



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)

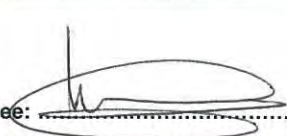
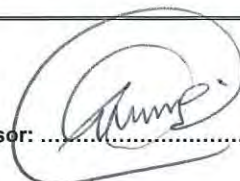
AND

Mrs Nelisiwe M. Ngcobo (Full Name)

As the *DMM: Financial Services - CFO* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2013 to 30 June 2014

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

Signatures: Employee:  Date 12 / 07/ 2013 Supervisor:  Date 12 / 07/ 2013



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

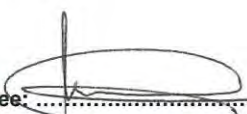

- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the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

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2013 to 30 June 2014, 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	:	0058246
Management level	:	Level 2
Component	:	Financial Services
Unit	:	Financial Services
Location	:	Head Office – Professor Nyembezi Building
Occupational classification	:	Senior Management (Section 56)
Designation	:	Deputy Municipal Manager: Finance (CFO)

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



4. JOB PURPOSE

The purpose of the **DMM: Financial Services**' job should be in line with the Municipality's priorities as identified in the *2013 – 2014 Service Delivery Budget and Implementation Plan*. The purpose of the **DMM: Financial Services** is to assist the **Municipal Manager** in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of **Municipal Financial Services**, through the implementation of *policies, strategies, projects and processes* that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

The jobholder is the **DMM: Financial Services** and has the responsibility for **Municipal Financial 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:

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

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

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

Signatures: Employee:  Date 12 / 07/ 2013 Supervisor:  Date 12 / 07/ 2013



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


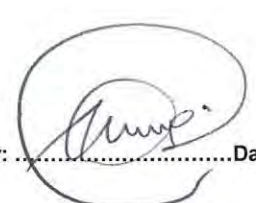
Performance will be assessed according to the information contained in the Workplan.

- 7.1 The Key Performance Areas (KPAs) 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. Expenditure Management	25%
2. Revenue Management	25%
3. Financial Management and Compliance	20%
4. Supply Chain Management	20%
5. Performance Management	10%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

Signatures: Employee:  Date 12 / 07/ 2013 Supervisor:  Date 12 / 07/ 2013

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.


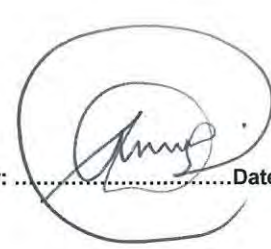
7.4

Core Managerial Competencies	Weight
*Financial Management	15%
*People Management & Empowerment	5%
*Client orientation & Customer Focus	10%
Strategic Capability and Leadership	10%
Programme and Project Management	10%
Knowledge Management	5%
Service Delivery Innovation	10%
Problem Solving and Analysis	5%
Supply Chain Management	10%
Communication	5%
Honesty and Integrity	10%
Policy conceptualisation and implementation	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 12 / 07/ 2013 Supervisor:  Date 12 / 07/ 2013



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 '13
Progress review 2	End Jan '14
Progress review 3 (Oral)	End April '14
Progress review 4	End July '14
Annual evaluation	End July '14

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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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 2013/14 financial year:

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

15. SIGNATURES OF PARTIES TO THE AGREEMENT

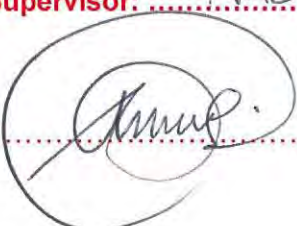
The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: *Neliswa M. Ngobo*

Signature:  Date: 12 / 07 / 2013

AND

Name of Supervisor: *Mxolisi A. Nkosi*

Signature:  Date: 12 / 07 / 2013

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee: Date 12 / 07/ 2013 Supervisor: Date 12 / 07/ 2013



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

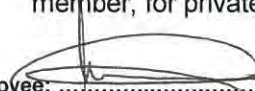
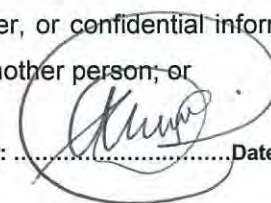
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



(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

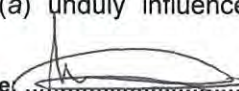
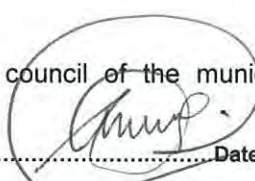
(d) declared to be privileged, confidential or secret in terms of any law.

