



**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**

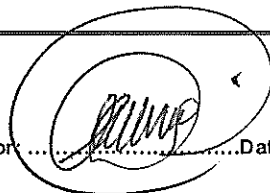
*Dr Raymond Mfenkhona Ngcobo* **(Full Name)**

As the *DMM: Economic Development* **(Jobholder)**

**PERIOD OF AGREEMENT: 1 July 2015 to 30 June 2016**

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

Signatures: Employee: .....  ..... Date: 07 / 07 / 2015

Supervisor: .....  ..... Date: 07 / 07 / 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 2015 to 30 June 2016**.
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

**3. JOB DETAILS**

Employee Number : 0301490  
Management level : Level 2  
Component : Economic Development  
Unit : Economic Development  
Location : Head Office – City Hall  
Occupational classification : Senior Management (Section 56)  
Designation : Deputy Municipal Manager: Economic Development

Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015



**4. JOB PURPOSE**

The purpose of the DMM: Economic Developments' job should be in line with the Municipality's priorities as identified in the 2015 – 2016 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.

Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015



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: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS	20%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
<b>TOTAL</b>	<b>100%</b>

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

Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015



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%
<b>Total</b>		<b>100%</b>

**\* Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015



**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**

ANNUAL PERFORMANCE ASSESSMENT 2014/2015	AUGUST/SEPTEMBER 2015
QUARTER 1 – 2015/2016 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2015
QUARTER 2 – 2015/2016 FINANCIAL YEAR	FEBRUARY 2016
QUARTER 3 – 2015/2016 FINANCIAL YEAR (ORAL)	APRIL/MAY 2016

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.

Signatures: Employee:  Date: 07 / 07 / 2015

Supervisor:  Date: 07 / 07 / 2015



**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.

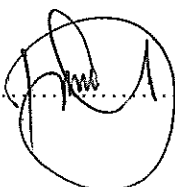
- 14. The following are annexures of this individual annual performance agreement for the 2015/16 financial year:

- 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.

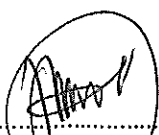
Name of Jobholder: ..... *MRB Ngwenya* .....

Signature: .....  ..... Date: 07 / 07 / 2015

AND

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

Signature: .....  ..... Date: 07 / 07 / 2015

Signatures: Employee: .....  ..... Date: 07 / 07 / 2015

Supervisor: .....  ..... Date: 07 / 07 / 2015

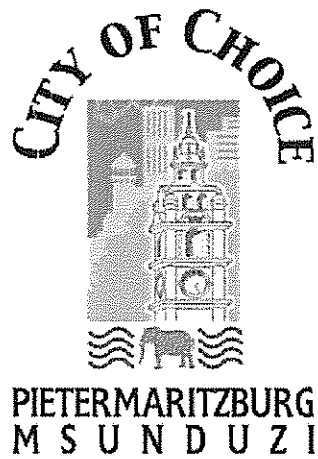


ANNEXURE A

# MSUNDUZI MUNICIPALITY

## CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

### SCHEDULE 2



Signatures: Employee: ..... Date: 07 / 07 / 2015

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Supervisor: ..... Date: 07 / 07 / 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**

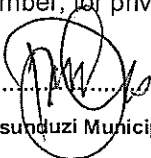
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

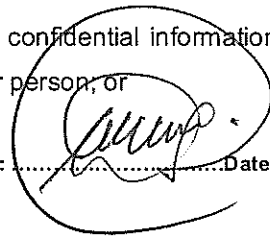
- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described 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

Signatures: Employee:  Date: 07 / 07 / 2015

Supervisor:  Date: 07 / 07 / 2015



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

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

(a) be a party to a contract for—

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

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

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

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

#### 5. Disclosure of benefits

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

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

#### 6. Unauthorised disclosure of information

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

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

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

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

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

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

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

#### 7. Undue influence

A staff member of a municipality may not—

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

Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015



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

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

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

**8. Rewards, gifts and favours**

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

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

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

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

**9. Council property**

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

**10. Payment of arrears**

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

**11. Participation in elections**

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

**12. Sexual harassment**

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

**13. Reporting duty of staff members**

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

Signatures: Employee: ..... Date: 07 / 07 / 2015

A handwritten signature in black ink, enclosed within a hand-drawn circle.

Supervisor: ..... Date: 07 / 07 / 2015

A handwritten signature in black ink, enclosed within a hand-drawn circle.



**14. Breaches of Code**

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

**14A. Disciplinary steps**

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

(2) Such other disciplinary steps may include—

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

Signatures: Employee: ..... Date: 07 / 07 / 2015

A handwritten signature in black ink, appearing to be "M. M. M.", enclosed within a large, hand-drawn oval.

Supervisor: ..... Date: 07 / 07 / 2015

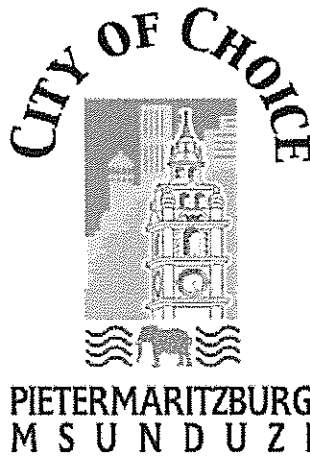
A handwritten signature in black ink, appearing to be "R. M. M.", enclosed within a large, hand-drawn oval.



