

#### INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

#### **ENTERED INTO BY AND BETWEEN:**

#### MSUNDUZI MUNICIPALITY

#### Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

#### AND

Dr Raymond Mfankhona Ngcobo (Full Name)

As the DMM: Economic Development (Jobholder)

PERIOD OF AGREEMENT: 1 July 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

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Supervisor

...Date: 07 / 07 / 2015

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#### 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

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#### 4. JOB PURPOSE

The purpose of the DMM: Economic Developments' job should be in line with the Municipality's priorities as identified in the <u>2015 – 2016 Service Delivery Budget and Implementation Plan</u>. 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 <u>policies</u>, <u>strategies</u>, <u>projects and processes</u> that advance the realisation of goals and objectives of the Msunduzi Municipality.

#### Overall accountability of the jobholder:

The jobholder is the DMM: Economic Development and has the responsibility for Municipal Economic Development. The incumbent will provide continuous <u>Management</u> and other relevant information to the Municipal Manager in the Municipality's delivery of services.

#### 5. JOB FUNCTIONS

The key functions of the jobholder are to:

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

#### 6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

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

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In turn the supervisor shall:

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

#### 7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK

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

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

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

Ke	y Performance Areas (KPAs)	Weight
1.	WORKPLAN 1: LOCAL ECONOMIC DEVELOPMENT	20%
2.	WORKPLAN 2: TOWN PLANNING & ENVIRONMENTAL	20%
	MANAGEMENT	
3.	WORKPLAN 3: INFRASTRUCTURE PLANNING &	20%
	SURVEY & HUMAN SETTLEMENTS	
4.	WORKPLAN 4: REGULATED PERFORMANCE	20%
	INDICATORS & BACK TO BASICS	
5.	WORKPLAN 5: PERFORMANCE MANAGEMENT	20%
TC	OTAL .	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

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ervisor: \_\_\_\_\_\_Date: 07 / 07 / 2015

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

7.4

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

#### \* Compulsory

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

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

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#### 8. PERFORMANCE ASSESSMENT

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

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

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

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

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

#### 9. FEEDBACK

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

#### 10. DEVELOPMENTAL REQUIREMENTS

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

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

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.

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#### 12. DISPUTE RESOLUTIONS

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

#### 13. AMENDMENT OF AGREEMENT

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

**14.** The following are annexures of this individual annual performance agreement for the 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 119.0000
Signature: Date: 07/07/2015

Name of Supervisor:

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

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

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#### **ANNEXURE A**

#### MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



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

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#### **SCHEDULE 2**

#### CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

#### 1. Definitions

In this Schedule "partner" means a person who permanently lives with another person in a manner as if married

#### 2. General conduct

A staff member of a municipality must at all times—

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

#### 3. Commitment to serving the public interest

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

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

#### 4. Personal gain

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

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

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

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- (b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.
- (2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—
  - (a) be a party to a contract for-
    - (i) the provision of goods or services to the municipality; or
  - (ii) the performance of any work for the municipality otherwise than as a staff member; (b) obtain a financial interest in any business of the municipality; or
  - (c) be engaged in any business, trade or profession other than the work of the municipality.

#### 5. Disclosure of benefits

- (1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.
- (2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

#### 6. Unauthorised disclosure of information

- (1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.
- (2) For the purpose of this item "privileged or confidential information" includes any information—
  - (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential:
  - (b) discussed in closed session by the council or a committee of the council; (c) disclosure of which would violate a person's right to privacy; or
  - (d) declared to be privileged, confidential or secret in terms of any law.
- (3) This item does not derogate from a person's right of access to information in terms of national legislation.

#### 7. Undue influence

A staff member of a municipality may not-

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

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Supervisor: Date: 07 / 07 / 2015

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#### INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2015/2016 FINANCIAL YEAR



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

- (b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
- (c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

#### 8. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
  - (b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or
  - (d) doing or not doing anything within that staff member's powers or duties.
- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

#### 9. Council property

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

#### 10. Payment of arrears

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

#### 11. Participation in elections

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

#### 12. Sexual harassment

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

#### 13. Reporting duty of staff members

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

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#### 14. Breaches of Code

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

#### 14A. Disciplinary steps

- (1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.
- (2) Such other disciplinary steps may include—
  - (a) suspension without pay for no longer than three months; (b) demotion;
  - (c) transfer to another post;
  - (d) reduction in salary, allowances or other benefits; or
  - (e) an appropriate fine.

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ANNEXURE B

#### MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



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

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Supervisor

.Date: 07 / 07 / 2015

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## FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials)	NGCO)	50_	[/\	<u>1KB</u>	of
35 Jan James HVE	nue_			(Postal addres	s) and
employed as Dmm	at th	ne	W≤	Residential Sundusi Mu	addr
Municipality hereby certify that the following in my knowledge:	nformation i	s complet	e and	correct to the best of	/
1. Shares and other financial interests (Not See information sheet: Note (1)	bank acco	unts with t	inanci	al institutions)	
Number of shares / extent of financial interest	Nature	Nominal	value	Name of Company or	entity
		······································			
**************************************				4	
2. Directorships and Partnerships  See information sheet: Note (2)  Name of Corporate entity, partnership or firm	Type of b	usiness	Amoı	unt of Remuneration or I	ncome
haufuse Investments 29MPR PARK Trading 184 Nesco FABRICS Infunctional					
3. Remunerated work outside the Municipa See information sheet: Note (3)			Counc	cil)	
Name of Employer	Type of w	ork	Amou	unt of Remuneration or	Income
	-				
***************************************					
Pate 97 / 97 / 2015			Su	(m)	

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Council sanction confirm	ned:				
Signature of Municipal I	Manager: _				
Date: 07 / 07 / 2015					
4. Consultancies and	retainershi	ips			
See information sheet: No	ote (4)				<b>.</b>
Name of client	Nature		Type of busines	s activity	Value of benefits received
***************************************		/			
5. Sponsorships					
See information sheet: No	ote <b>(5)</b>	<u></u>		Ty-1	
Source of sponsorship		Description	of sponsorship	Valu	ie of sponsorship
			***************************************		
					added the transfer of the tran
6. Gifts and hospitality		ource other	than a family m	ember	
See information sheet: No	ote <b>(6)</b>	Value			
Description		Value		Sou	rce
7. Land and property  See information sheet: No	ata (7)				
Description	ne (7)	Extent	Area		Value
		Extent	Alea		value
33 Jan Smits			GILIHS		R).6M
4 OLD TOM M	omis		GII, HS Chase Va		R).6M R2.5M
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....... Date: 07 / 07 / 2015

Supervisor: .