(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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



14. Breaches of Code

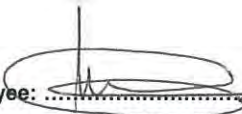

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013

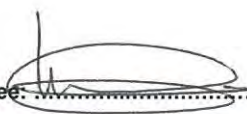



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee:  Date 12 / 07/ 2013 Supervisor:  Date 12 / 07/ 2013

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Nelawe M. Ngcobo of
Box 2344, KwaDukuza, Hhelo (Postal address) and
8 Tarpon, Crescent, Blythedale (Residential address)
employed as CFO at the Msunduzi

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

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

See information sheet: Note (1)

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

2. Directorships and Partnerships

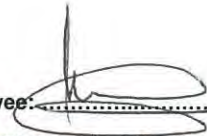

See information sheet: Note (2)

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

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

See information sheet: Note (3)

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

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



Council sanction confirmed:

Signature of Municipal Manager: _____

Date: _____

4. Consultancies and retainerships

See information sheet: Note (4)

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

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
Erf 27 8 Tarpon Crescent	1500	Blythedale Beach	R 1 m

Signatures: Employee: _____ Date 12 / 07 / 2013 Supervisor: _____ Date 12 / 07 / 2013



SIGNATURE OF EMPLOYEE: _____

DATE: 12 / 07 / 2013

PLACE: _____

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:
 - (i) Do you know and understand the contents of the declaration?
Answer 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: ZAHIR LUTCHMAN (Block letters)

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

Street address of institution: 333 CHURCH STREET

PIETERMARITZBURG

Date: 10 JULY 2013

Place: PIETERMARITZBURG

CONTENTS NOTED: MAYOR

DATE: _____

Signatures: Employee: _____ Date 12 / 07 / 2013 Supervisor: _____ Date 12 / 07 / 2013



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)

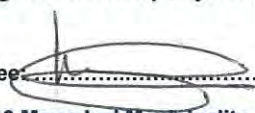

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- 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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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

Mrs Nelisiwe M. Ngcobo (Full Name)

As the *DMM: Financial Services - CFO* (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2013 to 30 June 2014

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

Signatures: Employee: Date 12 / 07 / 2013 Supervisor: Date 12 / 07 / 2013



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	NELISIWE NGCOBO
JOB TITLE:	DEPUTY MUNICIPAL MANAGER: FINANCE
SUPERVISOR	MUNICIPAL MANAGER
UNIT	FINANCIAL SERVICES
COMPONENT:	FINANCIAL SERVICES

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

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

Financial Management
NQF Level 7 or Post graduate degree
MPMA Competency

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

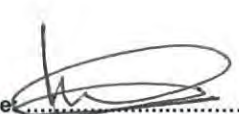

7 years required I possess 15 years
Financial Experience.

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

MPMA Competencies

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

Starting on 01/08/2013

Signatures: Employee  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



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

NQR level 7

6. Actions/Training interventions to address future progression

Finalising MBA & MFMA Competencies

7. Comments/Remarks of the Incumbent

In order for me to achieve these competencies, it prerogative of the Municipality to ensure I achieve all this.

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

Signatures: Employee: Date 12 / 07/ 2013 Supervisor: Date 12 / 07/ 2013

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2013/2014 FINANCIAL YEAR
DEPUTY MUNICIPAL MANAGER: FINANCE



AGREED UPON:

Signature:

Supervisor:

MXOLISI A. NKOSI

Date:

12/07/2013

Signature:

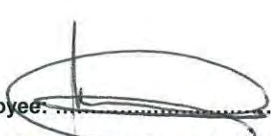
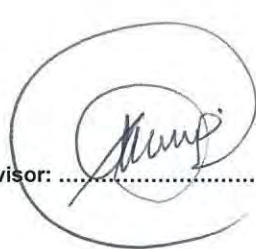
Incumbent:

Ndlovu M. Ngobo

Date:

12/07/2013

Date of next review: _____

Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER: 0058246
SURNAME & INITIALS: NGCOBO N.M
DESIGNATION: DEPUTY MUNICIPAL MANAGER
COMPONENT: FINANCE
UNIT: FINANCE
MANAGEMENT LEVEL: LEVEL 2
OCCUPATIONAL CLASSIFICATION: SENIOR MANAGEMENT (SECTION 56)
LOCATION: PROFESSOR NYEMBEZI BUILDING

