



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Madoda Khathide (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 2021 to 30 June 2022

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

Signatures: Employee:  Date: *05.07.21* Supervisor:  Date: *21/7/2021*



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 2021 to 30 June 2022**.
- 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

 05.07.2021

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4. JOB PURPOSE

The purpose of the GM: Corporate Services' job should be in line with the Municipality's priorities as identified in the 2021– 2022 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.



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

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

Key Performance Areas (KPAs)	Weight
1. WORKPLAN 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	50% 25% <i>PP</i>
2. WORKPLAN 2: GOOD GOVERNANCE & PUBLIC PARTICIPATION	20% 25% <i>PP</i>
3. WORKPLAN 3: CROSS CUTTING	20% 25% <i>PP</i>
4. WORKPLAN 4: COMPLIANCE	10% 25% <i>PP</i>
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

[Signature] 05.07.2021

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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	20%
2	People Management	20%
3	Programme and Project Management	20%
4	Financial Management	20%
5	Change Leadership	10%
6	Governance Leadership	10%
	Total	100%

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

[Signature] 05.07.2021

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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 2020/2021	AUGUST/SEPTEMBER 2021
QUARTER 1 – 2021/2022 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2021
QUARTER 2 – 2021/2022 FINANCIAL YEAR	FEBRUARY 2022
QUARTER 3 – 2021/2022 FINANCIAL YEAR (ORAL)	APRIL/MAY 2022

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.

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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 2021/22 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**

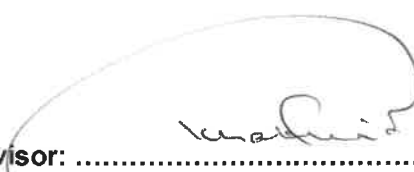
15. SIGNATURES OF PARTIES TO THE AGREEMENT

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

Name of Jobholder: LYNETTE IDA MUSA MOKAPO

Signature:  Date: 05.07.2021

AND

Name of Supervisor: 

Signature: Date: 21/7/2021







ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee:  Date: 05.07.2021 Supervisor:  Date: 21/7/2021



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
- (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 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.

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.





ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee:  Date: 05.07.2021 Supervisor:  Date: 21/7/2021





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	Asonge 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 Leased	± R9 500.00
African Skyblue Minerals & Investments (PTY) Ltd	Minerals	Not yet operational as awaiting licence

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

Council sanction confirmed:

Signature of Mayor: _____

Date: 21/7/2021

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25.07.2021

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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 500m ²	Pietermaritzburg	R2M
20 Howick Road, Wembley	1 300m ²	Pietermaritzburg	R1.5M

SIGNATURE OF EMPLOYEE: 

DATE: 05.07.2021

PLACE: PIETERMARITZBURG



OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:
 - (i) Do you know and understand the contents of the declaration?
Answer YES
 - (ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer NO
 - (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer YES

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

Weldon

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____ (Block letters)

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

Street address of institution: _____

Date: _____

Place: _____

THIS IS A TRUE COPY OF
THE ORIGINAL DOCUMENT

Weldon

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

CONTENTS NOTED: MAYOR

DATE: 8 July 2021

DATE : 8 July 2021

Weldon 05.07.2021

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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



consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

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

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

NOTE 7: Land and Property

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

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



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Madoda Khathide (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 2021 to 30 June 2022

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

Signatures: Employee:  Date: *05.07.2021* Supervisor:  Date: *21/7/2021*



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	Ms LYNETTE IDA MOSA MOLAPO
JOB TITLE:	GM : CORPORATE SERVICES
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)?

- **Networking, workshops, in-service training to be up-to-date with current trends, Policies and Legislation.**

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**

 05.07.2021



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

➤ N/A

6. Actions/Training interventions to address future progression

➤ **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 Municipalities applicable Policies including any other support.**

8. Comments/Remarks of the supervisor

➤ N/A

IMPACT ASSESSMENT

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

 05.07.2021





AGREED UPON:

Signature: _____
Supervisor: _____
Date: _____

Signature: _____
Incumbent: _____
Date: _____

Date of next review: _____

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INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A A1	LAGL 01		NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Governance	ByLaws	1. Rules of Order ByLaws 2. SPLUMA ByLaws 3. Waste Management ByLaw	4 X BYLAWS (Revenue Related) submitted to SMC for approval by the 30th of June 2022	Number BYLAWS (Revenue Related) submitted to SMC for approval	N/A	N/A	N/A	4 X BYLAWS (Revenue Related) submitted to SMC for approval by the 30th of June 2022
A A2	ICT01		NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT GOVERNANCE	Disaster Recovery Test Simulations	1 x Disaster Recovery Test conducted in 2020/21	2 x Disaster Recovery Tests conducted and signed off by the 31st of March 2022	Number of Disaster Recovery Tests conducted	1 x Disaster Recovery Test conducted by the 30th of September 2021	N/A	2 x Disaster Recovery Tests conducted and signed off by the 31st of March 2022	2 x Disaster Recovery Tests conducted and signed off by the 31st of March 2022
A A2	ICT02		NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT GOVERNANCE	Service Level Agreement (SLA) Meetings for Business Systems	No signed SLA for Business Systems for most systems. No SLA meetings taking place for some systems.	Signed SLA's for ALL Business systems (TCS, Freshmark, Weighbridge, Evaluation System, SCADA Water, SCADA Electricity) and Monthly SLA meeting for all business systems by the 31st of December 2021	Number of SLA for Business systems approved. No of Meetings of SLA meeting for business systems	Signed SLA's for ALL Business systems (TCS, Freshmark, Weighbridge, Evaluation System, SCADA Water, SCADA Electricity) and Monthly SLA meeting for all business systems by 31 December 2021	N/A	N/A	Signed SLA's for ALL Business systems (TCS, Freshmark, Weighbridge, Evaluation System, SCADA Water, SCADA Electricity) and Monthly SLA meeting for all business systems by 31 December 2021
A A2	ICT03		NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT GOVERNANCE	ICT Steering Committee Meetings	2x ICT Steering Committee Meetings held in 2020/21 so far.	4 x ICT Steering Committee Meetings conducted by the 30th of June 2022	Number of ICT Steering Committee conducted	1 x ICT Steering Committee Meeting conducted by the 30th of September 2021	2 x ICT Steering Committee Meetings conducted by the 31st of December 2021	3 x ICT Steering Committee Meetings conducted by the 31st of March 2022	4 x ICT Steering Committee Meetings conducted by the 30th of June 2022
A A1	ICT04		NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT PROJECTS	Automating Manual Forms into Electronic Forms	Draft E-Forms created and being tested	Finance manual forms automated or converted to electronic forms by the 31st of March 2022	Date Finance Manuals automated	Finance manual forms automated or converted to electronic forms by the 30th of September 2021	Finance manual forms automated or converted to electronic forms by the 31st of December 2021	Finance manual forms automated or converted to electronic forms by the 31st of March 2022	Finance manual forms automated or converted to electronic forms by the 31st of March 2022
A A1	ICT05		NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT SECURITY OPERATIONS	ICT Security Vulnerability assessments and Implementation	Nessus vulnerability Tool purchased in April 2021	2 x Vulnerability assessments conducted and gaps identified addressed by the 31st of March 2022	Number Vulnerability assessments conducted	1 x Vulnerability assessment and gaps identified addressed by the 30th of September 2021	N/A	2 x Vulnerability assessment conducted and gaps identified addressed by the 31st of March 2022	2 x Vulnerability assessment conducted and gaps identified addressed by the 31st of March 2022
A A1	ICT06		NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT PROJECTS	OneDrive Implementation on all computers with Office 365	Office 365 procured by ICT dept.	100% of computers with Office 365 installed with OneDrive by the 30th of June 2022	% of computers with Office 365 installed with OneDrive	30% of computers with Office 365 installed with OneDrive by 30 September 2021	60% of computers with Office 365 installed with OneDrive by 31 December 2021	90% of computers with Office 365 installed with OneDrive by 31 March 2022	100% of computers with Office 365 installed with OneDrive by the 30th of June 2022
A A1	ICT07		NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT OPERATIONS	Physical and Environment Control Implementation	Unserviced Fire suppression and Air-conditioners at Computer Data Centres	Fire suppression, extinguishers and Air-conditioners serviced at Mkhondeni & AS Chetty Data Centres by the 31st of December 2021	All Fire suppression, extinguishers and Air-conditioners serviced	Fire suppression, extinguishers and Air-conditioners serviced at AS Chetty Data centre by the 30th of September 2021	Fire suppression, extinguishers and Air-conditioners serviced at Mkhondeni & AS Chetty Data Centres by the 31st of December 2021	N/A	Fire suppression, extinguishers and Air-conditioners serviced at Mkhondeni & AS Chetty Data Centres by the 31st of December 2021

