



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

AND

Mrs Faith Ndlovu (Full Name)

As the *DMM: Corporate Services* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2013 to 30 June 2014

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

Signatures: Employee: *[Signature]* Date 12 / 07 / 2013 Supervisor: *[Signature]* Date 12 / 07 / 2013



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

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

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2013 to 30 June 2014, or when the employee's term of contract employment comes to an end, whichever is sooner.**
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. JOB DETAILS

Employee Number	:	0106540
Management level	:	Level 2
Component	:	Corporate Services
Unit	:	Corporate Services
Location	:	Head Office – Professor Nyembezi Buidling
Occupational classification	:	Senior Management – Section 56
Designation	:	Deputy Municipal Manager: Corporate Services

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



4. JOB PURPOSE

The purpose of the **DMM: Corporate Services** job should be in line with the Municipality's priorities as identified in the 2013 – 2014 Service Delivery Budget and Improvement 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 the Corporate Services function
- ⇒ Management and development
- ⇒ Promote corporative governance and intergovernmental relations

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

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

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



In turn the supervisor shall:

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

7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK

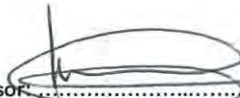
Performance will be assessed according to the information contained in the Workplan.

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

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

Key Performance Areas (KPA's)	Weight
1. Institutional Development and Organisation Transformation	30%
2. Sound Governance	30%
3. Information Communication Technology	15%
4. Legal Services	15%
5. Performance Management	10%
TOTAL	100%

NOTE: WEIGHTING OF KPA's MUST TOTAL 100%

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



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

7.4

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

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

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



8. PERFORMANCE ASSESSMENT

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

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

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

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

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

9. FEEDBACK

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

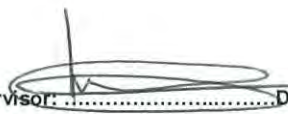
10. DEVELOPMENTAL REQUIREMENTS

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

11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

Progress review 1 (Oral)	End Oct '13
Progress review 2	End Jan '14
Progress review 3 (Oral)	End April '14
Progress review 4	End July '14
Annual evaluation	End July '14

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

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



12. DISPUTE RESOLUTIONS

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

13. AMENDMENT OF AGREEMENT

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

- 14.** The following are annexures of this individual annual performance agreement for the 2013/14 financial year:

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

15. SIGNATURES OF PARTIES TO THE AGREEMENT

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

Name of Jobholder: *Faith Ndlovu*

Signature: *Faith Ndlovu* Date: 12 / 07 / 2013

AND

Name of Supervisor: *Neliswa Ngcobo*

Signature: *Neliswa Ngcobo* Date: 12 / 07 / 2013

Signatures: Employee: *Faith Ndlovu* Date 12 / 07 / 2013 Supervisor: *Neliswa Ngcobo* Date 12 / 07 / 2013



ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



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



SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

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

2. General conduct

A staff member of a municipality must at all times—

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner; (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

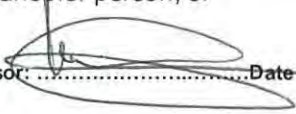
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality’s integrated development plan, and as far as possible within the ambit of the staff member’s job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member’s individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal gain

(1) A staff member of a municipality may not—

- (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or

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



(b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—

(a) be a party to a contract for—

(i) the provision of goods or services to the municipality; or

(ii) the performance of any work for the municipality otherwise than as a staff member; (b)

obtain a financial interest in any business of the municipality; or

(c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

(2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

6. Unauthorised disclosure of information

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

(2) For the purpose of this item "privileged or confidential information" includes any information—

(a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;

(b) discussed in closed session by the council or a committee of the council; (c)

disclosure of which would violate a person's right to privacy; or

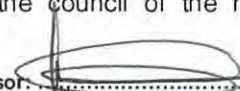
(d) declared to be privileged, confidential or secret in terms of any law.

(3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. Undue influence

A staff member of a municipality may not—

(a) unduly influence or attempt to influence the council of the municipality, or a structure or

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



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

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

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

8. Rewards, gifts and favours

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

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

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

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

9. Council property

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

10. Payment of arrears

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

11. Participation in elections

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

12. Sexual harassment

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

13. Reporting duty of staff members

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

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



14. Breaches of Code

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

14A. Disciplinary steps

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

(2) Such other disciplinary steps may include—

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

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



ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



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



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) NDLOM F of

P.O. Box 20113 ASHBURTON (Postal address) and

7 NJALA RD ASHBURTON (Residential address)

employed as DMHC:CS (ACTING) at the MSUNDUZI MUNICIPALITY

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

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

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
<u>MTN SHARES</u>			

2. Directorships and Partnerships

See information sheet: Note (2)

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

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
<u>N/A</u>		

Signatures: Employee: [Signature] Date 12 / 07 / 2013 Supervisor: [Signature] Date 12 / 07 / 2013



Council sanction confirmed:

Signature of Mayor: _____

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
ERF 403	4000	ASHBYTON	21.5M

Signatures: Employee: Weldon Date 12 / 07 / 2013 Supervisor: [Signature] Date 12 / 07 / 2013



