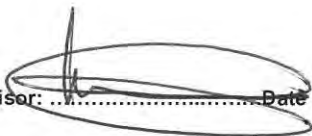
7.4

Core Managerial Competencies	Weight
*Financial Management	15%
*People Management & Empowerment	10%
*Client orientation & Customer Focus	15%
Strategic capability and leadership	15%
Programme and project management	10%
Change Management	5%
Knowledge Management	5%
Service Delivery Innovation	10%
Honesty and integrity	5%
Communication	10%
Total	100%

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

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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.

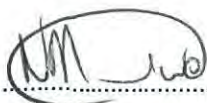
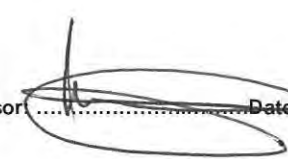
10. DEVELOPMENTAL REQUIREMENTS

- 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

Progress review 1 (Oral)	End Oct '13
Progress review 2	End Jan '14
Progress review 3 (Oral)	End April '14
Progress review 4	End July '14
Annual evaluation	End July '14

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1st and 3rd Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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.

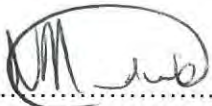
- 14.** The following are annexures of this individual annual performance agreement for the 2013/14 financial year:

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

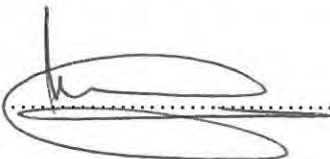
The contents of this document have been discussed and agreed with the Jobholder concerned.

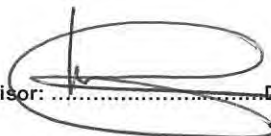
Name of Jobholder: NOMONDE MNUKWA - GWABENI

Signature:  Date: 12 / 07 / 2013

AND

Name of Supervisor: Neliswa Ngobo

Signature:  Date: 12 / 07 / 2013

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee: Date 12 / 07 / 2013 Supervisor: Date 12 / 07 / 2013



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

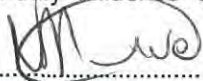
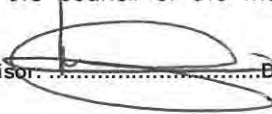
(d) declared to be privileged, confidential or secret in terms of any law.

(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

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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

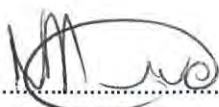
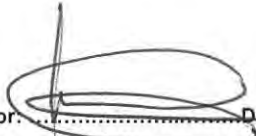
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



14. Breaches of Code

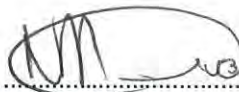
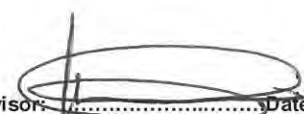
Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee: Date 12 / 07/ 2013 Supervisor: Date 12 / 07/ 2013



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) N. NUKWA - GWABENI N. of
P.O. Box 1680
KOKSTAD 4700 (Postal address) and
69 MNYATZA RD, KWA NOBUHLE BHONGWENI
KOKSTAD 4700 (Residential address)
employed as DMM: COMMUNITY SERVICES at the MSUNDUZI

Municipality hereby certify that the following information is complete and correct to the best of my knowledge:

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

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
10		R2500	NODACOM
10		R2500	SASOL
30		R30 000	CLUB LEISURE

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
BY GRACE HUMAN CAPITAL SOLUTIONS	CONSULTING	R89 000 PER MONTH
LYVEST GROUP	CONSULTING	NIL

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

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
N/A	N/A	N/A

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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	N/A	N/A	N/A

5. Sponsorships

See information sheet: Note (5)

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

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

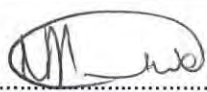
See information sheet: Note (6)

Description	Value	Source
N/A	N/A	N/A

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
HOUSE		BEACON BAY EAST LONDON	R1,000,000

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SIGNATURE OF EMPLOYEE: _____

DATE: 12 / 07 / 2013

PLACE: CITY HALL PMB

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 /Justice of the Peace

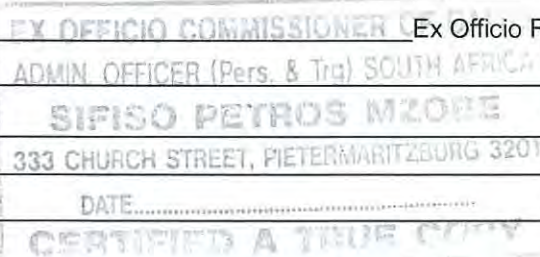
Full first names and surname: _____ (Block letters)