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	ICT08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT GOVERNANCE	Audit Findings Remediation on ICT Systems, Security and Governance	ICT Audit Findings in progress	100% of All ICT Audit Communication findings resolved by the 30th of June 2022	Date ICT findings resolved	30% of All ICT Audit Communication findings resolved by the 30th of September 2021	60% of All ICT Audit Communication findings resolved by the 31st of December 2021	90% of All ICT Audit Communication findings resolved by the 31st of March 2022	100% of All ICT Audit Communication findings resolved by the 30th of June 2022
A	A1	ICT09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT PROJECTS	Automation of Agendas and Minutes for the Secretariat Unit	Manual Processing of Agendas and minutes	100% of Agendas and Minutes for Committee Meetings automated by the 31st of December 2021	% completed	30% of Agendas and Minutes for Committee Meetings automated by the 30th of September 2021	100% of Agendas and Minutes for Committee Meetings automated by the 31st of December 2021	N/A	100% of Agendas and Minutes for Committee Meetings automated by the 31st of December 2021
A	A2	HR 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace Skills plan	Coordination of Drafting & Approval of Organizational Workplace Skills Plan 22/23	Approval of 1 Workplace Skills Plan 2021 by 31 May 2020	1 x Report on the Workplace Skills Plan 22/23 FY prepared and submitted to LGSETA by the 30th of April 2022	1 x Report on the Workplace Skills Plan 22/23 FY prepared and submitted to LGSETA	N/A	N/A	N/A	1 x Report on the Workplace Skills Plan 22/23 FY prepared and submitted to LGSETA by the 30th of April 2022
A	A2	HR 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace Skills plan	Implementation of Workplace Skills Plan 21/22 - Employees per BU	338 employees trained in 19/20	450 x employees trained by Accredited training providers according to PDPs received from Business Units and in accordance to the approved 21/22 Workplace Skills Plan by the 30th of June 2022	Number of employees trained	Appointment of Service Providers to implement training completed by the 30th of September 2021	Facilitation of the training of employees by Accredited training providers according to PDPs received from Business Units and in accordance to the approved 21/22 Workplace Skills Plan completed by the 31st of December 2021	Facilitation of the training of employees by Accredited training providers according to PDPs received from Business Units and in accordance to the approved 21/22 Workplace Skills Plan completed by the 31st of March 2022	450 x employees trained by Accredited training providers according to PDPs received from Business Units and in accordance to the approved 21/22 Workplace Skills Plan by the 30th of June 2022
E	E3	HR 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internship Programme	Appointment & Placement of Interns Organizational and per BU	106 x Interns appointed in 2019/2020 FY	110 x Interns appointed Organizational and per BU by the 31st of March 2022	Number of Interns appointed	Report requesting approval to advertise and submitted to SMC by the 30th of September 2021	Receive and capture applications onto Excel Spreadsheets by the 31st of December 2021	110 x Interns appointed Organizational and per BU by the 31st of March 2022	110 x Interns appointed Organizational and per BU by the 31st of March 2022
E	E3	HR 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Learnership Programme	Implementation of Learnerships	1 Learnership implemented in 2018/2019	1 x Learnership implemented as per LGSETA Sector Plan by the 30th of June 2022	Number of Learnerships implemented as per LGSETA Sector Plan	Evaluation Report of tenders received compiled and submitted to Bid Evaluation Committee by the 30th of September 2021	Appointment of Suitable Service Provider completed by the 31st of December 2021	Learnership Induction and commencement of classes by the 31st of March 2022	1 x Learnership implemented as per LGSETA Sector Plan by the 30th of June 2022
A	A2	HR 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Employee Assistance and Wellness Programme	Nil	3 x Employee Assistance and Wellness Programme facilitated by the 30th of June 2022	Number of Employee Assistance and Wellness Programme (health and wellness investigations / assessments) facilitated	N/A	1 x Employee Assistance and Wellness Programme facilitated by the 31st of December 2021	2 x Employee Assistance and Wellness Programme facilitated by the 31st of March 2022	3 x Employee Assistance and Wellness Programme facilitated by the 30th of June 2022

Signature of Employee Date 21/12/21
 Signature of Supervisor Date 21/12/21
 Misunduzi Municipality 2021/2022