SIGNATURE OF EMPLOYEE: Widder

DATE: 12 / 07 / 2013

PLACE: PMB

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:
 - (i) Do you know and understand the contents of the declaration?
Answer yes
 - (ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer no
 - (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer yes
2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

COMMISSIONER OF OATH
LELANI VAN DEN BERG
P.O.Box 1078, Hilton
Admitted Attorney
KwaZulu Natal

Commissioner of Oath / Justice of the Peace

Full first names and surname: Lelani van den Berg (Block letters)

Designation (rank): Legal advisor Ex Officio Republic of South Africa

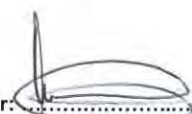
Street address of institution: _____

Date: 11 July 2013

Place: Pietermaritzburg

CONTENTS NOTED: MAYOR _____

DATE: _____

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



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

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

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

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

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

NOTE 2: Directorships and partnerships

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

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

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

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

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

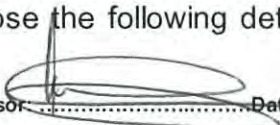
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

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

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

NOTE 4: Consultancies and retainerships

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

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



consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

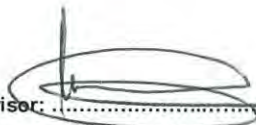
- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

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

NOTE 7: Land and Property

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

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

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



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

AND

Mrs Faith Ndlovu (Full Name)

As the *DMM: Corporate Services* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2013 to 30 June 2014

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

Signatures: Employee: *Fdlovu* Date 12 / 07 / 2013 Supervisor: *[Signature]* Date 12 / 07 / 2013



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	MRS FAITH NDLOVU
JOB TITLE:	DEPUTY MUNICIPAL MANAGER
SUPERVISOR	MUNICIPAL MANAGER
UNIT	COMMUNITY SERVICES
COMPONENT:	COMMUNITY 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)?

STRATEGIC LEADERSHIP & MGT, NQF 7 IN HRM OR PUBLIC ADMIN, 7 YRS MIN REL EXP AT SNR AND MIDDLE MGT CERTIFICATE IN FM (SAQA QUALIFICATION)

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

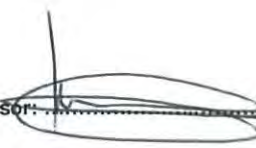
NQF 7, 7 YRS EXP @ SNR + MIDDLE MGT

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

CERTIFICATE IN MUNICIPAL FINANCE MGT

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

TRAINING TO COMMENCE ON 23 JULY 2013.

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



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

CERTIFICATE IN MPA

6. Actions/Training interventions to address future progression

COUNCIL IS PROVIDING TRAINING

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

Signatures: Employee: [Signature] Date 12 / 07/ 2013 Supervisor: [Signature] Date 12 / 07/ 2013

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



AGREED UPON:

Signature:



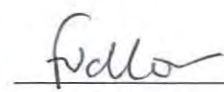
Supervisor:

N. Ngecho

Date:

12/07/2013

Signature:



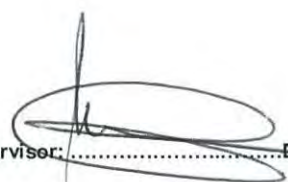
Incumbent:

FAITH NDLOVU

Date:

12/07/2013

Date of next review: _____

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



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER: 0106540
SURNAME & INITIALS: MRS FAITH NDLOVU
DESIGNATION: DEPUTY MUNICIPAL MANAGER
COMPONENT: CORPORATE SERVICES
UNIT: CORPORATE SERVICES
MANAGEMENT LEVEL: LEVEL 2
OCCUPATIONAL CLASSIFICATION: SENIOR MANAGEMENT – SECTION 56
LOCATION: PROFESSOR NYEMBEZI BUILDING

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

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

EMPLOYEE:

FAITH NDLOVU

DATE:

12 / 07 / 2013

SUPERVISOR:

[Signature]

DATE:

12 / 07 / 2013

Signatures: Employee: [Signature] Date 12 / 07 / 2013 Supervisor: [Signature] Date 12 / 07 / 2013

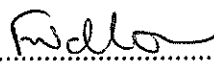
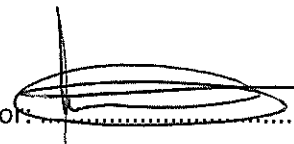
MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (1): Institutional Development and Organisation Transformation

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation	30%	Change management	Number of organizational development / change management interventions conducted	HRD 01	Growing disconnect between employees and Management	2 x organizational development / change management interventions conducted annually within the organization	31st of September 2013 & 31st of January 2014	Outcomes Report submitted to SMC by the 31st of September 2013	Implementation of the allocation change management intervention as per the approved implementation plan by the 31st of December 2013	Outcomes Report submitted to SMC by the 31st of January 2014	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Work-Place Skills Plan	Complete Implementation of WSP as per approved plan	HRD 02	60 % implementation of WSP in 12/13	Implementation of the workplace skill plan as approved by Council for the 13/14 Financial Year	30th of June 2014	Implementation of approved WSP as per approved plan	Implementation of approved WSP	Implementation of approved WSP	Implementation of approved WSP for the 13/14 Financial Year
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Skills Audit	Skills Audit conducted and report submitted	HRD 03	Outdated skills audit, Cogta 2008	Skills audit of all employees conducted and and report submitted to SMC by the 30th of June 2014	30th of June 2014	Appointment of service provider	Conduct workshops in order to Sensitize employees in business units: Finance, Corporate Business Unit and Corporate Services	Conduct Skills Audit: Community services	Skills audit of all employees conducted and and report submitted to SMC by the 30th of June 2014

