



**INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT**

**ENTERED INTO BY AND BETWEEN:**

**MSUNDUZI MUNICIPALITY**

**Herein represented by:**

*Mr Sizwe Hadebe (Full Name)*

In his/her capacity as: *Acting City Manager (Supervisor)*

**AND**

*Dr Raymond Mfankhona Ngcobo (Full Name)*

As the *GM: Sustainable Development & City Enterprise (Jobholder)*

**PERIOD OF AGREEMENT: 1 July 2016 to 30 June 2017**

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016

\* NO ASSESSMENT TO TAKE PLACE SUBJECT TO ALLOCATION BEING COMPLETED AND THE REVIEW OF THE APPROVED SDBIP AND OP 16/17 AND PERFORMANCE AGREEMENT 16/17.



**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.

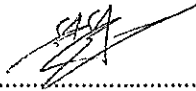
**2. VALIDITY OF THE AGREEMENT**

- 2.1 The agreement will be valid for the period **1 July 2016 to 30 June 2017**.
- 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 : Sustainable Development & City Enterprise  
Unit : Sustainable Development & City Enterprise  
Location : Head Office – City Hall  
Occupational classification : Senior Management (Section 56)  
Designation : General Manager: Sustainable Development & City Enterprise

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



#### 4. JOB PURPOSE

The purpose of the GM: Sustainable Development & City Enterprise's job should be in line with the Municipality's priorities as identified in the 2016 – 2017 Service Delivery Budget and Implementation Plan. The purpose of the GM: Sustainable Development & City Enterprise is to assist the City Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Sustainable Development & City Enterprise, 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 GM: Sustainable Development & City Enterprise and has the responsibility for Municipal Sustainable Development & City Enterprise. The incumbent will provide continuous Management and other relevant information to the City 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:
- ⇒ Sustainable Development & City Enterprises 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.

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



- ⇒ 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.

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

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

| Key Performance Areas (KPAs)                                   | Weight      |
|--|-------------|
| 1. WORKPLAN 1: LOCAL SUSTAINABLE DEVELOPMENT & CITY ENTERPRISE | 20%         |
| 2. WORKPLAN 2: TOWN PLANNING & ENVIRONMENTAL MANAGEMENT        | 20%         |
| 3. WORKPLAN 3: HUMAN SETTLEMENTS                               | 20%         |
| 4. WORKPLAN 4: INFRASTRUCTURE PLANNING AND SURVEY              | 20%         |
| 5. WORKPLAN 5: REGULATED PERFORMANCE INDICATORS                | 10%         |
| 6. WORKPLAN 6: PERFORMANCE MANAGEMENT                          | 10%         |
| <b>TOTAL</b>   | <b>100%</b> |

**NOTE: WEIGHTING OF KPAs MUST TOTAL 100%**

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



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: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



**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**

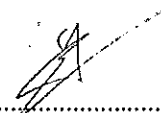
10.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

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

|   |                        |
|---|------------------------|
| ANNUAL PERFORMANCE ASSESSMENT 2015/2016     | AUGUST/SEPTEMBER 2016  |
| QUARTER 1 – 2016/2017 FINANCIAL YEAR (ORAL) | NOVEMBER/DECEMBER 2016 |
| QUARTER 2 – 2016/2017 FINANCIAL YEAR        | FEBRUARY 2017          |
| QUARTER 3 – 2016/2017 FINANCIAL YEAR (ORAL) | APRIL/MAY 2017         |

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: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



**12. DISPUTE RESOLUTIONS**

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

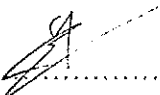
The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: *DR. MRB N GOBO*

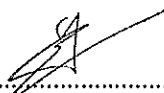
Signature:  Date: 05 / 07 / 2016

AND

Name of Supervisor: *Sizwe Hadebe (Acting City Manager)*

Signature:  Date: 05 / 07 / 2016

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016

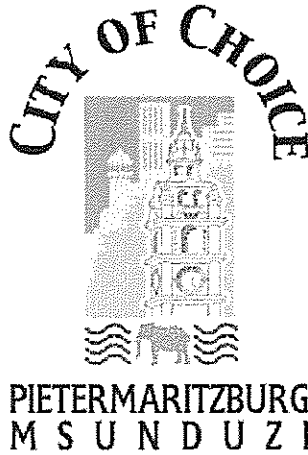


ANNEXURE A

# MSUNDUZI MUNICIPALITY

## CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

### SCHEDULE 2



Signatures: Employee: ..... Date: 05 / 07 / 2016

Supervisor: ..... Date: 05 / 07 / 2016





**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—

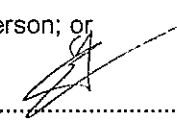
- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described 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: 05 / 07 / 2016

Supervisor:  ..... Date: 05 / 07 / 2016



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

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

(a) be a party to a contract for—

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

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

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

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

**5. Disclosure of benefits**

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

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

**6. Unauthorised disclosure of information**

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

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

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

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

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

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

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

**7. Undue influence**

A staff member of a municipality may not—

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

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

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

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

**8. Rewards, gifts and favours**

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty; (b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or (d) doing or not doing anything within that staff member's powers or duties.

