



**INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT**

**ENTERED INTO BY AND BETWEEN:**

**MSUNDUZI MUNICIPALITY**

*Mr Mxolisi Alexius Nkosi (Full Name)*

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

**AND**

*Ms Boniwe Zulu (Full Name)*

As the *DMM: Community Services (Jobholder)*

**PERIOD OF AGREEMENT:** 01 July 2014 to 30 June 2015

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

Signatures: Employee: ..... Date 25/ 02 / 2015 Supervisor: ..... Date 25/ 02 / 2015



**WHEREBY IT IS AGREED AS FOLLOWS:**

**1. PURPOSE**



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

**2. VALIDITY OF THE AGREEMENT**

- 2.1 The agreement will be valid for the period **01 July 2014 to 01 June 2015**, or when the employee's term of contract employment comes to an end, whichever is sooner.
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

**3. JOB DETAILS**

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

Signatures: Employee:  Date 25/ 02 / 2015 Supervisor:  Date 25/ 02 / 2015



#### 4. JOB PURPOSE

The purpose of the DMM: Community Services' job should be in line with the Municipality's priorities as identified in the 2014 – 2015 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Community Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Community Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

#### Overall accountability of the jobholder:

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

#### 5. JOB FUNCTIONS

The key functions of the jobholder are to:

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

#### 6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

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

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DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES



In turn the supervisor shall:

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

## 7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK


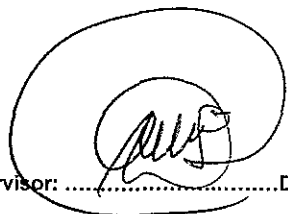
Performance will be assessed according to the information contained in the Workplan.

- 7.1 The Key Performance Areas (KPA's) and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPA's within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPA's are outlined in the attached work plan. KPA's should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

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

Key Performance Areas (KPA's)	Weight
1. WORKPLAN 1: ABM	20%
2. WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT	20%
3. WORKPLAN 3: COMMUNITY DEVELOPMENT	20%
4. WORKPLAN 4: MTAS & REGULATED PERFORMANCE INDICATORS	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
<b>TOTAL</b>	<b>100%</b>

NOTE: WEIGHTING OF KPA's MUST TOTAL 100%

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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.

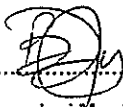
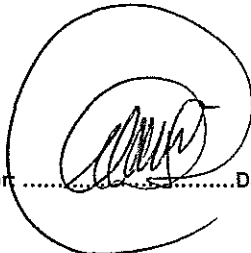
7.4

	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 25/ 02 / 2015 Supervisor:  Date 25/ 02 / 2015



## 8. PERFORMANCE ASSESSMENT

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

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

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

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

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

## 9. FEEDBACK

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

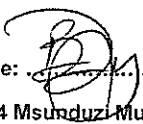
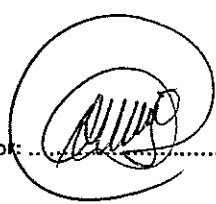
## 10. DEVELOPMENTAL REQUIREMENTS

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

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

Progress review 1 (Oral)	End Oct '14
Progress review 2	End Jan '15
Progress review 3 (Oral)	End April '15
Progress review 4	End July '15
Annual evaluation	End July '15

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.

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**12. DISPUTE RESOLUTIONS**

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

**13. AMENDMENT OF AGREEMENT**

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

- 14.** The following are annexures of this individual annual performance agreement for the 2014/15 financial year:

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

**15. SIGNATURES OF PARTIES TO THE AGREEMENT**

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

Name of Jobholder: BONIWE Zulu

Signature: [Signature] Date: 25 / 02 / 2015

AND

Name of Supervisor: M. A. Nkomo

Signature: [Signature] Date: 20 / 02 / 2015

Signatures: Employee: [Signature] Date 25/ 02 / 2015 Supervisor: [Signature] Date 25/ 02 / 2015



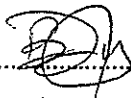

ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee:  Date 25/ 02 / 2015 Supervisor:  Date 25/ 02 / 2015





## SCHEDULE 2

### CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

#### 1. Definitions

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

#### 2. General conduct

A staff member of a municipality must at all times—

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

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


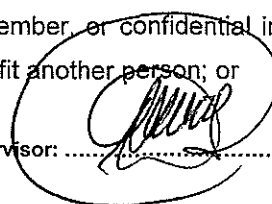
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

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

#### 4. Personal gain

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

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

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

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

(a) be a party to a contract for—

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

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

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

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

#### 5. Disclosure of benefits

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

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

#### 6. Unauthorised disclosure of information

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

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

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

(b) discussed in closed session by the council or a committee of the council; (c) disclosure of which would violate a person's right to privacy; or

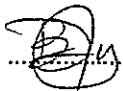
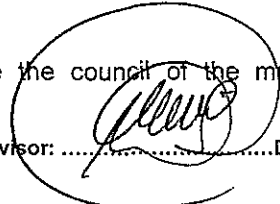
(d) declared to be privileged, confidential or secret in terms of any law.

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

#### 7. Undue influence

A staff member of a municipality may not—

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

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

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

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

#### 8. Rewards, gifts and favours

(1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;

(b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or

(d) doing or not doing anything within that staff member's powers or duties.