..Date: 07 / 07 / 2015

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	SIGNATURE OF EMPLOYEE:
	DATE: 07 / 07 / 2015 PLACE:
	OATH/AFFIRMATION
1	I. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:
	(i) Do you know and understand the contents of the declaration?  Answer
	(ii) Do you have any objection to taking the prescribed oath or affirmation?  Answer 00
	(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?  Answer/es
2	I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.
Ä	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: CLR TRUMAN MAGUBANE (Block letters)  Designation (rank):CHIEF WHIPEx Officio Republic of South Africa
	Street address of institution: CUR CHIEF ALBERT LUTHUL
	G CHURCH STREET P.M. BURG
	Date: 03 JULY 2015
F	Place: PIETERMARITZBURG
	CONTENTS NOTED: MAYOR  DATE:
Signatures: Ei	mployee:
-	pht 2015 Msunduzi Municipality. Page 16 of 23



### 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.

<u>NOTE 3</u>: 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

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consultancies and retainerships:

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

#### NOTE 5: Sponsorships

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

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

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

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

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

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

#### NOTE 7: Land and Property

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

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

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Supervisor:\....

Date: 07 / 07 / 2015

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ANNEXURE C

PERSONAL DEVELOPMENT PLAN

**ENTERED INTO BY AND BETWEEN:** 

#### **MSUNDUZI MUNICIPALITY**

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

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

AND

Dr Raymond Mfankhona Ngcobo (Full Name)

As the DMM: Economic Development (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2015 to 30 June 2016

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

Human Resource Development

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Supervisor:

....Date: 07 / 07 / 2015

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

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

1. What are the competencies required for this job (refer to competency profile of job description)?
2. What competencies from the above list, does the job holder already possess?
3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)
4. Actions/Training interventions to address the gaps/needs

Signatures: Employee: ..

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

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Supervisor:

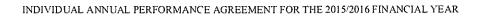
Date: 07 / 07 / 2015

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#### INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2015/2016 FINANCIAL YEAR



6. Actions/Training intervention	ons to address future progression
7. Comments/Remarks of the	e Incumbent
8. Comments/Remarks of the	e supervisor
	IMPACT ASSESSMENT
Impact of Development on wo	rk (After 3 – 6 Months)
Impact of Development on wo	
	rk (After 3 – 6 Months)
	rk (After 3 – 6 Months)
	rk (After 3 – 6 Months)
	rk (After 3 – 6 Months)
	rk (After 3 – 6 Months)
	rk (After 3 – 6 Months)





AGREED UP	ON:
Signature:	( seing)
Supervisor:	M.A. NIKOSI
Date:	07 / 07 / 2015
Signature:	(Das)
Incumbent:	R-NGCO DU
Date:	07 / 06 / 2015
Date of next n	eview.

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

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

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ANNEXURE D

## MSUNDUZI MUNICIPALITY PERFORMANCE WORKPLAN



EMPLOYEE NUMBER:

SURNAME & INITIALS: NGCOBO R. F

DESIGNATION:

COMPONENT:

UNIT:

DEPUTY MUNICIPAL MANAGER

ECONOMIC DEVELOPMENT

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)

0058246

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

EMPLOYEE:

DATE: 07 / 07 / 2015

SUPERVISOR:

DATE: 07 / 07 / 2015

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						MSUNDUZI	MUNICIPALITY					
NAME: D	R RAY NGCOB	0				DESIGNATION	ON: DEPUTY MI	UNICIPAL MANAG	ER: ECONOMIC DI	EVELOPMENT		
WORKPL	AN 1: LOCAL E	CONOMIC DE	VELOPMENT			WEIGHT (%): 20%						
INDEX	IDP	SDBIP NATIONAL K	NATIONAL KEY	PROGRAMME	PROJECT	BASELINE /	ANNUAL	PERFORMANCE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	REFERENCE	REFERENCE	PERFORMANCE			STATUS	1	MEASURE				
			AREA			ouo	OUTPUT					
С	C 2	LED 01		LED Forum	LED Forum	1 1	1	1	Establishment of	N/A	N/A	N/A
			ECONOMIC				į.	established	the LED Forum			
			DEVELOPMENT				Forum by the		by the 30th of			
							30th of		September 2015			
							September					
			10001		155 5	A1 / A	2015	Number of	N/A	1 x quarterly	2	3 x quarterly
C	C 2	LED 02		LED Forum	LED Forum	IN/A	1 ' '		IN/A		2 x quarterly meetings of the	1 '
			ECONOMIC DEVELOPMENT				1 -	quarterly meetings of the		_	established	the
			DEVELOPMENT				lestablished	established			LED Forum held	1
								LED Forum held		by the 30th of		LED Forum
							held by the	LED FOI DIM NEIU		1 '	February 2016	held by the
							31st of May			2015	l Ebraary 2010	31st of May
							2016			2013		2016
							2010					2010
С	C 2	LED 03	LOCAL	SMME's	SMME/Coo	N/A	SMME/Coope	Date	Procurement	First draft	Integration with	SMME/Coope
			ECONOMIC		perative		rative Strategy	SMME/Cooperat	Process	completed by	LED Strategy by	rative
			DEVELOPMENT		Developme		developed	ive Strategy	Completed by	the 31st of	the 31st of	Strategy
					nt Strategy	<u> </u>	and submitted	developed and	the 30th of	December 2015	March 2016	developed
							to SMC by the	submitted to	September 2015			and
							30th of April	SMC				submitted to
							2016					SMC by the
												30th of April

