



## 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 2014 to 30 June 2015

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

Signatures: Employee: ..... Date 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 2015



**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 2014 to 30 June 2015**
- 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

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#### 4. JOB PURPOSE

The purpose of the **DMM: Economic Developments'** job should be in line with the Municipality's priorities as identified in the *2014 – 2015 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
- ⇒ 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.

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In turn the supervisor shall:

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

## 7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK

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

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

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

Key Performance Areas (KPA's)	Weight
1. WORKPLAN 1: LOCAL ECONOMIC DEVELOPMENT	20%
2. WORKPLAN 2: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT	20%
3. WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS	20%
4. WORKPLAN 4: SOCA, MTAS & REGULATED PERFORMANCE INDICATOR	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
<b>TOTAL</b>	<b>100%</b>

**NOTE: WEIGHTING OF KPA's MUST TOTAL 100%**

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

7.4

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

**\* Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

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## 8. PERFORMANCE ASSESSMENT

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

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

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

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

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

## 9. FEEDBACK

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



## 10. DEVELOPMENTAL REQUIREMENTS

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

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

Progress review 1 (Oral)	End Oct '14
Progress review 2	End Jan '15
Progress review 3 (Oral)	End April '15
Progress review 4	End July '15
Annual evaluation	End July '15

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 1<sup>st</sup> and 3<sup>rd</sup> Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

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**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 2014/15 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:** R. Ngeobu

**Signature:** [Signature] **Date:** 25 / 02 / 2015

AND

**Name of Supervisor:** M. A. Nkomo

**Signature:** [Signature] **Date:** 25 / 02 / 2015

**Signatures: Employee:** [Signature] **Date** 25 / 02 / 2015 **Supervisor:** [Signature] **Date** 25 / 02 / 2015





**ANNEXURE A**

**MSUNDUZI MUNICIPALITY**

**CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS**

**SCHEDULE 2**



Signatures: Employee: ..... Date 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 2015





## 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

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(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

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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.

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#### 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 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 2015



## FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Ngcobo R of  
33 Jan Smuts Avenue  
\_\_\_\_\_(Postal address) and

\_\_\_\_\_(Residential address)

employed as Deputy Municipal Manager at the Msunduzi Municipality  
Municipality hereby certify that the following information is complete and correct to the best of  
my knowledge:

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

See information sheet: Note (1)

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

### 2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
Olympic Park Trading 184	Trading	None
Rayfuz Investments	Trading	± R7K per month

### 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 25 / 02 / 2015 Supervisor: \_\_\_\_\_ Date 25 / 02 / 2015





Council sanction confirmed:

Signature of Municipal Manager:

Date: 25 / 02 / 2015

**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)

Description	Extent	Area	Value
Jan Smuts Avenue	+ 3000m <sup>2</sup>	Gillits	R 3 M

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

*[Handwritten signature]*

DATE: 25 / 02 / 2015

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

**OATH/AFFIRMATION**

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

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

Answer yes

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

Answer no

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

Answer yes

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

*[Handwritten signature]*

SIGNED: *[Handwritten signature]* DATED: 2015.03.09  
**I. BRUCE**  
 MANAGER: FINANCE SUPPORT SERVICES  
 COMMISSIONER OF OATHS ex officio  
 CITY OF PIETERMARITZBURG  
 341 CHURCH STREET

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

Full first names and surname: IVAN BRUCE

Designation (rank): FINANCE SUPPORT MGR Ex Officio Republic of South Africa

Street address of institution: 341 CHURCH STREET

Date: 2015.03.09

Place: PIETERMARITZBURG

CONTENTS NOTED: MAYOR

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

*[Handwritten signature]*

*[Handwritten signature]*

Signatures: Employee: \_\_\_\_\_ Date 25 / 02 / 2015 Supervisor: \_\_\_\_\_ Date 25 / 02 / 2015





## 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 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 2015



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:


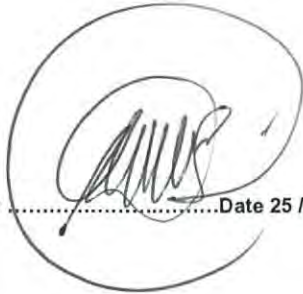
- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

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.

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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 2014 to 30 June 2015

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

Signatures: Employee: ..... Date 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 2015



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

**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)?

*None*

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

*Economic Development Facilitation*

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

*None*

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

*None.*

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

*None*

6. Actions/Training interventions to address future progression

*None*

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: ..... Date 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 2015



**AGREED UPON:**

Signature:

Supervisor:

Date:

25 / 02 / 2015

Signature:

Incumbent:

Date:

25 / 02 / 2015

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

Signatures: Employee: ..... Date 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 2015





ANNEXURE D

**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**




**EMPLOYEE NUMBER:** 0058246  
**SURNAME & INITIALS:** NGCOBO R. F  
**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:**

25 / 02 / 2015

**SUPERVISOR:**

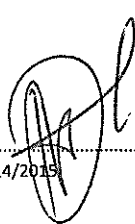
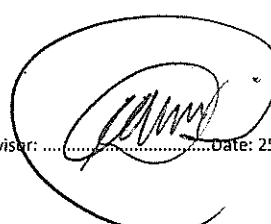
  
\_\_\_\_\_

**DATE:**

25 / 02 / 2015

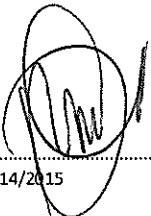
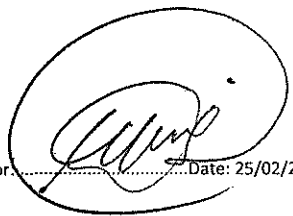
Signatures: Employee: ..... Date 25 / 02 / 2015 Supervisor: ..... Date 25 / 02 / 2015

MSUNDUZI MUNICIPALITY												
NAME: DR RAY NGCOBO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT						
WORKPLAN 1: LOCAL ECONOMIC DEVELOPMENT								WEIGHT (%): 20%				
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
C	C2	LED 01	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Establishment of the Airport Municipal Entity	Registration of the Airport as a municipal entity	Airport currently managed by Council	Completed application for the Registration of the Airport as a municipal entity submitted to SMC by the 31st of March 2015	Date Completed application for the Registration of the Airport as a municipal entity submitted to SMC	finalisation of the Business case by the 30th Of September 2014.	finalisation of section 78 process of consultation.	Completed application for the Registration of the Airport as a municipal entity submitted to SMC by the 31st of March 2015	N/A
C	C2	LED 02	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Establishment of the Airport Municipal Entity	institutionalisation of the Airport as the Municipal Entity	Market currently managed by Council	Finalisation of the institutional arrangement of the Airport as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board by 30th of June 2015.	Date institutional arrangement of the Airport as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board finalised	#REF!	#REF!	completeion of the business plan, draft organisational structure and procedure for the appointment of the Board.	Finalisation of the institutional arrangement of the Airport as a Municipal Entity including the Business plan, Organisational structure and apointment of the Board by 30th of June 2015.
C	C2	LED 03	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Establishment of the Market Municipal Entity	Registration of the Market as a municipal entity	Market currently managed by Council	Completed application for the Registration of the Market as a municipal entity submitted to SMC by the 31st of March 2015	Date Completed application for the Registration of the Market as a municipal entity submitted to SMC	finalisation of the Business case by the 30 th of September 2014.	finalisation of Section 78 process of consultation.	Completed application for the Registration of the Market as a municipal entity submitted to SMC by the 31st of March 2015	finalisation of the registration of the Entity.

