



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mrs Nelisiwe Ngcobo (Full Name)

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



AND

Ms Lynette Ida Mosa Molapo (Full Name)

As the *GM: Corporate Services (Jobholder)*

PERIOD OF AGREEMENT: 01 July 2019 to 30 June 2020

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

Signatures: Employee:  Date: 12/06/2019 Supervisor:  Date: 12/06/2019

WITHOUT PREJUDICE



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 2019 to 30 June 2020**.
- 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	:	General Manager: Corporate Services

Signatures: Employee: Date: 12/ 06 / 2019

Supervisor: Date: 12/ 06 / 2019



4. JOB PURPOSE

The purpose of the GM: Corporate Services' job should be in line with the Municipality's priorities as identified in the 2019– 2020 Service Delivery Budget and Implementation Plan. The purpose of the GM: Corporate Services is to assist the City 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 GM: Corporate Services and has the responsibility for Corporate Services. The incumbent will provide continuous Management and other relevant information to the City Manager in the Municipality's delivery of services.

5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ 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: 12/06/2019 Supervisor: Date: 12/06/2019



In turn the supervisor shall:

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

7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK

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

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

NB: KPA)s should preferably not exceed five (5).

Key Performance Areas (KPA)s	Weight
1. WORKPLAN 1: LEGAL SERVICES	20%
2. WORKPLAN 2: SECRETARIAT & AUXILLIARY SERVICES	20%
3. WORKPLAN 3: HR & REGULATED PERFORMANCE INDICATORS	20%
4. WORKPLAN 4: ICT	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
TOTAL	100%

NOTE: WEIGHTING OF KPA)s MUST TOTAL 100%

Signatures: Employee: Date: 12/ 06 / 2019

Supervisor: Date: 12/ 06 / 2019



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

7.4

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

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

Signatures: Employee: Date: 12/ 06 / 2019

Supervisor: Date: 12/ 06 / 2019



8. PERFORMANCE ASSESSMENT

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

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

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

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

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

9. FEEDBACK

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

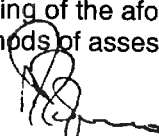

10. DEVELOPMENTAL REQUIREMENTS

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

11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

ANNUAL PERFORMANCE ASSESSMENT 2018/2019	AUGUST/SEPTEMBER 2019
QUARTER 1 – 2019/2020 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2019
QUARTER 2 – 2019/2020 FINANCIAL YEAR	FEBRUARY 2020
QUARTER 3 – 2019/2020 FINANCIAL YEAR (ORAL)	APRIL/MAY 2020

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/ 06 / 2019 Supervisor:  Date: 12/ 06 / 2019



12. DISPUTE RESOLUTIONS

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

13. AMENDMENT OF AGREEMENT

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

- 14. The following are annexures of this individual annual performance agreement for the 2019/20 financial year:

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

15. SIGNATURES OF PARTIES TO THE AGREEMENT

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

Name of Jobholder: LYNETTE IDA MOSA MOKAPO

Signature: Date: 12/06/2019

AND

Name of Supervisor: N. Ngwenya

Signature: Date: 12/06/2019

Signatures: Employee: Date: 12/06/2019

Supervisor: Date: 12/06/2019



ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee: Date: 12/ 06 / 2019 Supervisor: Date: 12/ 06 / 2019



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

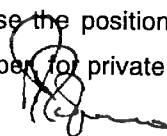
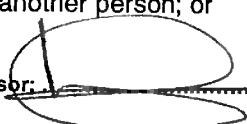
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (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: 12/06/2019 Supervisor:  Date: 12/06/2019



(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

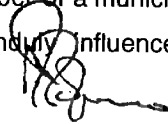
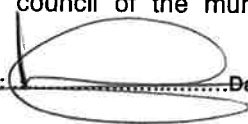
(d) declared to be privileged, confidential or secret in terms of any law.

(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: 12/06/2019 Supervisor:  Date: 12/06/2019



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

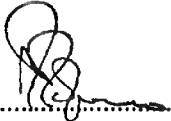
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

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/ 06 / 2019 Supervisor:  Date: 12/ 06 / 2019



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/ 06 / 2019 Supervisor:  Date: 12/ 06 / 2019



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee: Date: 12/06/2019

Supervisor: Date: 12/06/2019



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) **Molapo LIM** of **20 Howick Road, Wembley Pietermaritzburg, 3201** (Postal address) **20 Howick Road, Wembley Pietermaritzburg, 3201** (Residential address) employed as **General Manager : Corporate Services** at **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
100	BEE	Not Trading	Yebo Yethu Vodacom
56	BEE	R400/Share	Sasol Inzalo
2000	BEE	Not Trading	Phuthuma Nathi MTN
300	Endowment	R54/Share	Sanlam
14	BEE	R200/Share	Asongwe MTN

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
Brainwave Project 1297 CC T/A The Grace Guest House	Accommodation	± R5000.00

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

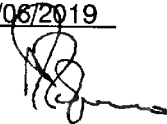
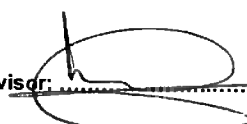
See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
SA Council for Planners	Member	Nil
Umshwathi Audit Committee	Member	Nil