.....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	SDBIP	NATIONAL KEY	PROGRAMME	PROJECT	BASELINE /	1000	PERFORMANCE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	REFERENCE	REFERENCE	PERFORMANCE			STATUS	TARGET /	MEASURE				
• • •			AREA			ouo	OUTPUT		<u> </u>			
С	C 2	LED 04	LOCAL	Skills	Informal	N/A	5 x training	Number of	submission of	_		5 x training
			ECONOMIC	Development	Traders		1, -	training	the Msunduzi	μ	programmes	programmes
			DEVELOPMENT		capacity		facilitated for	-	Informal		1	facilitated for
					building		traders	facilitated for	Chamber final	traders	traders	traders
					programm		representativ	traders	programme by	representatives	representatives	representativ
					e		es (Leadership	representatives	the 30th of	(Leadership	(Leadership	es (Leadership
							skills, office	(Leadership	September 2015	skills, office	skills, office	skills, office
							management	skills, office		management	management	management
							skills,	management		skills,	skills,	skills,
							Bookkeeping,	skills,		Bookkeeping,	Bookkeeping,	Bookkeeping,
							Budgeting,	Bookkeeping,		Budgeting,	Budgeting,	Budgeting,
	1		-				Communicatio	Budgeting,		Communication	Communication	Communicati
			1				n skills) by the	Communication		skills) by the	skills) by the	on skills) by
			-				30th of June	skills)		30th of June	31st of March	the 30th of
							2016				2016	June 2016
С	C 2	LED 05	LOCAL	Skills	Training	N/A	4 x training	Number of	Service provider	2 x training	3 x training	4 x training
			ECONOMIC	Development	and		programmes	training	secured by the	programmes	programmes for	programmes
			DEVELOPMENT		workshops		for SMME and	programmes for	30th of	for SMME and	SMME and	for SMME and
					for SMME		Cooperatives	SMME and	September 2015	Cooperatives	Cooperatives	Cooperatives
			1		and		facilitated by	Cooperatives		facilitated by	facilitated by	facilitated by
					Cooperativ		the 30th of	facilitated		the 31st of	the 31st of	the 30th of
					е		June 2016			December 2015	March 2016	June 2016
c	C 2	LED 06	LOCAL	Infrastructure	To prepare	N/A	1 x report	Number & Date	SCM process by	designs and	designs and	1 x report
			ECONOMIC	Provision for	design		prepared &	report prepared	the 30th of	starring	steering	prepared &
			DEVELOPMENT	informal	plans of		submitted to	& submitted to	September 2015	committee	committee	submitted to
			İ	traders	street		SMC on the	SMC on the		meetings by	meetings by the	SMC on the
					Market		design plans	design plans of		the 31st of	31st of March	design plans
							of the street	the street		December 2015	2016	of the street
							Market for	Market for the				Market for
							]	population of				ltha provicion

......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%	to the second of the second

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS OUO	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	trade missions (to be kept in	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
С	C 2	LED 08	LOCAL ECONOMIC DEVELOPMENT	development of Agri-Business in Edendale and Vulindlela	"	N/A	Agri-Business Strategy developed & submitted to SMC by the 31st of January 2016 for approval	Date Agri- Business Strategy developed & submitted to SMC for approval by Council	the 30th of	31st of	Agri-Business Strategy developed & submitted to SMC by the 31st of January 2016 for approval by Council	N/A
С	C 2	LED 09	LOCAL ECONOMIC DEVELOPMENT	!	~	N/A	implementati on of the approved Agri- Business Strategy by the 30th of June 2016	% implementation of the approved Agri-Business Strategy	1	N/A	N/A	100% implementati on of the approved Agri-Business Strategy by the 30th of June 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	]	SDBIP		PROGRAMME	1	BASELINE /	1 to	PERFORMANCE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	REFERENCE	REFERENCE	PERFORMANCE AREA			STATUS	TARGET /	MEASURE				
C	C 2	LED 10	LOCAL	Tourism Development	BUSINESS DEVELOPM ENT & BRANDING	N/A	An integrated calendar of events developed and submitted to the Tourism board for Approval by the 31st of May 2015	the Tourism	SCM process by the 30th of September 2015	l' <i>*</i>	ŀ	An integrated calendar of events developed and submitted to the Tourism board for Approval by the 31st of May 2015
С	C 2	LED 11	LOCAL ECONOMIC DEVELOPMENT	Tourism Development	TOURISM MENTORS HIP PROGRAM ME	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	programmes conducted by	tourism programmes conducted by the 31st of	N/A
С	C 2	LED 12	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	Report prepared and submitted to SMC for approval of the establishment	the establishment of the events bureau by the 30th of	prepared and submitted to	N/A	N/A

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

Date: 07/07/2015

						MSUNDUZI MUNICIPALI	Υ						
NAME: DR RAY NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT													
WORKP	LAN 1: LO	CAL ECONOMIC I	DEVELOPMENT				WEIGHT (%): 209	<b>%</b>					
INDEX	IDP	SDBIP	NATIONAL KEY	PROGRAMME	PROJECT	BASELINE / ANNUAL	PERFORMANCE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS OUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
В	B 2	LED 13	LOCAL ECONOMIC DEVELOPMENT	PMB Airport	Replaceme nt of runway lighting.	,	Runway lights at PMB Airport replaced by the 31st of	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
В	B 2	LED 14	LOCAL ECONOMIC DEVELOPMENT	PMB Airport	Refurbish ment 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	replacement of the access gate motor at the PMB Airport	the perimeter fence, electrification of the fence & replacement of	N/A	N/A	N/A
В	B 2	LED 15	LOCAL ECONOMIC DEVELOPMENT	PMB Airport	Emergency access road	road from	60 m access road from emergency Gate 4 at the PMB Airport constructed by the 31st of	l .	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

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

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

						MSUNDUZ	MUNICIPALITY					
NAME: I	OR RAY NGCOE	30				DESIGNATION	ON: DEPUTY M	UNICIPAL MANAG	ER: ECONOMIC DI	VELOPMENT		******
WORKP	LAN 1: LOCAL E	CONOMIC DE	VELOPMENT					WEIGHT (%): 209	6			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	ANNUAL TARGET /	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
В	B 2	LED 16	LOCAL ECONOMIC DEVELOPMENT	PMB Airport	equipment	No dedicate	Construction of area for ground handling equipment at the PMB	area for ground handling	area for ground handling equipment at the PMB Airport	N/A	N/A	N/A
В	B 2	LED 17	LOCAL ECONOMIC DEVELOPMENT	PMB Airport		not suitable for immediate constructio n of	hangar area at	additional hangar area at	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