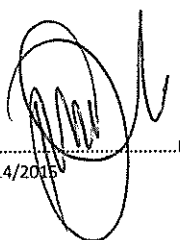
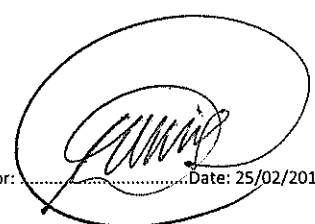
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C	C2	LED 04	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Establishment of the Market Municipal Entity	institutionalisation of the Market as the Municipal Entity	Forestry Function currently managed by Council	Finalisation of the institutional arrangement of the Market as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board by 30th of June 2015.	Date institutional arrangement of the Market as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board finalised	N/A	N/A	completion of the business plan, draft organisational structure and procedure for the appointment of the Board.	Finalisation of the institutional arrangement of the Market as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board by 30th of June 2015.
C	C2	LED 05	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Establishment of the Forestry Municipal Entity	Registration of the Forestry Function as a municipal entity	Forestry Function currently managed by Council	Completed application for the Registration of the Forestry Function as a municipal entity submitted to SMC by the 31st of March 2015	Date Completed application for the Registration of the Forestry Function as a municipal entity submitted to SMC	finalisation of the Business case by the 30th Of September 2014.	finalisation of section 78 process of consultation.	Completed application for the Registration of the Forestry Function as a municipal entity submitted to SMC by the 31st of March 2015	N/A

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C	C2	LED 06	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Establishment of the Forestry Municipal Entity	Institutionalisation of the Forestry as the Municipal Entity	Forestry Function currently managed by Council	Finalisation of the institutional arrangement of the Forestry Function as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board by 30th of June 2015.	Date institutional arrangement of the Forestry Function as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board finalised	N/A	Appointment of Forestry Advisory Board.	completion of the business plan, draft organisational structure and procedure for the appointment of the Board.	Finalisation of the institutional arrangement of the Forestry Function as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board by 30th of June 2015.
C	C2	LED 07	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Establishment of Tourism as a Municipal Entity	Registration of the Tourism Function as a municipal entity	Tourism Function currently managed by Council	Completed application for the Registration of the Tourism Function as a municipal entity submitted to SMC by the 31st of March 2015	Date Completed application for the Registration of the Tourism Function as a municipal entity submitted to SMC	finalisation of the Business case by the 30th Of September 2014.	finalisation of section 78 process of consultation and the finalisation of the Tourism Strategy.	Completed application for the Registration of the Tourism Function as a municipal entity submitted to SMC by the 31st of March 2015	N/A

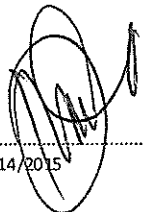
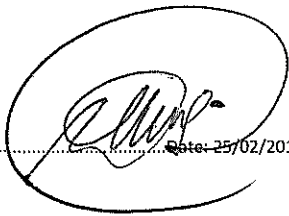
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C	C2	LED 08	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Establishment of the Tourism as a Municipal Entity	institutionalisation of the Tourism as the Municipal Entity	Tourism Function currently managed by Council	Finalisation of the institutional arrangement of the Tourism Function as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board by 30th of June 2015.	Date institutional arrangement of the Tourism Function as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board finalised	secondment of staff to the Tourism Hub	completion of the business plan and organisational structure for tourism and the appointment the Tourism interim Advisory Board.	finalising the process for the recruitment of staff.	Finalisation of the institutional arrangement of the Tourism Function as a Municipal Entity including the Business plan, Organisational structure and appointment of the Board by 30th of June 2015.
C	C2	LED 09	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	LED Strategy	review of the LED strategy for the Municipality	2007 LED strategy	An LED Strategy developed and submitted to SMC by the 31st of March 2015 for approval by Council	Date LED Strategy developed and submitted to SMC for approval by Council	completion of sector studies by the 30th of September 2014	completion of the draft Strategy and aligned to SDF by the 31st of December 2014.	An LED Strategy developed and submitted to SMC by the 31st of March 2015 for approval by Council	N/A
C	C1	LED 10	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Incentive Policy	Development of the incentive policy for the municipality	Draft Incentive policy	An Incentive Policy developed and submitted to SMC by the 31st of May 2015	An Incentive Policy developed and submitted to SMC by the 31st of May 2015	N/A	1st draft of Incentive Policy completed by the 31st of December 2014	procurement of consultant to undertake financial modelling.	submission of incentive policy to SMC.
B	B2	LED 12	NKPA 2 - BASIC SERVICE DELIVERY	Repairs and Maintenance of Kwa-Mncane Market	Repairs and Maintenance of Kwa-Mncane Market	Dilapidated Market	100% of structural repairs to Kwa-Mncane Market completed by the 31st of May 2015	% of structural repairs to Kwa-Mncane Market completed	Completed bills of quantity regarding assessment of Satellite Market by the 30th of September 2014	Finalisation of SCM processes.	Appointment of service provider and 10% of repairs completed	100% of structural repairs to Kwa-Mncane Market completed by the 31st of May 2015

