



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Sizwe Hadebe (Full Name)

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

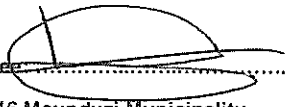
AND

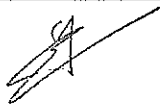
Mrs Natsiwe M. Ngocho (Full Name)

As the *Chief Financial Officer* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2016 to 30 June 2017

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

Signatures: Employee  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016

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* NO ASSESSMENT TO TAKE PLACE SUBJECT TO ALLOCATION BEING COMPLETE
AND THE REVIEW OF THE APPROVED SDBP AND OF 16/17 AND
PERFORMANCE AGREEMENT 16/17



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

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

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2016 to 30 June 2017**
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. JOB DETAILS

Employee Number : 0058246

Management level : Level 2

Component : Financial Services

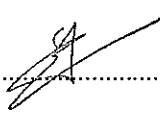
Unit : Financial Services

Location : Head Office – Professor Nyembezi Building

Occupational classification : Senior Management (Section 56)

Designation : Chief Financial Officer (CFO)

Signatures: Employee  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



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 2016 – 2017 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 Financial Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

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

5. JOB FUNCTIONS

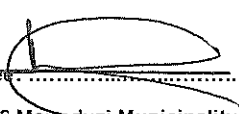
The key functions of the jobholder are to:

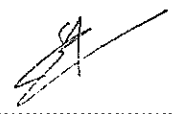
- ⇒ Provides leadership in determining and implementation of organisational financial strategies
- ⇒ Ensures long term financial viability
- ⇒ Consolidates the overall financial plan
- ⇒ Maximises financial planning and risk management
- ⇒ Ensures effective and efficient financial oversight
- ⇒ Develops 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

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



In turn the supervisor shall:

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

7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK

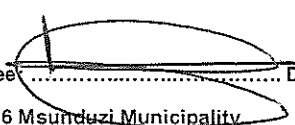
Performance will be assessed according to the information contained in the Workplan.

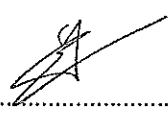
- 7.1 The Key Performance Areas (KPA's) and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPA's 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 & TREASURY	20%
2. WORKPLAN 2: EXPENDITURE MANAGEMENT	20%
3. WORKPLAN 3: REVENUE MANAGEMENT	15%
4. WORKPLAN 4: SUPPLY CHAIN MANAGEMENT	15%
5. WORKPLAN 5: ASSETS AND LIABILITIES	10%
6. WORKPLAN 6: REGULATED PERFORMANCE INDICATORS	10%
7. WORKPLAN 7: PERFORMANCE MANAGEMENT	10%
TOTAL	100%

NOTE: WEIGHTING OF KPA's MUST TOTAL 100%

Signatures: Employee  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



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

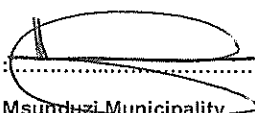
7.4

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

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



8. PERFORMANCE ASSESSMENT

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

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

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

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

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

9. FEEDBACK

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

10. DEVELOPMENTAL REQUIREMENTS

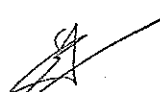
- 10.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

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

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



12. DISPUTE RESOLUTIONS

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

13. AMENDMENT OF AGREEMENT

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

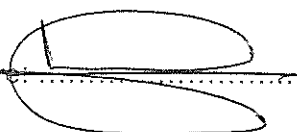
14. The following are annexures of this individual annual performance agreement for the 2015/16 financial year:

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

15. SIGNATURES OF PARTIES TO THE AGREEMENT

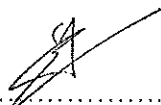
The contents of this document have been discussed and agreed with the Jobholder concerned.

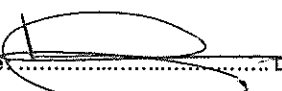
Name of Jobholder: *Neliswa M. Ngwenya*

Signature:  Date: 05 / 07 / 2016

AND

Name of Supervisor: *Sizwe Hakebe (Acting City Manager)*

Signature:  Date: 05 / 07 / 2016

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016

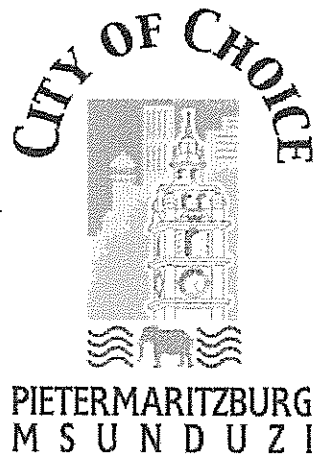


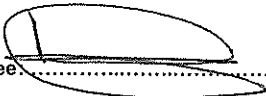
ANNEXURE A

MSUNDUZI MUNICIPALITY

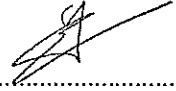
CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee  Date: 05 / 07 / 2016

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Supervisor:  Date: 05 / 07 / 2016



SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

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

2. General conduct

A staff member of a municipality must at all times—

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

3. Commitment to serving the public interest

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

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

4. Personal gain

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

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

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- (b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.
- (2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—
- (a) be a party to a contract for—
 - (i) the provision of goods or services to the municipality; or
 - (ii) the performance of any work for the municipality otherwise than as a staff member; (b) obtain a financial interest in any business of the municipality; or
 - (c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

- (1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.
- (2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

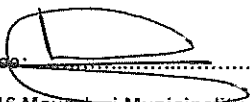
6. Unauthorised disclosure of information

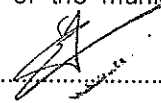
- (1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.
- (2) For the purpose of this item "privileged or confidential information" includes any information—
- (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
 - (b) discussed in closed session by the council or a committee of the council; (c) disclosure of which would violate a person's right to privacy; or
 - (d) declared to be privileged, confidential or secret in terms of any law.
- (3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. Undue influence

