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

Lynette Molapo

As the *DMM: Corporate Services* **(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: ..... **Date:** 01 July 2025 **Supervisor:** ..... **Date:** 02 July 2025

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WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.

1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.

1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this plan, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

2. VALIDITY OF THE AGREEMENT

2.1 The agreement will be valid for the period **1 July 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.

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3. JOB DETAILS

Employee Number	:	0106810
Management level	:	Level 2
Component	:	Corporate Services
Unit	:	Corporate Services
Location	:	341 Church Street, Professor Nyembezi Building
Occupational classification	:	Senior Management (Section 56)
Designation	:	Deputy Municipal Manager: Corporate Services

4. JOB PURPOSE

The purpose of the DMM: Corporate Services' 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: DMM: Corporate Services is to assist the Acting Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of DMM: Corporate Services, through the implementation of *policies, strategies, projects and processes* that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

The jobholder is the DMM: Corporate Services and has the responsibility for DMM: Corporate Services. The incumbent will provide continuous *Management* and other relevant information to the Acting Municipal Manager in the Municipality's delivery of services.

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5. JOB FUNCTIONS

The key functions of the jobholder are to:

Provide strategic leadership and management in the provision of:

- ⇒Manage, lead and direct activities of Corporate Services Department
- ⇒Plan and contribute to the development and implementation of municipal strategies
- ⇒Financial management of the department
- ⇒Safe guarding of assets
- ⇒Provide strategic oversight of the corporate services function
- ⇒Management and development
- ⇒Promoting corporate governance and intergovernmental relations

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

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

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.

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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	40%
2. WORKPLAN 2: FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	20%
3. WORKPLAN 3: GOOD GOVERNANCE & PUBLIC PARTICIPATION	40%
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.

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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	10%
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 & orientation	5%
	Total	**100%**

***Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

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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)

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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 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 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

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15. SIGNATURES OF PARTIES TO THE AGREEMENT

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

Name of Jobholder: WIM MOHAPO

Signature: ..... Date: 01 JULY 2025

AND

Name of Supervisor: .....

Signature: ..... Date: 01 July 2025

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ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2

CITY OF CHOICE

PIETERMARITZBURG
MSUNDUZI

Signatures: Employee: ..... Date: 01 July 2025 Supervisor: ..... Date: 1 July 2025

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SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

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

2. General conduct

A staff member of a municipality must at all times—

(*a*) loyally execute the lawful policies of the municipal council;

(*b*) perform the functions of office in good faith, diligently, honestly and in a transparent manner; (*c*) act in such a way that the spirit, purport and objects of section 50 are promoted;

(*d*) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and

(*e*) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

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

(*a*) implement the provisions of section 50 (2);

(*b*) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;

(*c*) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;

(*d*) obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the staff member's job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;

(*e*) participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal gain

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

(*a*) use the position or privileges of a staff member, or confidential information obtained as a staff

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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.

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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.

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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.

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ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM

CITY OF CHOICE

PIETERMARITZBURG
MSUNDUZI

Signatures: Employee: ..... Date: 1 July 2025

Supervisor: ..... Date: 2 July 2025

Confidential

Confidential

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.

_____

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: _____

EX OFFICIO COMMISSIONER OF OATHS
HUMAN RESOURCES SUPPORT SERVICES MANAGER
SIFISO PETROS MZOBE
333 CHURCH STREET, PIETERMARITZBURG 3201
DATE: 01/07/2025

CONTENTS NOTED : MM _____

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.

MUNICIPALITY:	**MSUNDUZI MUNICIPALITY**
NAME:	**LYNETTE MOLAPO**
JOB TITLE:	**DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES**
SUPERVISOR	**MUNICIPAL MANAGER**
UNIT	**CORPORATE SERVICES**
COMPONENT:	**CORPORATE SERVICES**

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

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

- **Networking, workshops, in-service training**
- **Be up to date with current trends, policies and legislation**

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

- **All**

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

- **N/A**

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

- **N/A**

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

- **SAP Training for proper strategic oversight**

6. Actions/Training interventions to address future progression

- **SAP Training**

7. Comments/Remarks of the Incumbent

- **Critical to enhance strategic oversight**

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

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AGREED UPON:

Signature: _____

Supervisor: N. Ngcobo

Date: _____

Signature: _____

Incumbent: LIM MOLAPO

Date: 01.07.2025

Date of next review: _____

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ANNEXURE D

MSUNDUZI MUNICIPALITY PERFORMANCE WORKPLAN

EMPLOYEE NUMBER:	**0106810**
SURNAME & INITIALS:	**MOLAPO L. I. M.**
DESIGNATION:	**DEPUTY MUNICIPAL MANAGER**
COMPONENT:	**CORPORATE SERVICES**
UNIT:	**CORPORATE SERVICES**
MANAGEMENT LEVEL:	**LEVEL 2**
OCCUPATIONAL CLASSIFICATION:	**SENIOR MANAGEMENT (SECTION 56)**
LOCATION:	**341 CHURCH STREET, 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 : _____

DATE : 01 July 2025

SUPERVISOR : _____

DATE : 01/07/2025

Signatures: Employee: ..... **Date:** 01 July 2025 **Supervisor:** ..... **Date:** 01 July 2025

