



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr. Madoda Khathide (Full Name)

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

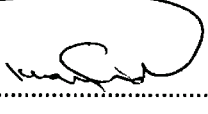
AND

Mrs Nelisiwe Ngcobo (Full Name)

As the *CHIEF FINANCIAL OFFICER (Jobholder)*

PERIOD OF AGREEMENT: 1 July 2020 to 30 June 2021

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

Signatures: Employee: Date: Supervisor:  Date: *07/08/2020*



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

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

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2020 to 30 June 2021**
- 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	:	1207170
Management level	:	Level 2
Component	:	Budget and Treasury
Unit	:	Budget and Treasury
Location	:	Head Office – Professor Nyembezi Building
Occupational classification	:	Senior Management (Section 56)
Designation	:	Chief Financial Officer



4. JOB PURPOSE

The purpose of the Chief Financial Officer's job should be in line with the Municipality's priorities as identified in the 2020 – 2021 Service Delivery Budget and Implementation Plan. The purpose of the Chief Financial Officer is to assist the City Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Budget and Treasury, 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 Chief Financial Officer and has the responsibility for Municipal Budget and Treasury. 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:

- ⇒ Provides leadership in determining and implementation of organisational financial strategies
- ⇒ Ensures long term financial viability
- ⇒ Consolidates the overall financial plan
- ⇒ Maximises financial planning and risk management
- ⇒ Ensures effective and efficient financial oversight
- ⇒ Develops and implements cost management strategies through effective accounting controls and financial management techniques
- ⇒ Sets parameters for cash flow management and operations of the finance personnel
- ⇒ Ensures financial data integrity: accuracy and reliability
- ⇒ Ensures quality budget formulations and effective budget execution
- ⇒ Implementation of mSCOA
- ⇒ Implementation of SAP

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.

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: BUDGET PLANNING, IMPLEMENTATION & MONITORING & RPI	20%
2. WORKPLAN 2: REVENUE MANAGEMENT & RPI	20%
3. WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & EXPENDITURE MANAGEMENT	20%
4. WORKPLAN 4: ASSETS & LIABILITIES MANAGEMENT	10%
5. WORKPLAN 5: FINANCE GOVERNANCE & PERFORMANCE MANAGEMENT & RPI	20%
6. WORKPLAN 6: PERFORMANCE MANAGEMENT	10%



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

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

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%
Total		100%

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

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8. PERFORMANCE ASSESSMENT

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

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

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

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

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

9. FEEDBACK

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

10. DEVELOPMENTAL REQUIREMENTS

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

11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

ANNUAL PERFORMANCE ASSESSMENT 2019/2020	AUGUST/SEPTEMBER 2020
QUARTER 1 – 2020/2021 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2020
QUARTER 2 – 2020/2021 FINANCIAL YEAR	FEBRUARY 2021
QUARTER 3 – 2020/2021 FINANCIAL YEAR (ORAL)	APRIL/MAY 2021

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



12. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *The Mayor: 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 2020/21 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:

Signature: Date:

AND

Name of Supervisor:

Signature: 07/05/2020 Date:



ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee: Date: Supervisor: Date: 07/08/2020

**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



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

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

(a) be a party to a contract for—

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

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

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

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

5. Disclosure of benefits

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

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

6. Unauthorised disclosure of information

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

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

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

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

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

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

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

7. Undue influence

A staff member of a municipality may not—

(a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion,



privilege, advantage or benefit, or for a family member, friend or associate;

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

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

8. Rewards, gifts and favours

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

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

9. Council property

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

10. Payment of arrears

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

11. Participation in elections

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

12. Sexual harassment

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

13. Reporting duty of staff members

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



14. Breaches of Code

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

14A. Disciplinary steps

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

(2) Such other disciplinary steps may include—

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

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ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee: Date: Supervisor: *Mr. M. M. M. M.* Date: *07/08/2020*



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) _____ of

 _____ (Postal address) and
 _____ (Residential address)
 employed as _____ at the _____
 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

2. Directorships and Partnerships

See information sheet: Note (2)

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

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



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

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship

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

See information sheet: Note (6)

Description	Value	Source

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value

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SIGNATURE OF EMPLOYEE: _____

DATE: _____

PLACE: _____

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 _____
 - (ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer _____
 - (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer _____

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

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____ (Block letters)

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

Street address of institution: _____

Date: _____

Place: _____

CONTENTS NOTED: MAYOR _____

DATE: _____



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

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

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

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

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

NOTE 2: Directorships and partnerships

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

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

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

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

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

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

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

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

NOTE 4: Consultancies and retainerships

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



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

NOTE 5: Sponsorships

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

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

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

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

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

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

NOTE 7: Land and Property

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

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

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ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr. Madoda Khathide (Full Name)

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

AND

Mrs. Nelisiwe Ngcobo (Full Name)

As the *CHIEF FINANCIAL OFFICER (Jobholder)*

PERIOD OF DEVELOPMENT: 1 July 2020 to 30 June 2021

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

Signatures: Employee: Date: Supervisor: *Nelisiwe Ngcobo* Date: *07/08/2020*

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MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	MRS NELISIWE NGCOBO
JOB TITLE:	CHIEF FINANCIAL OFFICER
SUPERVISOR	CITY MANAGER
UNIT	BUDGET AND TREASURY
COMPONENT:	BUDGET AND TREASURY

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)?

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

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

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



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

6. Actions/Training interventions to address future progression

7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

7



AGREED UPON:

Signature:

Supervisor:

Date:

Handwritten signature: Msunduzi

Signature:

Incumbent:

Date:

Date of next review: _____

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ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER:	1207170
SURNAME & INITIALS:	NGCOBO, N
DESIGNATION:	CHIEF FINANCIAL OFFICER
COMPONENT:	BUDGET AND TREASURY
UNIT:	BUDGET AND TREASURY
MANAGEMENT LEVEL:	LEVEL 2
OCCUPATIONAL CLASSIFICATION:	SENIOR MANAGEMENT (SECTION 56)
LOCATION:	PROFESSOR NYEMBEZI 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:	_____
SUPERVISOR:	_____
DATE:	_____

Signatures: Employee: Date: Supervisor: *[Signature]* Date: *07/08/2020*

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCOCO														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WORKPLAN 1: BUDGET PLANNING, IMPLEMENTATION & MONITORING & RPI														
WEIGHT (%): 20%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	RPI 10	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP	Monitoring	N/A	82% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020 Total 2019 (Percentage : Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020 (Percentage : Total spending on capital projects divided by total capital budget x 100)	% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage : Total spending on capital projects divided by total capital budget x 100)	25% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020 (Percentage : Total spending on capital projects divided by total capital budget x 100) by the 30th of September 2020	50% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020 (Percentage : Total spending on capital projects divided by total capital budget x 100) by the 31st of December 2020	75% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020 (Percentage : Total spending on capital projects divided by total capital budget x 100) by the 31st of March 2021	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020 (Percentage : Total spending on capital projects divided by total capital budget x 100) by the 30th of June 2021
D	D3	B & T 01	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Planning	N/A	Final Draft budget submitted to SMC by the 30th of March 2020	Final Draft budget for 2021/22 FY & two outer years prepared & submitted to SMC by the 31st of March 2021	Date Final Draft budget for 2021/22 FY & two outer years prepared & submitted to SMC	N/A	N/A	Final Draft budget for 2021/22 FY & two outer years prepared & submitted to SMC by the 31st of March 2021	Final Draft budget for 2021/22 FY & two outer years prepared & submitted to SMC by the 31st of March 2021
D	D3	B & T 02	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Implementation	N/A	Uploading of draft & final approved Budget data strings onto the NT portal in the 2019/20 FY	MSCOA Budget data strings uploaded onto the National Treasury portal for the 2020/21 FY completed by the 30th of April 2021	Date MSCOA Budget data strings uploaded onto the National Treasury portal for the 2020/21 FY completed	N/A	N/A	N/A	MSCOA Budget data strings uploaded onto the National Treasury portal for the 2020/21 FY completed by the 30th of April 2021
D	D3	B & T 03	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Implementation	N/A	Summary of the approved budget and tariff of charges for the 2020/2021 FY advertised by the 30th of June 2020	Summary of the approved budget and tariff of charges for the 2021/22 FY advertised by the 30th of June 2021	Date Summary of the approved budget and tariff of charges for the 2021/22 FY advertised	N/A	N/A	Summary of the Draft rates & tariff of charges for the 2021/22 FY advertised by the 31st of March 2021	Summary of the approved budget and tariff of charges for the 2021/22 FY advertised by the 30th of June 2021
D	D3	B & T 04	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Financial reporting	Compliance	Monitoring	Monthly Reporting	12 x S71 reports produced and submitted to SMC by the 30th of June 2020	12 x S71 reports produced and submitted to SMC by the 30th of June 2021	Number of S71 reports produced and submitted to SMC	3 x S71 reports produced and submitted to SMC by the 30th of September 2020	6 x S71 reports produced and submitted to SMC by the 31st of December 2020	9 x S71 reports produced and submitted to SMC by the 31st of March 2021	12 x S71 reports produced and submitted to SMC by the 30th of June 2021
											(June, July & August 2020 Reports)	(June, July, August, September, October, November 2020 Reports)	(June, July, August, September, October, November, December 2020 & January, February, March, April & May 2021 Reports)	(June, July, August, September, October, November, December 2020 & January, February, March, April & May 2021 Reports)

