

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)

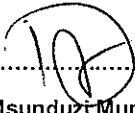
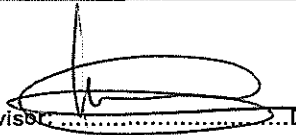
AND

Dr Raymond Mfankhona Ngcobo (Full Name)

As the *DMM: Economic Development* (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:  Date 12 / 07/ 2013 Supervisor:  Date 12 / 07/ 2013



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

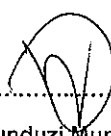
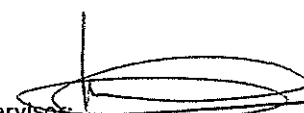
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the 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	:	0301490
Management level	:	Level 2
Component	:	Economic Development
Unit	:	Economic Development
Location	:	Head Office – City Hall
Occupational classification	:	Senior Management (Section 56)
Designation	:	Deputy Municipal Manager: Economic Development

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

4. JOB PURPOSE

The purpose of the DMM: Economic Developments' job should be in line with the Municipality's priorities as identified in the *2013 – 2014 Service Delivery Budget and Implementation Plan*. The purpose of the DMM: Economic Development is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Economic Development, 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: Economic Development and has the responsibility for Municipal Economic Development. The incumbent will provide continuous Management and other relevant information to the Municipal Manager in the Municipality's delivery of services.

5. JOB FUNCTIONS

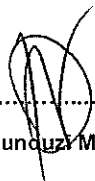
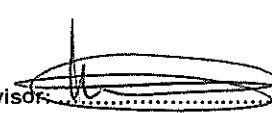
The key functions of the jobholder are to:

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

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance plan undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original plan is minimised.
- ⇒ Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- ⇒ 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. Economic Development	50%
2. Planning, Building Inspectorate, Survey and Housing	20%
3. GEDI, Forward Planning and Environmental Management and Licencing	20%
4. 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.


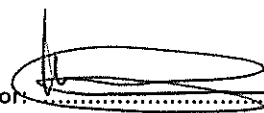
7.4

Core Managerial Competencies	Weight
*Financial Management	10%
*People Management & Empowerment	10%
*Client orientation & Customer Focus	10%
Strategic capability and leadership	20%
Programme and project management	15%
Change Management	5%
Knowledge Management	5%
Service Delivery Innovation	10%
Honesty and integrity	15%
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.

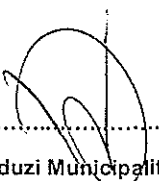
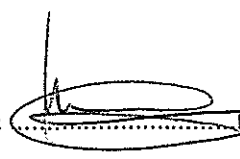
10. DEVELOPMENTAL REQUIREMENTS

- 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.

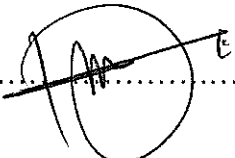
- 14.** The following are annexures of this individual annual performance agreement for the 2013/14 financial year:

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

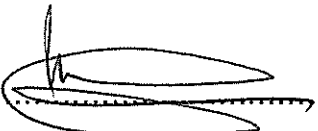
15. SIGNATURES OF PARTIES TO THE AGREEMENT

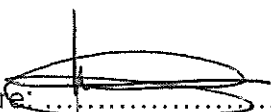
The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: *Dr Raymond Ngcobo*

Signature:  Date: 12 / 07 / 2013

AND

Name of Supervisor:  *M. Ngcobo*

Signature:  Date: 12 / 07 / 2013

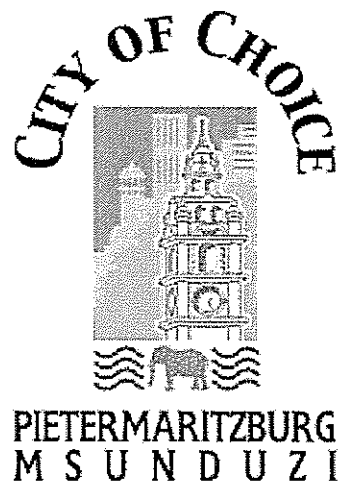
Signatures: Employee:  Date 12 / 07 / 2013 Supervisor:  Date 12 / 07 / 2013

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

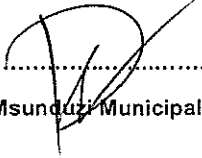
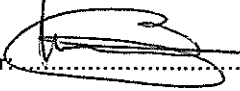
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (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

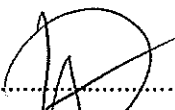
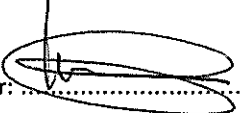
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

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.

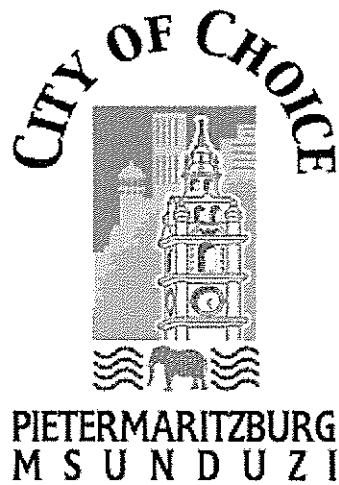
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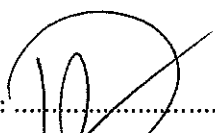
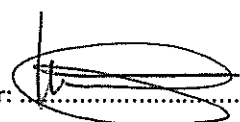


ANNEXURE B

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) NGCOBO MRB of

33 JAN SMUTS AVENUE, WINSTON PARK, GILLITS, 3611 (Postal address) and

_____ (Residential address)

employed as DEPUTY MUNICIPAL MANAGER 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
100%	PTY	0	RAYFUZE INVESTMENTS
100%	PTY	0	OLYMPIC PARK TRADING
100%	CC	0	DR RAYMOND INDEPENDENT ECONOMYST
50%	PTY	0	JOYSPRING TRADING INVESTMENTS