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

#### 9. Council property

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

#### 10. Payment of arrears

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

#### 11. Participation in elections


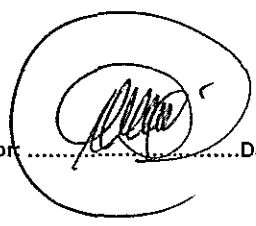
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

#### 12. Sexual harassment

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

#### 13. Reporting duty of staff members

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

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#### 14. Breaches of Code


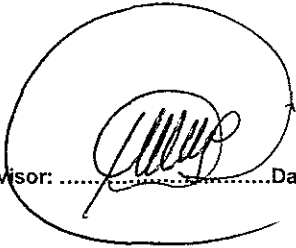
Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

##### 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.

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ANNEXURE B

# MSUNDUZI MUNICIPALITY

## FINANCIAL DISCLOSURE FORM



Signatures: Employee: ..... Date 25/ 02 / 2015 Supervisor: ..... Date 25/ 02 / 2015



## FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) BONIWE Zulu of  
201 MURRAY STREET KOKSMD 4700  
P.O. Box 959 KOKSMD 4700 (Postal address) and

(Residential address)  
employed as DMM Community Services at the Msunduzi

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

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

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
	N/A		

### 2. Directorships and Partnerships

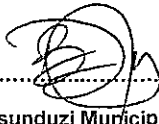
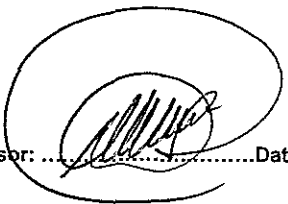
See information sheet: Note (2)

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

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

See information sheet: Note (3)

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

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INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2014/2015 FINANCIAL YEAR  
DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES



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	

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INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2014/2015 FINANCIAL YEAR  
DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES



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

DATE: 25 / 02 / 2015

PLACE: PIETERMARITZBURG

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:
  - (i) Do you know and understand the contents of the declaration?  
Answer YES
  - (ii) Do you have any objection to taking the prescribed oath or affirmation?  
Answer NO
  - (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?  
Answer YES
2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

\_\_\_\_\_  
Commissioner of Oath /Justice of the Peace

Full first names and surname: CLIVE JEFFREY ANTHONY (Block letters)

Designation (rank): \_\_\_\_\_ Ex Officio Republic of South Africa

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

Date: 25-02-2015

Place: PIETERMARITZBURG

**CLIVE JEFFREY ANTHONY**  
EX-OFFICIO COMMISSIONER OF OATHS  
MANAGER: ENVIRONMENTAL HEALTH UNIT  
MSUNDUZI MUNICIPALITY  
P.O. BOX 89, PIETERMARITZBURG

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

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

Signatures: Employee: \_\_\_\_\_ Date 25 / 02 / 2015 Supervisor: \_\_\_\_\_ Date 25 / 02 / 2015

B2





## 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)

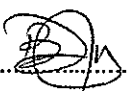
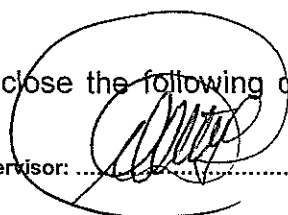
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- 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 25/ 02 / 2015 Supervisor:  Date 25/ 02 / 2015



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:

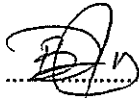
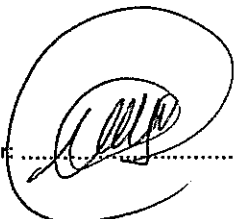
- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

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 25/ 02 / 2015 Supervisor:  Date 25/ 02 / 2015



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

*Mr Mxolisi Alexius Nkosi (Full Name)*

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

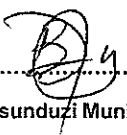
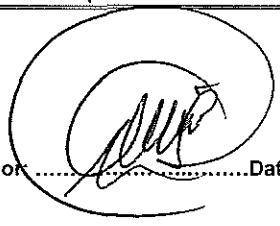
AND

*Ms Boniwe Zulu (Full Name)*

As the *DMM: Community Services (Jobholder)*

PERIOD OF AGREEMENT: 1 July 2014 to 30 June 2015

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

Signatures: Employee:  Date 25/ 02 / 2015 Supervisor:  Date 25/ 02 / 2015

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2014/2015 FINANCIAL YEAR  
DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES



<b>MUNICIPALITY:</b>	<b>MSUNDUZI MUNICIPALITY</b>
<b>NAME:</b>	<b>Ms BONIWE ZULU</b>
<b>JOB TITLE:</b>	<b>DEPUTY MUNICIPAL MANAGER</b>
<b>SUPERVISOR</b>	<b>MUNICIPAL 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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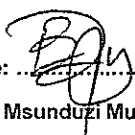
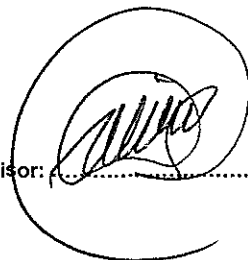
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Signatures: Employee:  Date 25/ 02 / 2015 Supervisor:  Date 25/ 02 / 2015

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2014/2015 FINANCIAL YEAR  
DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES



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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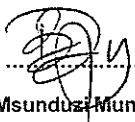
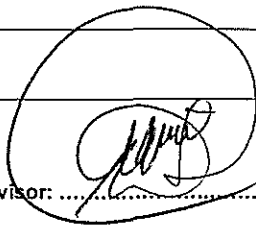
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**IMPACT ASSESSMENT**

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

Signatures: Employee:  Date 25/ 02 / 2015 Supervisor:  Date 25/ 02 / 2015

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2014/2015 FINANCIAL YEAR  
DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES



**AGREED UPON:**

Signature:

A handwritten signature, likely of the Deputy Municipal Manager, enclosed in a large circle.