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

**9. Council property**

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

**10. Payment of arrears**

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

**11. Participation in elections**

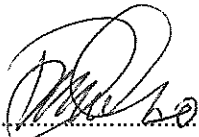
A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

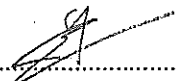
**12. Sexual harassment**

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

**13. Reporting duty of staff members**

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



**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.

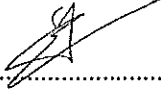
**14A. Disciplinary steps**

(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: 05 / 07 / 2016

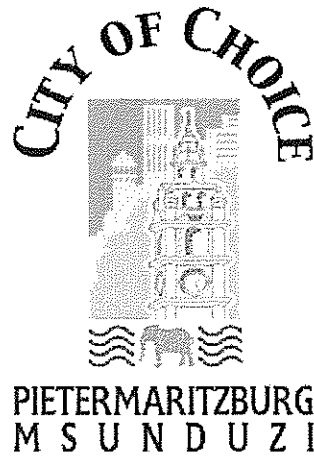
Supervisor:  ..... Date: 05 / 07 / 2016



ANNEXURE B

# MSUNDUZI MUNICIPALITY

## FINANCIAL DISCLOSURE FORM



Signatures: Employee: ..... Date: 05 / 07 / 2016

Supervisor: ..... Date: 05 / 07 / 2016



**FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials) MGCBO of 33 Jan Smuts Avenue; Wiston Park, GILLITTS 3610 (Postal address) and \_\_\_\_\_ (Residential address)

employed as GENERAL MANAGER at the Msunduzi Municipality. Municipality hereby certify that the following information is complete and correct to the best of my knowledge:

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

See information sheet: Note (1)

*N/A*

| 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 |
|---|-------------------|----------------------------------|
| WESCO FABRICS INTERNATIONAL                   | sole Proprietor   | None                             |
| OLYMIC PARK TRADING                           | *                 | None                             |
| RAYFUZE INVESTMENTS                           | *                 | None                             |
| DR RAYMOND NGCBO INDEPENDENT                  | Close Corporation | None                             |

ECONOMIST

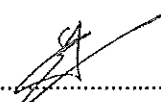
**3. Remunerated work outside the Municipality (As sanctioned by Council)**

See information sheet: Note (3)

*N/A*

| Name of Employer | Type of work | Amount of Remuneration or Income |
|------------------|--------------|----------------------------------|
|                  |              |                                  |
|                  |              |                                  |
|                  |              |                                  |

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2016/2017 FINANCIAL YEAR



Council sanction confirmed:

Signature of Municipal Manager: *[Signature]*

Date: 07 / 07 / 2015

4. Consultancies and retainerships *N/A*

See information sheet: Note (4)

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

5. Sponsorships *N/A*

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 *N/A*

See information sheet: Note (6)

| Description | Value | Source |
|-------------|-------|--------|
|             |       |        |
|             |       |        |
|             |       |        |
|             |       |        |

7. Land and property

See information sheet: Note (7)

| Description                                 | Extent | Area                | Value         |
|---|--------|---------------------|---------------|
| <i>House 976 LIMTBB<br/>WARD 17</i>         |        | <i>Edendale</i>     | <i>R350K</i>  |
| <i>33 JAN SMUTS AVENUE<br/>WINSTON PARK</i> |        | <i>Gill. Hs</i>     | <i>R5.6 M</i> |
| <i>04, OLD TOM MOM'S</i>                    |        | <i>Chase Valley</i> | <i>R2.6 M</i> |

Signatures: Employee: *[Signature]* Date: 05 / 07 / 2016

Supervisor: *[Signature]* Date: 05 / 07 / 2016



SIGNATURE OF EMPLOYEE: [Signature]

DATE: 07 / 07 / 2015

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

**OATH/AFFIRMATION**

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:
  - (i) Do you know and understand the contents of the declaration?  
Answer Yes
  - (ii) Do you have any objection to taking the prescribed oath or affirmation?  
Answer No
  - (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?  
Answer Yes
  
2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

[Signature]

Commissioner of Oath /Justice of the Peace

Full first names and surname: VASUMATI TRAMBA MACHABANE (Block letters)

Designation (rank): CHIEF WHIP Ex Officio Republic of South Africa

Street address of institution: CITY HALL, CORNER CHIEF LUTHULI AND CHURCH STREETS, PIETERMARITZBURG

Date: 4 July 2016

Place: PIETERMARITZBURG

Commissioner of Oaths ( Ex Officio )  
Chief Whip, Msunduzi Municipal:  
City Hall, Chief Albert Luthuli Street.  
Pietermaritzburg

CONTENTS NOTED: MAYOR \_\_\_\_\_

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

Signatures: Employee: [Signature] Date: 05 / 07 / 2016

Supervisor: [Signature] Date: 05 / 07 / 2016





## 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: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



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: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

*Mr Sizwe Hadebe* (Full Name)

In his/her capacity as: *Acting City Manager* (Supervisor)

AND

*Dr Raymond Mfankhona Ngcobo* (Full Name)

As the *GM Sustainable Development & City Enterprise* (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2016 to 30 June 2017

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

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



|                      |  |
|----------------------|--|
| <b>MUNICIPALITY:</b> | <b>MSUNDUZI MUNICIPALITY</b>   |
| <b>NAME:</b>         | <b>RAYMOND NGCOBO</b>  |
| <b>JOB TITLE:</b>    | <b>DEPUTY MUNICIPAL MANAGER: SUSTAINABLE DEVELOPMENT &amp; CITY ENTERPRISE</b> |
| <b>SUPERVISOR</b>    | <b>CITY MANAGER</b>  |
| <b>UNIT</b>          | <b>SUSTAINABLE DEVELOPMENT &amp; CITY ENTERPRISE</b>                           |
| <b>COMPONENT:</b>    | <b>SUSTAINABLE DEVELOPMENT &amp; CITY ENTERPRISE</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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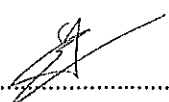


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Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



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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**IMPACT ASSESSMENT**

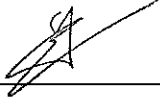
| Impact of Development on work (After 3 – 6 Months) |                    |
|--|--------------------|
| Employee   | Supervisor/Manager |
|  |                    |
|  |                    |
|  |                    |
|  |                    |
|  |                    |
|  |                    |
|  |  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


Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



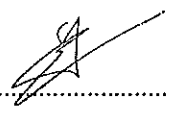
**AGREED UPON:**

Signature: \_\_\_\_\_   
Supervisor: \_\_\_\_\_  
Date: 05 / 07 / 2016

Signature: \_\_\_\_\_   
Incumbent: \_\_\_\_\_  
Date: 05 / 06 / 2016

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

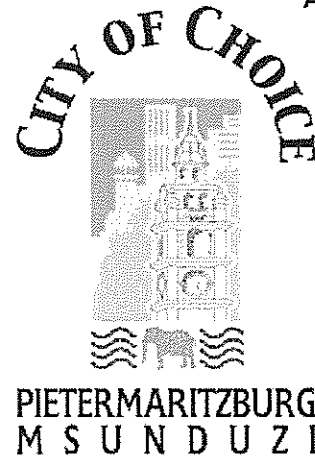
Signatures: Employee: \_\_\_\_\_  Date: 05 / 07 / 2016  
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Supervisor: \_\_\_\_\_  Date: 05 / 07 / 2016



ANNEXURE D


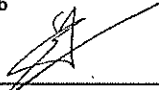
**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**



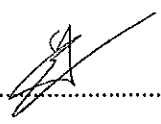
|                              |                                |
|------------------------------|--------------------------------|
| EMPLOYEE NUMBER:             | 0058246                        |
| SURNAME & INITIALS:          | NGCOBO R. F                    |
| DESIGNATION:                 | GENERAL MANAGER                |
| COMPONENT:                   | SUSTAINABLE DEVELOPMENT & CITY |
| ENTERPRISE                   |                                |
| UNIT:                        | SUSTAINABLE DEVELOPMENT & CITY |
| ENTERPRISE                   |                                |
| 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)

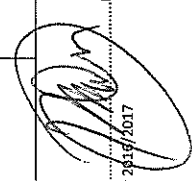
**Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)**

|             |   |
|-------------|---|
| EMPLOYEE:   |  |
| DATE:       | 05 / 07 / 2016  |
| SUPERVISOR: |  |
| DATE:       | 05 / 07 / 2016  |

Signatures: Employee:  Date: 05 / 07 / 2016

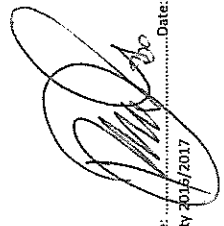
Supervisor:  Date: 05 / 07 / 2016

| INDEX | IDP REFERENCE | CD3 REFERENCE                    | SD/DP REFERENCE | NATIONAL KEY PERFORMANCE AREA       | PROGRAMME                      | PROJECT                                       | BASELINE / STATUS QUO              | ANNUAL TARGET / OUTPUT  | PERFORMANCE MEASURE  | QUARTER 1  | QUARTER 2  | QUARTER 3  | QUARTER 4   |
|-------|---------------|----------------------------------|-----------------|-------------------------------------|--------------------------------|---|------------------------------------|---|--|--|--|--|---|
| B     | B2            | 5 - GROWING THE REGIONAL ECONOMY | LED 01          | NKPA 2 - BASIC SERVICE DELIVERY     | Pmb Airport                    | Technology Hub                                | Council Resolution Site identified | 75% Implementation of bulk infrastructure construction for Phase 1 of Techno Hub as per approved construction plan completed by the 30th of June 2017 | % Implementation of bulk infrastructure construction for Phase 1 of Techno Hub as per approved construction plan completed | Appointment of contractors; site handover by the 30th of September 2016                            | 75% relocation of pipeline completed; Adjudication of tenders by the 31st of December 2016             | 30% Installation of infrastructure completed; finalise tenant requirements by the 31st of March 2017 | 75% Implementation of bulk infrastructure construction for Phase 1 of Techno Hub as per approved construction plan completed by the 30th of June 2017 |
| B     | B2            | 5 - GROWING THE REGIONAL ECONOMY | LED 02          | NKPA 2 - BASIC SERVICE DELIVERY     | PMB MARKET                     | Pallet Park                                   | The park design and site           | 100% Completed Pallet Park construction as per approved construction plan by the 31st of December 2016  | % Completed Pallet Park construction as per approved construction plan   | 20% Construction completed by the 30th of September 2016   | 100% Completed Pallet Park construction as per approved construction plan by the 31st of December 2016 | N/A  | N/A   |
| B     | B2            | 5 - GROWING THE REGIONAL ECONOMY | LED 03          | NKPA 2 - BASIC SERVICE DELIVERY     | PMB MARKET                     | Erection of internal fencing                  | Construction of internal fencing   | 100% construction of the Market internal fencing completed the 31st of December 2016  | % construction of the Market internal fencing completed  | 20% Construction completed by the 30th of September 2016   | 100% construction of the Market internal fencing completed the 31st of December 2016                   | N/A  | N/A   |
| B     | B2            | 5 - GROWING THE REGIONAL ECONOMY | LED 04          | NKPA 2 - BASIC SERVICE DELIVERY     | Municipal wide tourism signage | Revamp of tourism signage in the municipality | Old and Insufficient signs         | 100% Municipal wide tourism signage revamped and installed by the 30th of April 2017  | % Municipal wide tourism signage revamped and installed  | Appointment of contractors; site handover by the 30th of September 2016                            | Signs manufacturing by the 31st of December 2016   | Signs installation by the 31st of March 2017   | 100% Municipal wide tourism signage revamped and installed by the 30th of April 2017  |
| C     | C2            | 5 - GROWING THE REGIONAL ECONOMY | LED 05          | NKPA 3 - LOCAL ECONOMIC DEVELOPMENT | LED Strategy                   | Implementation of LED Strategy                | 1                                  | LED strategy reviewed and submitted to SMC for approval by the 30th of April 2017   | Date LED strategy reviewed and submitted to SMC for approval   | Review strategy by the 30th of September 2016  | Finalise draft revision by the 31st of December 2016   | Finalise draft by the 31st of March 2017   | LED strategy reviewed and submitted to SMC for approval by the 30th of April 2017   |
| C     | C2            | 5 - GROWING THE REGIONAL ECONOMY | LED 06          | NKPA 3 - LOCAL ECONOMIC DEVELOPMENT | LED Forum                      | Hosting LED Forum                             | 4                                  | 4 x meetings of the Local Economic Development Forum facilitated by the 30th of June 2017   | Number of meetings of the Local Economic Development Forum facilitated by the 30th of June 2017                            | 1 x meetings of the Local Economic Development Forum facilitated by the 30th of September 2016     | 2 x meetings of the Local Economic Development Forum facilitated by the 31st of December 2016          | 3 x meetings of the Local Economic Development Forum facilitated by the 31st of March 2017           | 4 x meetings of the Local Economic Development Forum facilitated by the 30th of June 2017   |
| C     | C2            | 5 - GROWING THE REGIONAL ECONOMY | LED 07          | NKPA 3 - LOCAL ECONOMIC DEVELOPMENT | Training workshops and Co-ops  | Training workshops for SMME and Co-ops        | 8                                  | 6 x training workshops facilitated for SMMEs and informal businesses by the 31st of May 2017  | Number of training workshops facilitated for SMMEs and informal businesses   | 1 x training workshops facilitated for SMMEs and informal businesses by the 30th of September 2016 | 2 x training workshops facilitated for SMMEs and informal businesses by the 31st of October 2016       | 5 x training workshops facilitated for SMMEs and informal businesses by the 31st of March 2017       | 6 x training workshops facilitated for SMMEs and informal businesses by the 31st of May 2017  |

