



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

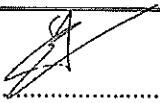
*Ms Lynette Ida Mosa Molapo (Full Name)*

As the *GM: Corporate Services (Jobholder)*

PERIOD OF AGREEMENT: 01 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



**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.

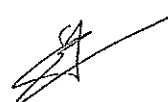
**2. VALIDITY OF THE AGREEMENT**

- 2.1 The agreement will be valid for the period **01 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	:	0106810
Management level	:	Level 2
Component	:	Corporate Services
Unit	:	Corporate Services
Location	:	Head Office – Professor Nyembezi Building
Occupational classification	:	Senior Management – Section 56
Designation	:	General Manager: Corporate Services

Signatures: Employee:  Date: 05 / 07 /2016

Supervisor:  Date: 05 / 07 /2016



**4. JOB PURPOSE**

The purpose of the GM: Corporate Services' 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: Corporate Services is to assist the City Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Corporate Services, 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: Corporate Services and has the responsibility for Corporate Services. 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:

- ⇒ Manage, lead and direct activities of the Corporate Services department
- ⇒ Plan and contribute to the development and implementation of municipal strategies
- ⇒ Financial Management of the department
- ⇒ Safeguarding of assets
- ⇒ Provide strategic oversight of the Corporate Services function
- ⇒ Management and development
- ⇒ Promote corporative governance and intergovernmental relations

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

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

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

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

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



In turn the supervisor shall:

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

**7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK**


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

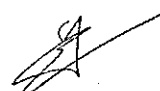
- 7.1 The Key Performance Areas (KPA)s and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPA)s within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

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

Key Performance Areas (KPA)s	Weight
1. WORKPLAN 1: LEGAL SERVICES	20%
2. WORKPLAN 2: ICT	20%
3. WORKPLAN 3: SOUND GOVERNANCE	20%
4. WORKPLAN 4: HUMAN RESOURCES	20%
5. WORKPLAN 5: REGULATED PERFORMANCE INDICATORS	10%
6. WORKPLAN 6: PERFORMANCE MANAGEMENT	10%
<b>TOTAL</b>	<b>100%</b>

NOTE: WEIGHTING OF KPA)s 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)

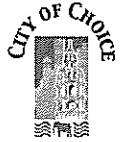
**11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT**

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.

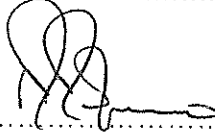
14. The following are annexures of this individual annual performance agreement for the 2015/16 financial year:

- 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**

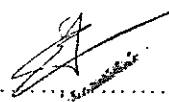
The contents of this document have been discussed and agreed with the Jobholder concerned.


Name of Jobholder: LYNETE LAA MOISA MOLAPO

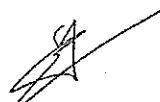
Signature:  Date: 05 / 07 /2016

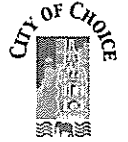
AND

Name of Supervisor: Sizwe Hadebe (Acting City Hadebe)

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

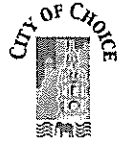
### SCHEDULE 2



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**

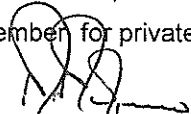
A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (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.

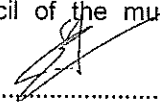
(3) This item does not derogate from a person's right of access to information in terms of national legislation.

#### 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

Signatures: Employee:  Date: 05 / 07 /2016

Supervisor:  Date: 05 / 07 /2016



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 sub item (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—

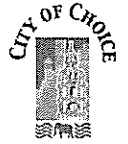
- (a) suspension without pay for no longer than three months; (b) demotion;
- (c) transfer to another post;
- (d) reduction in salary, allowances or other benefits; or
- (e) an appropriate fine.

A handwritten signature in black ink, appearing to be "M. Shumba".

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

A handwritten signature in black ink, appearing to be "S. Mkhomo".

