



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

*Mr Sizwe Hadebe* (Full Name)

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

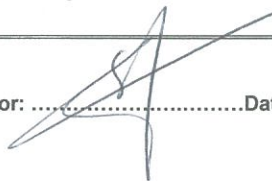
AND

*Ms Boniwe Zulu* (Full Name)

As the *GM: Community Services* (Jobholder)

PERIOD OF AGREEMENT: *01 July 2017 to 30 June 2018*

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

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

**WHEREBY IT IS AGREED AS FOLLOWS:****1. PURPOSE**

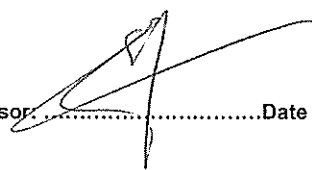
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the 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 2017 to 30 June 2018**.
- 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                 | : | General Manager: Community Services |

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017



#### 4. JOB PURPOSE

The purpose of the GM: Community Services job should be in line with the Municipality's priorities as identified in the 2017 – 2018 Service Delivery Budget and Implementation Plan. The purpose of the GM: Community Services is to assist the City Manager Acting in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Community Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

#### Overall accountability of the jobholder:

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

#### 5. JOB FUNCTIONS

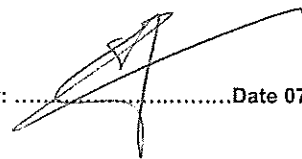
The key functions of the jobholder are to:

- ⇒ Recreation and Facilities: Environmental Health and HIV/AIDS
- ⇒ Risk Management: Traffic and Security, Fire Fighting Services
- ⇒ Waste Management: 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 / 2017 Supervisor:  Date 07 / 07 / 2017

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

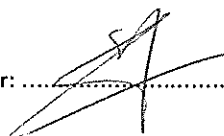
Performance will be assessed according to the information contained in the Workplan.

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

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

| Key Performance Areas (KPAs)                                       | Weight      |
|--------------------------------------------------------------------|-------------|
| 1. WORKPLAN 1: AREA BASED MANAGEMENT                               | 25%         |
| 2. WORKPLAN 2: PUBLIC SAFETY, EMERGENCY SERVICES & ENFORCEMENT     | 25%         |
| 3. WORKPLAN 3: RECREATION AND FACILITIES                           | 25%         |
| 4. WORKPLAN 4: WASTE MANAGEMENT & REGULATED PERFORMANCE INDICATORS | 25%         |
| <b>TOTAL</b>                                                       | <b>100%</b> |

**NOTE: WEIGHTING OF KPAs MUST TOTAL 100%**

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

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

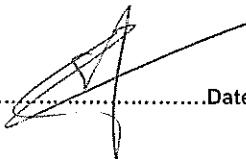
7.4

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

**\* Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

## 8. PERFORMANCE ASSESSMENT

The assessment of an Employee shall be based on his performance in relation to the KPAs and CMCs and performance indicators, as set out in this PERFORMANCE PLAN and attached WORKPLAN. The performance of the employee in respect of all individual KPAs and all individual

KPAs and CMCs will be assessed using a 5 point rating scale, i.e.:

- ⇒ 5 = OUTSTANDING PERFORMANCE
- ⇒ 4 = PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS
- ⇒ 3 = FULLY EFFECTIVE
- ⇒ 2 = PERFORMANCE NOT FULLY EFFECTIVE
- ⇒ 1 = UNACCEPTABLE PERFORMANCE

The total KPAs and the total CMCs scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the above 5 point assessment scale.

**Employees: KPAs shall contribute 80% and CMCs 20% of the final assessment**

## 9. FEEDBACK

Performance feedback shall be in writing on the Second Quarter Review Form and Annual Review Form, based on the Employer's assessment of the Employee's performance in relation to the KPAs and GAFs and standards outlined in this performance plan and taking into account the Employee's self-assessment.

## 10. DEVELOPMENTAL REQUIREMENTS

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

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

|                                             |                        |
|---------------------------------------------|------------------------|
| ANNUAL PERFORMANCE ASSESSMENT 2016/2017     | AUGUST/SEPTEMBER 2017  |
| QUARTER 1 – 2017/2018 FINANCIAL YEAR (ORAL) | NOVEMBER/DECEMBER 2017 |
| QUARTER 2 – 2017/2018 FINANCIAL YEAR        | FEBRUARY 2018          |
| QUARTER 3 – 2017/2018 FINANCIAL YEAR (ORAL) | APRIL/MAY 2018         |

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

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017



## 12. DISPUTE RESOLUTIONS

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

## 13. AMENDMENT OF AGREEMENT

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

14. The following are annexures of this individual annual performance agreement for the 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

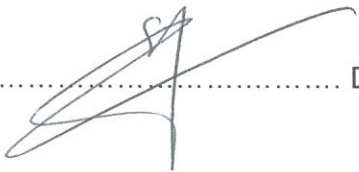
The contents of this document have been discussed and agreed with the Jobholder concerned.

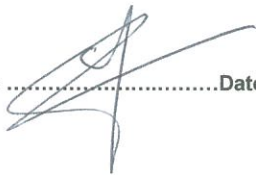
Name of Jobholder: .....Boniwe Zulu.....

Signature:  Date: 07 / 07 / 2017

AND

Name of Supervisor: .....Sizwe Hadebe.....

Signature:  Date: 07 / 07 / 2017

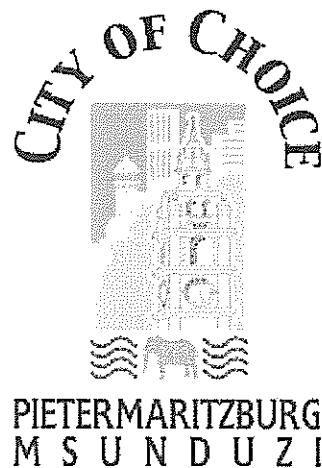
Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017



## SCHEDULE 2

### CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

#### 1. Definitions

In this Schedule “**partner**” means a person who permanently lives with another person in a manner as if married.