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

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

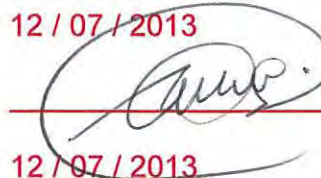
EMPLOYEE:



DATE:

12 / 07 / 2013

SUPERVISOR:

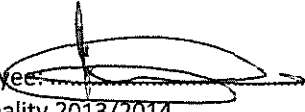
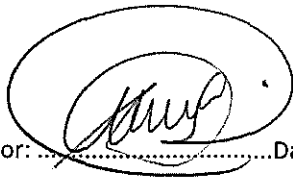


DATE:



12 / 07 / 2013

Signatures: Employee: _____ Date 12 / 07 / 2013 Supervisor: _____ Date 12 / 07 / 2013

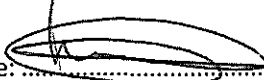

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (2): Revenue Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Revenue Management	25%	Compliance	Date submitted to SMC	INC 01	All Revenue related policies were reviewed in 2012/13 budget (Credit Control , Tariffs , Indigent, Rates and Debt Write off policies)	Credit Control , Tariffs , Indigent, Rates and Debt Write off policies reviewed and submitted to SMC by the 30th of March 2014	30th of March 2014	N/A	N/A	Credit Control , Tariffs , Indigent, Rates and Debt Write off policies reviewed and submitted to SMC by the 30th of March 2014	Workshop on approved Credit Control , Tariffs Indigent, Rates and Debt Write off policies for all staff conducted
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		Reports	Number of reports submitted to SMC	INC03	Monthly debtors age analysis reports submitted to SMC in the 12/13 FY	12 x monthly debtors age analysis reports submitted to SMC by the 30th of June 2014	Monthly	3 x monthly debtors age analysis reports submitted to SMC	3 x monthly debtors age analysis reports submitted to SMC	3 x monthly debtors age analysis reports submitted to SMC	12 x monthly debtors age analysis reports submitted to SMC by the 30th of June 2014
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		Debt collection	Current debt collection rate	INC03	85% current debt collected in the 12/13 FY	95% collection rate monthly (current debt) by the 30th of June 2014	Monthly	95% collection rate monthly (current debt)	95% collection rate monthly (current debt)	95% collection rate monthly (current debt)	95% collection rate monthly (current debt)

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

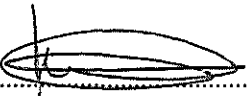

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (2): Revenue Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		Debt collection	Arrear debt collection rate	INC03	20% arrear debt collected in the 12/13 FY	25% collection rate monthly (arrear debt) by the 30th of June 2014	Monthly	25% collection rate monthly (arrear debt)	25% collection rate monthly (arrear debt)	25% collection rate monthly (arrear debt)	25% collection rate monthly (arrear debt)
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		Accurate Billing	% of electricity and water meters read	INC 04	70% electricity and water meters read in the 12/13 FY	100% of all electricity and water meters read on a monthly basis by the 30th of June 2014	Monthly	100% of all electricity and water meters read on a monthly basis	100% of all electricity and water meters read on a monthly basis	100% of all electricity and water meters read on a monthly basis	100% of all electricity and water meters read on a monthly basis
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		Reports	Number of reports submitted to SMC	INC 04	Billing vs collection report submitted monthly to smc in 12/13 FY	12 x monthly reports on billing vs collection rates submitted to SMC by the 30th of June 2014	Monthly	3 x monthly reports on billing vs collection rates submitted to SMC	3 x monthly reports on billing vs collection rates submitted to SMC	3 x monthly reports on billing vs collection rates submitted to SMC	3 x monthly reports on billing vs collection rates submitted to SMC

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

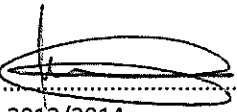

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo					DESIGNATION: Deputy Municipal Manager - Finance (CFO)							
WORKPLAN (2): Revenue Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		Data cleansing	Data cleansing as per approved service provider plan	INC 04	Nil	Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) by the 30th of June 2014	30th of June 2014	Develop Specifications, Tender Advertised, BEC and BAC Approval	Service Provider Appointed, Service Provider Commenced with Data Cleansing	Data cleansing as per approved implementation plan continued	Consumer account data accurately updated (consumer data is exactly as data on billing system) by the 30th of June 2014
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		rental stock	Number of reports submitted to SMC	INC16	Nil	12 x monthly reports on rental stock submitted to SMC by the 30th of June 2014	Monthly	3 x monthly reports on rental stock submitted to SMC	3 x monthly reports on rental stock submitted to SMC	3 x monthly reports on rental stock submitted to SMC	3 x monthly reports on rental stock submitted to SMC
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		Implement the Revenue Enhancement Strategy	Number of Quarterly Reports submitted within stipulated timeframes	INC 24	revenue enhancement strategy already in place	4 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter by the 30th of June 2014	within 10 days after the end of the Quarter	1 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter	1 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter	1 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter	1 x Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC within 10 days after the end of the Quarter

