



Msunduzi Personal Development Plan

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

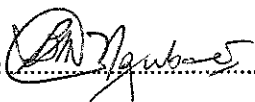
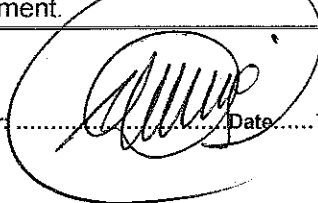
AND

Dr. Mpilo Ngubane (Full Name)

As the DMM: *Corporate Services (Jobholder)*

PERIOD OF DEVELOPMENT: 1 July 2012 to 30 June 2013

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

Signatures: Employee:  Date ..... 12/07/2012 ..... Supervisor:  Date ..... 12/07/2012 .....

Msunduzi Personal Development Plan



MUNICIPALITY:	Msunduzi Municipality
NAME:	Dr Mpilo Ngubane
JOB TITLE:	Deputy Municipal Manager
SUPERVISOR	Municipal 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)?

*Human Resources Management.  
Human Resources Development.  
Labour Relations.  
Legal competencies.*

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

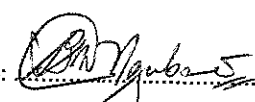
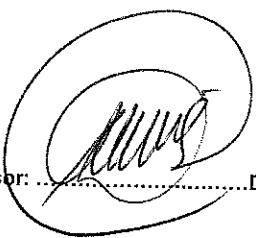
*All but legal competencies (Has labour law qualification).*

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

*Legal competencies.*

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

*Training on legal competencies - eg Drafting of Service Level Agreement - (SLA).*

Signatures: Employee:  Date ..... 12/07/2012..... Supervisor:  Date ..... 12/07/2012.....

Msunduzi Personal Development Plan



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

*Legal competencies*

6. Actions/Training interventions to address future progression

*Training on legal competencies*

7. Comments/Remarks of the Incumbent

*N/A.*

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

Impact of Development on work (After 3 – 6 Months)	
Employee	Supervisor/Manager
<i>Better understanding of the functions relating to the legal sub-unit.</i>	

Signatures: Employee: *[Signature]* Date ..... 12/07/2012 ..... Supervisor: *[Signature]* Date..... 12/07/2012.....



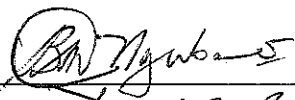
Msunduzi Personal Development Plan

Agreed upon:

Signature: \_\_\_\_\_

Supervisor: \_\_\_\_\_

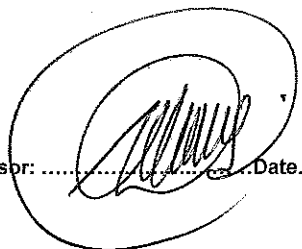
Date: 12/07/2012

Signature: 

Incumbent: SA M. B. NGUBANE

Date: 12/07/2012

Date of next review: \_\_\_\_\_

Signatures: Employee:  Date ..... 12/07/2012 ..... Supervisor:  Date ..... 12/07/2012 .....

ANNEXURE C

FINANCIAL DISCLOSURE  
FORM

I, the undersigned (surname and initials) DR MILO B. NGUBANE of  
P.O. Box 398, KWADLANGENZA  
3886 (Postal address)  
and 2 HORNBILL ROAD

BIRDSWOOD 3900 (Residential  
address) employed as DIR. M' CORP SERVICES at the MSUNDUZI

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

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

See information sheet:  
Note (1)

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

**2. Directorships and Partnerships**

See information sheet: Note (2)

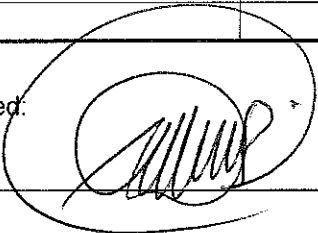
Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
		N/A

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

See information sheet: Note (3)

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

Council sanction confirmed:

Signature of Mayor: 

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MIBN

Date: \_\_\_\_\_

**4. Consultancies and retainerships**

See information sheet: Note (4)

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

**5. Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
	N/A	

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

See information sheet: Note (6)

Description	Value	Source
	N/A	

**7. Land and property**

See information sheet: Note (7)

Description	Extent	Area	Value
House	1200 m <sup>2</sup>	BIRDSWOOD	R1.2m.