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



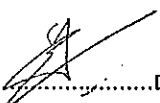
ANNEXURE B

# 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) Lynette Ida Mosa Molapo of 20 Howick Road, Wembley, Pietermaritzburg, 3201 (Postal address) and 20 Howick Road, Wembley, Pietermaritzburg, 3201 (Residential address) employed as General Manager : Corporate Service at the Msunduzi Municipality hereby certify that the following information is complete and correct to the best of my knowledge:

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

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
100	BEE	NOT TRADING	YEBO JETHU VODACOM
56	BEE	R400 / SHARE	SASOL INZALO
2000	BEE	NOT TRADING	PHUTHUMA NATHI MTN
300	ENDOWMENT	R54 / SHARE	SANLAM
14	BEE	R200 / SHARE	ASONGE MTN

**2. Directorships and Partnerships**

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
BRAINWAVE PROJECT 1297 CC T/A THE GRACE GUEST HOUSE	Accommodation	+ R5000.00

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

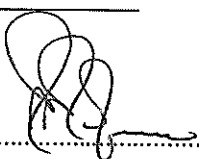
See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
SA COUNCIL FOR PLANNERS	MEMBER	NIL
UMSHWATI AUDIT COMMITTEE	MEMBER	NIL

Council sanction confirmed:

Signature of Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Signatures: Employee:  Date: 05 / 07 / 2016

Supervisor:  Date: 05 / 07 / 2016



**4. Consultancies and retainerships**

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
N/A			

**5. Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
N/A		

**6. Gifts and hospitality from a source other than a family member**


See information sheet: Note (6)

Description	Value	Source
N/A		

**7. Land and property**

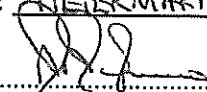
See information sheet: Note (7)

Description	Extent	Area	Value
85 BEMBERS LWS, ACHUNSA GARDENS	900 m <sup>2</sup>	PRETORIA EAST	R2 MILLION
22 HOWICK RA, WEMBETI	1 500 m <sup>2</sup>	PMBURG	R2 MILLION
20 HOWICK RA, WEMBETI	1 300 m <sup>2</sup>	PMBURG	R1.5 MILLION

SIGNATURE OF EMPLOYEE: 

DATE: 07 / 07 /2015

PLACE: PRETORIA EAST

Signatures: Employee:  Date: 05 / 07 /2016

Supervisor:  Date: 05 / 07 /2016



**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.

IV Magubane

Commissioner of Oath /Justice of the Peace

Full first names and surname: VUSUMUZI TRUMAN MAGUBANE (Block letters)

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

Street address of institution: CNA CHIEF ALBERT LUTHULU and CHURCH STAY, PIETERMARITZBURG

Date: 5 JULY 2016

Place: PIETERMARITZBURG

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

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

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

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)

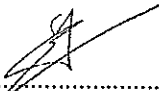
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- 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

Signatures: Employee:  Date: 05 / 07 /2016

Supervisor:  Date: 05 / 07 /2016



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

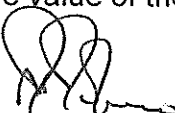
- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.


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.

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**

*Ms Lynette Ida Mosa Molapo (Full Name)*

As the *GM: Corporate Services (Jobholder)*

**PERIOD OF AGREEMENT: 01 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



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	Ms LYNETTE IDA MOSA MOLAPO
JOB TITLE:	GENERAL MANAGER
SUPERVISOR	CITY MANAGER
UNIT	CORPORATE SERVICES
COMPONENT:	CORPORATE SERVICES

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

1. What are the competencies required for this job (refer to competency profile of job description)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

All

\_\_\_\_\_

\_\_\_\_\_

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

N/A

\_\_\_\_\_

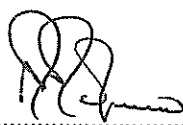
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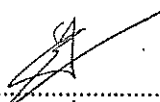
4. Actions/Training interventions to address the gaps/needs

N/A

\_\_\_\_\_

\_\_\_\_\_

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

CRAIG is CURRENTLY REGISTERED FOR A PHD IN PLANNING WITH THE UNIVERSITY OF KEN (UKEN)

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7. Comments/Remarks of the Incumbent

TIME TO PURSUE THE PHD WILL BE APPRECIATED IN LINE WITH THE MUNICIPALITY'S APPLICABLE POLICIES INCLUDING ANY OTHER SUPPORT

8. Comments/Remarks of the supervisor

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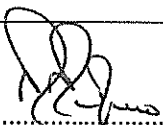
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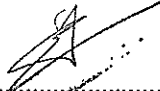


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**IMPACT ASSESSMENT**

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

Signatures: Employee:  Date: 05 / 07 /2016

Supervisor:  Date: 05 / 07 /2016



**AGREED UPON:**

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

Signature: \_\_\_\_\_  
Incumbent: KIM MOLAPO  
Date: 05 / 07 /2016

Date of next review: 30 SEPTEMBER 2016

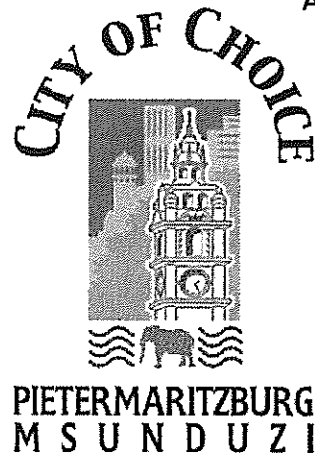
Signatures: Employee: \_\_\_\_\_ Date: 05 / 07 /2016