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

Street address of institution: _____

Date: 09/07/2013

Place: PMBury



CONTENTS NOTED: MAYOR _____

DATE: _____

Signatures: Employee: _____ Date 12 / 07 / 2013 Supervisor: _____ Date 12 / 07 / 2013



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)

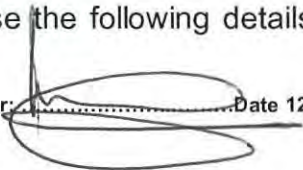
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- 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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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:

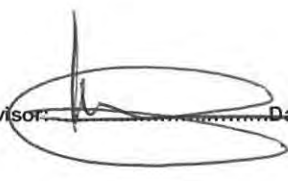
- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Mr Mxolisi Alexius Nkosi (Full Name)

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

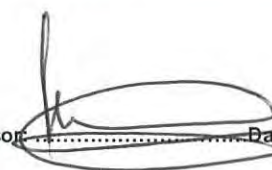
AND

Ms Nomonde Mnukwa-Gwabeni (Full Name)

As the *DMM: Community Services* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2013 to 30 June 2014

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

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	Ms NOMONDE MNUKWA-GWABENI
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)?

NQF level 7 Social Science; Certificate in Municipal Finance Management (SARA Qualification); Extensive knowledge of Local Government; Minimum of 7 years experience at senior Management level.

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

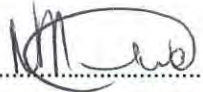
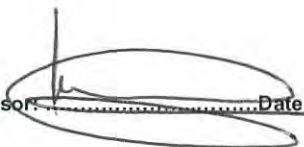
All except Municipal Finance Management

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

Municipal Finance Management

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

Municipal Finance Training

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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

Short course in Traffic Management & Security Services

6. Actions/Training interventions to address future progression

- i) Short course in Traffic Management & Security Services
- (ii) learning journey to institutions that perform the same functions

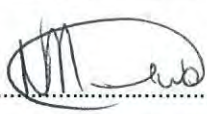
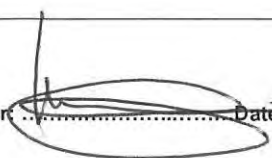
7. Comments/Remarks of the Incumbent

N/A

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2013/2014 FINANCIAL YEAR
DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES



AGREED UPON:

Signature: _____

Supervisor: _____

Date: 12/07/2013

Signature: _____

Incumbent: _____

Date: 12/07/2013

Date of next review: _____

Signatures: Employee: _____ Date 12 / 07 / 2013 Supervisor: _____ Date 12 / 07 / 2013



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER:	Nil
SURNAME & INITIALS:	Ms. NOMONDE MNUKWA-GWABENI
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:

12 / 07 / 2013

SUPERVISOR:

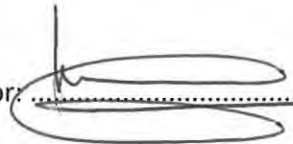


DATE:

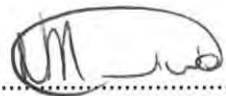
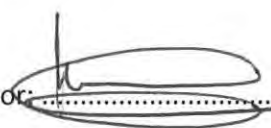
12 / 07 / 2013

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013

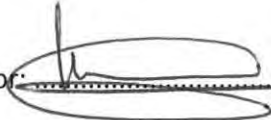
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (1): Public Protection Services												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services	30%	Awareness Campaingns	Number of disaster awareness campaigns completed	Com.Safe 01	5 awareness campaigns	5 x Disaster awareness Campaigns (1 campaign per zone) completed by the 30th of June 2014	30th of June 2014	1 x Disaster awareness Campaign completed	2 x Disaster awareness Campaign completed	1 x Disaster awareness Campaign completed	1 x Disaster awareness Campaign completed
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services		DM Plan development	Date plan submitted to SMC	Com.Safe 03	No Plan	Draft DM Plan submitted to SMC by the 31st May 2014	31st May 2014	Develop Business Plan for funding commenced	Submit Business plan for funding to SMC by the 31st of December 2013	Develop 1st draft for consultation with relevant stakeholders	Draft DM Plan submitted to SMC by the 31st May 2014
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services		Reports	Number of reports submitted to OMC	Com.Safe 04	Poorly Stocked	12 x Emergency supply Stock / Inventory reports submitted to OMC by the 30th of June 2014	30th of June 2014	3 x Emergency supply Stock / Inventory reports submitted to OMC	3 x Emergency supply Stock / Inventory reports submitted to OMC	3 x Emergency supply Stock / Inventory reports submitted to OMC	3 x Emergency supply Stock / Inventory reports submitted to OMC
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services		Inspections	Number of inspections completed annually	Com.Safe 05	Nil	800 inspections per annum completed by the 30th of June 2014	30th of June 2014	210 inspections per quarter completed	190 inspections per quarter completed	190 inspections per quarter completed	210 inspections per quarter completed

