



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

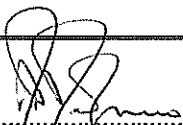
AND

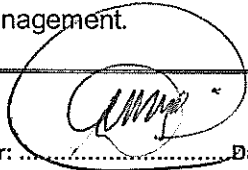
Ms Lynette Ida Mosa Molapo (Full Name)

As the *DMM: Corporate Services (Jobholder)*

PERIOD OF AGREEMENT: 01 July 2015 to 30 June 2016

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

Signatures: Employee:  Date: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015

**WHEREBY IT IS AGREED AS FOLLOWS:****1. PURPOSE**

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

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **01 July 2015 to 30 June 2016**.
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. JOB DETAILS

Employee Number	:	0106810
Management level	:	Level 2
Component	:	Corporate Services
Unit	:	Corporate Services
Location	:	Head Office – Professor Nyembezi Building
Occupational classification	:	Senior Management – Section 56
Designation	:	Deputy Municipal Manager: Corporate Services

Signatures: Employee:  Date: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



4. JOB PURPOSE

The purpose of the DMM: Corporate Services' job should be in line with the Municipality's priorities as identified in the 2015 – 2016 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Corporate Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Corporate Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

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

5. JOB FUNCTIONS

The key functions of the jobholder are to:

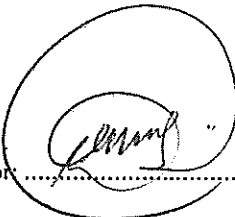
- ⇒ Manage, lead and direct activities of the Corporate Services department
- ⇒ Plan and contribute to the development and implementation of municipal strategies
- ⇒ Financial Management of the department
- ⇒ Safeguarding of assets
- ⇒ Provide strategic oversight of the Corporate Services function
- ⇒ Management and development
- ⇒ Promote corporative governance and intergovernmental relations

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: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



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

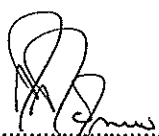
Performance will be assessed according to the information contained in the Workplan.

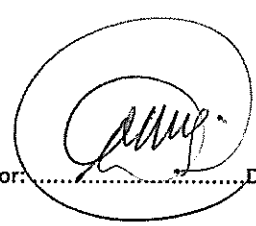
- 7.1 The Key Performance Areas (KPA)s and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPAs within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

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

Key Performance Areas (KPAs)	Weight
1. WORKPLAN 1: LEGAL SERVICES & ICT	20%
2. WORKPLAN 2: SOUND GOVERNANCE	20%
3. WORKPLAN 3: HUMAN RESOURCES	20%
4. WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

Signatures: Employee:  Date: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



- 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.

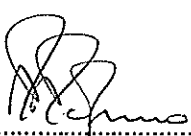
7.4

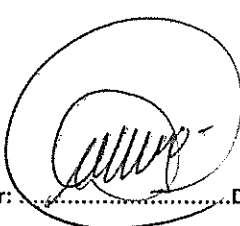
Core Managerial Competencies		Weight
1	Strategic Direction and Leadership	10%
2	People Management	10%
3	Programme and Project Management	10%
4	Financial Management	10%
5	Change Leadership	10%
6	Governance Leadership	10%
7	Moral Competence	10%
8	Planning & Organising	10%
9	Analysis & Innovation	5%
10	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: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



8. PERFORMANCE ASSESSMENT

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

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

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

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

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

9. FEEDBACK

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

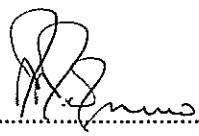
10. DEVELOPMENTAL REQUIREMENTS

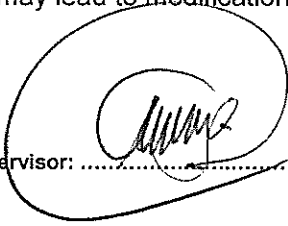
- 10.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

ANNUAL PERFORMANCE ASSESSMENT 2014/2015	AUGUST/SEPTEMBER 2015
QUARTER 1 – 2015/2016 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2015
QUARTER 2 – 2015/2016 FINANCIAL YEAR	FEBRUARY 2016
QUARTER 3 – 2015/2016 FINANCIAL YEAR (ORAL)	APRIL/MAY 2016

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: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



12. DISPUTE RESOLUTIONS

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

13. AMENDMENT OF AGREEMENT

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

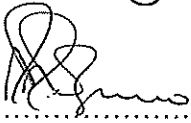
- 14.** The following are annexures of this individual annual performance agreement for the 2015/16 financial year:

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

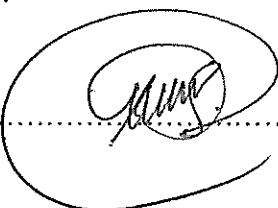
The contents of this document have been discussed and agreed with the Jobholder concerned.

