



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Sizwe Hadebe (Full Name)

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

AND

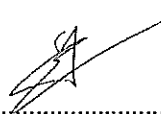
Dr Raymond Mfankhona Ngcobo (Full Name)

As the GM: Sustainable Development & City Enterprise (Jobholder)

PERIOD OF AGREEMENT: 1 July 2016 to 30 June 2017

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016

* NO ASSESSMENT TO TAKE PLACE SUBJECT TO ALLOCATION BEING COMPLETED
AND THE REVIEW OF THE APPROVED SDBIP AND OP 16/17 AND
PERFORMANCE AGREEMENT 16/17.



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

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

2. VALIDITY OF THE AGREEMENT

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

3. JOB DETAILS

Employee Number : 0301490

Management level : Level 2

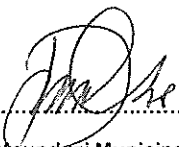
Component : Sustainable Development & City Enterprise

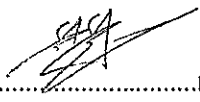
Unit : Sustainable Development & City Enterprise

Location : Head Office – City Hall

Occupational classification : Senior Management (Section 56)

Designation : General Manager: Sustainable Development & City Enterprise

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



4. JOB PURPOSE

The purpose of the GM: Sustainable Development & City Enterprise's job should be in line with the Municipality's priorities as identified in the 2016 – 2017 Service Delivery Budget and Implementation Plan. The purpose of the GM: Sustainable Development & City Enterprise is to assist the City Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Sustainable Development & City Enterprise, 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: Sustainable Development & City Enterprise and has the responsibility for Municipal Sustainable Development & City Enterprise. The incumbent will provide continuous Management and other relevant information to the City Manager in the Municipality's delivery of services.

5. JOB FUNCTIONS

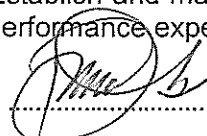
The key functions of the jobholder are to:

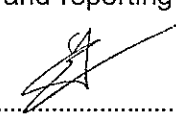
- ⇒ Provide strategic leadership and management in the provision of:
- ⇒ Sustainable Development & City Enterprises and Growth: (SMME, Informal trade, Business attraction, retention, investment and Municipal Enterprises) – Development Management Compliance and Forward Planning. – Real Estate and Housing. – Environmental Management and Land Survey
- ⇒ Provide strategic support to the Municipal Manager
- ⇒ Executing statutory obligations and delegated powers
- ⇒ Effective management of Municipal Enterprises, Tourism, Satellite Markets
- ⇒ Diligent and proper execution of council resolutions
- ⇒ Fulfilling the role of Administrative Head for Development Services
- ⇒ Promoting customer satisfaction in accordance with Batho Pele Principles
- ⇒ Promoting and facilitating appropriate land development

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.

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



- ⇒ 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.

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.

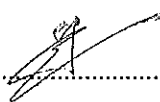
- 7.1 The Key Performance Areas (KPA's) and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPA's 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: LOCAL SUSTAINABLE DEVELOPMENT & CITY ENTERPRISE	20%
2. WORKPLAN 2: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	20%
3. WORKPLAN 3: HUMAN SETTLEMENTS	20%
4. WORKPLAN 4: INFRASTRUCTURE PLANNING AND SURVEY	20%
5. WORKPLAN 5: REGULATED PERFORMANCE INDICATORS	10%
6. WORKPLAN 6: PERFORMANCE MANAGEMENT	10%
TOTAL	100%

NOTE: WEIGHTING OF KPA's MUST TOTAL 100%

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



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

7.4

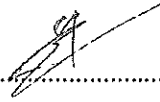
Core Managerial Competencies		Weight
1	Strategic Direction and Leadership	10%
2	People Management	10%
3	Programme and Project Management	10%
4	Financial Management	10%
5	Change Leadership	10%
6	Governance Leadership	10%
7	Moral Competence	10%
8	Planning & Organising	10%
9	Analysis & Innovation	5%
10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

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



8. PERFORMANCE ASSESSMENT

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

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

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

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

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

9. FEEDBACK

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

10. DEVELOPMENTAL REQUIREMENTS

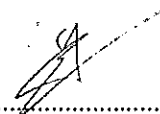
- 10.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