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

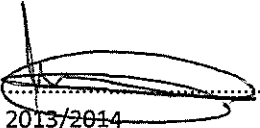
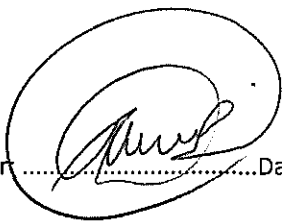
MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (2): Revenue Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		Improved access to basic services	Percentage of households earning less than R3200 per month (application based) with access to free basic services	INC 01 REGULATED KPI	N/A	100% of households earning less than R3200 per month (application based) with access to free basic services	30th of June 2014	100% of households earning less than R3200 per month (application based) with access to free basic services	100% of households earning less than R3200 per month (application based) with access to free basic services	100% of households earning less than R3200 per month (application based) with access to free basic services	100% of households earning less than R3200 per month (application based) with access to free basic services
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		To improve the revenue collection through the active consumer billing	Statements of account issued to consumers	TBC	N/A	Statements of account issued to consumers by the 7th of each month	7th of each month	Statements of account issued to consumers by the 7th of each month	Statements of account issued to consumers by the 7th of each month	Statements of account issued to consumers by the 7th of each month	Statements of account issued to consumers by the 7th of each month
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		To improve the revenue collection through the active consumer billing	Updated & approved indigent register	TBC	N/A	Updated & approved indigent register by the 31st of May 2014	31st of May 2014	N/A	N/A	N/A	Updated & approved indigent register by the 31st of May 2014
MUNICIPAL FINANCIAL VIABILITY	Revenue Management		To improve the revenue collection through the active consumer billing	Monthly report for all indigent beneficiaries	TBC	N/A	7th of each month	7th of each month	7th of each month	7th of each month	7th of each month	7th of each month

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014


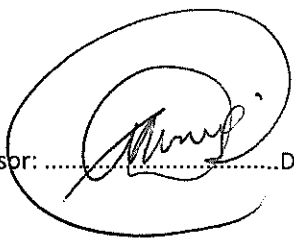
MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo					DESIGNATION: Deputy Municipal Manager - Finance (CFO)							
WORKPLAN (1): Expenditure Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Expenditure Management	25%	Implementation of cost containment strategy	Number of Quarterly Reports submitted to SMC	EXP 01	Draft Cost Containment Strategy has been developed by 2012/13	4 x quartely reports submitted to SMC on the implementation of the cost containment strategy by the 30th of June 2014	Quarterly	1 x quartely report submitted to SMC on the implementation of the cost containment strategy	1 x quartely report submitted to SMC on the implementation of the cost containment strategy	1 x quartely report submitted to SMC on the implementation of the cost containment strategy	4 x quartely reports submitted to SMC on the implementation of the cost containment strategy by the 30th of June 2014
MUNICIPAL FINANCIAL VIABILITY	Expenditure Management		Prevention of fruitless and wastefull expenditure	Number of Reports submitted to SMC	EXP 02	Fruitless and wasteful expenditure reports submitted to SMC for 2012/13	12 x monthly reports produced and submitted to SMC on Fruitless and Wasteful Expenditure by the 30th of June 2014	Monthly	3 x monthly reports produced and submitted to SMC on Fruitless and Wasteful Expenditure	3 x monthly reports produced and submitted to SMC on Fruitless and Wasteful Expenditure	3 x monthly reports produced and submitted to SMC on Fruitless and Wasteful Expenditure	12 x monthly reports produced and submitted to SMC on Fruitless and Wasteful Expenditure by the 30th of June 2014
MUNICIPAL FINANCIAL VIABILITY	Expenditure Management		Payment of suppliers.	Turnaround time for payment to creditors	EXP 03	Creditors not paid within 30 days from date of receipt of invoice.	All creditors paid within 30 days from date of receipt of invoice by the 30th of June 2014	within 30 days from date of receipt of invoice	All creditors paid within 30 days from date of receipt of invoice by the creditors department	All creditors paid within 30 days from date of receipt of invoice by the creditors department	All creditors paid within 30 days from date of receipt of invoice by the creditors department	Payment of all council creditors within 30 days from date of receipt of invoice by the creditors department