SIGNATURE OF EMPLOYEE: \_\_\_\_\_



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

12/07/2012

PLACE: \_\_\_\_\_

PIETERMARITZBURG.

**OATH/AFFIRMATION**

- 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:

MBN MAN <sup>41</sup>

- (i) Do you know and understand the contents of the declaration?  
Answer \_\_\_\_\_
- (ii) Do you have any objection to taking the prescribed oath or affirmation?  
Answer \_\_\_\_\_
- (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?  
Answer \_\_\_\_\_

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

\_\_\_\_\_  
**Commissioner of Oath /Justice of the Peace**

Full first names and surname: \_\_\_\_\_ (Block letters)  
Designation (rank): \_\_\_\_\_ Ex Officio Republic of South Africa  
Street address of institution: \_\_\_\_\_

Date: 12 July 2012  
Place: Pietermaritzburg



CONTENTS NOTED: MAYOR M.M

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

## 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.

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INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

*Mr Mxolisi Alexius Nkosi (Full Name)*

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

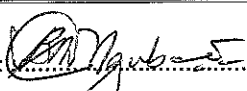
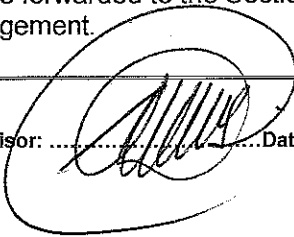
AND

*Dr. Mpilo Ngubane (Full Name)*

As the (Acting) *Deputy Municipal Manager: Corporate Services (Jobholder)*

**PERIOD OF AGREEMENT: 1 July 2012 to 30 June 2013**

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

Signatures: Employee:  Date ..... 12/07/2012 ..... Supervisor:  Date ..... 12/07/2012 .....

## Msunduzi Performance Agreement



### 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 agreement defines the Council's expectations of the employee's performance agreement to which this document is attached and Section 57 (1) (a) 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 agreement, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

#### 2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2012 to 30 June 2013**
- 2.2 The content of the agreement 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 agreement 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 : Not yet allocated at time of design

Management level : Level 2

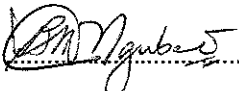
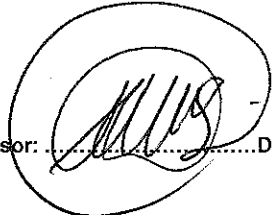
Component : Corporate Services

Unit : Corporate Services

Location : Prof. Nyembezi Building

Occupational classification : Senior Management (Section 56)

Designation : Deputy Municipal Manager: Corporate Services (Acting)

Signatures: Employee:  Date .....12/07/2012..... Supervisor:  Date.....12/07/2012.....

## Msunduzi Performance Agreement



### 4. JOB PURPOSE

The purpose of the DMM: Corporate Services' job should be in line with the Municipality's priorities as identified in the 2012 – 2013 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Corporate Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Corporate Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

#### Overall accountability of the jobholder:

The jobholder is the DMM: Corporate Services and has the responsibility for Corporate Services. The incumbent will provide continuous Management and other relevant information to the Municipal Manager in the Municipality's delivery of services.

### 5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ Manage, lead and direct activities of the Corporate Services Department
- ⇒ Plan and contribute to the development and implementation of Municipal Strategies
- ⇒ Financial Management of the Department
- ⇒ Safeguarding of assets
- ⇒ Provide strategic oversight of Corporate Services Functions
- ⇒ Management and Development
- ⇒ Promote cooperative governance and intergovernmental relations

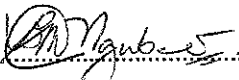
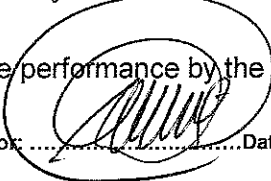
### 6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original agreement 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 agreement 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.