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

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



12. DISPUTE RESOLUTIONS

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

13. AMENDMENT OF AGREEMENT

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

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

ANNEXURE A: CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

ANNEXURE B: FINANCIAL DECLARATION FORM

ANNEXURE C: PERSONAL DEVELOPMENT PLAN

ANNEXURE D: INDIVIDUAL WORKPLAN

15. SIGNATURES OF PARTIES TO THE AGREEMENT

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

Name of Jobholder: *DR. MRB N GOBO*

Signature: *[Signature]* Date: 05 / 07 / 2016

AND

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

Signature: *[Signature]* Date: 05 / 07 / 2016

Signatures: Employee: *[Signature]* Date: 05 / 07 / 2016

Supervisor: *[Signature]* Date: 05 / 07 / 2016

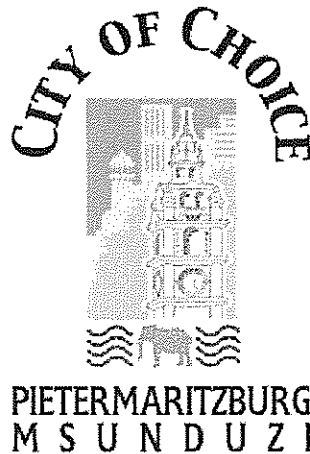


ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee: Date: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

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

2. General conduct

A staff member of a municipality must at all times—

- (a) 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: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



(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: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



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

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

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

8. Rewards, gifts and favours

(1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;

(b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or

(d) doing or not doing anything within that staff member's powers or duties.

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

9. Council property

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

10. Payment of arrears

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

11. Participation in elections

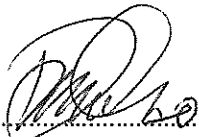
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

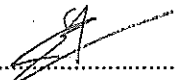
12. Sexual harassment

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

13. Reporting duty of staff members

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



14. Breaches of Code

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

14A. Disciplinary steps

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

(2) Such other disciplinary steps may include—

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

Signatures: Employee: Date: 05 / 07 / 2016

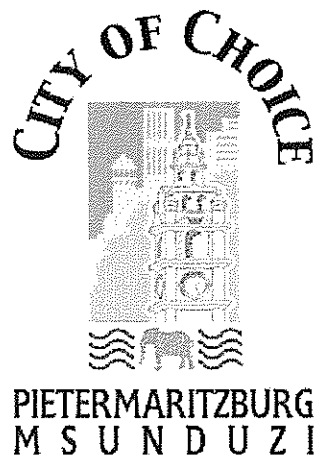
Supervisor: Date: 05 / 07 / 2016



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee: Date: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) MGCOBO of
33 Jan Smuts Avenue; Wiston Park, GILLITTS
3610 (Postal address) and

(Residential address)
 employed as GENERAL MANAGER at the Msunduzi Municipality.
 Municipality hereby certify that the following information is complete and correct to the best of
 my knowledge:

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

See information sheet: Note (1)

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

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
WESCO FABRICS INTERNATIONAL	Sole Proprietor	None
OLYMIC PARK TRADING	X	None
RAYFUZE INVESTMENTS	X	None
DR RAYMOND NGCOBO INDEPENDENT	Close Corporation	None

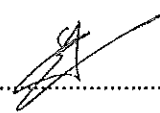
ECONOMIST

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2016/2017 FINANCIAL YEAR



Council sanction confirmed:

Signature of Municipal Manager: [Signature]

Date: 07 / 07 / 2015

4. Consultancies and retainerships

N/A

See information sheet: Note (4)

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

5. Sponsorships

N/A

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

N/A

See information sheet: Note (6)

Description	Value	Source

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
House 976 LINTBB WARD 17		Edendale	R350K
33 JAN SMUTS AVENUE WINSTON PARK		Gill. Hs	R5.6 M

04, OLD TOM MOM'S

Chore Valley R2.6 M

Signatures: Employee: [Signature] Date: 05 / 07 / 2016

Supervisor: [Signature] Date: 05 / 07 / 2016



SIGNATURE OF EMPLOYEE: _____

DATE: 07 / 07 / 2015

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.

YV Mngobele

Commissioner of Oath /Justice of the Peace

Full first names and surname: VUSUMATI TRUMAN (Block letters)

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

Street address of institution: CITY HALL, CHIEF ALBERT LUTHULI AND CHURCH STREETS, PIETERMARITZBURG

Date: 4 July 2016

Place: PIETERMARITZBURG

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

CONTENTS NOTED: MAYOR _____

DATE: _____

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

Supervisor: _____ Date: 05 / 07 / 2016



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

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

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

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

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

NOTE 2: Directorships and partnerships

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

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

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

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

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

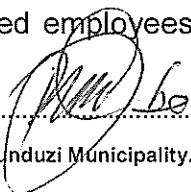
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

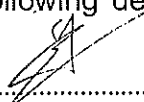
- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

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

NOTE 4: Consultancies and retainerships

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



consultancies and retainerships:

- The nature of the consultancy or 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: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Sizwe Hadebe (Full Name)

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

AND

Dr Raymond Mfankhona Ngcobo (Full Name)

As the *GM Sustainable Development & City Enterprise* (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2016 to 30 June 2017

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

Signatures: Employee: Date: 05 / 07 / 2016

Supervisor: Date: 05 / 07 / 2016



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	RAYMOND NGCOBO
JOB TITLE:	DEPUTY MUNICIPAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISE
SUPERVISOR	CITY MANAGER
UNIT	SUSTAINABLE DEVELOPMENT & CITY ENTERPRISE
COMPONENT:	SUSTAINABLE DEVELOPMENT & CITY ENTERPRISE

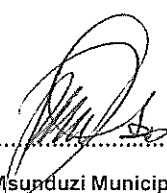
PURPOSE: To enable the Supervisor and the employee to identify skills development requirements and as a result agree on the steps taken to address those developmental gaps

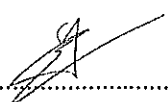
1. What are the competencies required for this job (refer to competency profile of job description)?

