



**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)*

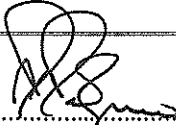
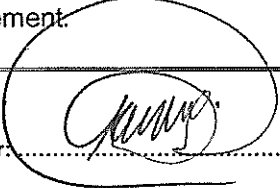
**AND**

*Ms Lynette Ida Mosa Molapo (Full Name)*

As the *DMM: Corporate Services (Jobholder)*

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

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

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



**WHEREBY IT IS AGREED AS FOLLOWS:**

**1. PURPOSE**


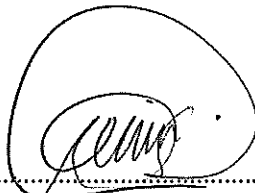
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the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

**2. VALIDITY OF THE AGREEMENT**

- 2.1 The agreement will be valid for the period **01 July 2014 to 30 June 2015**, or when the employee's term of contract employment comes to an end, whichever is sooner.
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

**3. JOB DETAILS**

Employee Number	:	0106810
Management level	:	Level 2
Component	:	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 25 / 02 / 2015 Supervisor:  ..... Date 25 / 02 / 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 2014 – 2015 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


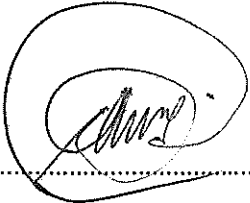
The key functions of the jobholder are to:

- ⇒ 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 25 / 02 / 2015 Supervisor:  Date 25 / 02 / 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: SOCA, MTAS & REGULATED PERFORMANCE INDICATORS	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
<b>TOTAL</b>	<b>100%</b>

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

Signatures : Employee: ..... Date 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 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%
<b>Total</b>		<b>100%</b>

**\* Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

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

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



**8. PERFORMANCE ASSESSMENT**

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

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

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

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

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

**9. FEEDBACK**

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

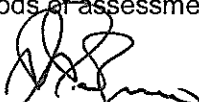

**10. DEVELOPMENTAL REQUIREMENTS**

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

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

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

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

Signatures : Employee:  Date 25 / 02 / 2015 Supervisor:  Date 25 / 02 / 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 2014/15 financial year:

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

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

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



Name of Jobholder: LYNETTE JANA MOSA MOLAPO

Signature:  Date: 25 / 02 / 2015

AND

Name of Supervisor: M.A. NKOSI

Signature:  Date: 25 / 02 / 2015

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

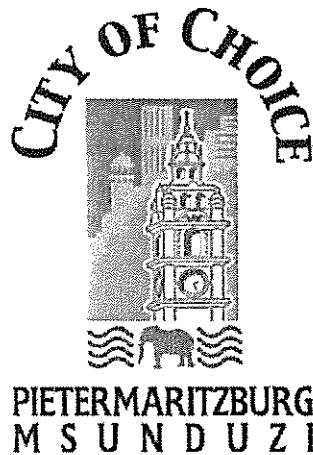


ANNEXURE A

# MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



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





## SCHEDULE 2

### CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

#### 1. Definitions

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

#### 2. General conduct

A staff member of a municipality must at all times—

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

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

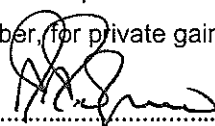
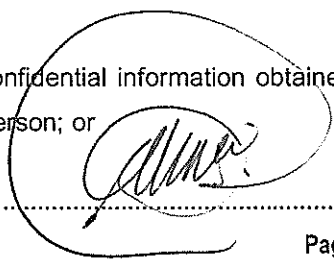
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

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

#### 4. Personal gain

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

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

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

Handwritten signature of the employee.

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

Handwritten signature of the supervisor, enclosed in a large circle.

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



**7. Undue influence**

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- (b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
- (c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

**8. Rewards, gifts and favours**

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty; (b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or (d) doing or not doing anything within that staff member's powers or duties.
- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

**9. Council property**

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

**10. Payment of arrears**


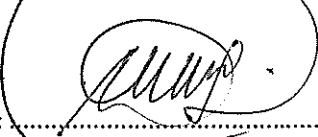
A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

**11. Participation in elections**

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

**12. Sexual harassment**

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

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



**13. Reporting duty of staff members**

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

**14. Breaches of Code**

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

**14A. Disciplinary steps**

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

(2) Such other disciplinary steps may include—

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

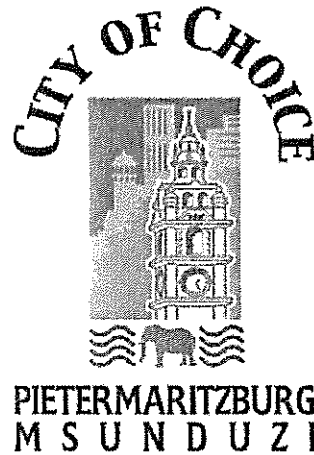
Signatures : Employee: ..... Date 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 2015



ANNEXURE B

# MSUNDUZI MUNICIPALITY

## FINANCIAL DISCLOSURE FORM



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



**FINANCIAL DISCLOSURE  
FORM**

I, the undersigned (surname and initials) Molapo L I Most of  
20 Homick Road MEMBERSHIP 3201 PMB  
PO Box 11438 AORPSPRUIT 3206 PMB (Postal address) and  
\_\_\_\_\_ (Residential address)

employed as Msunduzi Municipality at the DEPUTY MM: CORPORATE SERVICES  
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	JEBONYETU Vodacom
56	BEE	R400 / SHARE	SABOLINZALO
142	BEE	R200 / SHARE	ASONGE MTN
2000	BEE	NOT TRADING	PHUTHUMA NATIHI MTN
300		ENDOWMT R54 / SHARE	SANKAM