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
PART-TIME COMMISSIONER: INTERNATIONAL TRADE ADMINISTRATION COMMISSION	PRESIDENTIAL COMMISSION	R2.800 PER MEETING AS PER TREASURY DIRECTIVE

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

See information sheet: Note (3) **N/A**

Name of Employer	Type of work	Amount of Remuneration or Income

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

Council sanction confirmed:

Signature of Municipal Manager:

Date: _____

4. Consultancies and retainerships

See information sheet: Note (4) **N/A**

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

5. Sponsorships

See information sheet: Note (5) **N/A**

Source of sponsorship	Description of sponsorship	Value of sponsorship

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

See information sheet: Note (6) **N/A**

Description	Value	Source

7. Land and property

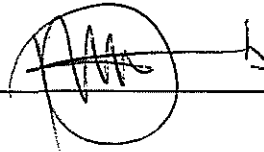
See information sheet: Note (7) **SEE SEPARATE PAGE**

Description	Extent	Area	Value

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

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SIGNATURE OF EMPLOYEE: _____



DATE: 12/07/2013

PLACE: _____

Pietermaritzburg

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer yes

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer no

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer yes

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

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

COMMISSIONER OF OATH
LELANI VAN DEN BERG
P.O.Box 1078, Hilton
Admitted Attorney
Kwa Zulu 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: 12/07/2013

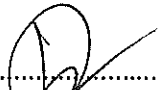
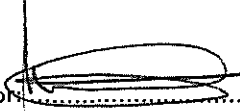
Place: Pietermaritzburg

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

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2013/2014 FINANCIAL YEAR
DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT



CONTENTS NOTED: MAYOR DATE: _____

Signatures: Employee:  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)

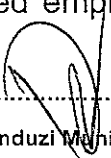
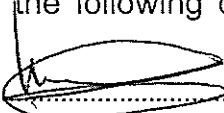
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- 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 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:

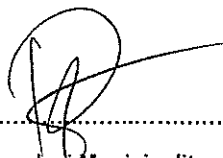
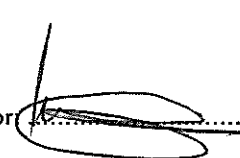
- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

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.

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

Dr Raymond Mfankhona Ngcobo (Full Name)

As the *DMM: Economic Development (Jobholder)*

PERIOD OF DEVELOPMENT: 1 July 2013 to 30 June 2014

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

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



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	RAYMOND NGCOBO
JOB TITLE:	DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT
SUPERVISOR	MUNICIPAL MANAGER
UNIT	ECONOMIC DEVELOPMENT
COMPONENT:	ECONOMIC DEVELOPMENT

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

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

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

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

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

Signatures: Employee:  Date 12 / 07/ 2013 Supervisor:  Date 12 / 07/ 2013
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5. Indicate the competencies required for future career progression/development


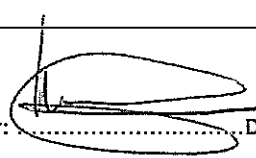
6. Actions/Training interventions to address future progression

7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

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

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2013/2014 FINANCIAL YEAR
DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT

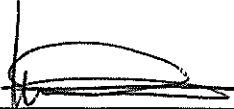


AGREED UPON:

Signature: _____

Supervisor: _____

Date: _____



N. Ngcobo

12/07/2013

Signature: _____

Incumbent: _____

Date: _____



12/07/2013

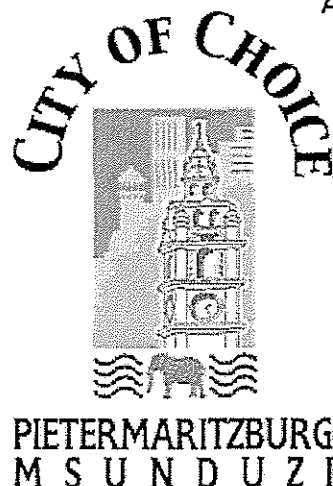
Date of next review: _____

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



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**

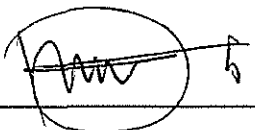


EMPLOYEE NUMBER: 0058246
SURNAME & INITIALS: NGCOBO R. F.M.B
DESIGNATION: DEPUTY MUNICIPAL MANAGER
COMPONENT: ECONOMIC DEVELOPMENT
UNIT: ECONOMIC DEVELOPMENT
MANAGEMENT LEVEL: LEVEL 2
OCCUPATIONAL CLASSIFICATION: SENIOR MANAGEMENT (SECTION 56)
LOCATION: HEAD OFFICE – CITY HALL

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

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

EMPLOYEE:



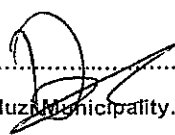
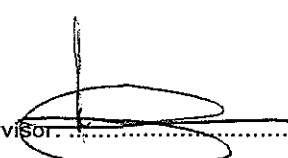
DATE:

12 / 07 / 2013

SUPERVISOR:

DATE:

12 / 07 / 2013

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

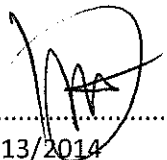
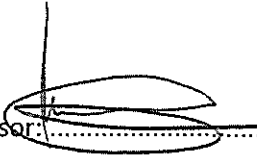
MSUNDUZI MUNICIPALITY