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

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

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



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

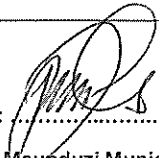
6. Actions/Training interventions to address future progression

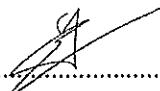
7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



AGREED UPON:

Signature: _____

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

Supervisor: _____

Date: _____

05 / 07 / 2016

Signature: _____

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

Incumbent: _____

Date: _____

05 / 06 / 2016

Date of next review: _____

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

A large, stylized handwritten signature in black ink, written over a horizontal line.

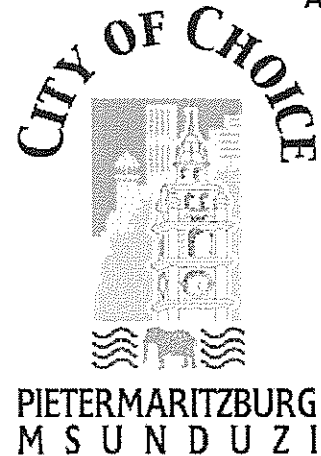
Supervisor: _____ Date: 05 / 07 / 2016

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



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER: 0058246
 SURNAME & INITIALS: NGCOBO R. F
 DESIGNATION: GENERAL MANAGER
 COMPONENT: SUSTAINABLE DEVELOPMENT & CITY
 ENTERPRISE
 UNIT: SUSTAINABLE DEVELOPMENT & CITY
 ENTERPRISE
 MANAGEMENT LEVEL: LEVEL 2
 OCCUPATIONAL CLASSIFICATION: SENIOR MANAGEMENT (SECTION 56)
 LOCATION: HEAD OFFICE – CITY HALL

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

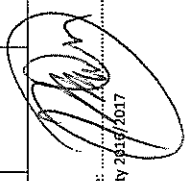
Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)

EMPLOYEE: _____
 DATE: 05 / 07 / 2016
 SUPERVISOR: _____
 DATE: 05 / 07 / 2016

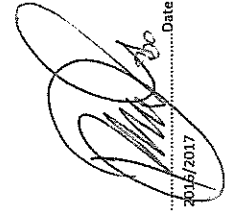
Signatures: Employee: _____ Date: 05 / 07 / 2016
 ©Copyright 2016 Msunduzi Municipality.