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	HR 06	NKPA 1 - MUNICIPAL TRANSFORMATION N & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Capacity Building: Legal Compliance for safe working environment	N/A	3 x Institutional Occupational Health and Safety Committee Workshops facilitated for prioritized Business Units by the 30th of June 2022	Number of Institutional Occupational Health and Safety Committee Workshops facilitated for prioritized Business Units	N/A	1 x Institutional Occupational Health and Safety Committee Workshops facilitated for prioritized Business Units by the 31st of December 2021	2 x Institutional Occupational Health and Safety Committee Workshops facilitated for prioritized Business Units by the 31st of March 2022	3 x Institutional Occupational Health and Safety Committee Workshops facilitated for prioritized Business Units by the 30th of June 2022
A	A2	HR 07	NKPA 1 - MUNICIPAL TRANSFORMATION N & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Capacity Building: Legal Compliance for Injury on Duty	N/A	3 x Injury on Duty Compliance Workshops facilitated for prioritized Business Units by the 30th of June 2022	Number of Injury on Duty Compliance Workshops facilitated for prioritized Business Units	N/A	1 x Injury on Duty Compliance Workshops facilitated for prioritized Business Units by the 31st of December 2021	2 x Injury on Duty Compliance Workshops facilitated for prioritized Business Units by the 31st of March 2022	3 x Injury on Duty Compliance Workshops facilitated for prioritized Business Units by the 30th of June 2022
A	A1	HR 08	NKPA 1 - MUNICIPAL TRANSFORMATION N & ORGANIZATIONAL DEVELOPMENT	Organisational Development	Change Management Strategy	Approved Strategy	Change management strategy by Council to be approved by the 30th of June 2022	Date of Approval	Review Strategy and development of the Organisational Review Implementation Plan completed by the 30th of September 2021	Implementation as per plan conducted by the 31st of December 2021	Workshops conducted by the 31st of March 2022	Change management strategy by Council to be approved by the 30th of June 2022
A	A2	HR 09	NKPA 1 - MUNICIPAL TRANSFORMATION N & ORGANIZATIONAL DEVELOPMENT	Organisational Development	Policies	Employee workshops conducted 2019/2020	6 x Policy workshop for employees conducted by the 30th of June 2022 (AET, Study Assistance, Internship, External Bursaries, Employment and Selection Policy, Alcohol and Drug Policy, Employment & Selection Policy, EAP and Training and Development Policy)	Number of Workshops	Reviewed policies approved and 2 x Policy Workshops conducted by the 30th of September 2021	4 x Policy workshops conducted by the 31st of December 2021	5 x Policy workshops conducted by the 31st of March 2022	6 x Policy workshop for employees conducted by the 30th of June 2022 (AET, Study Assistance, Internship, External Bursaries, Employment and Selection Policy, Alcohol and Drug Policy, Employment & Selection Policy, EAP and Training and Development Policy)
A	A2	HR 10	NKPA 1 - MUNICIPAL TRANSFORMATION N & ORGANIZATIONAL DEVELOPMENT	Organisational Development	Roadshows	1 Roadshow conducted in 2020/2021	2 x City Manager Road shows held by the 30th of June 2022	Number of Roadshows	N/A	1 x City Manager Road show held by the 31st of December 2021	N/A	2 x City Manager Road shows held by the 30th of June 2022
A	A2	RPI 01	NKPA 1 - MUNICIPAL TRANSFORMATION N AND ORGANIZATIONAL DEVELOPMENT	Workplace skills development	Budget spent on Work Skills Plan	R 14 866 812 was spent during the 2019/2020 Financial year to implement the WSP.	12 x Reports prepared & submitted to SMC on the budget spent on the implementation of the Workplace Skills Plan in the 21/22 FY by the 30th of June 2022	Number of Reports	3 x Reports prepared & submitted to SMC on the budget spent on the implementation of the Workplace Skills Plan in the 21/22 FY by the 30th of September 2021	6 x Reports prepared & submitted to SMC on the budget spent on the implementation of the Workplace Skills Plan in the 21/22 FY by the 31st of December 2021	9 x Reports prepared & submitted to SMC on the budget spent on the implementation of the Workplace Skills Plan in the 21/22 FY by the 31st of March 2022	12 x Reports prepared & submitted to SMC on the budget spent on the implementation of the Workplace Skills Plan in the 21/22 FY by the 30th of June 2022
							20 /21 Final Report , July 2021 , August 2021 , September 2021 , October 2021 , November 2021 , December 2021 , January 2022 , February 2022 , March 2022 , April 2022 , May 2022 reports		20 /21 Final Report , July 2021 , August 2021 , September 2021 , October 2021 , November 2021 , December 2021 , January 2022 , February 2022 reports	20 /21 Final Report , July 2021 , August 2021 , September 2021 , October 2021 , November 2021 , December 2021 , January 2022 , February 2022 reports	20 /21 Final Report , July 2021 , August 2021 , September 2021 , October 2021 , November 2021 , December 2021 , January 2022 , February 2022 reports	

Signatures: Employee:  Date: 21/11/2021
 Supervisor:  Date: 05-02-2021
 #Msunduzi Municipality 2021/2022

NAME: MS MOSA MOLAPO		DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES		MSUNDUZI MUNICIPALITY								
WORKPLAN 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT		WEIGHT (%): 50%										
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	RPI 02	NKPA 1 - MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT	Employment 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))	1 x post of Senior Manager: Revenue Management filled as per the employment Equity plan for Msunduzi Municipality in the 21/22 FY by the 30th of June 2022	Date post filled	N/A	N/A	N/A	1 x post of Senior Manager: Revenue Management filled as per the employment Equity plan for Msunduzi Municipality in the 21/22 FY by the 30th of June 2022


