



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

AND

Mrs Nelisiwe M. Ngcobo (Full Name)

As the DMM: Financial Services - CFO (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 / 2015Supervisor: .

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....Date 25 / 02 / 2015

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WHEREBY IT IS AGREED AS FOLLOWS:

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.

JOB DETAILS

Employee Number : 0058246

Management level : Level 2

Component : Financial Services

Unit : Financial Services

Location : Head Office – Professor Nyembezi Building

Occupational classification : Senior Management (Section 56)

Designation : Deputy Municipal Manager: Finance (CFO)

Signatures: Employee:

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

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JOB PURPOSE

The purpose of the DMM: Financial Services' job should be in line with the Municipality's priorities as identified in the <u>2014 – 2015 Service Delivery Budget and Implementation Plan</u>. The purpose of the DMM: Financial Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Financial Services, through the implementation of <u>policies</u>, <u>strategies</u>, <u>projects and processes</u> that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

The jobholder is the DMM: Financial Services and has the responsibility for Municipal Financial Services. The incumbent will provide continuous <u>Management</u> 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:

- ⇒ Provides leadership in determining and implementation of organisational financial strategies
- ⇒ Ensures long term financial viability
- ⇒ Consolidates the overall financial plan
- ⇒ Maximises financial planning and risk management
- ⇒ Ensures effective and efficient financial oversight
- ⇒ Develops and implements cost management strategies through effective accounting controls and financial management techniques
- ⇒ Sets parameters for cash flow management and operations of the finance personnel
- ⇒ Ensures financial data integrity: accuracy and reliability
- ⇒ Ensures quality budget formulations and effective budget execution

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:

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

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

Key Performance Areas (KPAs)	Weight
1. WORKPLAN 1: BUDGET & TREASURY	20%
2. WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE MANAGEMENT	20%
 WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES 	20%
4. WORKPLAN 4: SOCA, MTAS & REGULATED PERFORMANCE INDICATORS	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
TOTAL	100%

NOTE: WEIGHTING OF KPAs 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 hereunder. At least <u>five (5)</u> 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 1st and 3rd Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

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12. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *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.

Signature: Date: 25 / 02 / 2015

AND

Signature: Date: 25 / 02 / 2015

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ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee Date 25 / 02 / 2015Supervisor:

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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

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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: .

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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

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FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials)	Veh	810	<u>ي ه</u> ر	Nogento of					
Sox 2844, Sto	22	=1, 0	, 1 5	(Postal address) and					
employed as DMM: Pinane	e at th	- F	<u>مر</u> لا ۱۹	(Residentialaddress)					
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									
NIA									
2. Directorships and Partnerships See information sheet: Note (2)									
Name of Corporate entity, partnership or firm	Type of bu	ype of business Amo		ount of Remuneration or Income					
NIA									
	İ								
3. Remunerated work outside the Municipa See information sheet: Note (3)	ı lity (As sar	nctioned by	Counc	il)					
	lity (As sar			iil) unt of Remuneration or Income					
See information sheet: Note (3)	I								
See information sheet: Note (3) Name of Employer	I								
See information sheet: Note (3) Name of Employer	I								

Signatures: Employee:

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

.......Date 25 / 02 / 2015

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Council sanction confire	ned:		W.		
Signature of Municipal I	Manager:	S			
Date:					
4. Consultancies and	retainershi	ps			
See information sheet: No	ote (4)				
Name of client	Nature		Type of business ac	tivity	Value of benefits received
NA					

	44104411141				
5. Sponsorships					
See information sheet: No Source of sponsorship	ote (5)	Description	ı of sponsorship	Valu	ue of sponsorship
Source of sportsorship		Description	or shousorship	Valu	ie of spolisoistilp
6. Gifts and hospitality See information sheet: No		urce other	than a family memb	er	
Description		Value		Sou	rce
NIA					
			·		
7. Land and property See information sheet: No	ote (7)				
Description		Extent	Area		Value
House No 8 Varpons	legge	Efizz	Brytisa	le.	155 millia
1					
Employe	Date :	25 / 02 / 2015Si	upervisor:()	(4)	.Date 25 / 02 / 2015

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SIGN	NATURE OF EMPLOYEE:
	E: 25/02/2015 CE: Mandrel Mange.
	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
	(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
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 thi
	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.
	0
	Dhi br
	nissioner of Oath /Justice of the Peace
Full fir	rst names and surname: 20 DWA DORA Khumato. (Block letters)
Desig	nation (rank): HR Support Manager Ex Officio Republic of South Africa
(7)	address of institution: 333 Knwch Street
TI	efermantabing,
Date:	
Place	: Prefermanitaling, THE ORIGINAL DOCUM
CONT	TENTS NOTED: MAYOR ZODWA KHUMALO
DATE	COMMISSIONED OF OATHS EVICED
	MSUNDUZI, MUNICIPALITY, PMEU
	(116ATE) 6 3 2015
Employ	
ight 201	A Meunduzi Municipality Page 16 of 23

Signatures:



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;

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- 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: Employe€ Date 25 / 02 / 2015Supervisor:

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Date 25 / 02 / 2015



consultancies and retainerships:

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

NOTE 5: Sponsorships

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

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

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

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

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

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

NOTE 7: Land and Property

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

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

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ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

AND

Mrs Nelisiwe M. Ngcobo (Full Name)

As the DMM: Financial Services - CFO (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 25 / 02 / 2015Supervisor: ...