NAME: Dr. R Ngcobo

DESIGNATION: Deputy Municipal Manager - Economic Development

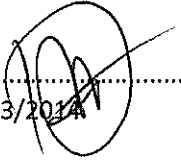

WORKPLAN (1): Economic Development

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
LOCAL ECONOMIC DEVELOPMENT	Economic Development	50%	Airport Upgrade	Date of completion of upgraded Airport facilities as per approved plan	ED 01	50% of airport upgrade completed	Airport facilities upgraded as per approved plan by the 30th April 2014	30th April 2014	Airport facilities upgraded as per approved plan	Airport facilities upgraded as per approved plan	Airport facilities upgraded as per approved plan	Airport facilities upgraded as per approved plan by the 30th April 2014
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Airport Upgrade	Date of completion as per approved plan and the tenant allocation and official opening	ED 01	50% of airport upgrade completed	Tenant Allocation of upgraded Airport facilities completed by the 31st of May 2014	31st of May 2014	N/A	N/A	N/A	Tenant Allocation of upgraded Airport facilities completed by the 31st of May 2014
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Airport Upgrade	Date of completion as per approved plan and the tenant allocation and official opening	ED 01	50% of airport upgrade completed	Official Opening of upgraded Airport facilities completed by the 30th of June 2014	30th of June 2014	N/A	N/A	N/A	Official Opening of upgraded Airport facilities completed by the 30th of June 2014

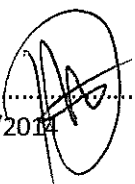

Signatures: Employee:  Date:12/07/2013 Supervisor:  Date:12/07/2013

Msunduzi Municipality 2013/2014

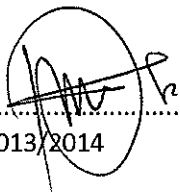
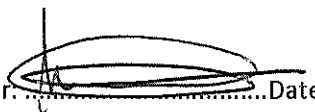
MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo				DESIGNATION: Deputy Municipal Manager - Economic Development								
WORKPLAN (1): Economic Development												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Youth Empowerment Strategy	Date Youth Development Strategy submitted to SMC	ED 02	Nil Strategy in place	Youth Development Strategy developed and submitted to SMC by the 30 April 2014	30 April 2014	Completed Baseline Study submitted to SMC by the 30th of September 2013	Consultations with stakeholders completed by the 31st of December 2013	Draft strategy Developed & Business and Implementation plan Completed and submitted to the DMM: Economic Development	Youth Development Strategy developed and submitted to SMC by the 30 April 2014
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Industrial strategy Project and incentive policy	Date Industrial Strategy and Incentive policy submitted to SMC	ED 03	Nil Strategy in place	Industrial Strategy and Incentive policy developed and submitted to SMC by the 30 April 2014	30 April 2014	Completed Baseline Study submitted to SMC by the 30th of September 2013	Consultations with stakeholders completed by the 31st of December 2013	1. Integration with Local Area Plans & IDP completed by the 30th of March 2014. 2. Industrial Strategy and Incentive policy developed and submitted to DMM: Economic Development by the 30 April 2014	Industrial Strategy and Incentive policy developed and submitted to SMC by the 30 April 2014

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

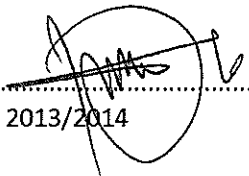
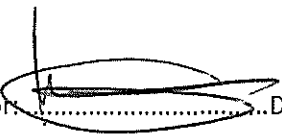
MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo				DESIGNATION: Deputy Municipal Manager - Economic Development								
WORKPLAN (1): Economic Development												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
LOCAL ECONOMIC DEVELOPMENT	Economic Development		To facilitate the sale of commercial and industrial sites	Number of reports on commercial and industrial sales submitted to SMC	ED 04	Monthly reports submitted to SMC on commercial and industrial sales in 12/13FY	12 x Monthly reports submitted to SMC on commercial and industrial sales by the 30th of June 2014	Monthly	3 x Monthly reports submitted to SMC on commercial and industrial sales	3 x Monthly reports submitted to SMC on commercial and industrial sales	3 x Monthly reports submitted to SMC on commercial and industrial sales	3 x Monthly reports submitted to SMC on commercial and industrial sales
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Development of an LED wide Local Economic Development Strategy	Date LED Strategy Submitted to SMC	ED 06	2007 LED Strategy	LED Strategy developed and submitted to SMC by the 31st of May 2014	31st of May 2014	Evaluation of Sector Plans by the different economic sector specialist by the 30th of September 2013	First Draft completed by the 31st of December 2013 and submitted to DMM: Economic Development	LED Strategy completed by the 30th of March 2014	LED Strategy developed and submitted to SMC by the 31st of May 2014
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Tourism Master Plan Development	Date Tourism Master Plan submitted to SMC	ED 07	2004 Tourism Master Plan	Tourism Master Plan developed and submitted to SMC by the 31st of May 2014	31st of May 2014	Baseline study completed and consultant appointed by the 30th of September 2013	First Draft completed by the 31st of December 2013 and submitted to DMM: Economic Development	Tourism Master Plan completed by the 30th of March 2014	Tourism Master Plan developed and submitted to SMC by the 31st of May 2014

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

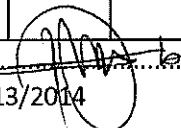

MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo				DESIGNATION: Deputy Municipal Manager - Economic Development								
WORKPLAN (1): Economic Development												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Market Upgrade	Date of completion of Market facilities upgrade as per approved plan	MKT 01	50% Upgraded market	Market facilities upgraded as per approved plan by the 31st of April 2014	31st of April 2014	Market facilities upgraded as per approved plan	Market facilities upgraded as per approved plan	Market facilities upgraded as per approved plan	Market facilities upgraded as per approved plan by the 31st of April 2014
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Market Upgrade	Date of completion of tenant allocation of the upgraded market facilities	MKT 01	50% Upgraded market	Tenant Allocation of upgraded market facilities facilitated by the 30th of May 2014	30th of May 2014	N/A	N/A	N/A	Tenant Allocation of upgraded market facilities facilitated by the 30th of May 2014
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Market Upgrade	Date of official opening of the upgraded market facilities	MKT 01	50% Upgraded market	Official Opening of the upgraded market facilities completed by the 30th of June 2014	30th of June 2014	N/A	N/A	N/A	Official Opening of the upgraded market facilities completed by the 30th of June 2014