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

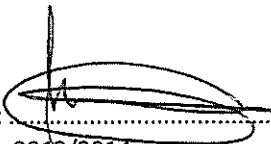

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo					DESIGNATION: Deputy Municipal Manager - Finance (CFO)							
WORKPLAN (1): Expenditure Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Expenditure Management		Monthly Reporting	Number of Reports submitted to SMC	EXP 05	Monthly creditors age analysis reports submitted to SMC	12 x Monthly Creditors Age Analysis Reports submitted to SMC by the 30th of June 2014	Monthly	3 x Monthly Creditors Age Analysis Reports submitted to SMC	3 x Monthly Creditors Age Analysis Reports submitted to SMC	3 x Monthly Creditors Age Analysis Reports submitted to SMC	12 x Monthly Creditors Age Analysis Reports submitted to SMC by the 30th of June 2014
MUNICIPAL FINANCIAL VIABILITY	Expenditure Management		Monthly Report on Insurance Claims	Number of Reports submitted to OMC	EXP 07	Monthly Reports	12 x Monthly Insurance Claims Reports submitted to OMC by the 30th of June 2014	Monthly	3 x Monthly Insurance Claims Reports submitted to OMC	3 x Monthly Insurance Claims Reports submitted to OMC	3 x Monthly Insurance Claims Reports submitted to OMC	12 x Monthly Insurance Claims Reports submitted to OMC by the 30th of June 2014

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

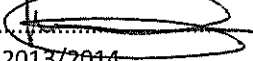

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (3): Financial Management and Compliance												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance	20%	Process Plan	Date IDP/Budget process plan submitted to SMC	B & T 01	2012/2013 IDP/Budget process plan approved on the 31 August 2012	IDP/Budget process plan for 2014/15 Developed and Submitted to SMC by the 31st July 2013	31st July 2013	IDP/Budget process plan for 2014/15 Developed and Submitted to SMC by the 31st July 2013	N/A	N/A	N/A
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Implementation of process plan	Date Final Draft budget for 2014/15 & two outer years submitted to SMC	B & T 01	Budget Approved in May 2012	Final Draft budget for 2014/15 & two outer years submitted to SMC by the 30th of April 2014	30th of April 2014	Preparation and submission of 1st Draft budget to SMC by the 30th of September 2013	Preparation and submission of 2nd Draft budget to SMC by the 30th of November 2013	Draft budget for 2014/15 & two outer years submitted to DMM: Finance by the 30th of March 2014	N/A
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Implementation of process plan	Date Summary of the approved budget and tariff of charges Advertised	B & T 01	Budget Approved in May 2012	Summary of the approved budget and tariff of charges Advertised by the 30th of June 2014	30th of June 2014	N/A	N/A	N/A	Summary of the approved budget and tariff of charges Advertised by the 30th of June 2014

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014



MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo					DESIGNATION: Deputy Municipal Manager - Finance (CFO)							
WORKPLAN (3): Financial Management and Compliance												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Preparation of annual financial statements	Date of submission of Annual financial statements to the AG	B & T 03	Annual Financial Statements submitted to the AG on the 31st of August 2012	Annual financial statements prepared and submitted to AG by the 31st of August 2013	31st of August 2013	N/A	N/A	N/A	N/A
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Compliance	Number of S71 reports submitted and number of days after the end of each month	B & T 04	Section 71 reports were prepared and submitted within 10 working days after each month end far 2012/13 Financial year	12 x S71 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of June 2014	within 10 working days after the end of each month	3 x S71 reports produced and submitted to SMC within 10 working days after the end of each month	3 x S71 reports produced and submitted to SMC within 10 working days after the end of each month	3 x S71 reports produced and submitted to SMC within 10 working days after the end of each month	1 x S71 reports produced and submitted to SMC within 10 working days after the end of each month
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Compliance	Number of S52(d) reports submitted and number of days after the end of each quarter	B & T 05	Quarterly submission of Section 52(d) reports to SMC done on an ad- hoc basis in 12/13 FY	3 x Quarterly reports of Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter by the 30th of June 2014	within 10 working days after the end of each Quarter	N/A	1 x Quarterly reports of Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter	1 x Quarterly reports of Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter	1 x Quarterly reports of Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter by the 30th of June 2014