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (1): Public Protection Services												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services		Public awareness presentations	Number of Fire Public Awareness presentations conducted	Com.Safe 06	Nil	48 Fire Public Awareness Presentations conducted by the 30th of June 2014	30th of June 2014	15 Fire Public Awareness Presentations conducted Quarterly	9 Fire Public Awareness Presentations conducted Quarterly	9 Fire Public Awareness Presentations conducted Quarterly	15 Fire Public Awareness Presentations conducted Quarterly
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services		Major Hazards Inspections	Number of Major hazard inspections conducted	Com.Safe 07	Nil	24 Major Hazard inspections conducted by the 30th of June 2014	30th of June 2014	6 Major Hazard inspections conducted quarterly	6 Major Hazard inspections conducted quarterly	6 Major Hazard inspections conducted quarterly	6 Major Hazard inspections conducted quarterly
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services		Construction of testing centre	Date of construction of Drivers Licence testing Centre completed	Com.Safe 11	No drivers licensing testing Centre	Drivers Licence testing Centre construction completed within available budget and stipulated timeframes as per the approved plan by the 30th of June 2014	30th of June 2014	Drivers Licence testing Centre construction completed within available budget and stipulated timeframes as per the approved plan	Drivers Licence testing Centre construction completed within available budget and stipulated timeframes as per the approved plan	Drivers Licence testing Centre construction completed within available budget and stipulated timeframes as per the approved plan	Drivers Licence testing Centre construction completed by the 30th of June 2014

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (1): Public Protection Services												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services		Road safety, Alcohol, Drug and Substance abuse campaigns	Number of campaigns conducted	Com.Safe 13	120 road safety awareness sessions per annum	120 Road safety, Alcohol, Drug and Substance abuse campaigns conducted by the 30th of June 2014	30th of June 2014	30 Road safety, Alcohol, Drug and Substance abuse campaigns conducted	30 Road safety, Alcohol, Drug and Substance abuse campaigns conducted	30 Road safety, Alcohol, Drug and Substance abuse campaigns conducted	30 Road safety, Alcohol, Drug and Substance abuse campaigns conducted
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services		Fire arm audit	Number of Fire Arm Audits Conducted	Com.Safe 16	Fire arm audit conducted in Compliance with Fire Arms Controls Act	4 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 30th of June 2014	30th of June 2014	1 x Fire arm audit conducted in Compliance with Fire Arms Controls Act	1 x Fire arm audit conducted in Compliance with Fire Arms Controls Act	1 x Fire arm audit conducted in Compliance with Fire Arms Controls Act	1 x Fire arm audit conducted in Compliance with Fire Arms Controls Act
HUMAN AND COMMUNITY DEVELOPMENT	Public Protection Services		To provide disaster interventions	Number of beneficiaries to the disaster relief	TBC	N/A	(Set a target of minim disaster relief that should at least be provided & timeframe)	30th of June 2014	(Set a target of minim disaster relief that should at least be provided & timeframe)	(Set a target of minim disaster relief that should at least be provided & timeframe)	(Set a target of minim disaster relief that should at least be provided & timeframe)	(Set a target of minim disaster relief that should at least be provided & timeframe)

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

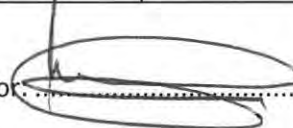
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (2): Area Based Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
HUMAN AND COMMUNITY DEVELOPMENT	Area Based Management	15%	Community Participation Review	Date of submission of reviewed Public Participation Policy to SMC	ABM 01	Approved Policy	Public Participation Policy reviewed and submitted to SMC by the 30th of November 2014	30th of November 2013	Consultation with all relevant stakeholders as per consultation/sta keholder schedule	Public Participation Policy reviewed and submitted to SMC by the 30th of November 2013	N/A	N/A
HUMAN AND COMMUNITY DEVELOPMENT	Area Based Management		Community Complaints and referral	Complaints receveived referred to relevant business unit/s within 2 days of receipt	ABM 02	Haphazard response to complaints by BU	Complaints received referred to relevant business unit/s within 2 days of receipt	within 2 days of receipt	Complaints receveived referred to relevant business unit/s within 2 days of receipt	Complaints receveived referred to relevant business unit/s within 2 days of receipt	Complaints receveived referred to relevant business unit/s within 2 days of receipt	Complaints receveived referred to relevant business unit/s within 2 days of receipt
HUMAN AND COMMUNITY DEVELOPMENT	Area Based Management		Ward Plans	Number of Community based plans submitted to SMC by the 28th of February 2014	ABM 03	14 wards have no Ward Plans	7 Ward Plans developed and submitted to SMC for approval by the 28th of February 2014	28th of February 201	2 ward plans completed and submitted to DMM: Community Services	4 ward plans completed and submitted to DMM: Community Services	7 Ward Plans developed and submitted to SMC for approval by the 28th of February 2014	N/A