ANNEXURE B

# MSUNDUZI MUNICIPALITY

## FINANCIAL DISCLOSURE FORM



Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015



**FINANCIAL DISCLOSURE  
FORM**

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

\_\_\_\_\_  
(Residential address)  
employed as Dmm 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

**2. Directorships and Partnerships**

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
<u>Rayfuse Investments</u>		
<u>OLYMPIC PARK trading 184</u>		
<u>WESCO FABRICS International</u>		

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

See information sheet: Note (3)

None

Name of Employer	Type of work	Amount of Remuneration or Income

Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015



Council sanction confirmed:

Signature of Municipal Manager: \_\_\_\_\_

Date: 07 / 07 / 2015

**4. Consultancies and retainerships**

See information sheet: Note (4)

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

**5. Sponsorships**

See information sheet: Note (5)

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)

Description	Value	Source

**7. Land and property**

See information sheet: Note (7)

Description	Extent	Area	Value
33 Jan Smuts		Gill, Hs	R1.6M
4 Old Tom Morris		Chase Valley	R2.5M

Signatures: Employee: \_\_\_\_\_ Date: 07 / 07 / 2015

Supervisor: \_\_\_\_\_ Date: 07 / 07 / 2015



SIGNATURE OF EMPLOYEE: [Handwritten Signature]

DATE: 07 / 07 / 2015  
PLACE: PME

**OATH/AFFIRMATION**

- I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:
  - Do you know and understand the contents of the declaration?  
Answer Yes
  - Do you have any objection to taking the prescribed oath or affirmation?  
Answer No
  - Do you consider the prescribed oath or affirmation to be binding on your conscience?  
Answer Yes
- 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]

Commissioner of Oaths ( Ex Officio )  
' Chief Whip, Msunduzi Municipality  
City Hall, Chief Albert Luthuli Street,  
Pietermaritzburg

**Commissioner of Oath /Justice of the Peace**  
 Full first names and surname: CLLR TRUMAN MAGUBANE (Block letters)  
 Designation (rank): CHIEF WHIP Ex Officio Republic of South Africa  
 Street address of institution: CNR CHIEF ALBERT LUTHULI  
& CHURCH STREET P.M. BURG  
 Date: 03 JULY 2015  
 Place: PIETERMARITZBURG

<sup>MM</sup>  
 CONTENTS NOTED: ~~MAYOR~~ [Handwritten Signature]  
 DATE: \_\_\_\_\_

[Handwritten Signature]

Signatures: Employee: [Handwritten Signature] Date: 07 / 07 / 2015

Supervisor: [Handwritten Signature] Date: 07 / 07 / 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:

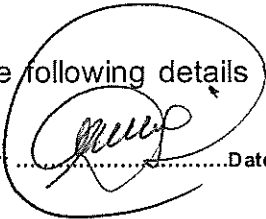
- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

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: 07 / 07 / 2015

Supervisor:  Date: 07 / 07 / 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.

Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

*Mr Mxolisi Alexis 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 2015 to 30 June 2016

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

Signatures: Employee:  Date: 07 / 07 / 2015

Supervisor:  Date: 07 / 07 / 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)?

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

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

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

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Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015



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

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6. Actions/Training interventions to address future progression

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7. Comments/Remarks of the Incumbent

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8. Comments/Remarks of the supervisor

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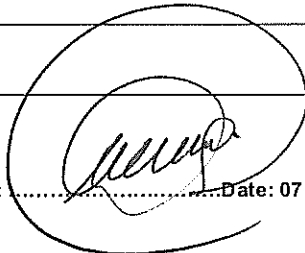


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**IMPACT ASSESSMENT**

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


Signatures: Employee:  Date: 07 / 07 / 2015

Supervisor:  Date: 07 / 07 / 2015



**AGREED UPON:**

Signature:


  
\_\_\_\_\_  
M.A. NKOZI

Supervisor:

Date:

07 / 07 / 2015

Signature:


  
\_\_\_\_\_  
R. NGBOBU

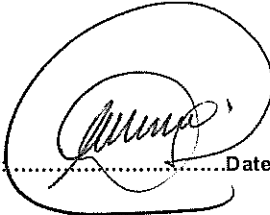
Incumbent:

Date:

07 / 06 / 2015

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

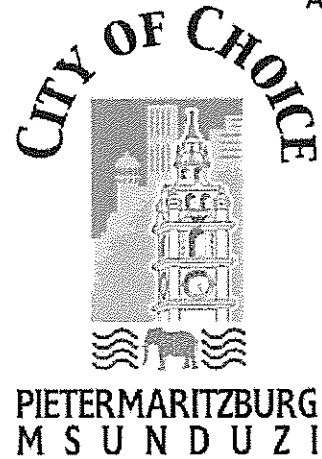
Signatures: Employee:  ..... Date: 07 / 07 / 2015

Supervisor:  ..... Date: 07 / 07 / 2015



ANNEXURE D

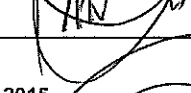
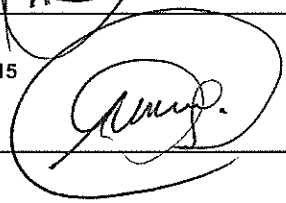
**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**



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:	07 / 07 / 2015	
SUPERVISOR:		_____
DATE:	07 / 07 / 2015	

Signatures: Employee: ..... Date: 07 / 07 / 2015

Supervisor: ..... Date: 07 / 07 / 2015

**MSUNDUZI MUNICIPALITY**

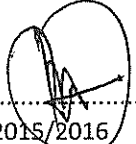
NAME: DR RAY NGCOBO

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	C 2	LED 01	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	LED Forum	LED Forum	N/A	Establishment of the LED Forum by the 30th of September 2015	Date LED Forum established	Establishment of the LED Forum by the 30th of September 2015	N/A	N/A	N/A
C	C 2	LED 02	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	LED Forum	LED Forum	N/A	3 x quarterly meetings of the established LED Forum held by the 31st of May 2016	Number of quarterly meetings of the established LED Forum held	N/A	1 x quarterly meetings of the established LED Forum held by the 30th of November 2015	2 x quarterly meetings of the established LED Forum held by the 29th of February 2016	3 x quarterly meetings of the established LED Forum held by the 31st of May 2016
C	C 2	LED 03	LOCAL ECONOMIC DEVELOPMENT	SMME's	SMME/Cooperative Development Strategy	N/A	SMME/Cooperative Strategy developed and submitted to SMC by the 30th of April 2016	Date SMME/Cooperative Strategy developed and submitted to SMC	Procurement Process Completed by the 30th of September 2015	First draft completed by the 31st of December 2015	Integration with LED Strategy by the 31st of March 2016	SMME/Cooperative Strategy developed and submitted to SMC by the 30th of April 2016

