



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

AND

Mr Sipho Nicholas Dubazana (Full Name)

As the *Deputy Municipal Manager: Community Services (Jobholder)*

PERIOD OF AGREEMENT: 1 July 2012 to 30 June 2013

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

Signatures: Employee: *Am Dube* Date 12/07/2012..... Supervisor: *[Signature]* Date..... 12/07/2012.....

Msunduzi Performance Agreement



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 agreement defines the Council's expectations of the employee's performance agreement to which this document is attached and Section 57 (1) (a) 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 agreement, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2012 to 30 June 2013**
- 2.2 The content of the agreement 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 agreement 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 : Not yet allocated at time of design

Management level : Level 2

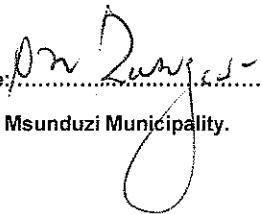
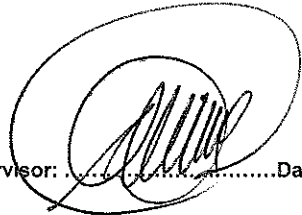
Component : Community Services

Unit : Community Services

Location : Head Office – AS Chetty Building

Occupational classification : Senior Management (Section 56)

Designation : Deputy Municipal Manager: Community Services (Acting)

Signatures: Employee:  Date12/07/2012..... Supervisor:  Date.....12/07/2012.....



Msunduzi Performance Agreement

4. JOB PURPOSE

The purpose of the DMM: Community Services' job should be in line with the Municipality's priorities as identified in the 2012 – 2013 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Community Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Community Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

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

5. JOB FUNCTIONS

The key functions of the jobholder are to:

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

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original agreement 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 agreement measures.

In turn the supervisor shall:

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

Signatures: Employee: [Signature] Date 12/07/2012..... Supervisor: [Signature] Date..... 12/07/2012.....

Msunduzi Performance Agreement



7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK

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

7.1 The Key Performance Areas (KPAs) and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.

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

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

Key Performance Areas (KPAs)	Weight
1. Public Protection Services (2)	30%
2. Area Based Management (3)	15%
3. Community Development (1)	35%
4. Health Services	10%
5. Performance Management (4)	10%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

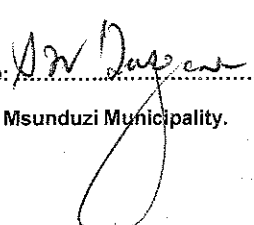
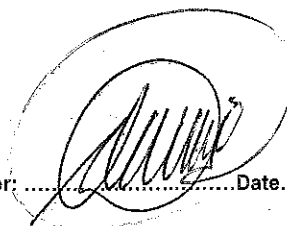
7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached WORKPLAN as well as the CMCs marked here-under. At least **five (5)** CMCs, inclusive of any that may become prescribed from time to time, should be selected from the lists that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

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

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

Signatures: Employee:  Date 12/07/2012 Supervisor:  Date 12/07/2012



Msunduzi Performance Agreement

9. 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 AGREEMENT 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

10. 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 agreement and taking into account the Employee's self-assessment.

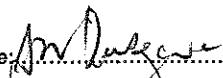
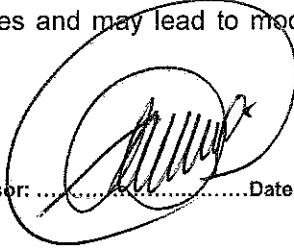
11. DEVELOPMENTAL REQUIREMENTS

11.1 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)

12. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

Progress review 1 (Oral)	End Oct '12
Progress review 2	End Jan '13
Progress review 3 (Oral)	End April '13
Progress review 4	End July '13
Annual evaluation	End July '13

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee for Section 56 Managers in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1st and 3rd Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

Signatures: Employee:  Date 12/07/2012..... Supervisor:  Date..... 12/07/2012.....