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (2): Area Based Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
HUMAN AND COMMUNITY DEVELOPMENT	Area Based Management		Ward Audits	Number of Monthly ward audits conducted	ABM 05	Existing Ward Audits	Monthly ward Audits conducted in all 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business unit for actioning	Monthly	Monthly ward Audits conducted in all 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business unit for actioning	Monthly ward Audits conducted in all 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business unit for actioning	Monthly ward Audits conducted in all 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business unit for actioning	Monthly ward Audits conducted in all 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business unit for actioning
HUMAN AND COMMUNITY DEVELOPMENT	Area Based Management		OSS Functionality	Number of reports submitted to OMC	ABM 06	Lack of participation of Government departments	12 x Monthly Reports on the functionality of OSS submitted to OMC by the 30th of June 2014	Monthly	3 x Monthly Reports on the functionality of OSS submitted to OMC	3 x Monthly Reports on the functionality of OSS submitted to OMC	3 x Monthly Reports on the functionality of OSS submitted to OMC	3 x Monthly Reports on the functionality of OSS submitted to OMC
HUMAN AND COMMUNITY DEVELOPMENT	Area Based Management		Budget Izimbizo Surveys	Number & date of IDP/Budget need Imbizo/survey conducted	ABM 07	2 surveys conducted in 2012/13	1 IDP/Budget need Imbizo/survey conducted and report submitted to the IDP Manager by the 31st of December 2013	31st of December 2013	N/A	1 IDP/Budget need Imbizo/survey conducted and report submitted to the IDP Manager by the 31st of December 2013	N/A	N/A

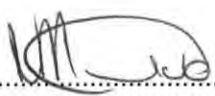
Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (3): Community Development												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
SPATIAL DEVELOPMENT FRAMEWORK AND ENVIRONMENTA L SUSTAINABILITY	Community Development	30%	Maintenance of verges, open space and parks	Number of cuts per surburbs per season	PKS 01	180 cuts (60 x 3) per quarter in 12/13 FY	Grass cut in 60 surburbs,three times a season. (September 2013 to May 2014)	September 2013 to May 2014	1 cut in 20 surburbs as per grass cutting plan	1 cut in 60 surburbs as per grass cutting plan	1 cut in 60 surburbs as per grass cutting plan	1 cut in 40 surburbs as per grass cutting plan
SPATIAL DEVELOPMENT FRAMEWORK AND ENVIRONMENTA L SUSTAINABILITY	Community Development		Maintenance and landscaping of islands and main entrances	Number of islands, main entrances maintained monthly	PKS 01	21 islands and 19 main arterial entrances	21 islands and 19 main entrances maintained monthly by the 30th of June 2014	Monthly	21 islands and 19 main entrances maintained monthly	21 islands and 19 main entrances maintained monthly	21 islands and 19 main entrances maintained monthly	21 islands and 19 main entrances maintained monthly
SPATIAL DEVELOPMENT FRAMEWORK AND ENVIRONMENTA L SUSTAINABILITY	Community Development		Maintenance and landscaping of council buildings grounds and gardens	Number of gardens maintained monthly	PKS 01	9 libraries,66 halls, city hall gardens and 333 church street	9 libraries,66 halls, 1 city hall garden and 1 x 333 church street garden maintained every month by the 30th of June 2014	Monthly	9 libraries,66 halls, 1 city hall garden and 1 x 333 church street garden maintained monthly	9 libraries,66 halls, 1 city hall garden and 1 x 333 church street garden maintained monthly	9 libraries,66 halls, 1 city hall garden and 1 x 333 church street garden maintained monthly	9 libraries,66 halls, 1 city hall garden and 1 x 333 church street garden maintained monthly
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Community Development		Maintainance of 9 libraries	Number and date of libraries renovated	LIB 01	Poorly maintained Facilities	9 Libraries Renovated as per Maintenance Plan by the 30th of April 2014		Bid Spec submitted to SCM, Tender advertised & Bid Evaluation, Adjudication and award completed by the 30th of September 2013	Renovation of Georgetown, Northdale & Bessie Head Libraries by the 31st of December 2013	Renovation of Alexandra, Ashdown, Sobantu, Ashburton, Woodlands libraries by the 31st of March 2014	9 Libraries Renovated as per Maintenance Plan by the 30th of April 2014