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



ANNEXURE D

**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER:	0106810
SURNAME & INITIALS:	MS LYNETTE IDA MOSA MOLAPO
DESIGNATION:	GENERAL MANAGER
COMPONENT:	CORPORATE SERVICES
UNIT:	CORPORATE SERVICES
MANAGEMENT LEVEL:	LEVEL 2
OCCUPATIONAL CLASSIFICATION:	SENIOR MANAGEMENT – SECTION 56
LOCATION:	PROFESSOR NYEMBEZI BUILDING

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

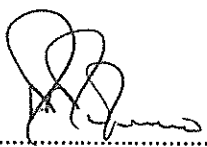
**Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)**

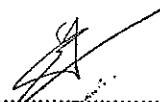
EMPLOYEE: LYNETTE IDA MOSA MOLAPO

DATE: 05 / 07 /2016

SUPERVISOR: 

DATE: 05 / 07 /2016

Signatures: Employee:  Date: 05 / 07 /2016

Supervisor:  Date: 05 / 07 /2016

MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS 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
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	LGLO1	NKPA 1 - MUNICIPAL ORGANIZATIONAL DEVELOPMENT	STRENGTHEN GOVERNANCE	BYLAWS	27	6 x specified bylaws (1. planning & land use amendment to public (environmental) health, 3. libraries, 4. problem building, 5. events, 6. cellular telecommunication infrastructure bylaws) produced and submitted to Full Council for adoption by the 31st of May 2017	Number of specified bylaws (1. Planning & land use management, 2. Amendment to public (environmental) health, 3. libraries, 4. Problem building, 5. Events, 6. Cellular telecommunication infrastructure bylaws) produced and submitted to Full Council for adoption	1 X SPECIFIED BYLAWS SUBMITTED TO FULL COUNCIL FOR ADOPTION BY THE 30th of SEPTEMBER 2016 (PROBLEM BUILDINGS)	2 X specified bylaws submitted to full council for adoption by the 31st of December 2016 (problem buildings & libraries)	4 X specified bylaws submitted to full council for adoption by the 31st of March 2017 (problem buildings, libraries, events & cellular telecommunications infrastructure)	6 x specified bylaws (1. planning & land use management, 2. amendment to public (environmental) health, 3. libraries, 4. problem building, 5. events, 6. cellular telecommunication infrastructure bylaws) produced and submitted to Full Council for adoption by the 31st of May 2017
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	LGLO2	NKPA 1 - MUNICIPAL ORGANIZATIONAL DEVELOPMENT	STRENGTHEN GOVERNANCE	BYLAWS	27	1 x specified bylaws (wayleaves) submitted to SMC for authority to invite comments by the 31st of May 2017	Number & date specified bylaws (wayleaves) submitted to SMC for authority to invite comments	N/A	N/A	Finalization of first draft of wayleaves bylaw by the 31st of March 2017	1 X specified bylaws (wayleaves) submitted to SMC for authority to invite comments by the 31st of May 2017
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	LGLO3	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	LEGAL REPRESENTATION	PROVISION OF LEGAL REPRESENTATION	100%	100% provision of legal representation on behalf of Council in all instances of civil and criminal litigation by the 30th of June 2017	% Provision of legal representation on behalf of Council in all instances of civil and criminal litigation	100% provision of legal representation on behalf of council in all instances of civil and criminal litigation by the 30th of September 2016	100% provision of legal representation on behalf of council in all instances of civil and criminal litigation by the 31st of December 2016	100% provision of legal representation on behalf of council in all instances of civil and criminal litigation by the 31st of March 2017	100% provision of legal representation on behalf of council in all instances of civil and criminal litigation by the 30th of June 2017

S.H

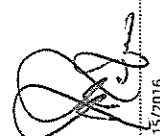


MSUNDUZI MUNICIPALITY  
 DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES  
 NAME: MS MOSA MOLAPO  
 WORKPLAN 1: LEGAL SERVICES  
 WEIGHT (%): 20%