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Msunduzi Municipality 2013/2014

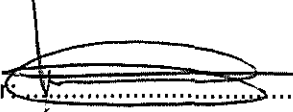
MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (1): Institutional Development and Organisation Transformation

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Study Assistance	Study Assistance Programme developed and implemented	HRD 04	32 Employees Awarded Study Assistance in 2012/2013	Study assistance programme for employees developed and implemented as per approved implementation plan.	31st of March 2014	Advertise the study assistance bursaries in the Corporate Communiqué and Notice Boards	Submit signed contracts for signature to the Municipal Manager	Register students with Educational Institutions as per implementation plan	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Community Based Learnerships	2 Learnership programmes developed and implemented for community members	HRD 05	3 Learnerships awarded in 2008/2009	2 Community Learnership programmes developed and implemented as per approved implementation plan	30th of June 2014	Selection and recruitment of learners	Learner Induction and finalisation of learnership agreements.	Implementation of learnerships as per approved implementation plan	Implementation of learnerships as per approved implementation plan
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Section 28 Learnerships	1 Learnership programme for employees developed and implemented	HRD 06	2 Learnerships awarded in 2012/2013	1 Learnership programme for employees developed and implemented as per approved implementation plan.	30th of June 2014	Selection and recruitment of learners based on criteria.	Learner Induction and finalisation of learnership agreements.	Implementation of learnerships as per approved implementation plan	Implementation of learnerships as per approved implementation plan

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Msunduzi Municipality 2013/2014

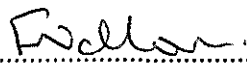
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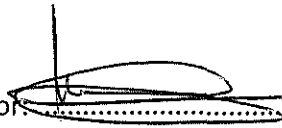
NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (1): Institutional Development and Organisation Transformation

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Apprenticeships	Number of Apprenticeships/ Section 28 programmes established and implemented	HRD 07	10 Employees trained and assessed in Section 28 Trades	2 Apprenticeships/ Section 28 programmes established and implemented as per approved implementation plan by the 30th of June 2014	30th of June 2014	Advertise Tender	Signing of SLA with appointed service provider.	Implementation of Section 28 Training as per approved implementation plan	Set up dates with Department of Labour for Section 28 Trade Tests.
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Internships	Internship Programme implemented as per approved implementation plan.	HRD 08	36 Interns awarded internships in 2012/2013	Internship Programme implemented as per approved implementation plan.	30th of June 2014	Advertise Internships in the Local Media targeting Msunduzi Residents	Induction of new Interns and signing of internship contracts.	Monitor Interns and programme Implementation by meeting with Mentors and Interns.	Monitor Interns and programme Implementation by meeting with Mentors and Interns.
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Skills Training	Number of 5 Community Skills Programmes (1 per Zone)	HRD 09	4 Community Skills Programmes	Provision of 5 Community Skills Programmes (1 per Zone)	30th of June 2014	Submission of Detailed Specs to Procurement for appointment of the appointment of Training Providers	Signing of SLA's with Service Providers	Implement Training Programme for Communities as per approved implementation plan	Implement Training Programme for Communities as per approved implementation plan

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Msunduzi Municipality 2013/2014

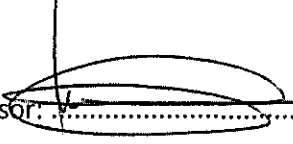
MSUNDUZI MUNICIPALITY

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DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (1): Institutional Development and Organisation Transformation

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		External Bursary	Implementation of external bursary programme as per approved implementation plan.	HRD 10	4 External Bursaries Awarded	External Bursary Programme implemented	30th of June 2014	Advertise the bursaries in the Local Media targeting Msunduzi Residents	Signing of bursary contracts with new bursary students.	Arrange Payments for tuition and Registration	Monitoring of Performance and Payment of Fees
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Councillor Training	Develop and implement a skills plan for all Councillors	HRD 11	45 Councillors Trained in the 2012/2013 Financial Year	Skill plan for councillors developed and implemented	30th of June 2014	Submission of Detailed Specs to Procurement for the appointment of Training Providers	Signing of SLA's with Service Providers	Implementation of Training Programme for Councillors as per approved implementation plan	Implementation of Training Programme for Councillors as per approved implementation plan
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Customer Satisfaction Survey	Date of completed Customer satisfaction survey and report	HRM 01	Nil	Customer satisfaction survey for internal customers conducted and report submitted to SMC by the 31st of March 2014	31st of March 2014	Conduct customer satisfaction survey for internal customers as per approved methodology	Submission of outcomes report on customer satisfaction survey for internal customers to SMC by the 31st of December 2013	Implementation of approved communication plan	N/A