Signatures: Employee:  Msunduzi Municipality 2015/2016

Date: 07/07/2015

Supervisor: 

Date: 07/07/2015



**MSUNDUZI MUNICIPALITY**

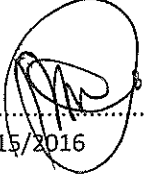
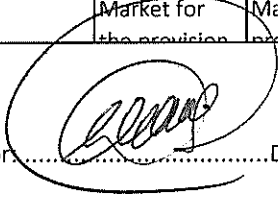
NAME: DR RAY NGCOBO

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	C 2	LED 04	LOCAL ECONOMIC DEVELOPMENT	Skills Development	Informal Traders capacity building programme	N/A	5 x training programmes facilitated for traders representatives (Leadership skills, office management skills, Bookkeeping, Budgeting, Communication skills) by the 30th of June 2016	Number of training programmes facilitated for traders representatives (Leadership skills, office management skills, Bookkeeping, Budgeting, Communication skills)	submission of the Msunduzi Informal Chamber final programme by the 30th of September 2015	3 x training programmes facilitated for traders representatives (Leadership skills, office management skills, Bookkeeping, Budgeting, Communication skills) by the 30th of June 2016	4 x training programmes facilitated for traders representatives (Leadership skills, office management skills, Bookkeeping, Budgeting, Communication skills) by the 31st of March 2016	5 x training programmes facilitated for traders representatives (Leadership skills, office management skills, Bookkeeping, Budgeting, Communication skills) by the 30th of June 2016
C	C 2	LED 05	LOCAL ECONOMIC DEVELOPMENT	Skills Development	Training and workshops for SMME and Cooperative	N/A	4 x training programmes for SMME and Cooperatives facilitated by the 30th of June 2016	Number of training programmes for SMME and Cooperatives facilitated	Service provider secured by the 30th of September 2015	2 x training programmes for SMME and Cooperatives facilitated by the 31st of December 2015	3 x training programmes for SMME and Cooperatives facilitated by the 31st of March 2016	4 x training programmes for SMME and Cooperatives facilitated by the 30th of June 2016
C	C 2	LED 06	LOCAL ECONOMIC DEVELOPMENT	Infrastructure Provision for informal traders	To prepare design plans of street Market	N/A	1 x report prepared & submitted to SMC on the design plans of the street Market for the provision of	Number & Date report prepared & submitted to SMC on the design plans of the street Market for the provision of	SCM process by the 30th of September 2015	designs and starring committee meetings by the 31st of December 2015	designs and steering committee meetings by the 31st of March 2016	1 x report prepared & submitted to SMC on the design plans of the street Market for the provision of

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

**MSUNDUZI MUNICIPALITY**

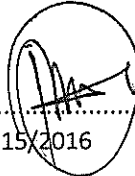
**NAME: DR RAY NGCOBO**

**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	C 2	LED 07	LOCAL ECONOMIC DEVELOPMENT	Investment Promotion memorabilia	Procure municipal branded gifts for investment attractions	N/A	Msunduzi Promotional items procured for investment conferences and trade missions (to be kept in stock) by the 30th of September	Date Msunduzi Promotional items for investment conferences and trade missions (to be kept in stock) procured	Msunduzi Promotional items procured for investment conferences and trade missions (to be kept in stock) by the 30th of September 2015	N/A	N/A	N/A
C	C 2	LED 08	LOCAL ECONOMIC DEVELOPMENT	development of Agri-Business in Edendale and Vulindlela	Agri-Business development	N/A	Agri-Business Strategy developed & submitted to SMC by the 31st of January 2016 for approval by Council	Date Agri-Business Strategy developed & submitted to SMC for approval by Council	SCM process by the 30th of September 2015	stakeholder consultation process by the 31st of December 2015	Agri-Business Strategy developed & submitted to SMC by the 31st of January 2016 for approval by Council	N/A
C	C 2	LED 09	LOCAL ECONOMIC DEVELOPMENT	development of Agri-Business in Edendale and Vulindlela	Agri-Business development	N/A	100% implementation of the approved Agri-Business Strategy by the 30th of June 2016	% implementation of the approved Agri-Business Strategy	N/A	N/A	N/A	100% implementation of the approved Agri-Business Strategy by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015

Supervisor:  Date: 07/07/2015

**MSUNDUZI MUNICIPALITY**

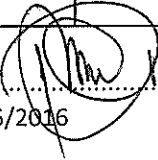
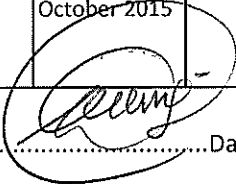
**NAME: DR RAY NGCOBO**

**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	C 2	LED 10	LOCAL ECONOMIC DEVELOPMENT	Tourism Development	BUSINESS DEVELOPMENT & BRANDING	N/A	An integrated calendar of events developed and submitted to the Tourism board for Approval by the 31st of May 2015	Date integrated calendar of events developed and submitted to the Tourism board for Approval	SCM process by the 30th of September 2015	project management, monitoring and evaluation, and quality assurance reports by the 31st of December 2015	final draft presented by the 31st of January 2016	An integrated calendar of events developed and submitted to the Tourism board for Approval by the 31st of May 2015
C	C 2	LED 11	LOCAL ECONOMIC DEVELOPMENT	Tourism Development	TOURISM MENTORSHIP PROGRAMME	N/A	2 x mentorship tourism programmes conducted by the 31st of March 2016	Number of mentorship tourism programmes conducted	Develop community tourism awareness programmes by the 30th of September 2015	1 x mentorship tourism programmes conducted by the 31st of December 2016	2 x mentorship tourism programmes conducted by the 31st of March 2016	N/A
C	C 2	LED 12	LOCAL ECONOMIC DEVELOPMENT	Tourism Development	Establish Msunduzi EVENTS Bureau	N/A	1 x Report prepared and submitted to SMC for approval of the establishment of the events bureau by the 31st of October 2015	Number / Date Report prepared and submitted to SMC for approval of the establishment of the events bureau b	Planning and preparation for the establishment of the events bureau by the 30th of September 2015	1 x Report prepared and submitted to SMC for approval of the establishment of the events bureau by the 31st of October 2015	N/A	N/A