Council sanction confirmed:

Signature of Mayor: _____

Date: 12/06/2019

Signatures: Employee:  Date: 12/06/2019 Supervisor:  Date: 12/06/2019



4. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship

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

See information sheet: Note (6)

Description	Value	Source

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
22 Howick Road, Wembley	1 500m2	Pietermaritzburg	R2M
20 Howick Road, Wembley	1 300m2	Pietermaritzburg	R1.5M

SIGNATURE OF EMPLOYEE: _____

DATE: 12/06/2019

PLACE : Pietermaritzburg

Signatures: Employee: Date: 12/ 06 / 2019 Supervisor: Date: 12/ 06 / 2019



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 : ~~YES~~ **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: ZODWA Khumalo (Block letters)

Designation (rank): HR MANAGER Ex Officio Republic of South Africa

Street address of institution: 341 Church Street

Pietermaritzburg

Date: 7/8/2019

Place: Pietermaritzburg.

CONTENTS NOTED: **MAYOR**

DATE: 12.06.2019

CERTIFIED A TRUE COPY OF THE ORIGINAL DOCUMENT

ZODWA KHUMALO

COMMISSIONER OF OATHS EX OFFICIO
HR SUPPORT SERVICES MANAGER
MSUNDUZI MUNICIPALITY, PMBURG

DATE : 7/8/2019

Signatures: Employee:

Date: 12/06/2019

Supervisor:

Date: 12/06/2019



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: 12/06/2019 Supervisor:  Date: 12/06/2019



consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

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

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

NOTE 7: Land and Property

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

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

Signatures: Employee: Date: 12/06/2019

Supervisor: Date: 12/06/2019



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mrs Nelisiwe Ngcobo (Full Name)

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

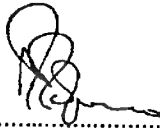

AND

Ms Lynette Ida Mosa Molapo (Full Name)

As the *GM: Corporate Services (Jobholder)*

PERIOD OF AGREEMENT: 01 July 2019 to 30 June 2020

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

Signatures: Employee:  Date: 12/06/2019 Supervisor:  Date: 12/06/2019



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	Ms LYNETTE IDA MOSA MOLAPO
JOB TITLE:	DEPUTY MUNICIPAL MANAGER
SUPERVISOR	CITY MANAGER
UNIT	CORPORATE SERVICES
COMPONENT:	CORPORATE 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 CMC'S

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


All

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

N/A

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

N/A

Signatures: Employee:  Date: 12/06/2019 Supervisor:  Date: 12/06/2019



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

6. Actions/Training interventions to address future progression

Official is currently registered for a PHD in Planning with the University of KZN (UKZN)

7. Comments/Remarks of the Incumbent


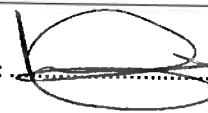
Time to pursue the PHD will be appreciated in line with the Municipality's applicable Policies including any other support.

8. Comments/Remarks of the supervisor

Priority should be given to the following KPA Review of program maintenance and putting measures to reduce vacancy rate & finalising job evaluation

IMPACT ASSESSMENT

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

Signatures: Employee:  Date: 12/06/2019 Supervisor:  Date: 12/06/2019



AGREED UPON:

Signature:

Supervisor:

M. M. M. M. M.

Date:

12/06/2019

Signature:

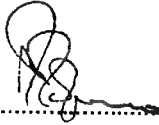
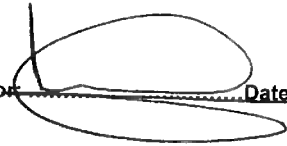
Incumbent:

L I M Molapo

Date:

12/06/2019

Date of next review: _____

Signatures: Employee:  Date: 12/06/2019 Supervisor:  Date: 12/06/2019



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



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

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


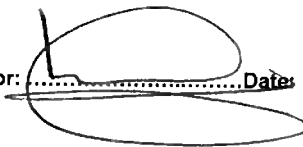
Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)

EMPLOYEE: Lynette Ida Mosa Molapo

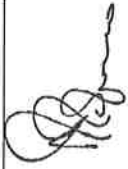
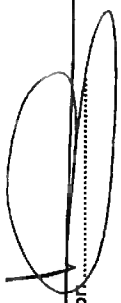
DATE: 12/06/2019

SUPERVISOR:

DATE: 12/06/2019

Signatures: Employee:  Date: 12/06/2019 Supervisor:  Date: 12/06/2019

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	LGL01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	GOVERNANCE	BYLAWS REVIEW	30 bylaws reviewed as at end 18/19 FY	1 X SPECIFIED BYLAWS SUBMITTED TO SMC for approval and onward transmission to Full Council (Rules of Order Bylaws) by the 30th of June 2020	Date SPECIFIED BYLAWS SUBMITTED TO SMC for approval and onward transmission to Full Council (Rules of Order Bylaws) by 30 June 2020	N/A	N/A	N/A	1 X SPECIFIED BYLAWS SUBMITTED TO SMC for approval and onward transmission to Full Council (Rules of Order Bylaws) by the 30th of June 2020
F	F1	LGL02	NKPA 6- CROSS CUTTING	GOVERNANCE	BYLAWS REVIEW	30 bylaws reviewed as at end 18/19 FY	1 X SPECIFIED BYLAWS SUBMITTED TO SMC for approval and onward transmission to Full Council (SPLUMA) by the 30th of June 2020	Date SPECIFIED BYLAWS SUBMITTED TO SMC for approval and onward transmission to Full Council (SPLUMA)	N/A	N/A	N/A	1 X SPECIFIED BYLAWS SUBMITTED TO SMC for approval and onward transmission to Full Council (SPLUMA) by the 30th of June 2020
A	A2	LGL03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	LITIGATION	CIVIL LITIGATION	100% Provision of legal representation in all civil matters as at end 18/19 FY	100% Provision of legal representation(notices of application and summons) in all civil matters as and when required by the 30th of June 2020	% of legal representation(notices of application and summons) provided in all civil matters as and when required	100% Provision of legal representation(notices of application and summons) in all civil matters as and when required by the 31st of September 2019	100% Provision of legal representation(notices of application and summons) in all civil matters as and when required by the 31st of December 2019.	100% Provision of legal representation(notices of application and summons) in all civil matters as and when required by the 31st of March 2020	100% Provision of legal representation(notices of application and summons) in all civil matters as and when required by the 30th June 2020
A	A2	LGL04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	LEGAL REPRESENTATION	LEGAL ADVICE	80% legal briefs dealt with by Legal Services within 10 working days of request and on receipt of all applicable information, save for complex matters where extensive legal research is required and/or Senior Counsel is involved as at end 18/19 FY	100 % legal briefs dealt with by Legal Services within 10 working in accordance with the approved legal briefing procedure by the 30th of June 2020	% of legal briefs dealt with by Legal Services within 10 working in accordance with the approved legal briefing procedure	100 % legal briefs dealt with by Legal Services within 10 working in accordance with the approved legal briefing procedure by the 30th of September 2019	100 % legal briefs dealt with by Legal Services within 10 working in accordance with the approved legal briefing procedure by the 31st of December 2019	100 % legal briefs dealt with by Legal Services within 10 working in accordance with the approved legal briefing procedure by the 31st of March 2020	100 % legal briefs dealt with by Legal Services within 10 working in accordance with the approved legal briefing procedure by the 30th of June 2020

Signatures: Employee:  Date: 12/06/2019
 Supervisor:  Date: 12/06/2019
 Msunduzi Municipality 2019/2020

MSUNDUZI MUNICIPALITY

DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES

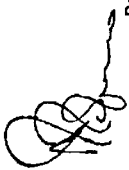
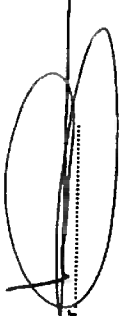
WEIGHT (%): 20%

NAME: MS MOSA MOLAPO
WORKPLAN 1: LEGAL SERVICES

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	LGL05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	LEGAL REPRESENTATI ON	CONTRACTS	80% of all Contracts requiring Legal drafting and/or inputs dealt with within 15 working days after the receipt of brief and all applicable information required by Legal Services as at end 18/19 FY	100% of all Contracts requiring Legal drafting and/or inputs dealt with within 15 working days after the receipt of brief and all applicable information required by Legal Services by the 30th of June 2020	% of all Contracts requiring Legal drafting and/or inputs dealt with within 15 working days after the receipt of brief and all applicable information required by Legal Services	100% of all Contracts requiring Legal drafting and/or inputs dealt with within 15 working days after the receipt of brief and all applicable information required by Legal Services by the 30th of September 2019	100% of all Contracts requiring Legal drafting and/or inputs dealt with within 15 working days after the receipt of brief and all applicable information required by Legal Services by the 31st December 2019	100% of all Contracts requiring Legal drafting and/or inputs dealt with within 15 working days after the receipt of brief and all applicable information required by Legal Services by the 31st of March 2020	100% of all Contracts requiring Legal drafting and/or inputs dealt with within 15 working days after the receipt of brief and all applicable information required by Legal Services by the 30th of June 2020
A	A2	LGL06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	LEGAL REPRESENTATI ON	POLICY INPUT	75% provision of legal inputs into polices finalized within 15 working days of receipt and all additional information requested by Legal Services as at end 18/19 FY	100% provision of legal inputs into polices finalized within 15 working days of receipt and all additional information requested by Legal Services by the 30th of June 2020	% provision of legal inputs into polices finalized within 15 working days of receipt and all additional information requested by Legal Services	100% provision of legal inputs into polices finalized within 15 working days of receipt and all additional information requested by Legal Services by the 30th of September 2019	100% provision of legal inputs into polices finalized within 15 working days of receipt and all additional information requested by Legal Services by the 31st December 2019	100% provision of legal inputs into polices finalized within 15 working days of receipt and all additional information requested by Legal Services by the 31st of March 2020	100% provision of legal inputs into polices finalized within 15 working days of receipt and all additional information requested by Legal Services by the 30th of June 2020
A	A2	LGL07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	LEGAL REPRESENTATI ON	CRIMINAL LITIGATION	100% Provision of legal representation in Criminal Prosecutions relating to law enforcement as at end 18/19 FY	100% Provision of legal representation in Criminal Prosecutions relating to law enforcement by the 30th of June 2020	% Provision of legal representation in Criminal Prosecutions relating to law enforcement	100% Provision of legal representation in all criminal and civil matters by the 30th of September 2019	100% Provision of legal representation in all criminal and civil matters by the 31st December 2019	100% Provision of legal representation in all criminal and civil matters by the 31st of March 2020	100% Provision of legal representation in all criminal and civil matters by the 30th of June 2020
A	A2	LGL08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	LEGAL REPRESENTATI ON	CRIMINAL LITIGATION	100% consideration and evaluation of the summonses provided by Peace officers as at end 18/19 FY	100% consideration and evaluation of the summonses provided by Peace officers by the 30th of June 2020	% consideration and evaluation of the summonses provided by Peace officers	100% consideration and evaluation of the summonses provided by the Peace Officers by the 30th of September 2019	100% consideration and evaluation of the summonses provided by the Peace Officers by the 31st December 2019	100% consideration and evaluation of the summonses provided by the Peace Officers by the 31st of March 2020	100% consideration and evaluation of the summonses provided by the Peace Officers by the 30th of June 2020