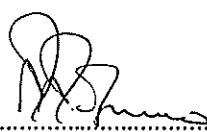
Name of Jobholder: Lynette Ida Mosa Molapo

Signature:  Date: 07 / 07 /2015

AND

Name of Supervisor: M A NKOSI

Signature:  Date: 07 / 07 /2015

Signatures: Employee:  Date: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015

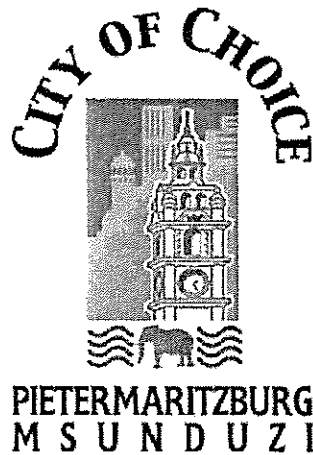


ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee: Date: 07 / 07 /2015

Supervisor: Date: 07 / 07 /2015



SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

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

2. General conduct

A staff member of a municipality must at all times—

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

3. Commitment to serving the public interest

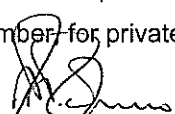
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

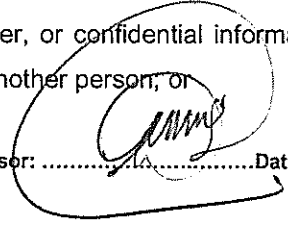
- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described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

4. Personal gain

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

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

Signatures: Employee:  Date: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



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

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

(a) be a party to a contract for—

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

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

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

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

5. Disclosure of benefits

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

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

6. Unauthorised disclosure of information

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

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

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

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

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

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

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

7. Undue influence

A staff member of a municipality may not—

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

Signatures: Employee: Date: 07 / 07 /2015

Supervisor: Date: 07 / 07 /2015



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

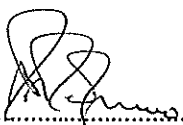
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

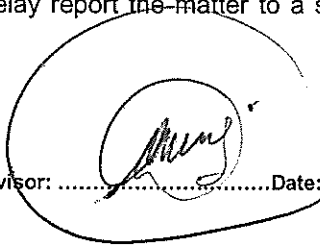
12. Sexual harassment

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: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



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.

Signatures: Employee:  Date: 07 / 07 /2015

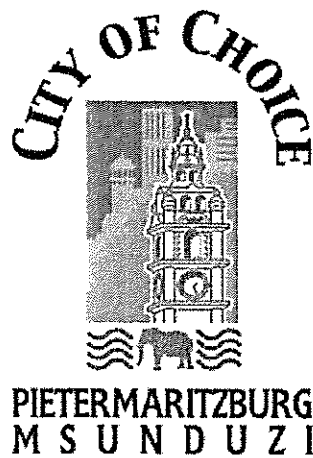
Supervisor:  Date: 07 / 07 /2015



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee: Date: 07 / 07 /2015

Supervisor: Date: 07 / 07 /2015



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Molapo, L I M of
20 Howick Road, Wembly, Pietermaritzburg
3201 (Postal address) and
Po Box 11438, Dorpspruit, Pietermaritzburg,
3206 (Residential address)
 employed as DMM : Corp Serv at the Msunduzi Municipality
 Municipality hereby certify that the following information is complete and correct to the best of
 my knowledge:

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

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
100	BEE	Not trading	Vaboyethu Voda.com
56	BEE	R400/Share	Sasol Ingalo
14	BEE	R200/Share	Asange MTN
2000	BEE	Not trading	Phuthuma Nathi MTN
300	Endow	R54/Share	Sanlam

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
Brainwave Projects 12974 T/A The Grace Guest House	Accommodation	± R5000-00

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
SA Council for Planners	Member	Nil (only S&T)
Umshwati Municipality	Member	Nil (only S&T)
Audit Committee		

Signatures: Employee:  Date: 07 / 07 / 2015

Supervisor:  Date: 07 / 07 / 2015



Council sanction confirmed:

Signature of Mayor: MM

Date: 03/07/2015

4. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
Mosa Molapo Consulting	M&T Consulting	Development Planning	Dormant

5. Sponsorships

See information sheet: Note (5)

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

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

See information sheet: Note (6)

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

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
85 Bending Ln, Ashlea Gardens	900m ²	Pretoria East	R2 million
22 Howick Rd, Wembly	1500m ²	P.m. Burg	R2 million
20 Howick Rd, Wembly	1300m ²	P.m. Burg	R1.5 million

Signatures: Employee: [Signature] Date: 07 / 07 /2015

Supervisor: [Signature] Date: 07 / 07 /2015



SIGNATURE OF EMPLOYEE: [Signature]

DATE: 07 / 07 /2015

PLACE: Pietermaritzburg

OATH/AFFIRMATION

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

[Signature]

Commissioner of Oaths (Ex Officio)
Chief Whip, Msunduzi Municipality
City Hall, Chief Albert Luthuli Street,
Pietermaritzburg

Commissioner of Oath /Justice of the Peace

Full first names and surname: CLLR TRUMAN MAGUBANE (Block letters)

Designation (rank): CHIEF WHIP Ex Officio Republic of South Africa

Street address of institution: CNR CHIEF ALBERT LUTHULI &
CHURCH STREET P.M. BURG

Date: 03 JULY 2015

Place: PIETERMARITZBURG

CONTENTS NOTED: MAYOR _____

DATE: [Signature]

Signatures: Employee: [Signature] Date: 07 / 07 /2015

Supervisor: [Signature] Date: 07 / 07 /2015



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: 07 / 07 /2015

Supervisor: Date: 07 / 07 /2015



consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

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

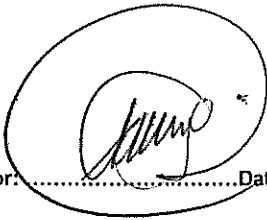
Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

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

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

Signatures: Employee:  Date: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