Msunduzi Performance Agreement

14. DISPUTE RESOLUTIONS

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

12. AMENDMENT OF AGREEMENT

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

13. SIGNATURES OF PARTIES TO THE AGREEMENT

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

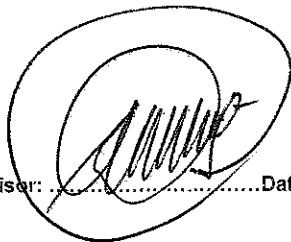
Name of Jobholder: *SN DUBAZANA*

Signature: *[Handwritten Signature]* Date: 12/07/2012

AND

Name of Supervisor: *M. A. NKOSI*

Signature: *[Handwritten Signature]* Date: 12/07/2012



Signatures: Employee: Date 12/07/2012 Supervisor: *[Signature]* Date 12/07/2012

2012 - 2013 MUNICIPALITY WORKPLAN

MR SIPHO DUBAZANA

DMM: COMMUNITY SERVICES

WORKPLAN (1)

National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
								Target	Actual	
Basic Service Delivery	Public Protection Services	30.0%	Review Disaster Risk Management Plan	Approved Disaster Risk Management Plan	0% Compliance to plan	30/04/2013				
			% Compliance to Disaster Risk Management Plan	Nil	100%	Annually				
			Training of Wards in Disaster Risk Management Plan	No. of Wards Trained	Nil	37 Wards trained	30/06/2013			
			Establishment of Disaster Management Advisory Planning Committee	Approved Disaster Management Advisory Planning Committee	Nil		30/06/2012			
			Develop Traffic Sector Policing Business Plan	MANCO Approved Traffic Sector Policing Business Plan	Nil		28/02/2013			
			Development of Business Plan for Vulindlela Traffic Station	MANCO Approved Business Plan	No Station at present		30/10/2012			
			Fire Arms Controls Act Compliance	Training workshops for traffic officers	Nil		60 Traffic Officers trained	30-Jun-13		
			Community Policing Forums	Conduct Fire Arms Control Audits	No Audits done		Fire Arms Control Audit Report	31-Oct-12		
				% Compliance to Act Forum	50% Compliance		75% Compliance	30-Jun-13		
				Set-up of Ward Policing Forum	Nil		37 policing forums	30-Jun-13		
				Service Level Agreement with SAPS on Community Security	Nil		Signed SLA with PMB SAPS	30-Jun-13		
			Traffic Control	Private Security Company forum	Nil		3 Forum meetings	30-Jun-13		
				Msunduzi Traffic Management Strategy	Nil		Council Approved Strategy	30-Sep-12		
Msunduzi Traffic Infrastructure Plan	Nil			Council Approved Plan	30-Sep-12					
Msunduzi Traffic Management Policy	Nil			Council Approved Policy	30-Sep-12					
% Implementation of Traffic Management Strategy	Nil			100% Implementation	30-Jun-13					
			Allocation of budget for implementation of Infrastructure Plan	Budget allocation in the 2013 - 2014 SDBIP	31-May-13					
			% Compliance to Traffic Management Policy	100% Compliance	Annually					

Signatures: Employee: *A. N. Zwane* Date 12 July 2012 Supervisor: *[Signature]* Date 12 July 2012

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2012 - 2013 MUNICIPALITY WORKPLAN

Fire Services	Traffic Awareness sessions conducted at schools	80 Traffic Awareness sessions conducted	120 Traffic Awareness sessions conducted	Annually
Major Hazardous Installation Meetings	36 Meetings	36 Meetings	36 Meetings	Annually
Fire Awareness sessions conducted at schools	80 Sessions	80 Sessions	120 Fire Awareness sessions conducted	Annually
Northdale Fire Station Business Plan	None at present	None at present	MANCO approved Business Plan	30/10/2012
Fire Training Facility Business Plan	Current station not up to national requirements	Current station not up to national requirements	MANCO approved Business Plan	30/11/2012
Business Premises inspections	200 Business inspections	200 Business inspections	800 Business inspections	6/30/2013

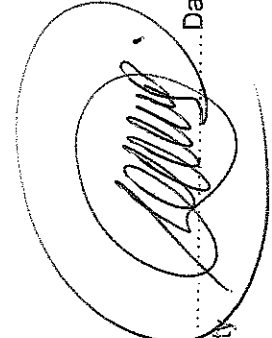
Signatures: Employee *A. Ndungu* Date 12 July 2012 Supervisor: *[Signature]* Date 12 July 2012

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2012 - 2013 MUNICIPALITY WORKPLAN

WORKPLAN (2)