Signatures: Employee: Date: 12/06/2019
Supervisor: Date: 12/06/2019 Msunduzi Municipality 2019/2020

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E1	SAS 01	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Minute Taking in Meetings	The minutes of Council and Council committee meetings are not compiled in seven working days at all times.	All minutes of Full Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of June 2020	Turnaround time of All minutes of Full Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of September 2019	All minutes of Full Council and Council committee meetings compiled within seven (7) working days after the meetings by the 31st of December 2019	All minutes of Full Council and Council committee meetings compiled within seven (7) working days after the meetings by the 31st of March 2020	All minutes of Full Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of June 2020	
E	E1	SAS 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Making public Council and Committee	Weekly schedules of all Meetings of Council Committees are published in Corporate Communication	44 x weekly schedules of Portfolio Committee and other committee meetings prepared and published in Corporate Communication every Friday by the 30th of June 2020	Number of weekly schedules of Portfolio Committee and other committee meetings prepared and published in Corporate Communication every Friday	11 x weekly schedules of Portfolio Committee and other committee meetings prepared and published in Corporate Communication every Friday by the 30th of September 2019	21 x weekly schedules of Portfolio Committee and other committee meetings prepared and published in Corporate Communication every Friday by the 31st of December 2019	31 x weekly schedules of Portfolio Committee and other committee meetings prepared and published in Corporate Communication every Friday by the 31st of March 2020	44 x weekly schedules of Portfolio Committee and other committee meetings prepared and published in Corporate Communication every Friday by the 30th of June 2020
E	E1	SAS 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Making public Council and Committee	Weekly & Monthly calendars published on corporate communications	12 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every week of every month by the 30th of June 2020	Number of monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every week of every month by the last week of every month	3 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every week of every month by the 30th of September 2019	6 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every week of every month by the 31st of December 2019	9 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every week of every month by the 31st of March 2020	12 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every week of every month by the 30th of June 2020
E	E1	SAS 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	IMPROVING CORPORATE SERVICE COMPLIANCE AND RISK REDUCTION	Printing of documents	Documents submitted for printing are printed within 2 days of requests	All document requests printed within 2 days of receipt of the request	Turnaround time for All document requests printed within 2 days of receipt of the request	All document requests printed within 2 days of receipt of the request by the 30th of September 2019	All document requests printed within 2 days of receipt of the request by the 31st of December 2019	All document requests printed within 2 days of receipt of the request by the 31st of March 2020	All document requests printed within 2 days of receipt of the request by the 30th of June 2020
E	E1	SAS 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	IMPROVING CORPORATE SERVICE COMPLIANCE AND RISK REDUCTION	Resolution Tracking	N/A	2 x Bi-Annual Reports on the Implementation of EXCO & Full Council Resolution prepared & submitted to SMC for onward transmission to Full council by the 30th of June 2020	Number of Quarterly Reports on the Implementation of EXCO & Full Council Resolution prepared & submitted to SMC for onward transmission to Full council	N/A	1 x Bi-Annual Reports on the implementation of EXCO & Full Council Resolution prepared & submitted to SMC for onward transmission to Full council 31st of December 2019	N/A	2 x Bi-Annual Reports on the implementation of EXCO & Full Council Resolution prepared & submitted to SMC for onward transmission to Full council by the 30th of June 2020

Signatures: Employee:  Date: 12/06/2019
 Supervisor:  Date: 12/06/2019
 Meanduzi Municipality 2019/2020


