



**INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT**

**ENTERED INTO BY AND BETWEEN:**

**MSUNDUZI MUNICIPALITY**

*Mr Sizwe Hadebe (Full Name)*

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


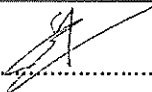
**AND**

*Ms Boniwe Zulu (Full Name)*

As the *GM: Community Services (Jobholder)*

**PERIOD OF AGREEMENT:** *1 July 2016 to 30 June 2017*

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

Signatures: Employee:  Date 05 / 07 / 2016 Supervisor:  Date 05 / 07 / 2016

\* NO ASSESSMENT TO TAKE PLACE SUBJECT TO ALLOCATION BEING COMPLETED AND THE REVIEW OF THE APPROVED SDBIP AND OP 16/17 AND PERFORMANCE AGREEMENT 16/17



**WHEREBY IT IS AGREED AS FOLLOWS:**

**1. PURPOSE**


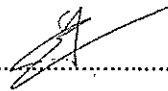
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the 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 2016 to 30 June 2017**.
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

**3. JOB DETAILS**

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

Signatures: Employee:  Date 05 / 07 / 2016 Supervisor:  Date 05 / 07 / 2016



#### 4. JOB PURPOSE

The purpose of the GM: Community Services job should be in line with the Municipality's priorities as identified in the 2016 – 2017 Service Delivery Budget and Implementation Plan. The purpose of the GM: Community Services is to assist the City 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 GM: Community Services and has the responsibility for Municipal Community Services. The incumbent will provide continuous Management and other relevant information to the City Manager in the Municipality's delivery of services.

#### 5. JOB FUNCTIONS


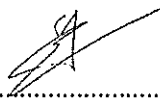
The key functions of the jobholder are to:

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

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

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

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

Signatures: Employee:  Date 05 / 07 / 2016 Supervisor:  Date 05 / 07 / 2016



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.


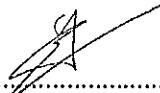
7.1 The Key Performance Areas (KPA) and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.

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

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

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

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

Signatures: Employee:  Date 05 / 07 / 2016 Supervisor:  Date 05 / 07 / 2016



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.


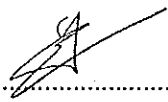
7.4

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 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016



**8. PERFORMANCE ASSESSMENT**

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

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

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

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

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

**9. FEEDBACK**

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

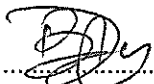
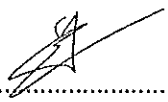
**10. DEVELOPMENTAL REQUIREMENTS**

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

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

ANNUAL PERFORMANCE ASSESSMENT 2015/2016	AUGUST/SEPTEMBER 2016
QUARTER 1 – 2016/2017 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2016
QUARTER 2 – 2016/2017 FINANCIAL YEAR	FEBRUARY 2017
QUARTER 3 – 2016/2017 FINANCIAL YEAR (ORAL)	APRIL/MAY 2017

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

Signatures: Employee:  Date 05 / 07 / 2016 Supervisor:  Date 05 / 07 / 2016



**12. DISPUTE RESOLUTIONS**

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

**13. AMENDMENT OF AGREEMENT**

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

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

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

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

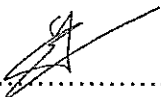
The contents of this document have been discussed and agreed with the Jobholder concerned.

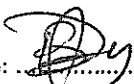
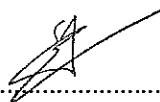
Name of Jobholder: BONIWE Zulu

Signature:  Date: 05 / 07 / 2016

AND

Name of Supervisor: Sizwe Hadebe (Acting City Manager)

Signature:  Date: 05 / 07 / 2016

Signatures: Employee:  Date 05 / 07 / 2016 Supervisor:  Date 05 / 07 / 2016

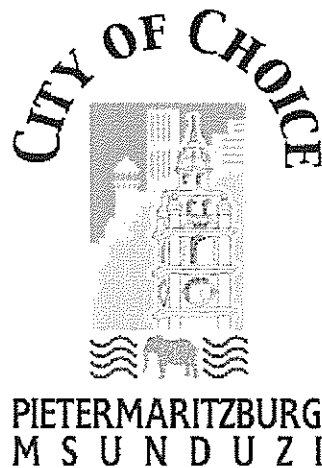


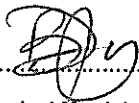
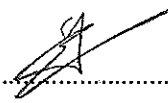
ANNEXURE A

# MSUNDUZI MUNICIPALITY

## CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

### SCHEDULE 2



Signatures: Employee: .....  ..... Date 05 / 07 / 2016 Supervisor: .....  ..... Date 05 / 07 / 2016





**SCHEDULE 2**

**CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS**

**1. Definitions**

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

**2. General conduct**

A staff member of a municipality must at all times—

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

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


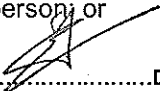
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

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

**4. Personal gain**

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

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

Signatures: Employee:  ..... Date 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016



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

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

(a) be a party to a contract for—

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

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

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

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

**5. Disclosure of benefits**

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

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

**6. Unauthorised disclosure of information**

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

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

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

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



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

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

**7. Undue influence**

A staff member of a municipality may not—

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

Signatures: Employee:  ..... Date 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016