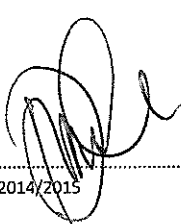
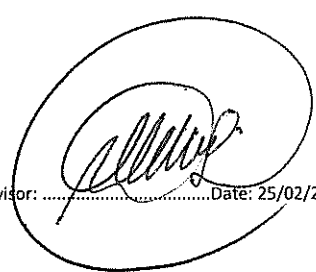
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C	C1	LED 13	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	One Ward One Co-op Environmental Management Programme	Post Establishment mentorship programme	0	4 x training programmes for co-ops conducted on Environmental Management and Business Management by the 31st of May 2015	Number of training programmes for co-ops conducted on Environmental Management and Business Management	N/A	Finalise the appointment of the Service Provider.	2 x training programmes for co-ops conducted on Environmental Management and Business Management by the 31st of March 2015	4 x training programmes for co-ops conducted on Environmental Management and Business Management by the 31st of May 2015
B	B2	LED 14	NKPA 2 - BASIC SERVICE DELIVERY	Informal Economy	Re- painting of 637 existing sites for Informal Traders	Current site markings are fading	Re-painting of 637 existing sites for Informal Traders by the 30th of April 2015	Number of existing sites for Informal Traders re-painted	Identification of trading sites in need of repainting	Identification of trading sites in need of repainting	Repainting of 318 Sites by the 31st of March 2015	Completion of repainting of the remaining 319 sites.
A	A1	LED 15	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Informal Economy	Geographical positioning System to Acquire Data	0	Acquisition of 5 GPS machines to acquire data iro the Informal Economy completed by the 28th of February 2015	Date Acquisition of 5 GPS machines to acquire data iro the Informal Economy completed	N/A	N/A	Acquisition of 5 GPS machines to acquire data iro the Informal Economy completed by the 28th of February 2015	N/A
C	C1 & C2	LED 16	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Informal Economy	Identification of New Sites		100 new Informal Trader sites identified and allocated by the 31st of March 2015	Number of new Informal Trader sites identified and allocated	Circulate plans to all relevant business units for comment by the 30th of September 2014	Prepare report with recommendations to SMC and committees by the 31st of December 2014	50 new Informal Trader sites identified and allocated by the 31st of March 2015	50 new Informal Trader sites identified and allocated by the 30th of June 2015

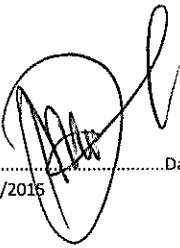
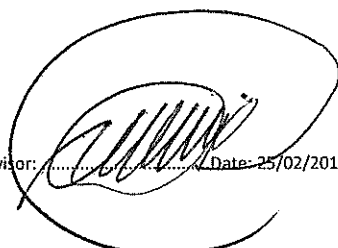
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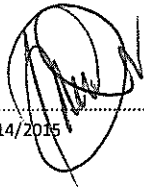
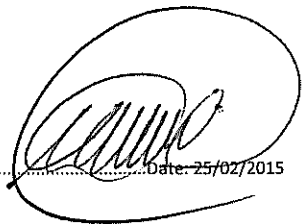
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A	A1	LED 17	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Informal Economy	Information Handbook on Street Trading	NIL	An Information Handbook on Street Trading developed and submitted to SMC for approval by the 30th of April 2015	Date Information Handbook on Street Trading developed and submitted to SMC for approval	N/A	N/A	Design and layout of information handbook on street trading completed by the 31st of March 2015	An Information Handbook on Street Trading developed and submitted to SMC for approval by the 30th of April 2015
B	B2	LED 18	NKPA 2 - BASIC SERVICE DELIVERY	Market Upgrade	Infrastructure upgrade in market facilities	70% Upgraded market	100% completion of Infrastructure Upgrades to the Market Entrance Structure, Waste Recycling Centre and Parameter Fence by the 31st of March 2015	% completion of Infrastructure Upgrades to the Market Entrance Structure, Waste Recycling Centre and Parameter Fence	Construction of the advertising structure, cleaning of floors, palisade fencing and cctv camera system installation completed by the 30th of September 2014	Construction of the advertising structure and waste recycling centre by the 31st of December 2014	50% completion of Infrastructure Upgrades to the Market Entrance Structure, Waste Recycling Centre and Parameter Fence by the 31st of March 2015	100% completion of Infrastructure Upgrade.

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C	E 1 & E 3	LED 19	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	General Valuation	GV 2014 Appeals Process	GV 2014	320 x lodged property valuation appeals resolved by the 30th of June 2015	Number of lodged property valuation appeals resolved	All the new additions to the asset register were identified and those with buildings were inspected, measured and photographed. These buildings have been valued. All photographs taken on site inspections have been linked to the relevant properties in the GIS. All zoning information and land use has been captured for those properties added to the asset register by the 30th of September 2015	Finalisation of the Appointment of the Appeals Tribunal	Facilitation of the Appeals Hearings	320 x lodged property valuation appeals resolved by the 30th of June 2015.
E	E2	LED 20	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	General Valuation	supplementary Roll	GV 2014	Completion of the supplementary Roll 01, 02 and 03 by the 30th of June 2015	Date supplementary Roll 01, 02 and 03 completed	Completion of SV 01 by end of September 2014.	Completion of SV 02 by end of December 2014.	N/A	Completion of the supplementary Roll 01, 02 and 03 by the 30th of June 2015

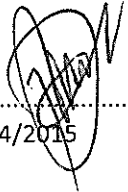
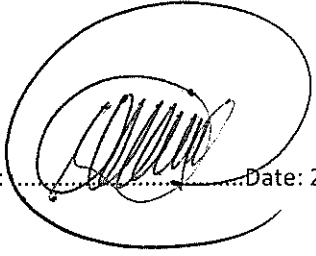
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E	E1	LED 21	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Audit	Land Lease Audit	Previous audit incomplete	Submission of completed land audit document to SMC by the 31st March 2015	Date completed land audit document submitted to SMC	Submission of 1st draft of land audit to DMM Economic development by the 30th of September 2014	Editing and verification of 1st draft document completed by the 31st of December 2014	Submission of completed land audit document to SMC by the 31st March 2015	N/A
E	E2	LED 22	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Audit	Land Lease Audit	Previous audit incomplete	Submission of completed lease audit document to SMC by the 31st March 2015	Date completed lease audit document submitted to SMC	Submission of 1st draft of lease audit to DMM Economic development by the 30th of September 2014	Editing and verification of 1st draft document completed by the 31st of December 2014	Submission of completed lease audit document to SMC by the 31st March 2015	N/A