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

**MSUNDUZI MUNICIPALITY**

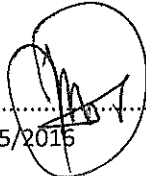
**NAME: DR RAY NGCOBO**

**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
B	B 2	LED 13	LOCAL ECONOMIC DEVELOPMENT	PMB Airport	Replacement of runway lighting.	Runway lights outdated	Runway lights at PMB Airport replaced by the 31st of August 2015	Date Runway lights at PMB Airport replaced	Runway lights at PMB Airport replaced by the 31st of August 2015	N/A	N/A	N/A
B	B 2	LED 14	LOCAL ECONOMIC DEVELOPMENT	PMB Airport	Refurbishment of perimeter fence - Phase 2	Perimeter fence damaged - not electrified.	Replacement of the perimeter fence, electrification of the fence & replacement of the access gate motor at the PMB Airport completed by 31 August 2015	Date Replacement of the perimeter fence, electrification of the fence & replacement of the access gate motor at the PMB Airport completed	Replacement of the perimeter fence, electrification of the fence & replacement of the access gate motor at the PMB Airport completed by 31 August 2015	N/A	N/A	N/A
B	B 2	LED 15	LOCAL ECONOMIC DEVELOPMENT	PMB Airport	Emergency access road	No Access road from emergency gate.	60 m access road from emergency Gate 4 at the PMB Airport constructed by the 31st of July 2015	m of access road from emergency Gate 4 at the PMB Airport constructed	60 m access road from emergency Gate 4 at the PMB Airport constructed by the 31st of July 2015	N/A	N/A	N/A

Signatures: Employee:  Msunduzi Municipality 2015/2016

Date: 07/07/2015

Supervisor: 

Date: 07/07/2015

**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
B	B 2	LED 16	LOCAL ECONOMIC DEVELOPMENT	PMB Airport	Ground handling equipment storage area	No dedicate storage area for ground handling equipment	Construction of area for ground handling equipment at the PMB Airport completed by the 31st of	Date Construction of area for ground handling equipment at the PMB Airport completed	Construction of area for ground handling equipment at the PMB Airport completed by the 31st of August 2015	N/A	N/A	N/A
B	B 2	LED 17	LOCAL ECONOMIC DEVELOPMENT	PMB Airport	Land fill for construction of new hangars	Ground not suitable for immediate construction of hangars	Land fill and leveling of additional hangar area at the PMB Airport completed by the 30th of September	Date Land fill and leveling of additional hangar area at the PMB Airport completed	Land fill and leveling of additional hangar area at the PMB Airport completed by the 30th of September 2015	N/A	N/A	N/A

Signatures: Employee:  Msunduzi Municipality 2015/2016

Date: 07/07/2015

Supervisor: 

Date: 07/07/2015

**MSUNDUZI MUNICIPALITY**

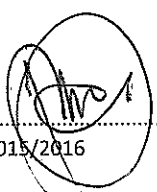
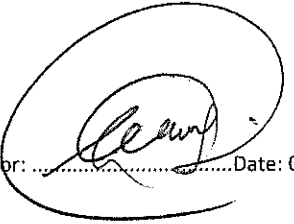
**NAME: DR RAY NGCOBO**

**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
F	F1	TP & EM 01	NKPA6-Cross Cutting	Local Area Plans	Local Area Plan Development	100%	Draft Local Area Plan for Vulindlela developed and submitted to SMC by the 30th of June 2016	Date draft Local Area Plan for Vulindlela developed and submitted to SMC	Status Quo Report submitted to SMC by the 30th of September 2015	Synthesis and Vision Report submitted to SMC by the 31st of December 2015	Status Quo Report submitted to SMC by the 31st of March 2016	Draft Local Area Plan for Vulindlela developed and submitted to SMC by the 30th of June 2016
F	F1	TP & EM 02	NKPA6-Cross Cutting	Local Area Plans	Local Area Plan Development	100%	Draft Local Area Plan for the Northern Areas developed & submitted to SMC by the 30th of June 2016	Date Draft Local Area Plan for the Northern Areas developed & submitted to SMC	Finalization of Appointment of Service Provider by the 30th of September 2015	Inception Report submitted to SMC by the 31st of December 2015	Status Quo Report submitted to SMC by the 31st of March 2016	Draft Local Area Plan for the Northern Areas developed & submitted to SMC by the 30th of June 2016
C	C3	TP & EM 03	NKPA 3-LOCAL ECONOMIC DEVELOPMENT	Reviewing of the Town Planning Scheme (18 Months)	Town Planning Scheme	Reviewed in the previous financial year	Draft Reviewed Town Planning Scheme submitted to SMC by the 30th of June 2016	Date Draft Reviewed Town Planning Scheme submitted to SMC	Finalization of Appointment of Service Provider by the 30th of September 2015	Inception Report submitted to SMC by the 31st of December 2015	Status Quo and Land Use Framework Report submitted to SMC by the 31st of March 2016	Draft Reviewed Town Planning Scheme submitted to SMC by the 30th of June 2016
E	E2	TP & EM 04	NKPA5-GOOD GOVERNANCE & PUBLIC PARTICIPATION	SPLUMA Applications	Processing of applications	all applications received processed within legislated timeframes	100% of all Town Planning applications processed within the legislated SPLUMA timeframes by the 30th of June 2015	% of all Town Planning applications processed within the legislated SPLUMA timeframes	100% of all Town Planning applications processed within the legislated SPLUMA timeframes by the 30th of September 2015	100% of all Town Planning applications processed within the legislated SPLUMA timeframes by the 31st of December 2015	100% of all Town Planning applications processed within the legislated SPLUMA timeframes by the 31st of March 2016	100% of all Town Planning applications processed within the legislated SPLUMA timeframes by the 30th of June 2015