 Signatures Employee Date 21/11/21

 Supervisor Date 25/11/21
 Msunduzi Municipality 2021/2022

INDEX	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	SAS 01	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate services risk and Compliance and Risk Reduction	Minute Taking in Meetings	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of June 2022	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of June 2022	Turnaround time	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of September 2021	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 31st of December 2021	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 31st of March 2022	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of June 2022
E	SAS 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services and Compliance and Risk Reduction	Making public Council and Council Committee	44 x weekly schedules of Portfolio Committee and other committee meetings prepared and published in Corporate Communication every Friday by the 30th of June 2022	44 x weekly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every Friday by the 30th of June 2022	Number of weekly schedules	12 x weekly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every Friday by the 30th of September 2021	24 x weekly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every Friday by the 31st of December 2021	31 x weekly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every Friday by the 31st of March 2022	44 x weekly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication every Friday by the 30th of June 2022
E	SAS 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services and Compliance and Risk Reduction	Making public Council and Council Committee	12 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication in the last week of every month by the 30th of June 2022	12 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication in the last week of every month by the 30th of June 2022	Number of monthly schedules of Portfolio Committee	3 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication in the last week of every month by the 30th of September 2021	6 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication in the last week of every month by the 31st of December 2021	9 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication in the last week of every month by the 31st of March 2022	12 x monthly schedules of Portfolio Committee and other committee meetings prepared and published on Corporate Communication in the last week of every month by the 30th of June 2022
E	SAS 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services and Compliance and Risk Reduction	Printing of documents	All book work and lithographic printing to be completed within 10 days of receipt of the request by the 30th of June 2022	All book work and lithographic printing completed within 10 days of receipt of the request by the 30th of June 2022	Turnaround time	All book work and lithographic printing completed within 10 days of receipt of the request by the 30th of September 2021	All book work and lithographic printing completed within 10 days of receipt of the request by the 31st of December 2021	All book work and lithographic printing completed within 10 days of receipt of the request by the 31st of March 2022	All book work and lithographic printing completed within 10 days of receipt of the request by the 30th of June 2022



 Signatures Employee Date 21/12/2021 Supervisor


 Date 21/12/2021 Msunduzi Municipality 2021/2022

NAME: MS MOSA MOLAPO
 WORKPLAN 2: GOOD GOVERNANCE & PUBLIC PARTICIPATION

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS quo	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E1	SAS 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Resolution Tracking	4 x quarterly reports on the implementation of EXCO & Full Council Resolutions prepared & submitted to SMC.	4 x quarterly reports on the Implementation of EXCO & Full Council Resolutions prepared & submitted to SMC by the 30th of June 2022	Number of quarterly reports	1 x quarterly report on the Implementation of EXCO & Full Council Resolutions prepared & submitted to SMC by the 31st of July 2021	2 x quarterly reports on the Implementation of EXCO & Full Council Resolutions prepared & submitted to SMC by the 31st of October 2021	3 x quarterly reports on the Implementation of EXCO & Full Council Resolutions prepared & submitted to SMC by the 31st of January 2022	4 x quarterly reports on the Implementation of EXCO & Full Council Resolutions prepared & submitted to SMC by the 30th of June 2022
E	E1	SAS 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Archiving	4 x quarterly reports on the implementation of EXCO & Full Council Resolutions prepared & submitted to SMC.	List of documents and files submitted to Provincial Archives for approval by the 31st May 2022	Date List of documents and files submitted	N/A	N/A	N/A	List of documents and files submitted to Provincial Archives for approval by the 31st May 2022
E	E1	SAS 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Laptop and recording	Purchase of a laptop and recorders	1 x laptop and 4 x recorders purchased and delivered by the 30th of September 2021	Date 1 x laptop and 4 x recorders purchased and delivered	1 x laptop and 4 x recorders purchased and delivered by the 30th of September 2021	N/A	N/A	1 x laptop and 4 x recorders purchased and delivered by the 30th of September 2021
E	E1	SAS 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Cutting machine	Purchasing cutting machine	Cutting machine purchased and delivered by the 31st of October 2021	Date Cutting machine purchased and delivered	N/A	Cutting machine purchased and delivered by the 31st of October 2021	N/A	Cutting machine purchased and delivered by the 31st of October 2021
E	E1	SAS 09	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Stitching machine	Purchase of a stitching machine	Stitching machine purchased and delivered by the 31st of October 2021	Date Stitching machine purchased and delivered	N/A	Stitching machine purchased and delivered by the 31st of October 2021	N/A	Stitching machine purchased and delivered by the 31st of October 2021
E	E1	SAS 10	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Air conditioners	Air conditioner purchase	7 x Air conditioners purchased and delivered by the 31st of October 2021	Number and Date Air conditioners purchased and delivered	N/A	7 x Air conditioners purchased and delivered by the 31st of October 2021	N/A	7 x Air conditioners purchased and delivered by the 31st of October 2021
E	E1	SAS 11	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Chairs	Purchasing chairs	4 x Chairs purchased and delivered by the 30th of September 2021	Number and Date Chairs purchased and delivered	4 x Chairs purchased and delivered by the 30th of September 2021	N/A	N/A	4 x Chairs purchased and delivered by the 30th of September 2021