A staff member of a municipality may not—

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

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

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

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

8. Rewards, gifts and favours

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

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

9. Council property

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

10. Payment of arrears

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

11. Participation in elections

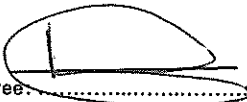
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

12. Sexual harassment

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

13. Reporting duty of staff members

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



14. Breaches of Code

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

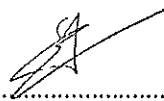
14A. Disciplinary steps

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

(2) Such other disciplinary steps may include—

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

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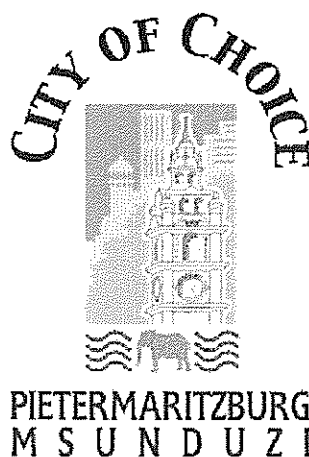
Supervisor:  Date: 05 / 07 / 2016



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee: Date: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Ngecho MN of
Box 2344, Stanger, 4150 (Postal address) and
8 Tarpon Crescent
Blythedale Beach, Stanger (Residential address)
 employed as Chief Finance Officer at the Msunduzi

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

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

See information sheet: Note (1)

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

2. Directorships and Partnerships

See information sheet: Note (2)

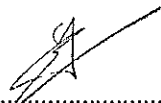
Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
N/A	N/A	N/A

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

See information sheet: Note (3)

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

Signatures: Employee: Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2016/2017 FINANCIAL YEAR



Council sanction confirmed:

Signature of Municipal Manager: _____

Date: _____

4. Consultancies and retainerships

See information sheet: Note (4)

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

5. Sponsorships

See information sheet: Note (5)

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

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

See information sheet: Note (6)

Description	Value	Source
N/A		

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
8 Tarpon Creek	927	Blythedale	1.5 million
2 Montrose Place	2027	Westville	1.4 million

Signatures: Employee: Date: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



SIGNATURE OF EMPLOYEE

DATE: 05 / 07 / 2016

PLACE: Msunduzi Municipality

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.

**CERTIFIED A TRUE COPY OF
THE ORIGINAL DOCUMENT**

Commissioner of Oath / Justice of the Peace

ZODWA KHUMALO
 Full first names and surname: **COMMISSIONER OF OATHS EX OFFICIO** (Block letters)
 Designation (rank): **HR SUPPORT SERVICES MANAGER**
MSUNDUZI MUNICIPALITY, PMBURG Ex Officio Republic of South Africa
 Street address of institution: _____
 DATE: 12/7/2016

Date: _____
 Place: _____

CONTENTS NOTED: MAYOR _____

DATE: _____

Signatures: Employee: Date: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

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

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

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

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

NOTE 2: Directorships and partnerships

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

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

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

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

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

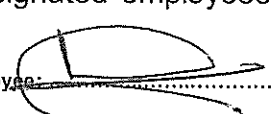
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

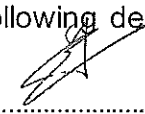
- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

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

NOTE 4: Consultancies and retainerships

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

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

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

NOTE 7: Land and Property

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

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

Signatures: Employee: Date: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Sizwe Hadebe (Full Name)

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

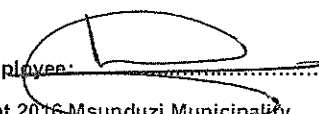
AND

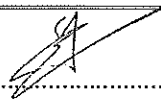
Mrs Neliswe M Ngcobo (Full Name)

As the Chief Financial Officer (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2016 to 30 June 2017

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	NELISIWE NGCOBO
JOB TITLE:	CHIEF FINANCIAL OFFICER
SUPERVISOR	CITY MANAGER
UNIT	FINANCIAL SERVICES
COMPONENT:	FINANCIAL SERVICES

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

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

MBA or
MRMP
Member of Info

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

MRMP
Member of Info

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

None

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

Realising MBA

Signatures: Employee: Date: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



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

MBA
Mscoc

6. Actions/Training interventions to address future progression

Registered for MBA

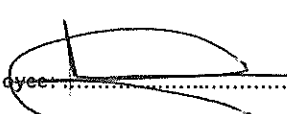
7. Comments/Remarks of the Incumbent

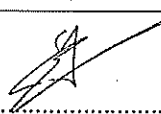
Unfortunately the Mscoc training and workshop is not prioritized by the Municipality. Training has recently been declined.

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

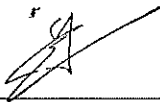
Impact of Development on work (After 3 – 6 Months)	
Employee	Supervisor/Manager

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



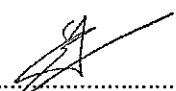
AGREED UPON:

Signature: 
Supervisor: _____
Date: 05 / 07 / 2016

Signature: 
Incumbent: D. A. grabo
Date: 05 / 07 / 2016

Date of next review: _____

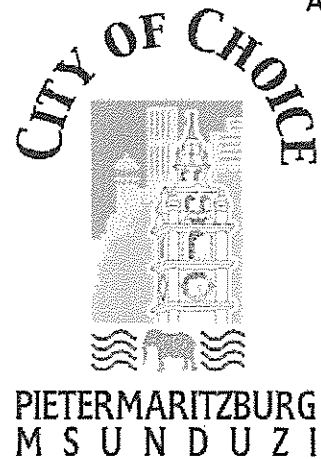
Signatures: Employee: Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER: 0058246
 SURNAME & INITIALS: NGCOBO N.M
 DESIGNATION: CHIEF FINANCIAL OFFICER
 COMPONENT: FINANCE
 UNIT: FINANCE
 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:

05 / 07 / 2016

SUPERVISOR:

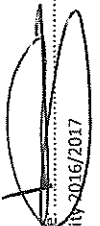
DATE:

05 / 07 / 2016

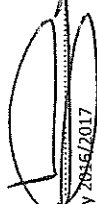
Signatures: Employee: Date: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO				DESIGNATION: CHIEF FINANCIAL OFFICER									
WORKPLAN 1: BUDGET & TREASURY				WEIGHT (%): 20%									
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 01	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Final Draft budget submitted to SMC by the 16th of May 2016	Final Draft budget for 2017/18 FY & two outer years prepared & submitted to SMC by the 29th of February 2017	Date Final Draft budget for 2017/18FY & two outer years prepared & submitted to SMC	N/A	N/A	Final Draft budget for 2017/18 FY & two outer years prepared & submitted to SMC by the 29th of February 2017 <i>March</i>	N/A
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 02	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Summary of the approved budget and tariff of charges for the 2016/2017 FY advertised by the 30th of June 2016	Summary of the approved budget and tariff of charges for the 2017/2018 FY advertised by the 30th of June 2017	Date Summary of the approved budget and tariff of charges for the 2016/2017 FY advertised	N/A	N/A	Summary of the Draft rates & tariff of charges for the 2016/2017 FY advertised by the 29th of January 2017	Summary of the approved budget and tariff of charges for the 2017/2018 FY advertised by the 30th of June 2017

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

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WORKPLAN 1: BUDGET & TREASURY													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 03	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting and auditing	Preparation of annual financial statements	Annual Financial Statements submitted to the AG on the 31st of August 2015	Annual financial statements for the 15/16 FY prepared and submitted to AG by the 31st of August 2016	Date Annual financial statements for the 15/16 FY prepared and submitted to AG	Annual financial statements for the 15/16 FY prepared and submitted to AG by the 31st of August 2016	N/A	N/A	N/A
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 04	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	Section 71 reports were prepared and submitted within 10 working days after each month end for 2015/16 Financial year	12 x S71 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of June 2017	Number of S71 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of June 2017	3 x S71 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of September 2016	6 x S71 reports produced and submitted to SMC within 10 working days after the end of each month by the 31st of December 2016	9 x S71 reports produced and submitted to SMC within 10 working days after the end of each month by the 31st of March 2017	12 x S71 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of June 2017
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 05	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	Quarterly submission of Section 52(d) reports to SMC done on an ad-hoc basis in 15/16 FY	4 x Quarterly reports on Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter by the 30th of April 2017	Number of Quarterly reports on Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter	1 x Quarterly reports on Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter by the 31th of July 2016	2 x Quarterly reports on Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter by the 31th of October 2016	3 x Quarterly reports on Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter by the 31th of January 2017	4 x Quarterly reports on Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter by the 30th of April 2017

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

Msunduzi Municipality 28/5/2017

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WORKPLAN 1: BUDGET & TREASURY													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 06	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	2015/16 mid-year report tabled by 25 January 2016	Section 72 (mid-year) budget performance report prepared and submitted to SMC by the 25th of January 2017	Date Section 72 (mid-year) budget performance report prepared and submitted to SMC	3 x Monthly Expenditure and Revenue (E&R) reports verified & submitted by 15th of every month to COGTA by the 30th of September 2016	N/A	Section 72 (mid-year) budget performance report prepared and submitted to SMC by the 25th of January 2017	N/A
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 07	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	Grants financial report was tabled to SMC monthly during the 2015/16 FY	12 x Monthly monitoring of grants reports prepared and submitted to SMC by the 15th of each month by the 30th of June 2017	Number of Monthly monitoring of grants reports prepared and submitted to SMC	3 x Monthly monitoring of grants reports prepared and submitted to SMC by the 15th October 2016	6 x Monthly monitoring of grants reports prepared and submitted to SMC by the 15th January 2017	9 x Monthly monitoring of grants reports prepared and submitted to SMC by the 15th April 2017	12 x Monthly monitoring of grants reports prepared and submitted to SMC by the 15th July 2017
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 08	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	Section 66 reports are prepared and submitted within 10 working days after each month end for 2015/16 year	12 x Monthly S66 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of June 2017	Number of Monthly S66 reports produced and submitted to SMC within 10 working days after the end of each month	3 x Monthly S66 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of September 2016	6 x Monthly S66 reports produced and submitted to SMC within 10 working days after the end of each month by the 31st of December 2016	9 x Monthly S66 reports produced and submitted to SMC within 10 working days after the end of each month by the 31st of March 2017	12 x Monthly S66 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of June 2017

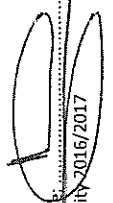
Signatures: Employee:  Date: 05/07/2016 Supervisor: S.H. Date: 05/07/2016
 Msunduzi Municipality 2016/2017