INDEX	IDP REFERENCE	COS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	LGLO4	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	LEGAL COMMENTS	PROVISION OF LEGAL ADVICE, OPINIONS, AND INPUTS	100%	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2017	Turnaround time for the completion of all requests for drafting and/or provision of legal input into contracts upon request/ notification by Legal Services subject to all relevant information having been made available to legal services	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of September 2016	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of December 2016	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of March 2017	100% completion of all requests for drafting and/or provision of legal input into contracts within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2017
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	LGLO5	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	LEGAL COMMENTS	PROVISION OF LEGAL ADVICE, OPINIONS, AND INPUTS	100%	100% legal advice provided within 7 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2017	Turnaround time for the completion of all requests for drafting and/or provision of legal input into contracts upon request/ notification by Legal Services subject to all relevant information having been made available to legal services	100% legal advice provided within 7 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of September 2016	100% legal advice provided within 7 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of December 2016	100% legal advice provided within 7 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of March 2017	100% legal advice provided within 7 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2017

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

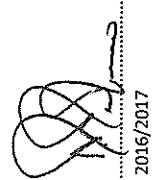
INDEX	IDP REFERENCE	ODS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	LGI106	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	LEGAL COMMENTS	PROVISION OF LEGAL ADVICE, OPINIONS, AND INPUTS	100%	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2017	Turnaround time for the completion of all requests for the provision of legal input into policies and procedures upon receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of September 2016	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of December 2016	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 31st of March 2017	100% completion of all requests for the provision of legal input into policies and procedures within 10 working days of receipt of the request/ notification by Legal Services subject to all relevant information having been made available to legal services by the 30th of June 2017
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	LGI107	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	LEGAL EDUCATION	LEGAL BRIEFS	100%	4 X LEGAL BRIEFS PRODUCED & SUBMITTED TO SMC BY THE 30th OF JUNE 2017	NUMBER OF LEGAL BRIEFS PRODUCED & SUBMITTED TO SMC	1 X LEGAL BRIEFS PRODUCED & SUBMITTED TO SMC BY THE 30th OF SEPTEMBER 2016	2 X LEGAL BRIEFS PRODUCED & SUBMITTED TO SMC BY THE 31st OF DECEMBER 2016	3 X LEGAL BRIEFS PRODUCED & SUBMITTED TO SMC BY THE 31st OF MARCH 2017	4 X LEGAL BRIEFS PRODUCED & SUBMITTED TO SMC BY THE 30th OF JUNE 2017



S.H

INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	ICT 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT INFRASTRUCTURE	TELKOM DIGINET DATA LINES REPLACED WITH FIBRE	3 Sites replaced with Fibre	3 X Sites (Traffic, Market & Airport) replaced with Fibre Data Line by the 31st of May 2017	Number of Sites (Traffic, Market & Airport) replaced with Fibre Data Line	Prioritise 2 sites (Traffic And Airport) with Telkom data Lines for replacement. Engage service provider and design network topology by the 30th of September 2016	Execute the Rollout Plan for 2 sites (Traffic And Airport). Commence connectivity work as per the Project plan for the 2 identified sites by the 31st of December 2016	Source Quotations and process paperwork for the 3rd remaining site (Market) by the 31st of March 2017	3 X Sites (Traffic, Market & Airport) replaced with Fibre Data Line by the 31st of May 2017
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	ICT 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT INFRASTRUCTURE	LAN/WAN	ASC (2nd Floor) with CAT 6 Cabling.	7 x floors at AS Chetty (basement, lower ground, Ground floor, First floor, 3rd floor, 4th floor & 5th floor) building installed with CAT 6 Cabling by the 31st of May 2017	Number of floors at AS Chetty (basement, lower ground, Ground floor, First floor, 3rd floor, 4th floor & 5th floor) building installed with CAT 6 Cabling	2 x floors at AS Chetty ( 4th floor & 5th floor) building installed with CAT 6 Cabling by the 30th of September 2016	4 x floors at AS Chetty (First floor, 3rd floor, 4th floor & 5th floor) building installed with CAT 6 Cabling by the 31st of December 2016	5 x floors at AS Chetty (lower ground, First floor, 3rd floor, 4th floor & 5th floor) building installed with CAT 6 Cabling by the 31st of March 2017	7 x floors at AS Chetty (basement, lower ground, 3rd floor, 4th floor, 5th floor & 6th floor) building installed with CAT 6 Cabling by the 31st of May 2017
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	ICT 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT INFRASTRUCTURE	Computer Deployment Project Phase III (Laptops & Destops)	400 New Computers have been replaced.	60 x New Computers purchased & Deployed as per the SMC deployment Schedule for new Computers by the 31st of January 2017	Number of New Computers purchased & Deployed as per the SMC deployment Schedule for new Computers by the 31st of January 2017	Place Order for the Computers and Await Delivery Period between 6 - 8 Weeks. by the 30th of September 2016	30 x New Computers Deployed As per the SMC deployment Schedule for new Computers by the 31st of December 2016	60 x New Computers purchased & Deployed as per the SMC deployment Schedule for new Computers by the 31st of January 2017	N/A

MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS 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
B	B2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	ICT 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT INFRASTRUCTURE	ICT Helpdesk Revamp Building Project	No Space available for sitting	ICT Helpdesk Revamp Building project completed as per approved revamp plan by the 31st of January 2017	Date ICT Helpdesk Revamp Building project completed as per approved revamp plan	Place Order and wait for the Contractor to start be Onsite. by the 30th of September 2016	Continue with Renovations by the 31st of December 2016	ICT Helpdesk Revamp Building project completed as per approved revamp plan by the 31st of January 2017	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	ICT 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT GOVERNANCE	ICT Risk Register Remediation	2015/16 ICT Risk Register	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Remediated as per stipulated timeframes by the 30th of June 2017	% Implementation of all actions contained in the Approved Risk Management Action Plan Remediated as per stipulated timeframes	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Remediated as per stipulated timeframes by the 30th of September 2016	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Remediated as per stipulated timeframes by the 31st of December 2016	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Remediated as per stipulated timeframes by the 31st of January 2017	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Remediated as per stipulated timeframes by the 30th of June 2017



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

MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES													
NAME: MS MOSA MOLAPO													
WORKPLAN 2: ICT													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	ICT 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT GOVERNANCE	ICT Risk Register Reduction	2015/16 ICT Risk Register	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Reduced as per stipulated timeframes by the 30th of June 2017	% Implementation of all actions contained in the Approved Risk Management Action Plan Reduced as per stipulated timeframes	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Reduced as per stipulated timeframes by the 30th of September 2016	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Reduced as per stipulated timeframes by the 31st of December 2016	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Reduced as per stipulated timeframes by the 31st of January 2017	100 % Implementation of all actions contained in the Approved Risk Management Action Plan Reduced as per stipulated timeframes by the 30th of June 2017

S.H

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

INDEX	IDP REFERENCE	CDS 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
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	ICT 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	ICT GOVERNANCE	Review and Update 5 ICT Policies (ICT Security Policy, Backup and Recovery Policy, Change Management and Control Policy, User Account Management Policy, Service Desk and Incident Management Policy)	Outdated ICT Policies	5 x CT Policies (ICT Security Policy, Backup and Recovery Policy, Change Management and Control Policy, User Account Management Policy and Service Desk and Incident Management Policy) updated & submitted to SMC for onward submission to Council by the 31st of October 2016	Number of ICT Policies (ICT Security Policy, Backup and Recovery Policy, Change Management and Control Policy, User Account Management Policy and Service Desk and Incident Management Policy) updated & submitted to SMC for onward submission to Council	Make changes to all 5 ICT Policies (ICT Security Policy, Backup and Recovery Policy, Change Management and Control Policy, User Account Management Policy and Service Desk and Incident Management Policy) as per the DMM Corporate Service instructions by the 30th of September 2016	5 x CT Policies (ICT Security Policy, Backup and Recovery Policy, Change Management and Control Policy, User Account Management Policy and Service Desk and Incident Management Policy) updated & submitted to SMC for onward submission to Council by the 31st of October 2016	N/A	N/A