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

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

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

**8. Rewards, gifts and favours**

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

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

**9. Council property**

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

**10. Payment of arrears**

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

**11. Participation in elections**


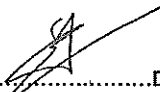
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

**12. Sexual harassment**

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

**13. Reporting duty of staff members**

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

Signatures: Employee:  ..... Date 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016



**14. Breaches of Code**


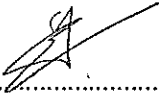
Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

**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.

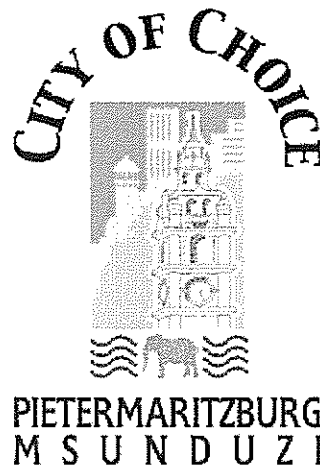
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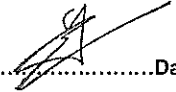


ANNEXURE B

# MSUNDUZI MUNICIPALITY

## FINANCIAL DISCLOSURE FORM



Signatures: Employee:  ..... Date 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016



**FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials) B. Zulu of  
P.O. Box 955 Kokstad 4700  
 \_\_\_\_\_ (Postal address) and  
 \_\_\_\_\_ (Residential address)  
 employed as GENERAL MANAGER 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
<i>NA</i>			

**2. Directorships and Partnerships**


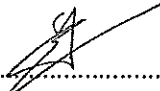
See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
<i>NA</i>		

**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
<i>NA</i>		

Signatures: Employee:  Date 05 / 07 / 2016 Supervisor:  Date 05 / 07 / 2016



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
<del>N/A</del>			

**5. Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
<del>N/A</del>		

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

See information sheet: Note (6)

Description	Value	Source
<del>N/A</del>		

**7. Land and property**

See information sheet: Note (7)

Description	Extent	Area	Value
<del>N/A</del>			

Signatures: Employee: \_\_\_\_\_ Date 05 / 07 / 2016 Supervisor: \_\_\_\_\_ Date 05 / 07 / 2016



SIGNATURE OF EMPLOYEE: [Signature]

DATE: 05 / 07 / 2016

PLACE: PMB

OATH/AFFIRMATION

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

[Signature]

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: CLIVE JEFFREY ANTHONY  
EX-OFFICIO COMMISSIONER OF OATHS  
MANAGER, ENVIRONMENTAL HEALTH UNIT

Date: 04-07-2016  
MSUNDUZI MUNICIPALITY  
P.O. BOX 99, PIETERMARITZBURG

Place: PIETERMARITZBURG

CONTENTS NOTED: MAYOR <sup>CITY MEMBER</sup>

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

Signatures: Employee: [Signature] Date 05 / 07 / 2016 Supervisor: [Signature] Date 05 / 07 / 2016





## 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)


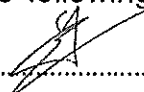
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- 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 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016



consultancies and retainerships:

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

**NOTE 5: Sponsorships**

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

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

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

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

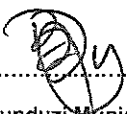
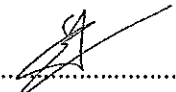
- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

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

**NOTE 7: Land and Property**

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

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

Signatures: Employee:  ..... Date 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016



**ANNEXURE C**

**PERSONAL DEVELOPMENT PLAN**

**ENTERED INTO BY AND BETWEEN:**

**MSUNDUZI MUNICIPALITY**

*Mr Sizwe Hadebe (Full Name)*

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


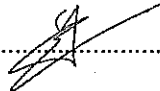
**AND**

*Ms Boniwe Zulu (Full Name)*

As the *GM: Community Services (Jobholder)*

**PERIOD OF AGREEMENT: 1 July 2016 to 30 June 2017**

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

Signatures: Employee:  ..... Date 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016



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

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

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

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

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

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

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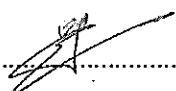
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Signatures: Employee:  ..... Date 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016



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

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6. Actions/Training interventions to address future progression

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7. Comments/Remarks of the Incumbent

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8. Comments/Remarks of the supervisor

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**IMPACT ASSESSMENT**


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

Signatures: Employee:  ..... Date 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016

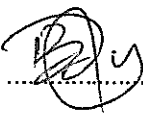
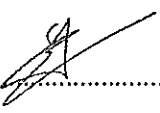


**AGREED UPON:**

Signature:   
Supervisor: \_\_\_\_\_  
Date: 05 / 07 / 2016

Signature:   
Incumbent: B. Tulu  
Date: 05 / 07 / 2016

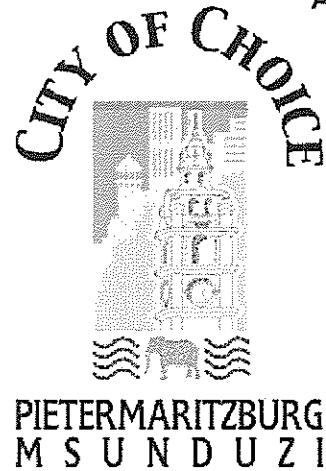
Date of next review: \_\_\_\_\_

Signatures: Employee:  Date 05 / 07 / 2016 Supervisor:  Date 05 / 07 / 2016



ANNEXURE D


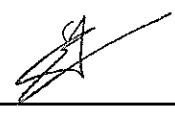
**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**


