



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mrs Nelisiwe Ngcobo (Full Name)

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

AND

Mrs Dudu Gambu (Full Name)

As the *CHIEF FINANCIAL OFFICER (A)* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2022 to 30 June 2023

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

Signatures: Employee:  Date: *5/7/22* Supervisor:  Date: *07/07/22*



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 2022 to 30 June 2023**
- 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	:	1501600
Management level	:	Level 2
Component	:	Budget and Treasury
Unit	:	Budget and Treasury
Location	:	Head Office – Professor Nyembezi Building
Occupational classification	:	Senior Management (Section 56)
Designation	:	Chief Financial Officer



4. JOB PURPOSE

The purpose of the **Chief Financial Officer's** job should be in line with the Municipality's priorities as identified in the 2022 – 2023 Service Delivery Budget and Implementation Plan. The purpose of the **Chief Financial Officer** is to assist the **City Manager** in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of **Municipal Budget and Treasury**, 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 **Chief Financial Officer** and has the responsibility for **Municipal Budget and Treasury**. 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:

- ⇒ Provides leadership in determining and implementation of organisational financial strategies
- ⇒ Ensures long term financial viability
- ⇒ Consolidates the overall financial plan
- ⇒ Maximises financial planning and risk management
- ⇒ Ensures effective and efficient financial oversight
- ⇒ Develops and implements cost management strategies through effective accounting controls and financial management techniques
- ⇒ Sets parameters for cash flow management and operations of the finance personnel
- ⇒ Ensures financial data integrity: accuracy and reliability
- ⇒ Ensures quality budget formulations and effective budget execution
- ⇒ Implementation of mSCOA
- ⇒ Implementation of SAP

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

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

Key Performance Areas (KPAs)	Weight
1. WORKPLAN 1: MUNICIPAL FINANCIAL VIABILITY	30%
2. WORKPLAN 2: FINANCIAL VABILITY & FINANCIAL MANAGEMENT	30%
3. WORKPLAN 3: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	30%
4. WORKPLAN 4: PERFORMANCE MANAGEMENT	10%
TOTAL	100%

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	20%
3	Programme and Project Management	20%
4	Financial Management	20%
5	Change Leadership	10%
6	Governance Leadership	10%
Total		100%

*** 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 2021/2022	AUGUST/SEPTEMBER 2022
QUARTER 1 – 2022/2023 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2022
QUARTER 2 – 2022/2023 FINANCIAL YEAR	FEBRUARY 2023
QUARTER 3 – 2022/2023 FINANCIAL YEAR (ORAL)	APRIL/MAY 2023

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 1st and 3rd 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 2022/23 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: Dudu Ntombenhle Gamba

Signature: [Handwritten Signature] Date: 5/1/2022

AND

Name of Supervisor: N. Ngedo

Signature: [Handwritten Signature] Date: 07/07/22



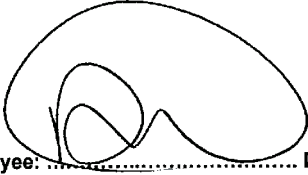
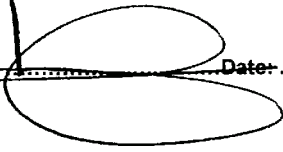
ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee:  Date: 5/7/22 Supervisor:  Date: 07/07/22



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 subitem (1).

9. Council property

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

10. Payment of arrears

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

11. Participation in elections

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

12. Sexual harassment

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

13. Reporting duty of staff members

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



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.



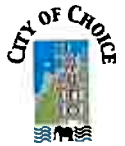
ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee:  Date: 5/7/22 Supervisor:  Date: 07/07/22



**FINANCIAL DISCLOSURE
FORM**

I, the undersigned (surname and initials) DN Gumbo of
6 Goodwood Place
Hester Park PMB (Postal address) and
same as above (Residential address)
 employed as CFO A 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
<u>N/A</u>			

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
<u>N/A</u>		

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
<u>N/A</u>		



Council sanction confirmed:

Signature of Mayor: _____

Date: _____

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
6 Goodwood Place			R1.4m
33 Scotland RD			R850



SIGNATURE OF EMPLOYEE:

[Handwritten signature]

DATE:

5/7/2022

PLACE:

333 Church Street

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.

[Handwritten signature of Sifiso Petros Mzobe]

EX OFFICIO COMMISSIONER OF OATHS
HUMAN RESOURCES SUPPORT SERVICES MANAGER
SIFISO PETROS MZOBE
333 CHURCH STREET, PIETERMARITZBURG 3201

DATE: 5/7/2022

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____ (Block letters)

Designation (rank): _____ Ex Officio Republic of South Africa

Street address of institution: _____

Date: _____

Place: _____

CONTENTS NOTED: MAYOR _____

DATE: _____



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

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

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council)

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

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

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainerships

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



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mrs. Nelisiwe Ngcobo (Full Name)

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


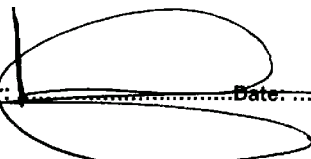
AND

Mrs. Dudu Gambu (Full Name)

As the *CHIEF FINANCIAL OFFICER (A)* (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2022 to 30 June 2023

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

Signatures: Employee:  Date: *sh/22* Supervisor:  Date: *07/07/22*



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	MRS DUDU GAMBU
JOB TITLE:	CHIEF FINANCIAL OFFICER (A)
SUPERVISOR	CITY MANAGER
UNIT	BUDGET AND TREASURY
COMPONENT:	BUDGET AND TREASURY

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)?