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

INDEX	IDP REFERENCE	CD3 REFERENCE	SD3 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	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Minute Taking in Meetings	The minutes of Council and Council committee meetings are not compiled in seven working days at all times.	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of June 2017	Number of days All minutes of Council and Council committee meetings compiled	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 31st of September 2016	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 31st of December 2016	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 31st of March 2017	All minutes of Council and Council committee meetings compiled within seven (7) working days after the meetings by the 30th of June 2017
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Making public Council and Committee	Weekly & Monthly calendars published on corporate communications	44 x weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday by the 30th of June 2017	Number of weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday	11 x weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday by the 30th of September 2016	21 x weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday by the 31st of December 2016	32 x weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday by the 31st of March 2017	44 x weekly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every Friday by the 30th of June 2017
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Making public Council and Committee	Weekly & Monthly calendars published on corporate communications	12 x monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 30th of June 2017	Number of monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month	3 x monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 30th of September 2016	6 x monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 31st of December 2016	9 x monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 31st of March 2017	12 x monthly schedules of Portfolio Committee meetings prepared and published on Corporate Communication every last week of the month by the 30th of June 2017
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Procurement of Folding machine		1 x Folding Machine procured by the 30th of June 2017	Number and date Folding Machine procured	N/A	Advertise tender by the 31st of December 2016	Tender Awarded by the 31st of March 2017	1 x Folding Machine procured by the 30th of June 2017
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Procurement of 1 Compressor		1 x Compressor procured by the 30th of June 2017	Number and date Compressor procured	N/A	Advertise tender by the 31st of December 2016	Tender Awarded by the 31st of March 2017	1 x Compressor procured by the 30th of June 2017
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improving Corporate Services Compliance and Risk Reduction	Procurement of 1 Trolley		1 x Trolley procured by the 30th of June 2017	Number and date Trolley procured	3 x Monthly Expenditure and Revenue (E&R) reports verified & submitted by 15th of every month to COGTA by the 30th of September 2016	Advertise tender by the 31st of December 2016	Tender Awarded by the 31st of March 2017	1 x Trolley procured by the 30th of June 2017

INDEX	IDP REFERENCE	CDS REFERENCE	SDGP 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	SG 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation plan for Msunduzi Municipality Service Excellence Awards	1st Service Excellence Awards held December 2015	5 x Monthly progress reports on the Msunduzi Municipal Service Excellence awards prepared and submitted to SMC by the 31st of December 2016	Number of Monthly progress reports on the Msunduzi Municipal Service Excellence awards prepared and submitted to SMC	3 x Monthly progress reports on the Msunduzi Municipal Service Excellence awards prepared and submitted to SMC by the 30th of September 2016	5 x Monthly progress reports on the Msunduzi Municipal Service Excellence awards prepared and submitted to SMC by the 31st of December 2016	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Business Unit Service Charter	NIL	8 x Workshops on Customer Service Charters and Batho Pele Principles (CBU, Corporate Services, Infrastructure Services, Economic Development, Community Services, Financial Services) conducted by the Msunduzi Batho Pele forum by the 30th of June 2017	Number of Workshops on Customer Service Charters and Batho Pele Principles (CBU, Corporate Services, Infrastructure Services, Economic Development, Community Services, Financial Services) conducted by the Msunduzi Batho Pele forum by the 30th of June 2017	2 x Workshops on Customer Service Charters and Batho Pele Principles (CBU, Corporate Services, Infrastructure Services, Economic Development, Community Services, Financial Services) conducted by the Msunduzi Batho Pele forum by the 30th of September 2016	4 x Workshops on Customer Service Charters and Batho Pele Principles (CBU, Corporate Services, Infrastructure Services, Economic Development, Community Services, Financial Services) conducted by the Msunduzi Batho Pele forum by the 31st of December 2016	5 x Workshops on Customer Service Charters and Batho Pele Principles (CBU, Corporate Services, Infrastructure Services, Economic Development, Community Services, Financial Services) conducted by the Msunduzi Batho Pele forum by the 31st of March 2017	8 x Workshops on Customer Service Charters and Batho Pele Principles (CBU, Corporate Services, Infrastructure Services, Economic Development, Community Services, Financial Services) conducted by the Msunduzi Batho Pele forum by the 30th of June 2017
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	NIL	11 x monthly meetings of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 30th of June 2017	Number of monthly meetings of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter	3 x meetings of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 30th of September 2016	6 x monthly meetings of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by 31 December 2016	9 x monthly meetings of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 31st of March 2017	11 x meetings of the Msunduzi Batho Pele forum CONVENED to monitor the implementation of Batho Pele Principles and Customer Service Charter by the 30th of June 2017