National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews			
								Target	Actual		
Good Governance Public Participation	Area Based Management	15.0%	Public Participation Policy	Adopted Public Participation Policy	N/A	30/09/2012	Annually				
			Efficient Management of Complaints from community	% Implementation of the Public Participation Policy Time lapse from complaint receipt till referral to relevant Department % of complaints received referred	N/A	100% Implementation 5 days	Annually				
			Community based planning	Number of completed Ward plans	28 Wards have no plans	28 Ward plans	30/06/2013				
			Institutionalization of Community Participation	Adopted Community Participation Programme	N/A		30/12/2012				
			Develop tool to monitor functioning of war rooms	No of Wards audited Functioning tool	No audits done No tool at present	37 Ward audits	30/09/2012				
			Loudhaling	Reporting on functioning of war rooms % of loudhaling conducted as per requests received	None	111 Reports presented to Manco 100% of requests approved by Speakers Office conducted	Quarterly Annually				
			Rural Strategy	Approved Vukhulilela Rural Development Strategy	No Rural Strategy		31/06/2013				
			ABM Management Boundaries	No of areas whose boundaries have been reviewed	Outdated boundaries	All 5 areas with developed boundaries	30/06/2013				
			IDP Budget Need	IDP Budget Need Survey Report	Outdated Lzimbo Budget/IDP survey		30/06/2013				



Signatures: Employee *[Signature]* Date 12 July 2012 Supervisor *[Signature]* Date 12 July 2012

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2012 - 2013 MUNICIPALITY WORKPLAN

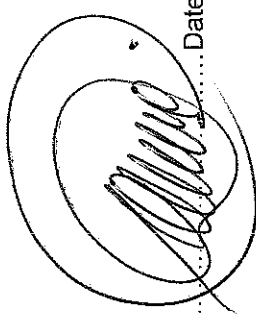
WORKPLAN (3)								
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews
								Target Actual
								Quarter
Social and Economic Development	Health and Environmental Services	0.0%	Community Counselling	No. of training courses conducted	9 Courses conducted	12 Counselling courses	30-Jun-13	
			Community Peer Education Training	No. of training courses conducted	4 Courses conducted	6 Courses	30-Jun-13	
			Community Awareness	No. of community awareness campaigns conducted	3 Campaigns conducted	5 Community Campaigns	30-Jun-13	
			Condom Distribution Outlets	No. of additional ward condom distribution outlets	18 Ward outlets	19 Ward Outlets	30-Jun-13	
			Home based care groups	No. of additional wards with fully functioning Home based care groups	33 Wards	4 Additional wards	30-Jun-13	
			Local Aids Meetings	No. of Local Aids Council Meetings held	4 LAC Meetings	4 LAC Meetings	Annually	
			Training of Councillors (Ward and PR), Amakhosi and Izinduna in HIV Aids	No. of people trained	Nil	89 People (Ward and PR Councillors, Amakhosi and Izinduna)	30-Jun-13	
			Ward Aids Committees	No. of fully functioning Ward Aids Committees	25 Ward Aids Committees	16 Additional Ward Aids Committees	30-Jun-13	
			Wards Aids Strategy	Adopted Ward Aids Strategy	Nil	7/31/2012		
				% Implementation of strategy	Nil	100% implementation	30-Sep-12	
			Air Pollution Control	Air Pollution Control Reports Produced	Quarterly reports from Northdale and Edendale Monitoring Stations	12 Reports Produced	6/30/2013	
			Upgrade of Pollution Monitoring Stations	No. of premises inspected	120 premises inspected	Inspect 120 premises	30-Jun-13	
			Water quality control	Purchase and installation of new equipment	Ageing equipment	1/31/2013		
				Number of samples taken weekly from reservoirs/ consumer points	900 samples taken/ analyzed annually	900 samples taken weekly on a rotation	30-Jun-13	
			Food Quality Control	Number of premises inspected annually	1600 premises inspected annually	1600 premises inspected	30-Jun-13	
				Number of Samples taken quarterly	360 food samples and 120 swabs taken/ analyzed	360 food samples and 120 swabs taken/ analyzed	30-Jun-13	
			Vector Control	Number of sites treated annually	1200 sites Baited/ Treated annually	1200 sites	Annually	
			Public Complaints investigations	% of Complaints investigated	N/A	100% of complaints investigated	within 5 days from receipt	
			Health Care Risk Waste Control	Number of inspections/ Registrations annually	480 premises inspected annually	480 premises inspected	Annually	
			Tobacco Control	Number of inspections done	1680 premises inspected	1680 premises inspected	Annually	
			Places of care	Number of inspections/ Registrations annually	240 premises inspected annually	240 premises inspected	Annually	

Signatures: Employee *[Signature]* Date 12 July 2012 Supervisor: *[Signature]* Date 12 July 2012
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2012 - 2013 MUNICIPALITY WORKPLAN