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

AUJ Date: 07/07/2015

# MSUNDUZI MUNICIPALITY NAME: DR RAY NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT WEIGHT (%): 20% INDEX IDP SDBIP NATIONAL KEY PROGRAMME PROJECT BASELINE ANNUAL TARGET / PERFORMANCE REFERENCE PERFORMANCE / STATUS OUTPUT MEASURE TO 8 SMALL AREA OUD PROJECT STATUS OUTPUT MEASURE TO 8 SMALL AREA OUD PROJECT STATUS OUTPUT MEASURE DATE 1 OUTPUT MEASURE STATUS OUTPUT MEASURE PROJECT STATUS OUTPUT MEASURE TO 8 SMALL AREA OUD PROJECT STATUS OUTPUT MEASURE PROJECT PROJECT STATUS OUTPUT MEASURE PROJECT 
F	REFERENCE	SDBIP REFERENCE TP & EM 01	NATIONAL KEY PERFORMANCE AREA NKPAG-Cross Cutting	Local Area Plans		/ STATUS 000 100%	Draft Local Area Plan	PERFORMANCE MEASURE  Date draft Local Area Plan for Vulindlela developed and submitted to SMC	Status Quo Report submitted to SMC by the 30th of	Synthesis and Vision Report submitted to SMC by the 31st of	Status Quo Report submitted to SMC by the 31st of March 2016	QUARTER 4  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	1	Local Area Plan Developme nt		for the Northern Areas developed &	Date Draft Local Area Plan for the Northern Areas developed & submitted to SMC	Appointment of	submitted to SMC by the 31st of December	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
С	C3	TP & EM 03	NKPA 3-LOCAL ECONMIC DEVELOPMENT	i '	Planning Scheme	in the previous	Planning Scheme submitted to SMC by	Date Draft Reviewed Town Planning Scheme submitted to SMC	Finalization of Appointment of Service Provider by the 30th of September 2015	submitted to SMC by the 31st of December 2015	Report submitted to	Draft Reviewed Town Planning Scheme submitted to SMC by the 30th of June 2016
Б	E2		NKPAS-GOOD GOVERNANCE & PUBLIC PARTICIPATION	SPLUMA Applications	application s	application s received processed within	processed within the legislated SPLUMA timeframes by the	% of all Town Planning applications processed within the legislated SPLUMA timeframes	processed within the legislated	Planning applications processed within the legislated SPLUMA timeframes by the 31st of December	applications processed within the	100% of all Town Planning applications processed within the legislated SPLUMA timeframes by the 30th of June 2015

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

br: \_\_\_\_\_\_Date: 07/07/2015

#### **MSUNDUZI MUNICIPALITY** DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT NAME: DR RAY NGCOBO WORKPLAN 2: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT WEIGHT (%): 20% BASELINE INDEX IDP **SDBIP** NATIONAL KEY PROGRAMME PROJECT ANNUAL TARGET / PERFORMANCE QUARTER 1 **QUARTER 2** QUARTER 3 **QUARTER 4** REFERENCE REFERENCE PERFORMANCE / STATUS OUTPUT MEASURE AREA OUO TP & EM 05 NKPA6-Cross First Draft of the PMB Date First Draft of F1 Airport Precinct Approved Inception Report Status Quo Report Airport Concept and First Draft of the Pietermaritzbu Cutting Airport Airport Precinct Plan the PMB Airport submitted to SMC submitted to SMC by Framework Plan PM8 Airport Precinct rg Precinct and |Developme |Master submitted to SMC by Precinct Plan by the 30th of the 31st of December submitted to SMC by Plan submitted to Plan and Management the 30th of June 2016 submitted to SMC September 2015 2015 the 31st of March SMC by the 30th of Plan (18 Provincial 2016 June 2016 months) Techno Hub Pilot Project TP & EM 06 NKPA6-Cross Scottsville-Draft Local Area Plan Date Draft Local Finalization of Inception Report Status Quo Report Draft Local Area Plan F1 Local Area Adopted Pelham Local for Scottsville-Pelham Area Plan for Appointment of submitted to SMC by submitted to SMC by for Scottsville-Cutting Plan Spatial Area Plan (18 Developme Developme submitted to SMC by Scottsville-Pelham Service Provider by 30 December 2015 March 2016 Pelham submitted to submitted to SMC the 30th of SMC by the 30th of months) nt the 30th of June 2016 September 2015 June 2016 Framewor NKPA3-LOCAL 200,000sgm of land sgm of land 50,000sgm of land 100,000sqm of land 150,000sgm of land 200,000sam of land C3 TP & EM 07 Acquisition of Land Land acquired acquired by the 30th **ECONOMIC** Land in the acquisition Acquisition acquired by the 30th acquired by the 30th acquired by the 31st acquired by the 31st Programm of June 2016 DEVELOPMENT Greater of September 2015 of December 2015 of March 2016 of June 2016 Edendale Area

.Date: 07/07/2015

Signatures: Employee: . Msunduzi Municipality 2015/2016 

NAME:	DR RAY NGCOE	30				DESIGNATI	ON: DEPUTY MUNICIPA	AL MANAGER: ECON	IOMIC DEVELOPMEN	Γ		
NORKE	LAN 2: TOWN I	PLANNING & I	NVIRONMENTAL	MANAGEMENT	a spellys	enter National de la terration		WEIGHT (%): 20%				
INDEX	IDP A SERVICE	SDBIP	NATIONAL KEY	PROGRAMME	PROJECT	<ul> <li>Manager and College</li> </ul>	ANNUAL TARGET /	PERFORMANCE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	REFERENCE	REFERENCE	PERFORMANCE AREA			/ STATUS	OUTPUT	MEASURE				
<b>A</b>	A1	TP & EM 08		1-,	nt Services	areas (6th key area falls under separate SDBIP project below). Key areas 2 and 3 complete. Key area 1	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	Services Plan (Collate land ownership and zoning data. Groundtruth biodiversity data and refine C-Plan boundaries. Refined spatial shapefile data for each grid square	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	Reserve and Upper and Lower Mpushini	Continue grountruthing 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	spatial shapefile da

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

pervisor: \_\_\_\_\_\_Date: 07/07/2015

#### MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT NAME: DR RAY NGCOBO WEIGHT (%): 20% WORKPLAN 2: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT

NDEX	(DP	SDBIP	NATIONAL KEY	PROGRAMME	PROJECT	1		PERFORMANCE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
1917	REFERENCE	REFERENCE	PERFORMANCE AREA			/ STATUS	OUTPUT	MEASURE				
	A1	TP & EM 09	NKPA 1 ~	Environmental	Developme		Draft Environmental	Draft	Grid 8F – 11F	Key Areas	Key Areas	Draft Environmenta
			MUNICIPAL	Management	nt Services	100%	Management Plan for	Environmental	Key Areas	Grountruthed /	Grountruthed /	Management Plan
			TRANSFORMATI	Plan for			Greater Edendale	Management Plan	Grountruthed /	Wetland areas	Wetland areas	for Greater Edendal
			ON &	Greater			(ESP key area 6)(•	for Greater	Wetland areas as	defined	defined	(ESP key area 6)(•
			ORGANIZATION	Edendale (ESP			Species Database	Edendale (ESP key	per the defined	Grid 8G – 12G and	Grid 71 – 121 (incl. 7J)	Species Database
			AL	key area 6)			(shp. file and report;	area 6)(• Species	ecosystems plan	Grid 9H – 12H	(GIS shp. files incl.)	(shp. file and report
			DEVELOPMENT				<ul> <li>Complete Redefined</li> </ul>	Database (shp. file	Grid 8F - 11F by the	(GIS shp. files incl.) as	as per the defined	Complete
							spatial layer in GIS	and report;	30th of September	per the defined	ecosystems plan by	Redefined spatial
					,		format (key areas and	<ul> <li>Complete</li> </ul>	2015	ecosystems plan by	the 31st of March	layer in GIS format
							wetland areas);	Redefined spatial		the 31st of December	2016	(key areas and
							<ul> <li>Cadastral Database</li> </ul>	layer in GIS format		2015		wetland areas);
							(shp.);	(key areas and				<ul> <li>Cadastral Databas</li> </ul>
							Report on	wetland areas);				(shp.);
							management	<ul> <li>Cadastral</li> </ul>				Report on
					ļ		interventions and	Database (shp.);				management
							programs;	<ul> <li>Report on</li> </ul>				interventions and
							<ul> <li>Report detailing the</li> </ul>	management				programs;
							methodology and	interventions and				<ul> <li>Report detailing</li> </ul>
							<ul> <li>Report on conflict</li> </ul>	programs;				the methodology a
							areas.) completed	<ul> <li>Report detailing</li> </ul>				<ul> <li>Report on conflict</li> </ul>
							and submitted to	the methodology				areas.) completed
							SMC by the 30th of	and				and submitted to
							June 2016	<ul> <li>Report on</li> </ul>				SMC by the 30th of
								conflict areas.)				June 2016
								completed and				
								submitted to SMC				

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

Signatures: Employee: ..... Msunduzi Municipality 2019/2016 ......Date:07/07/2015 Supervisok;

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#### **MSUNDUZI MUNICIPALITY** DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT NAME: DR RAY NGCOBO WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS WEIGHT (%): 20% BASELINE / ANNUAL PERFORMANCE QUARTER 1 **QUARTER 2 QUARTER 3 QUARTER 4** INDEX IDP SDBIP NATIONAL KEY PROGRAMME PROJECT STATUS REFERENCE REFERENCE PERFORMANCE TARGET / MEASURE AREA OUO OUTPUT A1 IP & S 01 NKPA 1 -Optimize Average of (80 days) Average number (80 days) Average (80 days) (80 days) (80 days) Improve Average number MUNICIPAL processes 86 days Average of days taken to number of days Average number Average system, procedures and for PDA number of process PDA taken to process of days taken to of days taken to number of TRANSFORMATI ON & processes for Application davs taken to applications PDA applications process PDA process PDA days taken to ORGANIZATION Infrastructure process PDA by the 30th of applications by applications by process PDA September 2015 the 31st of the 31st of applications AL Planning & (Subdivisio applications ns & by the 30th of December 2015 March 2016 by the 30th of DEVELOPMENT Survey Consolidati June 2016 June 2016 ons of land). IP & 5 02 NKPA 1 -Average of 95% of % of Building Plan 95% of Building 95% of Building 95% of Building 95% of A1 Optimize Improve 94% within Building Plan Applications to be Plan Plan Applications Building Plan MUNICIPAL system, processes Plan Applications for Building 1 working Applications processed within 1 to be processed Applications to to be processed Applications TRANSFORMATI procedures and working day of to be Plan day. to be within 1 working be processed within 1 working S NO processes for Application day of receipt of ORGANIZATION Infrastructure processed receipt of the day of receipt of within 1 working processed within 1 within 1 the application by day of receipt of the application Planning & application by the working day of Land Survey DEVELOPMENT Survey the Land Survey the application by the Land working day receipt of the Section by 30 June | Section by the 30th | by the 31st of Survey Section of receipt of application by 2016. of September 2015 December 2015 by the 31st of the the Land March 2016 application by the Land Survey Section Survey by 30 June 2016. Section by the 30th of June 2016

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

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

#### MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT NAME: DR RAY NGCOBO WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS WEIGHT (%): 20%

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE	PROGRAMME	1	BASELINE / STATUS	ANNUAL TARGET /	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
			AREA			ouo	OUTPUT					
A	A1	IP & S 03	NKPA 1 -	Optimize	Improve	95% of	95% of	% of Building Plan	95% of Building	95% of Building	95% of Building	95% of
			MUNICIPAL	system,	processes	Building	Building Plan	Applications	Plan Applications	Plan	Plan Applications	Building Plan
			TRANSFORMATI	procedures and	for Building	Plan	Applications	<500m2 and	<500m2 to be	Applications	<500m2 to be	Applications
			ON &	processes for	Plan	Application	<500m2 to be	average number of	processed within	<500m2 to be	processed within	<500m2 to be
	1		ORGANIZATION	Infrastructure	Application	s <500m2	processed	days	an average of 30	processed within	an average of 30	processed
			AL	Planning &	s.	processed	within an		days from date of	an average of 30	days from date	within an
			DEVELOPMENT	Survey		through	average of 30		receipt of the	days from date	of receipt of the	average of 30
						plan	days from		application for the	of receipt of the	application for	days from
						approval	date of receipt		Plan Approval	application for	the Plan	date of receip
						process	of the		Committee by the	the Plan	Approval	of the
	İ					within	application for		30th of September	Approval	Committee by	application for
						average of	the Plan		2015	Committee by	the 31st of	the Plan
						30 days	Approval			the 31st of	March 2016	Approval
							Committee by			December 2015		Committee by
							the 30th of					the 30th of
							June 2016					lune 2016
Α	A1	IP & S 04	NKPA 1 -	Optimize	Improve	Backlog	Average of 30	Average Number	Average of 30 days	_	Average of 30	Average of 30
	1		MUNICIPAL	system,	processes	dealt with	days taken to	of days taken to	taken to process	days taken to	days taken to	days taken to
			TRANSFORMATI	procedures and	for	average	process new	process new way		•	process new way	process new
			ON &	processes for	Wayleaves.	100 days	way leave	leave applications	applications from		leave	way leave
			ORGANIZATION	Infrastructure			applications	from the date of	the date of receipt		applications from	applications
			AL	Planning &			from the date	receipt of the	of the application	from the date of	the date of	from the date
			DEVELOPMENT	Survey			of receipt of	application for the	for the Wayleaves	receipt of the	receipt of the	of receipt of
							the	Wayleaves Panel	Panel by the 30th	application for	application for	the
							application for		of September 2015	the Wayleaves	the Wayleaves	application for
							the Wayleaves			Panel by the	Panel by the 31st	
					1		Panel by 30th			31st of	of March 2016	Panel by the
							of June 2016			December 2015		30th of June
												2016
	İ											