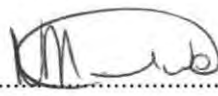
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Msunduzi Municipality 2013/2014

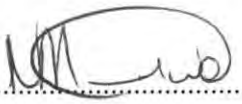
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA GWABENI					DESIGNATION: Deputy Municipal Manager - Community Services (Acting)							
WORKPLAN (3): Community Development												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Community Development		Acquisition of books	Number and date of books purchased	LIB 02	0	100 000 library books purchased by the 30th of June 2014	30th of June 2014	Finalizing the book buying procedure with SCM and BAC	40 000 books purchased by the 31st of December 2013	30 000 books purchased by the 31st of March 2014	30 000 books purchased by the 30th of June 2014
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Community Development		Digitization of periodicals and newspapers Material	Date report submitted to SMC	LIB 03	Hardcopy Collection	Costed Digitization plan developed and submitted to SMC 31st of May 2014	31st of May 2014	Appointment of Project Manager and Draft Digitization plan by consultants commenced 30th of September 2013	Detailed digitization plan finalized and submitted to the DMM: Community Services by the 31st of December 2013	Report drafted on detailed costing and implementation plan completed and submitted to the DMM: Community Services by the 31st of March 2014	Costed Digitization plan developed and submitted to SMC 31st of May 2014
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Community Development		Construct library at imbali	Date of appointment of service provider and completion of EIA and public consultation	LIB 04	0	Appointment of Service Provider for the construction of a Library in Imbali, EIA and public consultation completed by the 30th of April 2014	30th of April 2014	Land identification and public consultation completed by the 30th of Spetember 2013	Environmental impact assessment completed by the 31st of December 2013	BAC Completed	Appointment of Service Provider for the construction of a Library in Imbali, EIA and public consultation completed by the 30th of April 2014

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

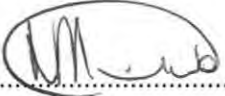
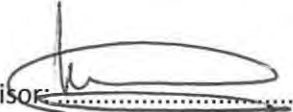
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (3): Community Development												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Community Development		implemantation in PHB and informal areas	Number of Households and number of times removal a month	WM 01	85000 households	110 000 households domestic refuse collected 1 x a week by 30th of June 2014	Weekly	85 000 households domestic refuse collected 1 x a week	95 000 households domestic refuse collected 1 x a week	95 000 households domestic refuse collected 1 x a week	110 000 households domestic refuse collected 1 x a week by 30th of June 2014
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Community Development		garden refuse site	Date report submitted to SMC	WM 02	no plan	Plan developed and submitted for door to door collection and garden site closure to SMC by the 31st of December 2013	31st of December 2013	research and consultation with respective wards completed by the 30th of September 2013	Plan developed and submitted for door to door collection and garden site closure to SMC by the 31st of December 2013	N/A	N/A
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Community Development		recycling	Number of wards where recycling projects are implemented	WM 04	Orange Bag recycling programme currently in 4 wards	Implementation of Recycling Projects in 10 wards completed by 30th of June 2014	30th of June 2014	Consultation with Ward Councillors completed, Report draft and submitted to SMC and implementation of recycling projects in 2 wards by the 30th of September	Evaluation conducted on progress in implementation & Implementation of recycling projects in 2 wards by the 31st of December 2013	Evaluation conducted on progress in implementation & Implementation of recycling projects in 4 wards by the 31st of March 2013	Evaluation conducted on progress in implementation & Implementation of recycling projects in 2 wards by the 30th of June 2014
ART \$ CULTURE COMMUNITY OUT REACH PROGRAMME	Community Development		Arts Exhibitions	Number of art exhibitions held	TAG1	12	24 x Art exhibitions held by the 30th of June 2014	30th of June 2014	6 x Art exhibitions held by the 30th of September 2013	6 x Art exhibitions held by the 31st of December 2013	6 x Art exhibitions held by the 31st of March 2014	24 x Art exhibitions held by the 30th of June 2014