Signatures: Employee:  Date: 05/07/2016  
 Supervisor: ..... Date: 05/07/2016  
 Msunduzi Municipality 29/5/2017



| INDEX | IDP REFERENCE | CDI REFERENCE                    | SDRIP REFERENCE | NATIONAL KEY PERFORMANCE AREA       | PROGRAMME                       | PROJECT                            | BASELINE / STATUS QUO | ANNUAL TARGET / OUTPUT   | PERFORMANCE MEASURE   | QUARTER 1  | QUARTER 2   | QUARTER 3  | QUARTER 4  |
|-------|---------------|----------------------------------|-----------------|-------------------------------------|---------------------------------|------------------------------------|-----------------------|--|---|--|---|--|--|
| C     | C2            | 5 - GROWING THE REGIONAL ECONOMY | LED 08          | NKPA 3 - LOCAL ECONOMIC DEVELOPMENT | BUSINESS DEVELOPMENT & BRANDING | Branding and promotional materials | N/A                   | 100 x branding and promotional materials procured by the 30th of June 2017   | Number of branding and promotional materials procured   | N/A  | N/A   | N/A  | 100 x branding and promotional materials procured by the 30th of June 2017   |
| C     | C2            | 5 - GROWING THE REGIONAL ECONOMY | LED 09          | NKPA 3 - LOCAL ECONOMIC DEVELOPMENT | CORPORATE IMAGE & PROMOTIONS    | Tourism corporate gifts            | N/A                   | 50 x Tourism corporate gifts procured by the 30th of June 2017   | Number of Tourism corporate gifts procured  | N/A  | N/A   | N/A  | 50 x Tourism corporate gifts procured by the 30th of June 2017   |
| C     | C2            | 5 - GROWING THE REGIONAL ECONOMY | LED 10          | NKPA 3 - LOCAL ECONOMIC DEVELOPMENT | TOURISM EVENTS                  | Participation in tourism events    | N/A                   | Registration and participation in the tourism indaba completed by the 31st of May 2017   | Date Registration and participation in the tourism indaba completed   | N/A  | N/A   | N/A  | Registration and participation in the tourism indaba completed by the 31st of May 2017   |
| C     | C2            | 5 - GROWING THE REGIONAL ECONOMY | LED 11          | NKPA 3 - LOCAL ECONOMIC DEVELOPMENT | TOURISM MENTORSHIP PROGRAMME    | Training and workshops             | 2                     | 3 x training workshops facilitated for existing tourism businesses by the 31st of March 2017   | Number of training workshops facilitated for existing tourism businesses  | 1 x training workshops facilitated for existing tourism businesses by the 30th of September 2016 | 2 x training workshops facilitated for existing tourism businesses by the 31st of December 2016 | 3 x training workshops facilitated for existing tourism businesses by the 31st of March 2017 | N/A  |
| C     | C2            | 5 - GROWING THE REGIONAL ECONOMY | LED 12          | NKPA 3 - LOCAL ECONOMIC DEVELOPMENT | TOURISM MARKETING               | development of tourism brochure    | N/A                   | 200 000 x tourism brochure units promoting and marketing msunduzi as a tourism destination designed, produced & distributed by the 30th of June 2017 | Number of tourism brochure units promoting and marketing msunduzi as a tourism destination designed, produced & distributed | submit all information by the 30th of September 2016   | design for brochure completed by the 31st of December 2016                                      | Approval for brochure by SMC by the 31st of March 2017                                       | 200 000 x tourism brochure units promoting and marketing msunduzi as a tourism destination designed, produced & distributed by the 30th of June 2017 |

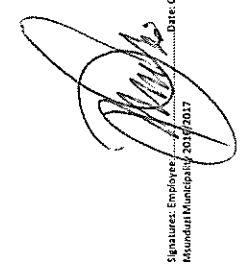


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Signatures: Employee: ..... Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016