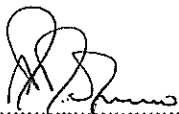
AND

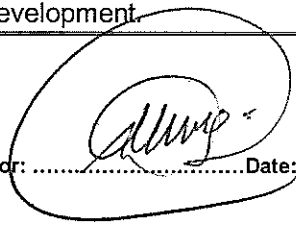
Ms Lynette Ida Mosa Molapo (Full Name)

As the *DMM: Corporate Services (Jobholder)*

PERIOD OF AGREEMENT: 01 July 2014 to 30 June 2015

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

Signatures: Employee:  Date: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	Ms LYNETTE IDA MOSA MOLAPO
JOB TITLE:	DEPUTY MUNICIPAL MANAGER
SUPERVISOR	MUNICIPAL MANAGER
UNIT	COMMUNITY SERVICES
COMPONENT:	COMMUNITY SERVICES

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

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

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

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

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

Signatures: Employee:  Date: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015



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

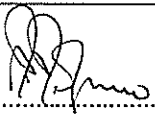
6. Actions/Training interventions to address future progression

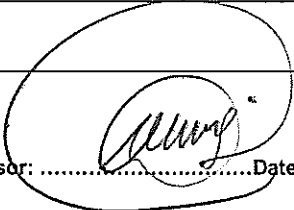
7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

Signatures: Employee:  Date: 07 / 07 /2015

Supervisor:  Date: 07 / 07 /2015

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2015/2016 FINANCIAL YEAR



AGREED UPON:

Signature:

Supervisor:

Date:

A handwritten signature in black ink, appearing to be "M A NKOSI", written over a horizontal line.

M A NKOSI

07 / 07 / 2015

Signature:

Incumbent:

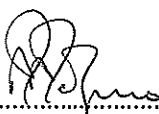
Date:

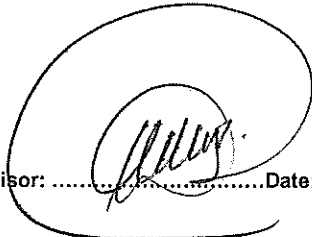
A handwritten signature in black ink, appearing to be "L I M Molapo", written over a horizontal line.

L I M Molapo

07 / 07 / 2015

Date of next review: SEPTEMBER; DEC 2015 & MARCH; JUNE 2016

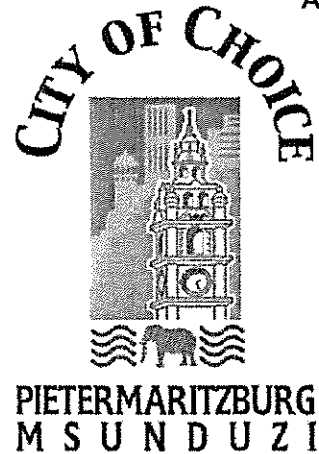
Signatures: Employee:  Date: 07 / 07 / 2015

Supervisor:  Date: 07 / 07 / 2015



ANNEXURE D

MSUNDUZI MUNICIPALITY PERFORMANCE WORKPLAN

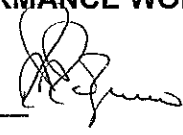


EMPLOYEE NUMBER: 0106810
SURNAME & INITIALS: MS LYNETTE IDA MOSA MOLAPO
DESIGNATION: DEPUTY MUNICIPAL MANAGER
COMPONENT: CORPORATE SERVICES
UNIT: CORPORATE SERVICES
MANAGEMENT LEVEL: LEVEL 2
OCCUPATIONAL CLASSIFICATION: SENIOR MANAGEMENT – SECTION 56
LOCATION: PROFESSOR NYEMBEZI BUILDING

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)

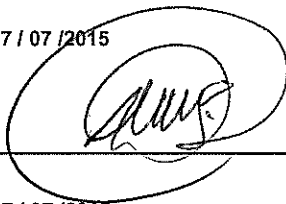
EMPLOYEE:

LYNETTE IDA MOSA MOLAPO 

DATE:

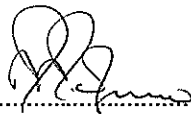
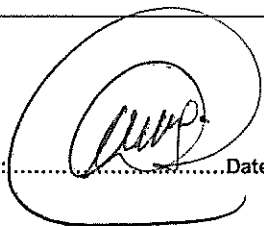
07 / 07 /2015

SUPERVISOR:

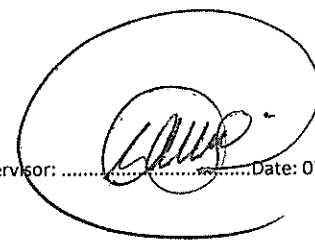


DATE:

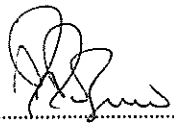
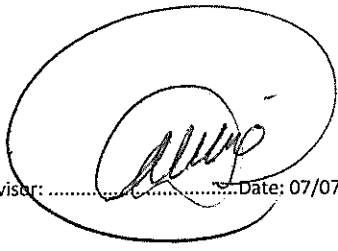
07 / 07 /2015