MSUNDUZI MUNICIPALITY

DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES

WEIGHT (%): 20%

NAME: MS MOSA MOLAPO
 WORKPLAN 2: SECRETARIAT & AUXILIARY SERVICES

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E1	SAS 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	IMPROVING CORPORATE SERVICE COMPLIANCE AND RISK REDUCTION	Letter and Memo Template	N/A	1 x Standardized Report Template for Letter and Memo writing in Msunduzi Municipality developed and submitted to SMC by the 31st of October 2019	Date Standardized Report Template for Letter and Memo writing in Msunduzi Municipality developed and submitted to SMC	N/A	1 x Standardized Report Template for Letter and Memo writing in Msunduzi Municipality developed and submitted to SMC by the 31st of October 2019	N/A	N/A


 Date: 12/06/2019 Msunduzi Municipality 2019/2020

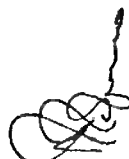
Signatures: Employee: Date: 12/06/2019 Supervisor:
 Date: 12/06/2019 Msunduzi Municipality 2019/2020

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	HR 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace Skills plan	Coordination of Drafting & Approval of Organizational Workplace Skills Plan 20/21	Approval of 1 Workplace Skills Plan 18/19 by 30 April 2018	1 x Report on the Workplace Skills Plan 20/21, prepared and submitted to LGSETA by the 31st of May 2020	Date Report on the Workplace Skills Plan 20/21, prepared and submitted to LGSETA	N/A	N/A	N/A	1 x Report on the Workplace Skills Plan 20/21, prepared and submitted to LGSETA by the 31st of May 2020
A	A2	HR 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace Skills plan	Implementation of Workplace Skills Plan 19/20 – Employees per BU	581 employees trained in 17/18	Facilitate the training of 825 employees by Accredited training providers according to PDPs received from Business Units and in accordance to the approved 19/20 Workplace Skills Plan by the 30th of June 2020	Number of training providers Appointed	Appointment of Service Providers to implement training by the 30th of September 2019	Facilitation of the training of employees by accredited training providers based on training needs from PDP's by the 31st of December 2019	Facilitation of the training of employees by accredited training providers based on training needs from PDP's by the 31st of March 2020	Facilitate the training of 825 employees by Accredited training providers according to PDPs received from Business Units and in accordance to the approved 19/20 Workplace Skills Plan by the 30th of June 2020
A	A2	HR 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Employee Study Assistance Programme	Awarding of Study Assistance Bursaries to employees	41 Bursaries awarded in 2018 /2019	35 x of all level employees awarded Bursaries in the 19/20 FY by the 30th of June 2020	Number of all level employees awarded Bursaries in the 19/20 FY	Identification of Study Assistance Needs of the Various Units completed by the 30th of September 2019	Selection and approval of in-house bursaries completed by the 31st of December 2019	Register students with Educational Institutions completed by the 31st of March 2020	35 x of all level employees awarded Bursaries in the 19/20 FY by the 30th of June 2020
E	E3	HR 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	External Bursaries Programme	Awarding of external bursaries	11 X external bursaries awarded 2015/2016	12 x External bursaries awarded in the 19/20 FY by the 30th of June 2020	Number of External bursaries awarded in the 19/20 FY	Identification of External Bursary Needs of the Municipality by the 30th of September 2019	Selection and approval of external bursaries completed by the 31st of December 2019	Registration with Educational Institutions completed by the 31st of March 2020	12 x External bursaries awarded in the 19/20 FY by the 30th of June 2020
E	E3	HR 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internship Programme	Appointment & Placement of Interns Organizational and per BU	114 X Interns appointed in 2018/2019	110 x Interns requested by Business Units Organizational and facilitated Human resources by the 19/20 FY by the 31st of January 2020	Number of interns appointed by BU Organizational in the 19/20 FY	Compile report requesting approval to advertise and submit this to SMC by the 30th of September 2019	Conduct Interviews. & complete Implementation Report requesting SMC approval by the 31st of December 2019	110 x Interns requested by Business Units Organizational and facilitated Human resources by the 19/20 FY by the 31st of January 2020	N/A