#### 2. General conduct

A staff member of a municipality must at all times—

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner; (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

#### 3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the staff member's job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

#### 4. Personal gain

(1) A staff member of a municipality may not—

- (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017



(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 / 2017 Supervisor:  Date 07 / 07 / 2017



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 / 2017 Supervisor:  Date 07 / 07 / 2017



#### 14. Breaches of Code

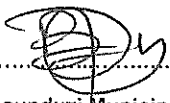
Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

##### 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.

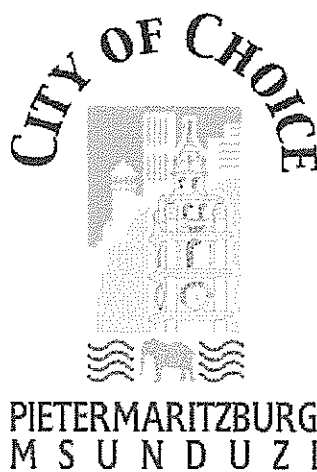
Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017



ANNEXURE B

# MSUNDUZI MUNICIPALITY

## FINANCIAL DISCLOSURE FORM



Signatures: Employee: ..... Date 07 / 07 / 2017 Supervisor: ..... Date 07 / 07 / 2017

I, the undersigned (surname and initials) Zulu. B of  
P.O. BOX 959 Kokstad 4700

employed as **General Manager Community Services** at the **Msunduzi Municipality**  
Municipality hereby certify that the following information is complete and correct to the best of  
my knowledge:

See information sheet: Note (1)

| Number of shares / extent of financial interest | Nature | Nominal value | Name of Company or entity |
|-------------------------------------------------|--------|---------------|---------------------------|
|                                                 |        |               |                           |
|                                                 |        |               |                           |
|                                                 |        |               |                           |
|                                                 |        |               |                           |

See information sheet: Note (2)

| Name of Corporate entity, partnership or firm | Type of business | Amount of Remuneration or Income |
|-----------------------------------------------|------------------|----------------------------------|
|                                               | <i>N/A</i>       |                                  |
|                                               |                  |                                  |
|                                               |                  |                                  |
|                                               |                  |                                  |

See information sheet: Note (3)

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

Signatures: Employee: [Signature] Date 07 / 07 / 2017 Supervisor: [Signature] Date 07 / 07 / 2017

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)*

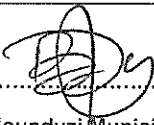
| Source of sponsorship | Description of sponsorship | Value of sponsorship |
|-----------------------|----------------------------|----------------------|
|                       | N/A                        |                      |
|                       |                            |            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

**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 / 2017 Supervisor:  Date 07 / 07 / 2017



SIGNATURE OF EMPLOYEE: \_\_\_\_\_

*[Handwritten signature]*

DATE: 07 / 07 / 2017

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.

*[Handwritten signature]*

**Commissioner of Oath /Justice of the Peace**

Full first names and surname: \_\_\_\_\_

Designation (rank): \_\_\_\_\_

Street address of institution: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

EX OFFICIO COMMISSIONER OF OATHS  
HUMAN RESOURCES SUPPORT SERVICES MANAGER  
SIFISO PETROS MZOBE  
333 CHURCH STREET, PIETERMARITZBURG 3201

DATE: 11/7/2017

**CERTIFIED A TRUE COPY** (Block letters)  
Ex Officio Republic of South Africa

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

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

Signatures: Employee: \_\_\_\_\_

*[Handwritten signature]*

Date 07 / 07 / 2017

Supervisor: \_\_\_\_\_

*[Handwritten signature]*

Date 07 / 07 / 2017



## 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)

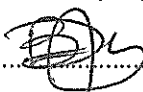
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- 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 / 2017 Supervisor:  Date 07 / 07 / 2017



consultancies and retainerships:

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

#### NOTE 5: Sponsorships

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

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

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

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

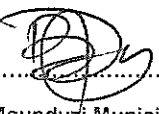
- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

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

#### NOTE 7: Land and Property

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

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

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

**ANNEXURE C**

**PERSONAL DEVELOPMENT PLAN**

**ENTERED INTO BY AND BETWEEN:**

**MSUNDUZI MUNICIPALITY**

*Mr Sizwe Hadebe* (Full Name)

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

**AND**

*Ms Bonnye Zulu* (Full Name)

As the *GLF Community Services* (Jobholder)

**PERIOD OF AGREEMENT: 1 July 2017 to 30 June 2018**

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

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

|                      |                              |
|----------------------|------------------------------|
| <b>MUNICIPALITY:</b> | <b>MSUNDUZI MUNICIPALITY</b> |
| <b>NAME:</b>         | <b>Ms BONIWE ZULU</b>        |
| <b>JOB TITLE:</b>    | <b>GENERAL MANAGER</b>       |
| <b>SUPERVISOR</b>    | <b>CITY MANAGER</b>          |
| <b>UNIT</b>          | <b>COMMUNITY SERVICES</b>    |
| <b>COMPONENT:</b>    | <b>COMMUNITY SERVICES</b>    |

**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)?

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

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

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

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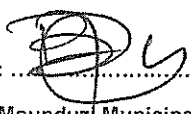
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Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

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

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6. Actions/Training interventions to address future progression

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7. Comments/Remarks of the Incumbent

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8. Comments/Remarks of the supervisor