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCOCO														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (%): 20%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	B & T 05	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	Monitoring	Quarterly Reporting	4 x Quarterly reports on Section 52(d) produced and submitted to SMC by the 30th of April 2021	4 x Quarterly reports on Section 52(d) produced and submitted to SMC by the 30th of April 2021	Number of Quarterly reports on Section 52(d) produced and submitted to SMC	1 x Quarterly reports on Section 52(d) produced and submitted to SMC by the 31st of July 2020 Q4 of 19/20 Report	2 x Quarterly reports on Section 52(d) produced and submitted to SMC by the 31st of October 2020 Q4 of 19/20 & Q1 of 20/21 Reports	3 x Quarterly reports on Section 52(d) produced and submitted to SMC by the 31st of January 2021 Q4 of 19/20, Q1 & Q2 of 20/21 Reports	4 x Quarterly reports on Section 52(d) produced and submitted to SMC by the 30th of April 2021 Q4 of 19/20, Q1, Q2 & Q3 of 20/21 Reports
D	D3	B & T 06	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	Monitoring	Annual	2019/20 mid-year budget performance report tabled by 25 January 2020	Section 72 (mid-year) budget performance report for the 2020/21 FY prepared and submitted to Full Council by the 25th of January 2021	Date Section 72 (mid-year) budget performance report for the 2020/21 FY prepared and submitted to Full Council	N/A	N/A	Section 72 (mid-year) budget performance report for the 2020/21 FY prepared and submitted to Full Council by the 25th of January 2021	Section 72 (mid-year) budget performance report for the 2020/21 FY prepared and submitted to Full Council by the 25th of January 2021
D	D3	B & T 07	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	Monitoring	Monthly Reporting	12 x Monthly monitoring of grants reports prepared and submitted to SMC during the 2019/20 FY	12 x Monthly monitoring of grants reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021	Number of Monthly monitoring of grants reports for the 20/21 FY prepared and submitted to SMC	3 x Monthly monitoring of grants reports for the 20/21 FY prepared and submitted to SMC by the 30th of September 2020	6 x Monthly monitoring of grants reports for the 20/21 FY prepared and submitted to SMC by the 31st of December 2020	9 x Monthly monitoring of grants reports for the 20/21 FY prepared and submitted to SMC by the 31st of March 2021	12 x Monthly monitoring of grants reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021
D	D3	B & T 08	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	Monitoring	Monthly Reporting	12 x Section 66 reports prepared and submitted to SMC in the 2019/20 FY	12 x Monthly S66 reports for the 20/21 FY produced and submitted to SMC by the 30th of June 2021	Number of Monthly S66 reports for the 20/21 FY produced and submitted to SMC	3 x Monthly S66 reports for the 20/21 FY produced and submitted to SMC by the 30th of September 2020	6 x Monthly S66 reports for the 20/21 FY produced and submitted to SMC by the 31st of December 2020	9 x Monthly S66 reports for the 20/21 FY produced and submitted to SMC by the 31st of March 2021	12 x Monthly S66 reports for the 20/21 FY produced and submitted to SMC by the 30th of June 2021
D	D3	B & T 09	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Strengthen Governance	Ensure compliance to MFMA and Treasury regulations	Planning	N/A	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures in the 2019/20 FY	100% of Budget & Treasury policies for the 21/22 FY reviewed and submitted to SMC along with standard operating procedures by the 28th of February 2021	% of Budget & Treasury policies for the 21/22 FY reviewed and submitted to SMC along with standard operating procedures	N/A	N/A	100% of Budget & Treasury policies for the 21/22 FY reviewed and submitted to SMC along with standard operating procedures by the 28th of February 2021	100% of Budget & Treasury policies for the 21/22 FY reviewed and submitted to SMC along with standard operating procedures by the 28th of February 2021

Signatures: Employees: Date: Supervisor:
 Date: 2021/08/10 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELSIWE NGCOBO														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WORKPLAN 1: BUDGET PLANNING, IMPLEMENTATION & MONITORING & RPI														
WEIGHT (%): 20%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	B & T 10	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Full implementation of mSCOA in terms of mSCOA regulation as from 1 July 2017	Monitoring	N/A	Quarterly reports uploaded into LG Data Base in pipe delimited format directly from SAP system in the 2019/20 FY	12 x monthly data strings progress reports produced & uploaded for the LG Data Base by the 30th of June 2021	Number of monthly data strings progress reports produced & uploaded for the 2020/21 FY onto the LG Data Base	3 x monthly data strings progress reports produced & uploaded for the 2020/21 FY onto the LG Data Base by the 30th of September 2020	6 x monthly data strings progress reports produced & uploaded for the 2020/21 FY onto the LG Data Base by the 31st of December 2020	9 x monthly data strings progress reports produced & uploaded for the 2020/21 FY onto the LG Data Base by the 31st of March 2021	12 x monthly data strings progress reports produced & uploaded for the 2020/21 FY onto the LG Data Base by the 30th of June 2021
											(June, July & August 2020 Reports)	(June, July, August, September, October, November 2020 Reports)	(June, July, August, September, October, November, December 2020 & January & February 2021 Reports)	(June, July, August, September, October, November, December 2020 & January, February, March, April & May 2021 Reports)