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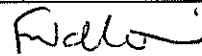
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WORKPLAN (1): Institutional Development and Organisation Transformation

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Allocation of Staff	All staff correctly placed according to the Allocation Policy by the 30th of June 2014	HRM 05	Allocation Policy. Approved Structure	All staff correctly placed according to the Allocation Policy by the 30th of June 2014	30th of June 2014	All Job Descriptions Written as per approved structure	Submission to Regional Job Evaluation Committee by 1 October 2013 & Evaluation of Job Descriptions (including appeals) Submission of Allocation of Staff implementation Plan to SMC for approval	Facilitate Allocation of Staff to new Structure as per approved implementation plan	Facilitate Allocation of Staff to new Structure as per approved implementation plan
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Filling of critical vacant positions.	Number of Critical Posts filled		179 critical vacant posts advertised and in process of being filled	Filling of 160 Critical Posts by 30 October 2013	30-Oct-13	Interviews for 160 Critical posts	Appointment of incumbents of 160 Critical posts	N/A	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Recruitment Selection, and Retention Strategy	Date of submission for approval of strategy to SMC	HRM 08	Draft Policy	Recruitment Selection, and Retention Strategy developed and submitted to SMC for approval by the 30th of October 2013	30-Oct-13	Research, Determination of baseline information	Recruitment Selection, and Retention Strategy developed and submitted to SMC for approval by the 30th of October 2013	N/A	N/A

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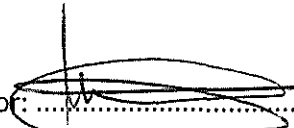
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WORKPLAN (1): Institutional Development and Organisation Transformation

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		HR Strategy	Date of submission for approval of HR strategy to SMC	HRM 09	No Strategy	HR Strategy developed and submitted to SMC for approval by the 30th of October 2013	30-Oct-13	Compile draft document. Consultation with stakeholders. Compile final draft by 30 September 2013	N/A	N/A	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Employment Equity Plan	Date of submission for approval of EEP to SMC	HRM 10	Outdated employment equity plan	Council Wide Employment Equity Plan Developed and submitted to SMC for approval by the 1st of January 2014	1st of January 2014	N/A	Draft EEP submitted to the DMM: Corporate Services by the 30th of November 2013	Council Wide Employment Equity Plan Developed and submitted to SMC for approval by the 1st of January 2014	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Health Awareness	Number and date of Occupational and Health awareness events conducted	OHS 01	Nil	2 x Occupational and Health awareness events conducted by the 31st of December 2013 and the 30th of June 2014 respectively	31st of December 2013 and the 30th of June 2014	N/A	1 Occupational and Health awareness event conducted	N/A	1 Occupational and Health awareness event conducted

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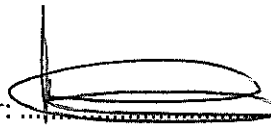
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WORKPLAN (1): Institutional Development and Organisation Transformation

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GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Employee Medicals	Number of Periodical Medicals conducted	OHS 02	Number of periodical medicals conducted in 12/13	400 Periodical Medicals conducted per annum by the 30th of June 2014	30th of June 2014	100 Medicals conducted by 30 September 2013	100 Medicals conducted by 31 December 2013	100 Medicals conducted by 31 March 2014	100 Medicals conducted by 30 June 2014
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Safety Awareness Challenge	Number of Organisation-wide Safety Challenges implemented	OHS 03	More focus on Primary Health than Occupational Health & Safety	3 Organisation- wide Safety Challenges initiated and implemented by 30 June 2013	30th of June 2014	Create Awareness of Challenge in Business Units 2013	1 Safety Challenge Implemented by 31 November 2013	1 Safety Challenge Implemented by 31 March 2014	1 Safety Challenge Implemented by 31 June 2014
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Safety Inspections	Number of Accident prevention Inspections conducted monthly	OHS 04	Reactive Investigation	180 Accident prevention inspections conducted by the 30th of June 2014	30th of June 2014	20 Accident prevention inspections by 30 September 2013	10 Accident prevention inspections conducted by 31 December 2013	10 Accident prevention inspections conducted by 31 March 2014	20 Accident prevention inspections conducted by 30 June 2014

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Msunduzi Municipality 2013/2014

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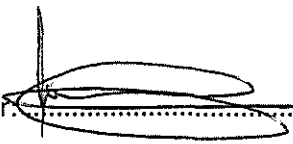
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WORKPLAN (1): Institutional Development and Organisation Transformation

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Workplace skills development	Budget spent on Work Skills Plan	HRD 02 - REGULATED KPI	N/A	5 850 000.00 (BUDGETED AMOUNT)	30th of June 2014	585 000	1 755 000.00	1 755 000.00	1 755 000.00
							5 850 000. 00 (ACTUAL AMOUNT SPENT)	30th of June 2014	585 000	1 755 000.00	1 755 000.00	1 755 000.00
							100% (PERCENTAGE SPENT)	30th of June 2014	10%	30%	30%	30%
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Development and Organisation Transformation		Employment equity	Number of people from employment equity target groups employed in the three highest levels of management	HRM 05 - REGULATED KPI		African Female - 4	31st of March 2014	N/A	N/A	African Female 4	N/A