Supervisor:

M.A. Nkomo

Date:

25 / 02 / 2015

Signature:

A handwritten signature, likely of the employee, enclosed in a large circle.

Incumbent:

BONIWE ZULU

Date:

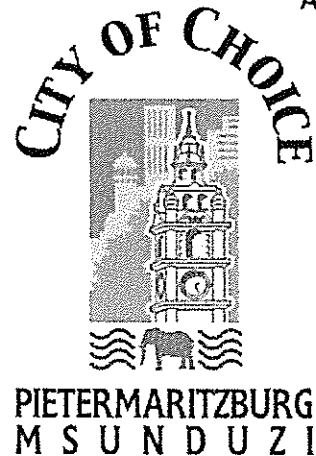
25 / 02 / 2015

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

Signatures: Employee: Date 25/ 02 / 2015 Supervisor: Date 25/ 02 / 2015



**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**



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

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

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

EMPLOYEE:



DATE:

25 / 02 / 2015

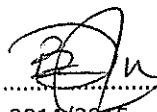
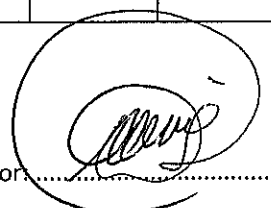
SUPERVISOR:

DATE:

25 / 02 / 2015

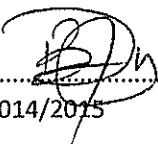

Signatures: Employee:  Date 25/ 02 / 2015 Supervisor:  Date 25/ 02 / 2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 1: ABM									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	ABM 01	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Complaints referral	All community complaints forwarded to customer services and departments within 2 days in 2013/2014	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of June 2015	Turnaround time for Community complaints received referred to customer services and departments	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of September 2014	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 31st of December 2014	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 31st of March 2015	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of June 2015
E	E1	ABM 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Implement Community Based Planning	7 wards with no ward plans	Development of 5 ward plans for wards 28,29,31,32 & 34 by the 31st of March 2015	Number of ward plans Developed for wards 28,29,31,32 & 34	Development of 3 ward plans for wards 29,32 & 34 by the 30th of September 2014	N/A	Development of 5 ward plans for wards 28,29,31,32 & 34 by the 31st of March 2015	N/A

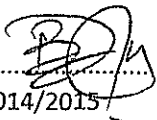
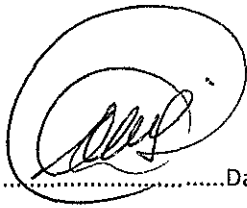
Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015  
Msunduzi Municipality 2014/2015



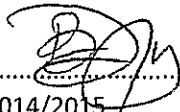

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 1: ABM									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	ABM 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Conduct IDP/ Budget needs surveys	1 Survey conducted	1 IDP/ Budget needs Izimbizo Survey conducted in each of the 5 Zones of Council by the 31st of December 2014	Number of IDP/ Budget needs Izimbizo Surveys conducted in each of the 5 Zones of Council	N/A	1 IDP/ Budget needs Izimbizo Survey conducted in each of the 5 Zones of Council by the 31st of December 2014	N/A	N/A
E	E2	ABM 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Review of public participation policy	Public participation policy reviewed 2013/2014	Reviewed public participation policy submitted to SMC by the 31st of January 2015	Date Reviewed public participation policy Submitted to SMC	N/A	Reviewed public participation policy submitted to DMM: Community Services by the 31st of December 2014	Reviewed public participation policy submitted to SMC by the 31st of January 2015	N/A

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015  
Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
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WORKPLAN 1: ABM									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E3	ABM 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Implement the public participation policy	Public participation policy presented to all 37 ward committees in 2013/2014	1 x public participation policy presentation conducted for each of the 37 ward committees of council by the 30th of June 2015	Number of public participation policy presentations conducted for each of the 37 ward committees of council	N/A	N/A	N/A	1 x public participation policy presentation conducted for each of the 37 ward committees of council by the 30th of June 2015

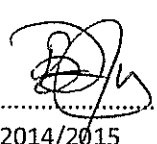

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015  
 Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 1: ABM						WEIGHT (%): 20%						
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	ABM 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION		Implement the public participation policy	Existing public participation policy	All community related issues reported to ABM via War Rooms (Operation Sukuma Sakhe) referred to the relevant department within 2 days of receipt of the issues by the 30th of June 2015	Turnaround time for community related issues reported to ABM via War Rooms (Operation Sukuma Sakhe) referred to the relevant department	All community related issues reported to ABM via War Rooms (Operation Sukuma Sakhe) referred to the relevant department within 2 days of receipt of the issues by the 30th of September 2014	All community related issues reported to ABM via War Rooms (Operation Sukuma Sakhe) referred to the relevant department within 2 days of receipt of the issues by the 31st of December 2014	All community related issues reported to ABM via War Rooms (Operation Sukuma Sakhe) referred to the relevant department within 2 days of receipt of the issues by the 31st of March 2015	All community related issues reported to ABM via War Rooms (Operation Sukuma Sakhe) referred to the relevant department within 2 days of receipt of the issues by the 30th of June 2015