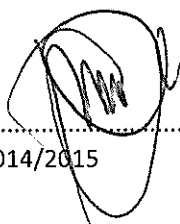
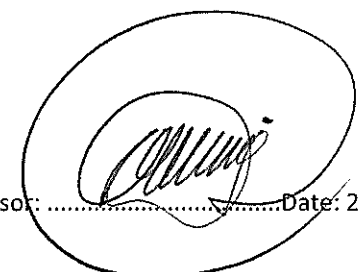
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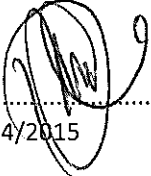
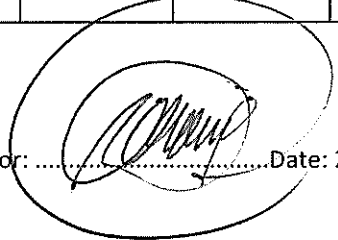
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F	F1	TP & EM 01	NKPA 6 - CROSS CUTTING	LOCAL AREA PLANS	SEDIS AND CBD	30% SEDIS LAP, 30% CBD LAP,	LOCAL AREA PLANS FOR SEDIS AND CBD DEVELOPED & SUBMITTED TO SMC BY 31ST OF DECEMBER 2014	DATE LOCAL AREA PLANS FOR SEDIS AND CBD DEVELOPED & SUBMITTED TO SMC	LOCAL AREA PLANS FOR SEDIS AND CBD CIRCULATED FOR COMMENTS AND PUBLIC PARTICIPATION PROCESS UNDERTAKEN	LOCAL AREA PLANS FOR SEDIS AND CBD DEVELOPED & SUBMITTED TO SMC BY 31ST OF DECEMBER 2014	N/A	N/A
F	F1	TP & EM 02	NKPA 6 - CROSS CUTTING	SDF REVIEW	SDF REVIEW	90%	SDF REVIEWED AND SUBMITTED TO SMC BY 28TH FEBRUARY 2015	DATE SDF REVIEWED AND SUBMITTED TO SMC	1ST DRAFT SUBMITTED AND CIRCULATED TO STAKEHOLDERS FOR COMMENT BY THE 30TH OF SEPTEMBER 2014	2ND DRAFT SUBMITTED AND CIRCULATED TO STAKEHOLDERS FOR COMMENTS AND PUBLIC PARTICIPATION PROCESS UNDERTAKEN BY THE 31ST OF DECEMBER	SDF REVIEWED AND SUBMITTED TO SMC BY 28TH FEBRUARY 2015	N/A

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C	C3	TP & EM 03	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	EXTENSION OF THE TOWN PLANNING SCHEME	TOWN PLANNING SCHEME FOR EDENDALE AND SOBANTU	90%	EXTENDED TOWN PLANNING SCHEME COVERING EDENDALE AND SOBANTU DEVELOPED AND SUBMITTED TO SMC BY THE 31ST OF	DATE EXTENDED TOWN PLANNING SCHEME COVERING EDENDALE AND SOBANTU DEVELOPED AND SUBMITTED TO SMC	1ST DRAFT SUBMITTED AND CIRCULATED TO STAKEHOLDERS FOR COMMENT BY THE 30TH OF SEPTEMBER 2014	PUBLIC PARTICIPATION PROCESS UNDERTAKEN AND COMPLETED BY THE 31ST OF DECEMBER 2014	EXTENDED TOWN PLANNING SCHEME COVERING EDENDALE AND SOBANTU DEVELOPED AND SUBMITTED TO SMC BY THE 31ST OF	N/A
C	C3	TP & EM 04	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ACQUISITION OF LAND IN THE GREATER EDENDALE	LAND ACQUISITION	60%	20 HECTARES OF LAND FOR DEVELOPMENT PURCHASED BY THE 30TH OF JUNE 2015	NUMBER OF HECTARES OF LAND FOR DEVELOPMENT PURCHASED	5 HECTARES OF LAND FOR DEVELOPMENT PURCHASED BY THE 30TH OF SEPTEMBER 2014	10 HECTARES OF LAND FOR DEVELOPMENT PURCHASED BY THE 31ST OF DECEMBER 2014	15 HECTARES OF LAND FOR DEVELOPMENT PURCHASED BY THE 31ST OF MARCH 2015	20 HECTARES OF LAND FOR DEVELOPMENT PURCHASED BY THE 30TH OF JUNE 2015

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E	E2	TP & EM 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	PDA APPLICATIONS	PDA APPLICATIONS	VARIABLE	ALL TOWN PLANNING APPLICATIONS PROCESSED WITHIN THE LEGISLATED PDA TIMEFRAMES BY THE 30TH OF JUNE 2015	TURNAROUND TIME OF TOWN PLANNING APPLICATIONS PROCESSED WITHIN THE LEGISLATED PDA TIMEFRAMES	ALL TOWN PLANNING APPLICATIONS PROCESSED WITHIN THE LEGISLATED PDA TIMEFRAMES BY THE 30TH OF SEPTEMBER 2014	ALL TOWN PLANNING APPLICATIONS PROCESSED WITHIN THE LEGISLATED PDA TIMEFRAMES BY THE 31ST OF DECEMBER 2014	ALL TOWN PLANNING APPLICATIONS PROCESSED WITHIN THE LEGISLATED PDA TIMEFRAMES BY THE 31ST OF MARCH 2015	ALL TOWN PLANNING APPLICATIONS PROCESSED WITHIN THE LEGISLATED PDA TIMEFRAMES BY THE 30TH OF JUNE 2015
E	E2	TP & EM 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	BUSINESS LICENSES	LICENSING	R 150 000.00	ALL BUSINESS LICENSE APPLICATIONS RECEIVED ARE CONSIDERED AND APPROVED WITHIN 21 DAYS OF RECEIPT OF APPLICATION BY THE 30TH OF JUNE 2015	TURNAROUND TIME FOR BUSINESS LICENSE APPLICATIONS RECEIVED ARE CONSIDERED AND APPROVED	ALL BUSINESS LICENSE APPLICATIONS RECEIVED ARE CONSIDERED AND APPROVED WITHIN 21 DAYS OF RECEIPT OF APPLICATION BY THE 30TH OF SEPTEMBER 2014	ALL BUSINESS LICENSE APPLICATIONS RECEIVED ARE CONSIDERED AND APPROVED WITHIN 21 DAYS OF RECEIPT OF APPLICATION BY THE 31ST OF DECEMBER 2014	ALL BUSINESS LICENSE APPLICATIONS RECEIVED ARE CONSIDERED AND APPROVED WITHIN 21 DAYS OF RECEIPT OF APPLICATION BY THE 31ST OF MARCH 2015	ALL BUSINESS LICENSE APPLICATIONS RECEIVED ARE CONSIDERED AND APPROVED WITHIN 21 DAYS OF RECEIPT OF APPLICATION BY THE 30TH OF JUNE 2015

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Msunduzi Municipality 2014/2015

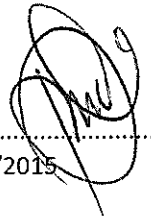
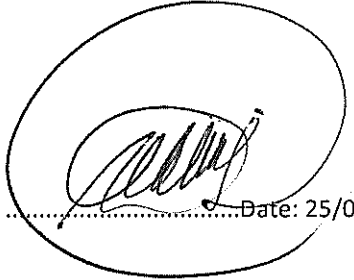