Signature:  Employee Date: 05.07.21
 Signature:  Supervisor Date: 05.07.21
 Date: 05.07.21
 Msunduzi Municipality 2021/2022

MSUNDUZI MUNICIPALITY
 DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES
 WEIGHT (%): 20%

NAME: MS MOSA MOLAPO	WORKPLAN 2: GOOD GOVERNANCE & PUBLIC PARTICIPATION											
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E	E1	SAS 12	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Franking machine	Purchasing franking machine	Franking machine purchased and delivered by the 31st of October 2021	Date Franking machine purchased and delivered	N/A	Franking machine purchased and delivered by the 31st of October 2021	N/A	Franking machine purchased and delivered by the 31st of October 2021
E	E1	SAS 13	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improving Corporate Services Compliance and Risk Reduction	Audio equipment	Purchasing audio equipment	Audio equipment at Council Chamber and Committee Room 3 upgraded by the 31st of March 2022	Date Audio equipment upgraded	N/A	N/A	Audio equipment at Council Chamber and Committee Room 3 upgraded by the 31st of March 2022	Audio equipment at Council Chamber and Committee Room 3 upgraded by the 31st of March 2022


 Signatures Employee Date 05.07.21
 Supervisor
 Msunduzi Municipality 2021/2022

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	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	LGL 02	NKPA 6- CROSS CUTTING	Legal Representation	Civil Litigation	100% Legal representation in all civil matters in 2019/20	100% Legal representation provided in all civil matters as and when required by the 30th of June 2022	% Legal representation provided in all civil matters as and when required	100% Legal representation provided in all civil matters as and when required by the 30th of September 2021	100% Legal representation provided in all civil matters as and when required by the 31st of December 2021	100% Legal representation provided in all civil matters as and when required by the 31st of March 2022	100% Legal representation provided in all civil matters as and when required by the 30th of June 2022
A	A2	LGL 03	NKPA 6- CROSS CUTTING	Legal Representation	Legal Advice	80% legal briefs attended within 10 working days in accordance with the approved legal briefing procedure by 30 of June 2020	100% of legal briefs attended to within 10 working days in accordance with the approved legal briefing procedure by the 30th of June 2022	% of legal briefs attended to within 10 working days in accordance with the approved legal briefing procedure	100% of legal briefs attended to within 10 working days in accordance with the approved legal briefing procedure by the 30th of September 2021	100% of legal briefs attended to within 10 working days in accordance with the approved legal briefing procedure by the 31st of December 2021	100% of legal briefs attended to within 10 working days in accordance with the approved legal briefing procedure by the 31st of March 2022	100% of legal briefs attended to within 10 working days in accordance with the approved legal briefing procedure by the 30th of June 2022
A	A2	LGL 04	NKPA 6- CROSS CUTTING	Legal Representation	Contracts	80% Contracts attended within 15 working days	100% of all Contracts requiring Legal drafting and/or inputs attended to within 15 working days after the acknowledgement of brief and all applicable information required submitted to Legal Services by the 30th of June 2022	% of all Contracts requiring Legal drafting and/or inputs attended to within 15 working days after the acknowledgement of brief and all applicable information required submitted to Legal Services	100% of all Contracts requiring Legal drafting and/or inputs attended to within 15 working days after the acknowledgement of brief and all applicable information required submitted to Legal Services by the 30th of September 2021	100% of all Contracts requiring Legal drafting and/or inputs attended to within 15 working days after the acknowledgement of brief and all applicable information required submitted to Legal Services by the 31st of December 2021	100% of all Contracts requiring Legal drafting and/or inputs attended to within 15 working days after the acknowledgement of brief and all applicable information required submitted to Legal Services by the 31st of March 2022	100% of all Contracts requiring Legal drafting and/or inputs attended to within 15 working days after the acknowledgement of brief and all applicable information required submitted to Legal Services by the 30th of June 2022
A	A2	LGL 05	NKPA 6- CROSS CUTTING	Legal Representation	Criminal Litigation	100% Legal representation in Criminal Prosecutions relating to law enforcement in 2019/20	100% Legal representation provided in Criminal Prosecutions relating to law enforcement by the 30th of June 2022	% Legal representation provided in Criminal Prosecutions relating to law enforcement	100% Legal representation provided in Criminal Prosecutions relating to law enforcement by the 30th of September 2021	100% Legal representation provided in Criminal Prosecutions relating to law enforcement by the 31st of December 2021	100% Legal representation provided in Criminal Prosecutions relating to law enforcement by the 31st of March 2022	100% Legal representation provided in Criminal Prosecutions relating to law enforcement by the 30th of June 2022
A	A2	LGL 06	NKPA 6- CROSS CUTTING	Legal Representation	Labour Litigation	100% Legal representation in all Labour Litigation matters in 2020/21	100% Legal representation provided in all Labour Litigation matters in 2021/22 as and when required by the 30th of June 2022	% Legal representation provided in all Labour Litigation matters as and when required	100% Legal representation provided in all Labour Litigation matters in 2021/22 as and when required by the 30th of September 2021	100% Legal representation provided in all Labour Litigation matters in 2021/22 as and when required by the 31st of December 2021	100% Legal representation provided in all Labour Litigation matters in 2021/22 as and when required by the 31st of March 2022	100% Legal representation provided in all Labour Litigation matters in 2021/22 as and when required by the 30th of June 2022