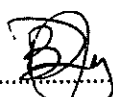
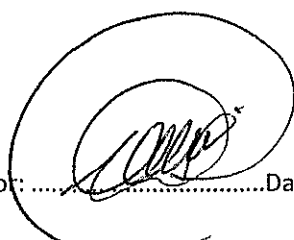
Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015

Msunduzi Municipality 2014/2015


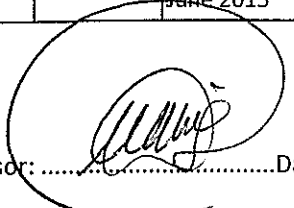
MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 1: ABM						WEIGHT (%): 20%						
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	ABM 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	War Rooms	Support Established war rooms	32 Established War Rooms	12 monthly reports produced and submitted to OMC on the functioning of established war rooms by the 30th of June 2015	Number of monthly reports produced and submitted to OMC on the functioning of established war rooms	3 monthly reports produced and submitted to OMC on the functioning of established war rooms by the 30th of September 2014	6 monthly reports produced and submitted to OMC on the functioning of established war rooms by the 31st of December 2014	9 monthly reports produced and submitted to OMC on the functioning of established war rooms by the 31st of March 2015	12 monthly reports produced and submitted to OMC on the functioning of established war rooms by the 30th of June 2015

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015  
Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F2	PSDM 01	NKPA 6 - CROSS CUTTING	Disaster Management	Awareness Campaigns	(5) Number of awareness campaigns	5 x Disaster awareness Campaigns (1 campaign per zone) conducted by the 30th of June 2015	Number of disaster awareness campaigns conducted	N/A	N/A	3 x Disaster awareness Campaigns (1 campaign per zone) completed by the 30th of April 2015	5 x Disaster awareness Campaigns (1 campaign per zone) completed by the 30th of June 2015
F	F2	PSDM 02	NKPA 6 - CROSS CUTTING	Disaster Management	Approval of DM Plan	Draft DM PLAN	Disaster management plan developed and submitted to SMC by the 31st January 2015 for approval by Council	Date Disaster management plan developed and submitted to SMC for approval by Council	N/A	N/A	N/A	N/A



Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F2	PSDM 03	NKPA 6 - CROSS CUTTING	Disaster Management	Implementation of the Approved Disaster management plan/strategy	Currently there is no set standard for turnaround times	24 Hours turnaround time to respond to disaster related incidents reported according to the Approved DM plan/strategy by 30th June 2015	Turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy	24Hours turnaround time to respond to disaster related incidents reported according to the Approved DM plan/strategy	24Hours turnaround time to respond to disaster related incidents reported according to the Approved DM plan/strategy	24Hours turnaround time to respond to disaster related incidents reported according to the Approved DM plan/strategy	24Hours turnaround time to respond to disaster related incidents reported according to the Approved DM plan/strategy by 30th June 2015
F	F2	PSDM 04	NKPA 6 - CROSS CUTTING	Disaster Management	Implementation of the Approved Disaster management plan/strategy	No Relief/Response Committees in place.	37 Disaster Relief/Response Committees Trained by PSDM in 5 municipal zones according to the Approved DM plan/strategy by the 30th June 2015	Number of Disaster Relief/Response Committees trained by PSDM in 5 municipal zones according to the Approved DM plan/strategy	N/A	N/A	N/A	37 Disaster Relief/Response Committees trained by PSDM in 5 municipal zones according to the Approved DM plan/strategy by the 30th June 2015

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015



Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F2	PSDM 05	NKPA 6 - CROSS CUTTING	Fire & Rescue	Fire & Rescue Public awareness presentations facilitated by PSDM	N/A (New KPI)	50 Fire & Rescue public awareness presentations conducted by the 30th of June 2015	Number of Fire & Rescue public awareness presentations conducted	15 Fire & Rescue public awareness presentations conducted 30th of September 2014	25 Fire & Rescue public awareness presentations conducted by the 31st of December 2014	35 Fire & Rescue public awareness presentations conducted by the 31st of March 2015	50 Fire & Rescue public awareness presentations conducted by the 30th of June 2015
F	F2	PSDM 06	NKPA 6 - CROSS CUTTING	Fire & Rescue	Major Hazards Visitations by PSDM	24 Major Hazard Visitations conducted by the 30th of June 2014	24 Major Hazard Visitations conducted by the 30th of June 2015	Number of Major hazard Visitations conducted	6 Major Hazard Visitations conducted by the 30th of September 2014	12 Major Hazard Visitations conducted by the 31st of December 2014	18 Major Hazard Visitations conducted by the 31st of March 2015	24 Major Hazard Visitations conducted by the 30th of June 2015
F	F2	PSDM 07	NKPA 6 - CROSS CUTTING	Fire & Rescue	Fire & Rescue fire inspections	800 fire inspections conducted by the 30 <sup>th</sup> of June 2014	800 fire inspections conducted by the 30 <sup>th</sup> of June 2015	Number of fire inspections conducted	210 fire inspections conducted by the 30th of September 2014	400 fire inspections conducted by the 31st of December 2014	590 fire inspections conducted by the 31st of March 2015	800 fire inspections conducted by the 30th of June 2014