Signatures: Employee: Date: Supervisor:
 Date: 2021/07/01 Maunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCOCO														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WORKPLAN 2: REVENUE MANAGEMENT & RPI														
WEIGHT (%): 20%														
INDEX	ID# REFERENCE	CP# REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	B3	RPI 09	NKPA 2 - BASIC SERVICE DELIVERY	Improved access to Free Basic Services	Number of households earning less than R3500 per month (application based) with access to free basic services	Implementation	N/A	4210 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of June 2019	6250 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of June 2021	Number of households earning less than R3500 per month (application based) provided with access to free basic services	4000 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of September 2020	4750 households earning less than R3500 per month (application based) provided with access to free basic services by the 31st of December 2020	5500 households earning less than R3500 per month (application based) provided with access to free basic services by the 31st of March 2021	6250 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of June 2021
D	D1	REV 01	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Adoption of Revenue related policies	Compliance	Planning	N/A	Credit Control, Tariffs, Indigent, Rates and Debt Write off policies reviewed and approved submitted to SMC by the 21/22 FY reviewed and approved by Council FOR 2019/2020	100% of all Revenue Management policies (Credit Control, Tariffs, Indigent, Rates and Debt Write off) for the 21/22 FY reviewed and approved submitted to SMC for onward transmission to Council for approval by the 31st of May 2021	% of all Revenue Management policies (Credit Control, Tariffs, Indigent, Rates and Debt Write off) for the 21/22 FY reviewed and approved submitted to SMC for onward transmission to Council for approval	N/A	N/A	N/A	100% of all Revenue Management policies (Credit Control, Tariffs, Indigent, Rates and Debt Write off) for the 21/22 FY reviewed and approved submitted to SMC for onward transmission to Council for approval by the 31st of May 2021
D	D3	REV 02	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Reports	Monitoring	Monthly Reporting	12 x monthly debtors age analysis reports submitted to SMC by the 30th of June 2021	12 x monthly debtors age analysis reports for the 20/21 FY prepared & submitted to SMC by the 30th of June 2021	Number of monthly debtors age analysis reports for the 20/21 FY prepared & submitted to SMC	3 x monthly debtors age analysis reports for the 20/21 FY prepared & submitted to SMC by the 30th of September 2020	6 x monthly debtors age analysis reports for the 20/21 FY prepared & submitted to SMC by the 31st of December 2020	9 x monthly debtors age analysis reports for the 20/21 FY prepared & submitted to SMC by the 31st of March 2021	12 x monthly debtors age analysis reports for the 20/21 FY prepared & submitted to SMC by the 30th of June 2021
D	D1	REV 03	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	Implementation	N/A	85% Monthly collection rate of current debt by the 30th of June 2021	85% Monthly collection rate of current debt achieved for the 20/21 FY by the 30th of June 2021	% Monthly collection rate of current debt achieved for the 20/21 FY	85% Monthly collection rate of current debt achieved for the 20/21 FY by the 30th of September 2020	85% Monthly collection rate of current debt achieved for the 20/21 FY by the 31st of December 2020	85% Monthly collection rate of current debt achieved for the 20/21 FY by the 31st of March 2021	85% Monthly collection rate of current debt achieved for the 20/21 FY by the 30th of June 2021
D	D1	REV 04	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	Implementation	N/A	1% Monthly collection rate of current debt by the 30th of June 2021	1% Monthly collection rate of arrears debt achieved for the 20/21 FY by the 30th of June 2021	% Monthly collection rate of arrears debt achieved for the 20/21 FY	1% Monthly collection rate of arrears debt achieved for the 20/21 FY by the 30th of September 2020	1% Monthly collection rate of arrears debt achieved for the 20/21 FY by the 31st of December 2020	1% Monthly collection rate of arrears debt achieved for the 20/21 FY by the 31st of March 2021	1% Monthly collection rate of arrears debt achieved for the 20/21 FY by the 30th of June 2021
D	D1	REV 05	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Billing management	Accurate Billing	Implementation	N/A	85% of all electricity and water meters read on a monthly basis by the 30th of June 2021	85% of all electricity and water meters read on a monthly basis for the 20/21 FY by the 30th of June 2021	% of all electricity and water meters read on a monthly basis for the 20/21 FY	85% of all electricity and water meters read on a monthly basis for the 20/21 FY by the 30th of September 2020	85% of all electricity and water meters read on a monthly basis for the 20/21 FY by the 31st of December 2020	85% of all electricity and water meters read on a monthly basis for the 20/21 FY by the 31st of March 2021	85% of all electricity and water meters read on a monthly basis for the 20/21 FY by the 30th of June 2021

Signature: Date:
 Date: Supervisor:

Signature: Date:
 Date: Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCOCO														
WORKPLAN 2: REVENUE MANAGEMENT & RPI														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (IN %): 20%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUID	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	REV 06	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Billing management	Reports	Monitoring	Monthly Reporting	12 x monthly disconnection reports submitted to SMC by the 30th of June 2021	12 x monthly progress reports on disconnection and reconnection rates for the 20/21 FY prepared & submitted to SMC by the 30th of June 2021	Number of Monthly progress reports on disconnection and reconnection rates for the 20/21 FY prepared & submitted to SMC	3 x monthly progress reports on disconnection and reconnection rates for the 20/21 FY prepared & submitted to SMC by the 30th of September 2020	6 x monthly progress reports on disconnection and reconnection rates for the 20/21 FY prepared & submitted to SMC by the 31st of December 2020	9 x monthly progress reports on disconnection and reconnection rates for the 20/21 FY prepared & submitted to SMC by the 31st of March 2021	12 x monthly progress reports on disconnection and reconnection rates for the 20/21 FY prepared & submitted to SMC by the 30th of June 2021
D	D3	REV 07	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial Reporting	rental stock	Monitoring	Monthly Reporting	0 x monthly rental stock reports submitted to SMC by the 30th of June 2021	12 x monthly progress reports on Council rental stock for the 20/21 FY prepared & submitted to SMC by the 30th of June 2021	Number of monthly progress reports on Council rental stock for the 20/21 FY prepared & submitted to SMC	3 x monthly progress reports on Council rental stock for the 20/21 FY prepared & submitted to SMC by the 30th of September 2020	6 x monthly progress reports on Council rental stock for the 20/21 FY prepared & submitted to SMC by the 31st of December 2020	9 x monthly progress reports on Council rental stock for the 20/21 FY prepared & submitted to SMC by the 31st of March 2021	12 x monthly progress reports on Council rental stock for the 20/21 FY prepared & submitted to SMC by the 30th of June 2021
B	B1	REV 08	NKPA 2 - BASIC SERVICE DELIVERY	WATER	RESTRICTIONS AND DISCONNECTIONS	Implementation	N/A	N/A	100% of all Water disconnections and restrictions received from the Budget & Treasury business unit attended to and completed for the 20/21 FY by the 30th of June 2021	% of all Water disconnections and restrictions received from the Budget & Treasury business unit attended to and completed for the 20/21 FY	100% of all Water disconnections and restrictions received from the Budget & Treasury business unit completed for the 30th of September 2020	100% of all Water disconnections and restrictions received from the Budget & Treasury business unit attended to and completed for the 31st of December 2020	100% of all Water disconnections and restrictions received from the Budget & Treasury business unit attended to and completed for the 31st of March 2021	100% of all Water disconnections and restrictions received from the Budget & Treasury business unit attended to and completed for the 30th of June 2021
B	B 1	REV 09	NKPA 2 - BASIC SERVICE DELIVERY	Disconnections and Reconnections	Disconnections and Reconnections	Implementation	N/A	30737	100% of Electricity Disconnections attended to as per directive received from the Budget & Treasury business unit by the 30th of June 2021	100% of Electricity Disconnections attended to as per directive received from the Budget & Treasury business unit by the 30th of September 2020	100% of Electricity Disconnections attended to as per directive received from the Budget & Treasury business unit by the 30th of September 2020	100% of Electricity Disconnections attended to as per directive received from the Budget & Treasury business unit by the 31st of December 2020	100% of Electricity Disconnections attended to as per directive received from the Budget & Treasury business unit by the 31st of March 2021	100% of Electricity Disconnections attended to as per directive received from the Budget & Treasury business unit by the 30th of June 2021
B	B2	REV 10	NKPA 2 - BASIC SERVICE DELIVERY	Disconnections and Reconnections	Disconnections and Reconnections	Implementation	N/A	7225	100% of Electricity Reconnections attended to as per directive received from the Budget & Treasury business unit by the 30th of June 2021	100% of Electricity Reconnections attended to as per directive received from the Budget & Treasury business unit by the 30th of September 2020	100% of Electricity Reconnections attended to as per directive received from the Budget & Treasury business unit by the 30th of September 2020	100% of Electricity Reconnections attended to as per directive received from the Budget & Treasury business unit by the 31st of December 2020	100% of Electricity Reconnections attended to as per directive received from the Budget & Treasury business unit by the 31st of March 2021	100% of Electricity Reconnections attended to as per directive received from the Budget & Treasury business unit by the 30th of June 2021