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MSUNDUZI MUNICIPALITY								
NAME: LYNETTE MOLAPO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES							
WORKPLAN 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT					WEIGHT (%): 40%			
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET/OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
14 - BUILDING CAPABLE & DEVELOPMENTAL MUNICIPALITY	CS 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	100% of Legal Services provided by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CS 02		100% of Legal Services provided for Contigent Liability by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CS 03		520 x employees trained in accordance to the approved 24/25 Workplace Skills Plan facilitated by the 30th of June 2026	Number	80	200	360	520
	CS 04		2 x Top Management Position filled by the 30th of June 2026	Number	1	N/A	N/A	2
	CS 06		100% Workplace Skills Plan budget spent by the 30th of June 2026	Percentage	15%	35%	65%	100%
	CS 07		2 x Monitoring reports on Priority posts filled within Msunduzi Municipality by the 30th of June 2026	Number	N/A	1	N/A	2
	CS 08		100% of all SVA's for vacant posts submitted for Corporate Services by the 30th of September 2025	Percentage	100%	N/A	N/A	N/A
	CS 10		95% uptime by the 30th of June 2026	Percentage	95%	95%	95%	95%
	CS 14		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%
	CS 15		100% Implementation of the Employment Equity Implementation Plan within the Corporate Services BU for the 25/26 FY by the 30th of June 2026	Percentage	N/A	N/A	N/A	100%
	CS 16		100% Implementation of the Training and Development policy for the 25/26 FY by the 30th of June 2026	Percentage	N/A	N/A	N/A	100%

NB: IT MUST BE NOTED THAT THE INSERTION OF CS 02 IS PROBLEMATIC FOR THE FOLLOWING REASONS:
1. A CONTINGENT LIABILITY IS A POTENTIAL OBLIGATION THAT MAY OR NOT BECOME AN ACTUAL LIABILITY AS A POSSIBLE DEBT ARISING FROM DEEMED OR ACTUAL LITIGIOUS ACTIVITIES OF THE MUNICIPALITY.
2. CONTINGENT LIABILITIES ARE PROBABILITIES AND NOT A SMART TARGET TO CHASE, AS A RESULT.
3. FURTHER, REPORTING AND MONITORING CONTINGENT LIABILITIES IS COVERED BY BOTH CS 01 AND CS 28.
4. MOST IMPORTANTLY, CS 02 IS NOT INCLUDED BY MUTUAL UNDERSTANDING AND AGREEMENT BY THE WRITER BUT IT IS IMPOSED.

refer to council

Signatures: Employee: ..... Date: 01 July 2025 Supervisor:..... Date: 01 July 2025

MSUNDUZI MUNICIPALITY								
NAME: LYNETTE MOLAPO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES							
WORKPLAN 2: FINANCIAL VIABILITY & FINANCIAL MANAGEMENT					WEIGHT (%): 20%			
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET/OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
4 - FINANCIAL SUSTAINABILITY	CS 11	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	100% of ICT allocated budget spent by the 30th of June 2026	Percentage	N/A	30%	70%	100%
	CS 12		100% of Capital Expenditure spent by the 30th of June 2026	Percentage	N/A	20%	80%	100%
	CS 13		100% of Operational Expenditure spent by the 30th of June 2026	Percentage	N/A	20%	80%	100%
	CS 17		20% Reduction of Overtime by the 30th of June 2026	Percentage	N/A	N/A	N/A	20%
	CS 18		20% Reduction of use of Consultants by the 30th of June 2026	Percentage	N/A	N/A	N/A	20%

MSUNDUZI MUNICIPALITY								
NAME: LYNETTE MOLAPO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES							
WORKPLAN 3: GOOD GOVERNANCE & PUBLIC PARTICIPATION					WEIGHT (%): 40%			
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
E & DEVELOPMENTAL MUNICIPALITY	CS 09	ERNANCE & PUBLIC PARTICIPATION	100% of Secretariat & Auxiliary Services provided by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CS 19		Submission towards the Development of the Municipal SDBIP 26/27 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
	CS 20		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 2025	Date	Submission towards Development of the Municipal Annual Performance Report 24/25 FY	N/A	N/A	N/A
	CS 21		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
	CS 22		Submission of a signed performance agreement for the 25/26 FY as per stipulated timeframes by the OPM unit completed by the 10th of August 2025	Date	Submission of a signed performance agreement for the 25/26 FY	N/A	N/A	N/A
	CS 23		12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2026	Number	3	3	3	3
	CS 24		4 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 30th of June 2026	Number	1	1	1	1
	CS 25		4 x Quarterly Performance Assessments conducted as per the approved by the 30th of June 2026	Number	1	1	1	1
	CS 26		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	Percentage	100%	100%	100%	100%
	CS 27		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%

Signatures: Employee: ..... Date: 01 JULY 2025 Supervisor: ..... Date: 01 July 25

MSUNDUZI MUNICIPALITY								
NAME: LYNETTE MOLAPO	DESIGNATION: DEPUTY MUNICIPAL MANAGER: CORPORATE SERVICES							
WORKPLAN 3: GOOD GOVERNANCE & PUBLIC PARTICIPATION					WEIGHT (%): 40%			
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
1 - BUILDING A CAPABL	CS 28	NKPA 5 - GOOD GOVE	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%
	CS 29		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%
	CS 30		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%
	CS 31		100% Reduction of all Risk Indicators within my span of control by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CS 32		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%
	CS 33		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%
	CS 34		100% Implementation of the recommendations addressed in the MEC Letter for the 23/24 FY IDP Review by the 30th of June 2025	Percentage	100%	100%	100%	100%
	CS 35		100% Attendance of all DDM meeting as per invite received by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CS 36		100% Attendance of all Risk Mnagement Comittee meeting as per invite received by the 30th of June 2026	Percentage	100%	100%	100%	100%
	CS 37		100% Attendance of all Operation Sukuma Sakhe meeting as per invite received by the 30th of June 2026	Percentage	100%	100%	100%	100%