Supervisor: _____ Date: 05 / 07 / 2016

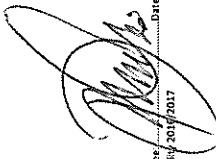
MSUNDUZI MUNICIPALITY													
NAME: DR RAY NGCIBO													
DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES													
WORKPLAN 1: LOCAL ECONOMIC DEVELOPMENT													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	COS REFERENCE	ISDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B2	5 - GROWING THE REGIONAL ECONOMY	LED 01	NKPA 2 - BASIC SERVICE DELIVERY	Pmb Airport	Technology Hub	Council Resolution Site identified	75% Implementation of bulk infrastructure construction for Phase 1 of Techno Hub as per approved construction plan completed by the 30th of June 2017	% Implementation of bulk infrastructure construction for Phase 1 of Techno Hub as per approved construction plan completed	Appointment of contractors; site handover by the 30th of September 2016	75% relocation of pipeline completed; Adjudication of tenders by the 31st of December 2016	30% Installation of infrastructure completed; finalise tenant requirements by the 31st of March 2017	75% Implementation of bulk infrastructure construction for Phase 1 of Techno Hub as per approved construction plan completed by the 30th of June 2017
B	B2	5 - GROWING THE REGIONAL ECONOMY	LED 02	NKPA 2 - BASIC SERVICE DELIVERY	PMB MARKET	Pallet Park	The park design and site	100% Completed Pallet Park construction as per approved construction plan by the 31st of December 2016	% Completed Pallet Park construction as per approved construction plan	20% Construction completed by the 30th of September 2016	100% Completed Pallet Park construction as per approved construction plan by the 31st of December 2016	N/A	N/A
B	B2	5 - GROWING THE REGIONAL ECONOMY	LED 03	NKPA 2 - BASIC SERVICE DELIVERY	PMB MARKET	Erection of internal fencing	Construction of internal fencing	100% construction of the Market internal fencing completed the 31st of December 2016	% construction of the Market internal fencing completed	20% Construction completed by the 30th of September 2016	100% construction of the Market internal fencing completed the 31st of December 2016	N/A	N/A
B	B2	5 - GROWING THE REGIONAL ECONOMY	LED 04	NKPA 2 - BASIC SERVICE DELIVERY	Municipal wide tourism signage	Revamp of tourism signage in the municipality	Old and Insufficient signs	100% Municipal wide tourism signage revamped and installed by the 30th of April 2017	% Municipal wide tourism signage revamped and installed	Appointment of contractors; site handover by the 30th of September 2016	Signs manufacturing by the 31st of December 2016	Signs Installation by the 31st of March 2017	100% Municipal wide tourism signage revamped and installed by the 30th of April 2017
C	C2	5 - GROWING THE REGIONAL ECONOMY	LED 05	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	LED Strategy	Implementation of LED Strategy	1	LED strategy reviewed and submitted to SMC for approval by the 30th of April 2017	Date LED strategy reviewed and submitted to SMC for approval	Review strategy by the 30th of September 2016	Finalise draft revision by the 31st of December 2016	Finalise draft by the 31st of March 2017	LED strategy reviewed and submitted to SMC for approval by the 30th of April 2017
C	C2	5 - GROWING THE REGIONAL ECONOMY	LED 06	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	LED Forum	Hosting LED Forum	4	4 x meetings of the Local Economic Development Forum facilitated by the 30th of June 2017	Number of meetings of the Local Economic Development Forum facilitated by the 30th of June 2017	1 x meetings of the Local Economic Development Forum facilitated by the 30th of September 2016	2 x meetings of the Local Economic Development Forum facilitated by the 31st of December 2016	3 x meetings of the Local Economic Development Forum facilitated by the 31st of March 2017	4 x meetings of the Local Economic Development Forum facilitated by the 30th of June 2017
C	C2	5 - GROWING THE REGIONAL ECONOMY	LED 07	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Training workshops for SMME and Co-ops	Training workshops for SMME and Co-ops	8	6 x training workshops facilitated for SMMEs and informal businesses by the 31st of May 2017	Number of training workshops facilitated for SMMEs and informal businesses	1 x training workshops facilitated for SMMEs and informal businesses by the 30th of September 2016	2 x training workshops facilitated for SMMEs and informal businesses by the 31st of October 2016	5 x training workshops facilitated for SMMEs and informal businesses by the 31st of March 2017	6 x training workshops facilitated for SMMEs and informal businesses by the 31st of May 2017

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

MSUNDUZI MUNICIPALITY													
NAME: DR RAY NGCOCO				DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES									
WORKPLAN 1: LOCAL ECONOMIC DEVELOPMENT													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
C	C2	5 - GROWING THE REGIONAL ECONOMY	LED 08	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	BUSINESS DEVELOPMENT & BRANDING	Branding and promotional materials	N/A	100 x branding and promotional materials procured by the 30th of June 2017	Number of branding and promotional materials procured	N/A	N/A	N/A	100 x branding and promotional materials procured by the 30th of June 2017
C	C2	5 - GROWING THE REGIONAL ECONOMY	LED 09	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	CORPORATE IMAGE & PROMOTIONS	Tourism corporate gifts	N/A	50 x Tourism corporate gifts procured by the 30th of June 2017	Number of Tourism corporate gifts procured	N/A	N/A	N/A	50 x Tourism corporate gifts procured by the 30th of June 2017
C	C2	5 - GROWING THE REGIONAL ECONOMY	LED 10	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	TOURISM EVENTS	Participation in tourism events	N/A	Registration and participation in the tourism indaba completed by the 31st of May 2017	Date Registration and participation in the tourism indaba completed	N/A	N/A	N/A	Registration and participation in the tourism indaba completed by the 31st of May 2017
C	C2	5 - GROWING THE REGIONAL ECONOMY	LED 11	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	TOURISM MENTORSHIP PROGRAMME	Training and workshops	2	3 x training workshops facilitated for existing tourism businesses by the 31st of March 2017	Number of training workshops facilitated for existing tourism businesses	1 x training workshops facilitated for existing tourism businesses by the 30th of September 2016	2 x training workshops facilitated for existing tourism businesses by the 31st of December 2016	3 x training workshops facilitated for existing tourism businesses by the 31st of March 2017	N/A
C	C2	5 - GROWING THE REGIONAL ECONOMY	LED 12	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	TOURISM MARKETING	development of tourism brochure	N/A	200 000 x tourism brochure units promoting and marketing msunduzi as a tourism destination designed, produced & distributed by the 30th of June 2017	Number of tourism brochure units promoting and marketing msunduzi as a tourism destination designed, produced & distributed	submit all information by the 30th of September 2016	design for brochure completed by the 31st of December 2016	Approval for brochure by SMC by the 31st of March 2017	200 000 x tourism brochure units promoting and marketing msunduzi as a tourism destination designed, produced & distributed by the 30th of June 2017