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

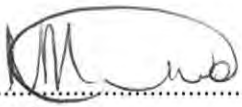
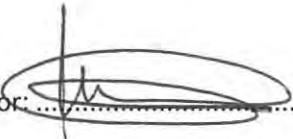
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (3): Community Development												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
ART & CULTURE COMMUNITY OUT REACH PROGRAMME	Community Development		Improved access to basic services	Number of households with access to refuse removal at least once per week	WM 01 REGULATED KPI	N/A	110 000 of households with access to refuse removal at least once per week	30th of June 2014	85000 of households with access to refuse removal at least once per week	95000 of households with access to refuse removal at least once per week	110000 of households with access to refuse removal at least once per week	110000 of households with access to refuse removal at least once per week
							100%		77%	86%	100%	100%

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

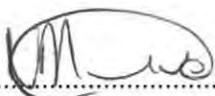
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA-GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (4): Health Services												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services	15%	Regulation of air pollution facilities	Number of business premises/industries inspected annually for air pollution	EH 02	106 premises inspected annually	120 premises/industri es inspected for air pollution by the 30th of June 2014	30th of June 2014	30 premises inspected for air pollution	30 premises inspected for air pollution	30 premises inspected for air pollution	30 premises inspected for air pollution
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Air pollution monitoring	Number of air pollution analysis reports produced and submitted to OMC annually	EH 03	24 air pollution analysis reports produced	24 air pollution analysis reports produced and submitted to OMC by the 30th of June 2014	30th of June 2014	6 air pollution analysis reports produced and submitted to OMC	6 air pollution analysis reports produced and submitted to OMC	6 air pollution analysis reports produced and submitted to OMC	6 air pollution analysis reports produced and submitted to OMC
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Water quality control	Number of samples for Water Quality Control taken and analysed annually	EH 04	1216 water samples taken & analysed annually	1250 water samples taken & analysed annually for Water Quality Control by the 30th of June 2014	30th of June 2014	315 water samples taken & analysed quarterly Water Quality Control	300 water samples taken & analysed quarterly Water Quality Control	300 water samples taken & analysed quarterly Water Quality Control	315water samples taken & analysed quarterly Water Quality Control
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Food quality control	Number of Premises inspected for Food Quality Control annually	EH 05	1693 food premises inspected annually	1700 food premises inspected annually for Food Quality Control by the 30th of June 2014	30th of June 2014	447 food premises inspected quarterly Food Quality Control	403 food premises inspected quarterly Food Quality Control	403 food premises inspected quarterly Food Quality Control	447 food premises inspected quarterly Food Quality Control

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA-GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (4): Health Services												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Food sampling	Number of Food Samples and food swabs taken and analysed annually	EH 06	400 Food samples and 400 food swabs taken & analysed annually	400 Food samples and 400 food swabs taken & analysed annually by the 30th of June 2014	30th of June 2014	108 Food samples and 108 food swabs taken & analysed quarterly	92 Food samples and 92 food swabs taken & analysed quarterly	92 Food samples and 92 food swabs taken & analysed quarterly	108 Food samples and 108 food swabs taken & analysed quarterly
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Vector control	Number of sites treated for Vector Control annually	EH 07	3100 sites baited and/or treated annually	3120 sites baited and/or treated annually for Vector Control by the 30th of June 2014	30th of June 2014	780 sites baited and/or treated quarterly for Vector Control	780 sites baited and/or treated quarterly for Vector Control	780 sites baited and/or treated quarterly for Vector Control	780 sites baited and/or treated quarterly for Vector Control
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		public complaints responded to	Number of Public complaints responded to withwithin 5 days of receipt	EH 08	Public complaints responded to within 5 days	Public complaints responded to within 5 days of receipt of the complaint	within 5 days of receipt of the complaint	Public complaints responded to within 5 days	Public complaints responded to within 5 days	Public complaints responded to within 5 days	Public complaints responded to within 5 days

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Msunduzi Municipality 2013/2014

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WORKPLAN (4): Health Services												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Health care risk waste control	Number of Health Care Risk Waste Control premises inspected annually	EH 09	466 premises inspected annually	480 Health Care Risk Waste Control premises inspected annually for compliance in terms of waste disposal by the 30th of June 2014	30th of June 2014	120 premises inspected monthly for Health Care Risk Waste Control	120 premises inspected monthly for Health Care Risk Waste Control	120 premises inspected monthly for Health Care Risk Waste Control	120 premises inspected monthly for Health Care Risk Waste Control
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Tobacco control	Number of premises inspected for Tobacco Control annually	EH 10	1919 premises inspected annually	2000 premises inspected for Tobacco Control annually by the 30th of June 2014	30th of June 2014	500 premises inspected monthly for Tobacco Control	500 premises inspected monthly for Tobacco Control	500 premises inspected monthly for Tobacco Control	500 premises inspected monthly for Tobacco Control
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Places of Care	Number of Places of Care premises inspected annually	EH 11	468 premises inspected and/or registered annually	480 places of care premises inspected annually by the 30th of June 2014	30th of June 2014	120 places of care premises inspected monthly	120 places of care premises inspected monthly	120 places of care premises inspected monthly	120 places of care premises inspected monthly