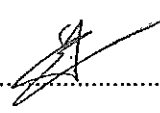


<b>EMPLOYEE NUMBER:</b>	<b>0106820</b>
<b>SURNAME &amp; INITIALS:</b>	<b>Ms. BONIWE ZULU</b>
<b>DESIGNATION:</b>	<b>GENERAL MANAGER</b>
<b>COMPONENT:</b>	<b>COMMUNITY SERVICES</b>
<b>UNIT:</b>	<b>COMMUNITY SERVICES</b>
<b>MANAGEMENT LEVEL:</b>	<b>LEVEL 2</b>
<b>OCCUPATIONAL CLASSIFICATION</b>	<b>SENIOR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

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

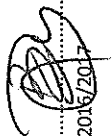
**Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)**

<b>EMPLOYEE:</b>	
<b>DATE:</b>	05 / 07 / 2016
<b>SUPERVISOR:</b>	
<b>DATE:</b>	05 / 07 / 2016

Signatures: Employee:  ..... Date 05 / 07 / 2016 Supervisor:  ..... Date 05 / 07 / 2016

MSUNDUZI MUNICIPALITY										
NAME: MS BONIWE ZULU										
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES										
WORKPLAN 1: ABM										
WEIGHT (%): 20%										

INDEX	IDP REFERENCE	CDS 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	2 - BACK TO BASICS	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 2015/2016	Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM by the 30th of June 2017	Turnaround time Community complaints received referred to customer services and departments within 2 days of receipt of the complaint/s by ABM	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 2016	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 2016	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 2017	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 2017
E	E1	2 - BACK TO BASICS	ABM 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Community Based Planning	all wards development plan will be conducted	1 ward plan for 20 indetified wards of council developed and submitted to SMC by the	Number of ward plans developed and submitted to SMC	1 ward plan for 7 indetified wards of council developed and submitted to SMC by the 30th of September	1 ward plan for 16 indetified wards of council developed and submitted to SMC by the	1 ward plan for 20 indetified wards of council developed and submitted to SMC by the 28th of February	N/A
E	E2	2 - BACK TO BASICS	ABM 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Conduct IDP/ Budget needs surveys	5 zones Survey conducted 2015/16	1 x IDP/ Budget needs Izimbizo Survey conducted in each of the 5 Zones of Council by the 31st of December 2016	Number of IDP/ Budget needs Izimbizo Surveys conducted in each of the 5 Zones of Council	N/A	1 x IDP/ Budget needs Izimbizo Survey conducted in each of the 5 Zones of Council by the 31st of December 2016	N/A	


  
 Signatures: Employee: ..... Date: 05/07/2016 Supervisor: S. H. Date: 05/07/2016
   
 Msunduzi Municipality 2016/2017



**MSUNDUZI MUNICIPALITY**  
**DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES**  
**NAME: MS BONIWE ZULU**  
**WORKPLAN 1- ABM**

		WEIGHT (%): 20%											
INDEX	IDP REFERENCE	CDS 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	2 - BACK TO BASICS	ABM 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Effective mechanisms, processes and procedures for Community Participation	Strengthening formal linkage with LAC ( Local Aids Council)	No strong structural/formal linkage with Local Aids Council	12 x OSS functionality reports produced and submitted to LAC by the 30th of June 2017	Number of OSS functionality reports submitted to Local Aids Council (LAC)	3 x OSS functionality reports produced and submitted to LAC by the 30th of September 2016	6 x OSS functionality reports produced and submitted to LAC by the 31st of December 2016	9 x OSS functionality reports produced and submitted to LAC by the 31st of March 2017	12 x OSS functionality reports produced and submitted to LAC by the 30th of June 2017
E	E3	2 - BACK TO BASICS	ABM 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Implement the public participation in policy	Public participation policy presented to all new 37 ward committees in 2017	1 x public participation policy presentation conducted for each of the new 37 ward committees of council by the 30th of December 2016	Number of public participation policy presentations conducted for each of the new 37 ward committees of council	N/A	1 x public participation policy presentation conducted for each of the new 37 ward committees of council by the 30th of December 2016	N/A	N/A

Signatures: Employee: ..... Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

<b>MSUNDUZI MUNICIPALITY</b>										
<b>DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES</b>										
<b>NAME: MS BONIWE ZULU</b>										
<b>WORKPLAN 1: ABM</b>										
<b>WEIGHT (%): 20%</b>										

INDEX	IDP REFERENCE	CDS 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	2 - BACK TO BASICS	ABM 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Public Participation	Ward Audits	Existing ward audits	4 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by	Number of quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning	1 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by	2 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by	3 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by	4 x quarterly ward audit reports prepared and submitted to SMC on Audits conducted in each of the 37 wards in order to identify ward based service delivery challenges and forwarded to relevant business units for actioning by the 30th of June
E	E1	2 - BACK TO BASICS	ABM 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Effective mechanisms, processes and procedures for Community Participation	Institutionalization of Participation	Institutional SDBIP	1 x ABM Report on the presentation of the SDBIP 2015/2016 to each of the 37 wards (ward based SDBIP) of Council prepared and submitted to OMC by the	Date ABM Report on the presentation of the SDBIP 2015/2016 to each of the 37 wards (ward based SDBIP) of Council prepared and submitted to OMC	Initial consultation with ward committee by the 30th of September 2016	consultation with Business Unit by the 31st of December 2016	Monitor consultation between ward committees and Business Units by the 31st of March 2017	1 x ABM Report on the presentation of the SDBIP 2015/2016 to each of the 37 wards (ward based SDBIP) of Council prepared and submitted to OMC by the 31st of May 2017