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#### IMPACT ASSESSMENT

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

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

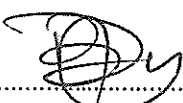


**AGREED UPON:**

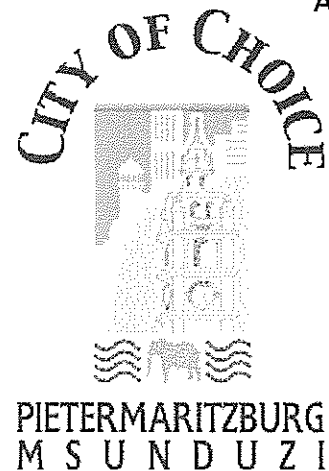
Signature: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Date: 07 / 07 / 2017

Signature:  \_\_\_\_\_  
 Incumbent: BONIWE zulu  
 Date: 07 / 07 / 2017

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

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

## ANNEXURE D

**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**


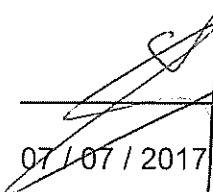
|                                    |                                       |
|------------------------------------|---------------------------------------|
| <b>EMPLOYEE NUMBER:</b>            | <b>0106820</b>                        |
| <b>SURNAME &amp; INITIALS:</b>     | <b>MS ZULU B.</b>                     |
| <b>DESIGNATION:</b>                | <b>GENERAL MANAGER</b>                |
| <b>COMPONENT:</b>                  | <b>COMMUNITY SERVICES</b>             |
| <b>UNIT:</b>                       | <b>COMMUNITY SERVICES</b>             |
| <b>MANAGEMENT LEVEL:</b>           | <b>LEVEL 2</b>                        |
| <b>OCCUPATIONAL CLASSIFICATION</b> | <b>SENIOR MANAGEMENT – SECTION 56</b> |
| <b>LOCATION:</b>                   | <b>AS CHETTY BUILDING</b>             |

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)

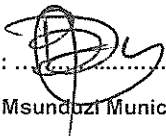
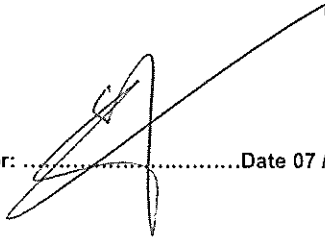
**Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)**
**EMPLOYEE:**

