



## INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

### MSUNDUZI MUNICIPALITY

Herein represented by:

*Nelisiwe Ngcobo*

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

AND

*WILSON MHLONGO*

As the *DMM: Community Services (Acting)* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2025 to 30 June 2026

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

Signatures: Employee: ..... (AI) ..... Date: ..... Supervisor: ..... Date: 11 July 2025



**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 2025** to **30 June 2026**
- 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	:	221056
Management level	:	Level 2
Component	:	Community Services
Unit	:	Community Services
Location	:	333 Church Street, AS Chetty Building
Occupational classification	:	Senior Management (Section 56)
Designation	:	Deputy Municipal Manager: Community Services (Acting)

### 4. JOB PURPOSE

The purpose of the DMM: Community Services' (A) job should be in line with the Municipality's priorities as identified in the 2025 – 2026 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Community Services (A) is to assist the Acting Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Community 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 DMM: Community Services (A) and has the responsibility for Community Services. The incumbent will provide continuous Management and other relevant information to the Acting Municipal Manager in the Municipality's delivery of services.

### 5. JOB FUNCTIONS

The key functions of the jobholder are to:

Provide strategic leadership and management in the provision of:

- ⇒ Health and social services: Environmental health and HIV/AIDS
- ⇒ Risk management: Traffic and security, firefighting services
- ⇒ Development services: The Art Gallery, libraries, parks & recreation, waste management
- ⇒ Area based management



## 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.

In turn the supervisor shall:

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

## 7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK

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

- 7.1 The Key Performance Areas (KPAs) and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.





- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPAs within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPAs are outlined in the attached work plan. KPAs should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

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

Key Performance Areas (KPAs)	Weight
1. WORKPLAN 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	30%
2. WORKPLAN 2: BASIC SERVICE DELIVERY	50%
3. WORKPLAN 3: FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	10%
4. WORKPLAN 4: GOOD GOVERNANCE & PUBLIC PARTICIPATION	10%
<b>TOTAL</b>	<b>100%</b>

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

- 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	20%
2	People Management	10%
3	Programme and Project Management	10%
4	Financial Management	10%
5	Change Leadership	5%
6	Governance Leadership	5%
7	Moral Competence	5%
8	Planning & Organising	5%
9	Analysis & Innovation	5%
10	Knowledge & Information Management	5%
11	Communication	5%
12	Results & Quality Focus	5%
13	Customer focus and orientation	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.



## 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 2024/2025	AUGUST/SEPTEMBER 2025
QUARTER 1 – 2025/2026 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2025
QUARTER 2 – 2025/2026 FINANCIAL YEAR	FEBRUARY 2026
QUARTER 3 – 2025/2026 FINANCIAL YEAR (ORAL)	APRIL/MAY 2026

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.

## 12. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *The Mayor: 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 2025/26 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: MR WILSON MHLONGO**

Signature: .....  ..... Date: 11 July 2025 .....

AND

**Name of Supervisor: MRS NELISIWE NGCOBO**

Signature: .....  ..... Date: 11 July 2025 .....

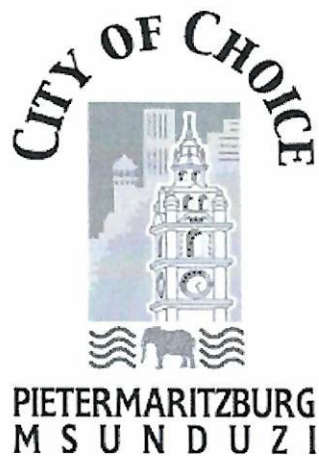


ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee: ..... Date: ..... Supervisor: ..... Date: .....



## 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

(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 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.

## **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.

### **14 A. 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.



<b>MUNICIPALITY:</b>	<b>MSUNDUZI MUNICIPALITY</b>
<b>NAME:</b>	<b>MANDLA ZUMA</b>
<b>JOB TITLE:</b>	<b>DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES (ACTING)</b>
<b>SUPERVISOR</b>	<b>MUNICIPAL MANAGER</b>
<b>UNIT</b>	<b>ELECTRICAL SUPPLY SERVICES</b>
<b>COMPONENT:</b>	<b>ELECTRICAL SUPPLY SERVICES</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)?

NQF Level 7 : Public Management

NQF Level 7 : Management

MFMP

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

ALL LEVEL 7 DEGREES

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

MASTERS IN ENVIROMENTAL LAW

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

APPLICATION TO STUDY IN PROGRESS



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

N/A

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8. Comments/Remarks of the supervisor

N/A

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### IMPACT ASSESSMENT

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





**AGREED UPON:**

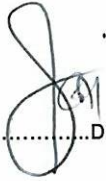
Signature: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Date: 11 July 2025

Signature: \_\_\_\_\_  
Incumbent: \_\_\_\_\_  
Date: 11 July 2025

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

INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT FOR THE 2025/2026 FINANCIAL YEAR