Signatures: Employee:  Date: 07 / 07 /2015Supervisor:  Date: 07 / 07 /2015

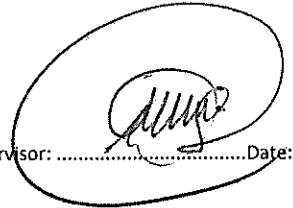
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 1: LEGAL SERVICES & ICT								WEIGHT (%): 20%				
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	LGL 01	N KPA 1: Municipal Transformation and Organizational Development	Strengthen Governance	Bylaws	27	10 x specified bylaws submitted to SMC for Approval by Council by the 31st of May 2016 (Wayleaves , Human Settlement, Planning and Land Use Management, Tariff Policy, Environmental Health, Libraries, Problem buildings, Motor Vehicle and Traffic Regulations, Cellular Infrastructure, Events bylaws)	Number of specified bylaws submitted to SMC	3 x specified bylaws submitted to SMC for Approval by Council (Planning and Land Use Management bylaws, Tariff Policy bylaws, Motor Vehicle and Traffic bylaws) by the 30th of August 2015	5 x specified bylaws submitted to SMC for Approval by Council (Planning and Land Use Management bylaws, Tariff Policy bylaws, Motor Vehicle and Traffic bylaws, Wayleaves bylaws, Environmental Health bylaws) to various committees by the 30th of November 2015	8 x specified bylaws submitted to SMC for Approval (Planning and Land Use Management bylaws, Motor Vehicle and Traffic bylaws, Wayleaves bylaws, Environmental Health bylaws, Problem buildings , libraries, Cellular infrastructure) by the 29th of February 2016	10 x specified bylaws submitted to SMC for Approval by Council by the 31st of May 2016 (Wayleaves , Human Settlement, Planning and Land Use Management, Tariff Policy, Environmental Health, Libraries, Problem buildings, Motor Vehicle and Traffic Regulations, Cellular Infrastructure, Events bylaws)
E	E1	LGL 02	NKPA 5: Good Governance and Public Participation	Legal Representation	Provision of legal representation	100%	100% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters by the 30th of June 2016	% Provision of legal representation on behalf of Council	100% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters by the 31st of September 2015	100% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters by the 31st of December 2015	100% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters by the 31st of March 2016	100% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

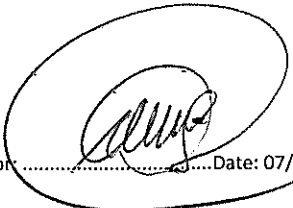
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 1: LEGAL SERVICES & ICT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	LGL 03	NKPA 5: Good Governance and Public Participation	Legal Comments	Provision of legal advice, opinions and inputs	100%	100% legal advice provided within 7 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2016	Turnaround time for the provision of legal advice upon receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services	100% legal advice provided within 7 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of September 2015	100% legal advice provided within 7 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of December 2015	100% legal advice provided within 7 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of March 2016	100% legal advice provided within 7 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2016
E	E1	LGL 04	NKPA 5: Good Governance and Public Participation	Legal Comments	Provision of legal advice, opinions and inputs	100%	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2016	Turnaround time for the completion of all requests for drafting and/or provision of legal input into contracts upon request/notification by Legal Services subject to all relevant information having been made available to legal services	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of September 2015	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of December 2015	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of March 2016	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

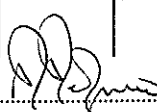
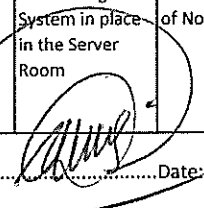
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 1: LEGAL SERVICES & ICT								WEIGHT (%): 20%				
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	LGL 05	NKPA 5: Good Governance and Public Participation	Legal Comments	Provision of legal advice, opinions and inputs	100%	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2016	Turnaround time for the completion of all requests for the provision of legal input into policies and procedures upon receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal services	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal service by the 31st of September 2015	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal service by the 31st of December 2015	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal service by the 31st of March 2016	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/notification by Legal Services subject to all relevant information having been made available to legal service by the 30th of June 2016
A	A2	ICT 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes	Computer Deployment Project Phase II (500 Leased Laptops & Desktops)	600 Computers Deployed	500 x new computers purchased & deployed by the 31st of March 2016	Number of new computers purchased & deployed	Place the Order for the 500 computers and await for Delivery (Which is normally between 6 - 8 weeks) by the 30th of September 2015	Continue the Computer Rollout Plan. Deploy 200 computers by the 31st of December 2015	500 x new computers purchased & deployed by the 31st of March 2016	N/A
A	A1	ICT 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes	Mkondeni DR Site Completion	Completed Work (Air-conditioning, Fire Suppression, Raised Floor, Generator, UPS and Biometric Access Control)	Mkondeni Disaster Recovery Site fully functional by the 31st of December 2015	Date Mkondeni Disaster Recovery Site fully functional	Setup and Configure Servers, CISCO, Storage devices. Install OS, VMWARE, VEEAM and other related systems by the 30th of September 2015	Mkondeni Disaster Recovery Site fully functional by the 31st of December 2015	N/A	N/A