**DATE:**

07 / 07 / 2017

**SUPERVISOR:**

**DATE:**

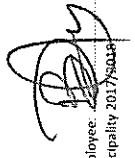
07 / 07 / 2017

Signatures: Employee:  Date 07 / 07 / 2017 Supervisor:  Date 07 / 07 / 2017

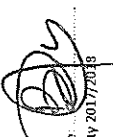
| MUSKODI MUNICIPALITY                             |               |                   |              |                                                 |                                                                            |                                                           |                                                                                                   |                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                        |
|--------------------------------------------------|---------------|-------------------|--------------|-------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DESIGNATION: GENERAL MANAGER, COMMUNITY SERVICES |               |                   |              |                                                 |                                                                            |                                                           |                                                                                                   |                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                        |
| WEIGHT: 10% 20%                                  |               |                   |              |                                                 |                                                                            |                                                           |                                                                                                   |                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                        |
| INDEX                                            | IMP REFERENCE | CDR REFERENCE     | OP REFERENCE | NATIONAL KEY PERFORMANCE AREA                   | PROGRAMME                                                                  | PROJECT                                                   | BASELINE / STATUS QUD                                                                             | ANNUAL TARGET / OUTPUT                                                                                                                                                                                                                                 | PERFORMANCE MEASURE                                                                                                                                                                                                                 | QUARTER 1                                                                                                                                                                                                                                                   | QUARTER 2                                                                                                                                                                                                                                                  | QUARTER 3                                                                                                                                                                                                                                               | QUARTER 4                                                                                                                                                                                                                                              |
| E                                                | E2            | 2- BACK TO BASICS | ARM 01       | NWPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION | Public Participation                                                       | Complaints referral/                                      | All community complaints forwarded to customer services and departments within 2days in 2017/2018 | Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/6 by ABM by the 30th of June 2018                                                                                                | Turnaround time Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/6 by ABM                                                                                      | Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/6 by ABM by the 30th of September 2017                                                                                                | Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/6 by ABM by the 31st of December 2017                                                                                                | Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/6 by ABM by the 31st of March 2018                                                                                                | Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/6 by ABM by the 30th of June 2018                                                                                                |
| E                                                | E1            | 2- BACK TO BASICS | ARM 02       | NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION | Public Participation                                                       | Community Based Planning                                  | all wards development plan will be reviewed.                                                      | 1 ward plan for 20 identified wards of council reviewed and submitted to SMC by the 28th of February 2018                                                                                                                                              | Number of ward plans reviewed and submitted to SMC                                                                                                                                                                                  | 1 ward plan for 7 identified wards of council developed and submitted to SMC by the 30th of September 2017                                                                                                                                                  | 1 ward plan for 16 identified wards of council developed and submitted to SMC by the 31st of December 2017                                                                                                                                                 | 1 ward plan for 20 identified wards of council developed and submitted to SMC by the 28th of February 2018                                                                                                                                              | N/A                                                                                                                                                                                                                                                    |
| E                                                | E2            | 2- BACK TO BASICS | ARM 03       | NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION | Public Participation                                                       | Conduct IDP/ Budget needs surveys                         | 5 zones Survey conducted 2015/16                                                                  | 1 x IDP/ Budget needs Jimbira Survey conducted in each of the 5 Zones of Council by the 31st of December 2017                                                                                                                                          | Number of IDP/ Budget needs Jimbira Surveys conducted in each of the 5 Zones of Council                                                                                                                                             | N/A                                                                                                                                                                                                                                                         | 1 x IDP/ Budget needs Jimbira Survey conducted in each of the 5 Zones of Council by the 31st of December 2017                                                                                                                                              | N/A                                                                                                                                                                                                                                                     | N/A                                                                                                                                                                                                                                                    |
| E                                                | E2            | 2- BACK TO BASICS | ARM 04       | NWPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION | Effective mechanisms, processes and procedures for Community Participation | Strengthening formal linkage with LAC (Local Aid Council) | No strong structural/formal linkage with Local Aid Council                                        | 12 x OSS functionality reports produced and submitted to LAC by the 30th of June 2018                                                                                                                                                                  | Number of OSS functionality reports submitted to Local Aid Council (LAC)                                                                                                                                                            | 3 x OSS functionality reports produced and submitted to LAC by the 30th of September 2017                                                                                                                                                                   | 6 x OSS functionality reports produced and submitted to LAC by the 31st of December 2017                                                                                                                                                                   | 9 x OSS functionality reports produced and submitted to LAC by the 31st of March 2018                                                                                                                                                                   | 12 x OSS functionality reports produced and submitted to LAC by the 30th of June 2018                                                                                                                                                                  |
| E                                                | E3            | 2- BACK TO BASICS | ARM 05       | NWPA 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 31st of December 2017                                                                                                                  | Number of public participation policy presentations conducted for each of the new 37 ward committees of council                                                                                                                     | N/A                                                                                                                                                                                                                                                         | 1 x public participation policy presentation conducted for each of the new 37 ward committees of council by the 31st of December 2017                                                                                                                      | N/A                                                                                                                                                                                                                                                     | N/A                                                                                                                                                                                                                                                    |
| E                                                | E1            | 2- BACK TO BASICS | ARM 06       | NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION | Public Participation                                                       | Ward Audits                                               | Existing ward audits                                                                              | 4 x quarterly ward audit reports prepared and submitted to OMC 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 2017 | Number of quarterly ward audit reports prepared and submitted to OMC 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 | 1 x quarterly ward audit reports prepared and submitted to OMC 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 2017 | 2 x quarterly ward audit reports prepared and submitted to OMC 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 2017 | 3 x quarterly ward audit reports prepared and submitted to OMC 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 2018 | 4 x quarterly ward audit reports prepared and submitted to OMC 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 2018 |
| E                                                | E1            | 2- BACK TO BASICS | ARM 07       | NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION | War Rooms                                                                  | Support Established war rooms                             | 34 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 2018                                                                                                                          | 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 2017                                                                                                                           | 6 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 31st of December 2017                                                                                                                           | 9 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 31st of March 2018                                                                                                                           | 12 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of June 2018                                                                                                                          |
| F                                                | F2            | 2- BACK TO BASICS | ARM 08       | NKPA 2-BASIC SERVICE DELIVERY                   | HIV/ AIDS & SOCIAL SERVICES                                                | Ward visits to be conducted to support HIV/AIDS groups    | N/A                                                                                               | 216 Ward visits be conducted to support HIV/AIDS Groups by the 30th of June 2018                                                                                                                                                                       | Number of ward visits conducted to support HIV/AIDS Groups                                                                                                                                                                          | 34 Ward visits be conducted to support HIV/AIDS Groups by the 30th of September 2017                                                                                                                                                                        | 103 HIV/AIDS Groups by the 31st of December 2017                                                                                                                                                                                                           | 162 Ward visits be conducted to support HIV/AIDS Groups by the 31st of March 2018                                                                                                                                                                       | 216 Ward visits be conducted to support HIV/AIDS Groups by the 30th of June 2018                                                                                                                                                                       |
| F                                                | F2            | 2- BACK TO BASICS | ARM 09       | NKPA 2-BASIC SERVICE DELIVERY                   | HIV/ AIDS & SOCIAL SERVICES                                                | HIV/AIDS and Social Support Programmes                    | N/A                                                                                               | 420 HIV/AIDS and Social support programmes to be coordinated by the 30th of June 2018                                                                                                                                                                  | Number of HIV/AIDS and Social support programmes to be coordinated                                                                                                                                                                  | 105 HIV/AIDS and Social support programmes to be coordinated by the 30th of September 2017                                                                                                                                                                  | 210 HIV/AIDS and Social support programmes to be coordinated by the 31st of December 2017                                                                                                                                                                  | 315 HIV/AIDS and Social support programmes to be coordinated by the 31st of March 2018                                                                                                                                                                  | 420 HIV/AIDS and Social support programmes to be coordinated by the 30th of June 2018                                                                                                                                                                  |