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

Date: 07/07/2015

#### MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT NAME: DR RAY NGCOBO WEIGHT (%): 20% WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	Transport of the Control of the	BASELINE / STATUS OUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	IP & S 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC	Improve Infrastructure Planning & Survey compliance and reduce risk.	Infrastruct ure Planning &	500 building inspections conducted for illegal building works	540 building inspections	inspections conducted for illegal building	conducted for illegal building works by the 30th of September 2015	conducted for illegal building works by the	conducted for illegal building works by the 31st of March	540 building inspections conducted for illegal building works by the 30th of June 2016
A	A1	IP & S 06	ON &	Improve Infrastructure Planning & Survey provision of information.	1	1 working	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	queries & average number of days taken for cadastral information to be responded	queries for cadastral information responded to within 1 working day of receipt of the query by the 30th of September	queries for cadastral information responded to within 1 working day of receipt of the query by the	queries for cadastral information responded to within 1 working day of receipt of the query by the 31st of March	working day

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

Date: 07/07/2015

-						MSUND	JZI MUNICIPAL	TY				
NAME: [	OR RAY NGCOB	iO				DESIGNATION	ON: DEPUTY M	JNICIPAL MANAGEI	R: ECONOMIC DEVEL	OPMENT		
WORKP	LAN 3: INFRAST	TRUCTURE PLA	NNING & SURVEY	& HUMAN SETT	LEMENTS			WEIGHT (%): 20%				
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS OUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	IP & S 07	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Improve Building Plan Archival System.	Scanning of all Building Plan records and indexing of files for Archival System.	l .		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	Building Plan records (+/- 14,800 files)	remaining Building Plan records (+/- 20,500 files) completed by the 31st of March	Scanning & Indexing of a remaining Building Plar records (+/-27,000 files) completed b 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 Maintenan ce 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	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

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

....Date: 07/07/2015

## MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT NAME: DR RAY NGCOBO WEIGHT (%): 20% WORKPLAN 3: INFRASTRUCTURE PLANNING & SURVEY & HUMAN SETTLEMENTS

INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	1.0	BASELINE / STATUS OUO	4 44	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
7	F2	HS 02		Municipal Rental Stock Maintenance	Housing Rental Stock: Develop a 1 and 5 year Maintenan ce Plan	No Plan exist	100% implementatio n of the Council Approved 1 &	Approved 1 & 5 year Housing	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% implementati on 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 Maintenan ce Plan	No Plan exist	reports prepared and submitted to OMC on the implementatio n of the Council Approved 1 & 5 year Housing	monthly reports prepared and submitted to OMC on the implementation of the Council Approved 1 & 5 year Housing	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	1 '

						MSUND	JZI MUNICIPAL	ITY				
NAME: E	R RAY NGCOB	O				DESIGNATION	ON: DEPUTY M	UNICIPAL MANAGE	R: ECONOMIC DEVEL	OPMENT.		
WORKPL	AN 3: INFRAST	TRUCTURE PLA	NNING & SURVEY	' & HUMAN SETT	LEMENTS			WEIGHT (%): 20%				
	T	1	1	1	T	l	I	1	1	1	I	1
INDEX	IDP	SDBIP	NATIONAL KEY	PROGRAMME	PROJECT	BASELINE /	1	PERFORMANCE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	REFERENCE	REFERENCE	PERFORMANCE			STATUS	TARGET /	MEASURE				
F	F3	HS 04	NKPA 6 - CROSS	Municipal	Annual	Maintenan		% of all	Finalize	95 % of all	95 % of all	95 % of all
			CUTTING	Rental Stock	Contractor	ce	maintenance	maintenance	appointment of	maintenance	maintenance	maintenance
				Maintenance	to conduct	currently	queries for all	queries for all	Service Provider by	queries for all	queries for all	queries for all
	İ				all general	done	Municipal	Municipal Rental	the 30th of	Municipal Rental	Municipal Rental	Municipal
					maintenan	through	Rental Stock	Stock completed	September 2015	Stock must be	Stock must be	Rental Stock
					ce.	the	must be	within a 7 day		completed	completed within	must be
						Building	completed	turnaround time		within a 7 day	a 7 day	completed
						Section	within a 7 day	by the appointed		turnaround time	turnaround time	within a 7 day
							turnaround	service provider		by the appointed	by the appointed	turnaround
							time by the			service provider	service provider	time by the
							appointed			by the 31st of	by the 31st of	appointed
							service			December 2015	March 2016	service
							provider by					provider by
							the 30th of					the 30th of
							June 2016					June 201 6

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

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

						MSUND	JZI MUNICIPALI	ITY				
NAME: [	OR RAY NGCOB	0				DESIGNATION	ON: DEPUTY MU	JNICIPAL MANAGER	: ECONOMIC DEVEL	OPMENT		
WORKP	LAN 3: INFRAST	TRUCTURE PLA	NNING & SURVEY	& HUMAN SETT	LEMENTS			WEIGHT (%): 20%				
		7			<b></b>							
NDEX	IDP	SDBIP	NATIONAL KEY	PROGRAMME	PROJECT	BASELINE /	ANNUAL	PERFORMANCE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	REFERENCE	REFERENCE	PERFORMANCE			STATUS	TARGET /	MEASURE				
			AREA		ļ	OUO	OUTPUT					
4	A1	HS 05	NKPA 1 -	Municipal	Valuation	15% Rental	Development	Date report on the	Finalize	Development &	N/A	N/A
			MUNICIPAL	Rental Stock	of all	escalation	& Submission	valuation of all	appointment of	Submission of		
			TRANSFORMATI	Valuations	Rental	until	of report on	Council Rental	Service Provider by	report on the		
		İ	ON &		Stock and	market	the valuation	Stock and Market	the 30th of	valuation of all		
			ORGANIZATION		to	related	of all Council	related Rental	September 2015	Council Rental		
			AL		determine	rental is	Rental Stock	values so as to		Stock and		
			DEVELOPMENT		Market	achieved.	and Market	align to the Tariff		Market related		
					Related		related Rental	register rates for		Rental values so		
					Rentals		values so as to			as to align to the		
							align to the	developed and		Tariff register		
							Tariff register	submitted to SMC		rates for		
	1		I	I	ı	I	I	1	l		I	I