NSF 8
MFMP

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

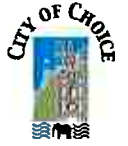
NSF 9
MFMP

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

N/A

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

N/A



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

Completion of Doctoral degree

6. Actions/Training interventions to address future progression

Currently studying towards achieving NQF 10

7. Comments/Remarks of the Incumbent

N/A

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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



AGREED UPON:

Signature: _____
Supervisor: _____
Date: _____

Signature: _____
Incumbent: DN Gamby
Date: 8/7/2022

Date of next review: _____



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER:
SURNAME & INITIALS: GAMBU, D
DESIGNATION: CHIEF FINANCIAL OFFICER (A)
COMPONENT: BUDGET AND TREASURY
UNIT: BUDGET AND TREASURY
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:

DN Gambu

DATE:

5/7/2022

SUPERVISOR:

DATE:

Signatures: Employee:

Date:

5/7/22

Supervisor:

Date:

07/07/22



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER:	1501600
SURNAME & INITIALS:	GAMBU, D
DESIGNATION:	CHIEF FINANCIAL OFFICER (A)
COMPONENT:	BUDGET AND TREASURY
UNIT:	BUDGET AND TREASURY
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:	<u>Dudu N Gambu</u>
DATE:	<u>07/07/2022</u>
SUPERVISOR:	_____
DATE:	_____

Signatures: Employee: Date: Supervisor:  Date: 07/07/22

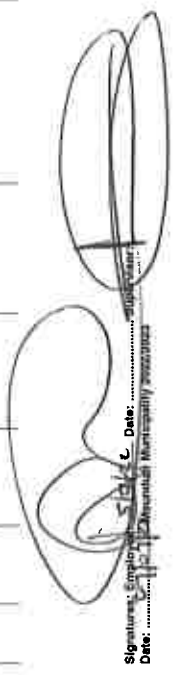
NO	DATE	REFERENCE	INDICATOR AREA	PROGRAMME	PROJECT	MAJORITY / STATUS / GO	RESPONSIBLE	INDICATOR	AMOUNT / TARGET /	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ANNUAL
D	D1		NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Adoption of Revenue related policies	Compliance	Credit Control, Tariffs, Indigent, Rates and Debt Write off policies reviewed and approved submitted to SMC by the during MAY 2022 for approval by Council for approval by the 30th of June 2023	All Revenue related policies were reviewed in 2021/22 budget. (Credit Control, Tariffs, Indigent, Rates and Debt Write off policies)	Data Credit Control, Tariffs, Indigent, Rates and Debt Write off policies reviewed and submitted	500% of all Revenue Management policies (Credit Control, Tariffs, Indigent, Rates and Debt Write off) for the 22/23 FY reviewed and submitted to SMC for approval by the Council for approval by the 30th of June 2023	Number	N/A	N/A	N/A	100% of all Revenue Management policies (Credit Control, Tariffs, Indigent, Rates and Debt Write off) for the 22/23 FY reviewed and submitted to SMC for approval by the Council for approval by the 30th of June 2023	
D	D3		NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue management	Compliance	12 x monthly debtors age analysis reports for the 22/23 FY prepared & submitted to SMC	Monthly debtors age analysis reports submitted to SMC in the 21/22 FY	Number of monthly debtors age analysis reports submitted to SMC	33 x monthly debtors age analysis reports for the 22/23 FY prepared & submitted to SMC by the 30th of June 2023	Number	90%	90%	90%	90%	12 x monthly debtors age analysis reports for the 22/23 FY prepared & submitted to SMC by the 30th of June 2023
D	D1		NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Compliance	85% Monthly collection rate of current debt	90% current debt collected in the 21/22FY	% of Monthly collection rate of current debt	90% Monthly collection rate of current debt achieved for the 21/22 FY by the 30th of September 2022	Percentage	90%	90%	90%	90%	90% Monthly collection rate of current debt achieved for the 22/23 FY by the 31st of May 2023
D	D1		NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	20% Monthly collection rate of arrears debt Annually by	1% Monthly collection rate of current debt by the 30th of June 2022	% of Monthly collection rate of arrears debt	20% Monthly collection rate of arrears debt achieved for the 21/22 FY by the 30th of September 2022	Percentage	20%	20%	20%	20%	20% Monthly collection rate of arrears debt achieved for the 22/23 FY by the 31st of March 2023
D	D1		NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	75% of all electricity and water meters read on a monthly basis	85% electricity and water meters read in the 21/22 FY	% of all electricity and water meters read on a monthly basis	75% of all electricity and water meters read on a monthly basis for the 21/22 FY by the 30th of September 2022	Percentage	75%	75%	75%	75%	75% of all electricity and water meters read on a monthly basis for the 22/23 FY by the 30th of June 2023
D	D3		NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	85% Monthly collection rate of current debt	Disconnection va. Reconnection report submitted monthly to smc in 21/22 FY	Number of disconnection va. reconnection rates submitted	12 x monthly progress reports on disconnection and reconnection rates for the 22/23 FY prepared & submitted to SMC by the 30th of June 2023	Percentage	85%	85%	85%	85%	12 x monthly progress reports on disconnection and reconnection rates for the 22/23 FY prepared & submitted to SMC by the 30th of June 2023
D	D1		NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Rates clearance certificates	80% of new applications for rates clearance certificates received without technical queries processed within 30 days for the 22/23 FY	Data cleaning quarterly reports submitted to SMC for 21/22 FY	Number of Quarterly reports on Consumer account data accurately updated (data cleaning) (consumer data is exactly as data on billing system) prepared and submitted to SMC	85% of new applications for rates clearance certificates received without technical queries processed within 30 days by the 31st of May 2023	Number	85%	85%	85%	85%	85% of new applications for rates clearance certificates received without technical queries processed within 30 days by the 31st of May 2023
D	D3		NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	12 x monthly rental stock reports submitted to SMC by the 30th of June 2022	rental stock reports submitted to SMC 21/22 FY	Number of monthly rental stock reports submitted to SMC	12 x monthly progress reports on Council rental stock for the 21/22 FY prepared & submitted to SMC by the 31st of May 2023	12 x monthly rental stock reports submitted to SMC by the 30th of June 2022	12 x	12 x	12 x	12 x	12 x monthly progress reports on Council rental stock for the 22/23 FY prepared & submitted to SMC by the 31st of May 2023