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

MSUNDUZI MUNICIPALITY

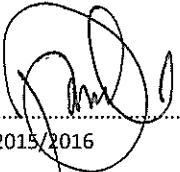

NAME: DR RAY NGCOBO

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
F	F1	TP & EM 05	NKPA6-Cross Cutting	Airport Pietermaritzburg Precinct and Management Plan (18 months)	Precinct Development	Approved Airport Master Plan and Provincial Techno Hub Pilot Project	First Draft of the PMB Airport Precinct Plan submitted to SMC by the 30th of June 2016	Date First Draft of the PMB Airport Precinct Plan submitted to SMC	Inception Report submitted to SMC by the 30th of September 2015	Status Quo Report submitted to SMC by the 31st of December 2015	Airport Concept and Framework Plan submitted to SMC by the 31st of March 2016	First Draft of the PMB Airport Precinct Plan submitted to SMC by the 30th of June 2016
F	F1	TP & EM 06	NKPA6-Cross Cutting	Scottsville-Pelham Local Area Plan (18 months)	Local Area Plan Development	Adopted Spatial Development Framework	Draft Local Area Plan for Scottsville-Pelham submitted to SMC by the 30th of June 2016	Date Draft Local Area Plan for Scottsville-Pelham submitted to SMC	Finalization of Appointment of Service Provider by the 30th of September 2015	Inception Report submitted to SMC by 30 December 2015	Status Quo Report submitted to SMC by March 2016	Draft Local Area Plan for Scottsville-Pelham submitted to SMC by the 30th of June 2016
C	C3	TP & EM 07	NKPA3-LOCAL ECONOMIC DEVELOPMENT	Acquisition of Land in the Greater Edendale Area	Land acquisition	Land Acquisition Programme	200,000sqm of land acquired by the 30th of June 2016	sqm of land acquired	50,000sqm of land acquired by the 30th of September 2015	100,000sqm of land acquired by the 31st of December 2015	150,000sqm of land acquired by the 31st of March 2016	200,000sqm of land acquired by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

**MSUNDUZI MUNICIPALITY**

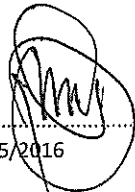

NAME: DR RAY NGCOBO

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 QUD	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	TP & EM 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Final draft Eco-System Services Plan	Development Services	6 priority areas (6th key area falls under separate SDBIP project below). Key areas 2 and 3 complete. Key area 1 underway and on schedule	Draft Ecosystems Services Plan (Collate land ownership and zoning data. Groundtruth biodiversity data and refine C-Plan boundaries. Refined spatial shapefile data for each grid square within each key area) finalised and submitted to SMC by the 30th of June 2016	Date Draft Ecosystems Services Plan (Collate land ownership and zoning data. Groundtruth biodiversity data and refine C-Plan boundaries. Refined spatial shapefile data for each grid square within each key area) finalised and submitted to SMC	Continue groundtruthing irreplaceable areas in Grid 12I and 13I in key area one: Bisley Valley Nature Reserve and Upper and Lower Mpushini Valley (5 900 hectares) by the 30th of September 2015	Continue groundtruthing irreplaceable areas in Grid 13F in key area one: Bisley Valley Nature Reserve and Upper and Lower Mpushini Valley (5 900 hectares) by the 31st of December 2015	Continue groundtruthing irreplaceable areas in Grid 13G in key area one: Bisley Valley Nature Reserve and Upper and Lower Mpushini Valley (5 900 hectares) by the 31st of March 2016	Draft Ecosystems Services Plan (Collate land ownership and zoning data. Groundtruth biodiversity data and refine C-Plan boundaries. Refined spatial shapefile data for each grid square within each key area) finalised and submitted to SMC by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015



**MSUNDUZI MUNICIPALITY**

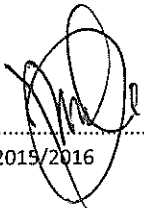

NAME: DR RAY NGCOBO

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 Q1/Q2	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	TP & EM 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Environmental Management Plan for Greater Edendale (ESP key area 6)	Development Services	100%	Draft Environmental Management Plan for Greater Edendale (ESP key area 6)(• Species Database (shp. file and report; • Complete Redefined spatial layer in GIS format (key areas and wetland areas); • Cadastral Database (shp.); • Report on management interventions and programs; • Report detailing the methodology and • Report on conflict areas.) completed and submitted to SMC by the 30th of June 2016	Draft Environmental Management Plan for Greater Edendale (ESP key area 6)(• Species Database (shp. file and report; • Complete Redefined spatial layer in GIS format (key areas and wetland areas); • Cadastral Database (shp.); • Report on management interventions and programs; • Report detailing the methodology and • Report on conflict areas.) completed and submitted to SMC	Grid 8F – 11F Key Areas Grountruthed / Wetland areas as per the defined ecosystems plan Grid 8F – 11F by the 30th of September 2015	Key Areas Grountruthed / Wetland areas defined Grid 8G – 12G and Grid 9H – 12H (GIS shp. files incl.) as per the defined ecosystems plan by the 31st of December 2015	Key Areas Grountruthed / Wetland areas defined Grid 7I – 12I (incl. 7J) (GIS shp. files incl.) as per the defined ecosystems plan by the 31st of March 2016	Draft Environmental Management Plan for Greater Edendale (ESP key area 6)(• Species Database (shp. file and report; • Complete Redefined spatial layer in GIS format (key areas and wetland areas); • Cadastral Database (shp.); • Report on management interventions and programs; • Report detailing the methodology and • Report on conflict areas.) completed and submitted to SMC by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015  
 Msunduzi Municipality 2015/2016