rates for

31st of

SMC by the

December

approval by Council

2015 for

2015/2016 to | Council

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

Date: 07/07/2015

for approval by

2015/2016 to

of December

approval by

2015 for

Council

SMC by the 31st

## **MSUNDUZI MUNICIPALITY** NAME: DR RAY NGCOBO DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT WORKPLAN 4: REGULATED PERFORMANCE INDICATORS & BACK TO BASICS WEIGHT (%): 20% SDBIP NATIONAL KEY PROGRAMME PROJECT BASELINE ANNUAL TARGET / PERFORMANCE QUARTER 1 INDEX IDP QUARTER 2 QUARTER 3 **QUARTER 4** REFERENCE REFERENCE PERFORMANCE / STATUS OUTPUT MEASURE AREA OUO Ç1 RPI 08 NKPA 3 - LOCAL COMMUNITY Community N/A 1100 Number of work 1100 N/A N/A N/A ECONOMIC WORK Work opportunities created DEVELOPMENT PROGRAMME through LED programme IMPLEMENTED implemented development AND and initiatives including COOPERATIVES cooperatives Capital Projects SUPPORTED supported N/A 2450 houses RPI 14 NKPA 2 - BASIC IMPROVED Improved 2450 houses No. of new houses 522 houses 1112 houses 1827 houses B1 ACCESS TO constructed constructed SERVICE access to constructed constructed constructed constructed DELIVERY BASIC basic services SERVICES N/A B2B 13 1 NKPA 3 - LOCAL 1 - PUTTING N/A N/A 1100 Number of jobs 1100 N/A N/A C1 ECONOMIC PEOPLE FIRST created through DEVELOPMENT **CWP** C1 B2B 14 2 NKPA 3 - LOCAL 1 - PUTTING N/A N/A 96,307,200 Total Rand Value of 8,025,600 8,025,600 8,025,600 8,025,600 ECONOMIC PEOPLE FIRST CWP jobs DEVELOPMENT N/A N/A Draft Planning Draft Planning Submission of final C3 B2B 93 NKPA 3 - LOCAL 5 - BUILDING As a way of managing Percentage of total Status Quo and ECONOMIC CAPABLE land use, the provincial report approved and report to Economic DEVELOPMENT LOCAL Municipality with geographical area by Full Council Development Development Development GOVERNMENT assistance from DRDLR with Land Use Framework submitted to Portfolio Committee Vulindlela INSTITUTIONS is preparing a Local Management submitted to Traditional Area Plan for Schemes and the Economic Vulindlela during 15/16 Systems. This Development Council Financial Year accommodates other Portfolio solutions not only the Committee "scheme". It could be solutions such as SDFs, Regional Plans, Corridor Plans, TSMPs etc. ( SPLUMA?)

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

...Date: 07/07/2015

						ñ	VISUNDUZI MUNICIPAL	ITY				
NAME: E	OR RAY NGCOB	0				DESIGNATI	ON: DEPUTY MUNICIPA	AL MANAGER: ECONO	MIC DEVELOPMEN	VT.		
WORKP	LAN 4: REGULA	TED PERFORM	MANCE INDICATO	RS & BACK TO B	ASICS	•		WEIGHT (%): 20%				
			•									
NDEX	IDP REFERENCE		NATIONAL KEY PERFORMANCE ARFA		PROJECT	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	B3		NKPA 2 - BASIC SERVICE	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

...Date: 07/07/2015

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					1	VISUNDUZI I	MUNICIPALITY					
NAME: D	R RAY NGCOB	30				DESIGNATI	ON: DEPUTY M	JNICIPAL MANAG	ER: ECONOMIC I	EVELOPMENT		
WORKPL	.AN 5: PERFOR	MANCE MAN	AGEMENT					WEIGHT (%): 20	%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	•	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Α	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL 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
А	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL 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 interna notification
А	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	1-Nov-15		N/A	1-Nov-15	N/A	N/A

.....Date:07/07/2015 Supervisor: 🕽

						MSUNDUZI N	JUNICIPALITY					
	R RAY NGCOB					DESIGNATION	ON: DEPUTY M		ER: ECONOMIC DE	VELOPMENT		
WORKPL	AN 5: PERFOR	MANCE MANA	AGEMENT					WEIGHT (%): 20%	6			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	1 .	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Agreements	Submission of Signed Performance Agreement	Performan ce agreement in place for 14/15 FY		<b>.</b>	7-Jul-15	N/A	N/A	N/A
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Monitoring and Reporting	Convene Section Performance Monitoring Meetings	N/A	Monthly		Monthly	Monthly	Monthly	Monthly
A	A1	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Monitoring and Reporting	Submission of monthly section/unit Reports to OMC	N/A	Monthly (OMC deadlines	) as per stipulated	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)

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

						NSUNDUZI N	MUNICIPALITY					
NAME: E	R RAY NGCOB	0		•		DESIGNATION	ON: DEPUTY M	UNICIPAL MANAG	ER: ECONOMIC DE	VELOPMENT		
WORKPI	.AN 5: PERFOR	MANCE MAN	AGEMENT					WEIGHT (%): 209	6			
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	АЗ	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Monitoring and Reporting	Submission of SDBIP/ Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quar per stipulated		Monthly/Quarter ly (OMC)	Monthly/Quart erly (OMC)	Monthly/Quarte rly (OMC)	Monthly/Quar terly (OMC)
A	А3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Monitoring and Reporting	Submission of monthly SOCA reports to OMC	Monthly	Monthly (OMO deadlines	C) as per stipulated	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Monitoring and Reporting	Submission of Back to Basics monthly and quarterly reports to PMS unit for onwards Transmission to CoGTA	Quarterly	Monthly/Quar as per stipulate	terly (PMS unit) ed deadlines	Monthly/Quarter ly (PMS unit)	1	1 ' '	Monthly/Quan terly (PMS unit)