**2. Directorships and Partnerships**

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
BRANWANE PROJECTS 1297 CC T/A THE GRACE GUEST HOUSE	Accommodation	± R5000

**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
SOUTH AFRICAN COUNCIL FOR PHARMERS	MEMBER	NIL (ONLY SET)
UMSHWATI MUNICIPALITY AUDIT COMMITTEE	MEMBER	NIL (ONLY SET)

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

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



Council sanction confirmed:

Signature of Mayor: MM 

Date: \_\_\_\_\_ \*Still awaiting Council Resolution

**4. Consultancies and retainerships**

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
Masa Molapo Consulting	M&T CONSULTING	DEVELOPMENT PLANNING	Dobmanri

**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**

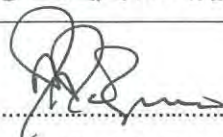
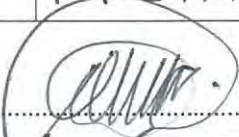
See information sheet: Note (6)

Description	Value	Source
N/A		

**7. Land and property**


See information sheet: Note (7)

Description	Extent	Area	Value
85 BERNARDUS LN ASTORIA-SOMERSET	900m <sup>2</sup>	PASTORIA EAST	R2 million
22 HOWICK RA WEMBLEY	1500m <sup>2</sup>	IMBURG	R2 million
20 HOWICK RA WEMBLEY	1300m <sup>2</sup>	IMBURG	R1.5 million

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

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




SIGNATURE OF EMPLOYEE: 

DATE: 25 / 02 / 2015

PLACE: PIETERMARITZBURG

**OATH/AFFIRMATION**

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



Commissioner of Oath /Justice of the Peace

Full first names and surname: FAITH NDLOVU (Block letters)

Designation (rank): PM; HRM & ER Ex Officio Republic of South Africa

Street address of institution: 341 CHURCH STREET


Date: 24 FEBRUARY 2015

Place: PIETERMARITZBURG

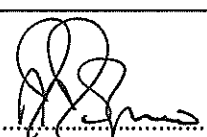
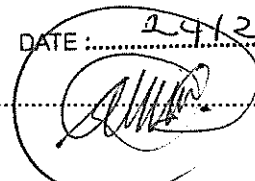
**CERTIFIED A TRUE COPY OF  
THE ORIGINAL DOCUMENT**

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

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

  
**FAITH NDLOVU**  
COMMISSIONER OF OATHS EX OFFICIO  
PROCESS MANAGER : HRM & ER  
MSUNDUZI MUNICIPALITY, PMBURG

DATE : 29/2/15

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

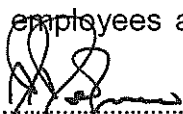
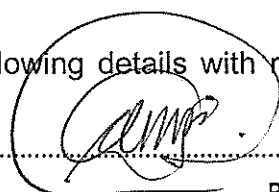
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

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



consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

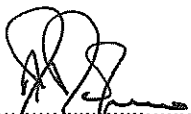
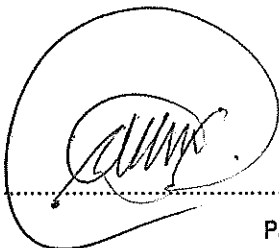
- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

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

NOTE 7: Land and Property

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

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

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



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

*Mr Mxolisi Alexius Nkosi (Full Name)*

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


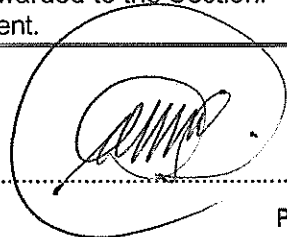
AND

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

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



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)?

AS PER COMPETENCY PROFILE FOR SENIOR MANAGERS

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

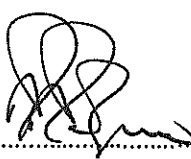
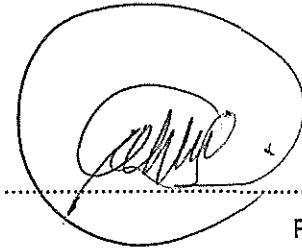
ALL HOWEVER NOT FINANCIAL MGT IN THE LOCAL GOVERNMENT CONTEXT

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

- MUNICIPAL FINANCE MGT ACT  
 - GRAP

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

TRAINING IN THE ABOVE

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



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

- STRATEGIC LEADERSHIP FOR WOMEN LEADERS
- LEGAL TRAINING FOR NON-LAWYERS
- ICT TRAINING FOR NON-ICT EXPERTS

6. Actions/Training interventions to address future progression

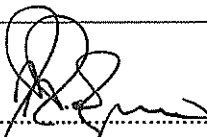
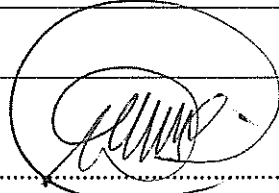
AUGMENT ABOVE SKILLS AREAS

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

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



**AGREED UPON:**

Signature:

Supervisor:

M.A. Nkomo

Date:

25 / 02 / 2015

Signature:

Incumbent:

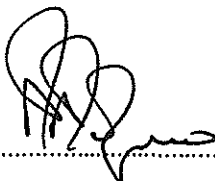
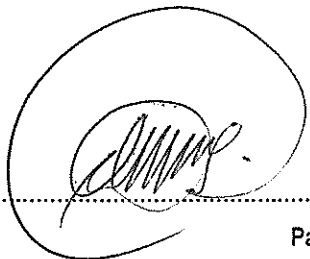
LINETTE INA MOSA MORAPO

Date:

25 / 02 / 2015

Date of next review:

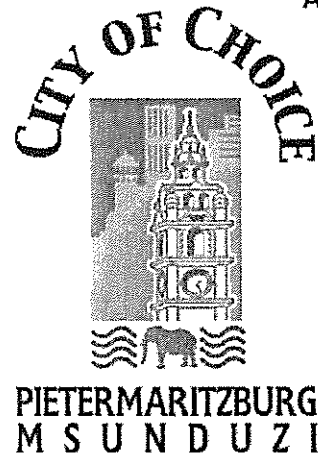
JUNE 2015

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

  
\_\_\_\_\_

**DATE:**


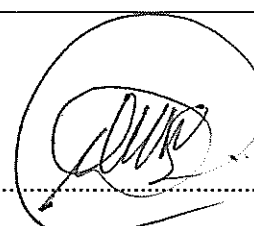
25 / 02 / 2015

**SUPERVISOR:**

  
\_\_\_\_\_

**DATE:**

25 / 02 / 2015

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

**MSUNDUZI MUNICIPALITY**


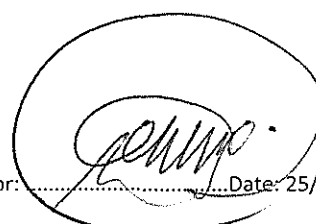
NAME: MS MOSA MOLAPO

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	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Strengthen Governance	By-laws	30	10 x specified bylaws published in the Provincial Gazette by 30th of June 2015 - (Credit Control, Debt Collection, Indigent, Rates, Street Trading, Wayleaves, Public Health, Cemeteries, Rules of Order, Electricity and Aerodrome Bylaws)	Number specified bylaws published in the Provincial Gazette - (Credit Control, Debt Collection, Indigent, Rates, Street Trading, Wayleaves, Public Health, Cemeteries, Rules of Order, Electricity and Aerodrome Bylaws)	N/A	N/A	4 x specified bylaws published in the Provincial Gazette by 31st of March 2015 - (Credit Control and Debt Collection Bylaws, Indigent Bylaws and Rates Bylaws)	10 x specified bylaws published in the Provincial Gazette by 30th of June 2015 - (Credit Control and Debt Collection, Indigent, Rates, Street Trading, Wayleaves, Public Health, Cemeteries, Rules of Order, Electricity and Aerodrome Bylaws)
E	E1	LGL 02	NKPA 5 - GOOD GOVERNANCE & 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 2015	% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters	100% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters by the 30th of September 2014	100% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters by the 31st of December 2014	100% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters by the 31st of March 2015	100% Provision of legal representation on behalf of Council in all instances of Civil and criminal Litigation matters by the 30th of June 2015

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

Msunduzi Municipality 2014/2015



**MSUNDUZI MUNICIPALITY**

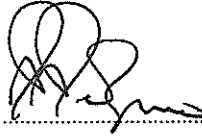
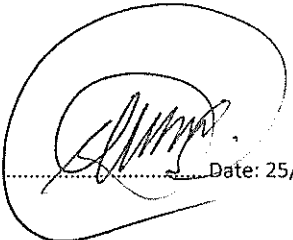
NAME: MS MOSA MOLAPO

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 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimise system, procedures and processes	Systems and process re-engineering	7	10 ICT Master Systems plan projects implemented by the 30th of June 2015 (1. Server Refresh, 2. Network Refresh, 3. Telephone management system upgrade, 4. SLA and software licencing review, 5. Housing waiting list database upgrade, 6. ADSL and fixed line upgrade, 7. Document management system (phase 1), 8. Intergrated financial management system phase 1 (SAP), 9. Microsoft platform upgrade, 10. network monitoring system)	Number of ICT Master Systems plan projects implemented	Implement systems and applications as per the MSP schedule by the 30th of September 2014	5 ICT Master Systems plan projects implemented by the 31st of December 2014 (1. Server Refresh, 2. Network Refresh, 3. Telephone management system upgrade, 4. SLA and software licencing review, 5. Housing waiting list database upgrade)	Prepare specifications for ICT projects identified from the Master System Plan (MSP) to be implemented in this financial year.	10 ICT Master Systems plan projects implemented by the 30th of June 2015 (1. Server Refresh, 2. Network Refresh, 3. Telephone management system upgrade, 4. SLA and software licencing review, 5. Housing waiting list database upgrade, 6. ADSL and fixed line upgrade, 7. Document management system (phase 1), 8. Intergrated financial management system phase 1 (SAP), 9. Microsoft platform upgrade, 10. network monitoring system)

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

Msunduzi Municipality 2014/2015

**MSUNDUZI MUNICIPALITY**

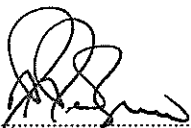
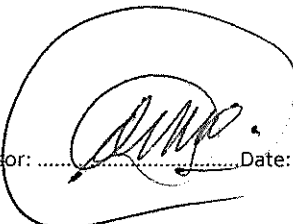
NAME: MS MOSA MOLAPO