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Msunduzi Municipality 2013/2014

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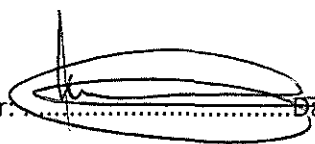
NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (2): Sound Governance

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance	30%	Minutes	Turnaround Time for finalisation of minutes within 7 working days after the meetings are held	SG 01	Current inconsistency in respect of finalization of minutes.	Portfolio Committee meetings Minutes finalized within 7 working days after the meetings are held	within 7 working days after the meetings are held	Portfolio Committee meetings Minutes finalized within 7 working days after the meetings are held	Portfolio Committee meetings Minutes finalized within 7 working days after the meetings are held	Portfolio Committee meetings Minutes finalized within 7 working days after the meetings are held	Portfolio Committee meetings Minutes finalized within 7 working days after the meetings are held
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Minutes	Turnaround Time Portfolio Committee meetings Minutes Dispatched (Posted on L- Drive) within 7 working days after the meetings are held	SG 02	Current inconsistency in respect of finalization of minutes.	Portfolio Committee meetings Minutes Dispatched (Posted on L- Drive) within 7 working days after the meetings are held	within 7 working days after the meetings are held	Portfolio Committee meetings Minutes Dispatched (Posted on L- Drive) within 7 working days after the meetings are held	Portfolio Committee meetings Minutes Dispatched (Posted on L- Drive) within 7 working days after the meetings are held	Portfolio Committee meetings Minutes Dispatched (Posted on L- Drive) within 7 working days after the meetings are held	Portfolio Committee meetings Minutes Dispatched (Posted on L- Drive) within 7 working days after the meetings are held
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Minutes	Turnaround time for the distribution of approved internal minutes	SG 03	Minutes currently dispatched 7 days after confirmation	Distribution of internal minutes within 7 days after approval by the committee	within 7 days after approval by the committee	Distribution of internal minutes within 7 days after approval by the committee	Distribution of internal minutes within 7 days after approval by the committee	Distribution of internal minutes within 7 days after approval by the committee	Distribution of internal minutes within 7 days after approval by the committee

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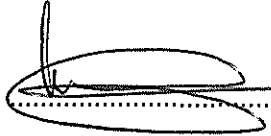
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WORKPLAN (2): Sound Governance

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Minutes	Turn-around time for submission of finalized minutes to IDP office 10 working days.	SG 04	Izimbizo Minutes	Minutes of IDP izimbizo finalized and submitted to IDP office within 10 working days after imbizo	within 10 working days after imbizo	Minutes of IDP izimbizo finalized and submitted to IDP office within 10 working days after imbizo	Minutes of IDP izimbizo finalized and submitted to IDP office within 10 working days after imbizo	Minutes of IDP izimbizo finalized and submitted to IDP office within 10 working days after imbizo	Minutes of IDP izimbizo finalized and submitted to IDP office within 10 working days after imbizo
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Minutes	Turnaround time for Translation of selected Committee Minutes completed within 10 working days per set of minutes.	SG 08	Translation services currently provided for Council and Portfolio Committees and documents sent by other units.	Translation of selected Committee Minutes completed within 10 working days per set of minutes.	10 working days per set of minutes	Translation of selected Committee Minutes completed within 10 working days per set of minutes.	Translation of selected Committee Minutes completed within 10 working days per set of minutes.	Translation of selected Committee Minutes completed within 10 working days per set of minutes.	Translation of selected Committee Minutes completed within 10 working days per set of minutes.
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Translations	Provision of interpretation completed as per request or required at selected Council, Portfolio Committee meetings, hearings and ad-hoc meetings.	SG 09	Translation services currently provided for Council and Portfolio Committees and documents sent by other units.	Provision of interpretation as required or requested at selected Council, Portfolio Committee meetings, hearings and ad- hoc meetings.	Ad-Hoc as per request	Provision of interpretation as required or requested at selected Council, Portfolio Committee meetings, hearings and ad- hoc meetings.	Provision of interpretation as required or requested at selected Council, Portfolio Committee meetings, hearings and ad- hoc meetings.	Provision of interpretation as required or requested at selected Council, Portfolio Committee meetings, hearings and ad- hoc meetings.	Provision of interpretation as required or requested at selected Council, Portfolio Committee meetings, hearings and ad- hoc meetings.