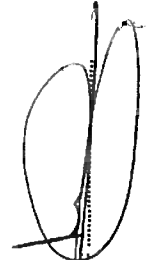


 Signatures: Employee: Date: 12/06/2019
 Supervisor: Date: 12/06/2019


MSUNDUZI MUNICIPALITY												
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES												
WEIGHT (%): 20%												
NAME: MS MOSA MOLAPO												
WORKPLAN 3: HUMAN RESOURCES & REGULATED PERFORMANCE INDICATORS												
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E3	HR 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Learnership Programme	Implementation of Learnerships	2 Learnerships Implemented in 2018/2019	2 x Learnerships Implemented as per LGSETA Sector Plan in the 19/20 FY by the 30th of June 2020	Number of Learnerships Implemented as per the 19/20 FY	Evaluation of the submitted tenders and Compile Evaluation Report to Bid Evaluation Committee by the 30th of September 2019	Appointment of Suitable Service Provider by the 31st of December 2019	Learnership Induction and commencement of classes by the 31st of March 2020	2 x Learnerships implemented as per LGSETA Sector Plan in the 19/20 FY by the 30th of June 2020
A	A2	HR 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Municipal Finance Management Programme	Implementation of Municipal Finance Management Programme	1 x MFMA programme Implemented in 2014/2015	1 x Municipal Finance Management Programme Facilitated by Accredited Service provider by the 31st of March 2020	Date Municipal Finance Management Programme Facilitated by Accredited Service provider	Programme Induction and commencement of classes by the 31st of July 2019	Completion of MFMA programme by the 31st of December 2019	1 x Municipal Finance Management Programme Facilitated by Accredited Service provider by the 31 March 2020	N/A
A	A2	HR 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Capacity Building: Legal Compliance for safe working environment	Nil	6 x Institutional Occupational Health and Safety Compliance Presentations facilitated for prioritized Business Unit Branch meetings by the 31st of May 2020	Number of Institutional Occupational Health and Safety Compliance Presentations facilitated for prioritized Business Unit Branch meetings	2 x Institutional Occupational Health and Safety Compliance Presentations for Business Unit Branch meetings by the 30th of September 2019	3 x Institutional Occupational Health and Safety Compliance Presentations facilitated for Business Unit Branch meetings by the 30th of November 2019	5 x Institutional Occupational Health and Safety Compliance Presentations facilitated for Business Unit Branch meetings by the 31st of March 2020	6 x Institutional Occupational Health and Safety Compliance Presentations facilitated for prioritized Business Unit Branch meetings by the 31st of May 2020
A	A2	HR 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Employee Wellness Programme	2 x Employee wellness events in 18/19	2 x Employee Wellness Events (health investigation / assessments) facilitated by the 31st of May 2020	Number of Employee Wellness Events (health investigation / assessments) facilitated	N/A	1 x Employee Wellness Events (health investigation / assessments) facilitated by the 30th of November 2019	N/A	2 x Employee Wellness Events (health investigation / assessments) facilitated by the 31st of May 2020
A	A2	HR 10	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Employee Satisfaction Survey	N/A	1 x report on the Msunduzi Employee Satisfaction Survey submitted to SMC for onward transmission to Full Council by the 30th of June 2020	Date report on the Msunduzi Employee Satisfaction Survey submitted to SMC	Msunduzi employee satisfaction survey questionnaire developed and submitted to SMC by the 30th of September 2019	1 x Preliminary findings report on the Msunduzi Employee Satisfaction Survey submitted to SMC by the 29th of February 2020	1 x report on the Msunduzi Employee Satisfaction Survey submitted to SMC for onward transmission to Full Council by the 30th of June 2020	1 x report on the Msunduzi Employee Satisfaction Survey submitted to SMC for onward transmission to Full Council by the 30th of June 2020

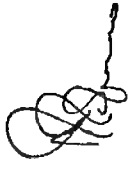


 Signatures: Employee: Date: 12/06/2019 Supervisor: Date: 12/06/2019

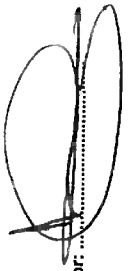


 Date: 12/06/2019 Msunduzi Municipality 2019/2020

MSUNDUZI MUNICIPALITY											
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES											
WEIGHT (%): 20%											
WORKPLAN 3: HUMAN RESOURCES & REGULATED PERFORMANCE INDICATORS											
NAME: MS MOSA MOLAPO											
IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	RPI 01	NKPA 1 - MUNICIPAL ORGANIZATIONAL DEVELOPMENT	Workplace skills development	Budget spent on Work Skills Plan	99% (R10 288 434) spent on WSP in 2014/2015	12 x Reports prepared & submitted to OMC on the budget spent on the implementation of the Workplace Skills Plan in the 19/20 FY by the 30th of June 2020	Number of Reports prepared & submitted to OMC on the budget spent on the implementation of the Workplace Skills Plan in the 19/20 FY	3 x Reports prepared & submitted to OMC on the budget spent on the implementation of the Workplace Skills Plan in the 19/20 FY by the 30th of September 2019	6 x Reports prepared & submitted to OMC on the budget spent on the implementation of the Workplace Skills Plan in the 19/20 FY by the 31st of December 2019	9 x Reports prepared & submitted to OMC on the budget spent on the implementation of the Workplace Skills Plan in the 19/20 FY by the 31st of March 2020	12 x Reports prepared & submitted to OMC on the budget spent on the implementation of the Workplace Skills Plan in the 19/20 FY by the 30th June 2020
A	RPI 02	NKPA 1 - MUNICIPAL ORGANIZATIONAL DEVELOPMENT	Employment and equity	Number of people from employment equity target groups employed in the three highest levels of management	City Manager & GMs filled (3 Females 2 Males) Senior Managers Filled Positions (7 Females (1 Coloured) 13 Males (2 Indian))	3 x Females Targeted as per the employment Equity plan for Senior Managerial Positions advertised at Msunduzi Municipality in the 19/20 FY by the 31st of December 2019	Number of Females Employed	N/A	3 x Females Targeted as per the employment Equity plan for Senior Managerial Positions advertised at Msunduzi Municipality in the 19/20 FY by the 31st of December 2019	N/A	N/A