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



MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER, CORPORATE SERVICES													
WEIGHT (%): 20%													
INDEX	IDP REFERENCE	CDOS 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
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 10	NKPA 1 - MUNICIPAL ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Developing Implementation plan for Msunduzi Municipality Service Excellence Awards	1st Service Excellence Awards held December 2016 (Close Out Report) and Service Excellence Awards Review Session (Report)	Report on the Draft Implementation plan for Msunduzi Municipality Service Excellence Awards developed and submitted to SMC by the 31st of March 2017	Date Implementation Plan for Msunduzi Municipality Service Excellence Awards developed and submitted to SMC	N/A	N/A	Report on the Draft Implementation plan for Msunduzi Municipality Service Excellence Awards developed and submitted to SMC by the 31st of March 2017	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 11	NKPA 1 - MUNICIPAL ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	Monitoring tool has been developed	1 x Report on the reviewed Monitoring tool developed and submitted to SMC for approval by the 30th of September 2016	Date Report on the reviewed Monitoring tool developed and submitted to SMC for approval	1 x Report on the reviewed Monitoring tool developed and submitted to SMC for approval by the 30th of September 2016	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 12	NKPA 1 - MUNICIPAL ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Implementation of Batho Pele Principles	The implementation plan of Batho Pele Principles, belief set we belong, we care, we serve.	1 x Report on the reviewed implementation plan of Batho Pele Principles, belief sets we belong, we care, we serve developed and submitted to SMC for approval by the 31st of December 2016	Date Report on the reviewed implementation plan of Batho Pele Principles, belief sets we belong, we care, we serve developed and submitted to SMC for approval	N/A	1 x Report on the reviewed implementation plan of Batho Pele Principles, belief sets we belong, we care, we serve developed and submitted to SMC for approval by the 31st of December 2016	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	SG 13	NKPA 1 - MUNICIPAL ORGANIZATIONAL DEVELOPMENT	Increase Performance and Efficiency Levels of Corporate Services	Developing Implementation plan for Msunduzi Municipality Service Excellence Award		1 x Close out report on the Service Excellence Awards held by 31 December 2016 submitted to SMC by the 28th of February 2017	Date Close out report on the Service Excellence Awards held by 31 December 2016 submitted to SMC	N/A	N/A	1 x Close out report on the Service Excellence Awards held by 31 December 2016 submitted to SMC by the 28th of February 2017	N/A


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


NAME: MS MOSA MOAPO													
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES													
WEIGHT (N): 20%													
WORKPLAN 4: HUMAN RESOURCE MANAGEMENT													
INDEX	JOB REFERENCE	CDIS REFERENCE	SDIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QVO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	HR 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Sound Co-Operative Governance	Councillor Skills Audit	N/A	All Councillor's (75) Skills Audited and Individual Personal Development Plans established by the 30th of November 2016	Number of Councillor's Skills Audited and Individual Personal Development Plans established by the 30th of November 2016	N/A	All Councillor's (75) Skills Audited and Individual Personal Development Plans established by the 30th of November 2016	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	HR 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace Skills plan	Implementation of the Workplace Skills Plan	40 Councillors trained	60 x Councillors trained in line with the 2016/17 Workplace Skills Plan by the 30th of June 2017	Number of Councillors trained in line with the 2016/17 Workplace Skills Plan	N/A	N/A	30 x Councillors trained in line with the 2016/17 Workplace Skills Plan by the 31st of March 2017	60 x Councillors trained in line with the 2016/17 Workplace Skills Plan by the 30th of June 2017
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	HR 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Workplace Skills plan	Implementation of the Workplace Skills Plan	1100 Employees Trained	1020 x Employees trained in line with the 2016/17 Workplace Skills Plan by the 30th of June 2017	Number of Employees trained in line with the 2016/17 Workplace Skills Plan	Appointment of Service Providers and Implementation of Training by the 30th of September 2016	200 x Employees trained in line with the 2016/17 Workplace Skills Plan by the 31st of December 2016	600 x Employees trained in line with the 2016/17 Workplace Skills Plan by the 31st of March 2017	1020 x Employees trained in line with the 2016/17 Workplace Skills Plan by the 30th of June 2017
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	HR 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Learnships	Implementation of Learnship	2 Learnships	1 x learnship implemented (25 beneficiaries) by the 31st of December 2016	Number of learnships implemented and number of beneficiaries	Advertise Learnship in the Media, by the 30th of September 2016	1 x learnship implemented (25 beneficiaries) by the 31st of December 2016	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	HR 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Process Mapping	Process manuals		Organisational Process/Procedure Mapping implemented and submitted to SMC for approval by the 31st of October 2016	Date Organisational Process/Procedure Mapping implemented and submitted to SMC for approval	Draft Organisational Process/Procedure Mapping implemented and submitted to the GM: approval by the 30th of September 2016	Organisational Process/Procedure Mapping implementation plan developed and submitted to SMC for approval by the 31st of October 2016	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	HR 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Process Mapping	Process manuals		1 x Progress report on the implementation of Process Mapping plan prepared & submitted to SMC by the 30th of June 2017	Date Progress report on the implementation of Process Mapping plan prepared & submitted to SMC	3 x Monthly Expenditure	N/A	N/A	1 x Progress report on the implementation of Process Mapping plan prepared & submitted to SMC by the 30th of June 2017
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	HR 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	HR Policies	Employee Communication	13/14 HR Policy Manual	Completed and Updated 2016/2017 HR Policy Manual uploaded to the intranet by the 31st of January 2017	Date Completed and Updated 2016/2017 HR Policy Manual uploaded to the intranet	N/A	Completed and Updated 2016/2017 HR Policy Manual uploaded to the intranet by the 31st of January 2017	Completed and Updated 2016/2017 HR Policy Manual uploaded to the intranet by the 31st of January 2017	N/A