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

						MSUNDUZI N	NUNICIPALITY					
NAME:	DR RAY NGCOB	30				DESIGNATION	ON: DEPUTY MU	JNICIPAL MANAG	ER: ECONOMIC DE	VELOPMENT		
WORKP	LAN 5: PERFOR	MANCE MAN	AGEMENT		- pi			WEIGHT (%): 209	6			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Monitoring and Reporting	Submission of Legislative Compliance Checklist monthly reports to OMC	Monthly	Monthly (OMC deadlines	as per stipulated	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)	Monthly (OMC)
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Monitoring and Reporting	Publication of documentation on the municipal websites as per applicable legislative deadlines	Quarterly as per applicable	Monthly & Qua applicable legis	arterly as per slative 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 TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Monitoring and Reporting	Submission towards Municipal Annual Performance Report	N/A	Annually as pe deadlines	er stipulated	Annually	N/A	N/A	N/A

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NAME: I	OR RAY NGCOB	30				DESIGNATI	ON: DEPUTY M	JNICIPAL MANAG	ER: ECONOMIC DE	VELOPMENT		
WORKP	LAN 5: PERFOR	MANCE MAN	AGEMENT					WEIGHT (%): 209	%			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A3	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI	Assessments	Assessment meetings register &	All Quarters and Annual	Annual Assessi End SEPT '15		End SEPT '15	N/A	N/A	N/A
			ON & ORGANIZATION AL		Assessment Forms	Assessment s completed	Q1 Assessmen Dec '15	t 15/16 FY End	N/A	End Dec '15		N/A
		DEV	DEVELOPMENT				Q2 Assessmen Feb '16	t 15/16 FY End	N/A	N/A	End Feb '16	N/A
							Q3 Assessmen May '16	t 15/16 FY End	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

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

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NAME: [	OR RAY NGCOB	0				DESIGNATION	ON: DEPUTY MU	JNICIPAL MANAG	ER: ECONOMIC DE	VELOPMENT		
WORKP	AN 5: PERFOR	MANCE MANA	AGEMENT					WEIGHT (%): 209	6			
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	and the second second	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
D	D3	N/A	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Budgeting and Expenditure Monitoring	Monthly Report with explanations for budget overruns & under expenditure	N/A	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	Monthly	Monthly Report with explanations for budget overruns & under expenditure submitted to OMC within 5 working days after the end of each month	with explanations for budget overruns & under expenditure submitted to OMC within 5	1	Report with explanations
A	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Organizational Development	Implementatio n of the Customer Services Charter	N/A	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	n of the Customer Services Charter as per the business	100% Implementation of the Customer Services Charter as per the business units implementation plan	on of the

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

	MSUNDUZI MUNICIPALITY
NAME: DR RAY NGCOBO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT
WORKPLAN 5: PERFORMANCE MANAGEMENT	WEIGHT (%): 20%

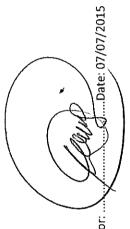
INDEX	IDP REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO		PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	АЗ	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL DEVELOPMENT	Organizational Development	Implementatio n of the Batho Pele Principles belief sets	,	100% Implementatio n of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementatio n plan	•	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation plan	n of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per the business units implementation	belief sets (We Belong, We	on of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per
Α	A2	N/A	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATION AL 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	monitoring of fraud and corruption within sub-units and relevant action taken against	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

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

NAMF: I	OR RAY NGCOE	:O				DESIGNATION	ON: DEPUTY MI	INICIPAL MANAG	ER: ECONOMIC DE	VELOPMENT		
	LAN 5: PERFOR		AGEMENT			To Estate		WEIGHT (%): 209		VCEO! IVIE!		
INDEX	IDP	SDBIP	NATIONAL KEY	PROGRAMME	PROJECT	BASELINE /	i .	PERFORMANCE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	REFERENCE	REFERENCE	PERFORMANCE AREA			STATUS QUO	TARGET / OUTPUT	MEASURE				
A	A2	N/A	NKPA 1 - MUNICIPAL	Increasing institutional	Internal Audit	N/A	Audit queries raised by	Timeframes set by Internal Audit	1 '	Audit queries	Audit queries	Audit queries raised by
			TRANSFORMATI ON &	capacity	,		Internal Audit attended to		Audit attended to	Internal Audit	Internal Audit attended to and	Internal Audi
			ORGANIZATION AL				and responses submitted to	ł	submitted to Internal Audi t as		responses submitted to	and response submitted to
			DEVELOPMENT				Internal Audi t as per		set by Internal	as per	Internal Audi t as per	Internal Audi as per
						1	timeframes set by Internal		Audit	timeframes set by Internal	timeframes set by Internal Audit	timeframes set by Interna
							Audit			Audit		Audit

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

					2	<b>ASUNDUZI M</b>	MSUNDUZI MUNICIPALITY					
NAME: C	NAME: DR RAY NGCOBO	o				DESIGNATIC	JN: DEPUTY MU	NICIPAL MANAGE	DESIGNATION: DEPUTY MUNICIPAL MANAGER: ECONOMIC DEVELOPMENT	VELOPMENT		
WORKPL	AN 5: PERFOR	WORKPLAN 5: PERFORMANCE MANAGEMENT	AGEMENT					WEIGHT (%): 20%				
INDEX	IDP	SDBIP	NATIONAL KEY PROGRAMME		PROJECT	BASELINE / ANNUAL		PERFORMANCE QUARTER 1		QUARTER 2	QUARTER 3	QUARTER 4
	REFERENCE	REFERENCE	PERFORMANCE AREA			STATUS QUO	TARGET / OUTPUT	MEASURE				
A	A1	N/A	NKPA 1 -	Increasing	Risk	N/A	Implementatio Stipulated		Implementation	Implementatio	Implementatio Implementation Implementati	Implementati
			MUNICIPAL	institutional	Management		n of all actions timeframes as		of all actions	n of all actions	of all actions	on of all
		•••	TRANSFORMATI capacity	capacity			contained in	per approved	contained in the	contained in	contained in the actions	actions
			ON &				the Approved Risk		Approved Risk	the Approved	Approved Risk	contained in
			ORGANIZATION				Risk	Management	Management	Risk	Management	the Approved
			AL				Management   Action Plan		Action Plans as	Management	Action Plans as	Risk
			DEVELOPMENT				Action Plans		per stipulated	Action Plans as	per stipulated	Management
							as per		timeframes	per stipulated	timeframes	Action Plans
							stipulated			timeframes		as per
							timeframes					stipulated
												timeframes
								•				



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

Signatures: Employee: Amsunduzi Municipality 201