MSUNDUZI MUNICIPALITY												
NAME: DR RAY NGCOBO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT						
WORKPLAN 2: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	TP & EM 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	BUSINESS LICENSE ENFORCEMENT	ENFORCEMENT OF BUSINESS LICENSING	560 BUSINESSES INSPECTED ANNUALLY FOR VALID BUSINESS LICENSES	560 BUSINESSES INSPECTED FOR BUSINESS LICENCE VALIDITY BY THE 30TH OF JUNE 2015	NUMBER OF BUSINESSES INSPECTED FOR BUSINESS LICENCE VALIDITY	140 BUSINESSES INSPECTED FOR BUSINESS LICENCE VALIDITY BY THE 30TH OF SEPTEMBER 2014	280 BUSINESSES INSPECTED FOR BUSINESS LICENCE VALIDITY BY THE 31ST OF DECEMBER 2014	420 BUSINESSES INSPECTED FOR BUSINESS LICENCE VALIDITY BY THE 31ST OF MARCH 2015	560 BUSINESSES INSPECTED FOR BUSINESS LICENCE VALIDITY BY THE 30TH OF JUNE 2015
A	A1	TP & EM 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	CLIMATE CHANGE	CLIMATE CHANGE POLICY	FIRST AND SECOND DRAFT CLIMATE CHANGE ADAPTATION POLICY COMPLETED	CLIMATE CHANGE ADAPTATION POLICY COMPLETED AND SUBMITTED TO SMC FOR APPROVAL BY THE 31ST OF MARCH 2015	DATE CLIMATE CHANGE ADAPTATION POLICY COMPLETED AND SUBMITTED TO SMC FOR APPROVAL	AMENDMENTS TO SECOND DRAFT OF THE CLIMATE CHANGE ADAPTATION POLICY COMPLETED BY THE 30TH OF SEPTEMBER 2014	ADVERTISING OF THE CLIMATE CHANGE ADAPTATION POLICY AND SUBMISSION OF THE DRAFT POLICY TO THE DMM ECONOMIC DEVELOPMENT FOR COMMENT BY THE 31ST OF DECEMBER 2014	CLIMATE CHANGE ADAPTATION POLICY COMPLETED AND SUBMITTED TO SMC FOR APPROVAL BY THE 31ST OF MARCH 2015	N/A

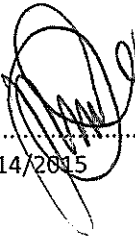
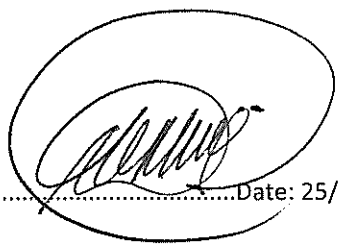
Signatures: Employee: .....Date: 25/02/2015 Supervisor: .....Date: 25/02/2015

Msunduzi Municipality 2014/2015

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INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	TP & EM 09	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	DEVELOPMENT APPLICATIONS	ADJUDICATION OF APPLICATIONS	NUMBER OF APPLICATION RECEIVED AND FINALIZED WITHIN 30 DAYS	ALL DEVELOPMENTAL APPLICATIONS FINALIZED WITHIN 30 DAYS OF RECEIPT OF APPLICATION BY THE 30TH OF JUNE 2015	TURNAROUND TIME FOR ALL DEVELOPMENTAL APPLICATIONS TO BE FINALIZED	ALL DEVELOPMENTAL APPLICATIONS FINALIZED WITHIN 30 DAYS OF RECEIPT OF APPLICATION BY THE 30TH OF SEPTEMBER 2014	ALL DEVELOPMENTAL APPLICATIONS FINALIZED WITHIN 30 DAYS OF RECEIPT OF APPLICATION BY THE 31ST OF DECEMBER 2014	ALL DEVELOPMENTAL APPLICATIONS FINALIZED WITHIN 30 DAYS OF RECEIPT OF APPLICATION BY THE 31ST OF MARCH 2015	ALL DEVELOPMENTAL APPLICATIONS FINALIZED WITHIN 30 DAYS OF RECEIPT OF APPLICATION BY THE 30TH OF JUNE 2015

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015  
Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
NAME: DR RAY NGCOBO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT						
WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	IP & S 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimise system, procedures and processes for Infrastructure Planning & Survey	Improve processes for PDA Applications (Subdivisions & Consolidations of land).	Average of 100 days	(80 days) Average number of days taken to process PDA applications by the 30th of June 2015	Average number of days taken to process PDA applications	(80 days) Average number of days taken to process PDA applications by the 30th of September 2014	(80 days) Average number of days taken to process PDA applications by the 31st of January 2015	(80 days) Average number of days taken to process PDA applications by the 31st of March 2015	(80 days) Average number of days taken to process PDA applications by the 30th of June 2015
A	A1	IP & S 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimise system, procedures and processes for Infrastructure Planning & Survey	Improve processes for Building Plan Applications.	Average of 85% within 1 working day.	95% of Building Plan Applications to be processed by Land Survey Section within 1 working day by 30 June 2015.	% of Building Plan Applications to be processed by Land Survey Section within 1 working day	95% of Building Plan Applications to be processed by Land Survey Section within average of 1 working day.	95% of Building Plan Applications to be processed by Land Survey Section within average of 1 working day.	95% of Building Plan Applications to be processed by Land Survey Section within average of 1 working day.	95% of Building Plan Applications to be processed by Land Survey Section within average of 1 working day.

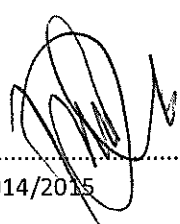
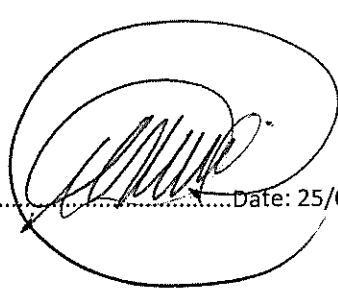
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Msunduzi Municipality 2014/2015