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WORKPLAN 1: BUDGET & TREASURY													
WEIGHT [%]: 20%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 09	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Compliance	12 x Monthly Cash flow reports prepared and submitted to SMC in 15/16 FY	12 x Monthly Cash flow reports prepared and submitted to SMC by the 15th of each month by the 30th of June 2017	Number of Monthly Cash flow reports prepared and submitted to SMC	3 x Monthly Cash flow reports prepared and submitted to SMC by the 15th September 2016.	6x Monthly Cash flow reports prepared and submitted to SMC by the 15th December 2016	9x Monthly Cash flow reports prepared and submitted to SMC by the 15th March 2017	12 x Monthly Cash flow reports prepared and submitted to SMC by the 15th June 2017
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 10	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Strengthen Governance	Ensure compliance to MFMA and Treasury regulations	100% of Budget & Treasury policies reviewed and submitted to SMC in the 15/16 FY	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures by the 28th of February 2017	% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures	N/A	N/A	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures by the 28th of February 2017	N/A
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 11	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Strengthen Governance	Quarterly reporting of the implementation of mSCOA submitted to SMC.	Quarterly reports prepared and submitted to SMC on the implementation of mSCOA	4 x Quarterly reports prepared and submitted to SMC within 15 days after the end of the quarter on the implementation of mSCOA by the 15th of April 2017	Number of Quarterly reports prepared and submitted to SMC within 15 days after the end of the quarter on the implementation of mSCOA	1 x Quarterly reports prepared and submitted to SMC within 15 days after the end of the quarter on the implementation of mSCOA by the 15th of July 2016	2 x Quarterly reports prepared and submitted to SMC within 15 days after the end of the quarter on the implementation of mSCOA by the 15th of October 2016	3 x Quarterly reports prepared and submitted to SMC within 15 days after the end of the quarter on the implementation of mSCOA by the 15th of January 2017	4 x Quarterly reports prepared and submitted to SMC within 15 days after the end of the quarter on the implementation of mSCOA by the 15th of April 2017

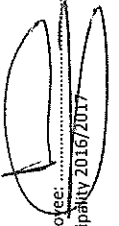
Signatures: Employee: Date: 05/07/2016 Supervisor: S. H. Date: 05/07/2016

Msunduzi Municipality 2016/2017

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO				DESIGNATION: CHIEF FINANCIAL OFFICER									
WORKPLAN 1: BUDGET & TREASURY				WEIGHT (%): 20%									
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	4 - FINANCIAL SUSTAINABILITY	B & T 12	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Financial reporting	Trial run of mSCOA from July 2016	NIL	9 x Monthly Reports on the Implementation of mSCOA.Budgeting (seven segments) produced and submitted to SMC by the 30th of June 2017	Number of Monthly Reports on the Implementation of mSCOA.Budgeting (seven segments) produced and submitted to SMC	N/A	3 x Monthly Reports on the Implementation of mSCOA.Budgeting (seven segments) produced and submitted to SMC by the 31st of December 2016	6 x Monthly Reports on the Implementation of mSCOA.Budgeting (seven segments) produced and submitted to SMC by the 31st of March 2017	9 x Monthly Reports on the Implementation of mSCOA.Budgeting (seven segments) produced and submitted to SMC by the 30th of June 2017

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

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO					DESIGNATION: CHIEF FINANCIAL OFFICER								
WORKPLAN2: EXPENDITURE MANAGEMENT													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	4 - FINANCIAL SUSTAINABILITY	EXP 01	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Financial Management System - DuzisAP 220	4 x Quarterly Reports on the acquisition and implementation of the financial management system prepared and submitted to SMC	4 x Quarterly Reports on the acquisition and implementation of the financial management system prepared and submitted to SMC by the 30th of June 2017	Number of Quarterly reports prepared and submitted to SMC on the Implementation of Financial Management System.	1 x Quarterly Reports on the acquisition and implementation of the financial management system prepared and submitted to SMC by the 30th of September 2016	2 x Quarterly Reports on the acquisition and implementation of the financial management system prepared and submitted to SMC by the 31st of December 2016	3 x Quarterly Reports on the acquisition and implementation of the financial management system prepared and submitted to SMC by the 31st of March 2017	4 x Quarterly Reports on the acquisition and implementation of the financial management system prepared and submitted to SMC by the 30th of June 2017
A	A1	4 - FINANCIAL SUSTAINABILITY	EXP 02	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Monthly report on Fruitless and Wasteful Expenditure to SMC	Fruitless and wasteful expenditure reports submitted to SMC for 2015/16	12 x monthly reports on Fruitless and Wasteful Expenditure prepared and submitted to SMC by the 30th of June 2017	Number of monthly reports on Fruitless and Wasteful Expenditure prepared and submitted to SMC	3 x monthly reports on Fruitless and Wasteful Expenditure prepared and submitted to SMC by the 30th of September 2016	6 x monthly reports on Fruitless and Wasteful Expenditure prepared and submitted to SMC by the 31st of December 2016	9 x monthly reports on Fruitless and Wasteful Expenditure prepared and submitted to SMC by the 31st of March 2017	12 x monthly reports on Fruitless and Wasteful Expenditure prepared and submitted to SMC by the 30th of June 2017

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

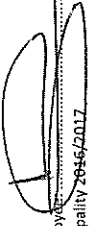
MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO												DESIGNATION: CHIEF FINANCIAL OFFICER	
WORKPLAN2: EXPENDITURE MANAGEMENT													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	4 - FINANCIAL SUSTAINABILITY	EXP 03	FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Management	Payment of council creditors within 30 days from date of receipt of invoice by the creditors department	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	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 2017	% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	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 September 2016	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 31st of December 2016	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 31st of March 2017	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 2017
A	A1	4 - FINANCIAL SUSTAINABILITY	EXP 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Expenditure Management	Annual Review of Procedures Manual.	Procedures are reviewed once a year.	100% of Expenditure Management procedure manuals reviewed and submitted to SMC by the 31st of May 2017	% of Expenditure Management procedure manuals reviewed and submitted to SMC	N/A	N/A	N/A	100% of Expenditure Management procedure manuals reviewed and submitted to SMC by the 31st of May 2017