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

MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo					DESIGNATION: Deputy Municipal Manager - Economic Development							
WORKPLAN (1): Economic Development												
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
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Informal Economy Strategy Development	Date Informal Economy Strategy submitted to SMC	ED 08	N/A	Informal Economy Strategy developed and submitted to SMC by the 31st of May 2014	31st of May 2014	Procurement process completed by the 30th of September 2013	Consultations completed by the 31st of December 2013	Integration with Local Economic Development Strategy completed by the 30th of March 2014	Informal Economy Strategy developed and submitted to SMC by the 31st of May 2014
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Land Audit preparation	Date Land Audit submitted to SMC	RE & V 01	2005 Land Audit	Land Audit completed and submitted to SMC by the 30th of March 2014	30th of March 2014	Procurement process completed by the 30th of September 2013	Collection of data / Physical Inspections completed by the 31st of December 2013	Land Audit completed and submitted to SMC by the 30th of March 2014	N/A
LOCAL ECONOMIC DEVELOPMENT	Economic Development		GV 2014	Date GV valuation roll submitted to SMC	RE & V 02	Last GV produced in 2008	GV valuation roll submitted to SMC by the 31st of January 2014	31st of January 2014	Property Inspection and evaluation continues	Property Inspection and evaluation completed by the 31st of December 2013	Advertisement of the draft GV for objections	N/A

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

MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo				DESIGNATION: Deputy Municipal Manager - Economic Development								
WORKPLAN (1): Economic Development												
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
LOCAL ECONOMIC DEVELOPMENT	Economic Development		GV 2014	Date GV and supplementary valuation roll Advertised	RE & V 02	Last GV produced in 2008	GV and supplementary GV roll advertised within legislative timeframes by the 31st of May 2014	31st of May 2014	N/A	N/A	Advertisement of the draft GV for objections	GV and supplementary GV roll advertised within legislative timeframes by the 31st of May 2014
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Business Plan for satellites Markets in Ward 4 and 8	Date Business & fundraising plan on satellite markets submitted to SMC	ED 09	Dysfunctional Markets	Business & fundraising plans for satellite markets developed and submitted to SMC by the 31st of December 2013	31st of December 2013	Consultations with stakeholders completed by the 31st of December 2013	Business and fundraising plans developed and submitted to SMC by the 31st of December 2013	N/A	N/A
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Establishment of Municipal Business Entities	Date establishment and registration of Municipal Entities completed	ED 10	Nil Business case development in place	Establishment and registration of Municipal Entities completed by the 30th of June 2014	30th of June 2014	Procurement process completed by the 30th of September 2013	Business Case Developed and report submitted to SMC by the 31st of December 2013	Stakeholder engagements completed by the 31st of March 2014	Establishment and registration of Municipal Entities completed by the 30th of June 2014
LOCAL ECONOMIC DEVELOPMENT	Economic Development		Community Work programme implemented and cooperatives supported	Number of work opportunities created through LED development initiatives including Capital Projects	ED 06 REGULATED KPI	N/A	1000 work opportunities created through LED development initiatives including Capital Projects	30th of June 2014	250 work opportunities created through LED development initiatives including Capital Projects	250 work opportunities created through LED development initiatives including Capital Projects	250 work opportunities created through LED development initiatives including Capital Projects	250 work opportunities created through LED development initiatives including Capital Projects

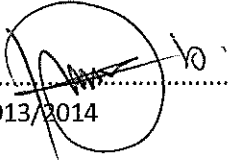

Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013

Msunduzi Municipality 2013/2014

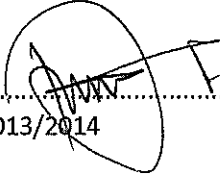
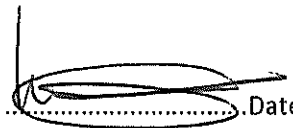
MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo					DESIGNATION: Deputy Municipal Manager - Economic Development							
WORKPLAN (2): Planning, Building Inspectorate, Survey and Housing												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing	20%	Edendale J2 & Quarry - Stage 1	% Completed.	HS 01	Desktop Studies Completed	80% EIA Completed by 30 June 2014	30th of June 2014	10% EIA Completed	30% EIA Completed	60% EIA Completed	80% EIA Completed by 30 June 2014
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Ewillowfountain: Bulwer - Stage 1	% Completed.		Desktop Studies Completed	Complete 80% of Feasibility Studies by 30 June 2014	30th of June 2014	10% EIA Completed	30% EIA Completed	60% EIA Completed	80% EIA Completed by 30 June 2014
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Khalanyoni - PF	Milestone Achieved or % Completed.		Council Approval. Desktop Studies	Complete Pre- Feasibility Studies by 31 Dec 2013. Detailed Feasibility Studies 15% completed by 30 June 2014	31 Dec 2013 & 30 June 2014	Complete SCM Process IA To Prepare Inception Report	Complete Pre- Feasibility Studies by 31 Dec 2013. Package application for Stage 1 Approval	Await DOHS Approval. DOHS Approved.	Detailed Feasibility Studies 15% complete.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Kwa 30 - PF	Milestone Achieved or % Completed.		Council Approval. Desktop Studies	Complete Pre- Feasibility Studies by 31 Dec 2013. Detailed Feasibility Studies 15% completed by 30 June 2014	31 Dec 2013 & 30 June 2014	Complete SCM Process IA To Prepare Inception Report	Complete Pre- Feasibility Studies by 31 Dec 2013. Package application for Stage 1 Approval	Await DOHS Approval. DOHS Approved.	Detailed Feasibility Studies 15% complete.