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DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (2): Sound Governance

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Meeting Calenders	Date Annual Calendar of Meetings publicised	SG 10	Annual, monthly and weekly calendars of meetings specifying : venues, dates, times and responsible Committee Officers.	Meetings of Council and its committees Annual calendar publicised by 31st of January 2014	31st of January 2014	N/A	N/A	Meetings of Council and its committees Annual calendar publicised by 31st of January 2014	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance			Date monthly Calendar of Meetings publicised			Meetings of Council and its committees Monthly calendar publicised by third week of each month	third week of each month	Meetings of Council and its committees Monthly calendar publicised by third week of each month	Meetings of Council and its committees Monthly calendar publicised by third week of each month	Meetings of Council and its committees Monthly calendar publicised by third week of each month	Meetings of Council and its committees Monthly calendar publicised by third week of each month
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance			Weekly calendar publicised every Friday			Meetings of Council and its committees Weekly calendar publicised every Friday	every Friday	Meetings of Council and its committees Weekly calendar publicised every Friday	Meetings of Council and its committees Weekly calendar publicised every Friday	Meetings of Council and its committees Weekly calendar publicised every Friday	Meetings of Council and its committees Weekly calendar publicised every Friday

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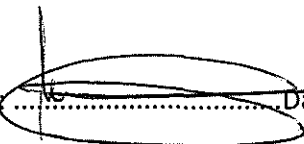
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GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Printing	Turn-around for the printing of Agendas for meetings of EXCO, Council and Portfolio Committees	SG 11	Turn-around time of not more than 24hrs maintained (Digital).	Turn-around time of not more than 24 hours for the printing of Agendas for meetings of EXCO, Council and Portfolio Committees maintained	Turn-around time of not more than 24 hours	Turn-around time of not more than 24 hours for the printing of Agendas for meetings of EXCO, Council and Portfolio Committees maintained	Turn-around time of not more than 24 hours for the printing of Agendas for meetings of EXCO, Council and Portfolio Committees maintained	Turn-around time of not more than 24 hours for the printing of Agendas for meetings of EXCO, Council and Portfolio Committees maintained	Turn-around time of not more than 24 hours for the printing of Agendas for meetings of EXCO, Council and Portfolio Committees maintained
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Printing	Turn-around time for Lithographic printing requests from business units..	SG 12	Turn-around time of not more than 10 days maintained. (Lithographic)	Maintain turn- around time of not more than 10 days for Lithographic printing requests from business units.	turn-around time of not more than 10 days	Maintain turn- around time of not more than 10 days for Lithographic printing requests from business units.	Maintain turn- around time of not more than 10 days for Lithographic printing requests from business units.	Maintain turn- around time of not more than 10 days for Lithographic printing requests from business units.	Maintain turn- around time of not more than 10 days for Lithographic printing requests from business units.
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Service Charter	Date of submission to SMC	SG 15	No approved service charter	Submission of the draft batho pele service charter to SMC by 30th of September 2013	30th of September 2013	Submission of the draft charter to SMC by 30th September 2013	N/A	N/A	N/A

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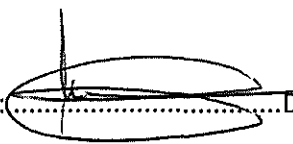
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GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Service Charter	Date of launch	SG 15	No approved service charter	Launch of the service charter by the 31st of December 2013	31st of December 2013	N/A	Launch of the service charter by the 31st of December 2013	N/A	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Service Charter	Implementation of approved Batho Pele annual programme	SG 15	No approved service charter	Implementation of approved Batho Pele annual programme	Monthly	Implementation of the approved batho pele annual programme and submission of report to OMC on a monthly basis	Implementation of the approved batho pele annual programme and submission of report to OMC on a monthly basis	Implementation of the approved batho pele annual programme and submission of report to OMC on a monthly basis	Implementation of the approved batho pele annual programme and submission of report to OMC on a monthly basis
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sound Governance		Internal charter	Date Submitted to SMC	HRM 02	Nil	Submission of Internal Staff Service Charter to SMC by 31 December 2013	31st of December 2013	N/A	Consultation and Draft Document	N/A	N/A

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

MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

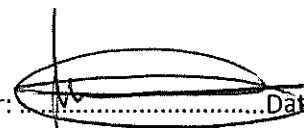
DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (3): Information Communication Technology

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services	15%	Remediation	Clean Audit 2013/2014	ICT 01	Remediation ICT Policies all approved	Clean audit in respect of ICT matters raised in the 2012/2013 AG report	30th of June 2014	N/A	Develop remediation plan in respect of ICT matters raised in the AG report for 2012/13	Implementation of the ICT remediation plan as per approved plan	Implementation of the ICT remediation plan as per approved plan
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Remediation	Date ICT strategic plan submitted to SMC and implementation as per the approved plan	ICT 02	Outdated ICT Strategy/MSP	ICT Strategic Plan developed and submitted to SMC by 30th of October 2013 and implementation as per the approved plan	30th of October 2013 & 30th of June 2014	Draft ICT Strategic Plan and submit to all DMMs by the 30th of September 2013 for comment	ICT Strategic Plan developed and submitted to SMC by 31st of October 2013	Implementation of the ICT Strategic Plan as per approved plan	Implementation of the ICT Strategic Plan as per approved plan
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		PC Replacement	Number of old/obsolete desktop computers replaced	ICT 03	Obsolete and end-of-life PCs	Replacement of 200 old/obsolete desktop computers by the 31st of December 2013	31st of December 2013	Old/obsolete Desktop Replacement Plan submitted to the SMC by the 30th of September 2013	Replacement of 200 old/obsolete desktop computers by the 31st of December 2013	N/A	N/A

Signatures: Employee: 

Date: 12/07/2013

Supervisor: 