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

MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES													
WORKPLAN & HUMAN RESOURCE MANAGEMENT													
INDEX	IDP REFERENCE	CDP REFERENCE	SDIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	HR 08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Health and Safety	Capacity Building	Nil	8 x Occupational Safety and Environmental Policy Workshops facilitated by the 30th of June 2017	Number of Occupational Safety and Environmental Policy Workshops facilitated	2 x Occupational Safety and Environmental Policy Workshops facilitated by the 30th of September 2016	4 x Occupational Safety and Environmental Policy Workshops facilitated by the 31st of October 2016	6 x Occupational Safety and Environmental Policy Workshops facilitated by the 31st of March 2017	8 x Occupational Safety and Environmental Policy Workshops facilitated by the 30th of June 2017
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	HR 09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Occupational Health & Safety	Employee wellness day events	2 x Employee Wellness Day events held	2 x Mini Employee Wellness Day events held by the 30th of June 2017	Number of Mini Employee Wellness Day events held	N/A	1 x Mini Employee Wellness Day events held by the 31st of October 2016	N/A	2 x Mini Employee Wellness Day events held by the 30th of June 2017

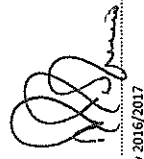
  
 Signatures: Employee: ..... Date: 05/07/2016 Supervisor: S.H. Date: 05/07/2016  
 Msunduzi Municipality 2016/2017

MSUNDUZI MUNICIPALITY													
NAME: MS MCGA MOLAPO													
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES													
WEIGHT (%): 10%													
WORKPLAN: REGULATED PERFORMANCE INDICATORS													
INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS Q10	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A2	1 - BUILDING A CAPABLE & DEVELOPME INTAL MUNICIPALITY	RPI 01	NKPA 1 - MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT	Workplace skills development	Budget spent on Work Skills Plan	99% (R10 288 434) spent on WSP in 2014/2015	100% (R7 598 392) spent on WSP by the 30th of June 2017	% spent on WSP	N/A	20% (R1 519 678) spent on WSP by the 31st of December 2016	60% (R4 559 035) spent on WSP by the 31st of March 2017	100% (R7 598 392) spent on WSP by the 30th of June 2017
A	A1	1 - BUILDING A CAPABLE & DEVELOPME INTAL MUNICIPALITY	RPI 02	NKPA 1 - MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT	Employment equity	Number of people from employment equity target groups employed in the three highest levels of management	N/A	2% of employee population with disabilities achieved by the 31st of March 2017	% of employee population with disabilities achieved	N/A	N/A	2% of employee population with disabilities achieved by the 31st of March 2017	N/A


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

INDEX	IDP REFERENCE	CDS REFERENCE	SBIP 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	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission towards the Development of the Municipal SOBIP 17 18 FY	N/A	As per internal notification	N/A	N/A	N/A	N/A	As per internal notification
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of section budgets	N/A	01-Nov-16	N/A	N/A	01-Nov-16	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Submission of Signed Performance Agreement for 16/17 FY	Performance agreement in place for 16/17 FY	11-Jul-16	N/A	11-Jul-16	N/A	N/A	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	N/A	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of SDBIP/ Operational Plan monthly and quarterly reports to OMC	Monthly & Quarterly	Monthly/Quarterly (OMC) as per stipulated deadlines	N/A	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)	Monthly/Quarterly (OMC)
A	A3	2 - BACK TO BASICS	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	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	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)
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

INDEX	IDP REFERENCE	CDIS REFERENCE	SDIBP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS Q1/Q2	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	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
		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
		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

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

MSUNDUZI MUNICIPALITY													
DESIGNATION: GENERAL MANAGER: CORPORATE SERVICES													
WEIGHT (%)_10%													
INDEX	ID/ REFERENCE	ODS 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	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
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: Employees: ..... Date: 05/07/2016 Supervisor: ..... Date: 05/07/2016  
 Msunduzi Municipality 2016/2017