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

MUNDUNI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER, SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES													
WEIGHT (M): 20%													
WORKPLAN 2: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT													
INDEX	DP REFERENCE	CDS REFERENCE	SDRP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QDO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F1	B - SPATIAL EFFECTIVENESS & JUSTICE	TP & EM 01	NKPA 6 - CROSS CUTTING	Spatial Planning and land administration	Northside Local Area Plan	In terms of approved Municipal Planning work programme	Draft Northside Local Area Plan Report and Draft Implementation Framework prepared & submitted to SMC by the 30th of June 2017	Date Draft Northside Local Area Plan Report and Draft Implementation Framework prepared & submitted to SMC by the 31st of December 2016	Final Inception report submitted to SMC by the 30th of September 2016	Final Status Quo submitted to SMC by the 31st of December 2016	Submission of Synthesis of Issues and Vision Concept Report to SMC by the 31st of March 2017	Draft Northside Local Area Plan Report and Draft Implementation Framework prepared & submitted to SMC by the 30th of June 2017
F	F1	B - SPATIAL EFFECTIVENESS & JUSTICE	TP & EM 02	NKPA 6 - CROSS CUTTING	Pietermaritzburg Airport Presinct and Management Plan	Presinct Plan Development	Approved Airport Master Plan and Provincial Technohub Pilot Project	Final Draft Airport Presinct Plan submitted to SMC for approval by the 30th of November 2016	Date Final Draft Airport Presinct Plan submitted to SMC for approval 6	Final Draft Implementation and Management Framework submitted to SMC by the 30th of September 2016	Final Draft Airport Presinct Plan submitted to SMC for approval by the 30th of November 2016		
F	F1	B - SPATIAL EFFECTIVENESS & JUSTICE	TP & EM 03	NKPA 6 - CROSS CUTTING	LAND USE MANAGEMENT SYSTEM	REVIEW OF THE TOWN PLANNING SCHEME	Pietermaritzburg Town Planning Scheme	Final Draft Pietermaritzburg Planning Schemes reviewed and submitted to SMC for approval by the 30th of June 2017	Date Final Draft Pietermaritzburg Planning Schemes reviewed and submitted to SMC for approval	Inception Report submitted to SMC by 30 September by the 30th of September 2016	Status Quo report submitted to SMC by the 30th of December	First Draft Planning Scheme Review report submitted to SMC by the 31st of March 2017	Final Draft Pietermaritzburg Planning Schemes reviewed and submitted to SMC for approval by the 30th of June 2017
A	A1	B - SPATIAL EFFECTIVENESS & JUSTICE	TP & EM 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	LAND USE MANAGEMENT SYSTEM	Implementation of SPLUMA through Municipal Planning Tribunal	In terms of approved Municipal Planning work programme	100% of PDA & SPLUMA applications considered by the MPT within legislated timeframes by the 30th of June 2017	% of PDA & SPLUMA applications considered by the MPT within legislated timeframes	100% of PDA & SPLUMA applications considered by the MPT within legislated timeframes by the 30th of September 2016	100% of PDA & SPLUMA applications considered by the MPT within legislated timeframes by the 30th of December	100% of PDA & SPLUMA applications considered by the MPT within legislated timeframes by the 31st of March 2017	100% of PDA & SPLUMA applications considered by the MPT within legislated timeframes by the 30th of June 2017
A	A1	B - SPATIAL EFFECTIVENESS & JUSTICE	TP & EM 05	NKPA 6 - CROSS CUTTING	Final draft Ecosystem Services Plan (ESP) - Finalisation of 7 key areas.	Development Services	7 priority areas	Grids groundtrued and completed: 14E (approx. 212 ha), 15E (approx. 260 ha), 16E (approx. 45 ha), 14F (approx. 730 ha), 15F (approx. 600ha), 15G (approx. 350 ha), 13H (approx. 780 ha), 14H (approx. 800 ha), 15H (approx. 660 ha), 16H (approx. 40 ha), 12I (approx. 40 ha), 13I (approx. 120 ha), 14I (approx. 770 ha), 15I (approx. 670ha), 16I (approx. 180 ha) and submitted to SMC by the 30 of June 2017	Date Grids groundtrued and completed: 14E (approx. 212 ha), 15E (approx. 260 ha), 16E (approx. 45 ha), 14F (approx. 730 ha), 15F (approx. 600ha), 15G (approx. 350 ha), 13H (approx. 780 ha), 14H (approx. 800 ha), 15H (approx. 660 ha), 16H (approx. 40 ha), 12I (approx. 40 ha), 13I (approx. 120 ha), 14I (approx. 770 ha), 15I (approx. 670ha), 16I (approx. 180 ha) and submitted to SMC by the 30 of June 2017	KEY AREA ONE: BISLEY VALLEY NATURE RESERVE AND UPPER AND LOWER MPUSHINI VALLEY (5 900 HECTARES) GRIDS 14E, 15E AND 14F COMPLETE BY 30 OCTOBER 2016. KEY AREA ONE COMPLETE AS OF 30 OCTOBER 2016. COMMENCE WITH KEY AREA SEVEN: THORNHILL AND UNLAAS ROAD (4 100HA) GRIDS 13H, 14H - 16H COMPLETE BY the 31st of December 2016	KEY AREA SEVEN: THORNHILL AND UNLAAS ROAD (4 100HA) GRIDS 12I AND 13I COMPLETE by the 31st of March 2017	Grids groundtrued and completed: 14E (approx. 212 ha), 15E (approx. 260 ha), 16E (approx. 45 ha), 14F (approx. 730 ha), 15F (approx. 600ha), 15G (approx. 350 ha), 13H (approx. 780 ha), 14H (approx. 800 ha), 15H (approx. 660 ha), 16H (approx. 40 ha), 12I (approx. 40 ha), 13I (approx. 120 ha), 14I (approx. 770 ha), 15I (approx. 670ha), 16I (approx. 180 ha) and submitted to SMC by the 30 of June 2017	
A	A1	B - SPATIAL EFFECTIVENESS & JUSTICE	TP & EM 06	NKPA 6 - CROSS CUTTING	Climate Change Adaptation & Mitigation Strategy	Development Services	First Draft Approved by Council	Final Draft Climate Change Adaptation & Mitigation Strategy prepared & submitted to SMC for approval by the 30th of September 2016	Date Final Draft Climate Change Adaptation & Mitigation Strategy prepared & submitted to SMC for approval	Final Draft Climate Change Adaptation & Mitigation Strategy prepared & submitted to SMC for approval by the 30th of September 2016	N/A	N/A	N/A