Signatures: Employee:  Date .....12/07/2012..... Supervisor:  Date.....12/07/2012.....

**Msunduzi Performance Agreement**



- ⇒ Facilitate access to skills development and capacity building opportunities.
- ⇒ Work collaboratively to solve problems and generate solutions to common problems within the municipality that may be impacting on the performance of the Jobholder.

**7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK**

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

7.1 The Key Performance Areas (KPA)s and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.

7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPAs within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPAs are outlined in the attached work plan. KPAs should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

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

Key Performance Areas (KPAs)	Weight
1. Institutional Development and Organisation Transformation	40%
2. Sound Governance	30%
3. Institutional Support Services	20%
4. Performance Management	10%
<b>TOTAL</b>	<b>100%</b>

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%


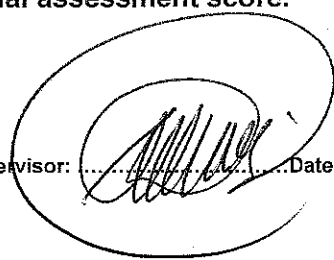
7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached WORKPLAN as well as the CMCs marked here-under. At least **five (5)** CMCs, inclusive of any that may become prescribed from time to time, should be selected from the lists that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

Core Managerial Competencies	Weight	Core Managerial Competencies	Weight
*Financial Management	10	Communication	5
*People Management & Empowerment	20	Accountability and ethical conduct	5
*Client orientation & Customer Focus	10		
Strategic capability and leadership	20		
Change Management	15		
Policy conceptualisation and implementation	15		
<b>Total</b>			<b>100%</b>

\* Compulsory

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

Signatures: Employee:  Date ..... 12/07/2012..... Supervisor:  Date ..... 12/07/2012.....

## Msunduzi Performance Agreement



### 9. 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 AGREEMENT 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**

### 10. 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 agreement and taking into account the Employee's self-assessment.

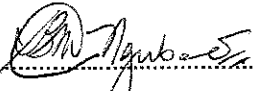
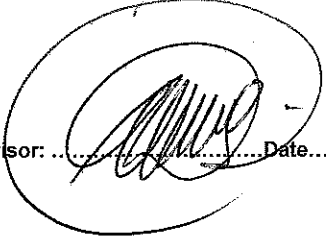
### 11. DEVELOPMENTAL REQUIREMENTS

- 11.1 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)

### 12. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

Progress review 1 (Oral)	End Oct '12
Progress review 2	End Jan '13
Progress review 3 (Oral)	End April '13
Progress review 4	End July '13
Annual evaluation	End July '13

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee for Section 56 Managers in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1<sup>st</sup> and 3<sup>rd</sup> Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

Signatures: Employee:  Date ..... 12/07/2012..... Supervisor:  Date..... 12/07/2012.....



**Msunduzi Performance Agreement**

**14. DISPUTE RESOLUTIONS**

⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *Mayor: Msunduzi Municipality*

⇒ If this mediation fails, the normal grievance rules will apply.

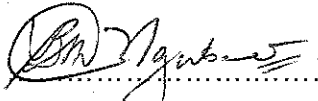
**12. AMENDMENT OF AGREEMENT**

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

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


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



Name of Jobholder: *DR M. B. NGUBANE*

Signature:  Date: 12/07/2012

AND

Name of Supervisor: *M. A - NKOSI*

Signature:  Date: 12/07/2012

Signatures: Employee:  Date .....12/07/2012.....Supervisor:  Date.....12/07/2012.....



## 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

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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—

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- (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**

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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.

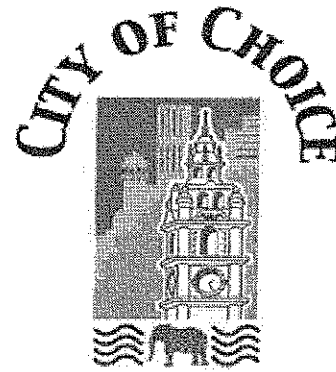
(2) Such other disciplinary steps may include—

- (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.