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015



Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 2: PUBLIC SAFETY & DISASTER MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F2	PSDM 08	NKPA 6 - CROSS CUTTING	Public Safety	Opening of the DLTC & RA testing centre	PSDM:DLTC & RA testing centre constructed	100% PSDM:DLTC & RA testing centre to be fully operational by 31st January 2015	% of PSDM:DLTC & RA testing centre to be fully operational	N/A	N/A	100% PSDM:DLTC & RA testing centre to be fully operational by 31st January 2015	N/A
F	F2	PSDM 09	NKPA 6 - CROSS CUTTING	Public Safety & Law Enforcement	Road safety, Alcohol, Drug and Substance abuse campaigns	120 Road Safety awareness sessions	120 road safety awareness sessions conducted by the 30th of June 2015	Number of road safety awareness sessions conducted	30 road safety awareness sessions conducted by PSDM before 30th September 2014	60 road safety awareness sessions conducted by PSDM before the 31st December 2014	90 road safety awareness sessions conducted by PSDM before the 31st March 2015	120 road safety awareness sessions conducted by the 30th of June 2015
F	F2	PSDM 10	NKPA 6 - CROSS CUTTING	Public Safety & Law Enforcement	Fire arm audit	Fire arm audit conducted in Compliance with Fire Arms Controls Act	4 x Fire arm audits conducted in Compliance with Fire Arms Controls Act by the 30th of June 2015	Number of Fire Arm Audits Conducted	1 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 30th of September 2014	2 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 31st December 2014	3 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 31st March 2015	4 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 30th June 2015

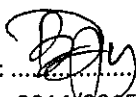
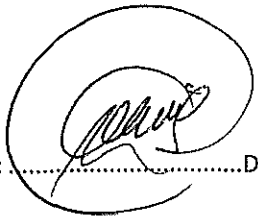
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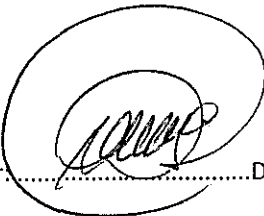
MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 3: COMMUNITY DEVELOPMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B1	COM DEV 01	NKPA 2 - BASIC SERVICE DELIVERY	Grass cutting	Maintenance of verges, open spaces and parks	3 cuts in 37 wards per grass cutting season (September 2014 to May 2015)	Grass cut in 37 wards three times a season. (September 2014 to May 2015) by the 30th of May 2015	Number of cuts per wards per season	Grass cut in 37 wards three times a season by the 30th of September 2014	Grass cut in 37 wards three times a season by the 31st of December 2014	Grass cut in 37 wards three times a season by the 31st of March 2015	Grass cut in 37 wards three times a season. (September 2014 to May 2015) by the 30th of May 2015
B	B1	COM DEV 02	NKPA 2 - BASIC SERVICE DELIVERY	Landscaping and beatification	Maintenance and landscaping of islands and main entrances	21 islands and 19 main arterial entrances	21 islands and 19 main entrances maintained monthly by the 30th of June 2015	Number of islands, main entrances maintained monthly	21 islands and 19 main entrances maintained monthly by the 30th of September 2014	21 islands and 19 main entrances maintained monthly by the 31st of December 2014	21 islands and 19 main entrances maintained monthly by the 31st of March 2015	21 islands and 19 main entrances maintained monthly by the 30th of June 2015
B	B1	COM DEV 03	NKPA 2 - BASIC SERVICE DELIVERY	Municipal property	Maintenance and landscaping of council grounds and gardens	9 Libraries maintained every month	11 libraries, 56 halls & 1 city hall garden maintained every month by 30th of May 2015	Number of libraries, operational halls & gardens maintained monthly	11 libraries 36 halls, 1 city hall garden maintained every month by the 30th of September 2014 . All municipal Libraries.	11 libraries 36 halls, 1 city hall garden maintained every month by the 30th of September 2014 . All municipal Libraries.	11 libraries 36 halls, 1 city hall garden maintained every month by the 30th of September 2014 . All municipal Libraries.	11 libraries 36 halls, 1 city hall garden maintained every month by the 30th of September 2014 . All municipal Libraries.

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 3: COMMUNITY DEVELOPMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B1	COM DEV 04	NKPA 2 - BASIC SERVICE DELIVERY	Upgrading of library facilities	Maintenance of 11 libraries	9 Libraries maintained	11 Libraries Renovated & maintained as per approved Maintenance Plan by the 30th of April 2015	Number of Libraries Renovated & maintained as per approved Maintenance Plan	4 libraries Renovated & maintained as per approved Maintenance Plan by the 30th of September 2014 (Bessie Head, Northdale, Georgetown and Vulindlela)	6 libraries Renovated & maintained as per approved Maintenance Plan by the 31st of December 2014 (Woodlands, Sobantu, Ashadown, Vulindlela, Alexandra and Bessie Head)	8 libraries Renovated & maintained as per approved Maintenance Plan by the 31st of March 2015 (Northdale, Georgetown, Vulindlela, Woodlands, Sobantu, Ashadown, Alexandra and Bessie Head)	11 Libraries Renovated & maintained as per approved Maintenance Plan by the 30th of April 2015 (Northdale, Georgetown, Vulindlela, Woodlands, Eastwood, Sobantu, Ashadown, Alexandra, Slangspruit, Ashburton and Bessie Head)
B	B3	COM DEV 05	NKPA 2 - BASIC SERVICE DELIVERY	Access to library services	Acquisition of books	36142 books purchased in 2013/2014	20 000 library books purchased by the 30th of June 2015	Number of books purchased	5000 books purchased by the 30th of September 2014	8800 books purchased by the 31st of December 2014	14 800 books purchased by the 31st of March 2015	20 000 library books purchased by the 30th of June 2015