**MSUNDUZI MUNICIPALITY**

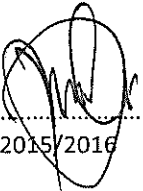

**NAME: DR RAY NGCOBO**

**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	Optimize system, procedures and processes for Infrastructure Planning & Survey	Improve processes for PDA Applications (Subdivisions & Consolidations of land).	Average of 86 days	(80 days) Average number of days taken to process PDA applications by the 30th of June 2016	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 2015	(80 days) Average number of days taken to process PDA applications by the 31st of December 2015	(80 days) Average number of days taken to process PDA applications by the 31st of March 2016	(80 days) Average number of days taken to process PDA applications by the 30th of June 2016
A	A1	IP & S 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes for Infrastructure Planning & Survey	Improve processes for Building Plans Applications.	Average of 94% within 1 working day.	95% of Building Plan Applications to be processed within 1 working day of receipt of the application by the Land Survey Section by 30 June 2016.	% of Building Plan Applications to be processed within 1 working day of receipt of the application by the Land Survey Section by 30 June 2016.	95% of Building Plan Applications to be processed within 1 working day of receipt of the application by the Land Survey Section by the 30th of September 2015	95% of Building Plan Applications to be processed within 1 working day of receipt of the application by the 31st of December 2015	95% of Building Plan Applications to be processed within 1 working day of receipt of the application by the Land Survey Section by the 31st of March 2016	95% of Building Plan Applications to be processed within 1 working day of receipt of the application by the Land Survey Section by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015  
 Msunduzi Municipality 2015/2016

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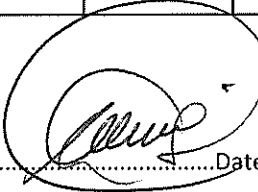
**NAME: DR RAY NGCOBO**

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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 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes for Infrastructure Planning & Survey	Improve processes for Building Plan Applications.	95% of Building Plan Applications <500m2 processed through plan approval process within average of 30 days	95% of Building Plan Applications <500m2 to be processed within an average of 30 days from date of receipt of the application for the Plan Approval Committee by the 30th of June 2016	% of Building Plan Applications <500m2 and average number of days	95% of Building Plan Applications <500m2 to be processed within an average of 30 days from date of receipt of the Plan Approval Committee by the 30th of September 2015	95% of Building Plan Applications <500m2 to be processed within an average of 30 days from date of receipt of the Plan Approval Committee by the 31st of December 2015	95% of Building Plan Applications <500m2 to be processed within an average of 30 days from date of receipt of the Plan Approval Committee by the 31st of March 2016	95% of Building Plan Applications <500m2 to be processed within an average of 30 days from date of receipt of the Plan Approval Committee by the 30th of June 2016
A	A1	IP & S 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Optimize system, procedures and processes for Infrastructure Planning & Survey	Improve processes for Wayleaves.	Backlog dealt with average 100 days	Average of 30 days taken to process new way leave applications from the date of receipt of the application for the Wayleaves Panel by 30th of June 2016	Average Number of days taken to process new way leave applications from the date of receipt of the application for the Wayleaves Panel	Average of 30 days taken to process new way leave applications from the date of receipt of the application for the Wayleaves Panel by the 30th of September 2015	Average of 30 days taken to process new way leave applications from the date of receipt of the application for the Wayleaves Panel by the 31st of December 2015	Average of 30 days taken to process new way leave applications from the date of receipt of the application for the Wayleaves Panel by the 31st of March 2016	Average of 30 days taken to process new way leave applications from the date of receipt of the application for the Wayleaves Panel by the 30th of June 2016

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Msunduzi Municipality 2015/2016

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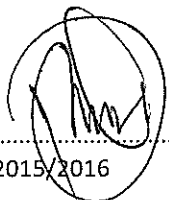
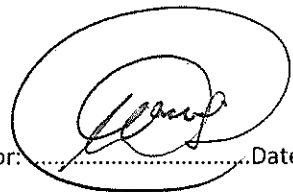
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WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS

WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS / Q10	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	IP & S 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Improve Infrastructure Planning & Survey compliance and reduce risk.	Implement Infrastructure Planning & Survey compliance and risk management	500 building inspections conducted for illegal building works	540 building inspections conducted for illegal building works by the 30th of June 2016	Number of building inspections conducted for illegal building works	135 Building inspections conducted for illegal building works by the 30th of September 2015	270 Building inspections conducted for illegal building works by the 31st of December 2015.	505 building inspections conducted for illegal building works by the 31st of March 2016	540 building inspections conducted for illegal building works by the 30th of June 2016
A	A1	IP & S 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Infrastructure Planning & Survey provision of information.	Provision of cadastral information to public queries within timeframe.	Average of 95% within 1 working day.	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 30th of June 2016	% of all public queries & average number of days taken for cadastral information to be responded	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 30th of September 2015	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 31st of December 2015	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 31st of March 2016	95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 30th of June 2016

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Msunduzi Municipality 2015/2016

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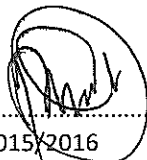
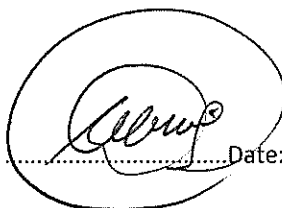
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**WEIGHT (%): 20%**

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A	A1	IP & S 07	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 91610 files	Scanning & Indexing of all remaining Building Plan records (+/- 27,000 files) completed by the 30th of June 2016	Number of Building Plan records scanned and indexed (+/- 27,000 files)	Scanning & Indexing of all remaining Building Plan records (+/- 8,200 files) completed by the 30th of September 2015	Scanning & Indexing of all remaining Building Plan records (+/- 14,800 files) completed by the 31st of December 2015	Scanning & Indexing of all remaining Building Plan records (+/- 20,500 files) completed by the 31st of March 2016	Scanning & Indexing of all remaining Building Plan records (+/- 27,000 files) completed by the 30th of June 2016
F	F2	HS 01	NKPA 6 - CROSS CUTTING	Municipal Rental Stock Maintenance	Housing Rental Stock: Develop a 1 and 5 year Maintenance Plan	No Plan exist	A 1 & 5 year Council Housing Rental Stock Maintenance plan with costing developed and submitted to SMC by the 31st of December 2015 for approval of Council	Date the 1 & 5 year Council Housing Rental Stock Maintenance plan with costing developed and submitted to SMC for approval of Council	Finalize appointment of Service Provider by the 30th of September 2015	A 1 & 5 year Council Housing Rental Stock Maintenance plan with costing developed and submitted to SMC by the 31st of December 2015 for approval of Council	N/A	N/A