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

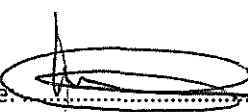

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo					DESIGNATION: Deputy Municipal Manager - Finance (CFO)							
WORKPLAN (3): Financial Management and Compliance												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Compliance	Date S72 report submitted to SMC	B & T 06	2012/13 mid- year report tabled by 25 January 2013	Section 72 (mid- year) report prepared and Submitted to SMC by the 31st of December 2013	31st of December 2013	N/A	Section 72 (mid- year) report prepared and Submitted to SMC by the 31st of December 2013	N/A	N/A
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Compliance	Number of Monitoring of grants reports submitted to SMC	B & T 07	Grants financial report is tabled to SMC monthly during the 2012/13	12 x Monthly monitoring of grants reports prepared and submitted to SMC by the 30th of June 2014	30th of June 2014	3 x Monthly monitoring of grants reports prepared and submitted to SMC	3 x Monthly monitoring of grants reports prepared and submitted to SMC	3 x Monthly monitoring of grants reports prepared and submitted to SMC	3 x Monthly monitoring of grants reports prepared and submitted to SMC
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Compliance	Number of S66 reports submitted and number of days after the end of each month	B & T 08	Section 66 reports are prepared and submitted within 10 working days after each month end for 2012/13 year	12 x S66 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of June 2014	within 10 working days after the end of each month	3 x S66 reports produced and submitted to SMC within 10 working days after the end of each month	3 x S66 reports produced and submitted to SMC within 10 working days after the end of each month	3 x S66 reports produced and submitted to SMC within 10 working days after the end of each month	3 x S66 reports produced and submitted to SMC within 10 working days after the end of each month

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (3): Financial Management and Compliance												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Cashflow	Number of Monthly Cash flow Reports submitted to SMC	B & T 09	Monthly and quarterly cash flow to be submitted to SMC for 2012/13 year	12 x Monthly Cash flow report prepared and submitted to SMC by the 30th of June 2014	Monthly	3 x Monthly Cash flow report prepared and submitted to SMC	3 x Monthly Cash flow report prepared and submitted to SMC	3 x Monthly Cash flow report prepared and submitted to SMC	3 x Monthly Cash flow report prepared and submitted to SMC
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Improved Audit Opinion	Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP	B & T 04 REGULATED KPI	N/A	(100%) Percentage : Total spending on capital projects divided by total capital budget x 100	30th of June 2014	51.52	25.76	77.28	96.24
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Improved Audit Opinion	Financial viability in terms of debt coverage	B & T 04 REGULATED KPI	N/A	(90) Ratio: Total operating revenue received minus operating grants divided by debt service payments (ie. Interests plus redemption)	30th of June 2014	67.70	50.39	48.15	44.63

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (3): Financial Management and Compliance												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Improved Audit Opinion	Financial viability in terms of cost coverage	B & T 04 REGULATED KPI	N/A	(4) Ratio: Available cash plus investments divided by monthly fixed operating expenditure	30th of June 2014	1.33	1.46	2.43	4.58
MUNICIPAL FINANCIAL VIABILITY	Financial Management and Compliance		Improved Audit Opinion	Financial viability in terms of outstanding service debtors to revenue	B & T 04 REGULATED KPI	N/A	(1) Ratio: Outstanding service debtors divided by annual revenue actually received for services	30th of June 2014	2.50	5.26	4.34	3.64

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY

NAME: Mrs N.M Ngcobo

DESIGNATION: Deputy Municipal Manager - Finance (CFO)