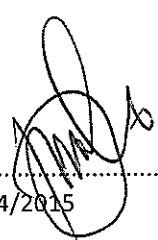
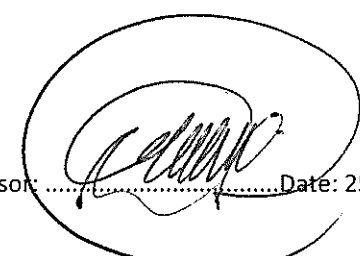
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A	A1	IP & S 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimise system, procedures and processes for Infrastructure Planning & Survey	Improve processes for Building Plan Applications.	90% of Building Plan Applications <500m2 processed through old plan approval process within average of	95% of Building Plan Applications <500m2 to be processed by Plan Approval Committee within average of 30 days by 30 June 2015.	% of Building Plan Applications <500m2 to be processed by Plan Approval Committee within average of 30 days	95% of Building Plan Applications <500m2 to be processed by Plan Approval Committee within average of 30 days	95% of Building Plan Applications <500m2 to be processed by Plan Approval Committee within average of 30 days	95% of Building Plan Applications <500m2 to be processed by Plan Approval Committee within average of 30 days	95% of Building Plan Applications <500m2 to be processed by Plan Approval Committee within average of 30 days
A	A1	IP & S 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimise system, procedures and processes for Infrastructure Planning & Survey	Improve processes for Building Plan Applications.	90% of Building Plan Applications >500m2 processed by old plan approval process within average of 60 days.	95% of Building Plan Applications >500m2 to be processed by Plan Approval Committee within average of 60 days by 30 June 2015.	% of Building Plan Applications >500m2 to be processed by Plan Approval Committee within average of 60 days.	95% of Building Plan Applications >500m2 to be processed by Plan Approval Committee within average of 60 days	95% of Building Plan Applications >500m2 to be processed by Plan Approval Committee within average of 60 days	95% of Building Plan Applications >500m2 to be processed by Plan Approval Committee within average of 60 days	95% of Building Plan Applications >500m2 to be processed by Plan Approval Committee within average of 60 days

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 Msunduzi Municipality 2014/2015

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A	A1	IP & S 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimise system, procedures and processes for Infrastructure Planning & Survey	Improve processes for outdoor advertising.	Average number of 35 days taken to process outdoor advertising applications	(30 days) Average number of days taken to process outdoor advertising applications by the 30th of June 2015	Average number of days taken to process outdoor advertising applications	(30 days) Average number of days taken to process outdoor advertising applications by the 30th of September 2014	(30 days) Average number of days taken to process outdoor advertising applications by the 31st of December 2014	(30 days) Average number of days taken to process outdoor advertising applications by the 31st of March 2015	(30 days) Average number of days taken to process outdoor advertising applications by the 30th of June 2015
A	A1	IP & S 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimise system, procedures and processes for Infrastructure Planning & Survey	Improve processes for wayleaves.	Policy formation. Applications not processed	Average of 30 days taken to process new wayleave applications for approval	Average number of days taken to process new wayleave applications for approval	Average of 30 days taken to process new wayleave applications for approval by the 30th September 2014	Average of 30 days taken to process new wayleave applications for approval by the 31st December 2014	Average of 30 days taken to process new wayleave applications for approval by the 31st of March 2015	Average of 30 days taken to process new wayleave applications for approval by the 30th of June 2015

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E	E1	IP & S 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improve Infrastructure Planning & Survey compliance and reduce risk.	Implement Infrastructure Planning & Survey compliance and risk management	400 building inspections conducted for illegal building works	500 building inspections conducted for illegal building works by the 30th of June 2015	Number of building inspections conducted for illegal building works	125 building inspections conducted for illegal building works by 30th of September 2014	250 building inspections conducted for illegal building works by 31st of December 2014	Total 375 building inspections conducted for illegal building works by 31st of March 2015	Total 500 building inspections conducted for illegal building works by 30th of June 2015
E	E1	IP & S 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improve Infrastructure Planning & Survey compliance and reduce risk.	Implement Infrastructure Planning & Survey compliance and risk management	8 Infrastructure Planning & Survey bylaws enforced	8 Infrastructure Planning & Survey bylaws enforced by the 30th of June 2015	Number of Infrastructure Planning & Survey bylaws enforced	8 Infrastructure Planning & Survey bylaws enforced by 30th of September 2014	8 Infrastructure Planning & Survey bylaws enforced by 31st of December 2014	8 Infrastructure Planning & Survey bylaws enforced by 31st of March 2015	8 Infrastructure Planning & Survey bylaws enforced by 30th of June 2015
A	A1	IP & S 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Infrastructure Planning & Survey provision of information.	Provision of cadastral information to public queries within timeframe.	Average of 90% within 1 working day.	Provision of 95% of cadastral information to public queries within 1 working day by 30 June 2015.	% of cadastral information provided to public queries within 1 working day	Provision of 95% of cadastral information to public queries within 1 working day	Provision of 95% of cadastral information to public queries within 1 working day	Provision of 95% of cadastral information to public queries within 1 working day	Provision of 95% of cadastral information to public queries within 1 working day

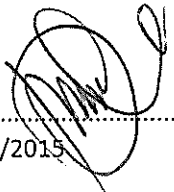
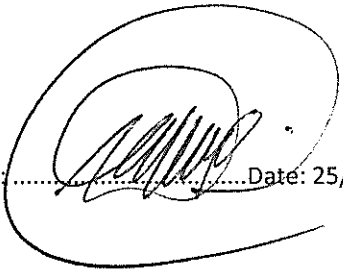
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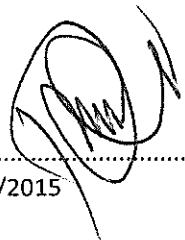

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WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	IP & S 10	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Building Plan Archival System.	Scanning of all Building Plan records and indexing of files for Archival System.	Scanned total of 53,855 files	Completed scanning of remaining Building Plan records (+/- 55,000 files) and indexing of files by 30 June 2015.	Number of Building Plan records scanned (+/-55,000 files) and indexed	Complete scanning of total 18,000 files by 30th September 2014.	Complete scanning of total 30,000 files and commence SCM processes to appoint new Service Provider to complete project, by 31st of December	Appointment through SCM of new service provider and Scanning of total 42,000 files by 31st of March 2015	Completed scanning of remaining Building Plan records (+/- 55,000 files) and indexing of files by 30 June 2015.
F	F3	HS 01	NKPA 6 - CROSS CUTTING	Informal Settlements Management	Informal Settlements Management & Control Plan/ Strategy	Final Draft Informal Settlement Management & Control Plan/ Strategy complete	Development & Submission of the Informal Settlements Management & Control Plan/ Strategy to the Strategic Management Committee by the 31st of March 2015	Date Informal Settlements Management & Control Plan/ Strategy Developed & Submitted to the Strategic Management Committee	Completion of the 1st draft of the Informal Settlements Management & Control Plan/ Strategy and submit to the DMM: ED by the 30th of September 2014	Completion of the 2nd draft of the Informal Settlements Management & Control Plan/ Strategy and submit to the DMM: ED by the 31st of December 2014	Development & Submission of the Informal Settlements Management & Control Plan/ Strategy to the Strategic Management Committee by the 31st of March 2015	N/A

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Msunduzi Municipality 2014/2015