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

MSUNDURI MUNICIPALITY													
NAME: DR RAY NGCOCO													
DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES													
WORKPLAN 3: HUMAN SETTLEMENTS													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDRIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F3	4 - FINANCIAL SUSTAINABILITY	HS 01	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Municipal Rental Stock	Verification of Occupancy of Council Flats	2015 Audit	250 x council rental flats verified to have occupancy by the correct tenants by the 30th of September 2016	Number of council rental flats verified to have occupancy by the correct tenants	250 x council rental flats verified to have occupancy by the correct tenants by the 30th of September 2016	N/A	N/A	N/A
F	F3	4 - FINANCIAL SUSTAINABILITY	HS 02	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Municipal Rental Stock	Prepare new Leases for all tenancies	8	250 x new leases prepared and signed for council rental flats by the 30th of April 2017	Number of new leases prepared and signed for council rental flats	60 x new leases prepared and signed for council rental flats by the 30th of September 2016	150 x new leases prepared and signed for council rental flats by the 31st of December 2016	240 x new leases prepared and signed for council rental flats by the 31st of March 2017	250 x new leases prepared and signed for council rental flats by the 30th of April 2017
F	F3	4 - FINANCIAL SUSTAINABILITY	HS 03	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Municipal Rental Stock	Implementation of Eviction Orders for defaulting tenants	0	100% Implementation of Eviction Orders for defaulting tenants by the 31st of May 2017	% Implementation of Eviction Orders for defaulting tenants	Legal papers prepared & submitted to court by the 30th of September 2016	Legal papers prepared & submitted to court by the 31st of December 2016	Legal papers prepared & submitted to court by the 31st of March 2017	100% Implementation of Eviction Orders for defaulting tenants by the 31st of May 2017
A	A1	4 - FINANCIAL SUSTAINABILITY	HS 04	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Municipal Rental Stock	Valuation and Rent Determination	1 x report developed and submitted on the valuation and rent determination of rental stock to SMC for Council Approval	Date report submitted on the valuation and rent determination of rental stock to SMC for Council Approval	Report on the Valuation outcome	Adjudicate and award tender by the 30th of September 2016	1 x report developed and submitted on the valuation and rent determination of rental stock to SMC for Council Approval by the 31st of December 2016	Approval submitted to Finance for inclusion in the Tariff Register by the 31st of March 2017	N/A
A	A1	4 - FINANCIAL SUSTAINABILITY	HS 05	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Municipal Rental Stock	MHA Partnership	No Agreement in place	Memorandum of Understanding completed and signed between Council & Msunduzi Housing Association on the management of council rental stock by the 31st of December 2016	Engagements with all stakeholders facilitated by the 30th of September 2016	Memorandum of Understanding completed and signed between Council & Msunduzi Housing Association on the management of council rental stock by the 31st of December 2016	N/A	N/A	N/A