Signatures: Employee: ..... Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

<b>MSUNDUZI MUNICIPALITY</b>										
<b>DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES</b>										
<b>WEIGHT (%): 20%</b>										
<b>NAME: MS BONIWE ZULU</b>										
<b>WORKPLAN 1: ABM</b>										

INDEX	IDP REFERENCE	CDS 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	2 - BACK TO BASICS	ABM 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	War Rooms	Support Established war rooms	32 Established War Rooms	12 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of June 2017	Number of monthly reports produced and submitted to OMC on the functioning of OSS and established war rooms	3 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of September 2016	6 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 31st of December 2016	9 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 31st of March 2017	12 x monthly reports produced and submitted to OMC on the functioning of OSS & established war rooms by the 30th of June 2017

Signatures: Employee: ..... Date: 05/07/2016 Supervisor: **S.H** ..... Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

INDEX	IDP REFERENCE	CDS 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	2 - BACK TO BASICS	COM DEV 01	NKPA 2 - BASIC SERVICE DELIVERY	Grass cutting	Maintenance of verges, open spaces and parks	3 cuts in 37 wards per grass cutting season (September 2015 to May 2016)	Grass cut in 37 wards three times a season (September 2016 to May 2017) by the 30th of May 2017	Number of cuts per ward per season	Grass cut in 37 wards three times a season by the 30th of September 2016	Grass cut in 37 wards three times a season by the 31st December 2016	Grass cut in 37 wards three times a season by the 31st of March 2017	Grass cut in 37 wards three times a season by the 31st of May 2017
B	B1	2 - BACK TO BASICS	COM DEV 02	NKPA 2 - BASIC SERVICE DELIVERY	Landscaping	Maintenance and landscaping of islands, municipal gardens and main entrances	21 islands and 19 arterial entrances	21 islands and 19 main entrances of Council Buildings maintained monthly by the 30th of June 2017	Number of islands and main entrances of Council Buildings maintained monthly	21 islands and 19 main entrances of Council Buildings maintained monthly by the 30th of September 2016	21 islands and 19 main entrances of Council Buildings maintained monthly by the 31st of December 2016	21 islands and 19 main entrances of Council Buildings maintained monthly by the 31st of March 2017	21 islands and 19 main entrances of Council Buildings maintained monthly by the 30th of June 2017
B	B1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	COM DEV 03	NKPA 2 - BASIC SERVICE DELIVERY	Grass cutting	Maintenance and landscaping of council grounds and gardens at libraries and halls	9 Libraries maintained every month	11 libraries maintained every month by 30th of June 2017	Number of libraries maintained	11 libraries maintained every month by the 30th of September 2016	11 libraries maintained every month by the 31st of December 2016	11 libraries maintained every month by the 31st of March 2017	11 libraries maintained every month by the 30th of June 2017

MSUNDUZI MUNICIPALITY

DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES

NAME: MS BONIWE ZULU

WEIGHT (%): 20%

WORKPLAN 2: COMMUNITY DEVELOPMENT & RPI

INDEX	IDP REFERENCE	CDS REFERENCE	SDBP 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	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	COM DEV 04	NKPA 2 - BASIC SERVICE DELIVERY	Grass cutting	Maintenance and landscaping of council grounds and gardens at libraries and halls	9 Libraries maintained every month	36 operational halls maintained every month by 30th of June 2017	Number of operational halls maintained every month	36 operational halls maintained every month by the 30th of September 2016	36 operational halls maintained every month by the 31st of December 2016	36 operational halls maintained every month by the 31st of March 2017	36 operational halls maintained every month by the 30th of June 2017
B	B2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	COM DEV 05	NKPA 2 - BASIC SERVICE DELIVERY	Acquisition of Books	Purchase of Library Material	35 279 Books	5000 Library Books purchased by 30th of April 2017	Number of Books purchased	1500 Library Books purchased by the 30th of September 2016	3000 Library Books purchased by the 31st of December 2016	4500 Library Books purchased by the 31st of March 2017	5000 Library Books purchased by 30th of April 2017
B	B2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	COM DEV 06	NKPA 2 - BASIC SERVICE DELIVERY	Upgrading of Libraries	Upgrading of Sobantu, Georgetown and Woodlands Libraries	11 Libraries	3 Libraries (Sobantu, Georgetown and Woodlands Libraries) Upgraded by the 31st of December 2016	Number of Libraries (Sobantu, Georgetown and Woodlands Libraries) Upgraded	N/A	3 Libraries (Sobantu, Georgetown and Woodlands Libraries) Upgraded by the 31st of December 2016	N/A	N/A
B	B2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	COM DEV 07	NKPA 2 - BASIC SERVICE DELIVERY	Alternative Energy	Installation of generators	1 Generator at Bessie Head	3 Generators (Georgetown, Eastwood & Northdale) installed and commissioned by the 30th of June 2017	Number of Generators (Georgetown, Eastwood & Northdale) installed and commissioned	N/A	1 Generator (Georgetown) installed and commissioned by the 31st of December 2016	2 Generators (Georgetown & Eastwood) installed and commissioned by the 31st of March 2017	3 Generators (Georgetown, Eastwood & Northdale) installed and commissioned by the 30th of June 2017