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	A2	ICT 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimise system, procedures and processes	Network Expansion	26 sites currently without network connectivity	5 x Sites (Buildings) with no ICT Communication Networks connected to the ICT network by the 30th of June 2015 (Orthmann Road, Gallaway House, Landfill Site, Vulindlela Offices, Mkondeni Computer Room)	Number of Sites (Buildings) with no ICT Communication Networks connected to the ICT network	N/A	N/A	Prepare specification and network requirements for the 2 new sites to be connected to the network. Place order for network fibre cables and other tools needed.	5 x Sites (Buildings) with no ICT Communication Networks connected to the ICT network by the 30th of June 2015 (Orthmann Road, Gallaway House, Landfill Site, Vulindlela Offices, Mkondeni Computer Room)
A	A2	ICT 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimise system, procedures and processes	Redundancy Connectivity for Critical Sites	0 sites with no alternative backup data line.	5 x critical sites without network alternative connectivity data lines to be installed with backup connectivity data lines by the 30th of June 2015 (City Hall, Doull Road, Oribi Airport, Washington Road (Traffic), Oribi Fire Station)	Number of critical sites without network alternative connectivity data lines to be installed with backup connectivity data lines	N/A	N/A	Identify 5 critical sites and alternative routing. Prepare specification and network requirements for the 2 new sites to be connected to the network. Place order for network fibre cables and other tools needed.	5 x critical sites without network alternative connectivity data lines to be installed with backup connectivity data lines by the 30th of June 2015 (City Hall, Doull Road, Oribi Airport, Washington Road (Traffic), Oribi Fire Station)

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

**MSUNDUZI MUNICIPALITY**


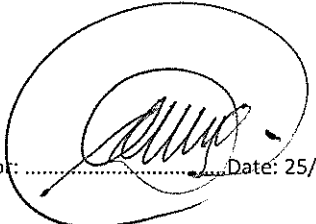
NAME: MS MOSA MOLAPO

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	ICT 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Corporate Services Compliance & Reduce Risk	Develop ICT Security Strategy Plan	Draft ICT Security Strategy	ICT Security Strategy inclusive of all high priority findings developed and submitted to SMC by the 28th of February 2015 for approval by Council	Date ICT Security Strategy inclusive of all high priority findings developed and submitted to SMC for approval by Council	N/A	N/A	Assess the current network weaknesses, collect information and input to the development of the ICT Security Strategy.	N/A
A	A3	ICT 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Corporate Services Compliance & Reduce Risk	Implement ICT Security Strategy Plan	Draft ICT Security Strategy	100 % implementation of the ICT Security Strategy inclusive of all high priority findings by the 30th of June 2015	% implementation of the ICT Security Strategy inclusive of all high priority findings	N/A	N/A	Development of ICT Security Strategy	100 % implementation of the ICT Security Strategy inclusive of all high priority findings by the 30th of June 2015
A	A1	ICT 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Corporate Services Compliance & Reduce Risk	Institutionalise ICT Steering Committee	0 ICT Steercom meetings held to date.	6 x ICT Steering Committee meetings convened by the 30th of June 2015	Number of ICT Steering Committee meetings convened	N/A	Finalise appointment for ICT Steering Committee membership	1 x ICT Steering Committee meetings convened	6 x ICT Steering Committee meetings convened by the 30th of June 2015

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

**MSUNDUZI MUNICIPALITY**


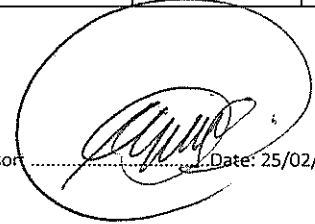
NAME: MS MOSA MOLAPO

DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES


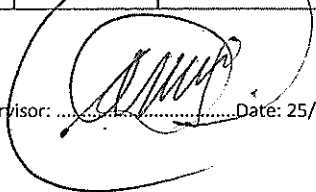
WORKPLAN 2: SOUND GOVERNANCE

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASILINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	SG 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	The Customer Service Charter has been adopted by Council.	Implementation Plan & Monitoring Tool for the Implementation of Batho Pele Principles and Customer Service Charter developed and submitted to SMC by the 30th of September 2014	Date Implementation Plan & Monitoring Tool for the Implementation of Batho Pele Principles and Customer Service Charter developed and submitted to SMC	Monitoring Tool for the Implementation of Batho Pele Principles and Customer Service Charter developed and submitted to SMC by the 30th of September 2014	N/A	N/A	N/A
A	A3	SG 02	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	Questionnaire to assess the standard of services rendered to Municipal customers developed and submitted to SMC for approval by 31 March 2015	Date Questionnaire to assess the standard of services rendered to Municipal customers is developed and submitted to SMC for approval	N/A	N/A	Customer Survey done via Questionnaire to assess the standard of services rendered to Municipal customers developed and submitted to SMC by the 31st March 2015	1 Outcomes Report prepared and submitted to SMC on Customer Survey by 30 June 2015
A	A2	SG 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	NIL	1 x Workshop on Batho Pele Principles and Customer Service Charter conducted for Msunduzi Batho Pele forum by the 31st of January 2015	Date of Workshop on Batho Pele Principles and Customer Service Charter conducted for Msunduzi Batho Pele forum	N/A	N/A	N/A	N/A
A	A2	SG 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	NIL Workshop on Batho Pele Principles and Customer Service Charter	To conduct a workshop for the Msunduzi Batho Pele Forum on the draft Service Delivery Improvement Plan (SDIP) by the 28th of February 2015	Date workshop conducted for the Msunduzi Batho Pele Forum on the draft Service Delivery Improvement Plan (SDIP)	N/A	N/A	To develop and conduct a workshop for the Msunduzi Batho Pele Forum on the draft Service Delivery Improvement Plan (SDIP) by the 28th of February 2015	N/A