....Date 25 / 02 / 2015

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MUNICIPALITY:	MSUNDUZI MUNICIPALITY	
NAME:	NELISIWE NGCOBO	
JOB TITLE:	DEPUTY MUNICIPAL MANAGER: FINANCE	
SUPERVISOR	MUNICIPAL MANAGER	
UNIT	FINANCIAL SERVICES	
COMPONENT:	FINANCIAL SERVICES	

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

1. What are the competencies required for this job (refer to competency profile of job description)?
MEMP
Grap
Egrap Trusto member
2. What competencies from the above list, does the job holder already possess?
Turo Membe
Turo Member angitragiesales - MRMP
What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)
grap training
4. Actions/Training interventions to address the gaps/needs
grap training starting on the
grap training starting on the

Signatures: Employee

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5. Indicate the competencies required for full	> A
6. Actions/Training interventions to address	future progression
Registered 20	NS
7. Comments/Remarks of the Incumbent	des
other Drings - are trust of a	Responsibilities
8. Comments/Remarks of the supervisor	
IMPACT A	ASSESSMENT
Impact of Development on work (After 3 – 6 M	
Employee	Supervisor/Manager
MEMP still being	
monitored &	
Emplemented	
grap training	
is still to be	
undertaken	
s: Employee Date 25 / 02 / 2015Supe	ervisor: Date 25 / 02 / 2015

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A	G	R	E	E	D	U	P	0	N	:
М	U	$\boldsymbol{\Gamma}$			u	U		U	IN	,

Signature:

Supervisor:

Date:

25 / 02 / 2015

Signature:

Incumbent:

Date:

Date of next review:

Signatures: Employee

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Date 25 / 02 / 2015Supervisor:

.......Date 25 / 02 / 2015

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MSUNDUZI MUNICIPALITY PERFORMANCE WORKPLAN



EMPLOYEE NUMBER: 0058246

SURNAME & INITIALS: NGCOBO N.M.

DESIGNATION: DEPUTY MUNICIPAL MANAGER

COMPONENT: FINANCE UNIT: FINANCE MANAGEMENT LEVEL: LEVEL 2

OCCUPATIONAL CLASSIFICATION: SENIOR MANAGEMENT (SECTION 56)
LOCATION: PROFESSOR NYEMBEZI BUILDING

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

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

EMPLOYEE:

DATE:

25 / 02 / 2015

SUPERVISOR:

DATE:

25 / 02 / 2015

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

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DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO

WEIGHT (%): 20% **WORKPLAN 1: BUDGET & TREASURY**

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	B & T 01	NKPA 4 -	IDP/Budget	Implement	Final Draft	Final Draft	Date Final Draft	N/A	N/A	Final Draft	N/A
			FINANCIAL	process plan	ation of	budget	budget for	budget for			budget for	
			VIABILITY &		process	submitted	2015/16 FY &	2015/16 FY &			2015/16 FY &	
			FINANCIAL		plan	to SMC by	two outer	two outer years			two outer	
			MANAGEMENT			the 30th of	years	prepared &			years	
						April 2014	prepared &	submitted to			prepared &	
							submitted to	SMC			submitted to	
							SMC by the 28				SMC by the	
							February 2015				28 February	
											2015	<u> </u>
D	D3	B & T 02	NKPA 4 -	IDP/Budget	Implement	Summary	Summary of	· '	N/A	N/A	Summary of	Summary of
			FINANCIAL	process plan	ation of	of the	the approved	of the approved			the Draft	the approved
			VIABILITY &		process	approved	budget and	budget and tariff			rates & tariff	budget and
			FINANCIAL		plan	budget	tariff of	of charges for			of charges for	tariff of
			MANAGEMENT			and tariff	charges for	the 2015/2016			the	charges for
						of charges	the 2015/2016	FY advertised			2015/2016 FY	the 2015/2016
						for the	FY advertised				advertised by	FY advertised
						2015/2016	by the 30th of				the 29th of	by the 30th of
						FY	June 2015			ŀ	January 2015	June 2015
						advertised						
						by the						
						30th of						
	1		l			2014	l				L	l

Signatures: Employee: ...

Msunduzi Municipality 2014/2015

_____Date:25/02/2015 Supervisor:

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

DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO

WORKPLAN 1: BUDGET & TREASURY 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	B & T 03	NKPA 4 -	Financial	Preparatio	Annual	Annual	Date Annual	Annual	N/A	N/A	N/A
			FINANCIAL	reporting and	n of annual	Financial	financial	financial	financial			
			VIABILITY &	auditing	financial	Statement	statements for	statements for	statements			
			FINANCIAL		statements	S	the 13/14 FY	the 13/14 FY	for the 13/14			
			MANAGEMENT			submitted	prepared and	prepared and	FY prepared			
						to the AG	submitted to	submitted to AG	and			
						on the 31st	AG by the 31st		submitted to			
						of August	_		AG by the			
						2013	2014		31st of			
									August 2014			
D	D3	B & T 04	NKPA 4 -	Financial	Complianc	Section 71	12 x S71	Number of S71	3 x S71	6 x S71	9 x S71	12 x S71
			FINANCIAL	reporting	e	reports	reports	reports	reports	reports	reports	reports
			VIABILITY &			were	produced and	produced and	produced and	produced	produced and	produced and
			FINANCIAL			prepared	submitted to	submitted to	submitted to	and	submitted to	submitted to
			MANAGEMENT			and	SMC within 10	SMC within 10	SMC within	submitted to	SMC within	SMC within 10
		1		:			working days	, ,	10 working	SMC within	_	working days
									days after the	10 working	days after the	after the end
						_			1		end of each	of each month
						days after	by the 30th of	the 30th of June		the end of	month by the	by the 30th of
						each	June 2015	2015	30th of	each month	31st of March	June 2015
						month end			,	by the 31st	2015	
						for			2014	of December		
						2013/14				2014		
						Financial						

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

,......Date: 25/02/2015

NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WORKPLAN 1: BUDGET & TREASURY 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	B&T09	i .	Financial	Complianc	ł .	12 x Monthly		•		9x Monthly	12 x Monthly
			i	reporting	e	,	Cash flow			ı		Cash flow
			VIABILITY &			Cash flow	reports	flow reports		! '	reports	reports
			FINANCIAL			Ι '	prepared and		prepared and	1	prepared and	l' -
			MANAGEMENT			l				1	submitted to	submitted to
							SMC by the		•	submitted to		SMC by the
						*	30th of June		!	· ·	15th after	15th after
				•			2015			15th after	month end.	month end.
						13/14 FY				month end.		
					•							
D	D3	B & T 10	NKPA 4 -	Strengthen	Ensure	100% of	100% of	% of Budget &	N/A	N/A	N/A	100% of
			FINANCIAL	Governance	complianc	Budget &	Budget &	Treasury policies				Budget &
			VIABILITY &		e to MFMA	Treasury	Treasury	reviewed and				Treasury
			FINANCIAL		and	policies	policies	submitted to				policies
			MANAGEMENT		Treasury	reviewed	reviewed and	SMC along with				reviewed and
					regulations	and	submitted to	standard				submitted to
						submitted	SMC along	operating				SMC along
						to SMC in	with standard	procedures				with standard
						the 13/14	operating					operating
						FY	procedures by					procedures by
							the 28					the 28
							February 2015				1	February 2015