Signatures: Employee: ..... Date: 05/07/2016 Supervisor: S.H. Date: 05/07/2016

MSUNDUZI MUNICIPALITY  
 NAME: M.S BONIWE ZULU  
 DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES  
 WORKPLAN 2: COMMUNITY DEVELOPMENT & RPI  
 WEIGHT (%): 20%

INDEX	IDP REFERENCE	CDS 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	2 - BACK TO BASICS	COM DEV 08	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	SMME's Refuse Collection - Vullindlela	NIL	43 000 households refuse collected in Wards 1 to 9 by the 30th of June 2017	Number of households refuse collected in Wards 1 to 9	N/A	43 000 households refuse collected in Wards 1 to 9 by the 31st of December 2016	43 000 households refuse collected in Wards 1 to 9 by the 31st of March 2017	43 000 households refuse collected in Wards 1 to 9 by the 30th of June 2017
B	B1	2 - BACK TO BASICS	COM DEV 09	NKPA 2 - BASIC SERVICE DELIVERY	Waste Management	Purchase of 5 x 15m <sup>3</sup> skip bins	20	5 x 15m <sup>3</sup> skip bins purchased by the 31st of December 2016	Number of bins purchased	N/A	5 x 15m <sup>3</sup> skip bins purchased by the 31st of December 2016	N/A	N/A
B	B1	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	COM DEV 10	NKPA 2 - BASIC SERVICE DELIVERY	Waste Minimisation	Construction of Kwa-Pata Buy-Back centre	NIL	100% Construction of Kwa-Pata Buy-Back centre constructed as per approved construction plan by the 30th of April 2017	% Construction of Kwa-Pata Buy-Back centre constructed as per approved construction plan	N/A	Completion of Roof Structure by the 31st of December 2016	Purchase of Furniture and Equipment by the 31st of March 2017	100% Construction of Kwa-Pata Buy-Back centre constructed as per approved construction plan by the 30th of April 2017
B	B1	5 - GROWING THE REGIONAL ECONOMY	COM DEV 11	NKPA 2 - BASIC SERVICE DELIVERY	Community Outreach Programme	Art Exhibitions	24 Art Exhibitions Annually	24 x Art Exhibitions held by the 30th of June 2017	24 x Art Exhibitions held	6 x Exhibitions held by the 30th of September 2016	12 x Exhibitions held by the 31st of December 2016	18 x Exhibitions held by the 31st of March 2017	24 x Exhibitions held by the 30th of June 2017

Signatures: Employee: ..... Date: 05/07/2016 Supervisor: S.H. Date: 05/07/2016  
 Misunduzi Municipality 2016/2017

INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	COM DEV 12	NKPA 2 - BASIC SERVICE DELIVERY	Swimming Pools	Upgrading of 2 swimming pools	7 Pools	2 x Council Pools (Buchanan & Alex Pool) upgraded by 31st of December 2016	Number of Council Pools (Buchanan & Alex Pool) upgraded	Geysers replaced at Buchanan, Ablution block repairs at Alex by the 30th of September 2016	2 x Council Pools (Buchanan & Alex Pool) upgraded by 31st of December 2016 (Q1 - Geysers replaced at Buchanan, Ablution block repairs at Alex) & (Q2 - Repairs to Building and Stairs - Buchanan, Pavillion fibreglass seating repairs at Alex)	N/A	N/A
B	B2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	COM DEV 13	NKPA 2 - BASIC SERVICE DELIVERY	Swimming Pools	Construction of a new pool	7 Pools	First Phase construction of new pool in ward 5 (Vulindlela) completed as per approved construction plan by the 30th of June 2017	Date First Phase construction of new pool in ward 5 (Vulindlela) completed as per approved construction plan	N/A	N/A	Continue construction as per approved construction plan by the 31st of March 2017	First Phase construction of new pool in ward 5 (Vulindlela) completed as per approved construction plan by the 30th of June 2017
B	B1	2 - BACK TO BASICS	RPI 07	NKPA 2 - BASIC SERVICE DELIVERY	Improved access to basic services	Number of households with access to refuse removal at least once per week	120 000 households with access to refuse removal at least once per week in 2015/2016	120 000 households with access to refuse removal at least once per week by the 30th of June 2017 (wards 10 -37)	Number of households with access to refuse removal at least once per week (wards 10 -37)	120 000 households with access to refuse removal at least once per week by the 30th of September 2016 (wards 10 -37)	120 000 households with access to refuse removal at least once per week by the 31st of December 2016 (wards 10 -37)	120 000 households with access to refuse removal at least once per week by the 31st of March 2017 (wards 10 -37)	120 000 households with access to refuse removal at least once per week by the 30th of June 2017 (wards 10 -37)

Signatures: Employee:  Date: 05/07/2016 Supervisor: S.H. Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