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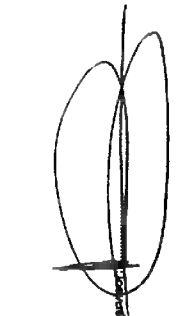
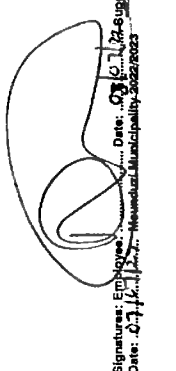
MSUNDUZI MUNICIPALITY													
DESIGNATION: CHIEF FINANCIAL OFFICER (A)													
BOOK	RF REFERENCE	NATIONAL PERFORMANCE AREA	PROGRAMME	PROJECT	ISSUING / STATUS QSD	REQUIREMENT	INDICATOR	ANNUAL TARGET /	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D3	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Adoption of Revenue related policies	Compliance	100% of all Revenue Management policies (Credit Control, Tariffs, Budget, Rates and Debt Write off) for the 21/22 FY reviewed and submitted to Council for approval	Credit Control, Tariffs, Budget, Rates and Debt Write off policies reviewed and approved submitted to SMC by the during MAY 2021 No approval by Council FOR 2021/22	Number of Quarterly reports on the implementation of the revenue enhancement strategy produced and submitted to SMC	100% of all Revenue Management policies (Credit Control, Tariffs, Budget, Rates, Customer care, Accounts Disputes Resolution, Refunds, Impairment Policy and Debt Write off) for the 21/22 FY reviewed and submitted to SMC for onward transmission to Council for approval by the 31st of May 2023.	N/A	N/A	N/A	N/A	100% of all Revenue Management policies (Credit Control, Tariffs, Budget, Rates, Customer care, Accounts Disputes Resolution, Refunds, Impairment Policy and Debt Write off) for the 21/22 FY reviewed and submitted to SMC for onward transmission to Council for approval by the 31st of May 2023.
D	D1	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	SCM Policy Review	SCM Policy 2022/23 FY approved by SMC on 31/3/22	SCM Policy 21/22 approved by SMC on 28/2/22	Date Supply chain management Policy reviewed	Supply chain management Policy 2022/2023 reviewed and submitted to SMC for approval by Council by the 31st of March 2023	Date	N/A	N/A	Supply chain management Policy 2022/2023 reviewed and submitted to SMC for approval by Council by the 31st of March 2023	N/A
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Procurement plan submission	Procurement plan circulated to Business unit, there are delays in terms of response	Procurement plan approved by SMC on 30/06/2021	Date Procurement Plan prepared and submitted	Procurement Plan for the 2023/2024 financial year prepared and submitted to SMC for approval by Council by the 30th of June 2023	Date	N/A	N/A	N/A	Procurement Plan for the 2023/2024 financial year prepared and submitted to SMC for approval by Council by the 30th of June 2023
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Procurement Plan Implementation	4 x quarterly reports produced and submitted to SMC on the implementation of the 22/23 FY approved procurement plan by the 30th of June 2022	4 x quarterly reports produced and submitted to SMC on the implementation of the 21/22 FY approved procurement plan	% Implementation of the Procurement plan	4 x quarterly progress reports on the implementation of the 2022/2023 approved procurement plan produced and submitted to SMC by the 30th of June 2023	Percentage	1 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 30th of September 2022	2 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 31st of December 2022	3 x quarterly progress reports on the implementation of the 2022/2023 approved procurement plan produced and submitted to SMC by the 31st of March 2022	4 x quarterly progress reports on the implementation of the 2022/2023 approved procurement plan produced and submitted to SMC by the 30th of June 2023
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monthly reports	12 x contract management monthly reports prepared and submitted to SMC 21/22 FY	12 x contract management monthly reports prepared and submitted to SMC 21/22 FY	Number of contract management monthly reports for the 19/20 FY prepared and submitted to SMC	12 x contract management monthly progress reports for the 22/23 FY prepared and submitted to SMC by the 30th of June 2023	Number	3 x contract management monthly progress reports for the 21/22 FY prepared and submitted to SMC by the 30th of September 2022	6 x contract management monthly progress reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2022	9 x contract management monthly progress reports for the 22/23 FY prepared and submitted to SMC by the 31st of March 2023	12 x contract management monthly progress reports for the 22/23 FY prepared and submitted to SMC by the 30th of June 2023
D	D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monitoring of tender award timeframe	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY	Average days taken to award tenders as per the approved procurement plan	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of June 2023	Number	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of September 2022	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of December 2022	Average of 90 days taken to award tenders as per the approved procurement plan for the 22/23 FY by the 31st of March 2023	Average of 90 days taken to award tenders as per the approved procurement plan for the 22/23 FY by the 31st of June 2023