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

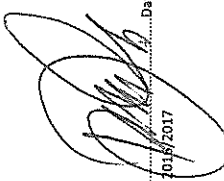
MSUNDUTI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS REFERENCE	SD/DP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	8- SPATIAL EFFECTIVENESS & JUSTICE	IP & 5 01	NKPA 1 – MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes for Infrastructure Planning & Survey	Improve processes for PDA Applications (Subdivisions & Consolidations of land).	Average of 80 days	(80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 30th of June 2017	Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 30th of June 2017	(80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 30th of September 2016	(80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 31st of December 2016	(80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 31st of March 2017	(80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 30th of June 2017
A	A1	8- SPATIAL EFFECTIVENESS & JUSTICE	IP & 5 02	NKPA 1 – MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes for Infrastructure Planning & Survey	Improve processes for Building Plan Applications.	Average of 97% within 1 working day.	95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by 30th of June 2017	% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application, by 30 June 2017	95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by the 30th of September 2016	95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by the 31st of December 2016	95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by the 31st of March 2017	95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by the 30th of June 2017
A	A1	8- SPATIAL EFFECTIVENESS & JUSTICE	IP & 5 03	NKPA 1 – MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes for Infrastructure Planning & Survey	Improve processes for Building Plan Applications.	100% of Building Plan Applications <500m2 processed through plan approval process within average of 30 days	95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by 30 June 2017	% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by the 30th of September 2016	95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by the 30th of September 2016	95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by the 31st of December 2016	95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by the 31st of March 2017	95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by the 30th of June 2017
A	A1	8- SPATIAL EFFECTIVENESS & JUSTICE	IP & 5 04	NKPA 1 – MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes for Infrastructure Planning & Survey	Improve processes for Wayleaves.	Average of 14 days	Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by 30 June 2017	Average Number of days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application.	Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by the 30th of September 2016	Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by the 31st of December 2016	Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by the 31st of March 2017	Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by the 30th of June 2017
E	E2	8- SPATIAL EFFECTIVENESS & JUSTICE	IP & 5 05	NKPA 5 – GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improve Infrastructure Planning & Survey compliance and reduce risk.	Implement Infrastructure Planning & Survey compliance and risk management	545 building inspections conducted for illegal building works	580 building contravention inspections conducted for illegal building works by the 30th of June 2017	Number of building inspections conducted for illegal building works	435 building contravention inspections conducted for illegal building works by the 30th of September 2016	290 building contravention inspections conducted for illegal building works by the 31st of December 2016	435 building contravention inspections conducted for illegal building works by the 31st of March 2017	580 building contravention inspections conducted for illegal building works by the 30th of June 2017
A	A1	8- SPATIAL EFFECTIVENESS & JUSTICE	IP & 5 06	NKPA 1 – MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Infrastructure Planning & Survey provision of information.	Provision of cadastral information to public queries within timeframe.	Average of 100% within 1 working day.	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 30th of June 2017	% of all public queries & average number of days taken for cadastral information to be responded to.	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 30th of September 2016	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 31st of December 2016	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 31st of March 2017	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 30th of June 2017
A	A1	8- SPATIAL EFFECTIVENESS & JUSTICE	IP & 5 07	NKPA 1 – MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Provision of up-to-date and efficient equipment to ensure productivity.	Replacement of obsolete land survey equipment.	Certain land survey equipment obsolete and inefficient.	Replacement of obsolete land survey equipment by the 30th of June 2017	Obsolete land survey equipment replaced	Bid Spec Committee report produced and submitted by the 30th of September 2016	Advertise by the 30th of November 2016	Bid Adjudication Committee by the 31st of March 2017	Replacement of obsolete land survey equipment by the 30th of June 2017