Signatures: Employee:  Date: 11 July 2025 Supervisor: ..... Date: 11 July 2025

**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**



**EMPLOYEE NUMBER:**  
**SURNAME & INITIALS:** W MHLONGO  
**DESIGNATION:** DEPUTY MUNICIPAL MANAGER  
**COMPONENT:** COMMUNITY SERVICES  
**UNIT:** COMMUNITY SERVICES  
**MANAGEMENT LEVEL:** LEVEL 2  
**OCCUPATIONAL CLASSIFICATION:** SENIOR MANAGEMENT (SECTION 56)  
**LOCATION:**

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 :**

**SUPERVISOR :**

11 July 2025

**DATE :**

MSUNDUZI MUNICIPALITY									
NAME: WILSON MHLONGO		DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES (A)							
WORKPLAN 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT									
WEIGHT (%): 30%									
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	INDICATOR	ANNUAL TARGET/OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
	CSE 07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Number of Disaster Management Plan Reviewed	1x Disaster Management Plan Reviewed by the 30th of June 2026	Number	Service providers appointed for the Development of the Plan	Draft Municipal Disaster Risk Assessments conducted	Draft Disaster Management Plan circulated for input	1x Disaster Management Plan Reviewed
	CSE 14		Percentage 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 by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 18		Number of Integrated Waste Management Plan approved	1 Integrated Waste Management Plan approved by Council by 30th June 2026	Number	N/A	N/A	N/A	1
	CSE 17		Percentage SVAs submitted	100% of all SVAs for vacant posts submitted to Corporate Services by the 30th of September 2025	Percentage	100%	N/A	N/A	100%

Signatures: Employee:  Date: 11 July 2025  
 Supervisor:  Date: 11 July 2025  
 Msunduzi Municipality 2025/2026



MSUNDUZI MUNICIPALITY									
NAME: WILSON MHLONGO		DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES (A)							
WORKPLAN 2: BASIC SERVICE DELIVERY		WEIGHT (%): 50%							
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	INDICATOR	ANNUAL TARGET/OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
2 - BACK TO BASICS	CSE 01	NKPA 2 - BASIC SERVICE DELIVERY	Number households receiving refuse removal service	59200 x households receiving refuse removal service by 30th June 2026	Number	59200	59200	59200	59200
	CSE 02		Number of Clean up Campaigns conducted	12 x Clean up Campaigns conducted by the 30th of June 2026	Number	3	6	9	12
	CSE 03		Number of compliance notices issued	100 x compliance notices issued by the 30th of June 2026	Number	25	50	75	100
	CSE 04		Number of swimming pools maintenance	100% Maintenance of Swimming by the 30th of June 2026	Number	100%	100%	100%	100%
	CSE 05		Number of sports grounds maintained	6 x community sports grounds maintained by 30th June 2026	Number	1	2	3	6
	CSE 19		Percentage of compliance with the Waste Management Licence	Ensure atleast 70% of compliance with the Waste Management Licence by the 30th of June 2026	Percentage	70%	70%	70%	70%
	CSE 20		Number of non-households receiving refuse removal services	5150 non-households receiving refuse removal service by the 30th of June 2026	Number	5150	5150	5150	5150
	CSE 21		No. of wards receiving grass cutting services	30 wards receiving grass cutting services by the 30th of June 2026	Number	30	30	30	30

Signatures: Employee: .....  
Date: 11 July 2025

Supervisor: .....  
Date: 11 July 2025  
Msunduzi Municipality 2025/2026

MSUNDUZI MUNICIPALITY									
NAME: WILSON MHLONGO		DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES (A)							
WORKPLAN 3: FINANCIAL VIABILITY & FINANCIAL MANAGEMENT		WEIGHT (%): 10%							
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	INDICATOR	ANNUAL TARGET/OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
4 - FINANCIAL SUSTAINABILITY	CSE 11	NKP4 4 - FINANCIAL VIABILITY & MANAGEMENT	Percentage of Capital Expenditure spent	100% of Capital Expenditure spent by the 30th of June 2026	Percentage	30%	60%	90%	100%
	CSE 12		Percentage of Operational Expenditure spent for the Community Services BU	100% of Operational Expenditure spent by the 30th of June 2026	Percentage	40%	60%	80%	100%
	CSE 15		Percentage Reduction of Overtime	20% Reduction of Overtime by the 30th of June 2026	Percentage	20%	20%	20%	20%
	CSE 16		Percentage Reduction of use of Consultants	20% Reduction of use of Consultants by the 30th of June 2026	Percentage	20%	20%	20%	20%
	CSE 13		100% Budget spent purchasing Traffic department equipment	100% Budget spent purchasing Traffic department equipment by the 30th of June 2025	Percentage	100%	100%	100%	100%
	CSE 14		Budget for vehicle and plant spent	100% Budget for vehicle and plant spent by the 30th of June 2025	Percentage	100%	100%	100%	100%
	CSE 15		% of Projects Decommissioned and deregistered	100% of Projects Decommissioned and deregistered by the 30th of June 2025	Percentage	100%	100%	100%	100%


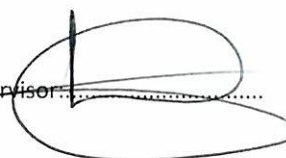
Signatures: Employee:  Date: 11 July 2025 Supervisor:  Date: 11 July 2025 Msunduzi Municipality 2025/2026