Signatures:  Date: 2022/2023

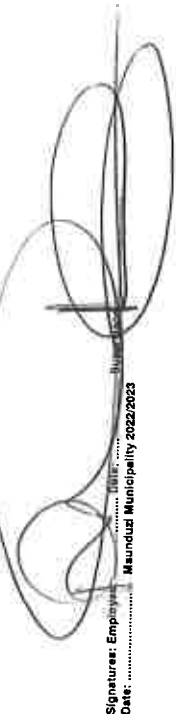
MSUNDUZI MUNICIPALITY													
DESIGNATION: CHIEF FINANCIAL OFFICER (A)													
INDEX	ISSUE REFERENCE	PROGRAMME	PROJECT	MEASURE / STATUS / GDP	KEY OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ANNUAL
D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Revenue Management	Monthly Reports of Support and Maintenance of SAP ERP system	4 x Quarterly Reports on the Support and Maintenance of the SAP ERP System submitted	None	Support and Maintenance of the SAP ERP System Annually	4 x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 30th of June 2023	Number of Reports submitted	1 x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 30th of September 2022	2x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 31st of December 2022	3x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 31st of March 2023	4 x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 30th of June 2023	
D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Financial Statement	1 x Mauvuzi Municipality Annual Financial Statement prepared and submitted to the AG by the 31st of August 2022	Mauvuzi Municipality Annual Financial Statements 21/22 submitted to the AG on the 31st of August 2021	Mauvuzi Municipality Annual financial statements Annually	1 x Mauvuzi Municipality Annual Financial Statement prepared and submitted to the AG by the 30th August 2022	Date of Report	1 x Mauvuzi Municipality Annual Financial Statement prepared and submitted to the AG by the 31th August 2022	N/A	N/A	N/A	
D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Financial Statement	Mauvuzi Municipality Consolidated Annual Financial Statement prepared & submitted to the AG by the 30th September 2022	Nil	Mauvuzi Municipality Consolidated Annual financial statements prepared and submitted to the AG Annually	Mauvuzi Municipality Consolidated Annual Financial Statement prepared & submitted to the AG by the 30th September 2023	Date of Report	Mauvuzi Municipality Consolidated Annual Financial Statement prepared & submitted to the AG by the 30th September 2023	N/A	N/A	N/A	
D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Development and submission of an AG action plan	1 X AG Audit Action Plan for the 22/23 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	Nil	Interim financial statements prepared and submitted to Internal audit Annually	1 X AG Audit Action Plan for the 22/23 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	Date of Report	N/A	N/A	N/A	1 X AG Audit Action Plan for the 22/23 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	
D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	VAT Returns	11 x Monthly VAT returns prepared and submitted to SMC by the 30th of May 2023	11 x Monthly VAT returns prepared and submitted to SMC	VAT returns prepared and submitted to SMC Annually	11 x Monthly VAT returns prepared and submitted to SMC by the 30th of May 2023	N/A	3 x Monthly VAT returns prepared and submitted to SMC by the 31st of September 2022	6 x Monthly VAT returns for the 21/22 FY prepared and submitted to SMC by the 31st of December 2022	9 x Monthly VAT returns for the 22/23 FY prepared and submitted to SMC by 31st of March 2023	11 x Monthly VAT returns for the 22/23 FY prepared and submitted to SMC by the 30th of May 2023	
D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Loans register	11 x Monthly loans register prepared and submitted to SMC by the 30th of June 2022	11 x Monthly loans register prepared and submitted to SMC	Monitoring of loans register Annually	11 x Monthly loan register prepared and submitted to SMC by the 30th of May 2023	N/A	3 x Monthly loan register reports for the 21/22 FY prepared and submitted to SMC by the 31st of September 2022	6 x Monthly loan register reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2022	9 x Monthly loan register reports for the 22/23 FY prepared and submitted to SMC by the 31st of March 2023	11 x Monthly loan register reports for the 22/23 FY prepared and submitted to SMC by the 30th of May 2023	
D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Review of policies (Cash management, Reserves and funding, borrowings policy)	3 x Reviewed policies (Cash management, Reserves and funding, Borrowings policy) completed and submitted to Council for approval by the 31st of May 2022	3 x Reviewed policies (Cash management, Reserves and funding, Borrowings policy) completed and submitted to Council for approval by the 31st of May 2022	Reviewed policies (Cash management, Reserves and funding, Borrowings policy) submitted to Council for approval Annually	3 x Financial governance policies for the 22/23 FY prepared and submitted to SMC by the 30th of May 2023	N/A	N/A	N/A	N/A	3 x Financial governance policies for the 22/23 FY (Cash management, Reserves and funding, Borrowings policy) reviewed and submitted to SMC for approval by Council by the 31st of May 2023	

Signature:  Date:


INDEX	REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	SCOPE / STATUS / GDS	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D3		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	AG action plan: monitoring	10 x Monthly AG audit action plan progress reports prepared and submitted to SMC	10 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of May 2023	AD audit action plan progress reports prepared and submitted to Annually	10 x Monthly AG audit action plan progress reports for the 2023 FY prepared and submitted to SMC by the 31st of May 2023	Number	3 x Monthly AG audit action plan progress reports for the 21/22 FY prepared and submitted to SMC by the 31st of September 2022	5 x Monthly AG audit action plan progress reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2022	8 x Monthly AG audit action plan progress reports for the 2023 FY prepared and submitted to SMC by the 31st of March 2023	10 x Monthly AG audit action plan progress reports for the 2023 FY prepared and submitted to SMC by the 31st of May 2023
D3		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Compliance Checklist	Development of a compliance checklist	11 x monthly MFMA Legislative compliance checklist reports for the 2023 FY produced and submitted to SMC for onwards transmission to EXCO & Full Council	11 x monthly MFMA Legislative compliance checklist reports produced and submitted to OMC in 21/22 FY	100% compliance with MFMA calendar of reporting	11 x Monthly MFMA Legislative compliance checklist reports for the 2023 FY prepared and submitted to SMC by the 30th of June 2023	Percentage	9 x Monthly MFMA Legislative compliance checklist reports for the 21/22 FY prepared and submitted to SMC by the 31st of September 2022	6 x Monthly MFMA Legislative compliance checklist reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2022	9 x Monthly MFMA Legislative compliance checklist reports for the 2023 FY prepared and submitted to SMC by the 31st of March 2023	11 x Monthly MFMA Legislative compliance checklist reports for the 2023 FY prepared and submitted to SMC by the 30th of June 2023
D3		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	IP/Budget process plan	Implementation of process plan	Date of Final Draft budget for 2021/22 FY & two outer years prepared & submitted to SMC by the 16th of March 2022	Final Draft budget submitted to SMC by the 26th of February 2021 due to the National Elections and unavailability of Councilors during the Months of April and May 2022	Date Final Draft budget for 2020/21 FY & two outer years prepared & submitted to SMC	Date of final Draft budget for 2023/24 FY & two outer years prepared & submitted to SMC by the 31st of March 2023	N/A	N/A	N/A	Date of final Draft budget for 2023/24 FY & two outer years prepared & submitted to SMC by the 31st of March 2023	Date of final Draft budget for 2023/24 FY & two outer years prepared & submitted to SMC by the 31st of March 2023
D3		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	IP/Budget process plan	Implementation of process plan	Summary of the approved budget and tariff of charges for the 2022/23 FY advertised	Summary of the approved budget and tariff of charges advertised by the 30th of June 2022	Date Summary of the approved budget and tariff of charges advertised	Date of Summary of the approved budget and tariff of charges for the 2022/23 FY advertised by the 30th of June 2023	N/A	N/A	N/A	N/A	Date of Summary of the approved budget and tariff of charges for the 2022/23 FY advertised by the 30th of June 2023
D3		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Strengthen Governance	Ensure compliance to MFMA and Treasury regulations	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures	% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures by the 31st of May 2023	Percentage	N/A	N/A	N/A	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures by the 31st of May 2023
D3		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Full implementation of MSCOA in terms of MSCOA regulation as from 1 July 2017	12 x monthly data strings reports produced & uploaded for the 2023 FY onto the LG Data Base	Quarterly reports uploaded into LG Data Base in pipe delimited format directly from SAP system in the 21/22 FY	Number of monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base	12 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of June 2023	Number	6 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 31st of December 2022	6 x monthly data strings reports produced & uploaded for the 2023 FY onto the LG Data Base by the 31st of May 2023	9x monthly data strings reports produced & uploaded for the 2023 FY onto the LG Data Base by the 31st of May 2023	12 x monthly data strings reports produced & uploaded for the 2023 FY onto the LG Data Base by the 30th of June 2023