Signatures: Employee

Msunduzi Municipality 2014/2015

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

Date: 25/02/2015

DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO

WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE 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	D1	REV 01	NKPA 4 -	Adoption of	Complianc	All	Credit Control,	Date Credit	N/A	N/A	Credit	N/A
			FINANCIAL	Revenue	е	Revenue	Tariffs,	Control, Tariffs,			Control,	
			VIABILITY &	related policies		related	Indigent,	Indigent, Rates			Tariffs,	
			FINANCIAL			policies	Rates and	and Debt Write			Indigent,	
			MANAGEMENT			were	Debt Write off	off policies			Rates and	
						reviewed	policies	reviewed and			Debt Write	
						in 2013/14	reviewed and	submitted to			off policies	
						budget	submitted to	SMC for			reviewed and	
						(Credit	SMC by the 28	approval by			submitted to	
						Control,	February 2015	Council			SMC by the	
						Tariffs ,	for approval				28 February	
							by Council				2015 for	
						Rates and					approval by	
						Debt Write					Council	
						off						
						policies)						:
D	D3	REV 02	NKPA 4 -	Revenue	Reports	Monthly	12 x monthly	Number of	3 x monthly	6x monthly	9 x monthly	12 x monthly
				Management		-	debtors age	monthly debtors	debtors age	debtors age	debtors age	debtors age
			VIABILITY &	Ü		age	analysis	age analysis	analysis	analysis	analysis	analysis
			FINANCIAL			_	reports	reports	reports	reports	reports	reports
			MANAGEMENT				submitted to	submitted to	submitted to	submitted to	submitted to	submitted to
						•	SMC by the	SMC	SMC by the	SMC by the	SMC by the	SMC by the 15
							30th of June		15 after	15 after	15 after	after month
						the 13/14	2015		month end	month end	month end	end
						EV						

Signatures: Employee: Msunduzi Municipality 2014/2015

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

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

NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE MANAGEMENT

WEIGHT (%): 20%

Date: 25/02/2015

					1	I = a ==	T	<u></u>	1	1	I	1
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	D1	REV 03	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Revenue Management	Debt collection		,	% of Monthly collection rate of current debt	rate of current debt by the 30th of September	collection rate of current debt	collection rate of current debt by the 31st of	95% Monthly collection rate of current debt by the 30th of June 2015
D	D1	REV 04	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Revenue Management	Debt collection	20% arrear debt collected in the 13/14 FY	10% Monthly collection rate of are debt by the 30th of June 2015	collection rate of	collection rate of are debt by the 30th of September	10% Monthly collection rate of are debt by the 31st of December 2014	10% Monthly collection rate of are debt by the 31st of March 2015	10% Monthly collection rate of are debt by the 30th of June 2015
D	D1	REV 05	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Billing management	Accurate Billing	electricity and water meters read in the	90% of all electricity and water meters read on a monthly basis by the 30th of June 2015	water meters read on a monthly basis	electricity and water meters read on a monthly basis by the 30th of		water meters read on a monthly basis by the 31st of	read on a

Signatures: Employee: .__

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

Msunduzi Municipality 2014/2015

Page 7 of 36

NAME: MRS NELISIWE NGCOBO

Msunduzi Municipality 2014/2015.

DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE 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	REV 06	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Billing management	Reports	Billing vs. collection report submitted monthly to smc in 13/14 FY	12 x monthly reports on billing vs. collection rates submitted to SMC by the 30th of June 2015		billing vs. collection rates	reports on	9 x monthly reports on billing vs. collection rates submitted to SMC by the 31st of March 2015	12 x monthly reports on billing vs. collection rates submitted to SMC by the 30th of June 2015
D	D1	REV 07	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Billing management	Data cleansing	Nil	Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) by the 30th of June 2015	account data accurately updated (data cleansing) (consumer data is exactly as data on billing	per approved service provider plan.	Data cleansing as per approved	service provider plan.	Consumer account data accurately updated (data cleansing) (consumer data is exactly as data on billing system) by the 30th of June 2015
D	D3		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial Reporting ate:25/02/2015	rental stock Supervis	Nil	12 x monthly reports on rental stock submitted to SMC by the 30th of June	Number of monthly reports on rental stock submitted to SMC	rental stock submitted to SMC by 15 days after month end	3 x monthly reports on rental stock submitted to SMC by 15 days after month end	3 x monthly reports on rental stock submitted to SMC by 15 days after month end	3 x monthly reports on rental stock submitted to SMC by 15 days after month end

MSUNDUZI MUNICIPALITY

DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

ENDITURE MANAGEMENT

WEIGHT (%): 20%

WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE MANAGEMENT

NAME: MRS NELISIWE NGCOBO

INDEX	IDP REFERENCE	SDBIP REFERENCE	PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	REV 09	NKPA 4 -	Revenue	Implement	revenue	4 x Quarterly	Number of	1 x Quarterly	2 x Quarterly	3 x Quarterly	4 x Quarterly
			FINANCIAL	Enhancement	the	enhancem	reports on the	Quarterly	reports on	reports on	reports on	reports on the
			VIABILITY &	Strategy	Revenue	ent	implementatio	reports on the	the	the	the	implementati
			FINANCIAL		Enhancem	strategy	n of the	implementation	implementati	implementat	implementati	on of the
			MANAGEMENT		ent	already in	revenue	of the revenue	on of the	ion of the	on of the	revenue
					Strategy	place	enhancement	enhancement	revenue	revenue	revenue	enhancement
							strategy	strategy	enhancement	enhancemen	enhancement	strategy
							produced and	produced and	strategy	t strategy	strategy	produced and
							submitted to	submitted to	produced and	produced	produced and	submitted to
							SMC within 10	SMC within 10	submitted to	and	submitted to	SMC within 10
							days after the	days after the	SMC within	submitted to	SMC within	days after the
							end of the	end of the	10 days after	SMC within	10 days after	end of the
							Quarter by the	Quarter	the end of	10 days after	the end of the	Quarter by
							30th of June		the Quarter	the end of	Quarter by	the 30th of
							2014		by the 30th of	the Quarter	the 31st of	June 2014
									September	by the 31st	March 2015	
									2014	of December		
										2014		