INDEX	IDP REFERENCE	CDS 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	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	PSDM 01	NKPA 6 - CROSS CUTTING	Fire & Rescue	Fire & Rescue Public awareness presentations facilitated by PSDM	66 presentations facilitated as pre-booked by schools and other institutions - assisted by Ops Firefighters due to vacant posts of Public Officers.	60 x Fire & Rescue public awareness presentations conducted by the 30th of June 2017	Number of Fire & Rescue public awareness presentations conducted	18 x Fire & Rescue public awareness presentations conducted by the 30th of September 2016	30 x Fire & Rescue public awareness presentations conducted by the 31st of December 2016	42 x Fire & Rescue public awareness presentations conducted by the 31st of March 2017	60 x Fire & Rescue public awareness presentations conducted by the 30th of June 2017
F	F2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	PSDM 02	NKPA 6 - CROSS CUTTING	Fire & Rescue	Major Hazards Visitations by PSDM	38 Major Hazard Visitations conducted by the 30th of June 2017	46 x Major Hazard Visitations conducted by the 30th of June 2017	Number of Major Hazard Visitations conducted	10 x Major Hazard Visitations conducted by the 30th of September 2016	22 x Major Hazard Visitations conducted by the 31st of December 2016	34 x Major Hazard Visitations conducted by the 31st of March 2017	46 x Major Hazard Visitations conducted by the 30th of June 2017
F	F2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	PSDM 03	NKPA 6 - CROSS CUTTING	Fire & Rescue	Fire & Rescue fire inspections	814 fire inspections conducted by the 30 <sup>th</sup> of June 2017	800 x fire inspections conducted by the 30th of June 2017	Number of fire inspections conducted	210 x fire inspections conducted by the 30th of September 2016	400 x fire inspections conducted by the second quarter 16/17	590 x fire inspections conducted by the 31st of March 2017	800 x fire inspections conducted by the fourth quarter 16/17
F	F2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	PSDM 04	NKPA 6 - CROSS CUTTING	Traffic & security	Road Safety, Alcohol, Drug and Substance abuse campaign	144 Road Safety awareness sessions	144 x road safety awareness sessions conducted by the 30th of June 2017	Number of road safety awareness sessions conducted	36 x road safety awareness sessions conducted by PSDM by the 30th of September 2016	72 x road safety awareness sessions conducted by PSDM by the 31st of December 2016	108 x road safety awareness sessions conducted by PSDM by the 31st of March 2017	144 x road safety awareness sessions conducted by the 30th of June 2016

Signatures: Employee:  Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016  
 Msunduzi Municipality 2016/2017



**MSUNDUZI MUNICIPALITY**  
**DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES**  
**WEIGHT (%): 20%**

MSUNDUZI MUNICIPALITY DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES WEIGHT (%): 20%													
NAME: MS BONIWE ZULU WORKPLAN 3- PUBLIC SAFETY & DISASTER MANAGEMENT													
INDEX	IDP REFERENCE	CDS 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	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	PSDM 05	NKPA 6 - CROSS CUTTING	Traffic & security	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 2017	Number of Fire Arm Audits Conducted	1 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 30th of September 2016	2 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 31st of December 2016	3 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 31st of March 2017	4 x Fire arm audit conducted in Compliance with Fire Arms Controls Act by the 30th of June 2017
F	F2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	PSDM 06	NKPA 6 - CROSS CUTTING	Traffic & security	Fire Arm Training for all municipal firearm holders	Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders	2 x Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders conducted by the 30th of June 2017	Number of Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders conducted	N/A	1 x Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders conducted by the 30th of November 2016	N/A	2 x Fire Arm Training/Fire Arm Refresher Course for all municipal fire arm holders conducted by the 30th of June 2017
F	F2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	PSDM 07	NKPA 6 - CROSS CUTTING	Disaster Management	Awareness Campaigns	(5) Number of awareness campaigns	6 x Disaster awareness Campaigns (1 campaign per high risk areas) conducted by the 30th of June 2017	Number of disaster awareness campaigns conducted	1 x Disaster awareness Campaigns (1 high risk area) completed by the 30th of September 2016	3x Disaster awareness Campaigns (1 high risk area) completed by the 31st of December 2016	4x Disaster awareness Campaigns (1 high risk area) completed by the 31st of March 2017	6 x Disaster awareness Campaigns (1 high risk areas) completed by the 30th of June 2017

Signatures: Employee:  Date: 05/07/2016 Supervisor: S.H. Date: 05/07/2016  
 Misunduzi Municipality 2016/2017

MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES													
WEIGHT (%): 20%													
MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES													
WORKPLAN 3: PUBLIC SAFETY & DISASTER MANAGEMENT													
NAME: MS BONIWE ZULU	IDP REFERENCE	CDS 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	FZ	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	PSDM 08	NKPA 6 - CROSS CUTTING	Disaster Management	Implementation of the approved Disaster management plan	Draft DM PLAN	100% implementation of the approved Disaster management plan by the 30th of June 2017	% implementation of the approved Disaster management plan	100% implementation of the approved Disaster management plan by the 30th of September 2016	100% implementation of the approved Disaster management plan by the 31st of December 2016	100% implementation of the approved Disaster management plan by the 31st of March 2017	100% implementation of the approved Disaster management plan by the 30th of June 2017
F	FZ	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	PSDM 09	NKPA 6 - CROSS CUTTING	Disaster Management	Implementation of the Approved Disaster management plan/strategy	Currently there is no set standard for turnaround times	24 Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2017	Turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy	24Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of September 2016	24Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of December 2016	24Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 31st of March 2017	24Hours turn around time to respond to disaster related incidents reported according to the Approved DM plan/strategy by the 30th of June 2017