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Msunduzi Municipality 2013/2014

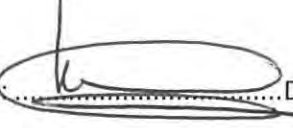
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA-GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (4): Health Services												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Funeral undertakers, cemetries and crematoria	Number of Funeral Undertakers; Cemeteries and Crematoria Control premises inspected and/or registered annually	EH 12	51 premises inspected and/or registeredannu ally	60 Funeral Undertakers; Cemeteries and Crematoria Control premises inspected and/or registered annually by the 30th of June 2014	30th of June 2014	15 Funeral Undertakers; Cemeteries and Crematoria Control premises inspected and/or registered premises inspected and/or registered monthly	15 Funeral Undertakers; Cemeteries and Crematoria Control premises inspected and/or registered premises inspected and/or registered monthly	15 Funeral Undertakers; Cemeteries and Crematoria Control premises inspected and/or registered premises inspected and/or registered monthly	15 Funeral Undertakers; Cemeteries and Crematoria Control premises inspected and/or registered premises inspected and/or registered monthly
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Health surveillance of commercial, industrial and residential premises	Number of Health Surveillance inspections of commercial, industrial and residential premises conducted annually	EH 13	2406 premises inspected annually	3200 Health Surveillance inspections of commercial, industrial and residential premises conducted annually by the 30th of June 2014	30th of June 2014	800 premises inspected monthly for Health Surveillance	800 premises inspected monthly for Health Surveillance	800 premises inspected monthly for Health Surveillance	800 premises inspected monthly for Health Surveillance
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Communicable disease control	Notifiable Disease Control notifications responded to within 5 days	EH 14	Notifiable diseases responded to within 5 days	Notifiable Disease Control responded to within 5 days of receipt of notification		Notifiable diseases responded to within 5 days	Notifiable diseases responded to within 5 days	Notifiable diseases responded to within 5 days	Notifiable diseases responded to within 5 days

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Msunduzi Municipality 2013/2014

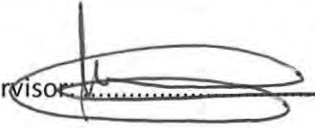
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA-GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (4): Health Services												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Health education promotion	Number of Health Education/Promotio n Programmes conducted annually	EH 15	320 Health Education/Pro motion Programmesco nducted annually	320 Health Education/Promot ion Programmes conducted annually by the 30th of June 2014	30th of June 2014	84 Health Education/Prom otion Programmes conducted quarterly	76 Health Education/Prom otion Programmes conducted quarterly	76 Health Education/Prom otion Programmes conducted quarterly	84 Health Education/Prom otion Programmes conducted quarterly
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Compliance and enforcement measures	100% of summons and notices issued when contraventions occur	EH 16	100% of summons and notices issued when contraventions occur	100% of notices and summons issued when contraventions occur	30th of June 2014	100% of summons and notices issued when contraventions occur	100% of summons and notices issued when contraventions occur	100% of summons and notices issued when contraventions occur	100% of summons and notices issued when contraventions occur
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Implementation of Ward AIDS Strategy	Number of Counselling Course Sessions Conducted Annually	HSS 01	11 Counselling Course Sessions Conducted	12 Counselling Course Sessions Conducted by the 30th of June 2014	30th of June 2014	3 Counselling Course Sessions Conducted quarterly	3 Counselling Course Sessions Conducted quarterly	3 Counselling Course Sessions Conducted quarterly	3 Counselling Course Sessions Conducted quarterly
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Implementation of Ward AIDS Strategy	Number of Peer Education Training Courses Conducted Annually	HSS 02	7 Peer Education Training Courses Conducted	7 Peer Education Training Courses Conducted by the 30th of June 2014	30th of June 2014	2 Peer Education Training Courses Conducted quarterly	1 Peer Education Training Course Conducted quarterly	1 Peer Education Training Course Conducted quarterly	3 Peer Education Training Courses Conducted quarterly