Signatures: Employee Msunduzi Municipality 2014/2015

_____Date:25/02/2015 Supervisor: .

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

NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE 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
Α	A1		NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT		1 .	N/A (NEW KPI)	on of SCOA by	Number of Quarterly reports prepared and submitted to SMC on the Implementation of SCOA	Implementati on of SCOA by the 30th of September	reports prepared and submitted to SMC on the Implementat ion of SCOA	SMC on the Implementati on of SCOA by	reports prepared and submitted to SMC on the
A	A1		NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Expenditure Management	report on Fruitless and Wasteful Expenditur e to SMC	e reports submitted to SMC for	Recovery of Fruitless and Wasteful Expenditure prepared submitted to	monthly reports on the Recovery of Fruitless and Wasteful Expenditure prepared submitted to SMC	reports on the Recovery of Fruitless and Wasteful	reports on the Recovery of Fruitless and Wasteful Expenditure prepared submitted to SMC by 15 days after	of Fruitless and Wasteful Expenditure prepared	12 x monthly reports on the Recovery of Fruitless and Wasteful Expenditure prepared submitted to SMC by 15 days after month end

Signatures: Employee

Msunduzi Municipality 2014/2015

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

..Date: 25/02/2015

DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO

WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE 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	EXP 03	NKPA 1 -	Expenditure	Payment	85% of	90% of all	% of all creditors	90% of all	90% of all	90% of all	90% of all
			MUNICIPAL	Management	of council	creditors	creditors must	paid within 30	creditors	creditors	creditors	creditors must
	ļ		TRANSFORMATI		creditors	are paid	be paid within	days from date	must be paid	must be paid	must be paid	be paid within
			ON &		within 30	within 30	30 days from	of receipt of	within 30	within 30	within 30	30 days from
			ORGANIZATION		days from	days from	date of receipt	invoice by	days from	days from	days from	date of receipt
			AL		date of	date of	of invoice by	Expenditure	date of	date of	date of	of invoice by
			DEVELOPMENT		receipt of	receipt of	Expenditure	Management	receipt of	receipt of	receipt of	Expenditure
					invoice by	invoice.	Management	unit from	invoice by	invoice by	invoice by	Management
					the		unit from	suppliers	Expenditure	Expenditure	Expenditure	unit from
					creditors		suppliers by		Management	Managemen	Management	suppliers by
					departmen		the 30th of		unit from	t unit from	unit from	the 30th of
					t		June 2015		suppliers by	suppliers by	suppliers by	June 2015
									the 30th of	the 31st of	the 31st of	}
									September	December	March 2015	
									2014	2014		

Signatures: Employee

Msunduzi Municipality 2014/2015

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

.,Date: 25/02/2015

DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO

WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE 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
Α	A1	EXP 04	NKPA 1 -	Expenditure	Submit	Monthly	12 x Monthly	Number of	3 x Monthly	6 x Monthly	9 x Monthly	12 x Monthly
			MUNICIPAL	Management	monthly	reports on	reports on the	Monthly reports	reports on	reports on	reports on	reports on the
			TRANSFORMATI		reports on	insurance	management	on the	the	the	the	management
			ON &		manageme	claims	of insurance	management of	management	management	management	of insurance
			ORGANIZATION		nt of	submitted	claims	insurance claims	of insurance	of insurance	of insurance	claims
			AL		insurance	to OMC for	submitted to	submitted to the	claims	claims	claims	submitted to
			DEVELOPMENT		claims to	2013/14.	the	Operational	submitted to	submitted to	submitted to	the
					омс.		Operational	Management	the	the	the	Operational
							Management	Committee	Operational	Operational	Operational	Management
							Committee by		Management	Managemen	Management	Committee by
							the 30th of		Committee	t Committee	Committee by	15 days after
							June 2015		by 15 days	by 15 days	15 days after	month end
								:	after month	after month	month end	
									end	end		

Msunduzi Municipality 2014/2015

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

DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO

WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE 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
Α	A1	EXP 05	NKPA 1 -	Expenditure	Submit	No reports	4 x Quarterly	Number of	1 x Quarterly	2 x	3 x Quarterly	4 x Quarterly
			MUNICIPAL	Management	Quarterly	are	Reports on	Quarterly	Reports on	Quarterly	Reports on	Reports on
ŀ			TRANSFORMATI		reports on	submitted	the acquisition	Reports on the	the	Reports on	the	the
			ON &		Implement	to SMC.	and	acquisition and	acquisition	the	acquisition	acquisition
			ORGANIZATION		ation of		implementatio	implementation	and	acquisition	and	and
			AL		financial		n of the	of the financial	implementati	and	implementati	implementatí
			DEVELOPMENT		manageme		financial	management	on of the	implementat	on of the	on of the
					nt system		management	system prepared	financial	ion of the	financial	financial
					to SMC.		system	and submitted	management	financial	management	management
ļ							prepared and	to SMC	system	management	system	system
							submitted to		prepared and	system	prepared and	prepared and
							SMC by the		submitted to	prepared	submitted to	submitted to
							30th of June		SMC by the	and	SMC by the	SMC by the
							2015		30th of	submitted to	31st of March	30th of June
									September	SMC by the	2015	2015
									2014	31st of		
										December		