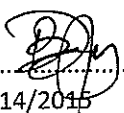
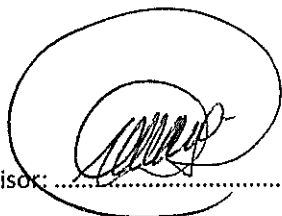
Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
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B	B3	COM DEV 06	NKPA 2 - BASIC SERVICE DELIVERY	Computerized system	Digitization Strategy and purchasing of digitization machines	Hardcopy Collection of legal deposit prone to disaster	100% Legal deposit periodicals and newspaper material fully computerised and all GRAP 103 material well protected from fire & disaster by the 31st of May 2015	% of completion of Legal deposit periodicals and newspaper material fully computerised and all GRAP 103 material well protected from fire & disaster	N/A	N/A	60% Legal deposit periodicals and newspaper material fully computerised and all GRAP 103 material well protected from fire & disaster by the 31st of March 2015	100% Legal deposit periodicals and newspaper material fully computerised and all GRAP 103 material well protected from fire & disaster by the 31st of May 2015
B	B1	COM DEV 07	NKPA 2 - BASIC SERVICE DELIVERY	Refuse collection	Implementation in PHB and informal areas	85000 households	110 000 households domestic refuse collected 1 x a week by 30th of June 2014	Number of Households and number of times removal a month	85 000 households domestic refuse collected 1 x a week	95 000 households domestic refuse collected 1 x a week	95 000 households domestic refuse collected 1 x a week	110 000 households domestic refuse collected 1 x a week by 30th of June 2015

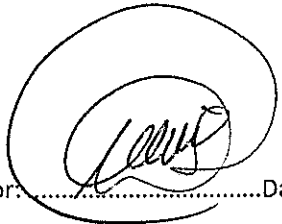
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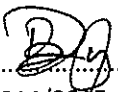
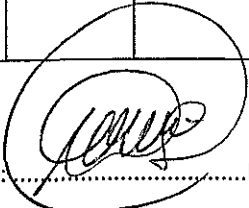
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B	B1	COM DEV 08	NKPA 2 - BASIC SERVICE DELIVERY	Refuse collection	Garden refuse site	Ritchie, Presberry and Link Rd Garden sites require upgrading	3 garden sites (Ritchie, Presberry and Link Rd) upgraded and operational by 30th of June 2015	Number of garden sites (Ritchie, Presberry and Link Rd) upgraded and operational	Advertisement for the appointment of service provider by the 30th of September 2014	Appointment of service provider by the 31st of December 2014	2 garden sites (Ritchie, Presberry) upgraded and operational by 31st of March 2015	3 garden sites (Ritchie, Presberry and Link Rd) upgraded and operational by 30th of June 2015
B	B1	COM DEV 09	NKPA 2 - BASIC SERVICE DELIVERY	Waste minimisation	Recycling	Orange Bag recycling programme currently in 4 wards	Implementation of Recycling Projects in 10 wards completed by 30th of June 2014	Number of wards where recycling projects are implemented	N/A	Implementation of Recycling Projects in 2 wards completed by the 31st of December 2014	Implementation of Recycling Projects in 6 wards completed by the 31st of March 2015	Implementation of Recycling Projects in 10 wards completed by 30th of June 2015
B	B1	COM DEV 10	NKPA 2 - BASIC SERVICE DELIVERY	Community outreach programme	Arts Exhibitions	24 x Art exhibitions held by the 30th of June 2014	24 x Art exhibitions held by the 30th of June 2015	Number of art exhibitions held	6 x Art exhibitions held by the 30th of September 2014	6 x Art exhibitions held by the 31st of December 2014	6 x Art exhibitions held by the 31st of March 2015	24 x Art exhibitions held by the 30th of June 2015

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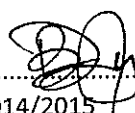
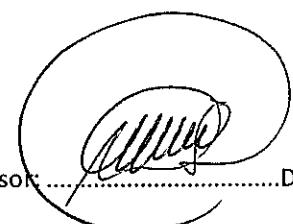
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F	F2	H&SS 01	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Vector control	3120	6240 sites baited and/or treated for Vector Control according to the vector control site schedule by the 30th of June 2015	Number of sites baited and/or treated for Vector Control according to the vector control site schedule	2416 sites baited and/or treated for Vector Control according to the vector control site schedule by the 30th of September 2014	3920 sites baited and/or treated for Vector Control according to the vector control site schedule by the 31st of December 2014	5480 sites baited and/or treated for Vector Control according to the vector control site schedule by the 31st of March 2015	7040 sites baited and/or treated for Vector Control according to the vector control site schedule by the 30th of June 2015
F	F2	H&SS 02	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Food sampling	480	480 Food samples and 480 Food swabs taken & analysed according to the food sampling plan by the 30th of June 2015	Number of Food samples and Food swabs taken & analysed according to the food sampling plan	128 Food samples and 128 Food swabs taken & analysed according to the food sampling plan by the 30th of September 2014	258 Food samples and 258 Food swabs taken & analysed according to the food sampling plan by the 31st of December 2014	378 Food samples and 378 Food swabs taken & analysed according to the food sampling plan by the 31st of March 2015	491 Food samples and 480 Food swabs taken & analysed according to the food sampling plan by the 30th of June 2015