Signature:  Date: 03/07/2023
 Signature:  Date: 03/07/2023
 Designator: Chief Financial Officer (A)
 Municipality: Msunduzi Municipality

NAME: MRS LINDU SAMBU WETEMLANI E. FINANCIAL VIABILITY & FINANCIAL MANAGEMENT		DESIGNATION: CHIEF FINANCIAL OFFICER (A)		MSUNDUZI MUNICIPALITY		WEIGHTING: 50%		UNIT OF MEASURE		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		ANNUAL	
INDEX	DESCRIPTION	PROGRAMME	PROJECT	INDICATOR	PROGRESSIVE OBJECTIVE	INDICATOR	QUALITY TARGET/ OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ANNUAL						
D1	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monthly reports	Number of contract management reports for the 2023 FY prepared and submitted to SMC by the 21/22 FY	12 x contract management monthly reports prepared and submitted to SMC by the 21/22 FY	Number of contract management reports for the 2023 FY prepared and submitted to SMC by the 21/22 FY	12 x contract management monthly reports prepared and submitted to SMC by the 21/22 FY	Number	3 x contract management monthly reports for the 21/22 FY prepared and submitted to SMC by the 30th of September 2022	6 x contract management monthly reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2022	9 x contract management monthly reports for the 21/22 FY prepared and submitted to SMC by the 31st of March 2023	12 x contract management monthly reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2023							
D2	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Supply Chain Management	Monitoring of tender award timeframe	Average days taken to award tenders as per the approved procurement plan	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY	Number	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 30th of September 2022	Number	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 30th of September 2022	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of December 2022	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of March 2023	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of June 2023							
D3	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Revenue Management	Monthly Reports of Support and maintenance of SAP ERP system	Support and Maintenance of the SAP ERP System Annually	None	Number of Reports submitted	4 x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 30th of June 2023	Number of Reports submitted	1x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 30 September 2022	2x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 31st of December 2022	3x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 31st of March 2023	4 x Quarterly Support and Maintenance of the SAP ERP System report prepared & submitted to SMC by the 30th of June 2023							
D	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Financial Statement	Maunduzi Municipality Annual financial statements Annually	Maunduzi Municipality Annual Financial Statements 21 / 22 submitted to the AG by the 31st of August 2021	Date of Report	1 x Maunduzi Municipality Annual Financial Statement prepared and submitted to the AG by the 31st August 2023	Date of Report	1 x Maunduzi Municipality Annual Financial Statement prepared and submitted to the AG by the 31st August 2023	N/A	N/A	N/A							
D	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Financial Statement	Maunduzi Municipality Consolidated Annual financial statements submitted to the AG Annually	Maunduzi Municipality Consolidated Annual Financial Statements 21 / 22 submitted to the AG by the 31st of August 2021	Date of Report	Maunduzi Municipality Consolidated Annual Financial Statement prepared and submitted to the AG by the 30th September 2023	Date of Report	Maunduzi Municipality Consolidated Annual Financial Statement prepared and submitted to the AG by the 30th September 2023	N/A	N/A	N/A							
D	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Development and submission of an AG action plan	Interim financial statements prepared and submitted to internal audit Annually	None	Date of Report	1 X AG Audit Action Plan for the 22/23 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	Date of Report	N/A	N/A	N/A	1 X AG Audit Action Plan for the 22/23 FY prepared and submitted to SMC within 60 days after receiving signed AG reports							
D	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	VAT Returns	VAT returns prepared and submitted to SARS Annually	11 x Monthly VAT returns prepared and submitted to SARS by the 31st of May 2022	N/A	11 x Monthly VAT returns for the 22/23 FY prepared and submitted to SARS by the 30th of May 2023	N/A	6 x Monthly VAT returns for the 22/23 FY prepared and submitted to SARS by the 31st of September 2022	9 x Monthly VAT returns for the 22/23 FY prepared and submitted to SARS by the 31st of December 2022	11 x Monthly VAT returns for the 22/23 FY prepared and submitted to SARS by the 30th of March 2023	11 x Monthly VAT returns for the 22/23 FY prepared and submitted to SARS by the 30th of May 2023							
D	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Loans register	Monitoring of loans register Annually	11 x Monthly loans register reports for the 21/22 FY prepared and submitted to SMC	N/A	11 x Monthly loan register reports for the 22/23 FY prepared and submitted to SMC by the 30th of May 2023	N/A	3 x Monthly loan register reports for the 22/23 FY prepared and submitted to SMC by the 31st of September 2022	6 x Monthly loan register reports for the 22/23 FY prepared and submitted to SMC by the 31st of December 2022	9 x Monthly loan register reports for the 22/23 FY prepared and submitted to SMC by the 31st of March 2023	11 x Monthly loan register reports for the 22/23 FY prepared and submitted to SMC by the 30th of May 2023							
D	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Review of policies (Cash management, reserves and funding, Borrowings policy)	Reviewed policies (Cash management, Reserves and funding, Borrowings policy) submitted to Council for approval Annually	3 x Reviewed policies (Cash management, Reserves and funding, Borrowings policy) completed and submitted to Council for approval by the 31st of May 2022	N/A	3 x Financial governance policies for the 22/23 FY (Cash management, Reserves and funding, Borrowings policy) approved by Council by the 31st of May 2023	N/A	N/A	N/A	N/A	3 x Financial governance policies for the 22/23 FY (Cash management, Reserves and funding, Borrowings policy) reviewed and submitted to Council for approval by the 31st of May 2023							