Signatures: Employee:

Msunduzi Municipality 2014/2015

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

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

MSUNDUZI MUNICIPALITY NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES WORKPLAN 2: REVENUE MANAGEMENT & EXPENDITURE 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
Α	A1	EXP 06	NKPA 1 -	Expenditure	Submit	No reports	100% of	% of	N/A	N/A	N/A	100% of
			MUNICIPAL	Management	Quarterly	are	Expenditure	Expenditure	'			Expenditure
			TRANSFORMATI		reports on	submitted	Management	Management				Management
			ON &		Implement	to SMC.	policies	policies				policies
			ORGANIZATION		ation of		reviewed and	reviewed and				reviewed and
			AL		financial		submitted to	submitted to				submitted to
			DEVELOPMENT		manageme		SMC along	SMC along with				SMC along
					nt system		with standard	standard				with standard
					to SMC.		operating	operating				operating
							procedures by	procedures				procedures by
							the 31st of					the 28
							May 2015					February 2015
							-					

Signatures: Employee: ...

Msunduzi Municipality 2014/2015

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

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

NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES 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	D2		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	SCM	review	approved by SMC on	reviewed and submitted to SMC by the 28 February 2015	chain management Policy reviewed and submitted to SMC for	N/A	N/A	Supply chain management Policy reviewed and submitted to SMC by the 28 February 2015 for approval by Council	N/A
D	D2		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	SCM	nt plan submission	approved by SMC on 30/06/201	financial year Procurement Plan prepared	Plan prepared and submitted	N/A	N/A	N/A	2015/2016 financial year Procurement Plan prepared and submitted to SMC by the 30th of June 2015

Signatures: Employee(...

Msunduzi Municipality 2014/2015

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

J......Date: 25/02/2015

NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES

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	D2	SCM 03	NKPA 4 -	SCM	Procureme	13/14	4 x quarterly	Number of	1 x quarterly	2 x quarterly	3 x quarterly	4 x quarterly
			FINANCIAL		nt Plan	Procureme	reports	quarterly	reports	reports	reports	reports
			VIABILITY &	ļ	implement	nt plan	produced and	reports	produced and	produced	produced and	produced and
			FINANCIAL		ation		submitted to	produced and	submitted to	and	submitted to	submitted to
			MANAGEMENT				SMC on the	submitted to	SMC on the	submitted to	SMC on the	SMC on the
							Implementati	SMC on the	Implementati	SMC on the	Implementati	Implementati
							on of the	Implementation	on of the	Implementat	on of the	on of the
							14/15FY	of the 14/15FY	14/15FY	ion of the	14/15FY	14/15FY
							approved	approved	approved	14/15FY	approved	approved
							procurement	procurement	procurement	approved	procurement	procurement
							plan by 30th	plan	plan by the	procurement	plan by the	plan by 30th
							of June 2015		30th of	plan by the	31st of March	of June 2015
				,					September	31st of	2015	
									2014	December		
										2014		

Signatures: Employee:

Msunduzi Municipality 2014/2015

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

Date: 25/02/2015

DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO

WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES

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	D2	SCM 04	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	SCM	Reports	by 25 of each month	12 x Tenders awarded/ deviations report prepared and submitted to Operational Management Committee by the 30th of June 2015	Number of Tenders awarded/ deviations report prepared and submitted to Operational Management Committee	awarded/ deviations report prepared and submitted to Operational Management Committee by the 15 after month end	awarded/ deviations report prepared and submitted to Operational Managemen t Committee	Management Committee by	submitted to Operational
D	D2	SCM 05	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	SCM	Monitoring reports	reports submitted to SMC	12 x contract management monthly reports prepared and submitted to SMC by the 30th of June 2015	Number of contract management monthly reports prepared and submitted to SMC	management monthly reports prepared and submitted to SMC by the 15th after month end	management monthly reports prepared and submitted to SMC by the	monthly reports prepared and submitted to	12 x contract management monthly reports prepared and submitted to SMC by the 15th after month end

Signatures: Employee: -Msunduzi Municipality 2014/2015.

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

NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES

WEIGHT (%): 20%

INDEX	IDP REFERENCE D2	SDBIP REFERENCE SCM 06	NATIONAL KEY PERFORMANCE AREA NKPA 4 -	PROGRAMME Inventory	PROJECT Monthly	BASELINE / STATUS QUO Report	ANNUAL TARGET / OUTPUT 12 X monthly	PERFORMANCE MEASURE Number of	QUARTER 1 3 X monthly	QUARTER 2 6 X monthly	QUARTER 3 9 X monthly	QUARTER 4
D	02		FINANCIAL	· ·	Reports	submitted	inventory	monthly	inventory			inventory
		i	VIABILITY & FINANCIAL			by 25 of each	management reports	management	reports	reports	management reports	reports
			MANAGEMENT			month	prepared and submitted to the	1		and submitted to		submitted to the
							Management	Operational Management		the		Operational Management
							Committee by the 30th of June 2015		by the 30th of	-	1	Committee by the 30th of June 2015
								1	2014	of December 2014		
D	D2			Inventory Management	Annual Stock taking	Annual Stock taking by 15 July 2013		Report on stock taking prepared and submitted to SMC		N/A	N/A	N/A