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

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 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	NIL	Msunduzi Service Delivery Improvement Plan developed and submitted to SMC by the 31st of March 2015	Date Msunduzi Service Delivery Improvement Plan developed and submitted to SMC	N/A	N/A	Msunduzi Service Delivery Improvement Plan developed and submitted to SMC by the 31st of March 2015	N/A
A	A3	SG 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	NIL	3 x bi-monthly meetings of Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 30th of June 2015	Number of bi-monthly meetings of Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter	N/A	N/A	1 x bi-monthly meetings of Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 28th of February 2015	3 x bi-monthly meetings of Msunduzi Batho Pele forum facilitated to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 30th of June 2015
A	A1	SG 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Developing Implementation plan for Msunduzi Municipality Service Excellence Awards	1st Service Excellence Awards held December 2015	Implementaion plan for Msunduzi Municipality Service Excellence Awards developed and submitted to SMC by the 31st of March 2015.	Date Implementaion Plan for Msunduzi Municipality Service Excellence Awards developed and submitted to SMC	N/A	N/A	implementaion plan for Msunduzi Municipality Service Excellence Awards developed and submitted to SMC by the 31st of March 2015.	N/A
A	A2	SG 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Coporate Services Compliance and Risk Reduction	Procurement of Perforating and Numbering Machine , Lithographic Printing Machine and Eletronic Document and Records Management System (EDRMS)	The existing Perforating and Numbering Machine and Lithographic Priting Machine are obsolete and there is no Eletronic Document and Records Management System (EDRMS) in place.	Perforating and Numbering Machine procured by the 31 December 2014	Date Perforating and Numbering Machine procured		Perforating and Numbering Machine procured by the 31 December 2014	N/A	N/A

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

**MSUNDUZI MUNICIPALITY**

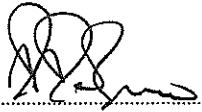
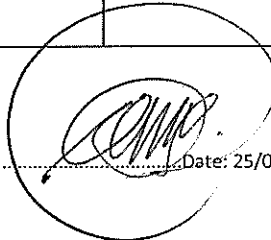
NAME: MS MOSA MOLAPO

DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES

WORKPLAN 2: SOUND GOVERNANCE

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASLINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	SG 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Procurement of Perforating and Numbering Machine, Lithographic Printing Machine and Eletronic Document and Records Management System (EDRMS)	The existing Perforating and Numbering Machine and Lithographic Priting Machine are obsolete and there is no Eletronic Document and Records Management System (EDRMS) in place.	Lithographic Printing Machine procured by the 28 February 2015	Date Lithographic Printing Machine is procured	N/A		N/A	N/A
A	A2	SG 10	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Procurement of Perforating and Numbering Machine, Lithographic Printing Machine and Eletronic Document and Records Management System (EDRMS)	The existing Perforating and Numbering Machine and Lithographic Printing Machine are obsolete and there is no Eletronic Document and Records Management System (EDRMS) in place.	Eletronic Document and Records Management System (EDRMS) procured by the 31st of March 2015.	Date Eletronic Document and Records Management System (EDRMS) is procured	N/A	N/A	Eletronic Document and Records Management System (EDRMS) procured by the 31st March 2015.	N/A
A	A3	SG 11	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Tracking Implementation of Resolutions	Implementation of resolutions is not tracked	6 x reports prepared and submitted to SMC on updated responses received from Business units in respect of implementation of resolutions taken by Exco & Council by the 30th of June 2015	Number of reports prepared and submitted to SMC on updated responses received from Business units in respect of implementation of resolutions taken by Exco & Council	N/A	N/A	3 x reports prepared and submitted to SMC on updated responses received from Business units in respect of implmentation of resolutions taken by Exco & Council by the 31st of March 2015	6 x reports prepared and submitted to SMC on updated responses received from Business units in respect of implmentation of resolutions taken by Exco & Council by the 30th of June 2015

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

**MSUNDUZI MUNICIPALITY**

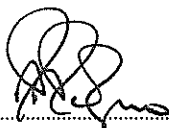
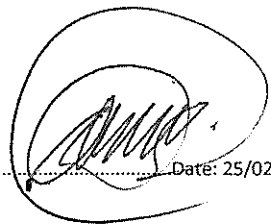
NAME: MS MOSA MOLAPO

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	SG12	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Coporate 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 in seven (7) working days after the meetings by the 30th of June 2015	Number of Days taken to compile All minutes of Council and Council committee meetings	All minutes of Council and Council committee meetings compiled in seven (7) working days after the meetings	All minutes of Council and Council committee meetings compiled in seven (7) working days after the meetings	All minutes of Council and Council committee meetings compiled in seven (7) working days after the meetings	All minutes of Council and Council committee meetings compiled in seven (7) working days after the meetings by the 30th of June 2015
A	A1	SG 13	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Coporate Services Compliance and Risk Reduction	Weekly Publication of Committee Meetings and Events - Council & Administration	Weekly & Monthly calendars published on corporate communications for - Council & Administration Meetings and Events	49 x weekly schedules of Portfolio meetings prepared and published on Corporate Communication every Friday - Meetings and Events by the 30th June 2015	Number of weekly schedules of Meetings & Events prepared and published on Corporate Communication every Friday	12 x weekly schedules of Meetings & Events prepared and published on Corporate Communication every Friday by the 30th of September 2014	24 x weekly schedules of Meetings & Events prepared and published on Corporate Communication every Friday by the 31st of December 2014	36x weekly schedules of Meetings & Events prepared and published on Corporate Communication every Friday by the 31st of March 2015	48 x weekly schedules of Meetings & Events prepared and published on Corporate Communication every Friday by the 30th of June 2015
A	A1	SG 14	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Coporate Services Compliance and Risk Reduction	Monthly Publication of Council Committee meetings and Council Events	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 2015	Number of monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month	3 x monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 30th of September 2014	6 x monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 31st of December 2014	9 x monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 31st of March 2015	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 2015