MSUNDUZI MUNICIPALITY


DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES

NAME: MS BONIWE ZULU

WEIGHT (%): 20%

WORKPLAN 4: HEALTH & SOCIAL SERVICES

INDEX	IDP REFERENCE	CDS 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	2 - BACK TO BASICS	H&SS 01	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Vector Control	11 000 sites baited and/or treated for Vector Control according to the vector control site schedule in 2015/2016 FY	12 000 sites baited and/or treated for Vector Control according to the vector control site schedule by the 30th of June 2017	Number of sites baited and/or treated for Vector Control according to the vector control site schedule	3 000 sites baited and/or treated for Vector Control according to the site schedule by the 30th of September 2016	6 000 sites baited and/or treated for Vector Control according to the schedule by the 31st of December 2016	9 000 sites baited and/or treated for Vector Control according to the vector control site schedule by the 31st of March 2017	12 000 sites baited and/or treated for Vector Control according to the vector control site schedule by the 30th of June 2017
F	F2	2 - BACK TO BASICS	H&SS 02	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Food Sampling	480 Food samples and 480 Food swabs taken & analyzed according to the food sampling plan in 2015/2016 FY	480 Food samples and 480 Food swabs taken & analyzed according to the food sampling plan by the 30th of June 2017	Number of Food samples and Food swabs taken & analyzed according to the food sampling plan	120 Food samples and 120 Food swabs taken & analyzed according to the food sampling plan by the 30th September 2016	240 Food samples and 240 Food swabs taken & analyzed according to the food sampling plan by the 31st December 2016	360 Food samples and 360 Food swabs taken & analyzed according to the food sampling plan by the 31st March 2017	480 Food samples and 480 Food swabs taken & analyzed according to the food sampling plan by the 30th June 2017
F	F2	2 - BACK TO BASICS	H&SS 03	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Water Quality Control	1250 water samples taken & analyzed for Water Quality Control	1800 water samples taken & analyzed for Water Quality Control according to (businesses & residential) premises	Number of water samples taken & analyzed for Water Quality Control according to (businesses & residential) premises	450 water samples taken & analyzed for Water Quality Control according to (businesses & residential) premises inspected	900 water samples taken & analyzed for Water Quality Control according to (businesses & residential) premises inspected	1350 water samples taken & analyzed for Water Quality Control according to (businesses & residential) premises inspected annually	1 800 water samples taken & analyzed for Water Quality Control according to (businesses & residential) premises
F	F2	2 - BACK TO BASICS	H&SS 04	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Environmental Health Inspection	12 000 (businesses & residential) premises	15 000 (businesses & residential) premises	Number of (businesses & residential) premises	3 750 (businesses & residential) premises inspected	7 500 (businesses & residential) premises inspected	11 250 (businesses & residential) premises inspected annually	15 000 (businesses & residential) premises
F	F2	2 - BACK TO BASICS	H&SS 05	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Air Quality Monitoring	24 real time (continuous) quantitative air quality reports	24 real time (continuous) quantitative air quality reports of	Number of (continuous) quantitative air quality reports of	6 real time (continuous) quantitative air quality reports of	12 real time (continuous) quantitative air quality reports of	18 real time (continuous) quantitative air quality reports of	24 real time (continuous) quantitative air quality reports of

Signatures: Employee:  Supervisor: S. H. Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

**MSUNDUZI MUNICIPALITY**  
**DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES**  
**WEIGHT (%): 20%**

**NAME: MS BONIWE ZULU**  
**WORKPLAN 4: HEALTH & SOCIAL SERVICES**

INDEX	IDP REFERENCE	CDS 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	2 - BACK TO BASICS	H&SS6	NKPA 2-BASIC SERVICE DELIVERY	HIV/ AIDS & SOCIAL SERVICES	Ward visits to be conducted to support HIV/AIDS groups	N/A	216 Ward visits be conducted to support HIV/AIDS Groups by the 30th of June 2017	Number of ward visits conducted to support HIV/AIDS Groups	54 Ward visits be conducted to support HIV/AIDS Groups by the 30th of September 2016	108 Ward visits be conducted to support HIV/AIDS Groups by the 31st of December 2016	162 Ward visits be conducted to support HIV/AIDS Groups by the 31st of March 2017	216 Ward visits be conducted to support HIV/AIDS Groups by the 30th of June 2017
F	F2	2 - BACK TO BASICS	H&SS7	NKPA 2-BASIC SERVICE DELIVERY	HIV/ AIDS & SOCIAL SERVICES	HIV/AIDS and Social Support Programmes	N/A	420 HIV/AIDS and Social support programmes to be coordinated by the 30th of June 2017	Number of HIV/AIDS and Social support programmes to be coordinated	105 HIV/AIDS and Social support programmes to be coordinated by the 30th of September 2016	210 HIV/AIDS and Social support programmes to be coordinated by the 31st of December 2016	315 HIV/AIDS and Social support programmes to be coordinated by the 31st of March 2017	420 HIV/AIDS and Social support programmes to be coordinated by the 30th of June 2017
F	F2	2 - BACK TO BASICS	H&SS8	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	AQM Analysers	NIL	2 x AQM Analysers purchased by the 31st of December 2016	Number of AQM Analysers purchased	Continue procurement process by the 30th of September 2016	2 x AQM Analysers purchased by the 31st of December 2016	N/A	N/A
F	F2	2 - BACK TO BASICS	H&SS9	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Sound Level Meter	NIL	1 x Sound Level Meter purchased by the 31st of December 2016	Number & Date Sound Level Meter purchased	Continue procurement process by the 30th of September 2016	1 x Sound Level Meter purchased by the 31st of December 2016	N/A	N/A