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F	F3	HS 02	NKPA 6 - CROSS CUTTING	Strategic Review	Housing Sector Plan Review	2011 Housing Sector Plan	Review of the Housing Sector Plan developed and submitted to the SMC by the 31st of January 2015	Date Reviewed Housing Sector Plan developed and submitted to the SMC	Completion of the 1st draft of the reviewed Housing Sector Plan and submit to the DMM: ED by the 30th of September 2014	Completion of the 2nd draft of the reviewed Housing Sector Plan and submit to the DMM: ED by the 31st of December 2014	Review of the Housing Sector Plan developed and submitted to the SMC by the 31st of January 2015	N/A
B	B2	HS 03	NKPA 2 - BASIC SERVICE DELIVERY	Municipal Rental Stock Maintenance	Housing Rental Stock: Maintenance and Repair	It takes more than 21 days to address queries	7 day turnaround time taken to resolve all maintenance queries of up to date tenants by the 30th of June 2015	Average number of days taken to resolve all maintenance queries of up to date tenants	N/A	N/A	7 day turnaround time taken to resolve all maintenance queries of up to date tenants by the 31st of March 2015	7 day turnaround time taken to resolve all maintenance queries of up to date tenants by the 30th of June 2015

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F	F3	HS 04	NKPA 6 - CROSS CUTTING	Tenant Audits	Housing Rental Stock: Tenant Audits	Lack of comprehen sive tenant informatio n	Comprehensiv e tenant audit inclusive of debt recovery plan completed and submitted to SMC by the 30th of June 2015	Date Comprehensiv e tenant audit inclusive of debt recovery plan completed and submitted to SMC	N/A	N/A	Completed remainder of tenant audit survey at Willow Gardens and 50 % of Tenant verifications by the 31st of March 2015	Comprehensi ve tenant audit inclusive of debt recovery plan completed and submitted to SMC by the 30th of June 2015

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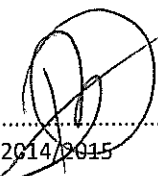
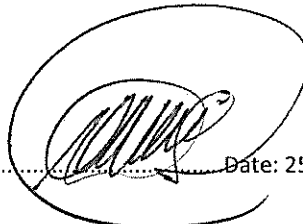


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WORKPLAN 4: SOCA, MTAS & REGULATED PERFORMANCE INDICATORS									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
C	C2	SOCA 09	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	POLICIES & STRATEGY DEVELOPMENT	INFORMAL ECONOMY STRATEGY	N/A	DEVELOPMENT & APPROVAL OF AN INFORMAL ECONOMY STRATEGY THAT WILL DEAL WITH ISSUES PERTINENT TO INFORMAL TRADERS.	DATE INFORMAL ECONOMY STRATEGY SUBMITTED TO SMC	Drafting Strategy	First Draft Produced	Public Consultation	DEVELOPMENT & APPROVAL OF AN INFORMAL ECONOMY STRATEGY THAT WILL DEAL WITH ISSUES PERTINENT TO INFORMAL TRADERS.
C	C2	SOCA 10	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	POLICIES & STRATEGY DEVELOPMENT	ATTRACTION AND RETENTION OF INVESTMENTS	N/A	DEVELOPMENT OF THE POLICY ON ATTRACTION AND RETENTION OF INVESTMENTS FOR THE CITY OF PMB	DATE POLICY ON ATTRACTION AND RETENTION OF INVESTMENTS SUBMITTED TO SMC	Draft Policy	First Draft Produced	Developing Financial model	DEVELOPMENT OF THE POLICY ON ATTRACTION AND RETENTION OF INVESTMENTS FOR THE CITY OF PMB
C	C2	SOCA 11	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	POLICIES & STRATEGY DEVELOPMENT	INCENTIVES SCHEME	N/A	<ul style="list-style-type: none"> <li>• DEVELOPMENT OF AN INCENTIVE SCHEME FOR SERVICE PROVIDERS TO CONTRACT LOCAL LABOUR WHEN AWARDED TENDERS</li> <li>• APPOINTED SERVICE PROVIDERS TO EMPLOY A CERTAIN PERCENTAGE OF LABOUR ON A PERMANENT BASIS.</li> </ul>	DATE INCENTIVES SCHEME POLICY SUBMITTED TO SMC	Draft Policy	First Draft Produced	Developing Financial model	<ul style="list-style-type: none"> <li>• DEVELOPMENT OF AN INCENTIVE SCHEME FOR SERVICE PROVIDERS TO CONTRACT LOCAL LABOUR WHEN AWARDED TENDERS</li> <li>• APPOINTED SERVICE PROVIDERS TO EMPLOY A CERTAIN PERCENTAGE OF LABOUR ON A PERMANENT BASIS.</li> </ul>

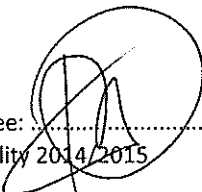
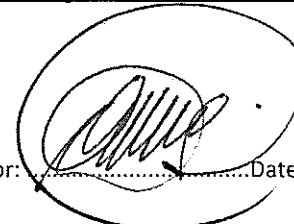
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WORKPLAN 4: SOCA, MTAS & REGULATED PERFORMANCE INDICATORS									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
C	C2	SOCA 12	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	POLICIES & STRATEGY DEVELOPMENT	SERVICE PROVIDERS	N/A	DEVELOPING INNOVATIVE WAYS TO ENSURE THAT A CERTAIN PERCENTAGE OF TENDERS AWARDED TO SERVICE PROVIDERS IS ALLOCATED FOR LOCAL ENTREPRENEURS	DATE REPORT SUBMITTED TO SMC	To allocate more points for Local Entrepreneur s in the functionality stage of the tender process and to identify services that are not procured locally to develop entrepreneur s locally to deliver such services	submit progrss report on tender awarded to local entrprenuers to SMC	submit progrss report on tender awarded to local entrprenuers to SMC	DEVELOPING INNOVATIVE WAYS TO ENSURE THAT A CERTAIN PERCENTAGE OF TENDERS AWARDED TO SERVICE PROVIDERS IS ALLOCATED FOR LOCAL ENTREPRENEURS

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C	C3	MTAS	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Land and Lease Audit	AUDIT	A proper record of land owned by the Municipality needs to be established in order to determine how much of it is available for business development	• Land and lease audit completed and proper record of audit kept	DATE LAND AND LEASE AUDIT COMPLETED	Draft Lease and Draft Land Audit	Land Audit and Lease Audit submitted to SMC and Portfolio Committee	Lease and Land Audit Completed	• Land and lease audit completed and proper record of audit kept
E	E1	MTAS 14/15	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Sector Departments	SDF reviewed	SDF not aligned to sector departmental plans	SDF reviewed and aligned to sector department plans by the 30th of June 2015	Date completed review	1ST draft SDF was submitted to stakeholders for comment on 11/08/14	Meeting were held on 11 & 14 November 2014 with other service	The final SDF was approved by SMC on 02/03/15	SDF reviewed and aligned to sector department plans by the 30th of June 2015
E	E2	MTAS 14/16	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	LED Strategy	Policy Review	LED strategy is outdated	Review of the LED strategy in line with the NDP, PGDS, CDS and IDP by the 30th of June 2015	Date completed review	Draft LED Strategy was circulated to other services providers for	Meetings were held with other underlying departments	The LED was approved by smc in January 2015	Review of the LED strategy in line with the NDP, PGDS, CDS and IDP by the 30th of June 2015