 Signatures Employee Date 21.11.2021



 Supervisor Date 05.02.21

 Misunduzi Municipality 2021/2022

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	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	AZ	LCL 07	NKPA 6- CROSS CUTTING	Legal Representation	Policy Input	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 2021	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 2022	% 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 2021	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 December 2021	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 2022	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 2022



 Signature Employee Date

 Signature Supervisor Date 05.07.21

 Msunduzi Municipality 2021/2022

INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF 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 Submission	IDP	N/A	Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2022	Date Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed	N/A	N/A	Submission towards Development of the Draft Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 31st of March 2022	Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SDBIP & OP	N/A	Submission towards the Development of the Municipal SDBIP 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2022	Date Submission towards the Development of the Municipal SDBIP 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SDBIP 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Budget	N/A	Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2022	Date Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed	N/A	N/A	Submission towards Development of the Draft Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 31st of March 2022	Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2021	Date Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2021	N/A	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2022	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2022	N/A

Signature of Employee Date 05.07.21
 Signature of Supervisor Date 05.07.21
 Msunduzi Municipality 2021/2022

A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Performance Agreement 20/21 FY	Signed Performance Agreement 19/20 in place	Submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2021	Date Submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2021	Submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2021	N/A	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Mid-year Revised Performance Agreement 20/21 FY	Signed Mid-year Revised Performance Agreement 19/20 FY	Submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2022	Date Submission of a signed mid-year revised performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	Submission of a signed mid-year revised performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2022	N/A	N/A
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2020	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2022	Number of Monthly Sectional Meetings (Branch, Staff & Manco) conducted	6 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of December 2021	9 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of March 2022	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2022	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	POE submission for Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2020	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 30th of June 2022	Number of Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes	6 x Monthly Sectional Meetings (Branch, Staff & Manco) Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 31st of December 2021	9 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 31st of March 2022	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 30th of June 2022	
F	F1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDBIP / Operational Plan 20/21 FY Monthly submissions	Monthly & Quarterly	8 x SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022	Number of SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees	4 x SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2021	6 x SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2022	8 x SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022	

Signatures Employee Date 05.07.21
 Signatures Supervisor Date 05.07.21
 Msunduzi Municipality 2021/2022

F	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDBIP / Operational Plan 20/21 FY Quarterly submissions	Monthly & Quarterly	4 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022	Number of SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees	1 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of September 2021	Q4 / Annual 20/21 FY report	2 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2021	Q1 21/22 FY report	3 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2022	Q2 21/22 FY report	4 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022	Q3 21/22 FY report
B	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) monthly submissions - National COGTA	N/A	12 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 30th of June 2022	Number of Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA	3 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 30th of September 2021	Q4 / Annual 20/21 FY report	6 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 31st of December 2021	Q1 21/22 FY report	9 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 31st of March 2022	Q2 21/22 FY report	12 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 30th of June 2022	Q3 21/22 FY report
B	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) quarterly submissions - KZN COGTA	N/A	4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 30th of June 2022	Number of Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA	1 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 30th of September 2021	Q4 / Annual 20/21 FY report	2 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 31st of December 2021	Q1 21/22 FY report	3 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 31st of March 2022	Q2 21/22 FY report	4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 30th of June 2022	Q3 21/22 FY report
D	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Legislative Compliance Checklist (MFMA Schedule of deadlines) monthly reports	Monthly	12 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2022	Number of Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC	3 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of September 2021	Q4 / Annual 20/21 FY report	6 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 31st of December 2021	Q1 21/22 FY report	9 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 31st of March 2022	Q2 21/22 FY report	12 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2022	Q3 21/22 FY report