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**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**

This Performance Workplan is Annexure B of the incumbents Performance Agreement Document Pack and thus forms part of the Agreement



**PIETERMARITZBURG  
MSUNDUZI**

<b>Employee Number</b>	Not yet allocated at time of PA design
<b>Surname and Initials</b>	Dr. Mpilo Ngubane
<b>Designation</b>	Deputy Municipal Manager (Acting)
<b>Component</b>	Corporate Services
<b>Unit</b>	Corporate Services
<b>Management Level</b>	Level 2
<b>Occupational Classification</b>	Senior Management (Section 56)
<b>Location</b>	Prof. Nyembezi Building

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

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

Employee :

Date

12/07/2012

Supervisor

Date

12/07/2012

# 2012 - 2013 MUNICIPALITY WORKPLAN

ANNEXURE A

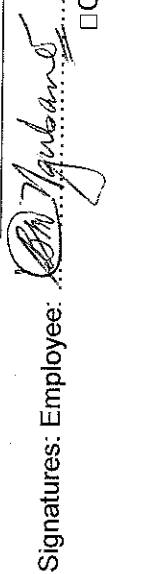
**DR. MILO NGUBANE**

**DMM: CORPORATE SERVICES**

## WORKPLAN (1)

National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews				
								Target	Actual	Quarter		
Institutional Development and Organisation Transformation	Institutional Development and Organisation Transformation	40.0%	Develop and Approve Policy Manual, Employment Procedure Manual, Parking Policy, Transfer Policy, Staff in Political Offices Policy, Acting Policy, Allocation/ Placement policy, EAP Policy, HIV Policy, Incapacity Policy, Dress Code/ Uniform Policy, Memorial Services and Funerals of Employees Policy, Training and Development Policy, Learnership Policy, Internship Policy, AET Policy, Career & Succession Policy	Approved Policies and Manuals % Policy Implementation and Compliance to Policy and Manuals  Sensitizing of employees on Policies and Manuals	Draft Policies and Manuals  None  None	31-Dec-12  100% Compliance to Policies and Manuals  All employees at Msunduzi sensitized on Policies and Manuals	30-Jun-13  30-Jun-13  31-Mar-13					
			Review Organisational Structure	Council Approved Organisational Structure	2008 Structure	30/9/2012						
			Staff allocation to revised structure	Date of staff allocations	All staff placed in existing approved structure	30/11/2012						
			Job Descriptions	Approved Job Description	N/A	30-Jun-13						
			Staff Service Charter	Approved Charter % Compliance to Charter	N/A N/A	31-Mar-13						
			Employee Workshops on Collective agreements and Internal Policies	Number of workshops	N/A	31-Mar-13						
			Industrial Action Strategy	Approved Strategy % Implementation of Strategy Reports on Implementation Presented to MANCO	N/A N/A N/A	31-Dec-12						
			Staff Retention Policy and Strategy	Approved Staff Retention Policy and Strategy % Compliance to Policy and Strategy	N/A N/A	31-Dec-12						
			Recruitment and selection Policy and strategy	Approved Strategy % Compliance to Policy and Strategy	None N/A	30/04/2013						



  
 Date 12 July 2012 ... Supervisor: ..... Date 12 July 2012 .....  
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# 2012 - 2013 MUNICIPALITY WORKPLAN