 Date: 07/07/17  
 Signature: \_\_\_\_\_ Date: 07/07/17  
 General Manager

| MSUNDUZI MUNICIPALITY                            |                                                     |               |                        |                               |                                                                  |                                                                              |                                                                                                                     |                                                                                                 |                                                                                                                     |
|--------------------------------------------------|-----------------------------------------------------|---------------|------------------------|-------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| DESIGNATION: GENERAL MANAGER, COMMUNITY SERVICES |                                                     |               |                        |                               |                                                                  |                                                                              |                                                                                                                     |                                                                                                 |                                                                                                                     |
| WEIGHT (%): 20%                                  |                                                     |               |                        |                               |                                                                  |                                                                              |                                                                                                                     |                                                                                                 |                                                                                                                     |
| INDEX                                            | IDP REFERENCE                                       | CDS REFERENCE | OP REFERENCE           | NATIONAL KEY PERFORMANCE AREA | PROGRAMME                                                        | PROJECT                                                                      | BASELINE / STATUS QWO                                                                                               | ANNUAL TARGET / OUTPUT                                                                          | PERFORMANCE MEASURE                                                                                                 |
| F2                                               | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | PS, ES & E 01 | NKPA 6 - CROSS CUTTING | Fire & Rescue                 | Major Hazards Premises Visitation by PSDM                        | Fire & Rescue fire prevention inspections                                    | 46 X Major Hazard Visitation conducted by the 30th of June 2017                                                     | 800 X fire prevention inspections conducted by the 30th of June 2017                            | 46 X Major Hazard Visitation conducted by the 30th of June 2017                                                     |
| F2                                               | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | PS, ES & E 02 | NKPA 6 - CROSS CUTTING | Fire & Rescue                 | Fire & Rescue fire prevention inspections                        | Purchase new 4x4 fire engine                                                 | 814 fire prevention inspections conducted by the 30th of June 2017                                                  | 400 X fire inspections conducted by the 31st of December 2017                                   | 22 X Major Hazard Visitation conducted by the 31st of December 2017                                                 |
| F2                                               | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | PS, ES & E 03 | NKPA 6 - CROSS CUTTING | Fire & Rescue                 | Fire & Rescue                                                    | Purchase new 4x4 fire engine                                                 | 1 x fire engine purchased & delivered by the 30th of June 2018                                                      | N/A                                                                                             | 34 X Major Hazard Visitation conducted by the 31st of March 2018                                                    |
| F2                                               | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | PS, ES & E 04 | NKPA 6 - CROSS CUTTING | Fire & Rescue                 | Fire & Rescue Public awareness presentations facilitated by PSDM | Fire & Rescue                                                                | 60 x Fire & Rescue public awareness presentations conducted by the 30th of June 2018                                | 42 x Fire & Rescue public awareness presentations conducted by the 31st of March 2018           | 60 x Fire & Rescue public awareness presentations conducted by the 30th of June 2018                                |
| F2                                               | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY              | PS, ES & E 05 | NKPA 6 - CROSS CUTTING | Traffic & security            | Road Safety, Alcohol, Drug and Substance abuse campaign          | Firearm audit                                                                | 156 x Road Safety awareness sessions conducted by the 30th of June 2018                                             | 117 x road safety awareness sessions conducted by the 31st of March 2018                        | 156 x road safety awareness sessions conducted by the 30th of June 2018                                             |
| F2                                               | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY              | PS, ES & E 06 | NKPA 6 - CROSS CUTTING | Traffic & security            | Firearm Audit                                                    | Firearm Audit                                                                | 4 x Firearm audits conducted in Compliance with Fire Arms Controls Act by the 30th of June 2018                     | 3 x Firearm audit conducted in Compliance with Fire Arms Controls Act by the 31st of March 2018 | 4 x Firearm audits conducted in Compliance with Fire Arms Controls Act by the 30th of June 2018                     |
| F2                                               | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY              | PS, ES & E 07 | NKPA 6 - CROSS CUTTING | Traffic & security            | Firearm Training for all municipal firearm holders               | Firearm Training/Firearm Refresher Course for all municipal fire arm holders | 2 x Firearm Training/Firearm Refresher Course for all municipal fire arm holders conducted by the 30th of June 2018 | N/A                                                                                             | 2 x Firearm Training/Firearm Refresher Course for all municipal fire arm holders conducted by the 30th of June 2018 |

Signatures: Employee  Date: 07/07/17 Supervisor: S.H Date: 07/07/17

| MSUNDULI MUNICIPALITY                                       |               |                                                     |               |                               |                     |                                                                  |                                                                       |                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                      |                                                                                                                                                     |                                                                                                                                                  |                                                                                                                                                 |
|-------------------------------------------------------------|---------------|-----------------------------------------------------|---------------|-------------------------------|---------------------|------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES            |               |                                                     |               |                               |                     |                                                                  |                                                                       |                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                      |                                                                                                                                                     |                                                                                                                                                  |                                                                                                                                                 |
| WEIGHT (%): 20%                                             |               |                                                     |               |                               |                     |                                                                  |                                                                       |                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                      |                                                                                                                                                     |                                                                                                                                                  |                                                                                                                                                 |
| NAME: MS BONIWE ZULU                                        |               |                                                     |               |                               |                     |                                                                  |                                                                       |                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                      |                                                                                                                                                     |                                                                                                                                                  |                                                                                                                                                 |
| WORKPLAN 1: PUBLIC SAFETY, EMERGENCY SERVICES & ENFORCEMENT |               |                                                     |               |                               |                     |                                                                  |                                                                       |                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                      |                                                                                                                                                     |                                                                                                                                                  |                                                                                                                                                 |
| INDEX                                                       | IDP REFERENCE | CDS REFERENCE                                       | OP REFERENCE  | NATIONAL KEY PERFORMANCE AREA | PROGRAMME           | PROJECT                                                          | BASELINE / STATUS QUD                                                 | ANNUAL TARGET / OUTPUT                                                                                                                          | PERFORMANCE MEASURE                                                                                                                                 | QUARTER 1                                                                                                                                            | QUARTER 2                                                                                                                                           | QUARTER 3                                                                                                                                        | QUARTER 4                                                                                                                                       |
| F                                                           | F2            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY              | PS, ES & E 07 | NKPA 6 - CROSS CUTTING        | Traffic & security  | Fire Arm Training for all municipal firearm holders              | Fire Arm Training/Refresher Course for all municipal fire arm holders | 2 x Fire Arm Training/Refresher Course for all municipal fire arm holders conducted by the 30th of June 2018                                    | Number of Fire Arm Training/Refresher Course for all municipal fire arm holders conducted                                                           | N/A                                                                                                                                                  | 1 x Fire Arm Training/Refresher Course for all municipal fire arm holders conducted by the 30th of November 2017                                    | N/A                                                                                                                                              | 2 x Fire Arm Training/Refresher Course for all municipal fire arm holders conducted by the 30th of June 2018                                    |
| F                                                           | F2            | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | PS, ES & E 08 | NKPA 6 - CROSS CUTTING        | Disaster Management | Implementation of the Approved Disaster management plan/strategy | 4 x quarterly Disaster Management Advisory Forums                     | 4 x quarterly Disaster Management Advisory Forums meetings facilitated by the 30th of June 2018                                                 | Number of quarterly Disaster Management Advisory Forums meetings facilitated                                                                        | 1 x quarterly Disaster Management Advisory Forums meetings facilitated by the 30th of September 2017                                                 | 2x quarterly Disaster Management Advisory Forums meetings facilitated by the 31st of December 2017                                                  | 3 x quarterly Disaster Management Advisory Forums meetings facilitated by the 31st of March 2018                                                 | 4 x quarterly Disaster Management Advisory Forums meetings facilitated by the 30th of June 2018                                                 |
| F                                                           | F2            | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | PS, ES & E 09 | NKPA 6 - CROSS CUTTING        | Disaster Management | Implementation of the Approved Disaster management plan/strategy | recommended turnaround time of 6 hours                                | 24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2017 | 24 HoursTurn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of September 2017 | 24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of September 2017 | 24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of December 2017 | 24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of March 2018 | 24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2018 |