Signatures: Employee: Date: Supervisor:
 Date: 2020/10/20.. Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELSWIE NGCOBO														
WORKPLAN 2: REVENUE MANAGEMENT & RPI														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (%): 20%														
INDEX	IOP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	B 1	REV 11	NKPA 2 - BASIC SERVICE DELIVERY	Revenue Enhancement	Installation / upgrading of electricity metering equipment	Implementation	N/A	N/A	780 x electricity metering equipment installed by the 30th of June 2021	780 x electricity metering equipment installed by the 30th of June 2021	Delivery of Material by the 30th of September 2020	360 x electricity metering equipment installed by the 31st of December 2020	720 x electricity metering equipment installed by the 31st of March 2021	780 x electricity metering equipment installed by the 30th of June 2021

MSUNDUZI MUNICIPALITY											
NAME: MRS NELISWE NGCOCO											
DESIGNATION: CHIEF FINANCIAL OFFICER											
WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & EXPENDITURE MANAGEMENT											
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASLINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	WEIGHT (%): 20%
D	D2	SCM 01	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	SCM Policy Review	Planning	N/A	SCM Policy 19/20 approved by SMC on 31/3/20	Supply chain management Policy 2021/2022 reviewed and submitted to SMC for approval by Council by the 31st of March 2021	Date Supply chain management Policy 2021/2022 reviewed and submitted to SMC for approval by Council	N/A
D	D2	SCM 02	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Procurement plan submission	Planning	N/A	Procurement plan circulated to Business unit, there are delays in terms of response	Procurement Plan for the 2021/2022 financial year prepared and submitted to SMC for approval by Council by the 30th of June 2021	Date Procurement Plan for the 2021/2022 financial year prepared and submitted to SMC for approval by Council	N/A
D	D2	SCM 03	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Procurement Plan Implementation	Monitoring	Quarterly Reporting	4 x quarterly reports produced and submitted to SMC on the implementation of the 19/20FY approved procurement plan by the 30th of June 2020	4 x quarterly progress reports on the implementation of the 2020/2021 approved procurement plan produced and submitted to SMC by the 30th of June 2021	Number of quarterly progress reports on the implementation of the 2020/2021 approved procurement plan produced and submitted to SMC	1 x quarterly progress reports on the implementation of the 2020/2021 approved procurement plan produced and submitted to SMC by the 30th of September 2020
D	D2	SCM 04	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monthly reports	Monitoring	Monthly Reporting	12 x Tenders awarded/ deviations and inventory management reports prepared and submitted towards a consolidated Financial services monthly report to Operational Management Committee by the 30th of June 2020	12 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021	Number of Monthly progress reports on Tenders awarded, deviations and inventory management for the 20/21 FY prepared and submitted to SMC	3 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 20/21 FY prepared and submitted to SMC by the 30th of September 2020
D	D2	SCM 05	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monthly reports	Monitoring	Monthly Reporting	12 x contract management monthly reports prepared and submitted to SMC 19/20FY	12 x contract management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021	Number of contract management monthly progress reports for the 20/21 FY prepared and submitted to SMC	3 x contract management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 30th of September 2020

Signatures: Employee: Date:
 Supervisor:
 Date: 2020/06/20 Maunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCOCO														
WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & EXPENDITURE MANAGEMENT														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (%): 20%														
INDEX	IOP REFERENCE	OP REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D2	SCM 06	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monitoring of irregular expenditure	Monitoring	Quarterly Reporting	4 x Irregular expenditure reports produced and submitted to SMC if there is any Irregular expenditure identified by the 30th of June 2020	4 x quarterly SCM progress reports on Irregular Expenditure in the 20/21 FY prepared and submitted to SMC by the 30th of June 2021 (as and when identified)	Number of quarterly SCM progress reports on Irregular Expenditure in the 20/21 FY prepared and submitted to SMC (as and when identified)	1 x quarterly SCM progress reports on Irregular Expenditure in the 20/21 FY prepared and submitted to SMC by the 30th of September 2020 (as and when identified)	2 x quarterly SCM progress reports on Irregular Expenditure in the 20/21 FY prepared and submitted to SMC by the 31st of December 2020 (as and when identified)	3 x quarterly SCM progress reports on Irregular Expenditure in the 20/21 FY prepared and submitted to SMC by the 31st of March 2021 (as and when identified)	4 x quarterly SCM progress reports on Irregular Expenditure in the 20/21 FY prepared and submitted to SMC by the 30th of June 2021 (as and when identified)
D	D2	SCM 07	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monitoring of tender award timeframe	Implementation	N/A	Average of 90 days taken to award tenders as per the approved procurement plan	Average of 90 days taken to award tenders as per the approved procurement plan for the 20/21 FY by the 30th of June 2021	Average days taken to award tenders as per the approved procurement plan for the 20/21 FY	Average of 90 days taken to award tenders as per the approved procurement plan for the 20/21 FY by the 30th of September 2020	Average of 90 days taken to award tenders as per the approved procurement plan for the 20/21 FY by the 31st of December 2020	Average of 90 days taken to award tenders as per the approved procurement plan for the 20/21 FY by the 31st of March 2021	Average of 90 days taken to award tenders as per the approved procurement plan for the 20/21 FY by the 31st of June 2021
D	D2	EXP 01	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Monthly reports on Fruitless and wasteful expenditure	Monitoring	Monthly Reporting	12 x monthly reports on Fruitless and Wasteful Expenditure prepared & submitted to SMC by the 30th of June 2020	12 x monthly progress reports for the 20/21 FY on Fruitless and Wasteful Expenditure prepared & submitted by the 10th of the new month to SMC by the 30th of June 2021	Number of monthly progress reports for the 20/21 FY on Fruitless and Wasteful Expenditure prepared & submitted by the 10th of the new month to SMC	3 x monthly progress reports for the 20/21 FY on Fruitless and Wasteful Expenditure prepared & submitted by the 10th of the new month to SMC by the 30th of September 2020	6 x monthly progress reports for the 20/21 FY on Fruitless and Wasteful Expenditure prepared & submitted by the 10th of the new month to SMC by the 31st of December 2020	9 x monthly progress reports for the 20/21 FY on Fruitless and Wasteful Expenditure prepared & submitted by the 10th of the new month to SMC by the 31st of March 2021	12 x monthly progress reports for the 20/21 FY on Fruitless and Wasteful Expenditure prepared & submitted by the 10th of the new month to SMC by the 30th of June 2021
D	D2	EXP 02	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Monthly reports on suppliers not paid within 30 days	Monitoring	Monthly Reporting	Monthly reports on suppliers not paid within 30 days for 2019/20	12 x monthly progress reports for the 20/21 FY on suppliers not paid within 30 days prepared & submitted by the 10th of the new month to SMC by the 30th of June 2021	Number of monthly progress reports for the 20/21 FY on suppliers not paid within 30 days prepared & submitted by the 10th of the new month to SMC	3 x monthly progress reports for the 20/21 FY on suppliers not paid within 30 days prepared & submitted by the 10th of the new month to SMC by the 30th of September 2020	6 x monthly progress reports for the 20/21 FY on suppliers not paid within 30 days prepared & submitted by the 10th of the new month to SMC by the 31st of December 2020	9 x monthly progress reports for the 20/21 FY on suppliers not paid within 30 days prepared & submitted by the 10th of the new month to SMC by the 31st of March 2021	12 x monthly progress reports for the 20/21 FY on suppliers not paid within 30 days prepared & submitted by the 10th of the new month to SMC by the 30th of June 2021
											(June, July, August, September, October, November, December 2020 & January, February, March, April & May 2021 Reports)	(June, July, August, September, October, November, December 2020 & January, February, March, April & May 2021 Reports)	(June, July, August, September, October, November, December 2020 & January, February, March, April & May 2021 Reports)	(June, July, August, September, October, November, December 2020 & January, February, March, April & May 2021 Reports)