Signatures: Employee:(

Msunduzi Municipality 2014/2015

....Date:25/02/2015 Supervisor: 🕽

Date: 25/02/2015

NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES

WEIGHT (%): 20%

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INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE	PROGRAMME	PROJECT	/ STATUS	TARGET /	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	 	CC14.00	AREA	CC0.4	3.4 14 1	QUO	OUTPUT	N	4			
D	D2	SCM 08		SCM	Monitoring	i -	4 x quarterly	Number of		2 x quarterly	1	4 x quarterly
			FINANCIAL		of irregular	l .	=	quarterly	_	_	=	Irregular
			VIABILITY &		expenditur		Expenditure	Irregular	Expenditure	Expenditure	Expenditure	Expenditure
			FINANCIAL		e	expenditur	reports		reports	reports	reports	reports
			MANAGEMENT			e report as	prepared and	reports	prepared and	prepared	prepared and	prepared and
						and when	submitted to	prepared and	submitted to	and	submitted to	submitted to
						identified	SMC by the	submitted to	SMC by the	submitted	SMC by the	SMC by the
							30th of June	SMC	15th after	to SMC by	15th after	15th after
							2015		month end	the 15 after	month end.	month
										month end		
A	D2	A & LM01	NKPA 1 -	Increase	Policy	Asset	Asset	Date Asset	N/A	N/A	Asset	N/A
			Municipal	institutional	review	Policy	management	Management			management	
			Transformation	capacity and		review	Policy	Policy reviewed			Policy	
			& organizational	promote		during	reviewed and	and submitted			reviewed and	
			development	transformation		2013/14	submitted to	to SMC for			submitted to	
							SMC by the 28	approval by			SMC by the	
							February 2015	Council			28 February	
							for approval				2015 for	
							by Council				approval by	
							•				Council	

Signatures: Employee

Msunduzi Municipality 2014/2015

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

NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES 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	A & LM 02	TRANSFORMATI ON &	i.	Review Useful Lives of Assets at year end.	25%	100% of all Council assets' useful lives reviewed at year end by the 30th of June 2015	assets' useful lives reviewed at	N/A	N/A	N/A	100% of all Council assets' useful lives reviewed at year end by the 30th of June 2015
А	A1		MUNICIPAL	capacity and promote	Valuation of Investmen t Properties	100%	100% of all Council Investment Property Assets valued at year end by the 30th of June 2015	% of all Council Investment Property Assets valued at year end	N/A	N/A	N/A	100% of all Council Investment Property Assets valued at year end by the 30th of June 2015
A	A1		NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	institutional capacity and promote transformation	Assess rehabilitati on costs of Land fill site at year end.		assessment of the cost to rehabilitate the Land fill	% assessment of the cost to rehabilitate the Land fill site at year end completed	N/A	N/A	N/A	100% assessment of the cost to rehabilitate the Land fill site at year end completed by the 30th of June 2015

Signatures: Employee:

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

Msunduzi Municipality 2014/2015

Date: 25/02/2015

MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES WEIGHT (%): 20%

INDEX	IDP REFERENCE A1	SDBIP REFERENCE A & LM 05	NATIONAL KEY PERFORMANCE AREA NKPA 1 - MUNICIPAL TRANSFORMATI ON &	PROGRAMME Increase institutional capacity and promote	PROJECT Undertake asset count	Council assets physically verified at	PERFORMANCE MEASURE % of all Council assets physically verified at year end	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4 100% of all Council assets physically verified at
			ORGANIZATION AL DEVELOPMENT	transformation		year end by the 30th of June 2015					year end by the 30th of June 2015
А	A1		ON &	capacity and promote	Assess Impairmen t of Assets at year end.		assets assessed for impairment	N/A	N/A	N/A	100% of all Council assets assessed for impairment at year end by the 30th of June 2015
Α	A1		NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedure s	12 x monthly reports prepared and submitted to SMC on depreciation journals processed monthly by the 30th of June 2015	monthly reports prepared and submitted to SMC on depreciation journals processed monthly	reports prepared and submitted to SMC on depreciation journals processed monthly by the 15th after	reports prepared and submitted to SMC on depreciation journals processed	depreciation journals	submitted to SMC on depreciation journals processed monthly by

Signatures: Employee (...

MSUNDUZI MUNICIPALITY NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES 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	A & LM 08	NKPA 1 -	Improve Assets	Apply	50%	12 x monthly	Number of	3 x monthly	6 x monthly	9 x monthly	12 x monthly
			MUNICIPAL	and Liabilities	month end		reports	monthly reports	reports	reports	reports	reports
			TRANSFORMATI		controls		prepared and	prepared and	prepared and	prepared	prepared and	prepared and
			ON &		and		submitted to	submitted to	submitted to	and	submitted to	submitted to
			ORGANIZATION		procedure		OMC on	OMC on	OMC on	submitted to	OMC on	OMC on
			AL		s		reconciliations	reconciliations	reconciliation	OMC on	reconciliation	reconciliations
		DEVELOPMENT				between	between Asset	s between	reconciliatio	s between	between	
							Asset Register	Register &	Asset	ns between	Asset Register	Asset Register
							& General	General Ledger	Register &	Asset	& General	& General
							Ledger	performed at	General	Register &	Ledger	Ledger
							performed at	month end	Ledger	General	performed at	performed at
							month end by		performed at	Ledger	month end by	month end by
							the 30th of		month end by	performed at	the 15 after	the 15 after
							June 2015		the 15 after	month end	month end	month end
									month end	by the 15		
										after month		
										end		

Signatures: Employee: Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES WORKPLAN 3: SUPPLY CHAIN MANAGEMENT & ASSETS & LIABILITIES 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
Α	A1	A & LM 09	NKPA 1 -	Improve Assets	Apply	20%	4 x quarterly	Number of	1 x quarterly	2 x quarterly	3 x quarterly	4 x quarterly
			MUNICIPAL	and Liabilities	month end		reports	quarterly	reports	reports	reports	reports
			TRANSFORMATI		controls		prepared and	reports	prepared and	prepared	prepared and	prepared and
			ON &		and		submitted to	prepared and	submitted to	and	submitted to	submitted to
			ORGANIZATION		procedure		OMC on	submitted to	OMC on	submitted to	OMC on	OMC on
			AL		s		commissioned	OMC on	commissione	OMC on	commissione	commissioned
			DEVELOPMENT				assets	commissioned	d assets	commissione	d assets	assets
							unbundled	assets	unbundled	d assets	unbundled	unbundled
							every month	unbundled	every month	unbundled	every month	every month
							by the 30th of	every month	by the 30th of	every month	by the 31st of	by the 30th of
							June 2015		September	by the 31st	March 2015	June 2015
									2014	of December		
										2014		

Date:25/02/2015 Supervisor:

	MSUNDUZI MUNICIPALITY
NAME: MRS NELISIWE NGCOBO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES
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
D	D2	SOCA 7	FINANCIAL VIABILITY & MANAGEMENT	REDUCTION OF HUGE REPAIRS AND MAINTENANCE BACKLOG		N/A	RAND TO BE	AMOUNT SPENT BY THE 30TH OF JUNE 2015	REPORTING ON			250 MILLION RAND TO BE EXPENDED ON REPAIRS AND MAINTENANCE BY THE 30TH OF JUNE 2014 TO REDUCE THE REPAIRS AND MAINTENANCE BACKLOG
D	D1	SOCA 8	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT					THE INDIGENT THRESHOLD (R3500)	INDIGENT THRESHOLD FROM R3200 TO R3500. CONTINUE TO DO OUR BEST TO LOOK AFTER INDIGENT FAMILIES WITHIN OUR MUNICIPAL AREA	INDIGENT THRESHOLD FROM R3200 TO R3500. CONTINUE TO DO OUR BEST TO LOOK AFTER INDIGENT FAMILIES WITHIN OUR MUNICIPAL	R3200 TO R3500.	INCREASE IN THE INDIGENT THRESHOLD FROM R3200 TO R3500. CONTINUE TO DO OUR BEST TO LOOK AFTER INDIGENT FAMILIES WITHIN OUR MUNICIPAL AREA

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

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MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO WORKPLAN 4: SOCA, MTAS & REGULATED PERFORMANCE INDICATORS WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET /	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	A1	MTAS	AREA NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT		TION	There are many different systems currently being utilized by the municipality leading to double work efforts and misalignment of processes. There is an urgent need for	systems •A new system	DATE NEW SYSTEM ACQUIRED & IMPLEMENTED	acquisition and implementation of the financial management system prepared and submitted to SMC by the 30th	2 X Quarterly reports on the acquisition and implementation of the financial management system prepared and submitted to SMC by the 31st December 2014	3 X Quarterly reports on the acquisition and implementation of the financial management system prepared and submitted to SMC by the 31st March 2015	•An integrated system that addresses all the needs of the LM in place and implemented •Review, analysis and identification of gaps of current systems •A new system installed and implemented
D	D1		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Management	collection process mapping	debt management	collection		Progress report per quarter	, -	Progress report per quarter	In-house debt collection process to be done effectively

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

Ðáte: 25/02/2015۔

MSUNDUZI MUNICIPALITY NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES 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
D	D2		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	1	Appointment of debt collection attorneys	There is no debt management strategy and there is poor recovery of outstanding debt	Panel of Attorney debt collection drive	% increase in debt collection	Progress report per quarter		Progress report per quarter	Panel of Attorney debt collection drive
D	D1		1	enhancement	& '	Poor revenue collection and revenue opportunities not exploited	• Revenue enhancement strategy developed and implemented • Revenue enhancement strategy implemented	Date revenue enhancement strategy implemented	Progress report per quarter	Progress report per quarter	Progress report per quarter	•Revenue enhancement strategy developed and implemented •Revenue enhancement strategy implemented
D	D2	_	FINANCIAL VIABILITY & MANAGEMENT	Under- spending against operation and maintenance Budgets	PLANNING	planning results in underspending and negatively impacts on the reduction of the service	a plan to ensure spending of the	DEVELOPED, % INCREASE IN EXPENDITURE	QUARTERLY REPORTING ON AMOUNTS SPENT	QUARTERLY REPORTING ON AMOUNTS SPENT	QUARTERLY REPORTING ON AMOUNTS SPENT	Development of a plan to ensure spending of the respective budgets. Weekly meetings to be conducted to monitor expenditure.

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

..Date: 25/02/2015

MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
В	B3	RPI 07		Social Development Services	Provision	R3200 PER MONTH	R3500 per month (application based) with access to free	Percentage of households earning less than R3500 per month (application based) with access to free basic services	than R3500 per month (application based) with access to free basic services by the 30th of September	than R3500 per month (application based) with access to free basic services by the 31st of	than R3500 per month (application based) with	100% of households earning less than R3500 per month (application based with access to fre basic services by the 30th of June 2015
D	D3	RPI 09	FINANCIAL VIABILITY &		Improved Audit Opinion	N/A	100%	Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP			75%	100%
D	D3	RPI 10	FINANCIAL VIABILITY &		Improved Audit Opinion	N/A	1:0.95	Financial viability in terms of debt coverage	1:0.95	1:0.95	1:0.95	1:0.95
D	D3	RPI 11	FINANCIAL	IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATI VE CAPABILITY	Improved Audit Opinion	N/A	01:09	Financial viability in terms of cost coverage	01:09	01:09	01:09	01:09

Signatures: Employee: ...

NAME: MRS NELISIWE NGCOBO

WORKPLAN 4: SOCA, MTAS & REGULATED PERFORMANCE INDICATORS

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

Msunduzi Municipality 2014/2015

MSUNDUZI MUNICIPALITY									
NAME: MRS NELISIWE NGCOBO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES								
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
D	D1		FINANCIAL VIABILITY & MANAGEMENT		Audit Opinion	N/A		Financial viability in terms of outstanding service debtors to revenue	1:0.25	1:0.25	1:0.25	1:0.25

Signatures: Employee: Msunduzi Municipality 2014/2015

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

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NAME: MRS NELISIWE NGCOBO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES							
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
Α	A1		NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Agreements	Submissio n towards Developm ent of the Municipal IDP	N/A	As per internal	notification	N/A	N/A	As per internal notification	N/A
A	A1		1	Agreements	Submissio n towards the Developm ent of the Municipal SDBIP	N/A	As per internal	notification	N/A	N/A	N/A	As per internal notification
A	A1		(Agreements	Submissio n of section budgets	N/A	01-Nov-14		N/A	01-Nov-14	N/A	N/A