WORKPLAN (4): Supply Chain Management

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Financial Viability	Supply Chain Management	20%	Policy Review	Date Supply chain management Policy reviewed and submitted to SMC	SCM 01	SCM Policy approved by SMC on 31/10/2012	Supply chain management Policy reviewed and submitted to SMC by the 31st of October 2013	31st of October 2013	Supply chain management Policy reviewed and submitted to DMM: Finance by the 30th of September 2013	Supply chain management Policy reviewed and submitted to SMC by the 31st of October 2013	N/A	Conduct educational workshop on SCM Policy and implementation
Municipal Financial Viability	Supply Chain Management		Procurement plan submission	Date 2014/2015 financial year Procurement Plan submitted to SMC	SCM 02	Procurement plan approved by SMC on 30/06/2012	2014/2015 financial year Procurement Plan submitted to SMC by the 30th of June 2014	30th of June 2014	N/A	N/A	N/A	2014/2015 financial year Procurement Plan submitted to SMC by the 30th of June 2014
Municipal Financial Viability	Supply Chain Management		Procurement Plan implementation	Number of quarterly reports produced and submitted to SMC on the Implementation of the 13/14FY approved procurement plan	SCM 02	12/13 Procurement plan	4 x quarterly reports produced and submitted to SMC on the Implementation of the 13/14FY approved procurement plan as per the approved plan by 30th June 2014		1 x quarterly reports produced and submitted to SMC on the Implementation of the 13/14FY approved procurement plan as per the approved plan	1 x quarterly reports produced and submitted to SMC on the Implementation of the 13/14FY approved procurement plan as per the approved plan	1 x quarterly reports produced and submitted to SMC on the Implementation of the 13/14FY approved procurement plan as per the approved plan	1 x quarterly reports produced and submitted to SMC on the Implementation of the 13/14FY approved procurement plan as per the approved plan
Municipal Financial Viability	Supply Chain Management		Monthly Reports	Number of Tenders awarded Reports submitted to OMC	SCM 03	Report submitted by 25 of each month	12 x Tenders awarded report prepared and submitted to Operational Management Committee by 30th of June 2014	Monthly	3 x Tenders awarded report prepared and submitted to Operational Management Committee	3 x Tenders awarded report prepared and submitted to Operational Management Committee	3 x Tenders awarded report prepared and submitted to Operational Management Committee	12 x Tenders awarded report prepared and submitted to Operational Management Committee by 30th of June 2014

Signatures: Employee:

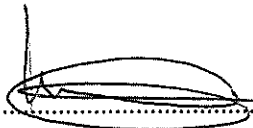
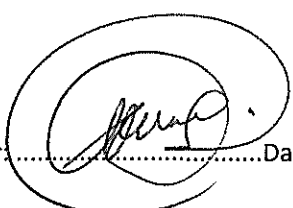
Date:12/07/2013

Supervisor:

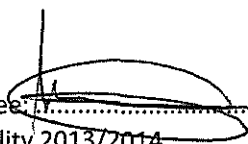

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Msunduzi Municipality 2013/2014

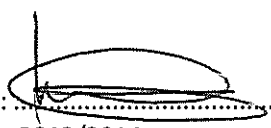

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (4): Supply Chain Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Financial Viability	Supply Chain Management		Monthly Reports	Number of Deviations (SCM Regulations section 36) reports prepared and submitted to OMC	SCM 04	Report submitted by 25 of each month	12 x Deviations (SCM Regulations section 36) report prepared and submitted to OMC by the 30th of June 2014	Monthly	3 x Deviations (SCM Regulations section 36) report prepared and submitted to OMC	3 x Deviations (SCM Regulations section 36) report prepared and submitted to OMC	3 x Deviations (SCM Regulations section 36) report prepared and submitted to OMC	3 x Deviations (SCM Regulations section 36) report prepared and submitted to OMC
Municipal Financial Viability	Supply Chain Management		Monthly Reports	Date Implementation of Supply Chain Management policy report submitted to SMC	SCM 05	Report approved by SMC on 30/07/2012	Implementation of Supply Chain Management policy report submitted to SMC by the 30th of July 2013	30th of July 2013	Implementation of Supply Chain Management policy report submitted to SMC by the 30th of July 2013	N/A	N/A	N/A

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

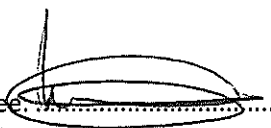
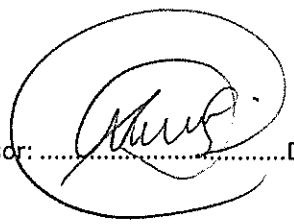
MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (4): Supply Chain Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Financial Viability	Supply Chain Management		Monitoring reports	Number of contract management monthly reports submitted to SMC	SCM 07	Monthly Reports	12 x contract management monthly reports submitted to SMC by the 30th of June 2014	Monthly	3 x contract management monthly reports submitted to SMC	3 x contract management monthly reports submitted to SMC	3 x contract management monthly reports submitted to SMC	3 x contract management monthly reports submitted to SMC
Municipal Financial Viability	Supply Chain Management		Annual Stock taking	Date Annual Report on stock taking submitted to SMC	SCM 08	Annual Stock taking by 15 July 2012	Annual Report on stock taking submitted to SMC by the 15th of July 2013	15th of July 2013	Annual Report on stock taking submitted to SMC by the 15th of July 2013	N/A	N/A	N/A
Municipal Financial Viability	Supply Chain Management		Reports	Number of irregular expenditure quarterly reports produced and submittted to SMC	SCM 08	Irregular Expenditure reports submitted quarterly to SMC in the 12/13 FY	4 x irregular expenditure quarterly reports produced and submitted to SMC by the 30th of June 2014	Quarterly	1 x irregular expenditure quarterly reports produced and submitted to SMC	1 x irregular expenditure quarterly reports produced and submitted to SMC	1 x irregular expenditure quarterly reports produced and submitted to SMC	1 x irregular expenditure quarterly reports produced and submitted to SMC