Date: 12/07/2013

Msunduzi Municipality 2013/2014

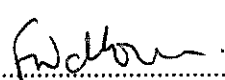
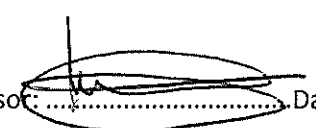
MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (3): Information Communication Technology

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Renewal of Obsolete Infrastructure	Date Obsolete ICT infrastructure replaced	ICT 07	Obsolete IT infrastructure	Obsolete ICT Infrastructure replaced by the 31 December 2013	31st of December 2013	Awarding of tender and Order placed for ICT Equipment	ICT Infrastructure replaced by the 31 December 2013	N/A	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Renewal of Obsolete Infrastructure	Date of IT Network and Switches environment replaced	ICT 08	Obsolete IT infrastructure	Replacement of ICT network equipment: Switches and Routers by the 31st of December 2013	31st of December 2013	Awarding of tender and order placed for ICT network equipment by the 30 September 2013	Replacement of ICT network equipment: Switches and Routers by the 31st of December 2013	N/A	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Bylaws	Date reviewed by- laws (Advertising by- law; Market by-law; Water services by- law; Public Open Spaces by-law and Fire Prevention by- law)submitted to SMC	LS 02	Have commenced revision on 9 bylaws	Review of 5 specified bylaws as follows: Advertising by- law; Market by- law; Water services by-law; Public Open Spaces by-law and Fire Prevention by-law submitted to SMC by the 30th of September 2013	30th of September 2013	Review of 5 specified bylaws as follows: Advertising by- law; Market by- law; Water services by-law; Public Open Spaces by-law and Fire Prevention by- law submitted to SMC by the 30th of September 2013	N/A	N/A	N/A

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

MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

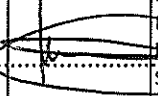
DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (3): Information Communication Technology

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Bylaws	Date of gazetted by-laws	LS 02	Have commenced revision on 9 bylaws	Gazetting of 5 specified bylaws as follows: Advertising by-law; Market by-law; Water services by-law; Public Open Spaces by-law and Fire Prevention by-law by the 31st of March 2013	31st of March 2013	N/A	N/A	Gazetting of the by-laws	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Legal Services	Monthly legal briefs submitted to OMC and published on Municipal Intranet	LS 05	Nil	12 Legal briefs submitted to OMC and published on the Municipal Intranet on a monthly basis	Monthly	1 Legal brief submitted to OMC and published on the Municipal Intranet on a monthly basis	1 Legal brief submitted to OMC and published on the Municipal Intranet on a monthly basis	1 Legal brief submitted to OMC and published on the Municipal Intranet on a monthly basis	1 Legal brief submitted to OMC and published on the Municipal Intranet on a monthly basis
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Bylaws	Number of publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper	LS 06	Ignorance on meaning and interpretation of bylaws.	8 Publications on bylaws education for inclusion in the internal staff newsletter and Msunduzi newspaper	Quarterly	2 publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper	2 publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper	2 publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper	2 publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Claims	Date of training in the Promotion of Access to Information Act	LS 07	Lack of Knowledge on PAIA.	All deputy information officers trained on the Promotion of Access to Information Act by the 30th of September 2013	30th of September 2013	All deputy information officers trained on the Promotion of Access to Information Act by the 30th of September	N/A	N/A	N/A

Signatures: Employee: 

Date: 12/07/2013

Supervisor: 

Date: 12/07/2013

Msunduzi Municipality 2013/2014

MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (4): Legal Services

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services	15%	Remediation	Clean Audit 2013/2014	ICT 01	Remediation ICT Policies all approved	Clean audit in respect of ICT matters raised in the 2012/2013 AG report	30th of June 2014	N/A	Develop remediation plan in respect of ICT matters raised in the AG report for 2012/13	Implementation of the ICT remediation plan as per approved plan	Implementation of the ICT remediation plan as per approved plan
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Remediation	Date ICT strategic plan submitted to SMC and implementation as per the approved plan	ICT 02	Outdated ICT Strategy/MSP	ICT Strategic Plan developed and submitted to SMC by 30th of October 2013 and implementation as per the approved plan	30th of October 2013 & 30th of June 2014	Draft ICT Strategic Plan and submit to all DMMs by the 30th of September 2013 for comment	ICT Strategic Plan developed and submitted to SMC by 31st of October 2013	Implementation of the ICT Strategic Plan as per approved plan	Implementation of the ICT Strategic Plan as per approved plan
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		PC Replacement	Number of old/obsolete desktop computers replaced	ICT 03	Obsolete and end-of-life PCs	Replacement of 200 old/obsolete desktop computers by the 31st of December 2013	31st of December 2013	Old/obsolete Desktop Replacement Plan submitted to the SMC by the 30th of September 2013	Replacement of 200 old/obsolete desktop computers by the 31st of December 2013	N/A	N/A

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

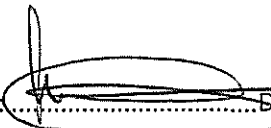
MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (4): Legal Services