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

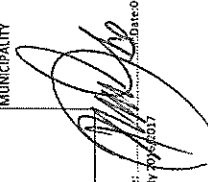
S.H

Munduli Municipality 2016

MSUNDUZI MUNICIPALITY									
NAME: DR RAY NGCIBO									
DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES									
WORKPLAN 5: REGULATED PERFORMANCE INDICATORS									
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUD	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE
C	C1	2 - BACK TO BASICS	RPI 13	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Community Work programme implemented and cooperatives supported	Number of work opportunities created through LED development initiatives including Capital Projects	2000 work opportunities created through LED development initiatives including Capital Projects in 2014/2015	2000 work opportunities created through LED development initiatives including Capital Projects by the 30th of June 2017	Number of work opportunities created through LED development initiatives including Capital Projects by the 30th of September 2016
									500 work opportunities created through LED development initiatives including Capital Projects by the 30th of September 2016
									1000 work opportunities created through LED development initiatives including Capital Projects by the 31st of December 2016
									1500 work opportunities created through LED development initiatives including Capital Projects by the 31st of March 2017
									2000 work opportunities created through LED development initiatives including Capital Projects by the 30th of June 2017
B	B1	2 - BACK TO BASICS	RPI 14	NKPA 2 - BASIC SERVICE DELIVERY	Improved access to basic services	No. of new houses constructed	2786 new houses constructed in 2014/2015	2450 new houses constructed (Wards 1-9 = 2000 units & Ward 11 = 133 units & Ward 17 = 72 units and OSS = 117 units) by the 30th of June 2017	Number of new houses constructed (Wards 1-9 = 2000 units & Ward 11 = 133 units & Ward 17 = 72 units and OSS = 117 units) by the 31st of March 2017
									1112 new houses constructed (Wards 1-9 = 1000 units & Ward 11 = 57 units and OSS = 30 units) by the 31st of December 2016
									1827 new houses constructed (Wards 1-9 = 1500 units & Ward 11 = 97 units & Ward 17 = 40 units and OSS = 75) by the 31st of March 2017
									2450 new houses constructed (Wards 1-9 = 2000 units & Ward 11 = 133 units & Ward 17 = 72 units and OSS = 117 units) by the 30th of June 2017

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

MSUNDUZI MUNICIPALITY												
NAME: DR RAY NGCIBO												
DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES												
WORKPLAN 5: PERFORMANCE MANAGEMENT												
WEIGHT (%): 10%												
INDEX	IDP REFERENCE (IDS REFERENCE)	SDIP 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 SDIP 17/18 FY	N/A	As per internal notification	N/A	N/A	N/A	N/A	As per internal notification
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	01-Nov-16	N/A	N/A	01-Nov-16	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 16/17 FY	11-Jul-16	N/A	11-Jul-16	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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)
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	Monthly/Quarterly (PMS unit) as per stipulated deadlines	N/A	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Legislative Compliance Checklist monthly reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines	N/A	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)

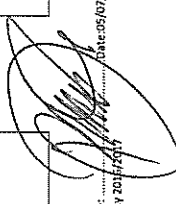
Signatures: Employee:  Date: 05/07/2016
 Supervisor: S.H. Date: 05/07/2016
 Msunduzi Municipality 2016

NSUNDUZI MUNICIPALITY													
NAME: DR RAY NGCOCO													
WORKPLAN 5: PERFORMANCE MANAGEMENT													
DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES													
WEIGHT: 10% 10%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDRP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	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	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	N/A	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines	Monthly & Quarterly as per applicable MFMA Schedule of deadlines
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	Annually as per stipulated deadlines	N/A	Annually	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Annual Assessment: 15/16 FY End SEPT '16	N/A	End SEPT '15	N/A	N/A	N/A

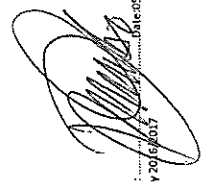


Signatures: Employee: Date: 05/07/2016 Supervisor: SH Date: 05/07/2016

MSUNUZI MUNICIPALITY DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES													
NAME: DR RAY NGCOSO WORKPLAN 5: PERFORMANCE MANAGEMENT													
Weight (%): 10%													
INDEX	IDP REFERENCE	CDS REFERENCE	SD/DP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
		1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A					Q1 Assessment 15/16 FY End Dec '15	N/A	N/A	End Dec '16		N/A
		1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A					Q2 Assessment 15/16 FY End Feb '16	N/A	N/A	N/A	End Feb '17	N/A
		1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A					Q3 Assessment 15/16 FY End May '16	N/A	N/A	N/A	N/A	End May '17
A	D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG Queries	Response to AG queries	N/A	Within the required time frames	Annually	Responses to AG queries within the required time frames	Responses to AG queries within the required time frames	Responses to AG queries within the required time frames	Responses to AG queries within the required time frames
D	D3	4 - FINANCIAL SUSTAINABILITY	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditure of grant funding	N/A	Within the timeframes contained in business plan/ projected cashflow expenditure	Monthly	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organisational Development	Implementation of the Customer Services Charter	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan	% Implementation	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organisational Development	Implementation of the Batho Pele Principles belief sets	N/A	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	% Implementation	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan
A	A2	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	% monitoring	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Internal Audit queries	N/A	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit

Signatures: Employee:  Date: 05/07/2016 Supervisor: S.H. Date: 05/07/2016
Munduli Municipality 2015/16

MSUNDUZI MUNICIPALITY													
NAME: DR RAY NGCIBO													
DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES													
WEIGHT (%) : 10%													
INDICATOR PLAN 5: PERFORMANCE MANAGEMENT													
INDEX	IDP REFERENCE	CDS REFERENCE	SDRP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUD	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing Institutional capacity	Risk Management	N/A	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Stipulated timeframes as per approved Risk Management Action Plan	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes



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