Signatures: Employer: Date: Supervisor:
Date: 01/08/2020 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY											
NAME: MRS NELISWE NGCOCO											
DESIGNATION: CHIEF FINANCIAL OFFICER											
WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & EXPENDITURE MANAGEMENT											
WEIGHT (%): 20%											
INDEX	IOP REFERENCE	OP REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	ANNUAL
D	D2	EXP 03	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Payment of council creditors within 30 days from date of receipt of invoice by the department	Implementation	N/A	90 % of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2020	90% of all creditors for the 20/21 FY must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2021	% of all creditors for the 20/21 FY must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	90% of all creditors for the 20/21 FY must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2021
D	A2	EXP 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Expenditure Management	Annual Review of Procedures of Manual (Payment of Creditors & Payroll Manual)	Planning	N/A	Procedures are reviewed once a year.	Review of Procedures Manuals (Payment of Creditors & Payroll Manual) for the 21/22 FY completed and submitted to SMC for onward transmission to Council for approval by the 31st of March 2021	Review of Procedures Manuals (Payment of Creditors & Payroll Manual) for the 21/22 FY completed and submitted to SMC for onward transmission to Council for approval by the 31st of March 2021	Review of Procedures Manuals (Payment of Creditors & Payroll Manual) for the 21/22 FY completed and submitted to SMC for onward transmission to Council for approval by the 31st of March 2021

Signatures: Employee: Date: Supervisor:
 Date: 01/01/2021 Maunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCIBO														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WORKPLAN 4: ASSETS & LIABILITIES MANAGEMENT														
WEIGHT (%): 10%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	A & LM01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Institutional capacity and promote transformation	Policy review	Planning	N/A	Asset management Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2020	Asset Management Policy for the 2021/2022 Financial Year reviewed and submitted to SMC for approval by Council by the 31st of March 2021	Date Asset Management Policy for the 2021/2022 Financial Year reviewed and submitted to SMC for approval by Council	N/A	N/A	Asset Management Policy for the 2021/2022 Financial Year reviewed and submitted to SMC for approval by Council by the 31st of March 2021	Asset Management Policy for the 2021/2022 Financial Year reviewed and submitted to SMC for approval by Council by the 31st of March 2021
A	A2	A & LM02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Institutional capacity and promote transformation	Review Useful Lives of Assets at year end.	Monitoring	N/A	1 x report prepared and submitted to SMC on the 100% review of all Council assets' useful lives by the 30th of June 2020.	1 x report on the review of all Council assets useful lives for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021	Date report on the review of all Council assets useful lives for the 20/21 FY prepared and submitted to SMC	N/A	N/A	N/A	1 x report on the review of all Council assets useful lives for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021
A	A2	A & LM03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Institutional capacity and promote transformation	Valuation of Investment Properties	Monitoring	N/A	1 x report prepared and submitted to SMC on the 100% valuation of all Council Investment Property Assets at year end by the 30th of June 2020	1 x progress report on the valuation of all Council Investment Property Assets at year end for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021	Date progress report on the valuation of all Council Investment Property Assets at year end for the 20/21 FY prepared and submitted to SMC	N/A	N/A	N/A	1 x progress report on the valuation of all Council Investment Property Assets at year end for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021
A	A2	A & LM04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Institutional capacity and promote transformation	Assess rehabilitation costs of Land fill site at year end.	Monitoring	N/A	1 x report prepared and submitted to SMC on the 100% assessment of the cost to rehabilitate the Land fill site at year end by the 30th of June 2020	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 20/21 FY by the 30th of June 2021	Date report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 20/21 FY	N/A	N/A	N/A	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 20/21 FY by the 30th of June 2021
A	A2	A & LM05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Institutional capacity and promote transformation	Undertake asset count	Monitoring	N/A	1 x report prepared and submitted to SMC on the 100% verification of all Council assets physically verified at year end by the 30th of June 2020	1 x progress report on the physical verification of all Council assets for the 20/21 FY prepared and submitted to SMC for onward transmission to council by the 30th of June 2021	Date progress report on the physical verification of all Council assets for the 20/21 FY prepared and submitted to SMC for onward transmission to council	N/A	N/A	N/A	1 x progress report on the physical verification of all Council assets for the 20/21 FY prepared and submitted to SMC for onward transmission to council by the 30th of June 2021

Signature: Date: Supervisor:
 Date: 06/05/2021 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCIBO														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WORKPLAN 4: ASSETS & LIABILITIES MANAGEMENT														
WEIGHT (%): 10%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	A & LM06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Assess Impairment of Assets at year end.	Monitoring	N/A	1 x report prepared and submitted to SMC on the 100% assessment of all Council assets assessed for impairment at year end by the 30th of June 2020	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end by the 30th of June 2021	Date report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end	N/A	N/A	N/A	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end by the 30th of June 2021
A	A2	A & LM07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	Monitoring	Monthly Reporting	4 x quarterly reports prepared and submitted to SMC on depreciation processed monthly	12 x monthly progress reports prepared and submitted to SMC on assets management for the 20/21 FY by the 30th of June 2021	Number of monthly progress reports prepared and submitted to SMC on assets management for the 20/21 FY	3 x monthly progress reports prepared and submitted to SMC on assets management for the 20/21 FY by the 30th of September 2020	6 x monthly progress reports prepared and submitted to SMC on assets management for the 20/21 FY by the 31st December 2020	9 x monthly progress reports prepared and submitted to SMC on assets management for the 20/21 FY by the 31st of March 2021	12 x monthly progress reports prepared and submitted to SMC on assets management for the 20/21 FY by the 30th of June 2021
A	A2	A & LM08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Submit monthly reports on management of insurance claims to SMC.	Monitoring	Monthly Reporting	4 x Quarterly reports on the management of insurance claims submitted to the Operational Management Committee by the end of June 2020	12 x monthly progress reports on the management of insurance claims for the 20/21 FY submitted to SMC by the 30th of June 2021	Number of monthly progress reports on the management of insurance claims for the 20/21 FY submitted to SMC	3 x monthly progress reports on the management of insurance claims for the 20/21 FY submitted to SMC by the 30th of September 2020.	6 x monthly progress reports on the management of insurance claims for the 20/21 FY submitted to SMC by the 31st December 2020.	9 x monthly progress reports on the management of insurance claims for the 20/21 FY submitted to SMC by the 31st of March 2021	12 x monthly progress reports on the management of insurance claims for the 20/21 FY submitted to SMC by the 30th of June 2021
A	A2	A & LM09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Annual Review of Policies and Procedures.	Planning	N/A	Msunduzi Municipality Insurance Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2020	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council by the 31st of March 2021	Date Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council	N/A	N/A	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council by the 31st of March 2021	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council by the 31st of March 2021