Signature:  Employee:  Date: 21.11.2022
 Supervisor:  Date: 26.07.21
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A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Performance Assessments	NIL	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of June 2022	Number of Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of September 2021	Q4 / Annual 20/21 FY report	Q1 21/22 FY report	Q2 21/22 FY report	Q3 21/22 FY report
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings	Response to AG queries	N/A	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2021	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2021	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - POE submissions	Response to AG queries	N/A	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2021	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2021	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - Queries resolved	Response to AG queries	N/A	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2021	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2021	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - POE submissions	Response to IA queries	N/A	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022	% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2021	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2021	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2021	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021	

A	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - Queries resolved	Response to IA queries	N/A	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022	% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2021	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2021	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2022	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022
D2	4 - FINANCIAL SUSTAINABILITY	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Sectional Budgets	Expenditure of business units sectional budget	N/A	100% Expenditure of business units sectional budget (Budget vs Actual) by the 30th of June 2022	% Expenditure of business units sectional budget (Budget vs Actual)	100% Expenditure of business units sectional budget (Budget vs Actual) by the 30th of September 2021	100% Expenditure of business units sectional budget (Budget vs Actual) by the 31st of December 2021	100% Expenditure of business units sectional budget (Budget vs Actual) by the 31st of March 2022	100% Expenditure of business units sectional budget (Budget vs Actual) by the 30th of June 2022
D2	4 - FINANCIAL SUSTAINABILITY	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditure of grant funding	N/A	100% Expenditure of grant funding (Budget vs Actual) by the 30th of June 2022	% Expenditure of grant funding (Budget vs Actual)	100% Expenditure of grant funding (Budget vs Actual) by the 30th of September 2021	100% Expenditure of grant funding (Budget vs Actual) by the 31st of December 2021	100% Expenditure of grant funding (Budget vs Actual) by the 31st of March 2022	100% Expenditure of grant funding (Budget vs Actual) by the 30th of June 2022
A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Services Charter	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2022	% 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 by the 30th of September 2021	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of December 2021	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of March 2022	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2022
A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Batho Pele Principles belief sets	N/A	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2022	% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of September 2021	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 31st of December 2021	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 31st of March 2022	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2022
D1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2022	% 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 by the 30th of September 2021	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of December 2021	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of March 2022	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2022
E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	Risk Management	N/A	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2022	% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of September 2021	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of December 2021	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of March 2022	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2022
A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Interns	Monthly	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of June 2022	% Monitoring and Mentoring of Interns as per approved Internship Policy	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of September 2021	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 31st of December 2021	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 31st of March 2022	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of June 2022

Signatures Employee Date 05.07.21
 Supervisor
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D	D1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Implementation of Financial Recovery Plan	Monthly	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2022	% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2022	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 31st of December 2021	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 31st of March 2022	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2022
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Workplace Skills plan	Monthly	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2022	% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items)	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 31st of September 2021	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 31st of March 2022	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2022	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2022
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	Consequence management - abuse of council vehicles	Monthly	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2022	% Implementation of the 2020/2021 FY Workplace Skills Plan (Business unit specific items)	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 31st of September 2021	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 31st of March 2022	100% Implementation of the 2021/2022 FY Workplace Skills Plan (Business unit specific items) by the 30th of June 2022	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2022
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to Internal Audit	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to Internal Audit for Audit purposes by the 10th of August 2021	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to Internal Audit for Audit purposes	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to Internal Audit for Audit purposes by the 10th of August 2021	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to the AG	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Service Providers	Assessment of service providers	Bi- Annually	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2022	% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 30th of July 2021	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2022	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2022	N/A

Signature of Employee Date 05.07.21
 Signature of Supervisor Date 05.07.21
 Msunduzi Municipality 2021/2022

MSUNDUZI MUNICIPALITY											
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES											
WEIGHT (%): 10%											
NAME: MS MOSA MOLAPO											
WORKPLAN COMPLIANCE											
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Ad hoc	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2022	% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of September 2021	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 31st of December 2021	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 31st of March 2022	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2022
C	C2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Increasing institutional capacity	N/A	100% implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 30th of June 2022	% implementation of all Business Unit specific LED initiatives (EPWP, CWP)	100% implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 30th of September 2021	100% implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 31st of December 2021	100% implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 31st of March 2022	100% implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 30th of June 2022


 Signatures Employee Date
 Date 21/11/21 Msunduzi Municipality 2021/2022 Supervisor