Msunduzi Municipality 2016/17

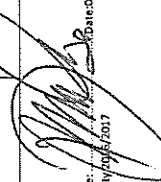
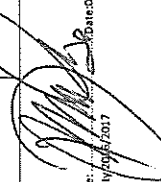
| INDEX | DP REFERENCE | CDR REFERENCE                      | SDRP REFERENCE | NATIONAL KEY PERFORMANCE AREA                                   | PROGRAMME  | PROJECT  | BASELINE/ STATUS QDO  | ANNUAL TARGET/ OUTPUT   | PERFORMANCE MEASURE  | QUARTER 1  | QUARTER 2  | QUARTER 3  | QUARTER 4   |
|-------|--------------|------------------------------------|----------------|---|--|--|---|---|--|--|--|--|---|
| F     | F1           | B- SPATIAL EFFECTIVENESS & JUSTICE | TP & EM 01     | NKPA 6 - CROSS CUTTING  | Spatial Planning and land administration                                 | Northside Local Area Plan                                    | In terms of approved Municipal Planning work programme              | Final Draft Northside Local Area Plan Report and Draft Implementation Framework submitted to SMC by the 30th of June 2017   | Date Draft Northside Local Area Plan Report and Draft Implementation Framework prepared & submitted to SMC   | Final inception report submitted to SMC by the 30th of September 2016  | Final Status Quo submitted to SMC by the 31st of December 2016   | Submission of Synthesis of Issues and Vision Concept Report to SMC by the 31st of March 2017                   | Draft Northside Local Area Plan Report and Draft Implementation Framework prepared & submitted to SMC by the 30th of June 2017  |
| F     | F1           | B- SPATIAL EFFECTIVENESS & JUSTICE | TP & EM 02     | NKPA 6 - CROSS CUTTING  | Pietermaritzburg Airport Precinct and Management Plan                    | Precinct Plan Development                                    | Approved Airport Master Plan and Provincial Technohub Pilot Project | Date Final Draft Airport Precinct Plan submitted to SMC for approval 6  | Date Final Draft Airport Precinct Plan submitted to SMC for approval 6   | Final Draft Implementation and Management Framework submitted to SMC by the 30th of September 2016   | Final Draft Airport Precinct Plan submitted to SMC for approval by the 30th of November 2016                 |  |   |
| F     | F1           | B- SPATIAL EFFECTIVENESS & JUSTICE | TP & EM 03     | NKPA 6 - CROSS CUTTING  | LAND USE MANAGEMENT SYSTEM   | REVIEW OF THE TOWN PLANNING SCHEME                           | Pietermaritzburg Town Planning Schemes                              | Final Draft Pietermaritzburg Planning Schemes reviewed and submitted to SMC for approval by the 30th of June 2017   | Date Final Draft Pietermaritzburg Planning Schemes reviewed and submitted to SMC for approval  | Inception Report submitted to SMC by 30 September 2016   | Status Quo report submitted to SMC by the 30th of December   | First Draft Planning Scheme Review report submitted to SMC by the 31st of March 2017                           | Final Draft Pietermaritzburg Planning Schemes reviewed and submitted to SMC for approval by the 30th of June 2017   |
| A     | A1           | B- SPATIAL EFFECTIVENESS & JUSTICE | TP & EM 04     | NKPA 1 - MUNICIPAL TRANSFORMATIO N & ORGANIZATIONAL DEVELOPMENT | LAND USE MANAGEMENT SYSTEM   | Implementation of SPLUMA through Municipal Planning Tribunal | In terms of approved Municipal Planning work programme              | 100% of FDA & SPLUMA applications considered by the MPT within legislated timeframes by the 30th of June 2017   | % of FDA & SPLUMA applications considered by the MPT within legislated timeframes  | 100% of FDA & SPLUMA applications considered by the MPT within legislated timeframes by the 30th of September 2016   | 100% of FDA & SPLUMA applications considered by the MPT within legislated timeframes by the 30th of December | 100% of FDA & SPLUMA applications considered by the MPT within legislated timeframes by the 31st of March 2017 | 100% of FDA & SPLUMA applications considered by the MPT within legislated timeframes by the 30th of June 2017   |
| A     | A1           | B- SPATIAL EFFECTIVENESS & JUSTICE | TP & EM 05     | NKPA 6 - CROSS CUTTING  | Final draft Ecosystem Services Plan (ESP) - Finalisation of 7 key areas. | Development Services   | 7 priority areas  | Grids groundtrued and completed: 14E (approx. 212 ha), 15E (approx. 260 ha), 16E (approx. 45 ha), 14F (approx. 730 ha), 15F (approx. 600ha), 15G (approx. 350 ha), 13H (approx. 780 ha), 14H (approx. 800 ha), 15H (approx. 660 ha), 16H (approx. 40 ha), 12I (approx. 120 ha), 13I (approx. 710 ha), 14I (approx. 770 ha), 15I (approx. 670ha), 16I (approx. 180 ha) and submitted to SMC by the 30 of June 2017 | Date Grids groundtrued and completed: 14E (approx. 212 ha), 15E (approx. 260 ha), 16E (approx. 45 ha), 14F (approx. 730 ha), 15F (approx. 600ha), 15G (approx. 350 ha), 13H (approx. 780 ha), 14H (approx. 800 ha), 15H (approx. 660 ha), 16H (approx. 40 ha), 12I (approx. 120 ha), 13I (approx. 710 ha), 14I (approx. 770 ha), 15I (approx. 670ha), 16I (approx. 180 ha) and submitted to SMC by the 30 of June 2017 | KEY AREA ONE: BIRLEY VALLEY NATURE RESERVE AND UPPER AND LOWER MPUSHINI VALLEY (5 900 HECTARES) GRID 15F COMPLETE BY 30 OCTOBER 2016- KEY AREA ONE COMPLETE AS OF 30 OCTOBER 2016. COMMENCE WITH KEY AREA SEVEN: THORNVILLE AND UMLAAS ROAD (4 100HA) GRIDS 13H, 14H - 16H COMPLETE BY the 31st of December 2016 | KEY AREA SEVEN: THORNVILLE AND UMLAAS ROAD (4 100HA) GRIDS 12I AND 13I COMPLETE by the 31st of March 2017    | KEY AREA SEVEN: THORNVILLE AND UMLAAS ROAD (4 100HA) GRIDS 12I AND 13I COMPLETE by the 31st of March 2017      | Grids groundtrued and completed: 14E (approx. 212 ha), 15E (approx. 260 ha), 16E (approx. 45 ha), 14F (approx. 730 ha), 15F (approx. 600ha), 15G (approx. 350 ha), 13H (approx. 780 ha), 14H (approx. 800 ha), 15H (approx. 660 ha), 16H (approx. 40 ha), 12I (approx. 120 ha), 13I (approx. 710 ha), 14I (approx. 770 ha), 15I (approx. 670ha), 16I (approx. 180 ha) and submitted to SMC by the 30 of June 2017 |
| A     | A1           | B- SPATIAL EFFECTIVENESS & JUSTICE | TP & EM 05     | NKPA 6 - CROSS CUTTING  | Climate Change Adaptation & Mitigation Strategy                          | development Services   | First Draft Approved by Council                                     | Final Draft Climate Change Adaptation & Mitigation Strategy prepared & submitted to SMC for approval by the 30th of September 2016  | Date Final Draft Climate Change Adaptation & Mitigation Strategy prepared & submitted to SMC for approval  | Final Draft Climate Change Adaptation & Mitigation Strategy prepared & submitted to SMC for approval by the 30th of September 2016   | N/A  | N/A  | N/A   |