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

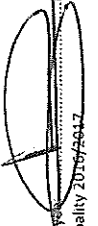
MSUNDUZI MUNICIPALITY													
NAME: MRS NELUSWE NGCIBO													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WEIGHT (%): 15%													
WORKPLAN 3: REVENUE MANAGEMENT													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D1	4 - FINANCIAL SUSTAINABILITY	REV 01	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Adoption of Revenue related policies	Compliance	All Revenue related policies were reviewed in 2015/16 budget (Credit Control, Tariffs, Indigent, Rates and Debt Write off policies)	Credit Control, Tariffs, Indigent, Rates and Debt Write off policies reviewed and submitted to SMC by the 31st March 2017 for approval by Council	Date Credit Control, Tariffs, Indigent, Rates and Debt Write off policies reviewed and submitted to SMC	N/A	N/A	Credit Control, Tariffs, Indigent, Rates and Debt Write off policies reviewed and submitted to SMC by the 31st March 2017 for approval by Council	N/A
D	D3	4 - FINANCIAL SUSTAINABILITY	REV 02	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Reports	Monthly debtors age analysis reports submitted to SMC in the 15/16 FY	12 x monthly debtors age analysis reports submitted to SMC by the 30th of June 2017	Number of monthly debtors age analysis reports submitted	3 x monthly debtors age analysis reports submitted to SMC by the 30th of September 2016	6 x monthly debtors age analysis reports submitted to SMC by the 31st of December 2016	9 x monthly debtors age analysis reports submitted to SMC by the 31st of March 2017	12 x monthly debtors age analysis reports submitted to SMC by the 30th of June 2017
D	D1	4 - FINANCIAL SUSTAINABILITY	REV 03	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	95% current debt collected in the 15/16FY	90% Monthly collection rate of current debt by the 30th of June 2017	% of Monthly collection rate of current debt	90% Monthly collection rate of current debt by the 30th of September 2016	90% Monthly collection rate of current debt by the 31st of December 2016	90% Monthly collection rate of current debt by the 31st of March 2017	90% Monthly collection rate of current debt by the 30th of June 2017
D	D1	4 - FINANCIAL SUSTAINABILITY	REV 04	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	10% arrear debt collected in the 15/16 FY	10% Monthly collection rate of arrear debt by the 30th of June 2017	% of Monthly collection rate of arrear debt	10% Monthly collection rate of current debt by the 30th of September 2016	10% Monthly collection rate of current debt by the 31st of December 2016	10% Monthly collection rate of current debt by the 31st of March 2017	10% Monthly collection rate of current debt by the 30th of June 2017

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

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WORKPLAN 3: REVENUE MANAGEMENT													
WEIGHT (%): 15%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D1	4 - FINANCIAL SUSTAINABILITY	REV 05	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Billing management	Accurate Billing	90% electricity and water meters read in the 15/16 FY	85% of all electricity and water meters read on a monthly basis by the 30th of June 2017	% of all electricity and water meters read on a monthly basis	85% of all electricity and water meters read on a monthly basis by the 30th of September 2016	85% of all electricity and water meters read on a monthly basis by the 31st of December 2016	85% of all electricity and water meters read on a monthly basis by the 31st of March 2017	85% of all electricity and water meters read on a monthly basis by the 30th of June 2017
D	D3	4 - FINANCIAL SUSTAINABILITY	REV 06	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Billing management	Reports	Disconnection vs. Reconnection report submitted monthly to smc in 15/16 FY	12 x monthly reports on disconnection vs. reconnection rates submitted to SMC by the 30th of June 2017	Number of monthly reports on disconnection vs. reconnection rates submitted	3 x Monthly Expenditure and Revenue (E&R) reports verified & submitted by the 15th of every month to COGTA by the 30th of September 2016	6 x monthly disconnection and reconnection reports submitted to SMC by the 31st of December 2016	9 x monthly disconnection and reconnection reports submitted to SMC by the 31st of March 2017	12 x monthly disconnection and reconnection reports submitted to SMC by the 30th of June 2017
D	D1	4 - FINANCIAL SUSTAINABILITY	REV 07	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Billing management	Data cleansing	Data cleansing quarterly reports submitted to SMC for 15/16 FY	4 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted to SMC by the 30th of June 2017	Number of Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted to SMC	1 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted to SMC by the 30th of Sept 2016	2 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted to SMC by the 31st of Dec 2016	3 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted to SMC by the 31st of March 2017	4 x Quarterly reports on Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) prepared and submitted to SMC by the 30th of June 2017
D	D3	4 - FINANCIAL SUSTAINABILITY	REV 08	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial Reporting	rental stock	rental stock reports submitted to SMC 15/16 FY	12 x monthly reports on Council rental stock submitted to SMC by the 30th of June 2017	Number of monthly reports on Council rental stock submitted to SMC	3 x monthly rental stock reports submitted to SMC by the 30th of September 2016	6 x monthly rental stock reports submitted to SMC by the 31st of December 2016	9 x monthly rental stock reports submitted to SMC by the 31st of March 2017	12 x monthly rental stock reports submitted to SMC by the 30th of June 2017

Signatures: Employee:  Date: 05/07/2016 Supervisor:  Date: 05/07/2016
Msunduzi Municipality 2846/2017

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO													
WORKPLAN 3: REVENUE MANAGEMENT													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WEIGHT (%): 15%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	4 - FINANCIAL SUSTAINABILITY	REV 09	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Enhancement Strategy	Implement the Revenue Enhancement Strategy	revenue enhancement strategy already in place is being reviewed	4 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter by the 30th of June 2017	Number of Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC	1 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter by the 30th of September 2016	2 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter by the 30th of December 2016	3 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter by the 31st of March 2017	4 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter by the 30th of June 2017

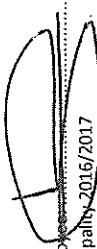


Signatures: Employee: Date: 05/07/2016 Supervisor: S. /- Date: 05/07/2016
Msunduzi Municipality 2016/2017