Signature: _____ Date: _____ Supervisor: _____
 Date: 01/01/2021 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCIBO														
WORKPLAN 4: ASSETS & LIABILITIES MANAGEMENT														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (%): 10%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	A & LM10	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Vehicle branding	Branding of Council vehicles and plant	Implementation	N/A	50 x Council vehicles and plant branded by the end of June 2020	23 x Council vehicles and plant to be branded in the 20/21 FY by the 30th of June 2021	Number of Council vehicles and plant to be branded in the 20/21 FY	N/A	N/A	N/A	23 x Council vehicles and plant to be branded in the 20/21 FY by the 30th of June 2021
A	A2	A & LM11	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	New Plant and Vehicles	New Plant and Vehicles purchased	Planning	N/A	33 x Council vehicles and plant to be purchased by 30 June 2020	23 x Vehicles Purchased and Delivered for Msunduzi Municipality for the 20/21 FY by the 31st of May 2021	Number of Vehicles Purchased and Delivered for Msunduzi Municipality for the 20/21 FY	N/A	N/A	N/A	23 x Vehicles Purchased and Delivered for Msunduzi Municipality for the 20/21 FY by the 31st of May 2021
A	A2	A & LM12	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Fleet Licensing	Registration of new vehicles	Implementation	N/A	New	23 x new vehicles registered in the municipality's name/asset register by the 30th June 2021	Number of new vehicles registered in the municipality's name/asset register	N/A	N/A	N/A	23 x new vehicles registered in the municipality's name/asset register by the 30th June 2021
A	A2	A & LM13	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Fleet Licensing	Licensing of Msunduzi Vehicle Fleet	Implementation	N/A	New	100% licensing of all vehicles that are due for licensing per Enatis printout in the 20/21 FY by the 30th June 2021	% licensing of all vehicles that are due for licensing per Enatis printout in the 20/21 FY	100% licensing of all vehicles that are due for licensing per Enatis printout in the 20/21 FY by the 30th of September 2020	100% licensing of all vehicles that are due for licensing per Enatis printout in the 20/21 FY by the 31st of December 2020	100% licensing of all vehicles that are due for licensing per Enatis printout in the 20/21 FY by the 31st of March 2021	100% licensing of all vehicles that are due for licensing per Enatis printout in the 20/21 FY by the 30th June 2021
D	D1	A & LM14	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	VALUATION ROLL MAINTENANCE	RESOLVING DISPUTES IN RELATION TO THE ROLL IN LINE WITH SECTION 78 OF THE MPRA	Monitoring	N/A	New	Average of 30days taken to investigate valuation rolls queries for the 20/21FY by the 30th of June 2021	Average number of days taken to investigate valuation rolls queries for the 20/21FY	Average of 30days taken to investigate valuation rolls queries for the 20/21FY by the 30th of September 2020	Average of 30days taken to investigate valuation rolls queries for the 20/21FY by the 31st of December 2020	Average of 30days taken to investigate valuation rolls queries for the 20/21FY by the 31st of March 2021	Average of 30days taken to investigate valuation rolls queries for the 20/21FY by the 30th of June 2021
D	D1	A & LM15	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	SUPPLEMENTARY VALUATION ROLL	AMENDMENT OF THE ROLL IN TERMS OF SECTION 78 OF THE MPRA	Planning	N/A	New	1 x Supplementary valuation roll prepared and published in accordance with s78 of the MPRA for the 20/21 FY by the 31st of May 2021	Date Supplementary valuation roll prepared and published in accordance with s78 of the MPRA for the 20/21 FY	N/A	N/A	N/A	1 x Supplementary valuation roll prepared and published in accordance with s78 of the MPRA for the 20/21 FY by the 31st of May 2021
D	D1	A & LM16	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	GENERAL VALUATION ROLL APPEALS	APPEALS BOARD HEARING	Evaluation	N/A	New	450 x General valuations appeals concluded for the 20/21 FY by the 30th of September 2020	Number of General valuations appeals concluded for the 20/21 FY	450 x General valuations appeals concluded for the 20/21 FY by the 30th of September 2020	N/A	N/A	450 x General valuations appeals concluded for the 20/21 FY by the 30th of September 2020

Signatures: Employee: Date: Supervisor:
 Date: 2020/09/23 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELUSIWE NGCIBO														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (%): 10%														
WORKPLAN 4: ASSETS & LIABILITIES MANAGEMENT														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D1	A & LM17	NKPA 1- MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	RATES CLEARANCE APPLICATIONS	CONFIRM VALUES AND RATING CATEGORIES FOR RATES CLEARANCES	Implementation	N/A	New	100% rates clearance applications processed within 3 days of receipt in the 20/21 FY by the 30th of June 2021	% rates clearance applications processed within 3 days of receipt in the 20/21 FY	100% rates clearance applications processed within 3 days of receipt in the 20/21 FY by the 30th of September 2020	100% rates clearance applications processed within 3 days of receipt in the 20/21 FY by the 31st of December 2020	100% rates clearance applications processed within 3 days of receipt in the 20/21 FY by the 31st of March 2021	100% rates clearance applications processed within 3 days of receipt in the 20/21 FY by the 30th of June 2021

Signatures: Employee: Date: Supervisor:
 Date: 2021/08/24 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCOBO														
WORKPLAN 5: FINANCE GOVERNANCE & PERFORMANCE MANAGEMENT & RPI														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (%): 30%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D1	RPI 11	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial Viability in terms of debt coverage	Monitoring	N/A	17.66 achieved in 2018/2019	9.78 Financial viability in terms of debt coverage achieved by the 30th of June 2020 (Ratio: Total operating revenue received minus operating grants divided by debt service payments (i.e., interests plus redemption))	Ratio of Financial viability in terms of debt coverage achieved. (Ratio: Total operating revenue received minus operating grants divided by debt service payments (i.e., interests plus redemption))	9.78 Financial viability in terms of debt coverage achieved. (Ratio: Total operating revenue received minus operating grants divided by debt service payments (i.e., interests plus redemption)) by the 30th of September 2020	9.78 Financial viability in terms of debt coverage achieved. (Ratio: Total operating revenue received minus operating grants divided by debt service payments (i.e., interests plus redemption)) by the 31st of December 2020	9.78 Financial viability in terms of debt coverage achieved. (Ratio: Total operating revenue received minus operating grants divided by debt service payments (i.e., interests plus redemption)) by the 31st of March 2021	9.78 Financial viability in terms of debt coverage achieved. (Ratio: Total operating revenue received minus operating grants divided by debt service payments (i.e., interests plus redemption)) by the 30th of June 2021
D	D3	RPI 12	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial Viability in terms of cost coverage	Monitoring	N/A	0.28 achieved in 2018/2019	3.43 Financial viability in terms of cost coverage achieved by the 30th of June 2020 (Ratio: Available cash plus investments divided by monthly fixed operating expenditure)	Ratio of Financial viability in terms of cost coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure)	3.43 Financial viability in terms of cost coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) by the 30th of September 2020	3.43 Financial viability in terms of cost coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) by the 31st of December 2020	3.43 Financial viability in terms of cost coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) by the 31st of March 2021	3.43 Financial viability in terms of cost coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) by the 30th of June 2021
D	D3	RPI 13	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial Viability in terms of outstanding service debtors to revenue	Monitoring	N/A	11.26 achieved in 2018/2019	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 30th of June 2020 (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	Ratio of Financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	1.8 Financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services) by the 30th of September 2020	1.8 Financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services) by the 31st of December 2020	1.8 Financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services) by the 31st of March 2021	1.8 Financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services) by the 30th of June 2021
D	D3	FG & PM 01	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Financial reporting	Cash Flow Reports	Monitoring	Monthly Reporting	12 x Monthly Cash flow reports prepared and submitted to SMC by the 15th of July 2020	12 x Monthly Cash flow reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021	Number of Monthly Cash flow reports for the 20/21 FY prepared and submitted to SMC	3 x Monthly Cash flow reports for the 20/21 FY prepared and submitted to SMC by the 30th of September 2020	6 x Monthly Cash flow reports for the 20/21 FY prepared and submitted to SMC by the 31st of December 2020	9 x Monthly Cash flow reports for the 20/21 FY prepared and submitted to SMC by the 31st of March 2021	12 x Monthly Cash flow reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021
											(June, July & August 2020 Reports)	(June, July, August, September, October, November, December 2020 & January, February, March, April & May 2021 Reports)	(June, July, August, September, October, November, December 2021 Reports)	(June, July, August, September, October, November, December 2020 & January, February, March, April & May 2021 Reports)