  
 Signatures: Employee: ..... Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016  
 Msunduzi Municipality - 2016/2017

| MSUNDUZI MUNICIPALITY  |               |                              |                 |  |                        |  |  |  |  |  |  |  |   |
|--|---------------|------------------------------|-----------------|--|------------------------|--|--|--|--|--|--|--|---|
| DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES |               |                              |                 |  |                        |  |  |  |  |  |  |  |   |
| WEIGHT (%): 20%  |               |                              |                 |  |                        |  |  |  |  |  |  |  |   |
| INDEX  | IDP REFERENCE | COS REFERENCE                | SDRIP REFERENCE | NATIONAL KEY PERFORMANCE AREA          | PROGRAMME              | PROJECT  | BASELINE / STATUS QUO  | ANNUAL TARGET / OUTPUT   | PERFORMANCE MEASURE  | QUARTER 1  | QUARTER 2  | QUARTER 3  | QUARTER 4   |
| F  | F3            | 4 - FINANCIAL SUSTAINABILITY | HS 01           | NKPA 4 - MUNICIPAL FINANCIAL VIABILITY | Municipal Rental Stock | Verification of Occupancy of Council Flats               | 2015 Audit   | 250 x council rental flats verified to have occupancy by the 30th of September 2016  | Number of council rental flats verified to have occupancy by the correct tenants | 250 x council rental flats verified to have occupancy by the 30th of September 2016        | N/A  | N/A  | N/A   |
| F  | F3            | 4 - FINANCIAL SUSTAINABILITY | HS 02           | NKPA 4 - MUNICIPAL FINANCIAL VIABILITY | Municipal Rental Stock | Prepare new leases for all tenancies                     | 8  | 250 x new leases prepared and signed for council rental flats by the 30th of April 2017  | Number of new leases prepared and signed for council rental flats                | 60 x new leases prepared and signed for council rental flats by the 30th of September 2016 | 150 x new leases prepared and signed for council rental flats by the 31st of December 2016   | 240 x new leases prepared and signed for council rental flats by the 31st of March 2017      | 250 x new leases prepared and signed for council rental flats by the 30th of April 2017 |
| F  | F3            | 4 - FINANCIAL SUSTAINABILITY | HS 03           | NKPA 4 - MUNICIPAL FINANCIAL VIABILITY | Municipal Rental Stock | Implementation of Eviction Orders for defaulting tenants | 0  | 100% Implementation of Eviction Orders for defaulting tenants by the 31st of May 2017  | % Implementation of Eviction Orders for defaulting tenants                       | Legal papers prepared & submitted to court by the 30th of September 2016                   | Legal papers prepared & submitted to court by the 31st of December 2016  | Legal papers prepared & submitted to court by the 31st of March 2017                         | 100% Implementation of Eviction Orders for defaulting tenants by the 31st of May 2017   |
| A  | A1            | 4 - FINANCIAL SUSTAINABILITY | HS 04           | NKPA 4 - MUNICIPAL FINANCIAL VIABILITY | Municipal Rental Stock | Valuation and Rent Determination                         | 1 x report developed and submitted on the valuation and rent determination of rental stock to SMC for Council Approval | Date report submitted on the valuation and rent determination of rental stock to SMC for Council Approval  | Report on the Valuation outcome  | Adjudicate and award tender by the 30th of September 2016                                  | 1 x report developed and submitted on the valuation and rent determination of rental stock to SMC for Council Approval by the 31st of December 2016                    | Approval submitted to Finance for inclusion in the Tariff Register by the 31st of March 2017 | N/A   |
| A  | A1            | 4 - FINANCIAL SUSTAINABILITY | HS 05           | NKPA 4 - MUNICIPAL FINANCIAL VIABILITY | Municipal Rental Stock | MHA Partnership  | No Agreement in place  | Memorandum of Understanding and signed between Council & Msunduzi Housing Association on the management of council rental stock by the 31st of December 2016 |  | Engagements with all stakeholders facilitated by the 30th of September 2016                | Memorandum of Understanding completed and signed between Council & Msunduzi Housing Association on the management of council rental stock by the 31st of December 2016 | N/A  | N/A   |