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOSO													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WORKPLAN 4: SUPPLY CHAIN MANAGEMENT													
WEIGHT (%): 15%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D2	3 - IMPROVE INFRASTRUCTURE EFFICIENCY	SCM 01	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	SCM Policy Review	SCM Policy approved by SMC on 30/05/2016	Supply chain management Policy reviewed and submitted to SMC by the 28th of February 2017 for approval by Council	Date Supply chain management Policy reviewed and submitted to SMC for approval by Council	N/A	Consultation with relevant stakeholders and contributions made towards the revision of the SCM Policy by the 31st of December 2016	Supply chain management Policy reviewed and submitted to SMC by the 28th of February 2017 for approval by Council	N/A
D	D2	3 - IMPROVE INFRASTRUCTURE EFFICIENCY	SCM 02	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Procurement plan submission	Procurement plan approved by SMC on 30/06/2016	2017/2018 financial year Procurement Plan prepared and submitted to SMC by the 30th of June 2017	Date 2017/2018 financial year Procurement Plan prepared	N/A	N/A	Consultation with the end user by the 31st of March 2017	2017/2018 financial year Procurement Plan prepared and submitted to SMC by the 30th of June 2017
D	D2	3 - IMPROVE INFRASTRUCTURE EFFICIENCY	SCM 03	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Procurement implementation	15/16 Procurement plan	4 x quarterly reports produced and submitted to SMC on the 16/17FY approved procurement plan by the 30th of June 2017	Number of quarterly reports produced and submitted to SMC on the 16/17FY approved procurement plan	1 x quarterly reports produced and submitted to SMC on the 16/17FY approved procurement plan by the 30th of September 2016	2 x quarterly reports produced and submitted to SMC on the 16/17FY approved procurement plan by the 31st of December 2016	3 x quarterly reports produced and submitted to SMC on the 16/17FY approved procurement plan by the 31st of March 2017	4 x quarterly reports produced and submitted to SMC on the 16/17FY approved procurement plan by the 30th of June 2017

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

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOBO					DESIGNATION: CHIEF FINANCIAL OFFICER								
WORKPLAN 4: SUPPLY CHAIN MANAGEMENT													
WEIGHT (%): 15%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	SCM 04	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monthly Reports	Report submitted by 25 of each month	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 2017	Number of Tenders awarded/ deviations and inventory management reports prepared and submitted towards a consolidated Financial services monthly report to Operational Management Committee	3 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 September 2016	6 x Tenders awarded/ deviations and inventory management reports prepared and submitted towards a consolidated Financial services monthly report to Operational Management Committee by the 31st of December 2016	9 x Tenders awarded/ deviations and inventory management reports prepared and submitted towards a consolidated Financial services monthly report to Operational Management Committee by the 31st of March 2017	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 2017
D	D2	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	SCM 05	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monthly Reports	Monthly reports submitted to SMC	12 x contract management monthly reports prepared and submitted to SMC by the 30th of June 2017	12 x contract management monthly reports prepared and submitted to SMC	3 x contract management monthly reports prepared and submitted to SMC by the 30th of September 2016	6 x contract management monthly reports prepared and submitted to SMC by the 31st of December 2016	9 x contract management monthly reports prepared and submitted to SMC by the 31st of March 2017	12 x contract management monthly reports prepared and submitted to SMC by the 30th of June 2017

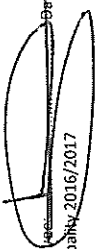

 Signatures: Employee: Date: 05/07/2016 Supervisor: S.H. Date: 05/07/2016
 Msunduzi Municipality 2016/2017

MSUNDUZI MUNICIPALITY													
NAME: MRS NELUSWE NGCOBO													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WORKPLAN 5: ASSETS AND LIABILITIES													
WEIGHT (%): 10%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	3 - IMPROVE INFRASTRUCTURE EFFICIENCY	A & LM01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Policy review	Asset Policy review during 2015/16	Asset management Policy reviewed and submitted to SMC by the 28 February 2017 for approval by Council	Date Asset Management Policy reviewed and submitted to SMC for approval by Council	N/A	N/A	Asset management Policy reviewed and submitted to SMC by the 28 February 2017 for approval by Council by the 31st of March 2017 <i>May</i>	N/A
A	A1	3 - IMPROVE INFRASTRUCTURE EFFICIENCY	A & LM02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Review Useful Lives of Assets at year end.	Report prepared and submitted to OMC on the 100% review of all Council assets' useful lives	1 x report prepared and submitted to OMC on the 100% review of all Council assets' useful lives by the 30th of June 2017	Number & date of reports prepared and submitted to SMC on the 100% review of all Council assets' useful lives	N/A	N/A	N/A	1 x report prepared and submitted to OMC on the 100% review of all Council assets' useful lives by the 30th of June 2017
A	A1	3 - IMPROVE INFRASTRUCTURE EFFICIENCY	A & LM03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Valuation of Investment Properties	Report prepared and submitted to OMC on the 100% valuation of all Council Investment Property Assets at year end	1 x report prepared and submitted to OMC on the 100% valuation of all Council Investment Property Assets at year end by the 30th of June 2017	Number & date of reports prepared and submitted to SMC on the 100% valuation of all Council Investment Property Assets at year end	N/A	N/A	N/A	1 x report prepared and submitted to OMC on the 100% valuation of all Council Investment Property Assets at year end by the 30th of June 2017

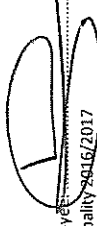
Signatures: Employee: Date: 05/07/2016 Supervisor: Date: 05/07/2016