Signatures: Employee: Date: Supervisor:
 Date: Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCIBO														
WORKPLAN 5: FINANCE GOVERNANCE & PERFORMANCE MANAGEMENT & RPI														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (%): 20%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASLINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	FG & PM 02	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	VAT Returns	Monitoring	Monthly Reporting	12 x Monthly VAT returns for the 19/20 FY prepared and submitted to SARS	12 x Monthly VAT returns reports for the 20/21 FY prepared and submitted to SARS by the 30th of June 2021	Number of Monthly VAT returns reports for the 20/21 FY prepared and submitted to SARS	3 X Monthly VAT returns report for the 20/21 FY prepared and submitted to SARS by the 30th of September 2020	6 X Monthly VAT returns reports for the 20/21 FY prepared and submitted to SARS by the 31st of December 2020	9 X Monthly VAT returns reports for the 20/21 FY prepared and submitted to SARS by the 31st of March 2021	12 X Monthly VAT returns reports for the 20/21 FY prepared and submitted to SARS by the 31st of July 2021
D	D3	FG & PM 03	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Loans register	Monitoring	Monthly Reporting	12 x Monthly loans register reports for the 19/20 FY prepared and submitted to SMC	12 x Monthly loans register reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021	Number of Monthly loans register reports for the 20/21 FY prepared and submitted to SMC	3 x Monthly loans register reports for the 20/21 FY prepared and submitted to SMC by the 30th of September 2020	6 x Monthly loans register reports for the 20/21 FY prepared and submitted to SMC by the 31st of December 2020	9 x Monthly loans register reports for the 20/21 FY prepared and submitted to SMC by the 31st of March 2021	12 x Monthly loans register reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021
D	D3	FG & PM 04	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Review of financial delegations	Planning	N/A	N/A	1 x reviewed financial delegations report prepared and submitted to SMC by 31st of May 2021	Date reviewed financial delegations report prepared and submitted to SMC	N/A	N/A	N/A	1 x reviewed financial delegations report prepared and submitted to SMC by 31st of May 2021
D	D3	FG & PM 05	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Review of policies (Cash management, reserves and funding, borrowings policy)	Planning	N/A	3 x Reviewed policies (Cash management, Reserves and funding, Council for approval by the 31st of May 2020)	3 x Financial governance policies for the 21/22 FY (Cash management, Reserves and funding, Borrowings policy) reviewed and submitted to SMC for approval by Council by the 31st of May 2021	Number of Financial governance policies for the 21/22 FY (Cash management, Reserves and funding, Borrowings policy) reviewed and submitted to SMC for approval by Council	N/A	N/A	N/A	3 x Financial governance policies for the 21/22 FY (Cash management, Reserves and funding, Borrowings policy) reviewed and submitted to SMC for approval by Council by the 31st of May 2021
D	D3	FG & PM 06	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Monthly ratios report	Monitoring	Monthly Reporting	12 x Monthly ratios reports for the 19/20 FY prepared and submitted to SMC	12 x Monthly ratios reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021	Number of Monthly ratios reports for the 20/21 FY prepared and submitted to SMC	3 x Monthly ratios reports for the 20/21 FY prepared and submitted to SMC by the 30th of September 2020	6 x Monthly ratios reports for the 20/21 FY prepared and submitted to SMC by the 31st of December 2020	9 x Monthly ratios reports for the 20/21 FY prepared and submitted to SMC by the 31st of March 2021	12 x Monthly ratios reports for the 20/21 FY prepared and submitted to SMC by the 31st of June 2021

Signature: Employee: Date:
 Date: Supervisor:

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCOCO														
WORKPLAN 5: FINANCE GOVERNANCE & PERFORMANCE MANAGEMENT & RPI														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (%): 20%														
INDEX	IDP REFERENCE	OP REFERENCE	PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	FG & PM 07	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	AG action plan monitoring	Monitoring	Quarterly reporting	4 x Quarterly AG audit action plan progress reports prepared and submitted to SMC	4 x Quarterly AG audit action plan progress reports prepared and submitted to SMC by the 30th of June 2021	Number of Quarterly AG audit action plan progress reports prepared and submitted to SMC	1 x Quarterly AG audit action plan progress reports prepared and submitted to SMC by the 30th of September 2020	2 x Quarterly AG audit action plan progress reports prepared and submitted to SMC by the 31st of December 2020	3 x Quarterly AG audit action plan progress reports prepared and submitted to SMC by the 31st of March 2021	4 x Quarterly AG audit action plan progress reports prepared and submitted to SMC by the 30th of June 2021
D	D3	FG & PM 08	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Development and submission of an AG action plan	Monitoring	N/A	1 x AG audit action plan for 2018/19 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	1 x AG audit action plan for the 19/20 FY prepared and submitted to SMC within 60 days after receiving signed AG reports by the 28th of February 2021	Date AG audit action plan for the 19/20 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	N/A	N/A	1 x AG audit action plan for the 19/20 FY prepared and submitted to SMC within 60 days after receiving signed AG reports by the 28th of February 2021	1 x AG audit action plan for the 19/20 FY prepared and submitted to SMC within 60 days after receiving signed AG reports by the 28th of February 2021
A	A3	FG & PM 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Compliance Checklist	Development of a compliance checklist	Monitoring	Monthly Reporting	12 x monthly MFMA Legislative compliance checklist reports produced and submitted to OMC in 18/19 FY	12 x monthly MFMA Legislative compliance checklist reports for the 20/21 FY produced and submitted to SMC for onwards transmission to EXCO & Full Council by the 30th of June 2021	Number of monthly MFMA Legislative compliance checklist reports for the 20/21 FY produced and submitted to SMC for onwards transmission to EXCO & Full Council	3 x monthly MFMA Legislative compliance checklist reports for the 20/21 FY produced and submitted to SMC for onwards transmission to EXCO & Full Council by the 30th of September 2020	6 x monthly MFMA Legislative compliance checklist reports for the 20/21 FY produced and submitted to SMC for onwards transmission to EXCO & Full Council by the 31st of December 2020	9 x monthly MFMA Legislative compliance checklist reports for the 20/21 FY produced and submitted to SMC for onwards transmission to EXCO & Full Council by the 31st of March 2021	12 x monthly MFMA Legislative compliance checklist reports for the 20/21 FY produced and submitted to SMC for onwards transmission to EXCO & Full Council by the 30th of June 2021
D	D3	FG & PM 10	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Monthly ratios report			N/A	12 x Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020	Number of Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC	3 x Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of September 2019	6 x Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of December 2019	9 x Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC by the 31st of March 2020	12 x Monthly ratios reports for the 19 / 20 FY prepared and submitted to SMC by the 30th of June 2020
D	D3	FG & PM 11	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	AG action plan monitoring			N/A	11 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 30th of June 2020	Number of monthly AG audit action plan progress reports prepared and submitted to SMC	3 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 30th of September 2019	6 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of December 2019	8 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of March 2020	11 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 30th of June 2020

MSUNDUZI MUNICIPALITY														
NAME: MRS NELISWE NGCOCO														
WORKPLAN 5: FINANCE GOVERNANCE & PERFORMANCE MANAGEMENT & RPI														
DESIGNATION: CHIEF FINANCIAL OFFICER														
WEIGHT (%): 20%														
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS quo	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	FG & PM 12	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Development and submission of an AG action plan			NIL	1 x AG audit action plan for 2018/19 FY prepared and submitted to SMC within 60 days after receiving signed AG reports by the 29th of February 2020	Date AG audit action plan for 2018/19 FY prepared and submitted to SMC and submitted to SMC within 60 days after receiving signed AG reports	N/A	N/A	1 x AG audit action plan for 2018/19 FY prepared and submitted to SMC within 60 days after receiving signed AG reports by the 29th of February 2020	N/A

Signatures: Employee: Date: Supervisor:
 Date: 2020/02/25 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY												
NAME: MRS NELISWE NGCOCO			DESIGNATION: CHIEF FINANCIAL OFFICER					WEIGHT (%): 10%				
WORKPLAN 6: PERFORMANCE MANAGEMENT												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY 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	NKPA 1- MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	IDP	N/A	Submission towards Development of the Municipal IDP 21/22 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2021	Date Submission towards Development of the Municipal IDP 21/22 FY as per stipulated timeframes by the IDP unit completed	N/A	N/A	Submission towards Development of the Draft Municipal IDP 21/22 FY as per stipulated timeframes by the IDP unit completed by the 31st of March 2021	Submission towards Development of the Municipal IDP 21/22 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2021
A	A1	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1- MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SDBIP & OP	N/A	Submission towards the Development of the Municipal SDBIP 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2021	Date Submission towards the Development of the Municipal SDBIP 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SDBIP 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2021
A	A1	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1- MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Budget	N/A	Submission towards Development of the Municipal Budget 21/22 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2021	Date Submission towards Development of the Municipal Budget 21/22 FY as per stipulated timeframes by the Budget & Treasury unit completed	N/A	N/A	Submission towards Development of the Draft Municipal Budget 21/22 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 31st of March 2021	Submission towards Development of the Municipal Budget 21/22 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2021
A	A1	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1- MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Performance Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2020	Date Submission towards Development of the Municipal Annual Performance Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission towards Development of the Municipal Annual Performance Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2020	N/A	N/A	N/A