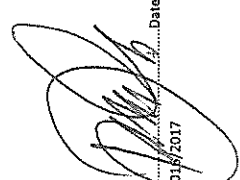
  
 Signatures: Employee: ..... Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

| MSUNDUZI MUNICIPALITY<br>DESIGNATION: GENERAL MANAGER- SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES<br>WEIGHT (%): 20% |               |                                    |                 |  |  |   |  |  |   |  |   |  |   |
|--|---------------|------------------------------------|-----------------|--|--|---|--|--|---|--|---|--|---|
| INDEX  | IDP REFERENCE | CDS REFERENCE                      | SD/DP 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            | 8- SPATIAL EFFECTIVENESS & JUSTICE | IP & 5 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 80 days   | (80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 30th of June 2017   | Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 30th of June 2017                                | (80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 31st of March 2017  | (80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 31st of December 2016  | (80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 31st of September 2016  | (80 days) Average number of days taken to process PDA applications for approval in terms of SPLUMA, by the 30th of June 2017  |
| A  | A1            | 8- SPATIAL EFFECTIVENESS & JUSTICE | IP & 5 02       | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Optimize system, procedures and processes for Infrastructure Planning & Survey | Improve processes for Building Plan Applications.                               | Average of 97% within 1 working day.   | 95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by 30th of June 2017                                    | % of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application, by 30 June 2017 | 95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by the 31st of March 2017   | 95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by the 31st of December 2016   | 95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by the 30th of September 2016   | 95% of Building Plan Applications to be cleared/declined by Land Survey Section within 1 working day of receipt of the application by the 30th of June 2017   |
| A  | A1            | 8- SPATIAL EFFECTIVENESS & JUSTICE | IP & 5 03       | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Optimize system, procedures and processes for Infrastructure Planning & Survey | Improve processes for Building Plan Applications.                               | 100% of Building Plan Applications to be processed through plan approval process within average of 30 days | 95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by 30 June 2017 | % of Building Plan Applications <500m2 to be processed for approval and average number of days to process   | 95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by the 31st of March 2017 | 95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by the 31st of December 2016 | 95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by the 31st of September 2016 | 95% of Building Plan Applications <500m2 to be processed for approval by the Plan Approval Committee within an average of 30 days from date of receipt of the application, by the 30th of June 2017 |
| A  | A1            | 8- SPATIAL EFFECTIVENESS & JUSTICE | IP & 5 04       | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Optimize system, procedures and processes for Infrastructure Planning & Survey | Improve processes for Wayleaves.  | Average of 14 days   | Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by 30 June 2017   | Average Number of days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application.           | Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by the 31st of March 2017   | Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by the 31st of December 2016   | Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by the 31st of September 2016   | Average of 30 days taken to process new way leave applications for the Wayleaves Panel from the date of receipt of the application by the 30th of June 2017   |
| E  | E2            | 8- SPATIAL EFFECTIVENESS & JUSTICE | IP & 5 05       | NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION                | Improve Infrastructure Planning & Survey compliance and reduce risk.           | Implement Infrastructure Planning & Survey compliance and risk management       | 545 building inspections conducted for illegal building works  | 580 building contravention inspections conducted for illegal building works by the 30th of June 2017   | Number of building inspections conducted for illegal building works   | 345 building contravention inspections conducted for illegal building works by the 30th of September 2016  | 290 building contravention inspections conducted for illegal building works by the 31st of December 2016  | 435 building contravention inspections conducted for illegal building works by the 31st of March 2017  | 580 building contravention inspections conducted for illegal building works by the 30th of June 2017  |
| A  | A1            | 8- SPATIAL EFFECTIVENESS & JUSTICE | IP & 5 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 100% 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 2017   | % of all public queries & average number of days taken for cadastral information to be responded to.  | 3 x Monthly Expenditure and Revenue (E&R) reports verified & submitted within 15th of every month to COGTA by the 30th of September 2016   | 95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 31st of December 2016  | 95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 31st of March 2017  | 95% of all public queries for cadastral information responded to within 1 working day of receipt of the query by the 30th of June 2017  |
| A  | A1            | 8- SPATIAL EFFECTIVENESS & JUSTICE | IP & 5 07       | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Provision of up-to-date and efficient equipment to ensure productivity.        | Replacement of obsolete land survey equipment.                                  | Certain land survey equipment obsolete and inefficient.  | Replacement of obsolete land survey equipment by the 30th of June 2017   | Obsolete land survey equipment replaced   | Bid Spec Committee report produced and submitted by the 30th of September 2016   | Advertise by the 30th of November 2016  | 8id Adjudication Committee by the 31st of March 2017   | Replacement of obsolete land survey equipment by the 30th of June 2017  |

Signatures: Employee:  Date: 05/07/2016 Supervisor:  Date: 05/07/2016  
Mumodzi Municipality (06/17/2017)

NAME: DR RAY NGCLOBO  
 WORKPLAN 5: REGULATED PERFORMANCE INDICATORS

| INDEX | IDP REFERENCE | SDS REFERENCE      | SOBIP REFERENCE | NATIONAL KEY PERFORMANCE AREA       | PROGRAMME   | PROJECT   | BASELINE / STATUS QUD   | ANNUAL TARGET / OUTPUT   | PERFORMANCE MEASURE  | QUARTER 1   | QUARTER 2   | QUARTER 3   | QUARTER 4  |
|-------|---------------|--------------------|-----------------|-------------------------------------|---|---|---|--|--|---|---|---|--|
| C     | C1            | 2 - BACK TO BASICS | RPI 13          | NKPA 3 - LOCAL ECONOMIC DEVELOPMENT | Community Work programme implemented and cooperatives supported | Number of work opportunities created through LED development initiatives including Capital Projects | 2000 work opportunities created through LED development initiatives including Capital Projects in 2014/2015 | 2000 work opportunities created through LED development initiatives including Capital Projects by the 30th of June 2017                      | Number of work opportunities created through LED development initiatives including Capital Projects                      | 500 work opportunities created through LED development initiatives including Capital Projects by the 30th of September 2016 | 1000 work opportunities created through LED development initiatives including Capital Projects by the 31st of December 2016 | 1500 work opportunities created through LED development initiatives including Capital Projects by the 31st of March 2017              | 2000 work opportunities created through LED development initiatives including Capital Projects by the 30th of June 2017                      |
| B     | B1            | 2 - BACK TO BASICS | RPI 14          | NKPA 2 - BASIC SERVICE DELIVERY     | Improved access to basic services                               | No. of new houses constructed   | 2786 new houses constructed in 2014/2015  | 2450 new houses constructed (Wards 1-9 = 2000 units & Ward 11 = 133 units & Ward 17 = 72 units and OSS = 117 units) by the 30th of June 2017 | Number of new houses constructed (Wards 1-9 = 2000 units & Ward 11 = 133 units & Ward 17 = 72 units and OSS = 117 units) | 522 new houses constructed (Ward 1-9 = 500 units & Ward 11 = 22 units) by the 30th of September 2016                        | 1112 new houses constructed (Wards 1-9 = 1000 units & Ward 11 = 57 units and OSS = 30 units) by the 31st of December 2016   | 1827 new houses constructed (Wards 1-9 = 1500 units & Ward 11 = 97 units & Ward 17 = 40 units and OSS = 75) by the 31st of March 2017 | 2450 new houses constructed (Wards 1-9 = 2000 units & Ward 11 = 133 units & Ward 17 = 72 units and OSS = 117 units) by the 30th of June 2017 |