Signature:  Date:


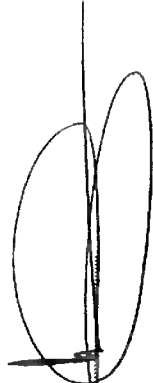
INDEX	EM NUMBER	INTERNAL KEY	PROGRAMME	PROJECT	STATUS / KRYTA DOO	RESPONSIBLE OBJECTIVE	MISCION	ANNUAL TARGET/ OUTPUT	UNIT OF MEASURE	QUARTER I	QUARTER 2	QUARTER 3	QUARTER 4	ANNUAL
D0		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	AG action plan monitoring	10 x Monthly AG audit action plan progress reports prepared and submitted to SMC	AG audit action plan progress reports prepared and submitted to SMC	AG audit action plan progress reports prepared and submitted to SMC	10 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of May 2023	Number	3 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of September 2023	3 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of December 2023	3 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of March 2023	4 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of March 2023	10 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of May 2023
D03		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Compliance Checklist	Development of a compliance checklist	11 x monthly MFMA Legislative compliance checklist reports produced and submitted to SMC by the 15th of February 2023	100% compliance with MFMA calendar of reporting	11 x Monthly MFMA Legislative compliance checklist reports for the 2023 FY prepared and submitted to SMC by the 30th of June 2023	Percentage		3 x Monthly MFMA Legislative compliance checklist reports for the 2023 FY prepared and submitted to SMC by the 31st of September 2023	6 x Monthly MFMA Legislative compliance checklist reports for the 2023 FY prepared and submitted to SMC by the 31st of December 2023	9 x Monthly MFMA Legislative compliance checklist reports for the 2023 FY prepared and submitted to SMC by the 31st of March 2023	11 x Monthly MFMA Legislative compliance checklist reports for the 2023 FY prepared and submitted to SMC by the 30th of June 2023	11 x Monthly MFMA Legislative compliance checklist reports for the 2023 FY prepared and submitted to SMC by the 30th of June 2023
D05		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Final Draft budget for 2023/24 FY & two outer years prepared and submitted to SMC by the 10th of March 2023	Date Final Draft budget for 2023/24 FY & two outer years prepared and submitted to SMC	Date of final Draft budget for 2023/24 FY & two outer years prepared and submitted to SMC by the 31st of March 2023	N/A		N/A	N/A	N/A	N/A	Date of final Draft budget for 2023/24 FY & two outer years prepared and submitted to SMC by the 31st of March 2023
D06		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	IDP/Budget process plan	Implementation of process plan	Summary of the approved budget and tariff of charges for the 2022/23 FY advertised	Date Summary of the approved budget and tariff of charges	Date of Summary of the approved budget and tariff of charges for the 2022/23 FY advertised by the 30th of June 2023	N/A		N/A	N/A	N/A	N/A	Date of Summary of the approved budget and tariff of charges for the 2022/23 FY advertised by the 30th of June 2023
D07		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Strengthen Governance	Ensure compliance to MFMA and Treasury regulations	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures	% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures by the 31st of May 2023	Percentage		N/A	N/A	N/A	N/A	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures by the 31st of May 2023
D08		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Financial reporting	Full implementation of mSCOA in terms of mSCOA regulation as from 1 July 2017	Quarterly reports uploaded into LG Data Base in pipe delimited format directly from SAP system in the 21/22 FY	Number of monthly data strings produced & uploaded for the 21/22 FY onto the LG Data Base	12 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of June 2023	Number		3x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of September 2022	6 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 31st of December 2022	9x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 31st of March 2023	12 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of June 2023	12 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of June 2023