Signatures: Employee: Date: Supervisor:
 Date: 07/08/2021 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY									
NAME: MRS NELISWE NGCOCO					DESIGNATION: CHIEF FINANCIAL OFFICER				
WORKPLAN 6: PERFORMANCE MANAGEMENT					WEIGHT (%): 10%				
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Report 19/20 FY	N/A	Submission towards Development of the Municipal Annual Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2021	Submission towards Development of the Municipal Annual Report 19/20 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2021	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Performance Agreement 20/21 FY	Signed Performance Agreement 19/20 In place	Submission of a signed performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2020	Submission of a signed performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2020	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Mid-year Revised Performance Agreement 20/21 FY	Signed Mid-year Revised Performance Agreement 19/20 FY	Submission of a signed mid-year revised performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2021	Submission of a signed mid-year revised performance agreement for the 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2021	N/A
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2020	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2021	9 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of March 2021	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	POE submission for Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2020	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & the OC, P & KM units for monitoring purposes by the 30th of June 2021	9 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & the OC, P & KM units for monitoring purposes by the 31st of March 2021	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & the OC, P & KM units for monitoring purposes by the 30th of June 2021

Signatures: Employee: Date: Supervisor:
 Date: 07/08/2020 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY												
NAME: MRS NELISWE NGCOBO					DESIGNATION: CHIEF FINANCIAL OFFICER							
WORKPLAN 6: PERFORMANCE MANAGEMENT					WEIGHT (%): 10%							
F	F1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDRIP / Operational Plan 20/21 FY Monthly submissions	Monthly & Quarterly	8 x SDRIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 30th of June 2021	Number of SDRIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees	2 x SDRIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 30th of September 2020	4 x SDRIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 31st of December 2020	6 x SDRIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 31st of March 2021	8 x SDRIP / Operational Plan 20/21 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 30th of June 2021
F	F1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDRIP / Operational Plan 20/21 FY Quarterly submissions	Monthly & Quarterly	4 x SDRIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 30th of June 2021	Number of SDRIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees	1 x SDRIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 30th of September 2020	2 x SDRIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 31st of December 2020	3 x SDRIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 31st of March 2021	4 x SDRIP / Operational Plan 20/21 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwads transmission to Council Committees by the 30th of June 2021
B	B1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) monthly submissions - National COGTA	N/A	12 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to National COGTA by the 30th of June 2021	Number of Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to National COGTA	3 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to National COGTA by the 30th of September 2020	6 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to National COGTA by the 31st of December 2020	9 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to National COGTA by the 31st of March 2021	12 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to National COGTA by the 30th of June 2021
B	B1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) quarterly submissions - KZN COGTA	N/A	4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to KZN COGTA by the 30th of June 2021	Number of Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to KZN COGTA	1 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to KZN COGTA by the 30th of September 2020	2 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to KZN COGTA by the 31st of December 2020	3 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to KZN COGTA by the 31st of March 2021	4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwads transmission to KZN COGTA by the 30th of June 2021

Signatures: Employee: Date: Supervisor:
Date: 01/07/2020 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY												
DESIGNATION: CHIEF FINANCIAL OFFICER												
WEIGHT (%): 10%												
WORKPLAN 6: PERFORMANCE MANAGEMENT												
D	D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Legislative Compliance Checklist (MFMA Schedule of deadlines) monthly reports	Monthly	12 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2021	Number of Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC	3 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of September 2020	6 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 31st of December 2020	9 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 31st of March 2021	12 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2021
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Performance Assessments	NIL	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 30th of June 2020	Number of Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 30th of September 2020	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 31st of December 2020	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 31st of March 2021	Quarterly Performance Assessments conducted as per the approved IPMS policy 20/21 FY and Assessment Schedule 20/21 FY by the 30th of June 2020
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings	Response to AG queries	N/A	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2021	% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2020	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2020	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2021	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - POE submissions	Response to AG queries	N/A	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2021	% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2020	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2020	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2021	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - Queries resolved	Response to AG queries	N/A	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2021	% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2020	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2020	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2021	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2021

Signatures: Employee: Date: Supervisor:
 Date: 07/06/2020 Msunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY										
NAME: MRS NELISWE NGCOCO					DESIGNATION: CHIEF FINANCIAL OFFICER					
WORKPLAN 6: PERFORMANCE MANAGEMENT					WEIGHT (%): 10%					
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - POE submissions	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - Queries resolved	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021
D	D2	4 - FINANCIAL SUSTAINABILITY	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Sectional Budgets	Expenditure of business units/sub units sectional budget	N/A	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2021	% Expenditure of business units/sub units sectional budget (Budget vs Actual)	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of March 2021	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2021
D	D2	4 - FINANCIAL SUSTAINABILITY	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditure of grant funding	N/A	100% Expenditure of grant funding (Budget vs Actual) by the 30th of June 2021	% Expenditure of grant funding (Budget vs Actual)	100% Expenditure of grant funding (Budget vs Actual) by the 31st of March 2021	100% Expenditure of grant funding (Budget vs Actual) by the 30th of June 2021
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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 by the 30th of June 2021	% 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 by the 31st of March 2021	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2021

Signatures: Employee: Date: Supervisor:
 Date: 07/08/2021 Maunduzi Municipality 2020/2021

MSUNDUZI MUNICIPALITY									
NAME: MRS NELISWE NGCOBO					DESIGNATION: CHIEF FINANCIAL OFFICER				
WORKPLAN 6: PERFORMANCE MANAGEMENT					WEIGHT (%): 10%				
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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 Batho Pele Monitoring tool by the 30th of June 2021	% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2021	100% Implementation of the Batho Pele Principles belief sets (We belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2021
D	D1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Increasing Institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2021	% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2021	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2021
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing Institutional capacity	Risk Management	N/A	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2021	% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2021	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2021
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing Institutional capacity	Interns	Monthly	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of June 2021	% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of June 2021	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of June 2021
D	D1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Implementation of the Financial Recovery Plan	Monthly	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2021	% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2021	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2021
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Workplace Skills plan	Monthly	100% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2021	% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2021	100% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2021

Signatures:  Employee: Date: 07/08/2020
 Supervisor: Date: 07/08/2020

MSUNDUZI MUNICIPALITY									
NAME: MRS NELISWE NGCIBO					DESIGNATION: CHIEF FINANCIAL OFFICER				
WORKPLAN 6: PERFORMANCE MANAGEMENT					WEIGHT (%): 10%				
					100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of June 2021	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP the 30th of June 2021	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of June 2021	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of June 2021	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of June 2021
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Increasing institutional capacity	Consequence management - abuse of council vehicles	Monthly	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Submission of Portfolios of Evidence to Internal Audit	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Submission of Portfolios of Evidence to the AG	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 19/20 FY to Internal Audit for Audit purposes by the 10th of August 2020
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Service Providers	Assessment of service providers	Bi- Annually	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2021	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2021	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2021	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2021

Signatures: Employee: Date: Supervisor:
Date: 01/08/2021 Msunduzi Municipality 2020/2021

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WORKPLAN 6: PERFORMANCE MANAGEMENT												
WEIGHT (%): 10%												
A	A3	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1- MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Ah hoc performance reports	Ad hoc	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2021	% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th / Stakeholders	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of September 2020	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 31st of December 2020	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 31st of March 2021	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2021
C	C2	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Increasing institutional capacity	LED Initiatives	N/A	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of June 2021	% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP)	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of September 2020	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 31st of December 2020	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 31st of March 2021	100% Implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of June 2021

Signatures: Employee: Date: Supervisor:
 Date: CHIEF Msunduzi Municipality 2020/2021