  
 Signatures: Employee: ..... Date: 05/07/2016  
 Supervisor: S.H. Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

| INDEX | IDP REFERENCE (D&S REFERENCE) | SDIP 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                          | 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 17-18 FY                                       | N/A   | As per internal notification                             | N/A                 | N/A                          | N/A                          | N/A                          | As per internal notification |
| A     | A1                            | N/A            | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Planning and Agreements  | Submission of section budgets  | N/A   | 01-Nov-15  | N/A                 | N/A                          | 01-Nov-16                    | N/A                          | N/A                          |
| A     | A2                            | N/A            | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Planning and Agreements  | Submission of Signed Performance Agreement   | Performance agreement in place for 16/17 FY | 11-Jul-16  | N/A                 | 11-Jul-16                    | 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  | N/A                 | 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                | N/A                 | Monthly (OMC)                | Monthly (OMC)                | Monthly (OMC)                | Monthly (OMC)                |
| 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 as per stipulated deadlines            | N/A                 | 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 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 | N/A                 | Monthly/Quarterly (PMS unit) | Monthly/Quarterly (PMS unit) | Monthly/Quarterly (PMS unit) | Monthly/Quarterly (PMS unit) |
| A     | A3                            | N/A            | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Monitoring and Reporting | Submission of Legislative Compliance Checklist monthly reports to OMC                                    | Monthly                                     | Monthly (OMC) as per stipulated deadlines                | N/A                 | Monthly (OMC)                | Monthly (OMC)                | Monthly (OMC)                | Monthly (OMC)                |

| MSUNDUZI MUNICIPALITY<br>DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES |               |   |                |  |                          |  |  |  |                     |  |  |  |  |
|---|---------------|---|----------------|--|--------------------------|--|--|--|---------------------|--|--|--|--|
| WORKPLAN 5: PERFORMANCE MANAGEMENT  |               |   |                |  |                          |  |  |  |                     |  |  |  |  |
| WEIGHT: 10%   |               |   |                |  |                          |  |  |  |                     |  |  |  |  |
| INDEX   | ICP REFERENCE | CDS REFERENCE                                       | SDRP 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            | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | N/A            | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Monitoring and Reporting | Submission towards MFMA Schedule of deadlines Monthly Reporting template | Submission towards MFMA Schedule of deadlines Monthly Reporting template | Monthly & Quarterly as per applicable MFMA Schedule of deadlines | N/A                 | Monthly & Quarterly as per applicable MFMA Schedule of deadlines | Monthly & Quarterly as per applicable MFMA Schedule of deadlines | Monthly & Quarterly as per applicable MFMA Schedule of deadlines | Monthly & Quarterly as per applicable MFMA Schedule of deadlines |
| A   | A3            | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | N/A            | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Monitoring and Reporting | Submission towards Municipal Annual Performance Report                   | N/A  | Annually as per stipulated deadlines                             | N/A                 | Annually   | N/A  | N/A  | N/A  |
| A   | A3            | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | N/A            | NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT | Assessments              | Assessment meetings register & Assessment Forms                          | All Quarters and Annual Assessments completed                            | Annual Assessment 15/16 FY End SEPT '16                          | N/A                 | End SEPT '15   | N/A  | N/A  | N/A  |

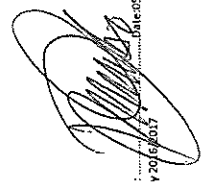


Signatures: Employee: ..... Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016  
Maudusi Municipality 2016

| NAME: DR RAY NCOBO<br>WORKPLANS: PERFORMANCE MANAGEMENT | MSUNDUZI MUNICIPALITY<br>DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES<br>WEIGHT (%): 10% |   |                 |  |                                   |   |                       |   |                                  |   |   |   |   |
|---|--|---|-----------------|--|-----------------------------------|---|-----------------------|---|----------------------------------|---|---|---|---|
| INDEX   | IDP REFERENCE  | CDP REFERENCE                                       | SOBIP REFERENCE | NATIONAL KEY PERFORMANCE AREA                                  | PROGRAMME                         | PROJECT   | BASELINE / STATUS QUO | ANNUAL TARGET / OUTPUT  | PERFORMANCE MEASURE              | QUARTER 1   | QUARTER 2   | QUARTER 3   | QUARTER 4   |
|   |  | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | N/A             |  |                                   |   |                       | Q1 Assessment 15/16 FY End Dec '15  | N/A                              | N/A   | End Dec '16   | N/A   | N/A   |
|   |  | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | N/A             |  |                                   |   |                       | Q2 Assessment 15/16 FY End Feb '16  | N/A                              | N/A   | N/A   | End Feb '17   | N/A   |
|   |  | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | N/A             |  |                                   |   |                       | Q3 Assessment 15/16 FY End May '16  | N/A                              | N/A   | N/A   | N/A   | End May '17   |
| A   | D3   | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | 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   | 4 - FINANCIAL SUSTAINABILITY                        | 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  |
| A   | A2   | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | 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  |
| A   | A3   | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | 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   | 7 - CREATING A LEARNING CITY AND CITY OF LEARNING   | 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                                      |
| A   | A2   | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | 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      |



| MSUNDUZI MUNICIPALITY<br>DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTERPRISES |               |   |                 |  |                                   |                 |                       |   |   |   |   |   |   |
|---|---------------|---|-----------------|--|-----------------------------------|-----------------|-----------------------|---|---|---|---|---|---|
| WOBUPAN 5: PERFORMANCE MANAGEMENT   |               |   |                 |  |                                   |                 |                       |   |   |   |   |   |   |
| INDEX   | IDP REFERENCE | CDS REFERENCE                                       | SEBIP 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            | 1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY | 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 |



Signatures: Employee: ..... Date: 05/07/2016  
 Supervisor: S-H ..... Date: 05/07/2016  
 Msunduzi Municipality 2016/2017