Signature:  Date: 2023/06/27

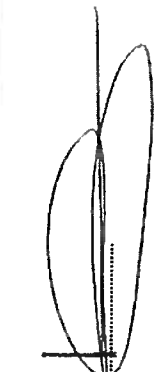
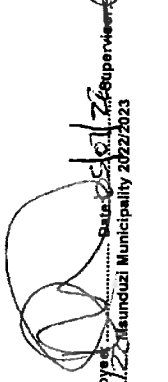
INDEX	IP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	STATUS / RATING	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	NKPA 1 - MUNICIPAL TRANSFORMATION ON ORGANIZATION & DEVELOPMENT	Increase institutional capacity and promote transformation.	Policy review	Asset Management Policy for the 2022-2023 Financial Year reviewed and submitted to SMC for approval by Council for the 31st of March 2022.	Asset management Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2022.	Date Asset management Policy reviewed	Asset Management Policy for the 2022-2023 Financial Year reviewed and submitted to SMC for approval by Council by the 31st of March 2022	Date	N/A	N/A	N/A	Asset Management Policy for the 2022-2023 Financial Year reviewed and submitted to SMC for approval by Council by the 31st of March 2022
A	A2	NKPA 1 - MUNICIPAL TRANSFORMATION ON ORGANIZATION & DEVELOPMENT	Increase institutional capacity and promote transformation	Valuation of investment Properties	1 x progress report on the valuation of all Council Investment Property Assets at year end for the 22/23 FY prepared and submitted to SMC	Report prepared and submitted to SMC on the valuation of all Council Investment Property Assets at year end	Number & date of reports prepared and submitted to SMC on the valuation of all Council Investment Property Assets at year end	1 x progress report on the valuation of all Council Investment Property Assets at year end for the 21/22 FY prepared and submitted to SMC by the 31st of July 2022	Number	1 x progress report on the valuation of all Council Investment Property Assets at year end for the 21/22 FY prepared and submitted to SMC by the 31st of July 2022	N/A	N/A	N/A
A	A2	NKPA 1 - MUNICIPAL TRANSFORMATION ON ORGANIZATION & DEVELOPMENT	Increase institutional capacity and promote transformation	Undertake asset count	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council	Report prepared and submitted to SMC on the verification of all Council assets physically verified at year end	1 x report prepared and submitted to SMC on the physical verification of all Council assets at year end	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council by the 31st of July 2022	Percentage	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council by the 31st of July 2022	N/A	N/A	N/A
A	A2	NKPA 1 - MUNICIPAL TRANSFORMATION ON ORGANIZATION & DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	11 x monthly progress reports prepared and submitted to SMC for the 22/23 FY	Monthly reports prepared and submitted to OMC on reconciliations between Asset Register & General Ledger performed at month end	% completion of Reconciliations	11 x monthly progress reports on the management of insurance claims for the 22/23 FY submitted to SMC by the 30th of June 2023	Number of Reports submitted	3 x monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC by the 30th of September 2022	6x monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC by the 31st of December 2022	9 x monthly progress reports on the management of insurance claims for the 22/23 FY submitted to SMC by the 31st of May 2023	11 x monthly progress reports on the management of insurance claims for the 22/23 FY submitted to SMC by the 30th of June 2023
A	A2	NKPA 1 - MUNICIPAL TRANSFORMATION ON ORGANIZATION & DEVELOPMENT	Improve Assets and Liabilities	Submit monthly reports on management of insurance claims to SMC.	11 x monthly progress reports on the management of insurance claims for the 22/23 FY submitted to SMC	4 x Quarterly reports on the management of insurance claims submitted to the Operational Management Committee by the end of June 2022	Date Councils Insurance Policy reviewed and submitted to SMC for approval by Council	Maunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council by the 31st of March 2023	N/A	N/A	N/A	N/A	Maunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council by the 31st of March 2023
A	A1	NKPA 1 - MUNICIPAL TRANSFORMATION ON ORGANIZATION & DEVELOPMENT	New council vehicles & plants	New council vehicles & plants branded	100% of all New Municipal council vehicles & plant branded	Not all municipal vehicles are branded	% of Council vehicles & plant branded	100% of all New Municipal council vehicles & plant branded by the 30th of June 2023	Percentage	N/A	N/A	N/A	100% of all New Municipal council vehicles & plant branded by the 30th of June 2023

Signatures: Employee: Date:
 Supervisor:
 Date: Maunduzi Municipality 2022/2023

INDX	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / ANNUAL OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	AJ	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	New Plant and Vehicles	New Plant and Vehicles purchased	5 x Vehicles Purchased and Delivered for Maunduzi Municipality for the 2023 FY	20 x Council vehicles and plant have been Purchased by 30 June 2023	Number of Council vehicles and plant to be Purchased	5 x Vehicles Purchased and Delivered for Maunduzi Municipality for the 2023 FY by the 31st of May 2023	Number	N/A	N/A	N/A	5 x Vehicles Purchased and Delivered for Maunduzi Municipality for the 2023 FY by the 31st of May 2023

Signature:  Employee: Date:
 Signature:  Supervisor: Date:
 Date: Maunduzi Municipality 2022/2023

MSUNDUZI MUNICIPALITY												
DESIGNATION: CHIEF FINANCIAL OFFICER (A)												
WEIGHT (%): 10%												
INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SOBIP & OP	N/A	Submission towards the Development of the Municipal SOBIP 23/24 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2023	Date Submission towards the Development of the Municipal SOBIP 23/24 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SOBIP 23/24 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2023
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 21/22 FY	N/A	Submission towards the Development of the Municipal Annual Performance Report 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2022	Date Submission towards the Development of the Municipal Annual Performance Report 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission towards Development of the Municipal Annual Performance Report 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2022	N/A	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Report 21/22 FY	N/A	Submission towards the Development of the Municipal Annual Report 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2023	Submission towards the Development of the Municipal Annual Report 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission towards Development of the Municipal Annual Report 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2023	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Performance Agreement 21/22 FY	Signed Performance Agreement 21/22 in place	Submission of a signed performance agreement for the 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2022	Date Submission of a signed performance agreement for the 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission of a signed performance agreement for the 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2022	N/A	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Mid-year Revised Performance Agreement 22/23 FY	Signed Mid-year Revised Performance Agreement 21/22 FY	Submission of a signed mid-year revised performance agreement for the 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2023	Date Submission of a signed mid-year revised performance agreement for the 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission of a signed mid-year revised performance agreement for the 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2023	N/A

Signature:  Date: 20/02/2023
 Signature:  Date: 20/02/2023
 Date: 20/02/2023
 Msunduzi Municipality 2022/2023