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Msunduzi Municipality 2015/2016

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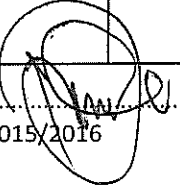
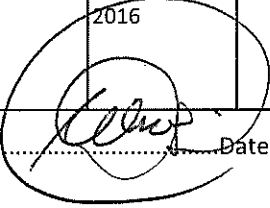
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F	F2	HS 02	NKPA 6 - CROSS CUTTING	Municipal Rental Stock Maintenance	Housing Rental Stock: Develop a 1 and 5 year Maintenance Plan	No Plan exist	100% implementation of the Council Approved 1 & 5 year Housing Rental Stock Maintenance Plan by the 30th of June 2016	% implementation of the Council Approved 1 & 5 year Housing Rental Stock Maintenance Plan	N/A	N/A	100% implementation of the Council Approved 1 & 5 year Housing Rental Stock Maintenance Plan by the 31st of March 2016	100% implementation of the Council Approved 1 & 5 year Housing Rental Stock Maintenance Plan by the 30th of June 2016
F	F3	HS 03	NKPA 6 - CROSS CUTTING	Municipal Rental Stock Maintenance	Housing Rental Stock: Develop a 1 and 5 year Maintenance Plan	No Plan exist	6 x monthly reports prepared and submitted to OMC on the implementation of the Council Approved 1 & 5 year Housing Rental Stock Maintenance Plan by the 30th of June 2016	Number of monthly reports prepared and submitted to OMC on the implementation of the Council Approved 1 & 5 year Housing Rental Stock Maintenance Plan	N/A	N/A	3 x monthly reports prepared and submitted to OMC on the implementation of the Council Approved 1 & 5 year Housing Rental Stock Maintenance Plan by the 31st of March 2016	6 x monthly reports prepared and submitted to OMC on the implementation of the Council Approved 1 & 5 year Housing Rental Stock Maintenance Plan by the 30th of June 2016

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

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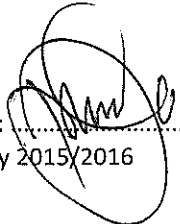
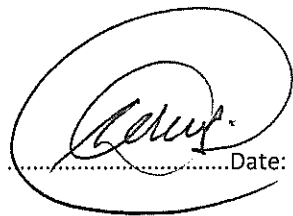
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WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS

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F	F3	HS 04	NKPA 6 - CROSS CUTTING	Municipal Rental Stock Maintenance	Annual Contractor to conduct all general maintenance.	Maintenance currently done through the Building Section	95 % of all maintenance queries for all Municipal Rental Stock must be completed within a 7 day turnaround time by the appointed service provider by the 30th of June 2016	% of all maintenance queries for all Municipal Rental Stock completed within a 7 day turnaround time by the appointed service provider	Finalize appointment of Service Provider by the 30th of September 2015	95 % of all maintenance queries for all Municipal Rental Stock must be completed within a 7 day turnaround time by the appointed service provider by the 31st of December 2015	95 % of all maintenance queries for all Municipal Rental Stock must be completed within a 7 day turnaround time by the appointed service provider by the 31st of March 2016	95 % of all maintenance queries for all Municipal Rental Stock must be completed within a 7 day turnaround time by the appointed service provider by the 30th of June 2016

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 Msunduzi Municipality 2015/2016

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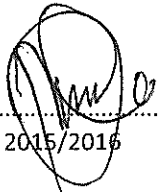

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**WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS**

**WEIGHT (%): 20%**

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS / Q10	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	HS 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Municipal Rental Stock Valuations	Valuation of all Rental Stock and to determine Market Related Rentals	15% Rental escalation until market related rental is achieved.	Development & Submission of report on the valuation of all Council Rental Stock and Market related Rental values so as to align to the Tariff register rates for 2015/2016 to SMC by the 31st of December 2015 for approval by Council	Date report on the valuation of all Council Rental Stock and Market related Rental values so as to align to the Tariff register rates for 2015/2016 developed and submitted to SMC for approval by Council	Finalize appointment of Service Provider by the 30th of September 2015	Development & Submission of report on the valuation of all Council Rental Stock and Market related Rental values so as to align to the Tariff register rates for 2015/2016 to SMC by the 31st of December 2015 for approval by Council	N/A	N/A

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 Msunduzi Municipality 2015/2016



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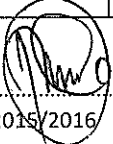
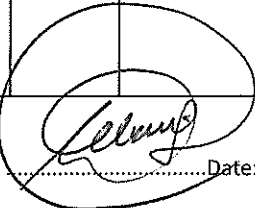
**NAME: DR RAY NGCOBO**