Funeral undertakers, cemeteries and crematoria Control	Number of Inspections/ Registrations annually	30 premises inspected annually	30 premises inspected	Annually	
Health Surveillance of commercial, industrial and residential premises	Number of premises inspected annually	800 premises inspected annually	800 premises inspected	Annually	
Communicable disease control	% of investigated and finalised notifications	N/A	100% notifications investigated and finalised	Within 5 days from notification	
Health Education Promotion	Number of programmes conducted annually	60 Programs	60 Programs	Annually	
Compliance and enforcement measures	% of summonses issued when contravention occurs	N/A	100% of contraventions issued with summonses	Annually	

Signatures: Employee *[Signature]* Date 12 July 2012 Supervisor: Date 12 July 2012
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2012 - 2013 MUNICIPALITY WORKPLAN

WORKPLAN (1)								
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline	Target	Timeframe	Reviews
	Community Development	40.0%						Target Actual
			To assess and develop a maintenance plan for libraries	Assessment Report and Maintenance Plan	None	31 September 2012		Quarter
			Purchasing of books & processing material	Number of Libraries maintained	9 Libraries	9 Libraries maintained	30-Jun-13	
			Arts and Culture Programmes	% of Processing material and books purchased	N/A	100% of funded purchases completed and delivered	31 September 2012	
			Grass cutting	No. of exhibitions conducted	12 Exhibitions	8 Exhibitions	30-Jun-13	
			Establishment of new parks	Number of cuts per suburb	1 very 4 months	4 cuts per suburb	Annually	
			Reutilise parks	Greater Edendale Parks Establishment Business Plan	None		Dec-12	
			Beautification of Municipality	Alexander Park Revitalisation Business Plan	Dilapidated park		Dec-12	
			Halls Maintenance	Number of traffic islands and main entrances maintained	10 traffic islands and main entrances into the city require landscaping and Maintenance	Landscaping and maintenance of 10 traffic islands and main entrances	As per annual schedule (seasonal)	
			Sports Facilities	Halls maintenance plan (60 Halls)	60 Halls require maintenance	Completed Halls Maintenance Plan	Aug-12	
				Identification of savings for implementation of the maintenance plan	None	R value as required in the maintenance plan	Dec-12	
				% Implementation of plan	None	100% implementation as per plan schedule and funding	Jun-13	
			Community Facilities	Sports Facilities maintenance plan (65)	65 Sports Facilities require maintenance	Completed Sports Facilities	Aug-12	
				Identification of savings for implementation of the	None	R value as required in the maintenance plan	Dec-12	
				% Implementation of plan	None	100% implementation as per plan schedule	Jun-13	
			Msunduzi Sports and Recreation Plan	% Completion of Athletics Track for Msunduzi Phase 1	None at present	100% Completion of Phase 1	30-Jun-13	
			Cemeteries and crematoria	Approved Plan	20 Satellites		31-Mar-13	
				New Crematoria purchased	1 functioning and 2 non functioning	2 New Cremators	30/12/2012	
				Business Plan for fencing of cemeteries	Mountain Rise, Azalea, Snatching and Community Cemeteries not fenced.	Dec-12		
				Identification of savings for implementation of the Business plan	None	R value as required in the Business plan	Jan-13	

[Handwritten Signature]

Signatures: Employee *[Signature]* Date 12 July 2012 Supervisor: *[Signature]* Date 12 July 2012

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2012 - 2013 MUNICIPALITY WORKPLAN