MSUNDUZI MUNICIPALITY									
NAME: WILSON MHLONGO		DESIGNATION: DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES (A)							
WORKPLAN 4: GOOD GOVERNANCE & PUBLIC PARTICIPATION						WEIGHT (%): 10%			
COS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	INDICATOR	ANNUAL TARGET/OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	CSE 18	NIPA 4 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Date of Submission towards the Development of the Municipal SDBIP 26/27 FY as per stipulated timeframes by the OPM unit completed	Submission towards the Development of the Municipal SDBIP 16/27 FY as per stipulated timeframes by the OPM unit completed by the 15th of June 2026	Date	N/A	N/A	N/A	Submission towards the Development of the Municipal SDBIP 26/27 FY
	CSE 19		Date of Submission towards Development of the Municipal Annual Performance Report 24/25 FY as per stipulated timeframes by the OPM unit completed	Submission towards Development of the Municipal Annual Performance Report 24/25 FY as per stipulated timeframes by the OPM unit completed by the 31st of July 2026	Date	Submission towards Development of the Municipal Annual Performance Report 24/25 FY as per stipulated timeframes by the OPM unit completed by the 31st of July 2026	N/A	N/A	N/A
	CSE 20		Date Submission towards Development of the Municipal Annual Report 24/25 FY as per stipulated timeframes by the OPM unit completed	Submission towards Development of the Municipal Annual Report 24/25 FY as per stipulated timeframes by the OPM unit completed by the 15th of January 2026	Date	N/A	N/A	Submission towards Development of the Municipal Annual Report 24/25 FY	N/A
	CSE 21		Date of Submission of a signed performance agreement for the 25/26 FY as per stipulated timeframes by the OPM3 unit complete	Submission of a signed performance agreement for the 25/26 FY as per stipulated timeframes by the OPM3 unit completed by the 15th of August 2026	Date	Submission of a signed performance agreement for the 25/26 FY as per stipulated timeframes by the OPM3 unit completed by the 15th of August 2026	N/A	N/A	N/A
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	CSE 22	NIPA 4 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Number of Monthly Sectional Meetings (Branch, Staff & Manor) conducted	12 x Monthly Sectional Meetings (Branch, Staff & Manor) conducted by the 25th of June 2026	Number	3	3	3	3
	CSE 22		Number of Quarterly CEB submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA	4 x Quarterly CEB submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 10th of June 2026	Number	1	1	1	1
	CSE 24		Number of Quarterly Performance Assessments conducted as per the approved assessment schedule	4 x Quarterly Performance Assessments conducted as per the approved assessment schedule by the 30th of June 2026	Number	1	1	1	1
	CSE 25		Percentage of Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2026	Percent	100%	100%	100%	100%
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	CSE 26	NIPA 4 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Percentage of Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 27		Percentage of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 28		Percentage of 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 by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 29		Percentage Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2026	Percentage	100%	100%	100%	100%
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	CSE 30	NIPA 4 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Percentage implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP	100% implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 31		Percentage Reduction of all Risk Indicators within my span of control	100% Reduction of all Risk Indicators within my span of control by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 32		Percentage Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 33		Percentage implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control	100% implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 30th of June 2026	Percentage	100%	100%	100%	100%
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	CSE 34	NIPA 4 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Percentage Implementation of the recommendations addressed in the MEC Letter for the 23/24 FY IDP Review	100% Implementation of the recommendations addressed in the MEC Letter for the 24/25 FY IDP Review by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 35		Percentage Attendance of all DDM meeting as per invite received	100% Attendance of all DDM meeting as per invite received by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 36		Percentage Attendance of all Risk Management Committee meeting as per invite received	100% Attendance of all Risk Management Committee meeting as per invite received by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CSE 37		Percentage Attendance of all Operation Sukuma Sabha meeting as per invite received	100% Attendance of all Operation Sukuma Sabha meeting as per invite received by the 30th of June 2025	Percent	100%	100%	100%	100%
	CSE 38		100% Implementation of the Employment Equity Implementation Plan for the 26/26 FY	100% Implementation of the Employment Equity Implementation Plan for the 26/26 FY by the 30th of June 2026	Percent	N/A	N/A	N/A	100%

Signatures: Employee: ..... Date: 11 July 2025 Supervisor: .....  
Date: 11 July 2025 Msunduzi Municipality 2025/2026

CSE 39	NMPA 4 - GOOD GOVERNANCE PUBLIC PARTICIPATION	100% implementation of the Training and Development policy for the 2026 FY	100% implementation of the Training and Development policy for the 2026 FY by the 30th of June 2026	Percentage	N/A	N/A	N/A	100%
CSE 09		Number of fire & rescue public awareness presentations conducted	120 x fire & rescue public awareness presentations conducted by the 30th of June 2026	Number	10	60	90	120
CSE 16		% Education and awareness sessions	100% Education and awareness sessions conducted by the 30th of June	Percentage	100%	100%	100%	100%

Signatures: Employee:  Date: 11 July 2025 Supervisor:   
Date: 11 July 2025 Msunduzi Municipality 2025/2026