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 1: LEGAL SERVICES & ICT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	ICT 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes	e-Learning Solution Implementation	e-Learning Solution Pilot	e-Learning Solution Implemented and fully functional by the 30th of November 2015	Date e-Learning Solution Implemented and fully functional	Update and configure the Online Training system. Test the system if meeting requirements by the 30th of September 2015	e-Learning Solution Implemented and fully functional by the 30th of November 2015	N/A	N/A
A	A1	ICT 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes	Telkom Diginet Replacement Project (Fibre Connectivity) (Truro, Bombay, Ohrtman Rd, Boom Street, Ashdown)	Various sites with Telkom Diginet & Fibre links.	5 x Council Sites (Boom Street, Orthman Road, Truro Library, Bombay Road & Ashdown Offices) replaced with Fibre lines by the 31st of December 2015	Number of Council Sites (Boom Street, Orthman Road, Truro Library, Bombay Road & Ashdown Offices) replaced with Fibre lines	2 x Council Sites (Boom Street, Orthman Road, Offices) replaced with Fibre lines by the 30th of September 2015	5 x Council Sites (Boom Street, Orthman Road, Truro Library, Bombay Road & Ashdown Offices) replaced with Fibre lines by the 31st of December 2015	N/A	N/A
A	A1	ICT 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes	Disaster Recovery Plan Review and Update	Outdated Disaster Recovery Plan	Updated Disaster Recovery Plan submitted to the ICT Steering Committee by the 29th of February 2016	Date Updated Disaster Recovery Plan submitted to the ICT Steering Committee	N/A	Appoint Service Provider and commence with the Business Impact Analysis by the 31st of December 2015	Updated Disaster Recovery Plan submitted to the ICT Steering Committee by the 29th of February 2016	N/A

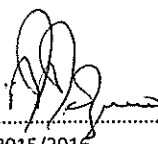
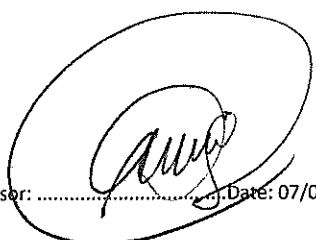
Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 1: LEGAL SERVICES & ICT								WEIGHT (%): 20%				
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	ICT 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Review and Update 5 ICT Policies (ICT Security Policy, Backup and Recovery Policy, Change Management and Control Policy, User Account Management Policy and Service Desk and Incident Management Policy)	Outdated ICT Policies	5 x Updated ICT policies (ICT Security Policy, Backup and Recovery Policy, Change Management and Control Policy, User Account Management Policy and Service Desk and Incident Management Policy) prepared & submitted to the ICT Steering Committee by the 31st of September 2015	Number of ICT updated policies	5 x Updated ICT policies (ICT Security Policy, Backup and Recovery Policy, Change Management and Control Policy, User Account Management Policy and Service Desk and Incident Management Policy) prepared & submitted to the ICT Steering Committee by the 31st of September 2015	N/A		
A	A3	ICT 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Service Delivery Improvement Plan (OLA Implementation)	Service Desk Reports - Average of 5 working days to resolve ICT incidents	ICT incidents resolved within 3 business days of receipt of the query by the ICT unit by the 30th of June 2016	Number of business days taken to resolve ICT incidents from the date of receipt of the query by the ICT unit	ICT incidents resolved within 3 business days of receipt of the query by the ICT unit by the 31st of September 2015	ICT incidents resolved within 3 business days of receipt of the query by the ICT unit by the 31st of December 2015	ICT incidents resolved within 3 business days of receipt of the query by the ICT unit by the 31st of March 2016	ICT incidents resolved within 3 business days of receipt of the query by the ICT unit by the 30th of June 2016
A	A1	ICT 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes	Server Room Cabling	Untidy Server Room Cabling and outdated standard	CAT 6 Cabling installed at the Server Room (As Chetty Building) by the 30th of September 2015	Date CAT 6 Cabling installed at the Server Room (As Chetty Building)	CAT 6 Cabling installed at the Server Room (As Chetty Building) by the 30th of September 2015	N/A	N/A	N/A
A	A1	ICT 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes	Server Room Environmental Monitoring System	No Environmental Monitoring System in place in the Server Room	Environmental Monitoring System Installed by the 30th of November 2015	Date Environmental Monitoring System Installed	Continue with environmental monitoring system implementation by the 30th of September 2015	Environmental Monitoring System Installed by the 30th of November 2015	N/A	N/A

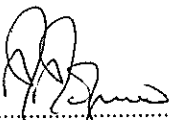
Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

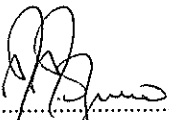
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 1: LEGAL SERVICES & ICT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	ICT 10	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes	Global Address Book Update	Global Address Book Not updated	Councils Global Address Book Up to date and accurate by the 30th of June 2016	Date Councils Global Address Book Up to date and accurate	Update the Global Address Book by the 30th of September 2015	Update the Global Address Book by the 31st of December 2015	Update the Global Address Book by the 31st of March 2016	Councils Global Address Book Up to date and accurate by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

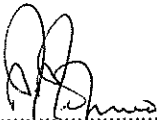
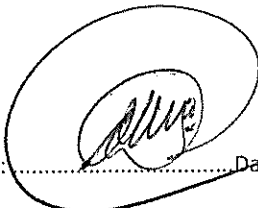
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 2: SOUND GOVERNANCE									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	SG 01	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implement ation plan for Msunduzi Municipalit y Service Excellence Awards	1st Service Excellence Awards held December 2015	6 x Monthly progress reports on the Msunduzi Municipal Service Excellence awards prepared and submitted to SMC by the 31st of December 2015	Number of Monthly progress reports on the Msunduzi Municipal Service Excellence awards prepared and submitted to SMC	3 x Monthly progress reports on the Msunduzi Municipal Service Excellence awards prepared and submitted to SMC by the 30th of September 2015	6 x Monthly progress reports on the Msunduzi Municipal Service Excellence awards prepared and submitted to SMC by 31st December 2015	N/A	N/A