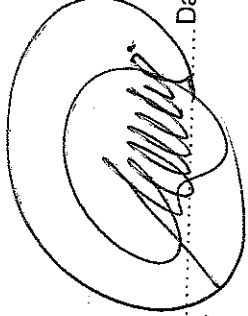
	% Implementation of plan	None	100% implementation as per plan schedule and funding	Jun-13
Winston Churchill Theatre	Cemeteries and Crematoria Sector Plan	None	30-Jun-13	
Grading and categorising of venues	Theatre Operationa Plan	Currently under construction	Dec-12	
	Grading and categorising Business Plan	125 sport facilities and halls requires grading and categorisation	Dec-12	
Harry Gwala Sustainability Plan	Harry Gwala Sustainability Plan	None at present	Mar-13	
Domestic refuse collection	Number of households with weekly refuse collection	85000 houses weekly refuse collection	Weekly	
Business refuse collection	Number of business with weekly refuse collection	5 757 businesses weekly refuse collection	Weekly	
Street sweeping	kms of street swept per quarter	300 kms swept per quarter	Quarterly	
Garden refuse collection	No of gardens serviced daily	8 garden sites serviced daily	Daily	
Garden Refuse Income Generation	Revenue Generation Business Plan	No income generated from garden refuse at present	31-Dec-12	
	Approved Communication Plan for Garden Refuse Process and Tariffs	None	1-Jan-13	
	% Implementation of Communication Plan	None	31-Mar-13	
	Inclusion of the Revenue Plan and Tariffs for Garden Refuse on 2013 - 2014 Budget		31-May-13	
Illegal Dumping	Illegal Dumping Assessment Report (Quantity illegal dumping)	None	31 September 2012	
	% Reduction of illegal dumping	Unknown	30-Jun-13	
Keep Pietermaritzburg Clean Education and Awareness	Number of initiatives conducted	Unknown	Annually @ (2 per week)	
Orange Bag Recycling Project	Number of wards in which the recycling project is extended	Currently operational in 5 wards	30-Jun-13	
Integrated Waste Management	Adopted Municipal Integrated Waste Management Plan	District IWMIP	30/3/2013	
Landfill Site Infrastructure Upgrade	% Completion of Infrastructure Upgrade	Non compliance with permit	30/09/2012	
	Functional MRF	Non recycling and composting	30/06/2013	
Public conveniences/ Toilets	Number of public conveniences Operated	29 Conveniences Operated	Daily	

WORKPLAN (5)

Signatures: Employee *[Signature]* Date 12 July 2012 Supervisor: *[Signature]* Date 12 July 2012
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2012 - 2013 MUNICIPALITY WORKPLAN

National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews				
								Target	Actual	Quarter		
Municipal Transformation and Institutional Development	Performance Management	10.0%	Planning and Agreements	Submission towards Municipal IDP	N/A	As per internal notification						
				Submission towards Municipal SDBIP	N/A	30-Apr-13						
				Submission of section budgets		1-Nov-12						
			Monitoring and Reporting	Signed Performance Agreements with Process Managers	No Performance Agreements in place	1-Jul-13						
				Section Performance Monitoring Meetings		Weekly						
				Submission of Performance Reports to MANCO and EXCO		Monthly (Extended MANCO)						
				Submission towards Municipal Annual Performance Report		Monthly (EXCO)						
			Assessments	Assessment meetings register & Assessment Forms		30-Jul-12						
						End Oct '12						
						End Jan '13						
			AG Compliance	% Compliance to Performance Audit Requirements as stipulated in the AG Performance Dashboards	Response to AG queries	100% Compliance	N/A	100% Compliance	Annually			
					N/A	Within the required time frames	Annually					

Signatures: Employee  Date 12 July 2012 Supervisor:  Date 12 July 2012
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Msunduzi Personal Development Plan

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

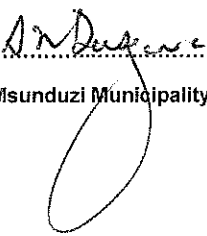
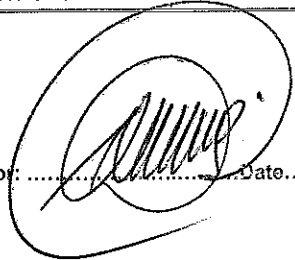
AND

Mr Siphon Nicholas Dubazana (Full Name)

As the DMM: *Community Services (Jobholder)*

PERIOD OF DEVELOPMENT: 1 July 2012 to 30 June 2013

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

Signatures: Employee:  Date12/07/2012.....Supervisor:  Date.....12/07/2012.....



Msunduzi Personal Development Plan

MUNICIPALITY:	Msunduzi Municipality
NAME:	Mr Siphon Nicholas Dubazana
JOB TITLE:	Deputy Municipal Manager
SUPERVISOR	Municipal Manager
UNIT	Community Services
COMPONENT:	Community Services

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

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

FINANCIAL MANAGEMENT
PEOPLE MANAGEMENT & EMPOWERMENT
CLIENT ORIENTATION & CUSTOMER FOCUS

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

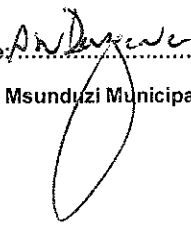
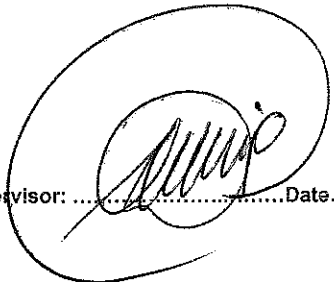
ALL