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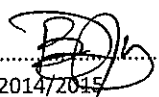
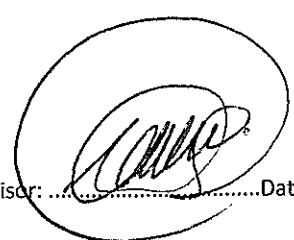
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F	F2	H&SS 03	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Water quality control	1250	1250 water samples taken & analysed for Water Quality Control according to the water sampling plan by the 30th of June 2015	Number of water samples taken & analysed for Water Quality Control according to the water sampling plan	366 water samples taken & analysed for Water Quality Control according to the water sampling plan by the 30th of September 2014	675 water samples taken & analysed for Water Quality Control according to the water sampling plan by the 31st of December	969 water samples taken & analysed for Water Quality Control according to the water sampling plan by the 31st of March 2015	1263 water samples taken & analysed for Water Quality Control according to the water sampling plan by the 30th of June 2015
F	F2	H&SS 04	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Environmental Health Inspections	9000	9320 premises inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 30th of June 2015	Number of premises inspected annually for Environmental Health compliance according to the compliance inspection schedule	2800 premises inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 30th of September 2014	4660 premises inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 31st of December 2014	6990 premises inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 31st of March 2015	9320 premises inspected annually for Environmental Health compliance according to the compliance inspection schedule by the 30th of June 2015

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B	B3	H&SS 05	NKPA 2 - BASIC SERVICE DELIVERY	HIV/AIDS	Ward Visits	N/A (New K)	180 ward visits conducted to supported HIV/AIDS groups by the 30th of June 2015	Number of ward visits conducted to supported HIV/AIDS groups	45 ward visits conducted to supported HIV/AIDS groups by the 30th of September 2014	90 ward visits conducted to supported HIV/AIDS groups by the 31st of December 2014	135 ward visits conducted to supported HIV/AIDS groups by the 31st of March 2015	180 ward visits conducted to supported HIV/AIDS groups by the 30th of June 2015
B	B3	H&SS 06	NKPA 2 - BASIC SERVICE DELIVERY	HIV/AIDS	Coordination of HIV/AIDS & Social Support Programmes	400	420 HIV/AIDS and social support programmes co-ordinated by the 30th of June 2015	Number of HIV/AIDS and social support programmes co-ordinated	105 HIV/AIDS and social support programmes co-ordinated by the 30th of September 2014	210 HIV/AIDS and social support programmes co-ordinated by the 31st of December 2014	315 HIV/AIDS and social support programmes co-ordinated by the 31st of March 2015	420 HIV/AIDS and social support programmes co-ordinated by the 30th of June 2015

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WORKPLAN 4: MTAS & REGULATED PERFORMANCE INDICATORS									WEIGHT (%): 20%			
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F	F2	MTAS	NKPA 6 - CROSS CUTTING	PUBLIC SAFETY	DISASTER PLAN	The municipality needs to develop a disaster management Plan as it is currently not in place and It is a legal requirement.	That a Draft Disaster Plan be approved and be aligned to the IDP	DATE disaster plan developed & submitted to SMC	Draft DM plan was develop financial year 2013/2014	Draft DM plan was finalised in May 2014 and submitted to the OMC	Draft DM plan was presented to the OMC in November 2014	That a Draft Disaster Plan be approved and be aligned to the IDP
F	F2	MTAS	NKPA 6 - CROSS CUTTING	PUBLIC SAFETY	EMERGENCY RELIEF	There is a need for the dispatch of emergency resources to emergency incidents to be compliant with national standards relating to emergency response.	Emergency relief to be put on contract for 3 years	Date contract awarded	Drew up spesifications for three year contract Bid Specification Commiteeee)	Contract was advertised	Bid evalutaion committee called for samples. Prior to adjudication	Emergency relief to be put on contract for 3 years
B	B1	MTAS	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	DEVELOPMENT OF IWMP	N/A	• Integrated waste management plan in place • IWMP completed and implemented	DATE IWMP SUBMITTED TO SMC	1st Draft submitted to SMC and approved for public participation	IWMP submitted for public participation comments	Incorporation of comments and finalisation of the IWMP	• Integrated waste management plan in place • IWMP completed and implemented

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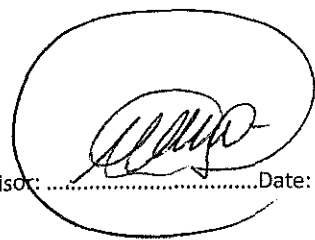
NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 4: MTAS &amp; REGULATED PERFORMANCE INDICATORS