ANNEXURE A

HR Information Systems	% of post establishment uploaded to payday	Non availability of correct HR data	100% of post establishment uploaded to payday	30/09/2012
	% Qualifications uploaded to payday	Non availability of correct HR data	100% of qualifications uploaded	31/3/2013
	% Annual Leave Sick-leave & overtime uploaded to payday	Non availability of correct HR data	100 % Annual Leave Sick-leave & overtime uploaded to payday	31/12/2012
Skills Audit	Adopted Skills Audit Report	COGTA Skills Audit Reports		31-Mar-13
Skills Plan	Adopted 2013 - 2014 Skills Plan	2012 - 2013 Skills Plan		30-Jun-13
Learnerships	% Implementation of 2012 - 2013 Skills Plan	30% of 2011 - 2012	100% Implementation	30-Jun-13
Community Skills Programmes	Number of people enrolled in learnerships programme	N/A	30 Learners	30-Jun-13
Councillor Training	Number of skills programmes implemented	4 Programmes	4 Programmes	30-Jun-13
Internships	Number of councillors trained	20 Councillors	55 Councillors	30-Jun-13
Employee Study Assistance	Number of interns enrolled in internship programme	32 Interns	35 Interns	30-Jun-13
External Bursaries	Number of employees assisted	49 Employees	15 Study Assistance Awarded and 49 Bursaries carried over	30-Jun-13
Apprenticeships	Number of bursaries awarded	7 Bursary Awards	10 Bursary Awards	30-Jun-13
Occupational Health Awareness	Number of Section 28 apprenticeships and RPL in critical and scarce skills areas.	10 Section 28 Apprenticeships	15 Section 28 Apprenticeships Awarded and RPL conducted	30-Jun-13
Employee Risk Medicals	OHS Events held	2 Events	2 Events	30-Jun-13
Work Environment Risk Assessment	% Up to date of Employee Risk Database	None	100% Up to date Employee Database	Annually
Climate Survey	% of identified high risk Employee Medicals conducted	10%	50% of identified high risk Employee Medicals conducted	30-Jun-13
Process Mapping	% Up to date of Work Environment Risk Database	None	100% Up to date Work Environment Risk Database	Annually
Team building session for senior managers	% Work Environment Risk Assessments conducted	50%	100% Work Environment Risk Assessments conducted	30-Jun-13
	Climate Survey Report	Climate Survey 2007		Dec-12
	Number of approved process manuals	No written processes	4 Approved Process Manuals	30-Jun-13
	Date of session	None		28/02/2013

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# 2012 - 2013 MUNICIPALITY WORKPLAN

ANNEXURE A

WORKPLAN (2)								
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Timeframe	Reviews	
							Target	Actual
Institutional Development and Transformation	Sound Governance	30.0%	Secretariat Agenda Management	Number of days of agenda circulation prior to Council & Portfolios meeting	7 Days prior to meeting	Annually	7 Days prior to meeting	
				Number of days of agenda circulation prior to EXCO meeting	6 Days prior to meeting	Annually	6 Days prior to meeting	
				Number of days of agenda circulation to Chairperson prior to Council & Portfolios meeting	6 Days prior to meeting	Annually	8 Days prior to meeting	
				Number of days of agenda circulation to Chairperson prior to EXCO meeting	Not seen by Chairperson prior to meeting	Annually	7 Days prior to meeting	
				Number of days of agenda circulation to Councilors after receipt	Within 1 day after receipt	Annually	7 Days prior to meeting	
			Secretariat Minutes Management	Draft Minutes signed off without amendments	Draft Minutes signed off with amendments	Annually	No material amendments	
				Number of Days within which minutes are dispatched	7 days after meeting	Annually	Within 7 days after meeting	
				Time lapse in posting of minutes on the Intranet after meeting	14 days after meeting	Annually	7 days after meeting	
				Number of Days within which minutes are sent for implementation	7 days after meeting (except for Econ Dev PC)	Annually	All Minutes 7 days after meeting	
				Number of staff undergoing Secretariat Training	3 Committee Officers trained in electronic minute capturing	30-Jun-13	4 additional Committee Officers trained in electronic minute capturing	
				Number of weekly calendars circulated	N/A	Quarterly	12 weekly calendar of meetings circulated	
				Number of public meetings with Secretariat support	Secretariat support to public meetings as per demand	Annually	All Public Meetings with Secretariat Support	
				Number of Days within which minutes are finalised	7 days after meeting	Annually	Within 7 days after meeting	


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# 2012 - 2013 MUNICIPALITY WORKPLAN