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

**WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS**

**WEIGHT (%): 20%**

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS OIU	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
C	C1	RPI 08	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED	Community Work programme implemented and cooperatives supported	N/A	1100	Number of work opportunities created through LED development initiatives including Capital Projects	1100	N/A	N/A	N/A
B	B1	RPI 14	NKPA 2 - BASIC SERVICE DELIVERY	IMPROVED ACCESS TO BASIC SERVICES	Improved access to basic services	N/A	2450 houses constructed	No. of new houses constructed	522 houses constructed	1112 houses constructed	1827 houses constructed	2450 houses constructed
C	C1	B2B 13 1	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	1 - PUTTING PEOPLE FIRST	N/A	N/A	1100	Number of jobs created through CWP	1100	N/A	N/A	N/A
C	C1	B2B 14 2	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	1 - PUTTING PEOPLE FIRST	N/A	N/A	96,307,200	Total Rand Value of CWP jobs	8,025,600	8,025,600	8,025,600	8,025,600
C	C3	B2B 93	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	5 - BUILDING CAPABLE LOCAL GOVERNMENT INSTITUTIONS	N/A	N/A	As a way of managing land use, the Municipality with assistance from DRDLR is preparing a Local Area Plan for Vulindlela during 15/16 Financial Year	Percentage of total provincial geographical area with Land Use Management Schemes and Systems. This accommodates other solutions not only the "scheme". It could be solutions such as SDFs, Regional Plans, Corridor Plans, TSMPs etc. ( SPLUMA?)	Status Quo report approved by Full Council	Draft Planning and Development Framework submitted to the Economic Development Portfolio Committee	Draft Planning and Development submitted to Vulindlela Traditional Council	Submission of final report to Economic Development Portfolio Committee

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Msunduzi Municipality 2015/2016

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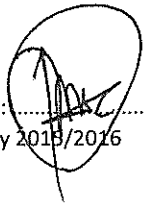
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**WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS**

**WEIGHT (%): 20%**

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS Q1/Q2	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
B	B3	B2B 66	NKPA 2 - BASIC SERVICE DELIVERY	4 - SOUND FINANCIAL MANAGEMENT	N/A	N/A	2450 houses constructed	Number of new housing units constructed	522 houses constructed	1112 houses constructed	1827 houses constructed	2450 houses constructed

Signatures: Employee: 

Date: 07/07/2015

Supervisor: 

Date: 07/07/2015

Msunduzi Municipality 2015/2016

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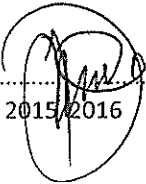

NAME: DR RAY NGCOBO

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	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 SDBIP	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	1-Nov-15		N/A	1-Nov-15	N/A	N/A

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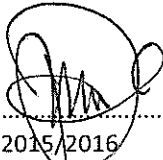

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WORKPLAN 5: PERFORMANCE MANAGEMENT

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	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement	Performance agreement in place for 14/15 FY	7-Jul-15		7-Jul-15	N/A	N/A	N/A
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	Monthly		Monthly	Monthly	Monthly	Monthly
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of monthly section/unit Reports to OMC	N/A	Monthly (OMC) as per stipulated deadlines		Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)

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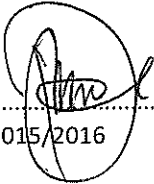
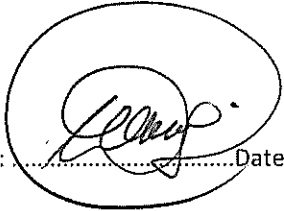
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**WORKPLAN 5: PERFORMANCE MANAGEMENT**

**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	Monitoring and Reporting	Submission of SDBIP/ Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines		Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)
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)

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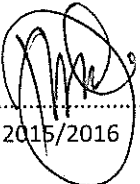

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WORKPLAN 5: PERFORMANCE MANAGEMENT

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	Monitoring and Reporting	Submission of Legislative Compliance Checklist monthly 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	Publication of documentation on the municipal websites as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines		Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines	Monthly & Quarterly as per applicable legislative deadlines
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

Signatures: Employee:  Date: 07/07/2015 Supervisor:  Date: 07/07/2015

Msunduzi Municipality 2015/2016

**MSUNDUZI MUNICIPALITY**


NAME: DR RAY NGCOBO

DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT

WORKPLAN 5: PERFORMANCE MANAGEMENT

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A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Assessment meetings register & Assessment Forms	All Quarters and Annual Assessments completed	Annual Assessment 14/15 FY End SEPT '15		End SEPT '15	N/A	N/A	N/A
							Q1 Assessment 15/16 FY End Dec '15	N/A	End Dec '15		N/A	
							Q2 Assessment 15/16 FY End Feb '16	N/A	N/A	End Feb '16	N/A	
							Q3 Assessment 15/16 FY End May '16	N/A	N/A	N/A	End May '16	
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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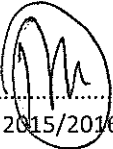
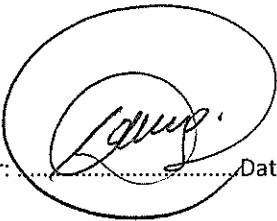
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D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Budgeting and Expenditure Monitoring	Monthly Report with explanations for budget overruns & under expenditure	N/A	Monthly Report with explanations for budget overruns & under expenditure 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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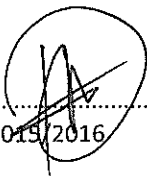
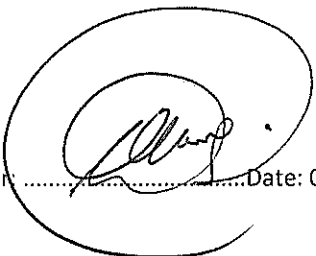
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A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Batho Pele Principles belief sets	N/A	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) 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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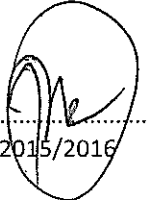

NAME: DR RAY NGCOBO

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A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Internal Audit queries	N/A	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit 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 Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit	Audit queries raised by Internal Audit attended to and responses submitted to Internal Audit as per timeframes set by Internal Audit

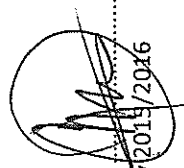
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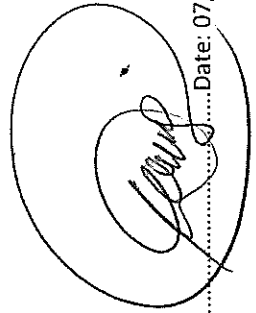
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A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Risk Management	N/A	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Stipulated timeframes as per approved Risk Management Action Plan	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes



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