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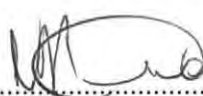
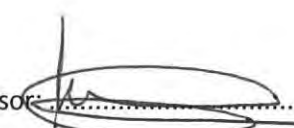
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA-GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (4): Health Services												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Implementation of Ward AIDS Strategy	Number of Home Based Care Groups visited monthly	HSS 03	15 Home Based Care Groups visited monthly	15 Home Based Care Groups visited monthly by the 30th of June 2014	Monthly	45 Home Based Care Groups visited quarterly	45 Home Based Care Groups visited quarterly	45 Home Based Care Groups visited quarterly	45 Home Based Care Groups visited quarterly
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Implementation of Ward AIDS Strategy	Number of Local AIDS Council Meetings held Annually	HSS 04	6 Local AIDS Council Meetings held Annually	9 Local AIDS Council Meetings held Annually by the 30th of June 2014	30th of June 2014	2 Local AIDS Council Meeting held quarterly	2 Local AIDS Council Meeting held quarterly	2 Local AIDS Council Meeting held quarterly	3 Local AIDS Council Meeting held quarterly
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Implementation of Ward AIDS Strategy	Submission of reports to OMC and number of visits	HSS 05	Nil	Reports on the functionality of ward aids committees submitted monthly to OMC against the visitation schedule	Monthly	3 x Monthly Report on the functionality of ward aids committees submitted monthly to OMC as per visitation schedule	3 x Monthly Report on the functionality of ward aids committees submitted monthly to OMC as per visitation schedule	3 x Monthly Report on the functionality of ward aids committees submitted monthly to OMC as per visitation schedule	3 x Monthly Report on the functionality of ward aids committees submitted monthly to OMC as per visitation schedule
BASIC SERVICE DELIVERY & INFRASTRUCTURE INVESTMENT	Health Services		Implementation of Ward AIDS Strategy	Number of Community Awareness Programmes conducted Annually	HSS 06	54 Community Awareness Programmes conducted	100 Community Awareness Programmes conducted by the 30th of June 2014	30th of June 2014	30 Community Awareness Programmes conducted quarterly	20 Community Awareness Programmes conducted quarterly	20 Community Awareness Programmes conducted quarterly	30 Community Awareness Programmes conducted quarterly

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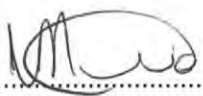
MSUNDUZI MUNICIPALITY												
NAME: MS. NOMONDE MNUKWA-GWABENI				DESIGNATION: Deputy Municipal Manager - Community Services (Acting)								
WORKPLAN (5): Performance Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Transformation and Institutional Development	Performance Management	10%	Planning and Agreements	Submission towards Municipal IDP	N/A	N/A	As per internal notification		N/A	N/A	As per internal notification	N/A
				Submission towards Municipal SDBIP	N/A	N/A	As per internal notification		N/A	N/A	N/A	As per internal notification
				Submission of section budgets	N/A	N/A	1-Nov-13		N/A	1-Nov-13	N/A	N/A
				Submission of Signed Perfomance Agreement	N/A	Performance agreement in place for 12/13 FY	14-Jul-13		14-Jul-13	N/A	N/A	N/A
Municipal Transformation and Institutional Development	Performance Management		Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	N/A	Monthly		Monthly	Monthly	Monthly	Monthly
				Submission of monthly Reports for OMC/SMC	N/A	N/A	Monthly (OMC/SMC) as per stipulated deadlines		Monthly (OMC/SMC)	Monthly (OMC/SMC)	Monthly (OMC/SMC)	Monthly (OMC/SMC)
				Submission of SDBIP/ Operational Plan, MTAS performance targets for monthly and quarterly reports	N/A	N/A	Monthly (OMC/SMC) as per stipulated deadlines		Monthly (OMC/SMC)	Monthly (OMC/SMC)	Monthly (OMC/SMC)	Monthly (OMC/SMC)

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WORKPLAN (5): Performance Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Transformation and Institutional Development	Performance Management		Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	N/A	Annually as per stipulated deadlines		Annually	N/A	N/A	N/A
Municipal Transformation and Institutional Development	Performance Management		Assessments	Assessment meetings register & Assessment Forms	N/A		End Oct '13		N/A	End Oct '13	N/A	N/A
					N/A		End Jan '14		N/A	N/A	End Jan '14	N/A
					N/A		End April '14		N/A	N/A	N/A	End April '14
					N/A		End July '14		N/A	N/A	N/A	N/A
					N/A		End July '14		N/A	N/A	N/A	N/A
			AG Queries	Response to AG queries	N/A	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

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WORKPLAN (5): Performance Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Transformation and Institutional Development	Performance Management		Grant Funding	Expenditure of grant funding	N/A	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
Municipal Financial Viability & Management	Institutional Development and Organisation Transformation		Budgeting and Expenditure Monitoring	Monthly Report with explanations for budget overruns & under expenditure	TBC	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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