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 2: SOUND GOVERNANCE									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	SG 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Business Unit Service Charter	NIL	6 x Workshops on Business Units Customer Service Charters and Batho Pele Principles (CBU, Corporate Services, Infrastructure Services, Economic Development, Community Services, Financial Services) conducted by the Msunduzi Batho Pele forum by the 30th of June 2016	Number of Workshops on Business Units Customer Service Charters and Batho Pele Principles (CBU, Corporate Services, Infrastructure Services, Economic Development, Community Services, Financial Services) conducted by the Msunduzi Batho Pele forum by the 30th of June 2016	1 x Workshop on Business Units Customer Service Charter and Batho Pele Principles (Community Service) conducted by the Msunduzi Batho Pele forum by the 30th of September 2015	4 x Workshops on Business Units Customer Service Charters and Batho Pele Principles (CBU, Infrastructure Services, Economic Development, Community Services) conducted by the Msunduzi Batho Pele forum by the 31st of December 2015	N/A	6 x Workshops on Business Units Customer Service Charters and Batho Pele Principles (CBU, Corporate Services, Infrastructure Services, Economic Development, Community Services, Financial Services) conducted by the Msunduzi Batho Pele forum by the 30th of June 2016

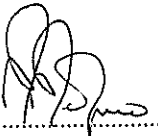
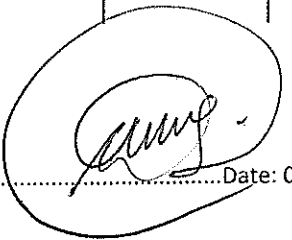
Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 2: SOUND GOVERNANCE									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	SG 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	NIL	12 x monthly meetings of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 30th of June 2016	Number of monthly meetings of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter	3 x meeting of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 30th of September 2015	6 x meeting of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 31st December 2015	9 x meeting of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 31st of March 2016	12 x meeting of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 30th of June 2016
A	A1	SG 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Developing Implementation plan for Msunduzi Municipality Service Excellence Awards	2nd Service Excellence Awards held December 2016	Implementation plan for Msunduzi Municipality Service Excellence Awards developed and submitted to SMC by the 31st of March 2016	Date Implementation Plan for Msunduzi Municipality Service Excellence Awards developed and submitted to SMC	N/A	N/A	Implementation plan for Msunduzi Municipality Service Excellence Awards developed and submitted to SMC by the 31st of March	N/A

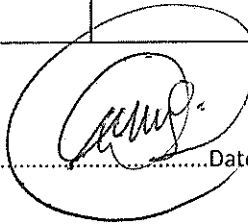
Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

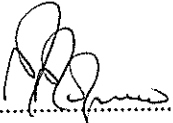
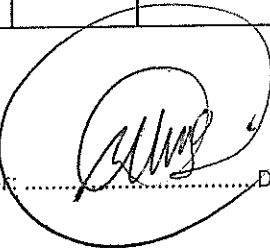
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 2: SOUND GOVERNANCE									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	SG 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	The implementation plan of Batho Pele Principles, belief set we belong, we care, we serve, and monitoring tool has been developed	Reviewed Questionnaire to assess the standard of services rendered to Municipal customers developed and submitted to SMC for approval by 31 March 2016	Date reviewed Questionnaire to assess the standard of services rendered to Municipal customers is developed and submitted to SMC for approval	N/A	N/A	Reviewed Questionnaire to assess the standard of services rendered to Municipal customers developed and submitted to SMC for approval by 31 March 2016	N/A
A	A1	SG 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Minute Taking in Meetings	The minutes of Council and Council committee meetings are not compiled in seven working days at all times.	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of June 2016	Number of Days taken to compile All minutes of Council and Council committee meetings	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of September 2015	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 31st December 2015	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 31st of March 2016	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

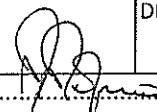
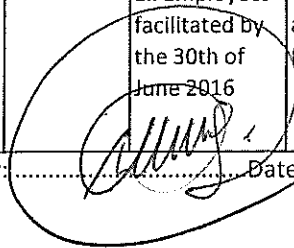
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 2: SOUND GOVERNANCE									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	SG 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Making public Council and Council Committee	Weekly & Monthly calendars published on corporate communications	45 x weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday by the 30th of June 2016	Number of weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday	11 x Weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday by the 30th of September 2015	22 x Weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday	32 x Weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday by the 31st of March 2016	45 x Weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday by the 30th of June 2016
A	A1	SG 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Making public Council and Council Committee	Weekly & Monthly calendars published on corporate communications	12 x monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 30th of June 2016	Number of monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month	3x Monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 30th of September 2015	6x Monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 31st December 2015	9x Monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 31st of March 2016	12x Monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO							DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES					
WORKPLAN 3: HUMAN RESOURCES									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	HR 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace Skills plan	Implementation of the Workplace Skills Plan	916	1100 Employees & Councillors trained according to the Workplace skills plan by the 30th of June 2016	Number of employees trained according to the Workplace skills plan	100 employees trained according to the Workplace skills plan by the 30th of September 2015	200 employees trained according to the Workplace skills plan by the 31st of December 2015	300 employees trained according to the Workplace skills plan by the 31st of March 2016	1100 Employees & Councillors trained according to the Workplace skills plan by the 30th of June 2016
A	A3	HR 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Employee Study Assistance Programme	Study Assistance awarded to employees	47	30 x employees benefitting from the study assistance programme by the 30th of June 2016	Number of employees benefitting from the study assistance programme	Identification of Study Assistance Needs of the Various Units completed by the 30th of September 2015	Selection and approval of in-house bursaries completed by the 31st of December 2015	Register students with Educational Institutions completed by the 31st of March 2016	30 x employees benefitting from the study assistance programme by the 30th of June 2016
A	A2	HR 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	External Bursaries	Awarding of External Bursaries	11	12 x External Bursaries awarded by the 31st of December 2015	Number of External Bursaries awarded	Identification of External Bursary Needs of the Municipality by the 30th of September 2015	12 x External Bursaries awarded by the 31st of December 2015	Registration with Educational Institutions by the 31st of March 2016	Arrange Payments for tuition and Registration