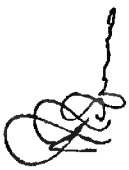


 Signatures: Employee: Date: 12/06/2019 Supervisor:

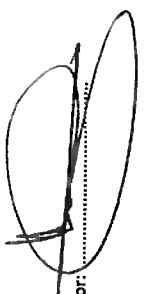


 Date: 12/06/2019 Msunduzi Municipality 2019/2020

MSUNDUZI MUNICIPALITY												
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES												
WEIGHT (%): 20%												
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	ICT01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	FIBRE CONNECTIVITY	TELKOM COPPER DATA LINES REPLACED WITH FIBRE	VARIOUS SITES CONNECTED WITH FIBRE DATA LINES	3 X Sites (Cemetery, Forestry, Galloway) replaced with Fibre Data Line by the 28th of February 2020	Number of Sites (Cemetery, Forestry, Galloway) replaced with Fibre	1 X Sites (Cemetery) replaced with Fibre Data Line by the 30th of September 2019	2 X Sites (Cemetery, Forestry) replaced with Fibre Data Line by the 31st of December 2019	3 X Sites (Cemetery, Forestry, Galloway) replaced with Fibre Data Line by the 28th of February 2020	N/A
A	A1	ICT02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT EQUIPMENT	MKHONDENI UPS (UNINTERRUPTED POWER SUPPLY) UPGRADE	CURRENT UPS NOT MEETING DATACENTRE CAPACITY	NEW UPS CONFIGURED AND CONNECTED at Mkhondeni site by the 31st of January 2020	Date NEW UPS CONFIGURED AND CONNECTED at Mkhondeni site	Develop the Technical Specification for the UPS based at Mkhondeni Site by the 30th of September 2019	Setup, Configure and Test UPS by the 31st of December 2019	NEW UPS CONFIGURED AND CONNECTED at Mkhondeni site by the 31st of January 2020	N/A
A	A1	ICT03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT EQUIPMENT	DATA ARCHIVING STORAGE IMPLEMENTATION & RENTION POLICY DEVELOPMENT	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	100% DATA ARCHIVING STORAGE FULLY IMPLEMENTED for Msunduzi Municipality by the 30th of November 2019	% OF DATA ARCHIVING STORAGE FULLY IMPLEMENTED for Msunduzi Municipality	N/A	100% DATA ARCHIVING STORAGE FULLY IMPLEMENTED for Msunduzi Municipality by the 30th of November 2019	N/A	N/A
A	A1	ICT04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT EQUIPMENT	Computer Purchasing & Deployment	Outdated Computers & Emergency Stock	20 x New Computers Purchased for the 2019/2020 FY by the 31st of October 2019	Number of New Computers Purchased for the 2019/2020 FY	N/A	20 x New Computers Purchased for the 2019/2020 FY by the 31st of October 2019	N/A	N/A
A	A1	ICT05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT Governance	Msunduzi Website Revamp - User Interface & Functionality	Outdated Msunduzi Website	Msunduzi Municipality Website updated and fully functional by the 31st of March 2020	Date Msunduzi Municipality Website User Interface & Functionality updated and fully functional	Consult and Collect User Requirements and needs from all Business Units by the 30th of September 2019	Implement the Intranet Technical Specification Document by the 31st of December 2019	Msunduzi Municipality Website User Interface & Functionality updated by the 31st of March 2020	N/A
A	A1	ICT06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT Governance	Msunduzi Intranet Revamp - User Interface & Functionality	Outdated Msunduzi Intranet	Msunduzi Municipality Intranet User Interface & Functionality updated and Fully functional by the 31st of May 2020	Date Msunduzi Municipality Intranet User Interface & Functionality updated and Fully functional by the 31st of May 2020	N/A	Consult and Collect User Requirements and needs from all business Units by the 31st of December 2019	Translate all User Requirements into Technical Specifications and Develop a Project Plan to Implement the Technical Specification Document by the 31st of March 2020	Msunduzi Municipality Intranet User Interface & Functionality updated and Fully functional by the 31st of May 2020