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

**MSUNDUZI MUNICIPALITY**

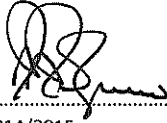
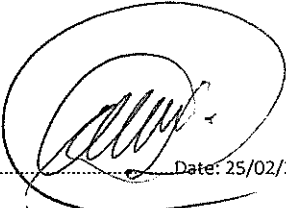
**NAME: MS MOSA MOLAPO**

**DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES**

**WORKPLAN 2: SOUND GOVERNANCE**

**WEIGHT (%): 20%**


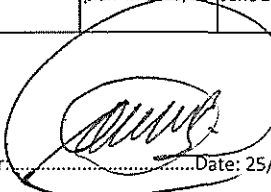
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	SG 15	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Coporate Services Compliance and Risk Reduction	Reviewing and Developing Terms of Reference of Council Committees	Some of the existing Terms of References of Council Portfolio and other Standing Committees are out dated	Reviewed Terms of Reference of Council Portfolio and other Standing Committees (9) developed and submitted to SMC by the 31st of March 2015	Date Reviewed Terms of Reference of Council Portfolio and other Standing Committees (9) developed and submitted to SMC	N/A	N/A	Reviewed Terms of Reference of Council Portfolio and other Standing Committees (9) developed and submitted to SMC by the 31st of March 2015	N/A

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

Msunduzi Municipality 2014/2015



MSUNDUZI MUNICIPALITY												
NAME: MS 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	Personal Development Plans	Training	530 employees trained according to PDP in 2013/14	595 employees trained according to PDP by the 30th of June 2015	Number of employees trained according to PDP	160 employees trained according to PDP by the 30th of September 2014	300 employees trained according to PDP by the 31st of December 2014	400 employees trained according to PDP by the 31st of March 2015	595 employees trained according to PDP by the 30th of June 2015
A	A1	HR 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Recruitment & Selection	Compliance	Approved Recruitment & Selection Policy	100% Compliance to approved Recruitment & Selection Policy by the 30th of June 2015	% Compliance to approved Recruitment & Selection Policy	100% Compliance to approved Recruitment & Selection Policy by the 30th of September 2014	100% Compliance to approved Recruitment & Selection Policy by the 31st of December 2014	100% Compliance to approved Recruitment & Selection Policy by the 31st of March 2015	100% Compliance to approved Recruitment & Selection Policy by the 30th of June 2015
A	A3	HR 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Employee Study Assistance Programme	Study Assistance awarded to employees	20 Study Assistance awarded to employees in 2013/14	20 x employees benefitting from the study assistance programme by the 30th of June 2015	Number of employees benefitting from the study assistance programme	Finalise areas of study assistance & request approval from SMC to advertise based on needs of BUs by the 30th September 2014	Select and sign up study assistance contracts with new bursary recipients by the 31st December 2014	Register students with Educational Institutions & arrange payments to institutions by 31st March 2015	20 x employees benefitting from the study assistance programme by the 30th of June 2015
A	A1	HR 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Employment Equity	Compliance to Employment Equity	No Employment Equity Policy & Plan	Review Employment Equity Policy & Plan and submit for SMC approval by 31 January 2015	Review of Employment Equity policy and finalise Employment Equity Plan 31 Jan 2015	N/A	N/A	Draft Employment Equity Plan approved SMC & Final EE Plan 2014-2017 submitted to Department of Labour by 31 January 2015	N/A
A	A1	HR 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Employment Equity	Compliance to Employment Equity	Nil Compliance to Employment Equity Policy & Plan	Number of appointments made in compliance with the approved Employment Equity Plan by 30 June 2015	Number of appointments made in compliance with the approved Employment Equity Plan by 30 June 2015	N/A	N/A	Number of appointments made in compliance with the approved Employment Equity Plan by 31st March 2015	Number of appointments made in compliance with the approved Employment Equity Plan 30 June 2015
A	A2	HR 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace Skills plan	Implementation of the Workplace Skills Plan	978 employees trained according to the Workplace skills plan in 2013/14	916 employees trained according to the Workplace skills plan by the 30th of June 2015	Number of employees trained according to the Workplace skills plan	90 employees trained according to the Workplace Skills Plan by the 30th of September 2014	180 employees trained according to the Workplace Skills Plan by the 31st of December 2014	270 employees trained according to the Workplace Skills Plan by the 31st of March 2015	406 employees trained according to the Workplace Skills Plan by the 30th of June 2015