Msunduzi Municipality 2016/2017

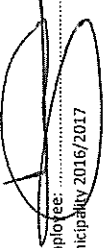
MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOCO				DESIGNATION: CHIEF FINANCIAL OFFICER									
WORKPLAN 5: ASSETS AND LIABILITIES													
WEIGHT (%): 10%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	3 - IMPROVE ID INFRASTRUCTURE EFFICIENCY	A & LM04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Assess rehabilitation costs of Land fill site at year end.	Report prepared and submitted to OMC on the 100% valuation of all Council Investment Property Assets at year end	1 x report prepared and submitted to OMC on the 100% assessment of the cost to rehabilitate the Land fill site at year end by the 30th of June 2017	Number & Date of reports prepared and submitted to OMC on the 100% assessment of the cost to rehabilitate the Land fill site at year end	N/A	N/A	N/A	1 x report prepared and submitted to OMC on the 100% assessment of the cost to rehabilitate the Land fill site at year end by the 30th of June 2017
A	A1	3 - IMPROVE ID INFRASTRUCTURE EFFICIENCY	A & LM05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Undertake asset count	Report prepared and submitted to OMC on the 100% verification of all Council assets physically verified at year end	1 x report prepared and submitted to OMC on the 100% verification of all Council assets physically verified at year end by the 30th of June 2017	Number & Date of report prepared and submitted to OMC on the 100% verification of all Council assets physically verified at year end	N/A	N/A	N/A	1 x report prepared and submitted to OMC on the 100% verification of all Council assets physically verified at year end by the 30th of June 2017
A	A1	3 - IMPROVE ID INFRASTRUCTURE EFFICIENCY	A & LM06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Assess Impairment of Assets at year end.	Report prepared and submitted to OMC on the 100% assessment of all Council assets assessed for impairment at year end	1 x report prepared and submitted to OMC on the 100% assessment of all Council assets assessed for impairment at year end by the 30th of June 2017	Number & Date of report prepared and submitted to OMC on the 100% assessment of all Council assets assessed for impairment at year end	N/A	N/A	N/A	1 x report prepared and submitted to OMC on the 100% assessment of all Council assets assessed for impairment at year end by the 30th of June 2017

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

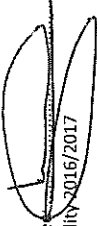
MSUNDUZI MUNICIPALITY													
NAME: MRS NELUSWE NGCIBO					DESIGNATION: CHIEF FINANCIAL OFFICER								
WORKPLAN 5: ASSETS AND LIABILITIES					WEIGHT (%): 10%								
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	3 - IMPROVE ID INFRASTRUCTURE EFFICIENCY	A & LM07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	Monthly reports prepared and submitted to OMC on depreciation journals processed monthly	12 x monthly reports prepared and submitted to OMC on depreciation journals processed monthly by the 30th of June 2017	Number of monthly reports on depreciation journals submitted to OMC processed monthly	3 x monthly report prepared and submitted to OMC on depreciation journals processed monthly by the 30th of September 2016	6 x monthly report prepared and submitted to OMC on depreciation journals processed monthly by the 31st of December 2016	9 x monthly report prepared and submitted to OMC on depreciation journals processed monthly by the 31st of March 2017	12 x monthly reports prepared and submitted to OMC on depreciation journals processed monthly by the 30th of June 2017
A	A1	3 - IMPROVE ID INFRASTRUCTURE EFFICIENCY	A & LM08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	Monthly reports prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed at month end	12 x monthly reports prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed at month end by the 30th of June 2017	Number of monthly reports on reconciliations between Asset Register & General Ledger performed reports submitted to	3 x monthly report prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed at month end by the 30th of September 2016	6 x monthly report prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed at month end by the 31st of December 2016	9 x monthly report prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed at month end by the 31st of March 2017	12 x monthly reports prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed at month end by the 30th of June 2017
A	A1	3 - IMPROVE ID INFRASTRUCTURE EFFICIENCY	A & LM09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	Monthly reports prepared and submitted to OMC on commissioned assets unbundled every month	12 x monthly reports prepared and submitted to OMC on commissioned assets unbundled every month by the 30th of June 2017	Number of monthly reports on commissioned assets unbundled submitted	3 x monthly report prepared and submitted to OMC on commissioned assets unbundled every month by the 30th of September 2016	6 x monthly report prepared and submitted to OMC on commissioned assets unbundled every month by the 31st of December 2016	9 x monthly report prepared and submitted to OMC on commissioned assets unbundled every month by the 31st of March 2017	12 x monthly reports prepared and submitted to OMC on commissioned assets unbundled every month by the 30th of June 2017

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

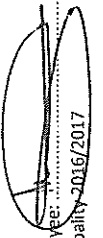
MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOCO				DESIGNATION: CHIEF FINANCIAL OFFICER									
WORKPLAN 5: ASSETS AND LIABILITIES													
WEIGHT (%): 10%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	A & LM10	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Submit monthly reports on management of insurance claims to OMC.	Monthly reports on insurance claims submitted to OMC for 2016/17	12 x Monthly reports on the management of insurance claims submitted to the Operational Management Committee by the 30th of June 2017	Number of Monthly reports on the management of insurance claims submitted	3 x Monthly report on the management of insurance claims submitted to the Operational Management Committee by the 30th of September 2016	6 x Monthly report on the management of insurance claims submitted to the Operational Management Committee by the 31st of December 2016	9 x Monthly report on the management of insurance claims submitted to the Operational Management Committee by the 31st of March 2017	12 x Monthly reports on the management of insurance claims submitted to the Operational Management Committee by the 30th of June 2017
A	A1	3 - IMPROVED INFRASTRUCTURE EFFICIENCY	A & LM11	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Expenditure Management	Annual Review of Policies and Procedures.	Insurance Policy 2015/2016	Councils Insurance Policy reviewed and submitted to SMC by the 28 February 2017 for approval by Council	Date Councils Insurance Policy reviewed and submitted to SMC for approval by Council	N/A	N/A	Councils Insurance Policy reviewed and submitted to SMC by the 28 February 2017 for approval by Council 28th of February 2017 <i>Mam</i>	N/A