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

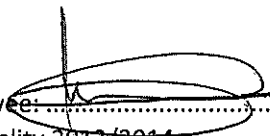

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo					DESIGNATION: Deputy Municipal Manager - Finance (CFO)							
WORKPLAN (4): Supply Chain Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Financial Viability	Assets		Management of municipal assets & Maintenance of fixed asset register	Updated Asset register	TNC	N/A	Physical verification & updates on the asset register completed on the 10th July 2013 & 10th January 2014	10th July & 10th January of every year	Physical verification & updates on the asset register completed on the 10th July 2013	N/A	Physical verification & updates on the asset register completed on the 10th January 2014	N/A
Municipal Financial Viability	Assets		Management of municipal assets & Maintenance of fixed asset register	Up to date insurance monthly premiums	TBC	N/A	Monthly insurance premiums paid before 1st of ensuing month	before 1st of ensuing month	Monthly insurance premiums paid before 1st of ensuing month	Monthly insurance premiums paid before 1st of ensuing month	Monthly insurance premiums paid before 1st of ensuing month	Monthly insurance premiums paid before 1st of ensuing month

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

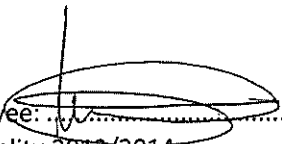

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (5): Performance Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Transformation and Institutional Development	Performance Management	10%	Planning and Agreements	Submission towards Municipal IDP	N/A	N/A	As per internal notification		N/A	N/A	As per internal notification	N/A
				Submission towards Municipal SDBIP	N/A	N/A	As per internal notification		N/A	N/A	N/A	As per internal notification
				Submission of section budgets	N/A	N/A	1-Nov-13		N/A	1-Nov-13	N/A	N/A
				Submission of Signed Performance Agreement	N/A	Performance agreement in place for 12/13 FY	14-Jul-13		14-Jul-13	N/A	N/A	N/A
Municipal Transformation and Institutional Development	Performance Management		Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	N/A	Monthly		Monthly	Monthly	Monthly	Monthly
				Submission of monthly Reports for OMC/SMC	N/A	N/A	Monthly (OMC/SMC) as per stipulated deadlines		Monthly (OMC/SMC)	Monthly (OMC/SMC)	Monthly (OMC/SMC)	Monthly (OMC/SMC)
				Submission of SDBIP/ Operational Plan, MTAS performance targets for monthly and quarterly reports	N/A	N/A	Monthly (OMC/SMC) as per stipulated deadlines		Monthly (OMC/SMC)	Monthly (OMC/SMC)	Monthly (OMC/SMC)	Monthly (OMC/SMC)

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo				DESIGNATION: Deputy Municipal Manager - Finance (CFO)								
WORKPLAN (5): Performance Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Transformation and Institutional Development	Performance Management		Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	N/A	Annually as per stipulated deadlines		Annually	N/A	N/A	N/A
Municipal Transformation and Institutional Development	Performance Management		Assessments	Assessment meetings register & Assessment Forms	N/A		End Oct '13		N/A	End Oct '13	N/A	N/A
					N/A		End Jan '14		N/A	N/A	End Jan '14	N/A
					N/A		End April '14		N/A	N/A	N/A	End April '14
					N/A		End July '14		N/A	N/A	N/A	N/A
					N/A		End July '14		N/A	N/A	N/A	N/A
			AG Queries	Response to AG queries	N/A	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

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY												
NAME: Mrs N.M Ngcobo					DESIGNATION: Deputy Municipal Manager - Finance (CFO)							
WORKPLAN (5): Performance Management												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Transformation and Institutional Development	Performance Management		Grant Funding	Expenditure of grant funding	N/A	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
Municipal Financial Viability & Management	Institutional Development and Organisation Transformation		Budgeting and Expenditure Monitoring	Monthly Report with explanations for budget overruns & under expenditure	TBC	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

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013
Msunduzi Municipality 2013/2014