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

## MSUNDUZI MUNICIPALITY


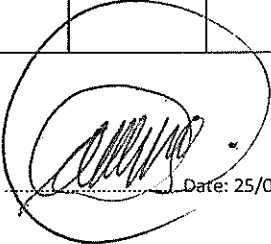
NAME: MS MOSA MOLAPO

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	A1	HR 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Job Evaluation	Job evaluation, alignment and migration to new 2013 structure aligned to T.A.S.K.	Nil Jobs evaluated in 2013/14	1377 jobs evaluated and aligned to T.A.S.K by the 30th of June 2015	Number of jobs evaluated and aligned to T.A.S.K	344 jobs evaluated and aligned to T.A.S.K by the 30th of September 2014	688 jobs evaluated and aligned to T.A.S.K by the 31st of December 2014	688 jobs evaluated and aligned to T.A.S.K by the 31st of March 2015	1377 jobs evaluated and aligned to T.A.S.K by the 30th of June 2015
A	A3	HR 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Employment (Selection Recruitment and appointment of new posts)	Filling of Posts	168 posts filled in 2013/14	290 posts filled on the organogram by the 30th of June 2015	Number of posts filled on the organogram by the 30th of June 2015	44 posts filled on the organogram by the 30th of September 2014	108 posts filled on the organogram by the 31st of December 2014	190 posts filled on the organogram by the 31st of March 2015	290 posts filled on the organogram by the 30th of June 2015
A	A1	HR 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	HR Policies Review	Review of Policies and Development of Procedure Manuals	Nil Human Resources Policies reviewed in 2013/14	18 x Human Resources Policies reviewed and submitted to SMC along with Procedure Manuals by the 30th of June 2015	Number of Human Resources Policies reviewed and submitted to SMC along with Procedure Manuals	3 x Human Resources Policies reviewed and submitted to SMC along with Procedure Manuals by the 30th of September 2014	7 x Human Resources Policies reviewed and submitted to SMC along with Procedure Manuals by the 31st of December 2014	12 x Human Resources Policies reviewed and submitted to SMC along with Procedure Manuals by the 31st of March 2015	18 x Human Resources Policies reviewed and submitted to SMC along with Procedure Manuals by the 30th of June 2015
A	A2	HR 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internship	Appointment of Interns	42 Interns appointed in 2013/14	65 x Interns appointed by the 31st of December 2014	Number of Interns appointed	Identify internship needs & obtain approval to advertise in the Local Media targeting Msunduzi Residents by the 30th of September 2014	65 x Interns appointed by the 31st of December 2014	N/A	N/A
A	A2	HR 10	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	External Bursaries	Awarding of External Bursaries	10 External Bursaries awarded	10 x External Bursaries awarded by the 31st of December 2014	Number of External Bursaries awarded	Identification of External Bursary Needs & obtain approval to advertise by the 30th of September 2014	10 x External Bursaries awarded by the 31st of December 2014	Arrange Registration with Educational Institutions	N/A

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

**MSUNDUZI MUNICIPALITY**

NAME: MS MOSA MOLAPO

DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES

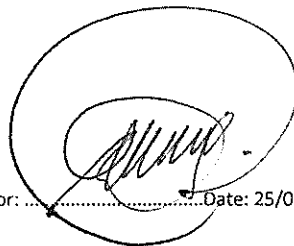
WORKPLAN 3: HUMAN RESOURCES

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	A1	HR 11	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace Skills plan	Reports to LGSETA	12 x monthly reports prepared and submitted to LGSETA on the Implementation of the WSP	12 x monthly reports prepared and submitted to LGSETA on the Implementation of the WSP by the 30th of June 2015	Number of monthly reports prepared and submitted to LGSETA on the Implementation of the WSP	3 x monthly reports prepared and submitted to LGSETA on the Implementation of the WSP by the 30th of September 2014	6 x monthly reports prepared and submitted to LGSETA on the Implementation of the WSP by the 31st of December 2014	9 x monthly reports prepared and submitted to LGSETA on the Implementation of the WSP by the 31st of March 2015	12 x monthly reports prepared and submitted to LGSETA on the Implementation of the WSP by the 30th of June 2015
A	A1	HR 12	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Development of a Health and Safety Management Framework	No Health and Safety Management Framework	Health and Safety Management Framework developed and submitted to SMC by the 31st of December 2014	Date Health and Safety Management Framework developed and submitted to SMC	Develop draft Health and Safety management Framework	Health and Safety Management Framework developed and submitted to SMC by the 31st of December 2014	N/A	N/A
A	A3	HR 13	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Facilitation of wellness day events	2 x Employee Wellness Day events held	2 x Employee Wellness Day events held by the 30th of June 2015	Number of Employee Wellness Day events held	N/A	1 x Employee Wellness Day events held by the 30th of November 2014	N/A	2 x Employee Wellness Day events facilitated by the 30th of June 2015