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

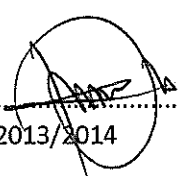

MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo					DESIGNATION: Deputy Municipal Manager - Economic Development							
WORKPLAN (2): Planning, Building Inspectorate, Survey and Housing												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Signal Hill - Stage 1	Milestone Achieved or % Completed.	HS 02	Feasibility Studies Completed. RoD in place.	50% Completed Planning & Design by 30 June 2014	30th of June 2014	Feasibility Studies completed. Package Application for DOHS approval.	Await DOHS Approval. DOHS Approval.	20% Completed Planning & Design	50% Completed Planning & Design by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Glenwood South East Sector - PF	Milestone Achieved or % Completed.	HS 01	Council Approval. Desktop Studies	Complete Pre- Feasibility Studies Package application for Stage 1 Approval by 30 June 2014	30th of June 2014	Complete Pre- feasibility Studies by 30 Sept 2013 and submit application to DOHS	Await DOHS Approval. DOHS Approved.	Complete SCM Process. IA appointed.	Package application for Stage 1 Approval by 30 June 2014
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Hollingwood - PF	Milestone Achieved or % Completed.		Council Approval. Desktop Studies	Complete Pre- Feasibility Studies Package application for Stage 1 Approval by 30 June 2014	30th of June 2014	Complete Pre- feasibility Studies by 30 Sept 2013 and submit application to DOHS	Await DOHS Approval. DOHS Approved.	Complete SCM Process. IA appointed.	Package application for Stage 1 Approval by 30 June 2014

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


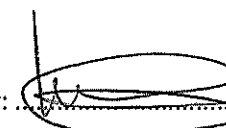
MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo					DESIGNATION: Deputy Municipal Manager - Economic Development							
WORKPLAN (2): Planning, Building Inspectorate, Survey and Housing												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Ambleton 3 - PF	Milestone Achieved or % Completed.		Council Approval. Desktop Studies	Complete Pre- Feasibility Studies Package application for Stage 1 Approval by 30 June 2014	30th of June 2014	Complete Pre- feasibility Studies by 30 Sept 2013 and submit application to DOHS	Await DOHS Approval. DOHS Approved.	Complete SCM Process. IA appointed.	Package application for Stage 1 Approval by 30 June 2014
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Edendale Priority Housing Project - Stage 1	Milestone Achieved or % Completed.		Council Approval. Desktop Studies	Completed Pre- feasibility Studies and submission of application to DOHS by 30 June 2014.	30th of June 2014	Await land acquisition	Await land acquisition	Await land acquisition	Complete Pre- feasibility Studies and submit application to DOHS by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Mkondeni/Shorts Retreat - PF	Milestone Achieved or % Completed.		Council Approval. Desktop Studies	Implementing Agent to be appointed and to Prepare Inception Report by 30 June 2014.	30th of June 2014	Manager: Real Estates to conclude Expropriation.	Complete Pre- feasibility Studies Submit Application for Stage 1 Approval to DOHS	Await DOHS Approval. DOHS Approved.	Complete SCM Process IA To Prepare Inception Report by 30 June 2014.

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

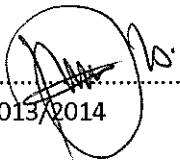
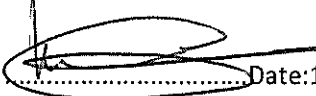
MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo					DESIGNATION: Deputy Municipal Manager - Economic Development							
WORKPLAN (2): Planning, Building Inspectorate, Survey and Housing												
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Harewood	Milestone Achieved or % Completed.		Nil	Implementing Agent to Prepare Inception Report by 30 June 2014.	30th of June 2014	Prepare report for Council Approval	Complete Pre- feasibility Studies Submit Application for Stage 1	Await DOHS Approval. DOHS Approved.	Complete SCM Process IA To Prepare Inception Report by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Edendale Unit T2 & T3	No. of Sites Completed with Services	HS 03	70 Sites	161 Sites completed with Services by 30 June 2014	30th of June 2014	N/A	Services for 70 Sites completed	Services for 140 Sites completed	Services for 161 Sites constructed
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		North East Sector	Milestone Achieved No of Sites completed with Services		0	150 sites completed with Services by 30 June 2014	30th of June 2014	1. Obtain Project Approval from DoHS 2. Concluded Agreement	Services for 50 Sites completed	Services for 100 Sites completed	Services for 150 Sites completed
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Edendale Unit S (Phase 8 Ext)	Milestone Achieved No of Sites completed with Services		0	300 Sites completed with Services by 30 June 2014	30th of June 2014	1. Obtain Project Approval from DoHS 2. Concluded Agreement	Services for 100 Sites completed	Services for 200 Sites completed	Services for 300 Sites completed

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

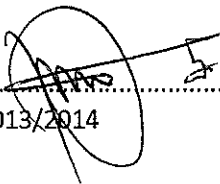
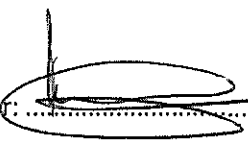
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National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Msunduzi Wirewall	No of Houses constructed	HS 04	1100 Houses	360 houses to be Built by 30 June 2014	30th of June 2014	N/A	120 Houses completed	240 Houses completed	360 Houses completed by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Msunduzi Rectification	No of Houses constructed		15 Houses	360 houses to be Built by 30 June 2014	30th of June 2014	N/A	Construction of 120 Houses commenced & Completed	Construction of 240 Houses commenced & Completed	Construction of 360 Houses commenced & Completed
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Willowfountain EE (Phase 1)	No of Houses constructed		127 Houses	73 Houses to be Built by 31 March 2014	31st of March 2014	15 Houses completed	Construction of 45 Houses completed	73 Houses completed by 31 March 2014.	N/A
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Lot 182 Sinathing	No of Houses constructed		0	133 Houses to be Built by 30 June 2014	30th of June 2014	15 Houses completed	Construction of 45 Houses completed	73 Houses completed by 31 March 2014.	133 Houses completed by 30 June 2014.