 Signatures: Employee: Date: 12/06/2019

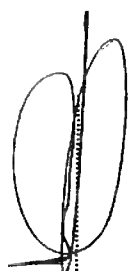


 Date: 12/06/2019 Maunduzi Municipality 2019/2020

MSUNDUZI MUNICIPALITY												
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES												
WEIGHT (%): 20%												
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	ICT07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT Governance	Disaster Recovery Plan	OUTDATED DISASTER RECOVERY PLAN	Misunduzi Municipality ICT Disaster Recovery Plan developed and submitted to SMC in the 19/20 FY by the 30th September 2019	Date Misunduzi Municipality ICT Disaster Recovery Plan developed and submitted to SMC in the 19/20 FY	Misunduzi Municipality ICT Disaster Recovery Plan developed and submitted to SMC in the 19/20 FY by the 30th September 2019		N/A	N/A
A	A1	ICT08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT Governance	Establishment of the ICT Steering Committee	Non-Functioning ICT Steering Committee	2 x ICT Steering Committee meetings Facilitated in the 19/20 FY by the 31st of March 2020	Number of ICT Steering Committee meetings Facilitated in the 19/20 FY	Appointment Of ICT Steering Committee Members by the 30th of September 2019	1 x ICT Steering Committee meetings held by the 30th November 2019	2 x ICT Steering Committee meetings Facilitated in the 19/20 FY by the 31st of March 2020	
A	A1	ICT09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT EQUIPMENT	ICT RETENTION POLICY DEVELOPMENT	NIL	Misunduzi Municipality ICT RETENTION POLICY DEVELOPED & SUBMITTED TO SMC For onwards transmission to Full Council for approval by the 30th of November 2019	Date Misunduzi Municipality ICT RETENTION POLICY DEVELOPED & SUBMITTED TO SMC For onwards transmission to Full Council for approval	Draft RETENTION POLICY DEVELOPED & SUBMITTED to Organisational Development unit by the 30th of September 2019	Misunduzi Municipality ICT RETENTION POLICY DEVELOPED & SUBMITTED TO SMC For onwards transmission to Full Council for approval by the 30th of November 2019	N/A	N/A



 Signatures: Employee: Date: 12/06/2019 Maunduzi Municipality 2019/2020



 Date: 12/06/2019 Supervisor:

MSUNDUZI MUNICIPALITY

DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES

WEIGHT (%): 20%

NAME: MS MOSA MOLAPO

WORKPLAN 5: PERFORMANCE MANAGEMENT

INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards Development of the Municipal IDP	N/A	As per internal notification	N/A	N/A	N/A	As per internal notification	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards the Development of the Municipal SDBIP 20/21 FY	N/A	As per internal notification	N/A	N/A	N/A	N/A	As per internal notification
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	As per internal notification	N/A	N/A	As per internal notification	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement	Performance agreement in place for 19/20 FY	12-Jun-19	N/A	12-Jul-19	N/A	28-Feb-20	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	Monthly	N/A	Monthly	Monthly	Monthly	Monthly
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly section/unit Reports to OMC	N/A	Monthly (OMC) as per stipulated deadlines	N/A	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of SDBIP/ Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines	N/A	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)

Signatures: Employee: Date: 12/06/2019 Supervisor:

MSUNDUZI MUNICIPALITY


DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES

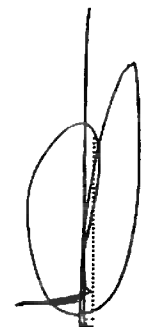
NAME: MS MOSA MOLAPO

WORKPLAN 5: PERFORMANCE MANAGEMENT

WEIGHT (%): 20%

A	A3	2 - BACK TO BASICS	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	N/A	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Legislative Compliance Checklist monthly reports to OMC	Monthly	N/A	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards MFMA Schedule of deadlines Monthly Reporting template	Submission towards MFMA Schedule of deadlines Monthly Reporting template	N/A	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	N/A	Annually	N/A	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	N/A	Annual Assessment 18/19 FY End SEPT '19	N/A	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	N/A	Q1 Assessment 19/20 FY End Dec '19	N/A	End Dec '19	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	N/A	Q2 Assessment 19/20 FY End Feb '20	N/A	End Feb '20	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	N/A	Q3 Assessment 19/20 FY End May '20	N/A	N/A	N/A	End May '20





Signatures: Employee: Date: 12/06/2019
 Date: 12/06/2019 Msunduzi Municipality 2019/2020

Supervisor: Date: 12/06/2019

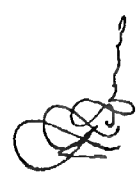
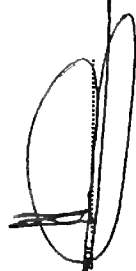
MSUNDUZI MUNICIPALITY

DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES

WEIGHT (%): 20%

NAME: MS MOSA MOLAFO
WORKPLAN 5: PERFORMANCE MANAGEMENT

A	D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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
D	D3	4 - FINANCIAL SUSTAINABILITY	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
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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
A	A2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	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
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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

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Supervisor: Date: 12/06/2019 Msunduzi Municipality 2019/2020


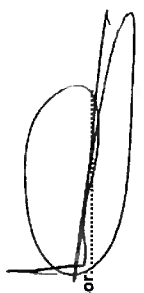
MSUNDUZI MUNICIPALITY

DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES

WEIGHT (%): 20%

NAME: MS MOSA MOLAPO
WORKPLAN 5: PERFORMANCE MANAGEMENT

A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	EPWP Business Plan	N/A	100% implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes	100% implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes	100% implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes	100% implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes	100% implementation of all actions contained in the approved Msunduzi EPWP Business Plan as per stipulated timeframes
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	N/A	N/A	100% Monitoring and Mentoring of Interns as per approved Internship Policy	100% Monitoring and Mentoring of Interns as per approved Internship Policy	100% Monitoring and Mentoring of Interns as per approved Internship Policy	100% Monitoring and Mentoring of Interns as per approved Internship Policy	100% Monitoring and Mentoring of Interns as per approved Internship Policy

Signatures: Employee: Date: 12/06/2019
Supervisor: Date: 12/06/2019