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Renewal of Obsolete Infrastructure	Date Obsolete ICT infrastructure replaced	ICT 07	Obsolete IT infrastructure	Obsolete ICT Infrastructure replaced by the 31 December 2013	31st of December 2013	Awarding of tender and Order placed for ICT Equipment	ICT Infrastructure replaced by the 31 December 2013	N/A	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Renewal of Obsolete Infrastructure	Date of IT Network and Switches environment replaced	ICT 08	Obsolete IT infrastructure	Replacement of ICT network equipment: Switches and Routers by the 31st of December 2013	31st of December 2013	Awarding of tender and order placed for ICT network equipment by the 30 September 2013	Replacement of ICT network equipment: Switches and Routers by the 31st of December 2013	N/A	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Bylaws	Date reviewed by- laws (Advertising by law; Market by-law; Water services by- law; Public Open Spaces by-law and Fire Prevention by- law)submitted to SMC	LS 02	Have commenced revision on 9 bylaws	Review of 5 specified bylaws as follows: Advertising by- law; Market by- law; Water services by-law; Public Open Spaces by-law and Fire Prevention by-law submitted to SMC by the 30th of September 2013	30th of September 2013	Review of 5 specified bylaws as follows: Advertising by- law; Market by- law; Water services by-law; Public Open Spaces by-law and Fire Prevention by- law submitted to SMC by the 30th of September 2013	N/A	N/A	N/A

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

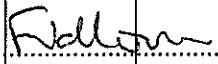
MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (4): Legal Services

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Bylaws	Date of gazetted by-laws	LS 02	Have commenced revision on 9 bylaws	Gazetting of 5 specified bylaws as follows: Advertising by-law; Market by-law; Water services by-law; Public Open Spaces by-law and Fire Prevention by-law by the 31st of March 2013	31st of March 2013	N/A	N/A	Gazetting of the by-laws	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Legal Services	Monthly legal briefs submitted to OMC and published on Municipal Intranet	LS 05	Nil	12 Legal briefs submitted to OMC and published on the Municipal Intranet on a monthly basis	Monthly	1 Legal brief submitted to OMC and published on the Municipal Intranet on a monthly basis	1 Legal brief submitted to OMC and published on the Municipal Intranet on a monthly basis	1 Legal brief submitted to OMC and published on the Municipal Intranet on a monthly basis	1 Legal brief submitted to OMC and published on the Municipal Intranet on a monthly basis
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Bylaws	Number of publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper	LS 06	Ignorance on meaning and interpretation of bylaws.	8 Publications on bylaws education for inclusion in the internal staff newsletter and Msunduzi newspaper	Quarterly	2 publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper	2 publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper	2 publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper	2 publications submitted for inclusion in the internal staff newsletter and Msunduzi newspaper
GOOD GOVERNANCE & PUBLIC PARTICIPATION	Institutional Support Services		Claims	Date of training on the Promotion of Access to Information Act	LS 07	Lack of Knowledge on PAIA.	All deputy information officers trained on the Promotion of Access to Information Act by the 30th of September 2013	30th of September 2013	All deputy information officers trained on the Promotion of Access to Information Act by the 30th of September	N/A	N/A	N/A

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

Supervisor:  Date: 12/07/2013

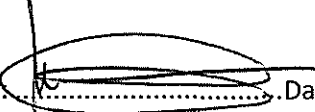
MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (5): Performance Management

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

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

Msunduzi Municipality 2013/2014

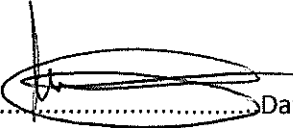
MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (5): Performance Management

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Transformation and Institutional Development	Performance Management		Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	N/A	Annually as per stipulated deadlines		Annually	N/A	N/A	N/A
Municipal Transformation and Institutional Development	Performance Management		Assessments	Assessment meetings register & Assessment Forms	N/A		End Oct '13		N/A	End Oct '13	N/A	N/A
					N/A		End Jan '14		N/A	N/A	End Jan '14	N/A
					N/A		End April '14		N/A	N/A	N/A	End April '14
					N/A		End July '14		N/A	N/A	N/A	N/A
					N/A		End July '14		N/A	N/A	N/A	N/A
			AG Queries	Response to AG queries	N/A	N/A	Within the required time frames	Annually	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames

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

Msunduzi Municipality 2013/2014

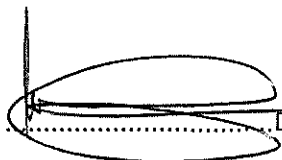
MSUNDUZI MUNICIPALITY

NAME: MRS. FAITH NDLOVU

DESIGNATION: Deputy Municipal Manager - Corporate Services (Acting)

WORKPLAN (5): Performance Management

National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
Municipal Transformation and Institutional Development	Performance Management		Grant Funding	Expenditure of grant funding	N/A	N/A	Within the timeframes contained in business plan/ projected cashflow expenditure	Monthly	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure
Municipal Financial Viability & Management	Institutional Development and Organisation Transformation		Budgeting and Expenditure Monitoring	Monthly Report with explanations for budget overruns & under expenditure	TBC	N/A	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month

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