Signatures: Employee: ..... Date: 05/07/2016 Supervisor: **S.H.** ..... Date: 05/07/2016

**MSUNDUZI MUNICIPALITY**  
**NAME: MS BONIWE ZULU**  
**DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES**  
**WORKPLAN 4: HEALTH & SOCIAL SERVICES**

WEIGHT (%): 20%

INDEX	IDP REFERENCE	CDS 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	2 - BACK TO BASICS	H&SS10	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Office Furniture	NIL	Office Furniture purchased by the 31st of December 2016	Date Office Furniture purchased	Continue procurement process by the 30th of September 2016	Office Furniture purchased by the 31st of December 2016	N/A	N/A
F	F2	2 - BACK TO BASICS	H&SS11	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Laboratory Equipment: Chemical / Microbiological	NIL	Laboratory Equipment purchased by the 30th of April 2017	Date Laboratory Equipment purchased	N/A	Continue procurement process by the 31st of December 2016	Award of tender by the 31st of March 2017	Laboratory Equipment purchased by the 30th of April 2017
F	F2	2 - BACK TO BASICS	H&SS12	NKPA 6 - CROSS CUTTING	Safeguarding the environment for the optimal health of the Community	Light Delivery Vehicles (LDVs)	NIL	2 x LDVs purchased by the 31st of December 2016	Number of LDVs purchased	Continue procurement process by the 30th of September 2016	2 x LDVs purchased by the 31st of December 2016	N/A	N/A

Signatures: Employee: ..... Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

INDEX	IDP REFERENCE	CDS REFERENCE	SOBIP 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	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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	N/A	As per internal notification	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards the Development of the Municipal SDBIP 17 18 FY	N/A	As per internal notification	N/A	N/A	N/A	N/A	As per internal notification
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	01-Nov-16	N/A	N/A	01-Nov-16	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement	Performance agreement in place for 16/17 FY	11-Jul-16	N/A	11-Jul-16	N/A	N/A	N/A

Signatures: Employee:  Supervisor: S.H. Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CD5 REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUD	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	Monthly	N/A	Monthly	Monthly	Monthly	Monthly
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly section/unit Reports to OMC	N/A	Monthly (OMC) as per stipulated deadlines	N/A	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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	N/A	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)
A	A3	2 - BACK TO BASICS	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	N/A	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Legislative Compliance Checklist monthly reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines	N/A	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)

Signatures: Employee: ..... Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016

MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES													
WORKPLAN 5: PERFORMANCE MANAGEMENT													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards MFMA Schedule of deadlines Monthly Reporting template	Submission towards MFMA Schedule of deadlines Monthly Reporting template	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	N/A	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	Annually as per stipulated deadlines	N/A	Annually	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Annual Assessment 15/16 FY End SEPT '16	N/A	End SEPT '15	N/A	N/A	N/A
		1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A					Q1 Assessment 15/16 FY End Dec '15	N/A	N/A	End Dec '16		N/A
		1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A					Q2 Assessment 15/16 FY End Feb '16	N/A	N/A	N/A	End Feb '17	N/A
		1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A					Q3 Assessment 15/16 FY End May '16	N/A	N/A	N/A	N/A	End May '17

Signatures: Employee: ..... Date: 05/07/2016 Supervisor: S.H. Date: 05/07/2016




MSUNDUZI MUNICIPALITY  
 DESIGNATION: GENERAL MANAGER: COMMUNITY SERVICES  
 NAME: MS BONIWE ZULU  
 WORKPLAN 5: PERFORMANCE MANAGEMENT  
 WEIGHT [9]: 20%

INDEX	IDP REFERENCE	COS REFERENCE	SOBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG Queries	Response to AG queries	N/A	Within the required time frames	Annually	Responses to AG queries within the required time frames	Responses to AG queries within the required time frames	Responses to AG queries within the required time frames	Responses to AG queries within the required time frames
D	D3	4 - FINANCIAL SUSTAINABILITY	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
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Services Charter	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan	% Implementation	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Batho Pele Principles belief sets	N/A	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per the business units implementation plan	% Implementation	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per the business units implementation plan
A	A2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	% monitoring	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders

Signatures: Employee:  Date: 05/07/2016  
 Supervisor: S.H Date: 05/07/2016  
 Msunduzi Municipality 2015/2017

INDEX	IDP REFERENCE	CDS 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	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Internal Audit queries	N/A	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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: 05/07/2016  
 Supervisor: S.H. Date: 05/07/2016  
 Msunduzi Municipality 2016/2017