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

NONE

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

N/A

Signatures: Employee:  Date 12/07/2012 Supervisor:  Date 12/07/2012



Msunduzi Personal Development Plan

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

None

6. Actions/Training interventions to address future progression

None

7. Comments/Remarks of the Incumbent

None

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

Signatures: Employee: [Signature] Date 12/07/2012 Supervisor: [Signature] Date 12/07/2012



Msunduzi Personal Development Plan

Agreed upon:

Signature: _____

Supervisor: _____

Date: 12/07/2012

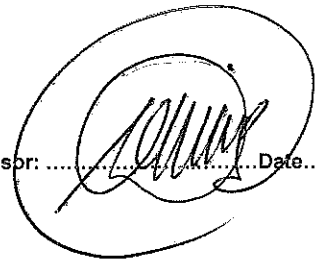
Signature: *SN Dugazona*

Incumbent: *SN DUGAZONA*

Date: 12/07/2012

Date of next review: _____

Signatures: Employee: Date 12/07/2012 Supervisor: *[Signature]* Date 12/07/2012



ANNEXURE C

FINANCIAL DISCLOSURE
FORM

I, the undersigned (surname and initials) DUBAZANA SN of
15 BROMHEAD ROAD PETHAM PIETERMARITZBURG 3201

(Postal address)
and

SAME AS ABOVE (Residential
address) employed as ACTING DMM - CS at the MSUNDUZI

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

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

See information sheet:
Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
100 %		✓	EXCELLENTE SERVICES
100 %		✓	ELDMURA CONSTRUCTION

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
AS PER ABOVE NONE	AS PER ABOVE NONE	N/A

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

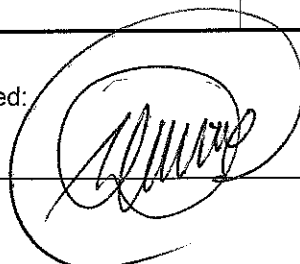
See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
NONE	N/A	N/A

Council sanction confirmed:

Signature of Mayor: _____

MM



Date: _____

4. Consultancies and retainerships

See information sheet: Note (4)

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

5. Sponsorships

See information sheet: Note (5)

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

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

See information sheet: Note (6)

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

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
15 BRAMHEAD RD PELTAM	1505m ²	PELTAM	R750 000

SIGNATURE OF EMPLOYEE: P n Luqwu

DATE: _____ PLACE: PIETERMARITZBURG

OATH/AFFIRMATION

- 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:

MAN

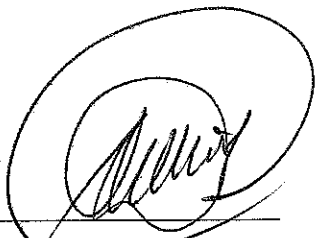
- (i) Do you know and understand the contents of the declaration?
Answer _____
- (ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer _____
- (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer _____

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

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____ (Block letters)
Designation (rank): _____ Ex Officio Republic of South Africa
Street address of institution: _____

Date: _____
Place: _____



CONTENTS NOTED: MAYOR *MM*
DATE: _____

INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

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

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

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

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

NOTE 2: Directorships and partnerships

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

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

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

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

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council) Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

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

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

NOTE 4: Consultancies and retainerships

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

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

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

NOTE 7: Land and Property

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

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



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

66

MAN

staff member, for private gain or to improperly benefit another person; or

(b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—

(a) be a party to a contract for—

(i) the provision of goods or services to the municipality; or

(ii) the performance of any work for the municipality otherwise than as a staff member;

(b) obtain a financial interest in any business of the municipality; or

(c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

(2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

6. Unauthorised disclosure of information

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

(2) For the purpose of this item "privileged or confidential information" includes any information—

(a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;

(b) discussed in closed session by the council or a committee of the council;

(c) disclosure of which would violate a person's right to privacy; or

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

(3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. Undue influence

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- (b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
- (c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

8. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for—
 - (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
 - (b) making a representation to the council, or any structure or functionary of the council;
 - (c) disclosing any privileged or confidential information; or
 - (d) doing or not doing anything within that staff member's powers or duties.
- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

9. Council property

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

10. Payment of arrears

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

11. Participation in elections

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

12. Sexual harassment

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

13. Reporting duty of staff members

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

14. Breaches of Code

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

14A. Disciplinary steps

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

(2) Such other disciplinary steps may include—

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