Signatures Employee:  Date: 02/02/18  
 Supervisor:  Date: 02/02/18  
 Date: 02/02/18

| MSUNDUTI MUNICIPALITY                            |               |                                                   |              |                                 |                    |                                                                                   |                                                                          |                                                                                                                                                                              |                                                                                                                                              |                                                                                                                            |                                                                                                                                                                              |                                                                                                                        |                                                                                                                                           |
|--------------------------------------------------|---------------|---------------------------------------------------|--------------|---------------------------------|--------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| DESIGNATION: GENERAL MANAGER, COMMUNITY SERVICES |               |                                                   |              |                                 |                    |                                                                                   |                                                                          |                                                                                                                                                                              |                                                                                                                                              |                                                                                                                            |                                                                                                                                                                              |                                                                                                                        |                                                                                                                                           |
| WEIGHT (%) 20%                                   |               |                                                   |              |                                 |                    |                                                                                   |                                                                          |                                                                                                                                                                              |                                                                                                                                              |                                                                                                                            |                                                                                                                                                                              |                                                                                                                        |                                                                                                                                           |
| WORLDPLAN 2. RECREATION AND FACILITIES           |               |                                                   |              |                                 |                    |                                                                                   |                                                                          |                                                                                                                                                                              |                                                                                                                                              |                                                                                                                            |                                                                                                                                                                              |                                                                                                                        |                                                                                                                                           |
| INDEX                                            | IDP REFERENCE | CDS REFERENCE                                     | OP REFERENCE | NATIONAL KEY PERFORMANCE AREA   | PROGRAMME          | PROJECT                                                                           | BASISLINE / STATUS QUO                                                   | ANNUAL TARGET / OUTPUT                                                                                                                                                       | PERFORMANCE MEASURE                                                                                                                          | QUARTER 1                                                                                                                  | QUARTER 2                                                                                                                                                                    | QUARTER 3                                                                                                              | QUARTER 4                                                                                                                                 |
| B                                                | B1            | 2 - BACK TO BASICS                                | R & F 01     | NKPA 2 - BASIC SERVICE DELIVERY | Grass cutting      | Maintenance of verges, open spaces and parks                                      | 3 cuts in 29 wards per grass cutting season (September 2015 to May 2016) | Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2017 to May 2018) by the 30th of June 2018                                            | Grass cut once per month in 29 wards a season as per grass cutting schedule                                                                  | Grass cut once per month in 29 wards a season as per grass cutting schedule by the 30th of September 2017                  | Grass cut once per month in 29 wards a season as per grass cutting schedule by the 31st of December 2017                                                                     | Grass cut once per month in 29 wards a season as per grass cutting schedule by the 31st of March 2018                  | Grass cut once per month in 29 wards a season as per grass cutting schedule (September 2017 to May 2018) by the 30th of June 2018         |
| B                                                | B1            | 2 - BACK TO BASICS                                | R & F 02     | NKPA 2 - BASIC SERVICE DELIVERY | Landscaping        | Maintenance and landscaping of islands, municipal gardens and main entrances      | 15 Islands and 15 main arterial entrances                                | 15 Islands and 10 main entrances into the CBD maintained monthly as per maintenance schedule by the 30th of June 2018                                                        | Number of Islands and main entrances into the CBD maintained monthly                                                                         | 15 Islands and 10 main entrances into the CBD maintained monthly as per maintenance schedule by the 30th of September 2017 | 15 Islands and 10 main entrances into the CBD maintained monthly as per maintenance schedule by the 31st of December 2017                                                    | 15 Islands and 10 main entrances into the CBD maintained monthly as per maintenance schedule by the 31st of March 2018 | 15 Islands and 10 main entrances into the CBD maintained monthly as per maintenance schedule by the 30th of June 2018                     |
| B                                                | B1            | 7 - CREATING A LEARNING CITY AND CITY OF LEARNING | R & F 03     | NKPA 2 - BASIC SERVICE DELIVERY | Libraries          | Maintenance and landscaping of council grounds and gardens at libraries and halls | 11 Libraries maintained every month                                      | 12 Libraries maintained every month as per the maintenance schedule by the 30th of June 2018                                                                                 | Number of libraries maintained every month as per the maintenance schedule                                                                   | 12 Libraries maintained every month as per the maintenance schedule by the 30th of September 2017                          | 12 Libraries maintained every month as per the maintenance schedule by the 31st of December 2017                                                                             | 12 Libraries maintained every month as per the maintenance schedule by the 31st of March 2018                          | 12 Libraries maintained every month as per the maintenance schedule by the 30th of June 2018                                              |
| B                                                | B1            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY            | R & F 04     | NKPA 2 - BASIC SERVICE DELIVERY | Halls              | Maintenance and landscaping of council grounds and halls                          | 68 halls maintained every month                                          | 68 operational halls maintained every month as per maintenance schedule by the 30th of June 2018                                                                             | Number of operational halls maintained every month as per maintenance schedule                                                               | 68 operational halls maintained every month as per maintenance schedule by the 30th of September 2017                      | 68 operational halls maintained every month as per maintenance schedule by the 31st of December 2017                                                                         | 68 operational halls maintained every month as per maintenance schedule by the 31st of March 2018                      | 68 operational halls maintained every month as per maintenance schedule by the 30th of June 2018                                          |
| B                                                | B2            | 7 - CREATING A LEARNING CITY AND CITY OF LEARNING | R & F 05     | NKPA 2 - BASIC SERVICE DELIVERY | Libraries          | Purchase of Library Material                                                      | 35 279 Books                                                             | 5500 Library Books purchased by the 30th of April 2018                                                                                                                       | Number of Library Books purchased                                                                                                            | 1500 Library Books purchased by the 30th of September 2017                                                                 | 3000 Library Books purchased by the 31st of December 2017                                                                                                                    | 4500 Library Books purchased by the 31st of March 2018                                                                 | 5500 Library Books purchased by 30th of April 2018                                                                                        |
| B                                                | B2            | 7 - CREATING A LEARNING CITY AND CITY OF LEARNING | R & F 06     | NKPA 2 - BASIC SERVICE DELIVERY | Alternative Energy | Installation of generators                                                        | 1 Generator at Bessie Head                                               | 4 x Generators (Sobantu, Vulindlela, Woodlands & Ashdown) installed and commissioned by the 31st of December 2017                                                            | Number of Generators (Sobantu, Vulindlela, Woodlands & Ashdown) installed and commissioned                                                   | N/A                                                                                                                        | 4 x Generators (Sobantu, Vulindlela, Woodlands & Ashdown) installed and commissioned by the 31st of December 2017                                                            | N/A                                                                                                                    | N/A                                                                                                                                       |
| B                                                | B2            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY            | R & F 07     | NKPA 2 - BASIC SERVICE DELIVERY | Swimming Pools     | Upgrading of 2 swimming pools                                                     | 7 Pools                                                                  | 100% Upgrading of Buchanan Swimming pool (fibre glass, change rooms, stairs, ablution facilities, offices and pool cover, roof truss) completed by the 31st of December 2017 | % Upgrading of Buchanan Swimming pool (fibre glass, change rooms, stairs, ablution facilities, offices and pool cover, roof truss) completed | N/A                                                                                                                        | 100% Upgrading of Buchanan Swimming pool (fibre glass, change rooms, stairs, ablution facilities, offices and pool cover, roof truss) completed by the 31st of December 2017 | N/A                                                                                                                    | N/A                                                                                                                                       |
| B                                                | B2            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY            | R & F 08     | NKPA 2 - BASIC SERVICE DELIVERY | Swimming Pools     | Construction of a new pool                                                        | 7 Pools                                                                  | First Phase construction of new pool in ward 4 (upgrade Water pipes) completed as per approved construction plan by the 30th of June 2018                                    | Date First Phase construction of new pool in ward 4 (upgrade Water pipes) completed as per approved construction plan                        | N/A                                                                                                                        | N/A                                                                                                                                                                          | N/A                                                                                                                    | First Phase construction of new pool in ward 4 (upgrade Water pipes) completed as per approved construction plan by the 30th of June 2018 |
| B                                                | B1            | 2 - BACK TO BASICS                                | R & F 09     | NKPA 2 - BASIC SERVICE DELIVERY | Parks & Recreation | Purchase of 150 brush cutters                                                     | 100                                                                      | 150 x new brush cutters purchased by the 30th of August 2017                                                                                                                 | Number of new brush cutters purchased                                                                                                        | 150 x new brush cutters purchased by the 30th of August 2017                                                               | N/A                                                                                                                                                                          | N/A                                                                                                                    | N/A                                                                                                                                       |