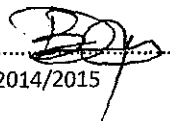

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B	B1	MTAS	NKPA 2 - BASIC SERVICE DELIVERY	Illegal Dumping and Pollution	ILLEGAL DUMPING	Illegal Dumping and Pollution of water Courses	Implement a program to deal with the issue of illegal dumping. Source funding from Dept. of Environmental Affairs to assist	DATE PROGRAMME IMPLEMENTED, AMOUNT OF FUNDING SOURCED FROM DOEA	Illegal Dumping strategy approved and implemented (ongoing). 2 x Tipper trucks and 2x pay loaders, part of	Illegal Dumping strategy approved and implemented (ongoing). 2 x Tipper trucks and 2x pay loaders, part of	Illegal Dumping strategy approved and implemented (ongoing). 2 x Tipper trucks and 2x pay loaders, part of co-	Implement a program to deal with the issue of illegal dumping. Source funding from Dept. of Environmental Affairs to assist
B	B1	MTAS	NKPA 2 - BASIC SERVICE DELIVERY	Public facilities	MAINTENANCE	Poorly maintained public facilities, including cemeteries and open spaces	Old and scrapped brush cutters, slashers, chainsaws, pole pruners and vehicles need to be replaced. More staff needs to be employed	Number of staff employed and amount spent on replacement of tools of trade	In the process of acquiring 300 brushcutters and 10 slashers. Purchased new chainsaws and pole pruners. Implemented the ward based	200 brushcutters and 10 slashers. Purchased new chainsaws and pole pruners. Implemented the ward	200 brushcutters and 10 slashers. Purchased new chainsaws and pole pruners. Implemented the ward based program( employed 20	Old and scrapped brush cutters, slashers, chainsaws, pole pruners and vehicles need to be replaced. More staff needs to be employed
B	B1	MTAS	NKPA 2 - BASIC SERVICE DELIVERY	CEMETRIES	CONSULTATION PROCESSES	Limited burial space	Engage consultant to identify potential land for new cemeteries. Fast track the development of Hollingwood cemetery.	Date meeting with consultant, % completion of Hollingwood cemetery	Hollingwood cemetery has not commenced. Currently resolving G24 application at Ethembeni Cemetery as an	Hollingwood cemetery has not commenced. Currently resolving G24 application at Ethembeni Cemetery as	Finalize G24 application at Ethembeni Cemetery	Engage consultant to identify potential land for new cemeteries. Fast track the development of Hollingwood cemetery.


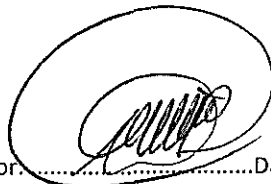
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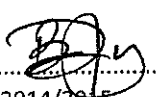

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B	81	RPI 05	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	Waste Removal	85 000	1100 000 households with access to refuse removal at least once per week	Number of households with access to refuse removal at least once per week	85000 households with access to refuse removal at least once per week	95000 households with access to refuse removal at least once per week	110000 households with access to refuse removal at least once per week	110000 households with access to refuse removal at least once per week

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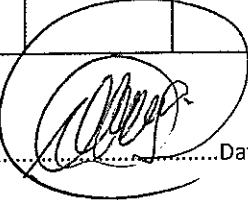
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WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
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A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards Development of the Municipal IDP	N/A	As per internal notification		N/A	N/A	As per internal notification	N/A
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards the Development of the Municipal SDBIP	N/A	As per internal notification		N/A	N/A	N/A	As per internal notification
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	01-Nov-14		N/A	01-Nov-14	N/A	N/A
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement	Performance agreement in place for 12/13 FY	12-Jul-14		12-Jul-14	N/A	N/A	N/A

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A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL	Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	Monthly		Monthly	Monthly	Monthly	Monthly
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL	Monitoring and Reporting	Submission of monthly section/unit Reports to OMC	N/A	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of SDBIP/ Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines		Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly MTAS reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly SOCA reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)

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A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Back to Basics monthly and quarterly reports to PMS unit for onwards Transmission to CoGTA	Monthly & Quarterly	Monthly/Quarterly (PMS unit) as per stipulated deadlines		Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	Annually as per stipulated deadlines		Annually	N/A	N/A	N/A
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Annual Assessment 13/14 FY End SEPT '14		End SEPT '14	N/A	N/A	N/A
							Q1 Assessment 14/15 FY End Nov '15		N/A	End Nov '15		N/A
							Q2 Assessment 14/15 FY End Feb '15		N/A	N/A	End Feb '15	N/A
							Q3 Assessment 14/15 FY End April '15		N/A	N/A	N/A	End April '15
A	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG Queries	Response to AG queries	N/A	Within the required time frames	Annually	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames

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INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditure of grant funding	N/A	Within the timeframes contained in business plan/ projected cashflow expenditure	Monthly	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Budgeting and Expenditure Monitoring	Monthly Report with explanations for budget overruns & under expenditure	N/A	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month

Signatures: Employee: ..... Date: 25/02/2015 Supervisor:  Date: 25/02/2015

## MSUNDUZI MUNICIPALITY

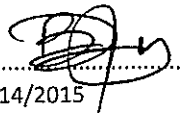

NAME: MS BONIWE ZULU

DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES

WORKPLAN 5: PERFORMANCE MANAGEMENT

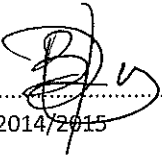

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	% monitoring	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Internal Audit queries	N/A	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015

Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
NAME: MS BONIWE ZULU						DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Risk Management	N/A	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Stipulated timeframes as per approved Risk Management Action Plan	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015

Msunduzi Municipality 2014/2015