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

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCIBO				DESIGNATION: CHIEF FINANCIAL OFFICER									
WORKPLAN 6: REGULATED PERFORMANCE INDICATORS													
WEIGHT (%): 10%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	.	RPI09	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP	74.87% of the municipality's capital budget actually spent on capital projects identified in the IDP in 2014/2015	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2017 (Percentage : Total capital projects identified 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 September 2016	50% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 31st of December 2016	75% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 31st of March 2017	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2017
D	D1	4 - BUILDING FINANCIAL SUSTAINABILITY	RPI 10	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial viability in terms of debt coverage	9:25 achieved in 2014/2015	9:78 Financial viability in terms of debt coverage achieved by the 30th of June 2017. (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 by the 30th of September 2016	9:78 Financial viability in terms of debt coverage achieved by the 31st of December 2016	9:78 Financial viability in terms of debt coverage achieved by the 31st of March 2017	9:78 Financial viability in terms of debt coverage achieved by the 30th of June 2017

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

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOCO										DESIGNATION: CHIEF FINANCIAL OFFICER			
WORKPLAN 6: REGULATED PERFORMANCE INDICATORS													
WEIGHT (%): 10%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	4 - BUILDING FINANCIAL SUSTAINABILITY	RPI 11	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial viability in terms of cost coverage	2:74 achieved in 2014/2015	3.43 Financial viability in terms of cost coverage achieved by the 30th of June 2017. (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 by the 30th of September 2016	3.43 Financial viability in terms of cost coverage achieved by the 31st of December 2016	3.43 Financial viability in terms of cost coverage achieved by the 31st of March 2017	3.43 Financial viability in terms of cost coverage achieved by the 30th of June 2017
D	D3	2 - BACK TO BASICS	RPI 12	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial viability in terms of outstanding service debtors to revenue	0:59 achieved in 2014/2015	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 30th of June 2017. (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 by the 30th of September 2016	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 31st of December 2016	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 31st of March 2017	1.8 Financial viability in terms of outstanding service debtors to revenue achieved by the 30th of June 2017

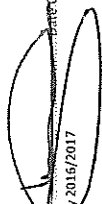


 Signatures: Employee: Date: 05/07/2016 Supervisor: Date: 05/07/2016

MSUNDUZI MUNICIPALITY													
NAME: MRS NELISWE NGCOSO													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WORKPLAN 7: PERFORMANCE MANAGEMENT													
WEIGHT (%): 10%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards Development of the Municipal IDP	N/A	As per internal notification	N/A	N/A	N/A	As per internal notification	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards the Development of the Municipal SDBIP 17 18 FY	N/A	As per internal notification	N/A	N/A	N/A	N/A	As per internal notification
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	1-Nov-16	N/A	N/A	1-Nov-16	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement	Performance agreement in place for 16/17 FY	11-Jul-16	N/A	11-Jul-16	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	Monthly	N/A	Monthly	Monthly	Monthly	Monthly
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly section/unit Reports to OMC	N/A	Monthly (OMC) as per stipulated deadlines	N/A	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of SDBIP/ Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines	N/A	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)

Signatures: Employer:  Date: 05/07/2016
 Supervisor:  Date: 05/07/2016
 Msunduzi Municipality 2016/2017

MSUNDUZI MUNICIPALITY													
NAME: MRS HEISWE NGCIBO													
WORKPLAN 7: PERFORMANCE MANAGEMENT													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WEIGHT [9], 10%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	2 - BACK TO BASICS	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Back to Basics monthly and quarterly reports to PMS unit for PMS unit	Monthly & Quarterly	Monthly/Quarterly (PMS unit) as per stipulated deadlines	N/A	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of PMS unit for PMS unit	Monthly	Monthly (OMC) as per stipulated deadlines	N/A	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of PMS unit for PMS unit	Monthly	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	N/A	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of PMS unit for PMS unit	Monthly	Annually as per stipulated deadlines	N/A	Annually	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessment s completed	Annual Assessment 15/16 FY End SEPT '16	N/A	End SEPT '15	N/A	N/A	N/A
		1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A					Q1 Assessment 15/16 FY End Dec '15	N/A	N/A	End Dec '16	N/A	N/A
		1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A					Q2 Assessment 15/16 FY End Feb '16	N/A	N/A	N/A	End Feb '17	N/A
		1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A					Q3 Assessment 15/16 FY End May '16	N/A	N/A	N/A	N/A	End May '17

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

NAME: MRS RELISWE NGCOCO WORKPLAN 7: PERFORMANCE MANAGEMENT													
MSUNDUZI MUNICIPALITY													
DESIGNATION: CHIEF FINANCIAL OFFICER													
WEIGHT (R): 10%													
INDEX	IDP REFERENCE	COS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG Queries	Response to AG queries	N/A	Within the required time frames	Annually	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames
D	D3	4 - FINANCIAL SUSTAINABILITY	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditure of grant funding	N/A	Within the timeframes contained in business plan/ projected cashflow expenditure	Monthly	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Services Charter	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan	% Implementation	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Batho Pele Principles belief sets	N/A	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	% Implementation	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan
A	A2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	% monitoring	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders

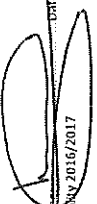
Date: 05/07/2016

Supervisor

Signatures Employee
Msunduzi Municipality 2016/2017

S.H

MSUNDUZI MUNICIPALITY													
NAME: MRS NELUWE NGCIBO										DESIGNATION: CHIEF FINANCIAL OFFICER			
WORKPLAN 7: PERFORMANCE MANAGEMENT													
INDEX	IDP REFERENCE	COS REFERENCE	SDBP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Internal Audit queries	N/A	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Risk Management	N/A	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Stipulated timeframes as per approved Risk Management Action Plan	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes

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