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Msunduzi Municipality 2013/2014

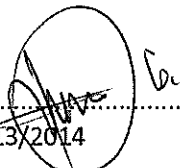
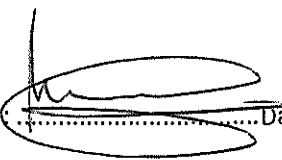
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BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Edendale T2 & T3	No of Houses constructed	HS 04	120 Houses	180 Houses to Be Built by 30 June 2014	30th of June 2014	N/A	N/A	Construction of 90 Houses completed	180 Houses completed by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Tamboville	No of Houses constructed		0	80 Units to be Builtby 30 June 2014	30th of June 2014	N/A	N/A	Construction of 40 Houses completed	80 Houses completed by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Thembalihle	No of Houses constructed		0	80 Units to be Built by 30 June 2014	30th of June 2014	N/A	N/A	Construction of 40 Houses completed	80 Houses completed by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Vulindlela Rural Housing Project	No of Houses constructed	HS 08	1900	2000 Houses to be Built by 30 June 2014.	30th of June 2014	Construction of 360 Houses completed	Construction of 900 Houses completed	1440 Houses completed	2000 Houses completed by 30 June 2014.

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Msunduzi Municipality 2013/2014

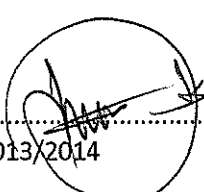
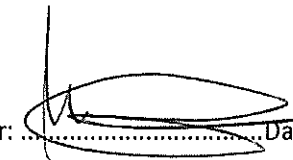
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WORKPLAN (2): Planning, Building Inspectorate, Survey and Housing												
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BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Westgate/ Grange	No of Units constructed	HS 04	0	300 Units constructed by 30 June 2014.	30th of June 2014	Site Establishment	Complete Earthworks	Construction of 100 Houses completed	300 Units constructed by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Jika Joe	Percentage Completed		0	50% Earthworks for community residential units (Jika Joe) completed by 30 June 2014	30th of June 2014	Implementing Agent (IA) appointed.	Planning & Design ongoing.	Conclude Planning & Design	50% Earthworks for community residential units (Jika Joe) completed by 30 June 2014
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		NUSP	Number of settlements assessed and number of strategic plans produced	HS 06	0	75 x Informal settlements assessed and strategic plans produced (NUSP) by 31 March 2014.	31st of March 2014	Rapid Assessment of total 55 Informal Settlements completed	1. Rapid Assessment of total 75 Informal Settlements completed. 2.Upgrading strategy and Plans for 40 informal settlements completed.	Upgrading strategy and Plans for 75 informal settlements completed by 31 March 2014.	N/A

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Msunduzi Municipality 2013/2014

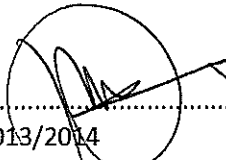
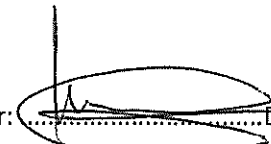
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BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing			Number of Informal Settlements upgraded	HS 07	0	5 Informal settlements upgraded by 30 June 2014	30th of June 2014	N/A	N/A	Application to DOHS for upgrade of 5 Informal Settlements	Upgrade 5 Informal Settlements (Basic Services and secure tenure) by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Maintenance and Repair	Date Housing Rental Stock Maintenance Plan completed and submitted to SMC	HS 09	1100000	Maintenance plan for Housing rental stock completed and submitted to SMC by 30 May 2014.	30 May 2014.	N/A	N/A	N/A	Maintenance plan for 2014/15 compiled and submitted to SMC by 30 May 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Tenant Audits	Number of rental units audited	HS 09	0	360 x rental units audited by 30 June 2014.	30th of June 2014	30 Units audited.	Total 100 units	Total 230 units	360 x rental units audited by 30 June 2014.

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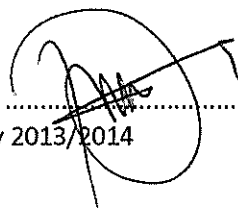
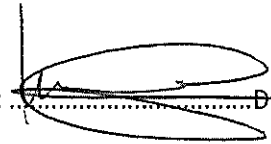
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BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Transfer of certain units of Housing Rental Stock to qualifying tenants (EEDBS).	Number of technical assessments of rental stock completed	HS 10	0	Technical Assessment for 216 of Rental Stock Units Completed by 30 June 2014.	30th of June 2014	DOHS concluded SCM process, & Agreement signed with the Service Provider and DOHS.	Technical Assessment for 72 of Rental Stock Units Completed	Technical Assessment for 144 of Rental Stock Units Completed	Technical Assessment for 216 of Rental Stock Units Completed by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Transfer of ex- State-owned Housing Scheme Units through DOHS (EEDBS)	No of transfers to qualifying beneficiaries		27 161 units transferred	Transfer of 600 rental units to qualifying beneficiaries by 30 June 2014.	30th of June 2014	150 Rental units transferred to qualifying beneficiaries commenced.	300 Rental units transferred to qualifying beneficiaries commenced.	450 Rental units transferred to qualifying beneficiaries commenced.	Transfer of 600 rental units to qualifying beneficiaries by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		National Housing Needs Register	Date housing needs register database operational	HS 11	Inefficient operations	Housing Needs Register database for operational by 31 December 2014.	31 December 2014.	Installation requirements finalised with NDOHS.	Housing Needs Register database for operational by 31 December 2014.	N/A	N/A