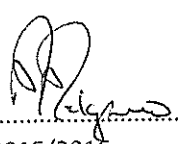
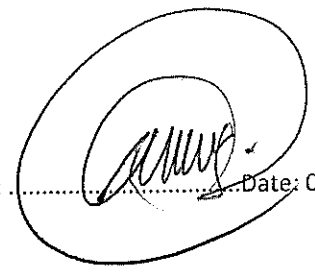
Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 3: HUMAN RESOURCES									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASLINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	HR 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internship	Appointment of Interns	68	70 x Interns appointed by the 31st of December 2015	Number of Interns appointed	Finalize areas for Internships to advertise in line with budget by the 30th of September 2015	70 x Interns appointed by the 31st of December 2015	Induct Interns and Implement Programme by the 31st of March 2016	Monitoring of Performance Interns
A	A2	HR 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Learnerships	Implementation of Learnerships	3	3 x Learnerships implemented by the 30th of November 2015	Number of Learnerships Implemented	Finalize areas for Learnerships to advertise in line with budget by the 30th of September 2015	3 Learnerships implemented by the 31st of December 2015	Monitoring of Implementation of Learnerships	Monitoring of Implementation of Learnerships
A	A1	HR 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	HR Policies	Employee Communication	0	20 x HR Policies Workshopped with all Staff before the 30th of June 2016	Number of HR Policies Workshopped with all staff	N/A	10 HR Policies workshopped with all Staff by the 31st of December 2015	N/A	20 x HR Policies Workshopped with all Staff before 30 June 2016
A	A1	HR 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Change Management	Employee Communication	1	4 x Change Management Workshops for all Employees facilitated by the 30th of June 2016	Number of Change Management Workshops for all Employees facilitated	1 X Change Management Workshops for all Employees facilitated by the 30th of September 2015	2 X Change Management Workshops for all Employees facilitated by the 31st of December 2015	3 X Change Management Workshops for all Employees facilitated by the 31st of March 2016	4 x Change Management Workshops for all Employees facilitated by the 30th of June 2016

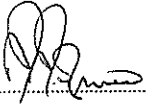
Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

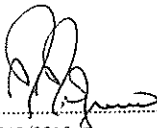
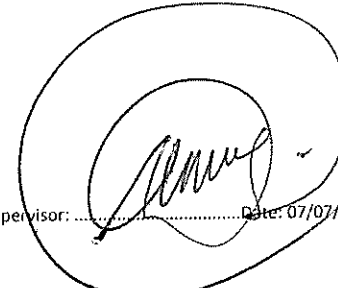
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 3: HUMAN RESOURCES									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASLINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	HR 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Employee Communication	0	4 x Health and Safety Management Framework workshops for all staff facilitated by the 30th of June 2016	Number of Health and Safety Management Framework workshops for all staff facilitated	1 x Health and Safety Management Framework workshops for all staff facilitated by the 30th of September 2015	2 x Health and Safety Management Framework workshops for all staff facilitated by the 31st of December 2015	3 x Health and Safety Management Framework workshops for all staff facilitated by the 31st of March 2016	4 x Health and Safety Management Framework workshops for all staff facilitated by the 30th of June 2016
A	A3	HR 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Employee wellness day events	2 x Employee Wellness Day events held	2 x Employee Wellness Day events held by the 30th of June 2016	Number of Employee Wellness events	N/A	1 x Employee Wellness Day (HIV Commemoration and Wellness day) event held by the 31st of December 2015	N/A	2 X Employee Wellness Day (Mini Wellness Day) events held by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

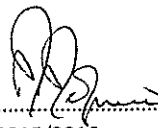
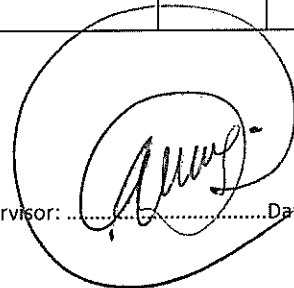
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	RPI 01	NKPA 1 - MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT	DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT	Workplace skills development	N/A	10784127	Budget spent on Work Skills Plan	0%	25%	35%	40%
							100%		0%	2696031.75	3774444.45	4313650.80
A	A1	RPI 02	NKPA 1 - MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT	DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT	Employment equity	N/A	Black females, Professional, Senior Management and Top Management 39	Number of people from employment equity target groups employed in the three highest levels of management	N/A	N/A	Black females, Professional, Senior Management and Top Management 39	N/A
A	A2	B2B 86	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	5 - BUILDING CAPABLE LOCAL GOVERNMENT INSTITUTIONS	N/A	N/A	Approved posts - 4899 Filled post - 2478	Number of permanent employees employed	49% vacancy rate	48% vacancy rate	48% vacancy rate	47% vacancy rate
A	A2	B2B 89	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	5 - BUILDING CAPABLE LOCAL GOVERNMENT INSTITUTIONS	N/A	N/A	15 Councillors trained before 30 June 2016	Number of the Councillors that underwent training in the past quarter / month	15 Councillors	N/A	N/A	N/A
A	A2	B2B 90	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	5 - BUILDING CAPABLE LOCAL GOVERNMENT INSTITUTIONS	N/A	N/A	500 officials trained according to the Workplace Skills Plan by 30th June 2016	Number of the officials that underwent training in the past quarter / month	100 employees trained according to the Workplace skills plan by the 30th of September 2015	200 employees trained according to the Workplace skills plan by the 31st of December 2015	300 employees trained according to the Workplace skills plan by the 31st of March 2016	500 employees trained according to the Workplace skills plan by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