Code	Activity	Reporting	Frequency	Due Date	Performance	Reporting	Frequency	Due Date	Performance	
E1	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Monthly	24th of June 2023	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2023	Number of Monthly Sectional Meetings (Branch, Staff & Mando) conducted	3 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of September 2022	6 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 31st of December 2022	9 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 31st of March 2023	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2023
A1	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Quarterly	24th of June 2023	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2023	Number of Monthly Sectional Meetings (Branch, Staff & Mando) conducted	3 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of September 2022	6 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 31st of December 2022	9 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 31st of March 2023	12 x Monthly Sectional Meetings (Branch, Staff & Mando) conducted by the 30th of June 2023
F1	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Monthly & Quarterly	30th of June 2023	8 x SDBIP / Operational Plan 22/23 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2023	Number of SDBIP / Operational Plan 22/23 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees	2 x SDBIP / Operational Plan 22/23 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of September 2022	4 x SDBIP / Operational Plan 22/23 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2022	6 x SDBIP / Operational Plan 22/23 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2023	8 x SDBIP / Operational Plan 22/23 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2023
B1	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Quarterly	30th of June 2023	4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to IZIN COGTA by the 30th of June 2023	Number of Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to IZIN COGTA	1 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to IZIN COGTA by the 30th of September 2022	2 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to IZIN COGTA by the 31st of December 2022	3 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to IZIN COGTA by the 31st of March 2023	4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to IZIN COGTA by the 30th of June 2023
A3	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Individual Performance	Annual	30th of June 2023	Cascading of individual performance to next level of organization within my span of control 22/23 FY	Date of Cascading of individual performance to next level of organization within my span of control 22/23 FY	Q4 / Annual 21/22 FY report	Q1 22/23 FY report	Q2 22/23 FY report	Q3 22/23 FY report

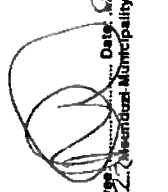
Signature:  Date: 20/06/2023
 Signature:  Supervisor
 Date: 20/06/2023
 Measeudzi Municipality 2022/2023

NAME: **Mrs Didi Gumbo** DESIGNATION: **Chief Financial Officer (A)** WEIGHTING: 10%



Quarterly Performance Assessments conducted as per the approved PMS Framework 22/23 FY by the 30th of June 2023	Quarterly Performance Assessments conducted as per the approved PMS Framework 22/23 FY by the 31st of December 2022	Quarterly Performance Assessments conducted as per the approved PMS Framework 22/23 FY by the 30th of September 2022	Quarterly Performance Assessments conducted as per the approved PMS Framework 22/23 FY by the 31st of March 2023	Quarterly Performance Assessments conducted as per the approved PMS Framework 22/23 FY by the 30th of June 2023
<p>100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2023</p>	<p>100% Submission of Responses to the Auditor General request for information within specified timeframes by the 31st of December 2022</p>	<p>100% Submission of Responses to the Auditor General request for information within specified timeframes by the 30th of September 2022</p>	<p>100% Submission of Responses to the Auditor General request for information within specified timeframes by the 31st of March 2023</p>	<p>100% Submission of Responses to the Auditor General request for information within specified timeframes by the 30th of June 2023</p>
<p>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 2023</p>	<p>100% Submission of Portfolios of Evidence in Responses to the Auditor General findings within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2022</p>	<p>100% Submission of Portfolios of Evidence in Responses to the Auditor General findings within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2022</p>	<p>100% Submission of Portfolios of Evidence in Responses to the Auditor General findings within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2023</p>	<p>100% Submission of Portfolios of Evidence in Responses to the Auditor General findings within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2023</p>
<p>100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2023</p>	<p>100% of Auditor General findings resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2022</p>	<p>100% of Auditor General findings resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2022</p>	<p>100% of Auditor General findings resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2023</p>	<p>100% of Auditor General findings resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2023</p>
<p>100% Submission of Internal Audit findings within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023</p>	<p>100% Submission of Responses to Internal Audit findings within specified timeframes by the 31st of December 2022</p>	<p>100% Submission of Internal Audit findings within specified timeframes by the 30th of September 2022</p>	<p>100% Submission of Internal Audit findings within specified timeframes by the 31st of March 2023</p>	<p>100% Submission of Responses to Internal Audit findings within specified timeframes by the 30th of June 2023</p>

Signature:  Date: **05/06/23** Supervisor: 

Code	Activity	Internal Audit findings - POE submissions	Responses to IA queries	Internal Audit findings - POE submissions	Responses to IA queries	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool
A A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	N/A	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2022	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2023	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2022	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2023	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2022	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	
A A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	N/A	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2022	100% of Internal Audit findings resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2023	100% of Internal Audit findings resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2022	100% of Internal Audit findings resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2023	100% of Internal Audit findings resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2022	100% of Internal Audit findings resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	
D D2	4 - FINANCIAL SUSTAINABILITY	Sectional Budgets	N/A	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2023	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of September 2022	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of March 2023	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of December 2022	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of March 2023	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of December 2022	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2023	
A A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Organizational Development	Implementation of the Customer Services Charter	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2023	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of September 2022	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of March 2023	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of December 2022	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of March 2023	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of December 2022	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2023	
D D1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	Increasing institutional capacity	Monitoring of Fraud & Corruption	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2023	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of September 2022	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of March 2023	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of December 2022	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of March 2023	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of December 2022	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2023	
E E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Increasing institutional capacity	Risk Management	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2023	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of September 2022	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of March 2023	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of December 2022	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of March 2023	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of December 2022	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2023	

Signature:  Date: 20/12/2023
 S.M. Mkhize, Supervisor
 Msunduzi Municipality 2022/2023

Code	Activity	Strategic Objective	Key Performance Indicator	Frequency	Target	Measurement Method	Reporting Period	Weight (%)
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing Institutional Capacity	Interns	Monthly	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of June 2023	100%
D	D1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Implementation of the Financial Recovery Plan	Monthly	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2023	100%
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing Institutional Capacity	Consequence management - abuse of council vehicles	Monthly	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 2023	100%
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to Internal Audit	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on the Annual Performance Report 21/22 FY to Internal Audit for Audit purposes by the 10th of August 2022	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to the AG	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on the Annual Performance Report 21/22 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	N/A

Signature:  Date: 22/07/2023
 Signature:  Date: 22/07/2023
 Supervisor: 