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

Date: 25/02/2015

MSUNDUZI MUNICIPALITY NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES 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
А	A2		NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT		n of Signed Performan	agreement in place for			12-Jul-14	N/A	N/A	N/A
А	A3		f		Convene Section Performan ce Monitoring Meetings		Monthly		Monthly	Monthly	Monthly	Monthly
A	A1	·	i e		Submissio n of monthly section/uni t Reports to OMC	N/A	Monthly (OMC) stipulated dead		· ·	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)

Date:25/02/2015 Supervisor:

	MSUNDUZI MUNICIPALITY	۵
NAME: MRS NELISIWE NGCOBO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES	
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	А3		NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT		Submissio n of SDBIP/ Operationa I Plan monthly and quarterly reports to OMC	Quarterly	Monthly/Quart per stipulated o	-	Monthly/Qua rterly (OMC)	Monthly/Qu arterly (OMC)	1	Monthly/Quar terly (OMC)
А	А3		NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	,	Submissio n of monthly MTAS reports to OMC	Monthly	Monthly (OMC) stipulated dead	•	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3		NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT		Submissio n of monthly SOCA reports to OMC	Monthly	Monthly (OMC) stipulated dead	•	· · · · · · · · · · · · · · · · · · ·	· ·		Monthly (OMC)

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

MSUNDUZI MUNICIPALITY -										
NAME: MRS NELISIWE NGCOBO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES									
WORKPLAN 5: PERFORMANCE MANAGEMENT	WEIGHT (%): 20%									

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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
A	A3	N/A	NKPA 1 -	Monitoring and	Submissio	Monthly &	Monthly/Quart	erly (PMS unit)	Monthly/Qua	Monthly/Qu	Monthly/Qua	Monthly/Quar
	ĺ		MUNICIPAL	Reporting	n of Back	Quarterly	as per stipulate	ed deadlines	rterly (PMS	arterly (PMS	rterly (PMS	terly (PMS
			TRANSFORMATI		to Basics				unit	unit	unit	unit
			ON &		monthly							
			ORGANIZATION		and							
			AL		quarterly							
			DEVELOPMENT		reports to							
					PMS unit							
					for							
					onwards							
					Transmissi							
	İ				on to							
					C-CTA						1	L

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

MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES NAME: MRS NELISIWE NGCOBO WEIGHT (%): 20% WORKPLAN 5: PERFORMANCE MANAGEMENT

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			Submissio n towards Municipal Annual Performan ce Report	l .	Annually as pe deadlines	r stipulated	Annually	N/A	N/A	N/A
А	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT		Assessmen t meetings register & Assessmen t Forms	Quarters and Annual Assessmen ts completed	Annual Assessn End SEPT '14 Q1 Assessment Nov '15 Q2 Assessment Feb '15 Q3 Assessment April '15	14/15 FY End	N/A	N/A End Nov '15 N/A N/A	End Feb '15	N/A N/A N/A End April '15

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

NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

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
А	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	AG Queries	Response to AG queries	N/A	Within the required time frames		Within the required time	AG queries Within the	AG queries Within the	Responses to AG queries Within the required time frames
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Grant Funding	Expenditur e of grant funding	N/A	Within the timeframes contained in business plan/projected cashflow expenditure	·	timeframes contained in business plan/ projected cashflow	Within the timeframes contained in business plan/ projected cashflow expenditure		Within the timeframes contained in business plan/projected cashflow expenditure
D		J.	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure Monitoring	Monthly Report with explanatio ns for budget overruns & under expenditur e	N/A	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month		Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each	Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of	explanations for budget overruns & under expenditure	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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NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES

WEIGHT (%): 20% WORKPLAN 5: PERFORMANCE MANAGEMENT

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
Α	A2	N/A	NKPA 1 -	Organizational	Implement	N/A	100%	%	100%	100%	100%	100%
			MUNICIPAL	Development	ation of		Implementati	Implementation	Implementati	Implementat	Implementati	Implementati
			TRANSFORMATI		the		on of the		on of the	ion of the	on of the	on of the
			ON &		Customer		Customer		Customer	Customer	Customer	Customer
			ORGANIZATION		Services		Services		Services	Services	Services	Services
			AL		Charter		Charter as per		Charter as	Charter as	Charter as per	Charter as per
			DEVELOPMENT				the business		per the	per the	the business	the business
							units		business	business	units	units
							implementatio		units	units	implementati	implementati
							n plan		implementati	implementat	on plan	on plan
	A3	N/A	NKPA 1 -	Organizational	Implement	NI/A	100%	%	100%	100%	100%	100%
A	AS	IN/A	MUNICIPAL	Development	ation of	N/A	I	1	Implementati		· ·	Implementati
			TRANSFORMATI	Development	the Batho		on of the	l '				on of the
			ON &		Pele		Batho Pele					Batho Pele
			ORGANIZATION	1	Principles		Principles					Principles
			AL	ì	belief sets		belief sets	I				belief sets
			DEVELOPMENT		Jener Jees		(We Belong,	ł		(We Belong,		(We Belong,
							We care, We		We care, We	·		We care, We
							serve) as per	1	serve) as per			serve) as per
							the business			the business	, ,	the business
							units					units
							implementatio				implementati	i I
							n plan		•	,	` .	on plan

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

MSUNDUZI MUNICIPALITY NAME: MRS NELISIWE NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: FINANCIAL SERVICES 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
Α	A2	N/A	NKPA 1 -	Increasing	Monitoring	N/A	100%	% monitoring	100%	100%	100%	100%
			MUNICIPAL	institutional	of Fraud &		monitoring of		monitoring of	monitoring	monitoring of	monitoring of
			TRANSFORMATI	capacity	Corruption		fraud and		fraud and	of fraud and	fraud and	fraud and
			ON &				corruption		corruption	corruption	corruption	corruption
			ORGANIZATION				within sub-		within sub-	within sub-	within sub-	within sub-
			AL				units and		units and	units and	units and	units and
			DEVELOPMENT				relevant		relevant	relevant	relevant	relevant
							action taken		action taken	action taken	action taken	action taken
ĺ							against		against	against	against	against
							offenders		offenders	offenders	offenders	offenders

Signatures: Employee: Msunduzi Municipality 2014/2015