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BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		National Housing Needs Register	Number of applicants registered on the housing needs database	HS 12	0	2500 applicants registered on the housing needs database by 30 June 2014.	30th of June 2014	N/A	N/A	1250 applicants registered on the housing needs database	2500 applicants registered on the housing needs database by 30 June 2014.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Plan Approval System	Date of implementation of new plan approval system	HS 13, HS 14	Inefficient Systems	New Plan Approval System implemented by 31 December 2013	31 December 2014.	SCM process completed and Service Providers appointed. Plan Approval System installed.	Training for Plan Approval System completed & new System fully implemented by 31 Dec 2013.	N/A	N/A
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Subdivision/ consolidation of land applications	Time frames (days) taken for processing of applications for subdivision/ consolidation of land.	LS 01	1000	Applications for subdivision/ consolidation of land processed within the timeframes as required by the KZN Planning development Act by the 30th of June 2014	30th of June 2014	Applications for subdivision/ consolidation of land processed within the timeframes as required by the KZN Planning development Act	Applications for subdivision/ consolidation of land processed within the timeframes as required by the KZN Planning development Act	Applications for subdivision/ consolidation of land processed within the timeframes as required by the KZN Planning development Act	Applications for subdivision/ consolidation of land processed within the timeframes as required by the KZN Planning development Act

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BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Provision of cadastral information service	Time frames taken for provision of cadastral information and comments to the public.	LS 02	Ongoing	Provide cadastral information and comment service to public within acceptable time frames.	Within acceptable time frames	Monitor time frames.	Monitor time frames.	Monitor time frames.	Monitor time frames.
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Improved access to basic services	No. of new houses constructed	HS 04, 08 REGULATED KPI	N/A	3566 new houses constructed	30th of June 2014	390 new houses constructed	1230 new houses constructed	2338 new houses constructed	3566 new houses constructed
BASIC SERVICE DELIVERY	Planning, Building Inspectorate, Survey and Housing		Monitoring & Enforcement of building construction & regulation	Monthly reports produced and submitted on the Number of building Plans received against approved	TBC	N/A	Monthly reports produced and submitted to OMC on the Number of building Plans received against approved	Monthly	Monthly reports produced and submitted to OMC on the Number of building Plans received against approved	Monthly reports produced and submitted to OMC on the Number of building Plans received against approved	Monthly reports produced and submitted to OMC on the Number of building Plans received against approved	Monthly reports produced and submitted to OMC on the Number of building Plans received against approved

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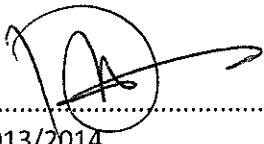
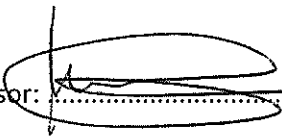
MSUNDUZI MUNICIPALITY

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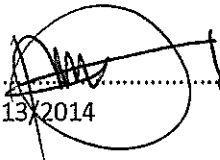
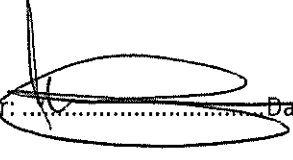
DESIGNATION: Deputy Municipal Manager - Economic Development

WORKPLAN (3): GEDI, Forward Planning and Environmental Management and Licencing

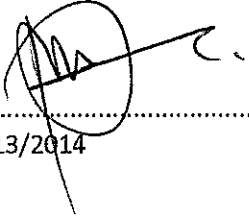
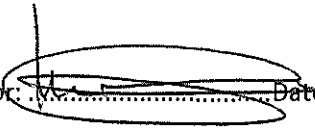
National KPA (SDBIP / Operational Plan)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	SDBIP / Operational Plan REF NO:	Baseline Information	Annual Target	Timeframe	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target
GOOD GOVERNANCE & PUBLIC PARTICIPATION	GEDI, Forward Planning and Environmental Management and Licencing	20%	SeDIS and CBD LAP's		PLN 01	30% SEDIS LAP, 30% CBD LAP, 0% for the Vulindlela LAP, Northdale LAP, Scottsville/ New England LAP, and Bishopstowe LAP.	Local Area Plans for the following areas: South Eastern Districts (SEDIS) and CBD developed and submitted to SMC by the 31st of March 2014	31st of March 2014	Research for Local Area Plans for the following areas: South Eastern Districts (SEDIS) and CBD completed by the 30th of September of 2013	First Draft Local Area Plans for the following areas: South Eastern Districts (SEDIS) and CBD completed by the 31st of December 2013	Final Draft Local Area Plans for the following areas: South Eastern Districts (SEDIS) and CBD developed and submitted to DMM: Economic Development by the 31st March 2014	Local Area Plans for the following areas: South Eastern Districts (SEDIS) and CBD developed and submitted to SMC by the 28th of April 2014
GOOD GOVERNANCE & PUBLIC PARTICIPATION	GEDI, Forward Planning and Environmental Management and Licencing		SDF Review		PLN 02	0%	SDF reviewed and submitted to SMC by the 30th of April 2014	30th of April 2014	Advertising, Tenders Evaluated by the 30th of September 2013	Tenders Adjudicated and Service provider appointed by the 31st of December 2013	SDF reviewed and submitted to DMM: Economic Development by the 31st of March 2014	SDF reviewed and submitted to SMC by the 30th of April 2014

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Msunduzi Municipality 2013/2014