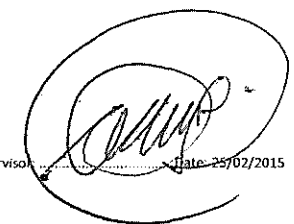


Signatures: Employee: .....Date:25/02/2015



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

MSUNDUZI MUNICIPALITY												
NAME: MS MOSA MOLAPO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES						
WORKPLAN 4: SOCA, MTAS & REGULATED PERFORMANCE INDICATORS										WEIGHT (%): 20%		
INDEX	IDP REFERENCE	SOBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	SOCA 14	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Skills Development	Learnerships & External Bursaries	10 External Bursaries Awarded 2013/14	Learnerships And External Bursary Schemes Offered In Line With Scarce Skills Identified Within The Council Like Finance, Engineering, Town Planning And Economics.	Number Of Learnerships & Bursaries Offered	Identification Of External Bursary Needs & Obtain Approval To Advertize By 30 September 2014	10 X External Bursaries Awarded By 31st December 2014	N/A	N/A
A	A3	SOCA 15	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Skills Development	Training	978 Employees Trained According To The Workplace Skills Plan 2013/14	Skills Development Unit To Train 916 Employees And Committee Members In The 2014/15 Financial Year.	Number Of Employees Trained According To Workplace Skills Plan	90 Employees Trained According To The Work Place Skills Plan By 30 September 2014	150 Employees Trained According To The Work Place Skills Plan By 31st December 2014	270 Employees Trained According To The Work Place Skills Plan By 31st March 2015	406 Employees Trained According To The Work Place Skills Plan By 30th June 2015
A	A3	MTAS	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Job Grading	Job evaluation, alignment and migration to new 2013 structure aligned to T.A.S.K.	Nil Jobs evaluated in 2013/14	1377 jobs evaluated and aligned to T.A.S.K by the 30th of June 2015	Number of jobs evaluated and aligned to T.A.S.K	344 jobs evaluated and aligned to T.A.S.K by the 30th of September 2014	688 jobs evaluated and aligned to T.A.S.K by the 31st of December 2014	688 jobs evaluated and aligned to T.A.S.K by the 31st of March 2015	1377 jobs evaluated and aligned to T.A.S.K by the 30th of June 2015
A	A1	MTAS	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Bylaws and Policies	BYLAWS REVIEW	30 bylaws review & gazetted	Review, submit and obtain approvals for adoption of 10 bylaws by full council and publication by Government Gazette.	Number Of By-Laws Developed & Approved, Number Of By Laws Gazetted	N/A	N/A	4 x specified bylaws published in the Provincial Gazette by 31st of March 2015 (Credit Control and Debt Collection Bylaws, Indigent Bylaws and Rates Bylaws)	10 x specified bylaws published in the Provincial Gazette by 30th of June 2015 - (Credit Control and Debt Collection, Indigent, Rates, Street Trading, Wayleaves, Public Health, Cemeteries, Rules of Order, Electricity and Aerodrome Bylaws)
A	A1	MTAS	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Access Control	Installation of access control	There is no access control at some municipal buildings this results in municipal property being lost and could result in Audit Queries.	Access control audit conducted at all municipal building. Access control plan with financial plan for installation to be drafted and forwarded to SMC for approval.	Date Audit completed, date plan forwarded to SMC, date access control installed	N/A	N/A	Access control audit conducted at all municipal building.	Access control plan with financial plan for installation to be drafted and forwarded to SMC for approval, for installation in 2015/16
A	A2	RPI 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace skills development	Budget spent on Work Skills Plan	N/A	100% Percentage spent 10344900 Budgeted amount	Budget spent on Work Skills Plan	15% (1 551 735)	30% (3 10 3 470)	60% (6 206 940)	100% (10 344 900)
A	A1	RPI 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Employment equity	COMPLIANCE	No approved Employment Equity Plan	African Female - 4	Number of people from employment equity target groups employed in the three highest levels of management	Number of people from employment equity target groups employed in the three highest levels of management	Number of people from employment equity target groups employed in the three highest levels of management	Number of people from employment equity target groups employed in the three highest levels of management	Number of people from employment equity target groups employed in the three highest levels of management

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

## MSUNDUZI MUNICIPALITY


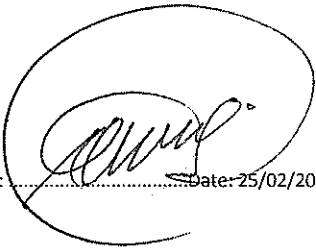
NAME: MS MOSA MOLAPO

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

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

MSUNDUZI MUNICIPALITY

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DESIGNATION: DEPUTY MUNICIPAL MANAGER:CORPORATE SERVICES

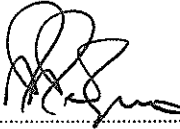

WORKPLAN 5: PERFORMANCE MANAGEMENT

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 SDBIP/ Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines		Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly MTAS reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly SOCA reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Back to Basics monthly and quarterly reports to PMS unit for onwards Transmission to CoGTA	Monthly & Quarterly	Monthly/Quarterly (PMS unit) as per stipulated deadlines		Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	Annually as per stipulated deadlines		Annually	N/A	N/A	N/A
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Annual Assessment 13/14 FY End	End SEPT '14	N/A	N/A	N/A	N/A
							Q1 Assessment 14/15 FY End Nov	N/A	End Nov '15			N/A
							Q2 Assessment 14/15 FY End Feb	N/A	N/A		End Feb '15	N/A
							Q3 Assessment 14/15 FY End April '15	N/A	N/A		N/A	End April '15

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

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	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
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

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

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	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	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	% monitoring	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Internal Audit queries	N/A	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit

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



**MSUNDUZI MUNICIPALITY**

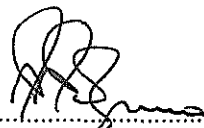
NAME: MS MOSA MOLAPO

DESIGNATION: DEPUTY MUNICIPAL MANAGER:CORPORATE SERVICES

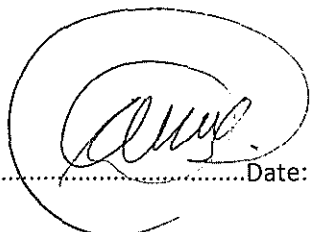
WORKPLAN 5: PERFORMANCE MANAGEMENT

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	Increasing institutional capacity	Risk Management	N/A	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Stipulated timeframes as per approved Risk Management Action Plan	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes

Signatures: Employee: 

Date: 25/02/2015



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