Signatures: Employee:

Msunduti Municipality 2017/18

Date: 01/10/17

Superior

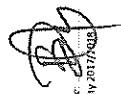
S.H

Date: 07/07/17

| MSUNDUZI MUNICIPALITY                            |               |                                        |              |                                 |                    |                                               |                                                              |                                                                                                                                    |                                                                                                        |                                                                                                                                         |                                                                                                                                        |                                                                                                                                     |                                                                                                                                    |
|--------------------------------------------------|---------------|----------------------------------------|--------------|---------------------------------|--------------------|-----------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES |               |                                        |              |                                 |                    |                                               |                                                              |                                                                                                                                    |                                                                                                        |                                                                                                                                         |                                                                                                                                        |                                                                                                                                     |                                                                                                                                    |
| WEIGHT (%): 20%                                  |               |                                        |              |                                 |                    |                                               |                                                              |                                                                                                                                    |                                                                                                        |                                                                                                                                         |                                                                                                                                        |                                                                                                                                     |                                                                                                                                    |
| NAME: AS BOHLE ZULU                              |               |                                        |              |                                 |                    |                                               |                                                              |                                                                                                                                    |                                                                                                        |                                                                                                                                         |                                                                                                                                        |                                                                                                                                     |                                                                                                                                    |
| WORKPLAN 1: RECREATION AND FACILITIES            |               |                                        |              |                                 |                    |                                               |                                                              |                                                                                                                                    |                                                                                                        |                                                                                                                                         |                                                                                                                                        |                                                                                                                                     |                                                                                                                                    |
| INDEX                                            | IDP REFERENCE | CDS REFERENCE                          | OP 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            | 2 - BACK TO BASICS                     | R & F 10     | NKPA 2 - BASIC SERVICE DELIVERY | Parks & Recreation | Purchase of 8 tractors & 8 LDVs               | N/A                                                          | 100% of vehicles purchased by the 31st of August 2017 (8 tractors & 8 LDVs)                                                        | % of vehicles purchased by the 31st of August 2017 (8 tractors & 8 LDVs)                               | 100% of vehicles purchased by the 31st of August 2017 (8 tractors & 8 LDVs)                                                             | N/A                                                                                                                                    | N/A                                                                                                                                 | N/A                                                                                                                                |
| B                                                | B1            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY | R & F 11     | NKPA 2 - BASIC SERVICE DELIVERY | Halls              | Repairs and Refurbishment of Vulindlela Halls | Halls repaired and refurbished every quarter as per schedule | 100% of all Vulindlela halls repaired and refurbished every quarter as per repairs & maintenance schedule by the 30th of June 2018 | % of all Vulindlela halls repaired and refurbished every quarter as per repairs & maintenance schedule | 100% of all Vulindlela halls repaired and refurbished every quarter as per repairs & maintenance schedule by the 30th of September 2017 | 100% of all Vulindlela halls repaired and refurbished every quarter as per repairs & maintenance schedule by the 31st of December 2017 | 100% of all Vulindlela halls repaired and refurbished every quarter as per repairs & maintenance schedule by the 30th of March 2018 | 100% of all Vulindlela halls repaired and refurbished every quarter as per repairs & maintenance schedule by the 30th of June 2018 |
| B                                                | B1            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY | R & F 12     | NKPA 2 - BASIC SERVICE DELIVERY | Sports Facilities  | Repairs and Refurbishment                     | N/A                                                          | 4 Sports Facilities Repaired as per repairs & maintenance schedule by the 30th of June 2018                                        | Number of Sports Facilities Repaired as per repairs & maintenance schedule                             | 1 Sports Facilities Repaired as per repairs & maintenance schedule by the 30th of September 2017                                        | 2 Sports Facilities Repaired as per repairs & maintenance schedule by the 31st of December 2017                                        | 3 Sports Facilities Repaired as per repairs & maintenance schedule by the 30th of March 2018                                        | 4 Sports Facilities Repaired as per repairs & maintenance schedule by the 30th of June 2018                                        |