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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	GEDl, Forward Planning and Environmental Management and Licencing		Town Planning Scheme		PLN 03	40% Edendale and Sobantu, 0% Phase 1 Vulindlela, 0% Phase 2 Vulindlela, 0% Part Northdale/ Bishopstowe	Extended Town Planning Scheme covering Edendale and Sobantu prepared and submitted to SMC by the 31st of May 2014		Research for Extension of the Town Planning Scheme for: Edendale and Sobantu by 30th of September of 2013	Final draft Review of the Extended Town Planning Scheme covering Edendale and Sobantu forwarded to stakeholders for comment by the 31st of December 2013	Final Draft Scheme for public comment completed by the 31st of March 2014	Extended Town Planning Scheme covering Edendale and Sobantu prepared and submitted to SMC by the 31st of May 2014
GOOD GOVERNANCE & PUBLIC PARTICIPATION	GEDl, Forward Planning and Environmental Management and Licencing		PDA Appliocations		PLN 05	Variable	Number of Town Planning applications processed within legislated time frames as per PDA by the 30th of June 2014	30th of June 2014	Town Planning applications processed within legislated time frames as per PDA	Town Planning applications processed within legislated time frames as per PDA	Town Planning applications processed within legislated time frames as per PDA	Town Planning applications processed within legislated time frames as per PDA
GOOD GOVERNANCE & PUBLIC PARTICIPATION	GEDl, Forward Planning and Environmental Management and Licencing		Licencing		L 01	R150 000. 00	Businesses licence applications approved within 21 days of receipt of application by the 30th of June 2014	30th of June 2014	Businesses licence applications approved within21 days of receipt of application	Businesses licence applications approved within21 days of receipt of application	Businesses licence applications approved within21 days of receipt of application	Businesses licence applications approved within21 days of receipt of application

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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	GED, Forward Planning and Environmental Management and Licencing		Enforcement		L02	560 businesses inspected annually for valid business licenses, limited by number of inspectors	560 x businesses inspected annually for valid business licenses by the 30th of June 2014	30th of June 2014	140 x businesses inspected quarterly for valid business licenses by the 30th of September 2013	140 x businesses inspected quarterly for valid business licenses by the 31st of December 2013	140 x businesses inspected quarterly for valid business licenses by the 31st of March 2014	140 x businesses inspected quarterly for valid business licenses by the 30th of June 2014
GOOD GOVERNANCE & PUBLIC PARTICIPATION	GED, Forward Planning and Environmental Management and Licencing		Property tenure		GEVDI 01	21762	1500 x Property tenure upgrades completed by the 31st of March 2014	31st of March 2014	N/A	N/A	1500 x Property tenure upgrades completed by the 31st of March 2014	N/A
GOOD GOVERNANCE & PUBLIC PARTICIPATION	GED, Forward Planning and Environmental Management and Licencing		Expropriation		GEVDI 02	44	19 x Properties expropriated by ther 31st of December 2013	31st of December 2013	N/A	19 x Properties expropriated by the 31st of December 2013	N/A	N/A

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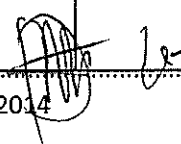
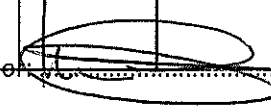
MSUNDUZI MUNICIPALITY

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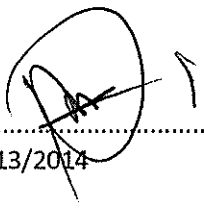
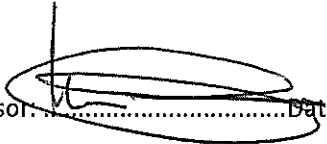
WORKPLAN (3): GEDI, Forward Planning and Environmental Management and Licencing

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	GEDI, Forward Planning and Environmental Management and Licencing		Private land purchased		GEVDI 04	121	100 x private (sites) land purchased by the 30th of June 2014	30th of June 2014	10 x private (sites) land purchased by the 30th of September 2013	30 x private (sites) land purchased by the 31st of December 2013	30 x private (sites) land purchased by the 31st of March 2014	30 x private (sites) land purchased by the 30th of June 2014
GOOD GOVERNANCE & PUBLIC PARTICIPATION	GEDI, Forward Planning and Environmental Management and Licencing		Ward profiling		GEVDI 05	0	Ward Profiling of 8 Wards in Greater Edendale completed by the 30th of June 2014	30th of June 2014	Ward Profiling of 2 Wards completed by the 30th of September 2013	Ward Profiling of 2 Wards completed by the 31st of December 2013	Ward Profiling of 2 Wards completed by the 31st of March 2014	Ward Profiling of 2 Wards completed by the 30th of June 2014
GOOD GOVERNANCE & PUBLIC PARTICIPATION	GEDI, Forward Planning and Environmental Management and Licencing		Ward profiling		GEVDI 06	0	Ward Profiling of 6 Wards in Vulindlela completed by the 30th of June 2014	30th of June 2014	Ward Profiling of 1 Wards completed by the 30th of September 2013	Ward Profiling of 1 Wards completed by the 31st of December 2013	Ward Profiling of 2 Wards completed by the 31st of March 2014	Ward Profiling of 2 Wards completed by the 30th of June 2014
GOOD GOVERNANCE & PUBLIC PARTICIPATION	GEDI, Forward Planning and Environmental Management and Licencing		Policy		E 01	First and second draft Climate Change Adaption policy completed	Climate Change Adaption Policy completed and submitted to SMC by the 31st of May 2014	31st of May 2014	Research for Climate Change Adaption Policy completed by the 30th of September 2013	Draft of Climate Change Adaption Policy for internal circulation and submission to other Government Departments for comments completed by the 31st of December 2013	Final draft of Climate Change Adaption Policy for public comment completed by the 31st of March 2014	Climate Change Adaption Policy completed and submitted to SMC by the 31st of May 2014

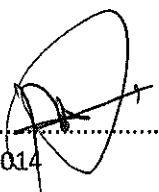
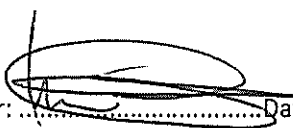
Signatures: Employee:  Date: 12/07/2013 Supervisor:  Date: 12/07/2013

Msunduzi Municipality 2013/2014



MSUNDUZI MUNICIPALITY												
NAME: Dr. R Ngcobo				DESIGNATION: Deputy Municipal Manager - Economic Development								
WORKPLAN (4): 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 Perfromance 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: Dr. R Ngcobo				DESIGNATION: Deputy Municipal Manager - Economic Development								
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: Dr. R Ngcobo				DESIGNATION: Deputy Municipal Manager - Economic Development								
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

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Msunduzi Municipality 2013/2014