ANNEXURE A

## WORKPLAN (3)

National KPA (SDBIF)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews	
								Target	Actual
Institutional Development and Transformation	Institutional Support Services	20.0%	Document Management System	Renewed SLA Number of licences renewed	S/LA expired User licences expired	30/12/12 6 Renewed licenses	30/12/12		
			Council Internal Mail	Number of new workstations by date Adopted Plan by MANCO Time lapse in dispatch of internal mail after receipt % Effectiveness and efficient internal mail system	Outdated ICT infrastructure Dysfunctional System	2 New Workstations 8/30/2012	30/12/12		
			Digital Copy Print Production	Number of days to completed printing from receiving requisition from business units	2 working days	24 hours of receipt	Annually		
			Lithographic Print Production	Number of days to completed printing from receiving of requisition from business units	10 working days	100% Effective and efficient internal mail	Annually		
			ICT Charter	Approved ICT Charter (Manco, Exco and Council)	None	2 working days	Annually		
			Master Systems Plan	Approved MSP (Manco, Exco and Council)	None		Annually		
			ICT Steering Committee	% Compliance to MSP Full Quorate ICT Steering Committee Meetings	None		100% Compliance	Annually	
			Physical Security Policy	Approved Physical Security Policies	None		1 Full Quorum ICT Steering Committee Sittings	Monthly	
			Logical Security Policy	% Implementation & Compliance to Physical Security Policy Approved Logical Security Policies	None		2 Approved Policies	30-Sep-12	
			Minimum Operating Standards	% Implementation & Compliance to Logical Security Policy Number of operating standards for Unix and Windows	None		100% Implementation and Compliance	Annually	
			Environmental Control Policy for Data Centre	% Compliance to Minimum Operating Standards Approved Environmental Control Policy for Data Centre	None		11 Approved Policies	30-Sep-12	
							100% Implementation and Compliance	Annually	
							14 Minimum Operating Standards	30-Sep-12	
							100% Compliance	Annually	
							2 Approved Policies	30-Sep-12	

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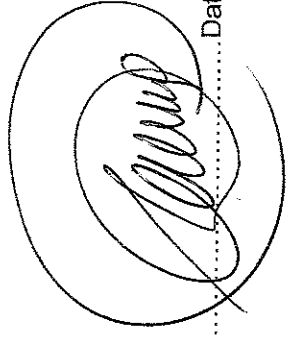
# 2012 - 2013 MUNICIPALITY WORKPLAN

ANNEXURE A

Bylaws Revision	% Implementation & Compliance to Environmental Control Policy for Data Centre Specified bylaws promulgated	None	100% Implementation and Compliance	Annually				
Review of Fines	% of fines reviewed	Outdated bylaws	Five specified bylaws promulgated: electricity; cemeteries; environmental health; informal trading; public amenities.	Quarterly				
Risk Guidance	Amounts and penalties have to be reviewed in accordance with inflation/monetary value	100% Fines for all business units reviewed	30/06/2013					
	Specified managers & staff from business units trained per quarter	Management and staff do not have sufficient knowledge of delictual liability	Key Managers & staff in all Business Units trained on delictual liability	30/06/2013				



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# 2012 - 2013 MUNICIPALITY WORKPLAN

ANNEXURE A

WORKPLAN (A)										
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
								Target	Actual	Quarter
Municipal Transformation and Institutional Development	Performance Management	10.0%	Planning and Agreements	Submission towards Municipal IDP	N/A	As per internal notification				
				Submission towards Municipal SDBIP	N/A	30-Apr-13				
				Submission of section budgets		1-Nov-12				
				Signed Performance Agreements with Process Managers	No Performance Agreements in place	1-Jul-13				
				Section Performance Monitoring Meetings		Weekly				
				Submission of Performance Reports to MANCO and EXCO		Monthly (Extended MANCO)				
				Submission towards Municipal Annual Performance Report		30-Jul-12				
				Assessment meetings register & Assessment Forms		End Oct '12 End Jan '13 End April '13 End July '13 End July '13				
				AG Compliance	% Compliance to Performance Audit Requirements as stipulated in the AG Performance Dashboards	N/A	100% Compliance	Annually		
					Response to AG queries	N/A	Within the required time frames	Annually		

*[Signature]*

Signatures: Employee: ..... Date 12 July 2012 ... Supervisor: ..... Date 12 July 2012 ....  
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*[Signature]*