Signatures: Employee:  Date: 07/07/17  
 Supervisor: S.H. Date: 07/07/17

| MSUNDUM MUNICIPALITY                                |               |                                        |              |                                 |                                            |                                                                           |                                                                                      |                                                                                                                  |                                                                                                                   |
|-----------------------------------------------------|---------------|----------------------------------------|--------------|---------------------------------|--------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| DESIGNATED GENERAL MANAGER: COMMUNITY SERVICES      |               |                                        |              |                                 |                                            |                                                                           |                                                                                      |                                                                                                                  |                                                                                                                   |
| WASTE MANAGEMENT & REGULATED PERFORMANCE INDICATORS |               |                                        |              |                                 |                                            |                                                                           |                                                                                      |                                                                                                                  |                                                                                                                   |
| WEIGHT (%): 20%                                     |               |                                        |              |                                 |                                            |                                                                           |                                                                                      |                                                                                                                  |                                                                                                                   |
| INDEX                                               | IDP REFERENCE | ODS REFERENCE                          | OP REFERENCE | AREA                            | PROGRAMME                                  | PROJECT                                                                   | BASELINE / STATUS QWO                                                                | ANNUAL TARGET / OUTPUT                                                                                           | PERFORMANCE MEASURE                                                                                               |
| B                                                   | B1            | 2 - BACK TO BASICS                     | WM01         | NKPA 2 - BASIC SERVICE DELIVERY | Waste Management                           | SMME's Refuse Collection - Volundels                                      | FAIL                                                                                 | 43 000 x households refuse collected in Wards 1 to 9 by the 30th of June 2017                                    | 43 000 x households refuse collected in Wards 1 to 9 by the 30th of September 2017                                |
| B                                                   | B1            | 2 - BACK TO BASICS                     | WM02         | NKPA 2 - BASIC SERVICE DELIVERY | Waste Management                           | Purchase of 5 x 15m³ skip bins                                            | 20                                                                                   | 8 x 15m³ skip bins purchased by the 31st of December 2017                                                        | 8 x 15m³ skip bins purchased by the 31st of December 2017                                                         |
| B                                                   | B2            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY | WM03         | NKPA 2 - BASIC SERVICE DELIVERY | Extension of the life of the Landfill Site | Infrastructure upgrade                                                    | Berm height 33m constructed                                                          | 250 x metres of berm constructed to 3m height by the 31st of May 2018                                            | 150m Berm constructed to 1.5 height by the 31st of March 2018                                                     |
| B                                                   | B2            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY | WM04         | NKPA 2 - BASIC SERVICE DELIVERY | Extension of the life of the Landfill Site | Infrastructure upgrade                                                    | Leachate system                                                                      | Installation of 1 x leachate pump completed by the 31st of May 2018                                              | Installation of 1 x leachate pump completed by the 31st of May 2018                                               |
| B                                                   | B2            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY | WM05         | NKPA 2 - BASIC SERVICE DELIVERY | Security Fencing                           | Infrastructure upgrade                                                    | Security of leachate facility                                                        | Fencing of leachate system/facility completed by the 31st of May 2018                                            | Fencing of leachate system/facility completed by the 31st of May 2018                                             |
| B                                                   | B2            | 3 - IMPROVED INFRASTRUCTURE EFFICIENCY | WM06         | NKPA 2 - BASIC SERVICE DELIVERY | Extension of the life of the Landfill Site | Infrastructure upgrade                                                    | Site levels uneven                                                                   | 50 000sqm of Landfill Site reshaped by the 30th of June 2018                                                     | 50 000sqm of Landfill Site reshaped by the 30th of June 2018                                                      |
| B                                                   | B1            | 2 - BACK TO BASICS                     | RPI07        | NKPA 2 - BASIC SERVICE DELIVERY | Improved access to basic services          | 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 in 2016/2017 | 120 000 households with access to refuse removal at least once per week by the 30th of June 2018 (wards 10 - 37) | 120 000 households with access to refuse removal at least once per week by the 31st of March 2018 (wards 10 - 37) |

  
 Supervisor  
 Date: 20/07/18

DATE: .....