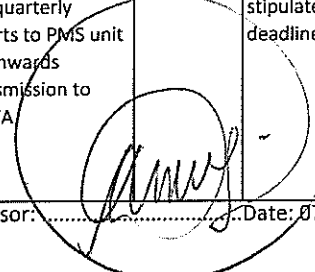
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	B28 91	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	5 - BUILDING CAPABLE LOCAL GOVERNMENT INSTITUTIONS	N/A	N/A	R107 841 27 spent on implementing its workplace skill plan (100%) before 30 June 2016	The percentage of a municipality's budget actually spent on implementing its workplace skill plan.	0%	25%	35%	40%
										2696031.75	3774444.45	4313650.80

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

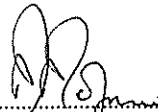
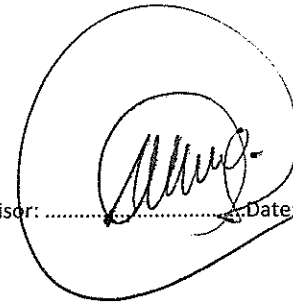
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER:CORPORATE SERVICES						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards Development of the Municipal IDP	N/A	As per internal notification		N/A	N/A	As per internal notification	N/A
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards the Development of the Municipal SDBIP	N/A	As per internal notification		N/A	N/A	N/A	As per internal notification
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	01-Nov-15		N/A	01-Nov-15	N/A	N/A
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement	Performance agreement in place for 14/15 FY	07-Jul-15		07-Jul-15	N/A	N/A	N/A

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

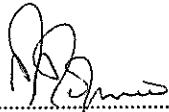
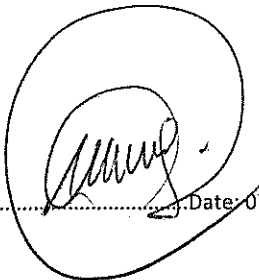
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER:CORPORATE SERVICES						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	Monthly		Monthly	Monthly	Monthly	Monthly
A	A1	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		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of SDBIP/ Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines		Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly SOCA reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Back to Basics monthly and quarterly reports to PMS unit for onwards Transmission to CoGTA	Monthly & Quarterly	Monthly/Quarterly (PMS unit) as per stipulated deadlines		Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

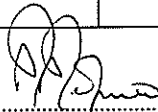
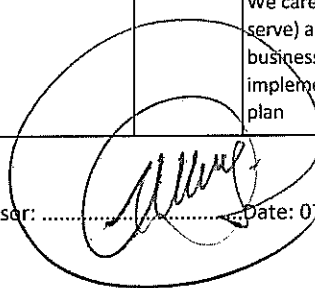
MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER:CORPORATE SERVICES						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Legislative Compliance Checklist monthly reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Publication of documentation on the municipal websites as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines		Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER:CORPORATE SERVICES						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL	Monitoring and	Submission towards	N/A	Annually as per		Annually	N/A	N/A	N/A
A	A3	N/A	NKPA 1 - MUNICIPAL	Assessments	Assessment	All	Annual		End SEPT '15	N/A	N/A	N/A
		N/A					Q1 Assessment		N/A	End Dec '15		N/A
		N/A					Q2 Assessment 15/16 FY End Feb '16		N/A	N/A	End Feb '16	N/A
		N/A					Q3 Assessment 15/16 FY End May '16		N/A	N/A	N/A	End May '16
A	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG Queries	Response to AG queries	N/A	Within the required time frames	Annually	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditure of grant funding	N/A	Within the timeframes contained in business plan/ projected cashflow expenditure	Monthly	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure

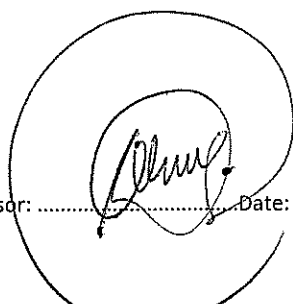
Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER:CORPORATE SERVICES						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Budgeting and Expenditure Monitoring	Monthly Report with explanations for budget overruns & under expenditure	N/A	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month
A	A2	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	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

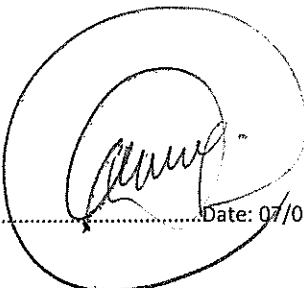
Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER:CORPORATE SERVICES						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	% monitoring	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015
 Msunduzi Municipality 2015/2016

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER:CORPORATE SERVICES						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	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	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Risk Management	N/A	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Stipulated timeframes as per approved Risk Management Action Plan	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016