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015

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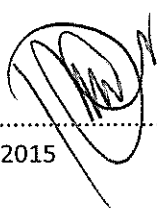
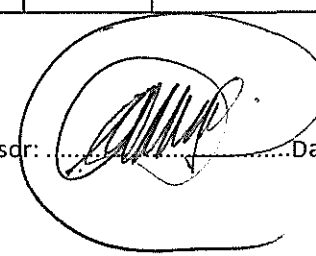
MSUNDUZI MUNICIPALITY												
NAME: DR RAY NGCOBO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT						
WORKPLAN 4: SOCA, MTAS & REGULATED PERFORMANCE INDICATORS									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
C	C1	RPI 08	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Work Opportunities	LED	Job Creation	1000 work opportunities created through LED development initiatives including Capital Projects by the 30th of June 2015	Number of work opportunities created through LED development initiatives including Capital Projects	250 work opportunities created through LED development initiatives including Capital Projects by the 30th of September 2014	250 work opportunities created through LED development initiatives including Capital Projects by the 31st of December 2014	250 work opportunities created through LED development initiatives including Capital Projects by the 31st of March 2015	1000 work opportunities created through LED development initiatives including Capital Projects by the 30th of June 2015

Signatures: Employee: ..... Date: 25/02/2015 Supervisor: ..... Date: 25/02/2015

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MSUNDUZI MUNICIPALITY												
NAME: DR RAY NGCOBO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards Development of the Municipal IDP	N/A	As per internal notification		N/A	N/A	As per internal notification	N/A
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards the Development of the Municipal IDP	N/A	As per internal notification		N/A	N/A	N/A	As per internal notification
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	01-Nov-14		N/A	01-Nov-14	N/A	N/A
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement	Performance agreement in place for 12/13 FY	12-Jul-14		12-Jul-14	N/A	N/A	N/A

Signatures: Employee:  Date: 25/02/2015 Supervisor:  Date: 25/02/2015  
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**MSUNDUZI MUNICIPALITY**

**NAME: DR RAY NGCOBO**

**DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT**

**WORKPLAN 5: PERFORMANCE MANAGEMENT**

**WEIGHT (%): 20%**

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATIONA L DEVELOPMENT	Monitoring and Reporting	Convene Section Performanc e Monitoring Meetings	N/A	Monthly		Monthly	Monthly	Monthly	Monthly
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATIONA L DEVELOPMENT	Monitoring and Reporting	Submission of monthly section/uni t Reports to OMC	N/A	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATIONA L DEVELOPMENT	Monitoring and Reporting	Submission of SDBIP/ Operationa l Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines		Monthly/Qua rterly (OMC)	Monthly/Qua rterly (OMC)	Monthly/Quar terly (OMC)	Monthly/Quar terly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATIONA L DEVELOPMENT	Monitoring and Reporting	Submission of monthly MTAS reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)

Signatures: Employee: ..... Date: 25/02/2015 Supervisor: ..... Date: 25/02/2015

Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY												
NAME: DR RAY NGCOBO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly SOCA reports to OMC	Monthly	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Back to Basics monthly and quarterly reports to PMS unit for onwards Transmission to CoGTA	Monthly & Quarterly	Monthly/Quarterly (PMS unit) as per stipulated deadlines		Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)	Monthly/Quarterly (PMS unit)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	Annually as per stipulated deadlines		Annually	N/A	N/A	N/A

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Msunduzi Municipality 2014/2015

## MSUNDUZI MUNICIPALITY

NAME: DR RAY NGCOBO

DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT

WORKPLAN 5: PERFORMANCE MANAGEMENT

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Annual Assessment 13/14 FY End SEPT '14		End SEPT '14	N/A	N/A	N/A
							Q1 Assessment 14/15 FY End Nov '15		N/A	End Nov '15		N/A
							Q2 Assessment 14/15 FY End Feb '15		N/A	N/A	End Feb '15	N/A
							Q3 Assessment 14/15 FY End April '15		N/A	N/A	N/A	End April '15
A	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG Queries	Response to AG queries	N/A	Within the required time frames	Annually	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames	Responses to AG queries Within the required time frames
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditure of grant funding	N/A	Within the timeframes contained in business plan/ projected cashflow expenditure	Monthly	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure	Within the timeframes contained in business plan/ projected cashflow expenditure

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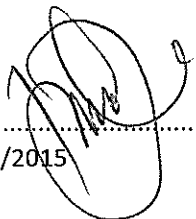
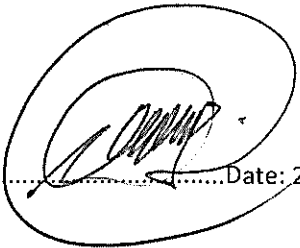


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NAME: DR RAY NGCOBO						DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT						
WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Budgeting and Expenditure Monitoring	Monthly Report with explanations for budget overruns & under expenditure	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
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Services Charter	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan	% Implementation	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan

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Msunduzi Municipality 2014/2015

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WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Batho Pele Principles belief sets	N/A	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	% Implementation	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	% monitoring	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders

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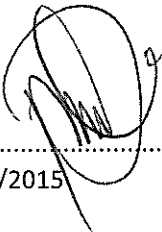
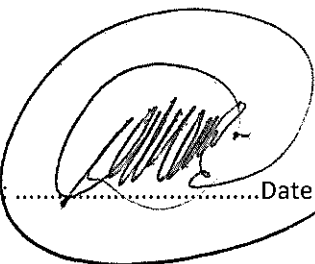
**NAME: DR RAY NGCOBO**

**DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT**

**WORKPLAN 5: PERFORMANCE MANAGEMENT**

**WEIGHT (%): 20%**

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATIONA L DEVELOPMENT	Increasing institutional capacity	Internal Audit queries	N/A	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audi t as per timeframes set by Internal Audit	Timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audi t as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audi t as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audi t as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audi t as per timeframes set by Internal Audit

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WORKPLAN 5: PERFORMANCE MANAGEMENT									WEIGHT (%): 20%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Increasing institutional capacity	Risk Manageme nt	N/A	Implementati on of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Stipulated timeframes as per approved Risk Management Action Plan	Implementati on of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementat ion of all actions contained in the Approved Risk Managemen t Action Plans as per stipulated timeframes	Implementati on of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementati on of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes

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